

## **COMMITTEE OF THE WHOLE    SEPTEMBER 15, 2003**

### **FLEET MANAGEMENT POLICY**

#### **Recommendation**

The Commissioner of Community Services, in consultation with the Executive Director of Buildings, Facilities and Parks recommends:

1. That the "Fleet Maintenance Section" be changed to "Fleet Management Services"; and,
2. That the attached Fleet Management Policy be approved.

#### **Purpose**

That Council approve the Fleet Management Policy.

#### **Background - Analysis and Options**

Council at its March 2001 meeting received the Draft Fleet Management Policy. Council directed staff to review and refine the policy and report back to Council with the final recommended policy.

The operation of vehicles and equipment is critical to the delivery of services to the citizens of the City of Vaughan. Equipment Operators and Drivers of City Vehicles have the duty and responsibility to protect the interests of the citizens of Vaughan by working in a safe, efficient, courteous and professional manner and maintaining good public relations with the motoring public. To ensure compliance and ensure safety, the Fleet Division developed the following policy governing employee use and maintenance of vehicles / equipment.

All employees operating City vehicles / equipment will be accountable for their own actions arising out of and in the course of the operation of that vehicle / equipment, and ensure that all efforts are made for its appearance, care and maintenance.

The Fleet Management Policy governing the operations of vehicles and equipment will ensure adherence to the fundamentals of defensive driving, reduce and eliminate preventable motor vehicle / equipment accidents, promote accident prevention through investigations and review of all accidents, provide the education and training required for employees to attain and maintain the professional and defensive driving skills to prevent accidents, ensure that all drivers of City vehicles / equipment know and obey all other City policies, the Highway Traffic Act (HTA).

#### **Conclusion**

Staff recommend that Council approve the attached Fleet Management Policy. Upon Council approval the Fleet Management Policy will be implemented immediately.

#### **Attachments**

1. Fleet Management Policy

#### **Report prepared by:**

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Respectfully submitted,

G. Doris Haas, Commissioner of Community Services

## City of Vaughan

### FLEET MANAGEMENT POLICY

The Buildings Facilities Department's Fleet Maintenance Section is responsible for the safe operation and maintenance of the City of Vaughan Fleet, and recommends that the "**Fleet Maintenance Section**" be changed to "**Fleet Management Services**". This change is based on additional functions that the section has undertaken due to growth and expansion.

#### Introduction and Policy Statement

The operation of vehicles and equipment is critical to the delivery of services to the citizens of the City of Vaughan. Equipment Operators and Drivers of City Vehicles have the duty and responsibility to protect the interests of the citizens of Vaughan by working in a safe, efficient, courteous and professional manner and maintaining good public relations with the motoring public. To ensure compliance and ensure safety, the Fleet Division developed the following policy governing employee use and maintenance of vehicles / equipment.

All employees operating City vehicles / equipment will be accountable for their own actions arising out of and in the course of the operation of that vehicle / equipment, and ensure that all reasonable efforts are made for its appearance, care and maintenance.

The City's Vehicle and Equipment Operating Policy will ensure adherence to the fundamentals of defensive driving. A defensive driver / operator realizes that other drivers can and will make driving errors. Therefore, drivers / operators must be prepared to avoid accident producing situations. Drivers / Operators must keep their vehicles / equipment under care and control at all times.

City vehicles is defined as all vehicles other than those where authorization is received by Council / City Manager or as part of a compensation package.

#### **Application of Policy**

This Policy and procedure apply to all employees who drive city vehicles / equipment to ensure that the city and its employees are acting at all times in compliance to provide following:

- Develop and promote professional and defensive driving habits for all drivers of city vehicles / equipment
- Reduce and eliminate preventable motor vehicle / equipment accidents, thereby reducing direct costs of delivering programs to the public
- Promote accident prevention through investigations and review of all accidents, thereby increasing the accountability of city drivers for their own actions
- Provide the education and training required for employees to attain and maintain the professional and defensive driving skills to prevent accidents
- Ensure that all drivers of city vehicles / equipment know and obey all other city policies, the Highway Traffic Act (**HTA**), the requirements of the Commercial Vehicle Operator's Registration (**C.V.O.R**), The National Safety Code
- Occupational Health and safety Act, other applicable Acts, Regulations, Bylaws and Statures.
- All aspects of this policy will be interpreted in a manner consistent with the requirements of the collective Agreements and the Ontario Human Rights Code.

