

# County of Lethbridge Policy Handbook

**EFFECTIVE:** June 16, 2011

**SECTION:** 700 NO. 706 Page 1 of 2

**APPROVED BY:** County Council

**SUBJECT:** Alcohol and Drug Use

**REVISED DATE:**

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## Purpose / Objective

The objective of this policy is to add to and enhance County of Lethbridge Policy 138.

## 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 that will protect the public as well as County of Lethbridge employees.

## Enforcement

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

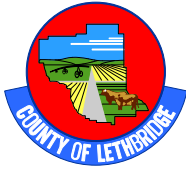
## Procedure

No individual may operate a county-owned vehicle or equipment at any time after the consumption or use of alcohol or use of a non-prescribed controlled substance. Any violation of this rule will result in the loss of the privilege to operate a county vehicle and or dismissal.

No individual shall operate a vehicle or piece of equipment at any time when impaired through the consumption of any legal drug and rendered incapable of operating a unit in a safe and responsible manner. Any violation of this rule will result in the loss of the privilege to operate a county vehicle and or dismissal.

Any county vehicle operator who is convicted while off of duty driving under the influence of alcohol or drugs, or who is convicted of reckless driving in any form, shall successfully complete the Defensive Driving Course or approved course before he or she is allowed to again operate a county vehicle or private vehicle for county business. The authorized county vehicle operator shall notify his or her supervisor of any conviction for these acts. Failure to provide proper notification shall lead to disciplinary actions and possible dismissal.

Any county vehicle operator who is convicted while on duty driving under the influence of alcohol or drugs, or who is convicted of reckless driving in any form, and who is not terminated from employment with the county, shall successfully complete the Defensive



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Driving Course or approved course before he or she is allowed to again operate a county vehicle or private vehicle for county business.

All county vehicles and equipment are designated as “*non-smoking*” as per Policy 135. Agency violators will be assessed fees for any damages incurred by unauthorized smoking in vehicles and equipment.

Each department head is responsible for enforcement of this policy. Complaints about violation should first be directed at supervisors, who will issue appropriate discipline. Vehicle operating departments will be assessed a cleaning fee for smoking in a county vehicle or equipment.