

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE

OPERATING CITY VEHICLES AND EQUIPMENT

NUMBER

A1416A

DEPARTMENT

CORPORATE SERVICES DEPARTMENT

DELEGATED AUTHORITY

**GENERAL MANAGER – CORPORATE
SERVICES**

CONTACT

**SUPERVISOR, FLEET SAFETY, FLEET
SERVICES 496-6466**

DEFINITIONS

DATE

AUGUST 30, 2012

City Driving Permit - A permit issued to any person employed by the City of Edmonton authorizing the operation of a specific class of vehicles or equipment owned or leased by the City of Edmonton except Transit employees who operate Transit buses or DATS buses.

City of Edmonton Driver Safety Program - Driver's Manual – An employee manual which outlines the expectations for employees who operate City vehicles or equipment.

City Vehicle – Any car, truck, bus, or similar self-propelled conveyance, including any motorized unit which may or may not be self-propelled or mounted on a truck or trailer, and which is owned or leased by the City of Edmonton.

Collision – An incident where a City Vehicle makes contact with another vehicle, object, individual or roadway and the contact results in any property damage to any vehicle, object or roadway, regardless of degree, or results in injury or death to any person involved.

Damage – The loss or harm to a City vehicle of which requires repair, other than normal wear and tear.

Demerit Points – A system of assessing, recording and identifying risk as well as advising management of the level of risk presented by a Driver. Demerit points expire 2 years after the date of the event.

Driver – An employee of the City of Edmonton, who is driving, using, or has care and control of a City Vehicle, and is the holder of a City Driving Permit.

National Safety Code (NSC) – A set of safety standards with which certain commercial vehicles must comply.

EDMONTON

ADMINISTRATIVE PROCEDURE

TITLE

OPERATING CITY VEHICLES

NUMBER

A1416A

DATE

AUGUST 30, 2012

Non-Preventable Collision – A Collision involving a City Vehicle where the Driver did everything reasonable to prevent it, but still could not avoid the Collision.

Preventable Collision – A Collision involving a City Vehicle in which the Driver of the City Vehicle failed to exercise every reasonable precaution to prevent the Collision.

Q Endorsement – Air brakes endorsement on a Provincial Operator's Licence, required to operate a City Vehicle with air brakes.

Suspended City Driving Permit – A City Driving Permit that has been revoked temporarily during a specified suspension period.

Temporary Driving Permit – A City Driving Permit issued for a period of up to 30 days (issued only if a person is required to rent a vehicle on behalf of the City and does not hold a City Driving Permit).

Traffic Infractions – A contravention of federal, provincial or municipal traffic legislation issued to the City of Edmonton or to an employee of the City of Edmonton while the employee is operating or having the care and control of a City Vehicle. Traffic infractions include but are not limited to parking violations, and violations issued via automated speed enforcement systems (Photo Radar, Intersection Safety Cameras, etc.).

Traffic Violation Notice – An official document received via mail or in person for a Traffic Infraction.

Unclassified Collision – A collision which cannot be assigned a classification of Preventable Collision or Non-Preventable Collision. This classification will only be used when insufficient evidence exists to make a determination of Preventable Collision or Non-Preventable Collision.

PROCEDURES AND GUIDELINES

All employees of the City of Edmonton who drive, use, or have care and control of City Vehicles must have a City Driving Permit.

Supervisory approval must be received before any request for a City Driving Permit can be processed by Inside Information.

Drivers must operate City Vehicles in accordance with the City of Edmonton Driver Safety Program – Driver's Manual – Attachment I.

Drivers are expected to operate City Vehicles with a high level of alertness, knowledge, skill and foresight. Drivers must ensure that they have the appropriate City Driving Permit for the City Vehicle they are operating.

Drivers must conduct themselves professionally, ensuring they are always fit for driving (i.e. sober, alert and not fatigued); and must operate City Vehicles in accordance with all applicable laws, regulations, City Policies, Directives, Procedures and training.

EDMONTON

ADMINISTRATIVE PROCEDURE

TITLE

OPERATING CITY VEHICLES

NUMBER

A1416A

DATE

AUGUST 30, 2012

Drivers must be safety conscious and drive defensively at all times in order to ensure their own safety and the safety of others.

Drivers must ensure that the City Vehicle is in proper working condition before operating it. Drivers must report any mechanical defects discovered while they are responsible for the City Vehicle to their immediate supervisor.

All Drivers operating a City Vehicle shall immediately report all Collisions, Traffic Infractions, or any damage to City Vehicles to their Supervisor and to Fleet Safety.

Fleet Safety Section shall be responsible for investigating all Collisions involving a City Vehicle, any reports of loss or damage to any City Vehicle, as well as assigning City Demerit Points for any Preventable Collision or Traffic Infraction involving a City Vehicle.

Payment of any Traffic Violation Notice issued for any Traffic Infraction involving a City Vehicle is the responsibility of the Driver.

All departments are responsible for ensuring prompt payment of Traffic Violation Notices. Fleet Safety will monitor all Traffic Violation Notices to ensure no late payment penalties are incurred.

Compliance

Employees who commit Traffic Infractions while operating City Vehicles may be subject to discipline up to and including termination of employment.

Employees driving or operating City Vehicles without a City Driving Permit may be subject to discipline up to and including termination of employment.

Employees who refuse to reimburse the City for a Traffic Infraction the employee was responsible for may be subject to discipline up to and including termination of employment.

The accumulation of Demerit Points on a Driver's City Driving Permit or their Provincial Operator's Licence may lead to the suspension of their City Driving Permit and other discipline up to and including termination of employment.

Employees involved in Preventable Collisions or who commit Traffic Infractions while operating City Vehicles may be subject to the discipline up to and including termination of employment.

ATTACHMENTS

Attachment I - City of Edmonton Driver Safety Program – Driver's Manual