### **Recognition and Responsibility**

The safe, efficient, courteous and professional use and care of City vehicles / equipment will be considered a condition of employment. Where an employee maintains a clean driving record, the City will recognize that employee's positive contribution to the workplace. Conversely, employees will be held responsible for any unsafe actions undertaken out of and in the course of the operation of vehicles or equipment, and a sufficiently poor driving record may render an employee unsuitable for continued employment.

### **Medical Standards**

Each employee who is required to operate City vehicles / equipment must be medically fit to do so. Any employee who has a medical condition (including taking prescription or over-the-counter drugs) which could interfere with his/her ability to safely operate vehicles / equipment must inform his/her supervisor of the restriction immediately, provide medical evidence when requested, and will not be permitted to resume operating the vehicle / equipment until it is safe to do so. In all cases, the guidelines as listed in **The Physicians Guide to Driver Examination** as amended from time to time by the Canadian Medical Association will apply.

An employee who fails to inform his/her supervisor of any restrictions related to such a medical condition and who engages in the operation of a city vehicle or piece of equipment shall be liable for disciplinary action. It is the responsibility of the employee to provide proof of fitness to operate city vehicles or equipment, if the supervisor has reasonable concerns about the employee's ability to perform his/her duties.

### **Prohibited Substances and Material**

No city employee shall transport alcohol, illegal drugs, obscene or pornographic material, illegal substances or other contraband in any City vehicle.

The operation of city vehicles or equipment while under the influence of alcohol or drugs is strictly prohibited.

Any breach of this provision shall render an employee liable for disciplinary action up to and including termination of employment with the city.

### **Smoking in Vehicles**

Smoking can be a distraction to drivers, offensive to non-smoking vehicle occupants, and makes it difficult to maintain a clean vehicle interior. **The Region of York By-law prohibits smoking in any City vehicles.**

### **Authorization**

Only employees authorized by their supervisor may drive city vehicles. The immediate supervisor shall examine the Provincial Driver's License to ensure that the driver is not violating any restriction set forth in this policy.

### **Driver Training**

The city will ensure, through appropriate training and instruction, that all employees who are assigned to operate a city vehicle or piece of equipment have met the City's requirements to operate that vehicle or piece of equipment. The City will provide training for a refresher or defensive driving course on an "as needed" basis and on a periodic basis to meet these requirements.

The corporation in accordance with the Ontario Ministry of Transportation (**MTO**) "Recognized Signing Authority Standards" shall maintain an ongoing Driver Safety Training Program.

### **Drivers License Upgrades**

The City of Vaughan has the authority to conduct Ontario Provincial Driver Licenses upgrades for its employees through the MTO Certification Program. Under this program the fleet section is responsible to the MTO, for the Recognized Signing Authority's compliance with the certification Program.

The City of Vaughan Recognized Signing Authority can conduct the applicable testing and training for the renewal or upgrading an Ontario Provincial Driver's license, but limited to a "DZ" and "AZ". All upgrades must be beneficial to the operation.

Procedures for upgrading licenses are as followed:

- A written request must be made by the employee's manager
- An official MTO medical form must be completed by a physician and submitted with the request for training, to the Fleet Supervisor
- Upon successful completion of the request, the employee must attend the training within 30 days

### **Driver's Abstract**

All employees who operate city vehicles / equipment must submit copies of driver's abstracts, as a requirement of the C.V.O.R. system.

New employees hired to drive city vehicles must submit their driver's abstract through Human Resources Department, for review by the Recognised Signing Authority, before driving city vehicles.

The City will review the Driver's Abstract for each employee on no less than a yearly basis. If an abstract discloses a sufficiently poor driving record, an employee may be counselled, required to take a refresher or a defensive driving course, before operating city vehicles.

### **Drivers License**

Under the HTA, Section 32.10, every employee who drives a City vehicle must have a valid Ontario Province Driver's License. The owner / operator (i.e. City of Vaughan) must ensure that the driver's valid license is classified according to the type of vehicle to be driven.

A valid license is one that is not canceled, suspended, expired or not renewed.

Employees holding a graduated license level "1" are **NOT** permitted to operate City vehicles.

Where a Class "D" or "A" vehicle and or specialized equipment are to be operated, employee must have appropriate training on that class of vehicle. Successful completion of the requirements of the provincial Air Brake (Z) Endorsement Program and examination for class "D" or "A" License is also required.

### **Graduated Licenses**

All staff, require to operate city vehicles shall have a minimum of a class G2 license that permits them to operate with the following restrictions:

- Must not drive if they have been drinking (maintain a zero blood alcohol level)
- Limit the number of people carried to the number of seat belts in the vehicle.
- Drive class G vehicles only.
- If the status of any person's graduated license is reduced to a level below G2, they must inform their supervisor immediately.

