



County of Lethbridge Policy Handbook

EFFECTIVE: June 16, 2011

SECTION: 700 NO. 704 Page 1 of 5

APPROVED BY: County Council

SUBJECT: Care of County
Vehicles

REVISED DATE:

Purpose / Objective

The objective of this policy is to ensure that everyone employed by the County of Lethbridge follows the same process so that the County of Lethbridge and its employees are driving and operating equipment that is safe and complies with legislated requirements.

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 in place. A daily inspection or pre trip is required by law.

Enforcement

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

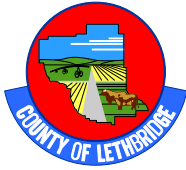
Procedure

If a vehicle is damaged due to abuse or neglect, the agency will be charged for the amount of the repairs. If an agency (or employee) neglects a leased vehicle, including not informing Fleet Services of possible damage due to a maintenance problem, the agency will be charged for the cost of the damage repairs. Agencies need to inspect vehicles for damage and safety concerns on a daily basis before vehicle or equipment operation. Damage or improper care of a county vehicle or equipment may result in disciplinary action.

Operators Daily Check-Heavy-Duty Equipment

Before operation check but not limited to: unit brake/air system, clutch adjustment, lights, mirrors, low air warning buzzer, backup alarm, and other safety accessories, engine oil, hydraulic oil (sight glass), belts, coolant level, tire pressure and lug bolts/nuts oil in wheel hubs (sight glass), tires for cuts, breaks, or punctures, clean windows and operators compartment, fill out log book.

During operation: be aware of unusual noises, check all gauges for proper operation, keep unit clean. *After operation:* Fill fuel tank, drain air tanks, leave vehicle clean.



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Report all unsafe items and items needing attention to your supervisor immediately and fill out a defect sheet! The operator's manual that is found in the unit has a detailed maintenance schedule; this is the schedule that is to be followed at minimum. Provincial and Federal regulations will take precedence.

Preventive Maintenance Schedule for Pickups and Light Vehicles

The operator's manual that is found in the unit has a detailed maintenance schedule; this is the schedule that is to be followed at minimum.

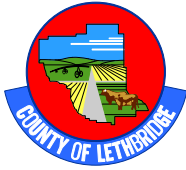
Daily: Perform daily checks as prescribed by the owner's manual, keep unit clean, fill out log book.

Weekly: Check tire pressure (with gauge), Auto transmission fluid, clutch adjustment, wheel mounting hardware, inspect engine compartment and oil leaks, follow owner's manual for addition items.

At Approved Oil Intervals: Change engine oil and filter check differential, transmission, brake and steering fluid, radiator coolant level, drive belts, hydraulic level and add or change as per owner's manual, all safety equipment (fire extinguisher, first aid kit, etc), steering box, lube chassis, door hinges, and drive shaft joints, service air filter as per owner's manual, clean battery post, check tires for cuts and inflation.

Operators of each agency are responsible for daily, weekly, and monthly inspections, as well as all maintenance laid out in the owner's manual. All preventive maintenance functions are performed according to the service schedule included in the owner's manual and or the service schedule.

Each operator is responsible to schedule the annual provincial inspection with Fleet Services and submit the required paper work one month before the inspection expires. Fleet Services will arrange for the licensing and insuring of all county vehicles and equipment. Fleet Services will ensure that all agencies receive the insurance renewals for all units, and the agencies are responsible to place the new insurance in the vehicles.



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Drivers are responsible for coordinating flat tire changes and ensuring that the damaged tire is repaired. In the case of a dead battery, the agency is responsible to do all that is possible to correct the problem, within Fleet Services policy, before contacting Fleet Services. Fleet Services will cover the cost of replacing batteries and tires, repairing tires, and charging dead batteries. Maintenance costs incurred by abuse or neglect by the vehicle's operator will be the responsibility of the agency involved.

Each agency is responsible for ensuring that vehicles are clean inside and out. Agencies are also responsible for refueling all used vehicles on a daily basis, utilizing the County refueling system.

Agencies may not display any commercial advertising on any vehicle at any time. All vehicle stickers, plaques, and or signs must be approved by Fleet Services prior to affixing to an approved location on the vehicle or equipment.

Unauthorized alteration of the OEM vehicle specifications will not be allowed. All vehicle alterations, modifications, conversions, or improvements must be authorized in advance by Fleet Services.

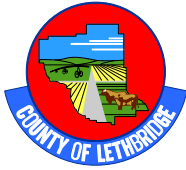
No employee shall disable a safety device or any other feature installed in county vehicles or equipment including the AVL, violations shall be treated in accordance with disciplinary procedures, which could include suspension without pay and eventual dismissal for continued and repeat violations.

Preventive Maintenance and or Repair of Vehicles

Vehicles with mechanical or safety defects, including recalls, should be promptly reported to Fleet Services, where an inspection will be performed and appropriate action is taken to maintain compliance of all county vehicles and equipment.

All repairs performed on County vehicles, greater than \$100, must be preauthorized by Fleet Services. The coordination of repairs using appropriate agency and Fleet Services procedures requires obtaining a Purchase Order number. Vehicle operators are to instruct the vendor to contact the Fleet Services department to receive the purchase order number and approval. Agencies and vendors failing to obtain prior approval on repairs will be responsible for the cost of the repairs in question.

Should an emergency necessitate an out of pocket expense for the driver, it is necessary to obtain an invoice or receipt marked *PAID* from the vendor with the



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vendor's name and address, the vehicles license number, unit number and date. Reasonable maintenance repairs and expenses shall be subject to reimbursement.

In the case where a credit card or cash expenditure is necessary for emergency parts or repairs, the action must be explained in writing (note it on the back of the receipt). Purchaser's copy of delivery invoice, covering emergency purchase, and guarantee document must be forwarded to Fleet Services Supervisor.

Employees buying tires or batteries when the emergency is not substantiated in writing will be charged the difference between the regular "County" price and the price charged by the vendor shown on the receipt. In the case of emergency tire or battery purchase, the old battery or tire shall be returned to Fleet Services, subject to local recycling policies.

In the event of a breakdown on the road, services may be obtained by a telephone call to one of the following numbers, shop personnel can advise where and how service can be obtained:

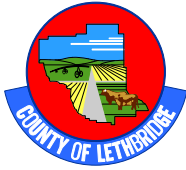
County of Lethbridge Shop Picture Butte	403-732-6001
Fleet Services Supervisor cell phone	403-634-0754
Mechanic #1 cell phone	403-634-0753
Mechanic #2 cell phone	403-634-0732
Parts Person cell phone	403-634-0528

CONTACT PERSONNEL AFTER WORKING HOURS ONLY IF IT IS A REAL EMERGENCY.

Where it is more economical, vehicles stationed away from the County repair facility, authorization will be approved to have local servicing done by approved facilities.

Storage of Vehicles

County vehicles are generally stored in a County facility except for the following situations: no County facility is available; in various situations, at home after returning from a trip or long work day, etc.; and resident storage when a vehicle has been assigned to an individual for the length of an active construction project. The vehicle should be stored in such a manner it will not be subject to damage or criticism.



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Assigning Equipment Maintenance Responsibility

Training is provided for servicing and preventive maintenance of vehicles. Corrective or disciplinary action is recommended when responsible employees fail to ensure that preventive maintenance is accomplished.