

P O L I C Y



Department Administration	Policy No. AD(10)	Page 1 of 1
Policy Title COUNTY VEHICLE USE		

Council Resolution No. C/182/06	Date: March 9, 2006	Cross Reference C/22/94;C/130/99	Effective March 9, 2006
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Policy Statement

All County vehicles shall be stationed at the place at which the employee is expected to report to work. Lacombe County recognizes that certain employees are required, as a condition of their employment, to respond to both emergency and non-emergency situations outside of normal working hours and need access to a County vehicle on a 24 - hour basis.

Regulations

1. The administration office and/or public works compound (Ptn. SW 28-40-27-W4) will normally be considered as the place at which employees are expected to report to work.
2. The residence of an employee may be established as the place for reporting to work when an employee is required to regularly perform duties outside of their normal working hours and the employee requires the use of a County vehicle in the performance of their job.
3. The County Commissioner is authorized to designate an employee's residence as their place for reporting to work if an employee is on call or expected to regularly perform duties outside their normal working hours.
4. Employees who have had their residence established as their place for reporting to work and who have been assigned a vehicle for use in performing their duties may station the vehicle at their residence subject to the provisions of this policy.
5. Employees are expected to operate County vehicles with due consideration for the cost of a vehicle and its maintenance.
6. Employees are expected to exercise good judgment in determining the amount of driving that is necessary for performance of their respective duties.
7. Abuse or rough use of a County vehicle including lack of care or maintenance will not be condoned.
8. Employees who have a county vehicle stationed at their residence are expected to park the vehicle in a secure area.
9. Personal use of County vehicles is not permitted.
10. The official County decal and a fleet number shall be placed permanently on all vehicles.
11. Any employee determined to be in contravention of this policy may be disciplined and/or subject to immediate dismissal with cause.