### **License Classifications**

**CLASS "A"**, permits the operation of any tractor-trailer or truck trailer combination. If you hold a Class "A" license you are also authorized to operate Class "D" and "G" vehicles.

**CLASS "B"**, permits the operation of any school purpose bus.

**CLASS "C"**, permits the operation of any regular bus

**CLASS "D"**, permits the operation of any motor vehicle exceeding 11,000 kilograms gross weight or registered weight, and any combination of a motor vehicle exceeding a total gross weight or registered gross weight of 11,000 kilograms, and towed vehicle not exceeding a total gross weight of 4,600 kilograms, but not a bus carrying passengers.

**CLASS "F"**, permits the operation of any regular bus with maximum of 24 passengers.

**CLASS "G"**, permits the operation of any motor vehicle not exceeding 11,000 kilograms gross weight or registered gross weight, and any combination of a motor vehicle not exceeding a total gross weight or registered gross weight of 11,000 kilograms and towed vehicles where the towed vehicles do not exceed a total gross weight of 4,600 kilograms.

#### **Loss or Suspension of License**

The City is not obliged to provide alternate employment to any employee whose driver's license is suspended or revoked. Any employee possessing a driver's license, whose actions result in the suspension or revocation of that license, shall immediately inform their supervisor or the fleet management. Failure to do so shall render the employee liable for disciplinary action up to and including termination with the City.

#### **Temporary, Volunteer or other Persons**

Temporary, volunteer or other persons who are required to drive City vehicles shall meet all the required conditions of the City as set forth in this Fleet Management Policy.

#### **Commercial Vehicle Operator's Registration (CVOR)**

Under the HTA, regulations 575, the CVOR program applies to all owner / operator (i.e. City of Vaughan), who is responsible for commercial motor vehicles that use the Province of Ontario roadways.

All City vehicles over 4,500 kg (9,921 lbs.) Gross vehicle Weight (GVW) or Registered Gross Weight (RGW) are considered commercial vehicles under the HTA and is included in the program.

Every owner / operator is held responsible and accountable for:

- Driver behavior
- Vehicle operation and condition
- Compliance with the HTA requirements

The MTO reviews the owner / operator's performance on a regular basis and based on the number of convictions for violations of HTA, The National Safety Codes, Preventable Accidents and Default Fines Payments will

- Issue a warning
- Restrict the number of vehicles the City can operate or
- Cancel the CVOR registration.

#### **Load Security**

The HTA, regulations 45.5 requires that all loads be covered so that no part of it can shift, fall off or be blown from the vehicle onto the roadway.

#### **Pre-Trip Inspections (Circle Checks)**

The HTA, regulations 575.2, requires that all drivers of commercial motor vehicles must conduct an inspection prior to the first trip of the day. This inspection is the responsibility of the driver who must record it in the Daily Trip Inspection Report.

It is the responsibility of the driver to immediately report all mechanical defects to the fleet section so those repairs may be performed.

The driver must report any body damage found and it must be determined if the damage has occurred while the vehicle was parked or unattended. If damage has occurred, the appropriate vehicle accident reporting procedures must be followed.

Where a driver fails to make a formal report of the damage found during the Pre-Trip Inspection and operates the vehicle, that driver may be held responsible for the damage.

The Pre-trip Inspection Report must remain in the vehicle for the duration of the shift so that it will be available for inspection by:

- MTO Enforcement Officers and
- York Region Police
- Department Supervisors and
- Fleet Supervisor / Fleet Coordinator

The driver must turn in the report to his / her supervisor at the end of each shift and any defects found during the shift must be reported at this time.

**NOTE:** it is City Policy, that all drivers operating all City owned, leased or rented vehicles / equipment, **MUST** conduct a pre-trip inspection and follow the same procedures as the commercial vehicles.

The City of Vaughan reserves the right to set and change as required, based on its Safety and CVOR records, what is considered acceptable performance standards of its drivers and operators.

### **Vehicle / Equipment Accident**

Accidents are classified in two categories:

- Non-Preventable
- Preventable

A non-preventable accident is an accident / collision involving a City owned, leased or rented vehicle / equipment that resulted in death, injury or property damage and where the city driver did everything reasonable to avoid the collision.

