



# **McLeod Lake Indian Band**

## **Vehicle Policy**

*Approved by Chief and Council, January 26, 2018.*

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## **Purpose and Responsibilities**

This policy serves to protect the McLeod Lake Indian Band's owned, leased, or contracted vehicles from abuse, misuse, and accident, to provide employees with guidance in the use of vehicles, and to assure Band Members that vehicles are used properly. Vehicles include automobiles and light trucks, heavy trucks, loaders, all-terrain vehicles, trailers and other similar units.

### 1. Permitted Drivers

- a. The only drivers permitted to use the vehicles are employees of the Band, Chief and Council, or those individuals who are doing work on behalf of the Band, and have been authorized by the Band Administrator to operate a MLIB owned vehicle or attachment. A letter of authorization will be provided to the permitted driver by the Band Administrator or designate.
- b. All permitted drivers operating licenced vehicles must have a valid British Columbia Drivers' Licence of the Class required to operate the particular type of vehicle. (Persons with an "N" or "L" licence will not be permitted to operate a Band registered vehicle without the approval of the Band Administrator.)
- c. Drivers and operators of motorized equipment must be certified in the operation of that equipment.
- d. Drivers hauling trailers must be trained in their deployment.
- e. Drivers must provide a copy of their Drivers' Licence and abstract to the appropriate manager when requested. Upon expiry, a copy of the renewed driver's license is to be provided. Driver's abstracts will be requested twice annually.
- f. Should a person's Drivers' Licence be suspended, they must immediately inform the Band Administrator or their Manager that they are no longer licenced to drive and they should cease driving. Failure to do so will result in disciplinary action.
- g. Because of insurance requirements or the specific nature of the vehicle, some vehicles may be further restricted to those permitted drivers.

### 2. Driver Responsibilities for Band Vehicles

The Driver of a vehicle is responsible to:

- a. Drive within speed limits;
- b. Drive safely;
- c. Pay for parking;
- d. Pay for any and all driving infractions and report to the manager;
- e. Wear seatbelts;

- f. Ensure that all passengers are wearing seatbelts;
- g. Ensure that the vehicle is in a safe operating condition;
- h. Ensure that the vehicle is cleaned after use;
- i. Ensure that there is no smoking in the vehicle;
- j. Ensure that the vehicle is returned to the Band if the driver is on any employment related leave;
- k. Ensure that he/she and passengers are not under any influence of alcohol or drugs, and that no alcohol or illegal drugs are in the vehicle;
- l. Park the vehicle in safe and appropriate place;
- m. Keep and record in the vehicle log book, all receipts pertaining to the vehicle; and,
- n. Do not transfer the vehicle to an unauthorized driver.

### 3. MLIB Vehicles

A vehicle may be assigned to a designated driver. These drivers include:

- Chief and managers as approved by Council;
- Designated employees of departments;
- Motorize equipment operators.

Approved drivers may be assigned temporary use of a vehicle from any department for which they are trained and qualified to operate.

All vehicles owned by McLeod Lake Indian Band and its entities will have appropriate decals indicating Band and/or entity ownership. Each vehicle will have an assigned identification number.

Effort will be made to purchase new vehicles in the designated colour of the Band, department or entity. Vehicles purchased should be an appropriately optioned model, suitable for the intended band use. Deluxe and luxury models should be avoided, with exception as approved by Council.

### 4. Use of Personal Vehicles for Re-imbursable Band Business

- a. Persons may be approved by the Manager to use their own personal vehicles for work on behalf of McLeod Lake Indian Band. In such cases, the employee must:
  - i. For work use, personal or to work insurance permits up to six days per month of business travel;
  - ii. For work use where the use of a personal vehicle will typically be more that 6 days per month, the personal driver should obtain “business use” insurance; and,
  - iii. All persons using their vehicles for business use should have \$5 million in liability coverage.

- b. Such persons will be re-imbursed for the extra cost of insurance beyond their regular “personal” or “to work” insurance. The employee should provide the Band with a statement from their ICBC insurance agent clearly indicating the extra cost;
- c. McLeod Lake Indian Band will reimburse such persons at a rate determined by the MLIB Travel Policy for all kilometres driven for band purposes;
- d. If a Band owned vehicle is available but the person wishes to use their own vehicle, reimbursement will be at half of the normal rate as provided by the MLIB Travel Policy; and,
- e. If a person chooses to travel long distances by personal vehicle rather than fly, they will be re-imbursed the equivalent of the regular bargain airfare or the mileage rate, whichever is less. When planning the road trip, they should obtain from the website the air travel cost for the anticipated days of travel.

