



Policy # 2026-01

Municipal Vehicle Use

1. Policy Statement:

The Council of the rural community of Hanwell is committed to providing services through the safe, effective, and efficient use of its municipally owned vehicles.

2. Policy Objective:

The purpose of this policy is to set guidelines and regulate the use of municipally owned vehicles. This policy applies to all employees of the rural community of Hanwell who are assigned use of any or all vehicles owned by the rural community of Hanwell including but not limited to trucks, fire trucks, trailers, tractors, all-terrain vehicles, watercraft, and other motorized vehicles and equipment licensed for use on and/or off public roads. This policy is not applicable to emergency response vehicles when engaged in emergency response operations.

Employees of the rural community of Hanwell are to understand that the use of a municipal vehicle is a privilege, and certain duties and responsibilities are required to be fulfilled in order for an employee to maintain that privilege.

3. Definitions:

CAO – means chief administrative officer of the rural community of Hanwell

Clerk – means municipal clerk of the rural community of Hanwell

Employee or Staff – for the purpose of this policy only, means municipal employees or staff members of the rural community of Hanwell, volunteer firefighters with the Upper Kingsclear Hanwell Fire Department, and elected officials of the rural community of Hanwell

Motor Vehicle Act – means the *Motor Vehicle Act*, RSNB 1973, c M-17

Municipal Vehicle or Municipally Owned Vehicle – means any vehicle owned or operated by the rural community of Hanwell for use in its operations

Authorized Use:

- 4.1. Use of municipal vehicles is restricted to official municipal business only during working hours or for periods outside of the normal workday where the vehicle has been authorized for use by the CAO. Personal use may be granted in exceptional or emergency situations with pre-authorization from the CAO. Personal use of municipally owned vehicles without pre-authorization from the CAO will be treated as abuse of municipal policy and disciplinary action may be taken at the CAO's discretion.
- 4.2. Only employees with the necessary licensing and training are authorized to operate municipally owned vehicles. Employees must hold a valid driver's license appropriate for the vehicle class, be insured by the municipality, keep a copy of the valid insurance card in the vehicle, and follow all vehicle-specific operating instructions and safety protocols as provided for in the *Motor Vehicle Act* and by the rural community of Hanwell.
 - 4.2.1. A copy of the employee's valid driver's license must be provided to the clerk.
 - 4.2.2. An employee whose job description requires that they carry a valid driver's license must report to the CAO and/or clerk any change in the status of their driver's license which results in the loss and/or suspension of that license required to do his/her job.
- 4.3. Passengers are restricted to authorized personnel only, that is employees of the rural community of Hanwell. Passage by non-employees may be granted in exceptional or emergency situations; these situations shall be reviewed prior to transport and approved in advance, wherever possible, by the CAO and/or clerk.
- 4.4. Vehicles are assigned based on operational requirements and must be used for work-related purposes. Employees must ensure that all vehicles are used for their designated purposes.

4. Smoking, Vaping, Alcohol, Drug Use:

- 5.1. Smoking and/or vaping is strictly prohibited in municipally owned vehicles. This includes the use of e-cigarettes, vapes, and all tobacco products including chewing tobacco.
- 5.2. The use of drugs or alcohol in municipally owned vehicles is strictly prohibited. This includes the use of drugs or alcohol prior to driving, while driving, and while idle.
- 5.3. Employees will not operate municipally owned vehicles while using prescription drugs/medication(s) or non-prescription drugs/medication(s) that through their use may cause impairment and interfere with the safe and effective operation of the vehicle.
 - 5.3.1. If an employee has been prescribed drugs/medication(s) by a medical professional that may cause impairment and that employee's roles and duties involve the operating of a municipally owned vehicle, the employee must notify their immediate supervisor to ensure proper accommodations are made.

5. Safety Standards:

6.1. Employees are expected to always employ safe driving techniques, adhering to all applicable safety guidelines, municipal policies, and traffic laws as set forth in the *Motor Vehicle Act*, while operating municipally owned vehicles, or while operating personally owned vehicles, on municipal business. Examples of safe driving techniques include, but are not limited to:

- Always wearing seat belts while a vehicle is in motion;
- Maintaining a safe following distance between the municipal vehicle and the vehicle in front of it;
- Always driving within the posted speed limits;
- Operating the vehicle at speeds that are safe for the conditions, recognizing that in some circumstances, e.g., snow, rain, fog, speed may be lower than the posted speed limit;
- Obeying all traffic signs; and
- Checking blind spots and proper use of vehicle signals.