A preventable accident is an accident / collision involving a City owned, leased or rented vehicle / equipment that resulted in death, injury or property damage. Where the collision could have been avoided, if the City driver had operated the vehicle / equipment in such a manner to avoid the collision in spite of the actions of others and the conditions under which they were operating.

### **Accident Reporting**

In the event of an accident and in all cases where a city vehicle / equipment is involved in an accident / collision, the following procedures must be immediately applied:

- The dispatch office must be notified by radio
- The dispatcher will notify the police, the driver's supervisor and the Fleet Supervisor or Fleet Coordinator
- If there is a fatality, personal injury or serious property damage the Health and Safety Supervisor must be notified

- The City's accident / incident report must be completed by the driver and copies submitted to the Fleet Supervisor and Health & Safety Supervisor, within 24 hours.
- If the driver is unable to complete the report, the driver's supervisor attending the accident scene must ensure that the report is completed and submitted within the 24-hour period.

**NOTE:** A driver who fails to complete the City's accident / incident report will be subject to disciplinary action.

### ***Accident Review Committee***

An Accident Review Committee shall be formed to review all vehicle and equipment accidents to determine if the employee took every reasonable action to avoid or prevent the accident.

In order to determine if it was preventable or non-preventable, consideration shall be given to the following:

- Road conditions
- Condition of the vehicle / equipment
- Training provided to the employee and
- Any other factors that the committee deems relevant to the accident.

All vehicle / equipment accidents and damage shall be investigated in accordance with the Corporate Health and Safety Accident / Incident Policy and Procedure.

The Accident Review Committee shall review all reports generated by this process and the findings shall be communicated to the Operating Department, the employee, Human Resources, Joint Health and Safety Committee and other staff as may be appropriate.

The Accident Review Committee shall be made up of:

- Two representatives from the Union
- A representative from Fleet Management Services
- Manager or Supervisor of the Operating Department
- A representative from Health & Safety

The Committee's function shall be as follows:

- Schedule meetings as required.
- Make decisions based upon the accident investigation, record of training/instruction, interviews with the supervisor, and other sources as required.
- Evaluate the evidence, and within five (5) working days of a meeting make its decision based on whether an accident was preventable or non-preventable
- Communicate the findings to the appropriate department head for action.
- Make recommendations focusing on prevention of future accidents.

### ***Occupational Health and Safety***

The Occupational Health and Safety Act of Ontario legislates specific responsibilities to employers, supervisors and workers to ensure that workers are well trained and to provide proof of training.

### ***Corporate Graphics***

The Corporation will continue to execute common image management in accordance with the graphic standards policy to promote the City of Vaughan, and to provide public awareness.

All Corporate fleet vehicles will comply with the following corporate graphic standards:

- All light and heavy trucks use stripes, display City of Vaughan logo, unit number and department / section.
- All passenger cars display the City of Vaughan logo, unit number and department / section (Except compensation related vehicles.)



- Exceptions to the above may be made dependent on the operational requirements of individual departments.
- Exceptions are to be approved jointly by the City Manager and the appropriate Commissioner.

### **Employees on Emergency Call**

Employee on emergency call means any employee whose on site presence is essential to respond to an operational emergency during off duty hours.

Employees on emergency call will use a personal vehicle for the purpose of responding to an operation emergency.

Where the presence of the person on call at the emergency site is considered essential, the department head may assign a fleet vehicle to that position with permission to be driven home for the duration the employee is on emergency call provided any of the following conditions are met:

- The department does not operate a 24-hour shift basis and has not made alternate plans to respond to such an emergency that may arise at the time of the call
- The service to be provided is an immediate responsibility of the position assigned to the vehicle
- In order to respond to the emergency, the employee needs certain specialized equipment in the vehicle
- Any delay in response would increase public hardship to cause the situation to get worse.

### **Personal Use of Vehicles**

“Personal Use” shall be defined as:

- Use of Corporate vehicle for any purpose other than official business.

Personal use of Corporate Fleet vehicles is not permitted except in the following cases:

- Where an employee on emergency calls is authorized to take a vehicle home.
- Where authorized by Council resolution as part of a compensation package.

### **Use of Employee Vehicles**

Employees may be required to use a personal vehicle for business purposes subject to prior authorization by the department head.

Any employee using a personal vehicle for business purposes is required to carry a business insurance coverage for at least \$1 million for third party bodily injury and property damage. The department head based on operational requirements may request evidence of such insurance.

Employees are responsible for obtaining business insurance coverage and informing their vehicle insurers as to the extent of the business use of the personal vehicles, and the provision of remuneration for such use by the Corporation.

