

# **POLICY MANUAL**

**POLICY NUMBER: PUBLIC WORKS-027**

**SUBJECT: CORPORATE FLEET POLICY**

## **POLICY STATEMENT:**

The City is committed to ensuring that all staff of the Corporation of the City of Brantford is aware of the guidelines and procedures in place to perform the duties of their position appropriately and in compliance of any federal, provincial, and municipal legislation. The Corporation of the City of Brantford is moreover committed to ensuring the appropriate use, maintenance, and operation of its corporate assets and to minimize the impact of climate change through operation of these assets.

The City of Brantford takes the safety of its employees and the general public seriously. The sustainability of the City's commercial vehicle operating status is critical to its ability to do business and provide essential services. For these reasons, City staff must adhere to all rules and regulations of the Province of Ontario and highway enforcement authorities regarding traffic violations, citations, inspections and/or commercial vehicle safe operating practices. Furthermore, employees who operate vehicles for work are expected to adhere to all City policies, practices, and guidelines.

## **PURPOSE/OBJECTIVE:**

The purpose of the Corporate Fleet Policy is to ensure all users of fleet vehicles owned or leased by the Corporation of the City of Brantford are in compliance with the guidelines as set out by the Corporation for the responsible and safe operation of vehicles. The Corporate Fleet Policy makes reference to guidelines as they relate to the purchase or lease of vehicles, operation of vehicles, and compliance with a rise in technology to ensure compliance of the Highway Traffic Act and any other federal, provincial or municipal legislation.

## **POLICY STATEMENT DETAILS:**

Under the Employee Code of Conduct (CORPORATE-029), the use of a City vehicle by an employee is a privilege. City vehicles are not to be used for any purpose other than authorized City business and vehicles are to be used in compliance with the Highway Traffic Act.

**RELATED POLICY PROCEDURES/GUIDELINES:**

1. City of Brantford Vehicle and Equipment Anti-Idling Guideline
2. City Owned and Operated Vehicles Offence Notices Guidelines
3. Brantford Corporate Climate Change Action Plan
4. Employee Code of Conduct (CORPORATE-029)
5. Vehicle and Equipment Driver's Handbook
6. Health and Safety Standards
7. Vehicle Take Home Program

**DEFINITIONS:**

For the purposes of this Policy, the following terms shall have the following meanings:

- City Staff: All full-time, part-time, casual, temporary employees and students.
- Corporate Fleet Vehicle: Any vehicle owned and/or operated by the City of Brantford with a license plate or unique vehicle number.
- Fleet Services: The Fleet Services Department at the City of Brantford.

**RESPONSIBILITY:**

Fleet Services in coordination with Department Directors will be responsible for the implementation of the Policy.

Date of Enactment: November 28, 2023	Related By-law Number/Staff Report Number:
Review and Amendment Dates: November 28, 2023	Department Responsible for Review: Fleet and Transit Services
Date of Next Review November 28, 2025	Applicable Legislation/Legislative Authority: