

## VEHICLE AND EQUIPMENT USE

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### POLICY

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The SAO approves the use of all Hamlet vehicles or equipment to authorized Hamlet employees or other authorized persons for Hamlet business.

All vehicle operators must have a valid driver's license or operator's certificate appropriate to the class or type of vehicle being driven.

All vehicle operators must be eligible to be covered by the Hamlet's insurance policy.

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### DEFINITIONS

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"Hamlet" means Hamlet of Enterprise

"SAO" means Senior Administrative Officer

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### GUIDELINES

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1. Use of all Hamlet vehicles require authorization by the SAO.
2. Only authorized staff/persons will use Hamlet vehicles or equipment for Hamlet business only.
  - 2.1. Non business-related passengers are not authorized to ride in Hamlet vehicles or equipment.
  - 2.2. Hamlet insurance only covers individuals authorized to conduct business related activities in Hamlet vehicles or equipment.
3. The Finance Manager will maintain a list of persons eligible to drive a Hamlet vehicle and/or operate Hamlet mobile equipment.
4. All drivers/operators must have a valid driver's licenses and/or operator's certificate appropriate to the class or type of vehicle.
5. All drivers/operators must submit a driver's abstract demonstrating that they have a valid and current driver's license and are legally eligible to operate the vehicle, as required
6. In emergency situations only, the following vehicles are permitted to be used outside of the normal working hours without SAO authorization:
  - 6.1. Fire Vehicles
  - 6.2. Public Works Vehicles/Equipment
  - 6.3. Bylaw Truck
7. All Hamlet owned vehicles are available and insured to be driven by licensed and authorized Hamlet staff and other authorized persons during normal working hours after which they must be parked at either the Public Works Garage or the Hamlet Office.
8. In certain circumstances, the SAO may authorize the use of Hamlet vehicles outside of the normal hours of work.

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### ATTACHMENTS

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### REFERENCES

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