

GCTFN-VEHICLE USE POLICY

SECTION

Effective Date: December 19, 2007

Revised: _____

Authorized by: _____



1-990 VEHICLE USE POLICY

SCOPE All persons and Chief/Deputy (Khà Shâde Héni).

PURPOSE To establish and provide guidelines for the use of GCTFN vehicles and equipment in the fulfillment of all mandatory GCTFN duties.

POLICY **ELIGIBILITY**

- All persons utilizing a GCTFN vehicle/equipment must have a valid Driver's License with the required endorsements and an acceptable level of training.
- A drivers abstract and a copy of the persons Driver's License will be provided to Capital Projects office before they are eligible to use any GCTFN vehicle/equipment.
- Only those persons authorized, or those authorized by the Khà Shâde Héni and/or directors, may operate GCTFN vehicles/equipment.

RULES OF OPERATION

- All laws of General Application for the jurisdiction the vehicle is being operated in, shall apply in addition to any CTFN legislation and policy.
- GCTFN vehicles/equipment is only to be used for GCTFN business, authorized training purposes and person duties. All personal use is strictly prohibited.
- To ensure vehicles are prepared for usage, two days notice shall be given to the department of Capital Projects.

- Before an authorized person takes a vehicle/equipment it must be signed out at the Capital Projects office. Before using the vehicle, the person is required to record the mileage, do a walk around, record anything new that's not identified already and any other problems with the vehicle on the clipboard located in the vehicle. The documentation must be returned to the office prior to leaving. Before returning the vehicle, the person will record the end mileage, remove all garbage and report any new problems that may have arisen. It is incumbent on the individual who signed out the vehicle to bring any issues to the attention of the Capital Projects office. Any vehicle with a safety violation will be pulled from service until repairs are made.
- Passengers who are not GCTFN persons are allowed to travel in GCTFN vehicles only if they are involved in GCTFN business.
- Persons are not authorized to retain GCTFN vehicles/equipment overnight unless they have pre-authorized approval from the Director of their department. When parked at a residence overnight during the winter months the person shall ensure that vehicles are plugged-in. Vehicles are always to be parked legally in a safe location to mitigate any possible liability.
- When ever possible GCTFN persons will uses GCTFN vehicles/equipment to carry out all of their required duties. (ie. Use CTFN vehicles to go to Whse instead of charging mileage).
- GCTFN vehicles/equipment is not to be taken out of C/TFN traditional territory without prior approval from their Supervisor. Vehicles/equipment taken out of the territory shall only be approved by the Director of that department.
- Vehicles that designated for highway use shall be setup with safety equipment which can be picked up at the Capital Projects office.
- Smoking is not permitted in GCTFN vehicles/equipment.
-

- Operating GCTFN vehicles/equipment under the influence of drugs or alcohol is strictly prohibited. the consumption and/or transportation of drugs or alcohol in GCTFN vehicles is prohibited and is grounds for immediate dismissal.

DAMAGE, INFRACTIONS AND ACCIDENTS

- The person driving the vehicle/equipment is in charge of the same and shall inspect the vehicle before use and report any damage, servicing needs or repairs to their director. It will be the responsibility of the driver who signs out the vehicle/equipment, to ensure the vehicle is brought back in the same condition.
- On occasion, a flat tire(s) will occur in the field. It will be the responsibility of the driver to change the tire and if required, than training in this matter shall be provided.
- The vehicle/equipment should be kept locked and secure in the fenced compound at the end of each day as necessary to prevent theft of the vehicle/equipment or its contents. Persons may be held responsible for any lost or stolen GCTFN property as a result of misuse.
- The vehicle/equipment must be driven and parked in accordance with all related legislation including local bylaws. All tickets, including parking tickets, and violations will be the sole responsibility of the person.
- All accidents must be immediately reported to the driver's supervisor and an Accident Report completed. It will be the person's supervisor's responsibility to ensure the accident is investigated. In the case of injury and/or damage to the property of others, the particulars of the other vehicles and drivers must be recorded immediately, along with the names and addresses of witnesses.
- Accident Report forms can be found in the glove box of all vehicles and must completed as soon after the incident as possible.

NONCOMPLIANCE

- If an person discovers any vehicle/equipment in poor unexplainably poor shape they will report it to their supervisor, who will investigate the situation.
- Disciplinary action may be taken against any persons not complying with this policy.
- Any person who damages a vehicle and is found to be non-compliant with this policy will be charged 50% of the repair fee.
- Any charges to an person will be paid back, or arrangements made to pay back, before they are eligible to drive GCTFN vehicles again.

TRANSPIRY/
REVIEW DATE: Annual or as required