

CITY OF GRAND FORKS

POLICY TITLE:	Vehicle Use – City Owned	POLICY NO: 613
EFFECTIVE DATE:	January 13th, 2014	SUPERSEDES: 2009

APPROVAL:	Council	PAGE:	1 of 1
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Purpose:

To ensure that City assets are secure and protected.

Policy:

1. The following shall be deemed to be employees that are required to have a City vehicle at home in order to be able to respond quickly to emergencies, or that require the employee to drive many kilometers per year on City business; namely:
 - Fire Chief
 - Deputy Fire Chief
 - Manager of Operations
 - Manager of Development and Engineering
 - Manager of Building Inspection and Bylaw Services
 - Electrical Coordinator or on-call personnel
 - Sewer & Water Coordinator or on-call personnel
 - Roads & Equipment Coordinator when on-call
2. Only those employees who are "on call" shall be permitted to take a city vehicle home overnight; all other vehicles shall be parked overnight at the Public Works Yard.
3. Employees, referred to in #1, who drive City vehicles and who are on vacation, sick leave, bereavement leave, etc., shall not leave the City vehicle at their residence.
4. Employees using on-call City vehicles shall keep a log of their personal mileage, including to and from work.
5. Employees using City vehicles shall not use the vehicle for personal use without prior authorization from their Manager.