

SAHTU HEALTH AND SOCIAL SERVICE AUTHORITY
Policy

ADMINISTRATION POLICY

VEHICLE UTILIZATION

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Driving within the community is a major component of the job for Sahtu Health & Social Services Authority (SHSSA) employees in the provision of community-based services. SHSSA will develop and implement a fiscally sound plan for vehicle management that addresses employees’ safety and clients’ service needs, and will be assigned in a way that provides the most economical use of the company fleet.

Those vehicles that are determined to be “under utilized” will be rotated where practical so there is a more even distribution of vehicle wear and tear.

All SHSSA vehicles in each community will be pooled, and will be assigned at the direction of the Director, Health & Social Programs.

A Regional Vehicle Committee comprised of the CEO, the Director, Health & Social Programs, the Manager of Social Services, and the Manager of Health Services, will establish regional guidelines for issues such as:

1. Vehicle maintenance procedures, (See attached Schedule A)
2. Monitoring vehicle utilization (See attached Schedule A).
3. Vehicle replacement schedules

Procedure:

While it is appropriate for some vehicles to be assigned primarily to one program or employee (the designated vehicle operator), those vehicles remain part of the vehicle pool and are made available to all employees when not being used for their primary assignment.

Guidelines for assigning vehicles

- Those employees who are traveling the greatest distances, or carrying heavy equipment should be given priority in the allocation of vehicles
- Employees should use the vehicle that meets their needs on any given day. Under most conditions, front or rear wheel drive vehicles are sufficient.

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Those employees who travel off the main roads on poorly maintained surfaces in all weather conditions may need 4-wheel drive vehicles and may be given priority

- Where an SHSSA vehicle is not available, taxi for a specific trip and/or use of private vehicles should be considered. Use of a taxi or private vehicle will **not** be reimbursed if an SHSSA vehicle is available.
- All vehicles in the “pool” of vehicles available in individual communities are assigned based on need. When booking a vehicle, staff will indicate the total time the vehicle will be needed (booked in increments of ½ hour), who is booking it, as well as the intended destination. Staff must “cancel” vehicle bookings when plans are changed or it is no longer required.

For vehicle bookings, maintenance and purchase procedures, and vehicle utilization, see Schedule A.

SCHEDULE A

1. GENERAL

- It is the responsibility of each employee to be aware of the procedures to be followed when using vehicles for transportation for business use while working for SHSSA. The terms “vehicles” and “SHSSA vehicles” are used throughout this schedule and for definition purposes are one in the same and interchangeable.
- Proof of a valid driver’s license will be provided to the local Vehicle Coordinator or designate before an employee may drive an SHSSA vehicle.
- GNWT Risk Management requires a “Consent for a Driver’s Abstract” to be completed and on file at the regional office.
- In accordance with the Motor Vehicle Act, all persons operating or riding in vehicles must wear a seat belt.
- Smoking in vehicles is prohibited as per Smoking Policy.
- Vehicle headlights and/or running lights are to be used at all times.
- Firearms are not to be transported in vehicles
- Animals are not to be carried in the passenger compartment of a vehicle unless properly restrained to prevent interference with the operation of the vehicle.
- Use of the vehicles in each Community is booked through the vehicle coordinator in the community. Each Community will have its own coordinator with responsibility for specific vehicles. Employees, hereinafter referred to “vehicle operator and/or primary driver” are reminded to cancel vehicle bookings when plans change and a given vehicle is no longer needed.
- Vehicle operator/primary driver shall not carry vehicle keys with them unless they are operating the vehicle that day. When the vehicle is not in use, the keys should be left with the vehicle coordinator, who is responsible for the security of vehicle keys. In those instances where it is necessary for vehicle operator/primary driver to take vehicles home after work, for vehicle security reasons and on call, the keys are to be returned to the vehicle coordinator at the start of the following workday. The vehicle should be kept locked when it is not in use. The vehicle coordinator in your area will also have a second set of keys in case of “lock out” or other emergency. The vehicle coordinator is responsible for the second set of vehicle and external locking mechanism keys if applicable, which will be kept in a secure location.
- **Vehicles shall be used for official authority business purposes only.** Personal use of vehicles, except for reasonable incidental personal use while on travel status (e.g. trips to restaurants for meals, etc.), is prohibited. Vehicles shall not be used during off-duty hours, except as authorized by a Collective Agreement. Vehicle operators/primary drivers should note that they may be held responsible for any damages resulting from unauthorized use, and that unauthorized use of a vehicle is subject to disciplinary action. On-Call employees can utilize SHSSA vehicles after hours to ensure they can return to work in the shortest amount of time.
- The Director, Health & Social Programs may authorize persons other than employees (such as volunteers or contractors) to operate a fleet vehicle while conducting

