

# Village of Fife Lake Vehicle Policy

## 1. Overview of the Policy

This policy is a staff guide for the use of The Village of Fife Lake company vehicles, including vehicle maintenance and travel safety.

## 2 Management and Maintenance

It is the responsibility of each driver to ensure that the vehicles are kept clean.

Staff are responsible for ensuring that the vehicle is filled with petrol. Staff are to use fuel cards supplied by the organization for each specific vehicle.

Regular maintenance and servicing of vehicles is overseen by the Department of Public works supervisor. (DPW)

Any damage to vehicles or any mechanical issues are to be reported to the Department of Public works supervisor when acquired or noticed. Punctured tires must be taken for immediate repair by the driver.

There is no smoking allowed in any Village vehicles.

### 3.2 Security of Vehicles (garaging and safety)

All vehicles are garaged in the Village municipal garage.

Vehicles may be used for organizational business during working hours and should be returned to the Village municipal garage

### 3.3 Organizing Use of Vehicles

Obtain permission from DPW supervisor or Village President to use the vehicle

### 3.4 Vehicle and Travel Safety

Drivers are responsible for adhering to all road and traffic rules. When driving, the hands free option must be utilized when using a mobile phone.

### **3.5 Driver Fatigue**

To prevent driver fatigue employees are to adhere to the following:

- Ensuring the driver has enough sleep before driving
- Recognizing early warning signs of fatigue, such as yawning, poor concentration, tired eyes, restlessness, drowsiness, slow reactions, boredom or oversteering
- Not driving at times when driver would normally sleep
- Avoiding long drives (over two hours)
- Taking regular breaks from driving
- Sharing driving where possible
- Stopping when drowsiness, discomfort or loss of concentration occurs – Finding out whether medication taken may affect your driving.

### **3.5 Mobile Phone Use**

Talking on a mobile phone while driving can affect the driver's ability to gauge distances, keep lane discipline and keep to an appropriate speed.

Fife Lake Village employees will:

- Never use a mobile phone unlawfully while driving
- Never use a hand held mobile phone while driving.
- If possible, switch off their mobile phone while driving.
- Only use a hands free mobile phone if they must receive calls while driving.
- Keep mobile phone conversations short.
- Never argue using the mobile phone while driving, and pull over and stop the car if possible while speaking on the phone.
- Never compose or read text messages when driving.

### **3.6 Accident Management**

In the event of an accident, the driver is required to:

- Obtain the other driver's name, telephone numbers, license number
- Advise that your employer is the vehicle owner
- Exchange names of insurance companies
- Obtain name and contact details of witnesses
- Note the time, date and location of the accident on an Incident Report Form which is kept in the vehicle.

The driver is not to accept fault or liability, nor sign any statement which may be requested or produced at the scene of the accident.

If the damage appears to be more than \$1,000 or in the event of personal injury or dispute, the driver is to call the police. A police report must be made, and the incident number recorded and supplied to the Village Clerk.

Ensure that medical support/advice/assistance is sought for the driver and any passengers if required.

If the vehicle is no longer drivable, request instructions from the Village President by telephone on towing or other removal arrangements. Towing should be to the nearest approved repairer.

All accidents, however minor, are to be reported to the Village President or delegated staff member as soon as possible and within 24 hours.

A full written report of the incident should be given to the Village Clerk.

### **3.7 Theft**

In the event of the theft of an organization vehicle, staff members are required to contact the police. A police report must be made, and the incident number recorded and supplied to the Village Clerk.

### **3.8 Infringements**

Parking and other traffic infringements are the responsibility of the driver. Staff are required to provide sufficient details to allow traffic infringement notices to be redirected to the driver by way of statutory declaration.

Additional inclusions:

- Copies of staff driver's licenses are to be supplied to the Village of Fife Lake upon request
- If a staff member fails to renew or has his/ her license suspended they must notify DPW supervisor to ensure insurances aren't voided
- Except in the case of an emergency non-authorized people are not to drive the organizations vehicles