THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3062

BEING A BY-LAW TO ESTABLISH A USE OF CORPORATE VEHICLES POLICY

WHEREAS the Municipal Act 2001, c. 25 Part II section 8 allows for the Powers of a Natural Person

NOW THEREFORE the Council of the Corporation of the Township of Augusta enacts as follows:

1.   The attached policy shall be known as the Use of Corporate Vehicles Policy and form part of this By-law:

2.   This By-law shall come into full force and affect at the time of passing.

Read a first and second time this 28th day of October 2013

Read a third time and passed this 28th day of October 2013

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REEVE

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CAO/CLERK

Policy:	**Use of Corporate Vehicles**	Date Issued:	October 28, 2013
Coverage:	Public Works employees	Revision No.	
Page 1 of 2		Revision Date:	

PURPOSE

To ensure proper use of Township vehicles by designated employees.

POLICY

1. Any employee provided with a Township vehicle must use the vehicle for Township business only.

2. No vehicle is to be taken home by an employee, without the permission of the Chief Administrative Officer or his/her designate.

3. Personal use, including the making an "enroute" stop, is not permitted.

4. The Manager of Public Works, shall, from time to time, conduct audits of vehicle usage.

5. No employee may pick up a hitchhiker in a Township vehicle.

6. An employee provided with a Township vehicle shall be held responsible for any infraction committed while he/she is using the vehicle. Any fine levied against the employee or the vehicle (i.e. parking ticket, traffic ticket), shall be paid by the employee responsible.

7. Any infractions committed while using a Township vehicle is to be immediately reported to the employee's supervisor.

8. Any employee, whose position requires that he/she have a valid driver's license, is required to notify the Township immediately if his/her license is no longer valid. If the loss of an employee's license prevents him/her from discharging his/her duties, the employee could be dismissed for cause.

9. Any abuse of the use of a Township vehicle may be construed as just cause for dismissal.

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REEVE

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CAO/CLERK