



# County of Lethbridge Policy Handbook

**EFFECTIVE:** June 16, 2011

**SECTION:** 700 NO. 702 Page 1 of 4

**APPROVED BY:** County Council

**SUBJECT:** Vehicle Use: Traffic  
Laws and Operator Conduct

**REVISED DATE:**

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## Purpose/Objective

The County of Lethbridge is responsible to insure it has qualified drivers and operators in its employment. Management as well as these operators are to perform to a high level of standard for the safety of the public as well as their own. It is the responsibility of the County of Lethbridge that this happens.

## Authority

The National Safety Code as well as Federal and Provincial law require the County of Lethbridge to have Fleet policies as well as Fleet safety policies.

## Enforcement

Enforcement of this policy is the responsibility of the County of Lethbridge management team as well as employees.

## Procedure

“If you have (with you) a valid driver’s license and are acting at the direction and control of a county agency, you may drive in any way or purpose that is lawful and necessary to carry out the official business of your agency. Whenever you do otherwise, you are personally liable.”

ALL DRIVERS OF COUNTY OWNED VEHICLES MUST POSSESS A VALID DRIVERS LICENSE OF THE APPROPRIATE CLASSIFICATION; DRIVING WITHOUT A CURRENT LICENCE OR CLASSIFICATION MAY LEAD TO DISCIPLINARY ACTION.

## Guidelines for Authorized Drivers

Agencies may determine that, in addition to Support Services requirements, the following will be reviewed at the time of hire, then annually.

- No more than two moving violations within the past 24 months.
- No more than one accident within the past 24 months.



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- No driving under the influence of alcohol violations are allowed within the past 5 years.
- If a prospective employee is required to drive a vehicle as part of the job and fails one or more of the above criteria, employment consideration will be denied.
- All employees will be required to sign the appropriate forms so that a driver's abstract may be obtained yearly.
- All new hires are required to obtain and present a current driver abstract before being authorized to drive or operate county vehicles or equipment.
- Only authorized drivers may drive a county owned vehicle: any exception shall be approved in writing by the Director of Municipal Services or the appointed alternate, with the approval stating reasons for the requested exception and retained in a Department file in Fleet Services for at least the duration of authorization.
- Drivers will not operate vehicles if their driver's license is invalid, suspended or revoked. Driving privileges may be suspended and criminal charges incurred if a driver fails to stop after an accident, knowingly flees police, races, or commits a criminal offence in a county owned vehicle.
- The failure of a driver to obey any applicable traffic laws, including provincial and local parking laws, while driving or occupying a county vehicle may result in suspension or revocation of the driver's county vehicle operators privileges. If such laws are violated, the driver is responsible for paying all penalties *promptly*. It is advisable to keep a receipt of paid parking tickets or traffic summons. All traffic summons or parking tickets received while using a county vehicle shall be the personal responsibility of the individual that receives them, and must be reported to Fleet Services, this also includes all traffic summons while off duty in other vehicles. This is a NSA requirement.
- Vehicle operators must exercise extreme caution and prudence while operating a county vehicle. Operators should be extremely cautious and avoid engaging in discourteous behavior or inappropriate conduct while operating a county vehicle. Operators subjecting a county vehicle to inappropriate or illegal activities will not be tolerated.



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- Drivers of county vehicles are not to attempt tasks in the vehicle which are beyond the vehicle's capabilities. When in doubt regarding a vehicle's use, the driver must ascertain whether the vehicle's use in the task will serve the interest of the county rather than the driver. Exercise caution and discretion at all times. County vehicle operators have a responsibility to act in a professional manner at all times while operating a county vehicle. Vehicles taken out of the county are not to be used for personal use. If it is anticipated that a county vehicle might be vulnerable to personal use, then it is strongly encouraged to use an alternative mode of transportation.

## Unauthorized Use of County Vehicles

Be advised that any unauthorized use of County vehicles will result in immediate disciplinary action from the operator's agency. Normal operation of a County vehicle in an ethically or morally compromising environment should be avoided at all costs. Such action may include suspension of all privileges to operate county vehicles. The following uses of county vehicles are prohibited:

- Travel or tasks which are beyond the vehicle's rated capacity.
- Any use for personal purposes, excepting those authorized.
- Transport of pets, or hitch-hikers that are not serving the interests of the County.
- Transportation of cargo which has no relation to the performance of County business.
- Transportation of acids, explosives, weapons, ammunition, or highly flammable materials except by specific authorization or in emergency situations or those with authorization to carry such products.
- Transportation of any item of equipment projecting from the side, front, or rear of the vehicle in a way which constitutes an obstruction to safe driving, or a hazard to pedestrians or to other vehicles.
- Attending sporting events, including golf, hunting and fishing, which are not in the service of County business.



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- Extending the length of time the vehicle is in operator's possession beyond that which is required to complete the official purpose of the trip.
- Operating a county vehicle while under the influence of alcohol or drugs is prohibited.

## Exclusive Business Use

Exclusive use assignment of a County vehicle for business-related activities shall be approved by agencies manager.

Exceptions to the exclusive use criteria not requiring Manager's approval may be granted under the following conditions:

- (a) use is defined in County policy 101
- (b) a commute is authorized.