

| Policy Title              | Effective Date     | Updated to        | Policy Number |
|---------------------------|--------------------|-------------------|---------------|
| Town-Owned Vehicle Policy | September 10, 2018 | February 26, 2024 | 1.5.4         |

**Purpose:**

The purpose of this policy is to provide guidelines for use of Town-owned vehicles outside of regular work hours.

**Scope**

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.

**Policy**

**1. License and Insurance**

Any person driving a Town of Nipawin vehicle must have a valid class 5 driver’s 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.

**2. Passengers**

With the exception of the Fire Department Command Vehicle, no passengers shall be permitted other than Town of Nipawin Employees on the job, members of Council, or individuals associated with Town worksites (i.e. contracted companies, etc.).

**3. After-Hours Use**

Town of Nipawin vehicles may be taken home after regular working hours by the following:

- Leisure Services Supervisor
- Public Works Supervisor
- Utility Department Supervisor
- Landfill & Airport Supervisor
- Bylaw Enforcement / Emergency Measures Officer
- Fire Chief, Deputy Fire Chief, or Captain/Officer in Charge

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

No other Town of Nipawin vehicles shall be taken home after regular working hours.



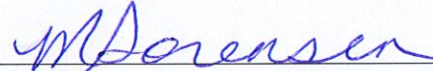
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**4. Fire Department Command Vehicle**

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



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Chief Administrative Officer