The Mileage remuneration is based on the principle of fair reimbursement to the employees for the business use of personal vehicles. The remuneration rate is based on the estimated cost (including depreciation, insurance, fuel, repairs and maintenance) in relation to a non-luxury vehicle.

Employees authorized to use a personal vehicle for business use will be entitled to remuneration based on kilometres travelled.

Any travel between home and any specified work location, except where the travel is to respond to an off duty call, is a personal responsibility and will not be eligible for such allowance. Daily

distance to be reimbursed is the total distance traveled between the normal work location and the visiting site location, not including any travel between home and employee's normal work location.

The remuneration rate shall be applied per kilometer subject to the Corporations' agreement and By-Law.

Where appropriate, the department head will authorize reimbursement of all parking expenses incurred by an employee in relation to the authorized business use of a personal vehicle. Reimbursement of parking costs will be limited to the days on which the vehicle is used for business purposes only.

### **Vehicle Maintenance**

It is the policy of the City of Vaughan that **all** vehicles / equipment, owned, leased or rented, must undergo a comprehensive preventative maintenance inspection and repair program at regular intervals. This is in compliance with the National Safety Codes and the HTA for commercial vehicles.

These programs are administered under the direction of the **Fleet Supervisor**. All supervisors must ensure that these schedules and due dates are adhered to and that all vehicles / equipment are available when due.

### **Vehicles Replacement**

Replacement of vehicles will be based on:

- Vehicle life cycle and costing analysis.
- Specifying the most appropriate vehicle to ensure the lowest cost is paid to acquire units.
- Disposal methods that produce the highest overall return of capital.

To determine optimum replacements from a Corporate perspective, no replacements other than those actually required, shall be implemented to ensure that consideration is given to other options before committing to replacement. Such options may be:

- Transferring units from one section / department to another.
- Replacing with surplus units, depending on the type of operation.
- Upgrading or refurbishing vehicles where necessary, to prolong life cycle.
- **See Appendix "A" for replacement criteria.**

The Fleet Management Section will assess unit usage and condition with input from user departments and information available on database, and will provide the following:

- Prepare information reports that include overall cost of units, usage and condition of units, surplus units and units suitable for rotation / transferring.
- Review and recommend vehicles for upgrades and prepares reports on current status.
- Prepare replacement schedules for current and future years (5 year plan)
- The Commissioner of the department requesting the vehicle to be replaced, as well as the Fleet Supervisor, all in accordance with the City's policy, must approve additions or replacements to the existing complement of vehicles.
- The Executive Director of Buildings & Facilities, Parks Operations and Fleet, receives all reports related to replacements and additions or upgrade of the Corporate Fleet, for information.
- Replacement scheduling must be completed each year, to meet the requirements of the Capital Budget process.
- User departments receive draft replacement schedule for comment.
- Commissioners who requested additions or upgrades to the fleet section will be advised of the status of the request for approval.
- New vehicles are to be budgeted for by the requesting Department in consultation with Fleet Management Services Division.

- Finance Department will receive current year replacement schedule for budget purposes.
- Managers whose staff will be affected by the replacement schedule will be notified.

### ***Vehicle Auction***

Vehicles / equipment that have reached their life cycle and are not economical to keep in service, are sent to the public auction for disposal. This is arranged in consultation with the Purchasing Department.

## APPENDIX "A"

<b>TYPE</b>	<b>REPLACEMENT GUIDELINES</b>
Cars	7 years or 150,000 km
½ ton compact pick-up trucks	7 years or 150,000 km
Mini vans	7 years or 150,000 km
½, ¾, and 1-ton pick-up trucks (gasoline)	7 years or 150,000 km
½ and ¾ ton utility trucks (gasoline)	7 years or 150,000 km
1 ½ and 2-ton dump trucks (diesel)	7 years or 250,000 km
(Gas)	7 years or 180,000 km
3 and 4 ton dump / plough	10 years or 250,000 km
3 and 4 ton stake	10 years or 250,000 km
5 and 6 ton dump / plough / salter	12 years or 300,000 km
10 ton dump / plough / salter	12 years or 300,000 km
Graders	15 years or 20,000 hours
Loader / Backhoe	12 years or 15,000 hours
Loader / agricultural tractor	15 years or 10,000 hours
Brush chippers	12 years
Trailers	12 years
Sidewalk ploughs	12 years or 15,000 hours
Riding mowers	7 years
Asphalt roller	15 years
Ride on sweepers	10 years or 10,000 hours
Chassis and cab sweepers	12 years or 300,000 km

