

<b>Town-Owned Vehicle Policy</b>	<b>Policy No. 1.5.4</b>
<b><u>Date of Policy:</u></b> September 10, 2018	<b><u>Revision:</u></b>
<b><u>Motion Number:</u></b> 2018-519	

**Use of Town Owned Vehicles**

Vehicles owned by the Town of Nipawin shall be used only for Town business and shall only be driven by approved Town of Nipawin employees or members of Council. Any person driving a Town of Nipawin vehicle must have a valid class 5 drivers license and must be included on the Town’s list of approved drivers for insurance purposes. It is the duty of an employee or member of Council to advise the Chief Administrative Officer of any drivers license disqualifications.

**Passengers**

With the exception of the Fire Department Command Vehicle, passengers other than Town of Nipawin Employees on the job, members of Council, or individuals associated with town work-sites (i.e. contracted companies, etc.) shall not be permitted.

**After-Hours Use**

Town of Nipawin vehicles shall not be taken home after regular working hours, with the exception of vehicles assigned to the Parks & Recreation, Public Works, and Utility Department foremen and the Fire Chief (or Deputy Fire Chief).

Vehicles assigned to the above-mentioned foremen shall only be used after regular working hours for call-outs or emergencies. These vehicles shall not be used for private purposes.

**Fire Department Command Vehicle**

The Fire Department command vehicle shall be on duty at all times and operated by the Deputy Fire Chief in the absence of the Fire Chief.

The command vehicle must remain within the fire, rescue, or mutual aid boundaries and may leave the town for department related business or emergency response only unless authorized by the Chief Administrative Officer.

As the command vehicle must be on duty at all times, the spouse of the Fire Chief (or Deputy Fire Chief) shall be allowed to ride as a passenger in the vehicle. Should an emergency call be received, and the command vehicle dispatched, the spouse must vacate the vehicle as soon as it is safe to do so.