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business. This authorization must be obtained in writing prior to allowing a non-employee to operate a vehicle.

- Authorized passengers include; SHSSA employees being transported in the performance of their duties; persons other than employees being transported in connection with the work of the Authority; and persons authorized in writing by the Director, Health & Social Programs.
- SHSSA vehicles shall not be driven between an employee's home and workplace unless this provision is a condition of employment; or the trip is for valid business reasons (e.g. because of the need to drive directly to a business appointment first thing in the day or return from one last thing in the day, or leaving/returning on travel status outside normal working hours, or while on "Standby"). Note: Parking issues are not considered to be valid reasons for vehicles to be driven between an employee's home and workplace.
- Use the vehicle's license plate number on any forms or correspondence about a vehicle.
- Please contact Director, Health & Social Programs, and the local Vehicle Coordinator and Director, Finance & Administration, in case of an accident involving an SHSSA vehicle.
- Vehicle operator is defined as any SHSSA employee who books and operates pooled vehicle resources.
- Primary driver is defined as an employee, who by virtue of his or her program has transportation requirements, which take priority on the pooled vehicle resources.
- Vehicle coordinator is defined as an employee held responsible for coordination of pooled vehicle resources in a given community.

2. VEHICLE OPERATOR AND PRIMARY DRIVER RESPONSIBILITIES

- Except as noted above, only employees of the SHSSA are permitted to drive SHSSA vehicles.
- Drivers must have a valid Driver's License and will be asked to produce it.
- Drivers must report suspended Driver's Licenses to the Vehicle Coordinator and the employee's immediate supervisor.
- The payment of fines or traffic, parking and other violations vehicles is the responsibility of the vehicle operator/primary driver. SHSSA may assess a handling charge for processing ticket reminders and summons.
- Staff using the vehicles should record daily use of the vehicles. Total distance should be reported and the signature or initials of the employee using the vehicle should be shown for each day. Process is outlined in 3. below.

3. VEHICLE COORDINATOR AND PRIMARY DRIVER RESPONSIBILITIES

- This vehicle coordinator is to act in a liaison capacity between the community and the Authority.

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- Vehicle coordinator or primary driver maintain vehicle(s) according to manufacturer's warranty and maintenance schedule within prescribed purchase limits.
- In conjunction with Director, Health & Social Programs facilitate purchase of vehicle maintenance and repair of mechanical issues in excess of \$300.
- Vehicle coordinators by community are as follows:
{to be decided}
- Vehicle coordinators have a supply of trip sheets with one copy placed in each vehicle each month. They must also ensure that trip sheets are replaced monthly.
 - The first trip sheet is to be submitted (to vehicle coordinator) starting with the odometer reading noted on the transfer, and ending with the month end odometer for that same month transfer
 - Subsequent trip sheets are to be submitted each month
 - Trip sheets are to be DATED for the MONTH END DATE
 - Distance is to be reported to the nearest Kilometer. No decimal places should be used.

These distance reports must be submitted by the 10th of the following month (e.g. distance for June 1-30 should be submitted no later than July 10).

- Primary drivers will be designated by the Vehicle Utilization Committee

4. VEHICLE UTILIZATION COMMITTEE RESPONSIBILITIES

- Vehicles are for business use only
- SHSSA will designate one or more vehicle coordinators per community.
- Ensure that trips are coordinated amongst employees, especially when traveling to the same destination.
- To facilitate the economical and efficient use of vehicles.
- SHSSA CEO must authorize in writing use of a SHSSA vehicle outside of its assigned community.
- Designate a primary driver for each vehicle in the fleet.

