



CITY OWNED AND OPERATED VEHICLES OFFENCE NOTICES GUIDELINES

GUIDELINE:

To accompany the deployment of Red Light Cameras and Automated Enforcement of traffic violations, these guidelines were developed to define responsibilities and process for Progressive Discipline.

As outlined within Section 7.1.3 of the City of Brantford Employee Code of Conduct Policy, City vehicles are to be operated at all times in accordance with the *Highway Traffic Act* and City Traffic By-laws. Offence Notices resulting from Red Light Cameras, Automated Speed Enforcement technology, and other Automated Enforcement technology mechanisms are issued directly to the City via the vehicle's licence plate number. While fines incurred through Automated Offence Notices will be paid by the City of Brantford, the vehicle Operator who incurred the Offence Notice will be required to complete applicable education and/or training and be subject to disciplinary action up to and including termination.

SCOPE:

These guidelines apply to all City employees operating City owned, rented, or leased vehicles and equipment that have licence plates or identifiable vehicle numbers. These guidelines do not apply to Emergency vehicles when responding to an emergency situation.

These guidelines apply to Offence Notices issued through Automated Enforcement technology (including Red Light Cameras, Automated Speeding Enforcement, etc.) and other Offence Notices issued directly to the City vehicle licence plate number (ex. parking tickets).

DEFINITIONS:

Automated Speed Enforcement (ASE):

Automated enforcement systems that use cameras and speed measurement devices to detect and capture images of vehicles travelling in excess of posted speed limits. Violation notices, inclusive of photos, are issued to the registered vehicle owner.

Automated Vehicle Locator (AVL):

Software that uses the Global Positioning System (GPS) to enable businesses and agencies to remotely track the location and usage of vehicle fleets.

Emergency Vehicle:

Ambulances, Fire vehicles, and Police vehicles when responding to a serious, unexpected, and potentially dangerous situation that requires immediate action.

**Highway Traffic Act (HTA):**

The HTA is a provincial statute that regulates vehicular, cycling, and pedestrian traffic on roadways within the province of Ontario. The provisions of the HTA strictly regulate how the City must administer the operation of its fleet and regulate the conduct of all vehicle/equipment operators.

Red Light Camera (RLC):

Red Light Cameras are mounted on poles at select intersections near traffic lights. The RCLs take three photographs inclusive of the vehicle's licence plate, the first taken when a vehicle is behind the stop bar, the second when the vehicle is in the intersection, and the third a close up of the licence plate. Violation notices, inclusive of the photos, are issued to the registered vehicle owner.

Offence Notice:

A notice (ticket) served to the registered owner of the vehicle outlining the set fine for the alleged offence. It is served within 30 days of the alleged offence.

ROLES AND RESPONSIBILITIES:**Operators of City Vehicles:**

All employees who operate City vehicles are responsible for:

- Successfully completing all necessary vehicle and equipment training material and courses provided by the Fleet Services Department.
- Driving safely in compliance with the *Highway Traffic Act* and City policies and procedures.
- Familiarizing themselves with City policies and procedures that pertain to the operation of City vehicles.
- Familiarizing themselves with the consequences of incurring Offence Notices while operating a City-owned, leased, or rented vehicle.
- Participating in additional driver training as required if Offence Notices are incurred while operating a City-owned, leased, or rented vehicle.

Department Managers and Supervisors:

Department Managers and Supervisors who oversee employees who operate City vehicles are responsible for:

- Ensuring that employees are aware of the consequences of incurring Offence Notices while operating City vehicles.
- Ensuring that there are mechanisms in place to account for the identity of the Operator of City vehicles at all times.
- Providing appropriate training for any employees who incur Offence Notices while operating City vehicles.



- Taking appropriate disciplinary action, in consultation with Human Resources Services staff, for any employees who incur Offence Notices while operating City vehicles.
- Supporting Fleet Services in gathering the necessary account information for payment of the Offence Notice.

Fleet Services:

The Manager of Fleet Services under the Fleet and Transit Services Department, or their delegate, is responsible for:

- Ensuring that Fleet Services tracks all Offence Notices received and paid by the City of Brantford against City owned, leased, and rented vehicles.
- Reporting on Offence Notices incurred by employees while operating City vehicles, as required.
- Supporting Department Managers and Supervisors to take appropriate action with employees incurring an Offence Notice, including additional driver training.

PROCESSING AND PAYMENT:

1. Receipt of Offence Notice:

- 1.1. All vehicle operators must notify their Supervisor or Manager if they knowingly run a red light as soon as they are safely able to.
- 1.2. Fleet Services receives the Offence Notice from the City Hall mailroom or directly from the rental vendor.
- 1.3. Fleet Services will confirm that the licence plate number listed on the Offence Notice matches that of a City owned or operated vehicle.

2. Payment of the Offence Notice:

- 2.1. Fleet Services will contact the Supervisor or Manager responsible for the vehicle listed on the Offence Notice for a Department General Ledger (GL) Code and Business Unit.
- 2.2. The Supervisor or Manager will provide the GL Code and Business Unit within five (5) business days. If the Manager or Supervisor does not provide the GL Code and Business Unit within five business days, Fleet Services will forward the request to the Department Director.
- 2.3. Once Fleet Services receives the GL Code and Business Unit, they will pay the Offence Notice through the Provincial Offences Act (POA) online service within 15 days of the issue date listed on the Offence Notice.



3. Progressive Discipline:

- 3.1. Fleet Services will send a copy of the Offence Notice and proof of payment to the Supervisor or Manager responsible for the vehicle listed on the Offence Notice.
- 3.2. The Supervisor or Manager will consult with Human Resources Staff and the Department Director or Commissioner prior to taking any disciplinary action.
- 3.3. The Supervisor or Manager will take appropriate disciplinary action for non-compliance to the HTA that result in issuance of an Offence Notice.