

Agency Leased and Owned Vehicles Use

Reviewed Date		Number	TQ0109
Revised Date	April 25, 2018	Approved Date	October 23, 1996

Introduction

The Health Unit serves a population of over 500,000 residents across a geographic area of 8,800 square kilometers. Programs and services are delivered from a variety of locations throughout Simcoe and Muskoka. Travel is recognized as a requirement for the delivery of public health programs and services. The health unit leases vehicles to support the delivery of the Smoke Free Ontario Program and the Oral Health Program. When not in use for oral health or tobacco program delivery, use of these vehicles by staff of other programs is encouraged. In addition vehicles have been purchased for shared use by all health unit staff.

Purpose

The purpose of this policy is to inform Simcoe Muskoka District Health unit (SMDHU) Board of Health members, employees, students and volunteers of the parameters for use of agency owned and leased vehicles

Legislative Authority

N/A

Policy Definitions and Interpretation

Approved Drivers: are individuals who meet and comply with the requirements outlined in the Motor Vehicle Incident Prevention Policy HS0114. This may include Board of Health members, employees, students and volunteers.

Shared-Use Vehicles: refers to the SMDHU vehicles which are specifically assigned for booking purposes.

SMDHU Vehicles: are vehicles owned by the SMDHU or under a lease agreement with the owner named as the Simcoe Muskoka District Health Unit.

Supervisor: refers to the position to which the employee directly reports.

Policy

The health unit maintains a fleet of vehicles for use by approved drivers who are authorized to travel in the course of health unit business.

The Director of Program Foundations and Finance will ensure the health unit obtains and maintains appropriate asset and liability coverage for all owned and leased vehicles.

The Director of Program Foundations and Finance will ensure specific individual(s) are delegated with responsibility for proper maintenance of health unit owned and leased vehicles.

Supervisors are responsible for orienting their staff to this policy and to related policies regarding travel and operation of health unit owned and leased vehicles.

Approved Drivers are responsible for the safe and accountable use of Health Unit owned and leased vehicles which includes proper orientation to the vehicle prior to operating and for ensuring they are operating within all related health unit policies.

(See Also HS0114 Motor Vehicle Incident Prevention Policy)

Procedures (See Also HS0114 Motor Vehicle Incident Prevention Policy)

Vehicle Use

1. Shared-use vehicles are booked through the Outlook calendar ([Link](#) to SMDHU Intranet). See Appendix A for listing of vehicles. Vehicle keys and information binder are accessed through the PFF Program Assistant/Reception for the office. Booking of the vehicles assigned to the Oral Health Program and Smoke Free Ontario Tobacco Enforcement Program is done through the respective Program Manager/Supervisor.
2. Each vehicle has a binder which includes two agency gasoline credit cards, a copy of insurance coverage, a copy of vehicle ownership, roadside assistance information, insurance contact information and monthly mileage record forms.
3. On the monthly mileage form, the Approved Driver will record the date, the destination, the starting number of kilometres, and the number of kilometres on the vehicle at the end of the booking.
4. Gasoline will be purchased with agency gasoline credit cards which have been assigned to each agency vehicle.
5. The Approved Driver will report immediately (within 24 hours) to their Supervisor and to the Director of Program Foundations and Finance or designate by telephone, and in writing, any damages received to the vehicle. Parking and traffic violations must be reported to the Supervisor within 24 hours. Fines for traffic and parking violations are the responsibility of the driver.
6. It is a courtesy to return the vehicle with a full tank of gasoline if it has less than half a tank and to remove all personal or program related materials/equipment or waste the driver may have generated.

Vehicle Maintenance

1. Maintenance and servicing shall be carried out in accordance with the owner's manual and will be coordinated by the PFF Program Assistant or designate. Servicing centers will be designated by Purchasing. An approved work order is required prior to repairs or maintenance being done on the vehicle.
2. Approved Drivers will not operate a vehicle that they suspect is not operating properly and will promptly report this to their Supervisor and the PFF Program Assistant.
3. Emergency road service is available through the vehicle's manufacturer. The contact information is included in each vehicle's binder.
4. All vehicles are equipped with road safety kits. If contents of the kit require replenishing the Approved Driver must notify the PFF Program Assistant.
5. All vehicles are equipped with windshield washer fluid, snow brushes and window scrapers. If replacements are required, the Approved Driver must notify the PFF Program Assistant.

Vehicle Documentation

1. Vehicle monthly mileage forms and gasoline receipts will be submitted to the purchasing program assistant or designate on a monthly basis by the Program Supervisor or designate for assigned vehicles (Dental and SFOA) and by the PFF Program Assistant or designate for Shared Use Vehicles.
2. Gasoline receipts are forwarded to finance by the Program Supervisor or designate for assigned vehicles (Dental and SFOA) and by the PFF Program Assistant or designate for Shared Use Vehicles for reconciliation with the billing from the purchasing card.
3. Information on vehicle use is collated and summarized annually or as required for the purpose of monitoring and reporting by the Director Program Foundations and Finance or designate.

Related Forms

N/A

Related Policies

- FI0101 Travel Conservation and Reimbursement
- HS0114 Motor Vehicle Incident Prevention Policy
- HR0504 Liability Insurance
- OP0101 Tobacco Free Grounds
- OP0109 Vehicle Idling

Review/Revision History

- Reviewed May 24, 2016
- Revised May 3, 2017
- Revised April 25, 2018

Final Approval Signature: _____

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