5. VEHICLE MAINTENANCE, REPAIR AND MECHANICAL ISSUES

- Vehicle coordinator or primary driver shall assume responsibility for ensuring that routine scheduled maintenance requirements are met. Any unsafe vehicle conditions should be attended to immediately.
- Vehicle operator/primary driver is responsible for gas, supplies, and routine maintenance up to \$100 per purchase. Vehicle Coordinators may approve repairs to a maximum of \$300 plus window replacement. Vehicle needs greater than the aforementioned shall be forwarded to the Vehicle Utilization Committee.
- In the glove box of each vehicle, is an "Owners Manual" hereinafter referred to as the "Operator's Handbook". The vehicle operator/primary driver should be familiar with the contents of that handbook since it will answer most of the questions you might

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have about the operation, maintenance and use of vehicles. If the answer you are looking for is not in the operator's handbook, contact your vehicle coordinator.

- SHSSA pays all normal maintenance and repair costs associated with the operation of pool vehicles. The vehicle operator/primary driver has authority to purchase up to \$100 of operating supplies and/or minor repairs at any one time without prior approval from next level management.

This does not apply to body or glass damage (see sections on windshield and body damage for approval procedures).

Purchase Of Repairs

- Ask for an estimate, (vendor should provide free estimate, if not contact vehicle coordinator for list of approved suppliers) of the total cost. The purchase of service and repairs over \$300 should be referred to vehicle coordinator or primary driver, who will obtain proper number of estimates and required approvals.
- Purchase orders must be used for repairs in excess of \$100 and must be detailed on a garage work order/invoice. These work orders/invoices must be charged to SHSSA, and the original customer copy signed by the vehicle operator/primary operator and must be forwarded by the vendor to SHSSA for payment. Do not complete and sign both a credit card slip and a work order for the same repairs.
- Request and obtain a copy of the work order/invoice from the vendor. Forward this copy to vehicle coordinator.
- The vehicle operator/primary driver should describe fully the nature of the defect on the garage work order. This information is essential when processing repair orders for payment. Do not request or purchase mileage interval "inspections".
 - The work order must show the following information:
 - License Number
 - Odometer Reading
 - Charge to:
SHSSA
P.O. Box 340
Norman Wells, NT X0E 0V0
- Your Program/Department Name.
- Full Description Of The Work Performed Including Itemized Parts and Labor Costs.

The vehicle operator/primary driver is responsible for reviewing the completed work order to ensure that the changes relate only to the repairs requested and the work performed. After reviewing the work order, if satisfactory, sign the "out" portion certifying that the work has been performed satisfactorily. Retain a copy of the work order in the Vehicle's glove compartment. This record serves as a quick reference for the vehicle operator to check past repairs and service. With the aid of this information the vehicle operator will be aware of the repair costs to the vehicle. This record will be reviewed by the Vehicle Utilization Committee on a quarterly basis.

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- Except in an emergency or when distance dictates, all repair work done under manufacturer's warranty should be performed by a franchised dealer representing the make of vehicle the vehicle operator is driving. Warranty service is only available from franchised dealers.

Warranty

- The automobile manufacturers have warranted newer vehicles to be free from defects in material and workmanship under normal use and services for a specified period and number of kilometers.
- The vehicle Owner's Manual should be consulted for warranty information. If still in doubt, check with the vehicle manufacturer/dealer.
- If repair or maintenance work is necessary, the vehicle must be taken to an authorized dealer.
- If a dealer charges for work, which the vehicle operator/primary driver feels should have been under warranty, refer the matter to the Director, Health & Social Programs.

Towing

- SHSSA is only responsible for towing services resulting from mechanical failure of vehicle and/or seasonal road conditions.

Purchase Of Batteries

- Although it is unlikely that the vehicle will require a new battery, if the need arises, the vehicle operator/primary driver may purchase a battery from a franchised dealer of the make of vehicle you are driving. Purchase Order is required.
- Purchase "original equipment" batteries only.

