

## **Municipal District of Mackenzie No. 23**

### **ADM001 Vehicle Maintenance and Operation**

Legislation Reference      Municipal Government Act, Section 5 (b)

#### **PURPOSE**

To ensure that M.D. vehicles are maintained and operated to adhere to M.D. policy.

Cross reference:      Policy No. ADM002

#### **Policy Statement and Guidelines**

1. Vehicle operators shall hold a valid Alberta Operators License and other operating certificates required for the class of vehicle they are operating.
2. Employees required to use a vehicle shall give authorization to the M.D. to obtain a drivers abstract.
3. Operators shall at all times consider safety first when operating in and around a vehicle.
4. Operators shall adhere to all traffic laws and regulations and shall drive in accordance with the condition of the road.
5. No alcohol or drugs shall be allowed in M.D. vehicles or equipment at any time.
6. Vehicle and/or equipment operators shall not be under the influence of drugs and/or alcohol.
7. Operators shall perform a vehicle inspection prior to operating the vehicle to ensure that the vehicle is in a safe operating condition, and that there are no hazards in the immediate vicinity of the vehicle.
8. Only authorized personnel shall operate M.D. owned or leased vehicles.
9. Vehicles used to tow trailers and/or equipment shall be adequately equipped to perform the function and shall adhere to all government regulations and M.D. policies.
10. Vehicles shall be equipped with sufficient devices to ensure that any loads that may be carried are adequately signed, and the operator shall ensure they are adequately secured.
11. Vehicles shall be equipped with proper communication, first aid kit, survival equipment, fire extinguisher, and approved warning devices.

12. Operators shall ensure that equipment is fully stocked and in good operating condition.
13. The operator shall be responsible for the cleanliness and timely maintenance of the vehicle at all times.
14. Maintenance inspections shall be carried out as determined by the Shop Foreman.
15. Records of repairs and maintenance shall be filed with the M.D. office.

	Date	Resolution Number
Approved	Oct 14/98	98-312
Amended		
Amended		

"J. Maine" (Signed) \_\_\_\_\_  
**Chief Administrative Officer**

"B. Bateman" (Signed) \_\_\_\_\_  
**Chief Elected Official**