6.2. Employees operating a municipal vehicle, or personal vehicle on municipal business, are strictly prohibited from talking, texting, typing, dialing, browsing, or emailing using a hand-held device, i.e., cell phone. An employee may use a hands-free communication device, i.e., cell phone with earpiece or Bluetooth, using voice dialing or while plugged into a vehicle's sound system.

6. Maintenance and Inspections:

7.1. Municipal vehicles are to be kept clean inside and out. Employees are required to remove accumulated snow, mud, and other dirt and debris from the vehicle.

7.2. All municipal vehicles will undergo regular inspections as outlined by the manufacturer's recommendations and municipal guidelines. This includes routine inspections, e.g., oil changes, brake checks, tire pressure, and any cleaning and sanitizing, as necessary. Any mechanical problems or physical damage must be reported immediately to the employee's immediate supervisor and documented.

7.3. Repairs to municipally owned vehicles must be approved by the CAO and/or clerk and any repairs must be scheduled and completed in a timely manner and documented.

7. Incidents:

8.1. Any incidents involving municipal vehicles, including but not limited to accidents or damages, must be reported immediately to the employee's immediate supervisor.

8.1.1. If an accident occurs, the appropriate police force must be notified, and procedures must be followed in accordance with the *Motor Vehicle Act*. Further, the employee shall:

- Obtain appropriate medical attention; and

- Refrain from making statements regarding the accident with anyone other than the investigating officer, municipal officials, or municipal insurance company representatives.

8. Emissions and Environmental Responsibility:

9.1. The rural community of Hanwell is committed to reducing greenhouse gas emissions resulting from the unnecessary emissions of nitrogen oxides, carbon monoxides, sulphur dioxides, etc. Therefore, no employee shall cause or permit a municipally owned vehicle to idle continuously for more than three (3) minutes with the exception of the following situations:

- A vehicle that remains motionless because of an emergency or traffic condition which includes but is not limited to congestion in traffic, weather conditions, or mechanical difficulties over which the employee has no control;
- A vehicle containing equipment that must be operated in association with the vehicle, e.g. snow removal;
- An employee making observations or conducting maintenance or doing construction;
- A vehicle where idling is required as part of the repair process or to prepare the vehicle for service; and/or
- A vehicle engaged in a parade, or any other event authorized by the municipality.

9.2. It is an expectation of the rural community of Hanwell that municipally owned vehicles will be used in a fuel efficient and environmentally responsible manner.

10. Responsibilities

10.1. The CAO has the authority and responsibility to ensure appropriate oversight and compliance with the policy, assign municipal vehicles to employee positions, investigate and assess all vehicle accidents/incidents as necessary, facilitate communication with insurance companies in case of injury and/or property damage, review situations where passage is requested for passengers who are non-employees, issue discipline for misuse of a municipal vehicle or a violation of this policy, and review mileage and related financial information.

10.2. The clerk has the authority and responsibility, with direction from the CAO, to ensure all municipal vehicles are properly registered and insured, investigate and assess all vehicle accidents/incidents as necessary, facilitate communication with insurance companies in case of injury and/or property damage, and review situations where passage is requested for passengers who are non-employees.

10.3. All managers, directors, and the fire chief have the authority and responsibility to provide and communicate this policy to employees under their supervision, ensure that employees receive appropriate training in the safe use of municipal vehicles and equipment, regularly monitor the use of municipal vehicles to ensure proper and safe usage, and advise the CAO and clerk in the instance of an accident or incident.

11. Policy Violations:

11.1. Failure to follow this policy will result in disciplinary actions, including but not limited to verbal warnings, written reprimands, and/or suspension or termination depending on the severity of the violation.

Adopted by Council: January 21 / 2026

Date of Revision Approved by Council: _____

Mayor's Signature: DRUG

Clerk's Signature: SR