Purchase Of Tires

- When distance permits, tires are to be purchased from dealers on the most recently authorized list, which is provided and updated annually by SHSSA. If you do not have a current list, please contact your vehicle coordinator for the authorized tire dealer nearest you.
- Except in the case of an emergency purchase, it is recommended that the vehicle coordinator/primary driver phone the tire supplier in advance to ensure that the tires are available when required.
- Purchase only tires of original equipment standards.
- Tire purchases must be detailed on a work order/invoice. The vehicle operator/primary driver should request and receive a copy of the work order/invoice from the dealer. Forward this copy to SHSSA for payment.
- The vehicle operator/primary driver is responsible for reviewing the completed work order to ensure the charges relate only to the quantity, type and brand of tires requested.
- After reviewing the work order/invoice, if satisfactory, sign the document certifying receipt of the tires requested.
- Leave used tire casings with the selling dealer.

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Windshield Damage

- Glass damage must be reported on a GNWT Vehicle Accident Form.
- Indicate on the Vehicle Accident Report whether or not the vehicle operator/primary driver considers it necessary to have the repairs performed at this time.
- If the vehicle is inoperative, it should be towed to the nearest garage, pending a damage estimate.
- Do not proceed with repairs until you receive an authorization number from the Director, Health & Social Programs or designate
- On completion of glass repairs, the vehicle operator/primary driver, will act as the duly authorized agent of SHSSA with signing authority to release the vehicle in accordance with the conditions contained in the "Certificate as to Repairs and Authorization to Pay"
- SHSSA calls tenders from glass suppliers throughout the area. The replacement authorization that you receive from Vehicle Coordinators will indicate the authorized supplier in your area.

Note: The tender allows only for clear glass windshields.

Vehicle Distance Reporting Forms, see trip sheets

Vehicle Licensing and Registration

- New vehicles are initially licensed upon their arrival at SHSSA.
- Plate Renewals, Each year thereafter, the renewal cards are received at SHSSA, processed and forwarded to the Vehicle Coordinators with the new month/year stickers attached. It is imperative that the Vehicle Coordinator or designate verifies that he/she has the correct registration for the vehicle being driven. The Vehicle Coordinator or designate must ensure that the serial number, and license number are exactly the same as those on the registration.
- Replacement of stickers - If the month/year stickers are lost, damaged or incorrectly placed on the license plates, Finance should be immediately contacted so that an application for a sticker replacement can be processed. If the original lost stickers are found after a sticker replacement has been done, these must be returned to Finance as they will be invalid.
- Lost or stolen plates, if one or both license plates are lost or stolen, Vehicle Coordinator or designate and Finance should be immediately contacted in order to initiate a plate replacement. This should be followed up by a memo or fax to Finance who will then forward an affidavit attesting to the lost or stolen condition of the plates to GNWT.

Insurance Coverage

- The vehicle plate insurance carried by SHSSA covers liability only. The SHSSA is self insured for collision and theft. SHSSA also carries additional public liability insurance. In order for insurance to be valid, someone with valid operator's license

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that is not currently suspended must operate the vehicle and the vehicle operator/primary driver must not be under the influence of drugs or alcohol.

Precautions in case of accident

- **Notify police if your vehicle has been damaged through “Hit and Run” and/or when parked or stationary.**
- **Notify police if damage is in excess of \$1,000 or if bodily injury is involved.**
- **Obtain all facts necessary to complete the Accident Report Form**
- **Make no admission of liability but merely say that the accident will be reported to your Insurance Company.**
- **Report all accidents involving other persons or property, even if there is no damage to your vehicle, (i.e. pedestrian accident)**

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SCHEDULE B

The Vehicle coordinator will maintain each vehicle's keys, and all required documents including

- Trip sheets
- Copies of vehicle utilization policies, procedures and schedules
- Blank GNWT Vehicle Accident Report
- Copies of scheduled maintenance invoices, for the past fiscal year (optional)
- List of authorized dealers

Approved by: _____
Judith Wright-Bird, Board Chair

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