#### 5. Permitted Uses

- a. The vehicles are to be used for the business of McLeod Lake Indian Band only, unless an exception is made in writing by the responsible Manager.
- b. Transportation of members and/or employees for McLeod Lake Indian Band sponsored or sanctioned events.

#### 6. Commuter Vehicles

The Band provides commuter vehicles for employees only for travel between Prince George and McLeod Lake and between Mackenzie and McLeod Lake. Drivers will be designated to operate the vehicles and are in charge of conduct in the vehicle, who is to ride in the vehicle as well as the maintenance of the vehicle.

Commuters will be picked up and dropped off at designated locations within certain time periods. It is the responsibility of riders to be at the pick-up location on time as the vehicle will only wait for five minutes.

The commute together serves only one purpose – to travel to and from work. There should be no side trips or unscheduled stops. The vehicle is not to be used as a delivery vehicle as such use adds to the time of the commute and results in personnel issues.

Commuters should consider the comfort of others, being respectful in the wearing of perfume or cologne, the use of the radio or music, and the seating arrangements.

The capacity of the vehicle is determined by the number of seat belts.

## 7. Non-employee Use

Band Members who are not employed by McLeod Lake Indian Band may, in special circumstances, allowed to use vehicles, provided:

- a. They are a licensed driver and provide a driver's abstract;
- b. They abide by the provisions of the Vehicle policy; and,
- c. Use the vehicle for reasons outlined in Section 5.

A Letter of Authorization must be issued by the Band Administrator permitting the use.

## 8. Procedure to Use Vehicle

- a. All drivers must provide a photocopy of their valid British Columbia driver's licence and permission to obtain their driver's abstract to the Personnel Department;
- b. All drivers must have read this Vehicle Policy and sign an agreement to abide by the provisions of this policy (Section 14);
- c. All drivers must check with the designated employee managing vehicles to ensure that the vehicle is available;
- d. All drivers must obtain a signed authorization from the Manager to use the vehicle;
- e. All drivers must check the vehicle to ensure that it is roadworthy;
- f. All drivers must ensure that any cargo is securely fastened;
- g. When returning the vehicle, ensure that there is sufficient fuel for future use;
- h. When refueling, check the oil and tire pressures, and all vehicle fluids;
- i. If there is something wrong with the vehicle, please let the designated vehicle official know; if the vehicle is unsafe, do not use.
- j. Clean any garbage left in the vehicle;
- k. Park the vehicle at the designated location;
- l. Fill out the vehicle log book which is kept in the vehicle. Be sure to record fuel purchases and indicate any maintenance required on the vehicle;
- m. Ensure that there is no smoking in any Band vehicles – if there is smoking, then the driver may be required to have the vehicle detailed;
- n. Wear seatbelts at all times;

- o. Ensure that speed limits and parking restrictions are observed – the Band or entities will not pay your speeding and parking tickets; and,
- p. No driver or passenger of a Band vehicle is permitted to have alcohol or illegal drugs in the vehicle.

9. After Hour Use

- a. Vehicles may be used after hours if on McLeod Lake Indian Band business or otherwise approved by the Manager;
- b. If the employee arrives at the office after office closing time, the vehicle may be taken home and returned the next morning; or,
- c. If the employee requires the vehicle before the office opens, the vehicle may be taken home the night before the trip.

10. Purchase of Gasoline

- a. Fuel for the vehicle should be purchased from Tse'khene Food and Fuel whenever practicable; McLeod Lake Indian Band also has accounts with a designated fuel company for use away from McLeod Lake. Obtain the pass card for the vehicle for fuel and oil purchases only.
- b. If fuel is purchased from an outlet that does not accept an MLIB fuel card, the driver is to pay for the fuel themselves. A receipt indicating the amount spent for fuel and oil is required for re-imbursement. The drivers should only buy enough fuel to return to the Band.

11. Personal Use

- a. Personal use of Band vehicles is generally prohibited. Drivers may do limited personal errands while on business if it is on their own time and the errands do not add significant cost to the trip;
- b. Drivers may not take family members, friends or others on trips unless the passengers are engaged in band business or events sanctioned by the Band. Should drivers wish to take family members or friends on a business trip, or have significant personal business, they are encouraged to use their own vehicle and will be reimbursed at the personal vehicle use rate.
- c. Band owned vehicles will not replace personal vehicles.
- d. As a condition of employment, designated employees may be permitted to use band owned vehicles between work and home.

## 12. Accident

Procedures after a crash are:

- a. Make sure you are okay and the site is safe. Help others if needed;
- b. If the accident is serious, call the police (911) or send someone for help;
- c. Obtain the names, addresses and phone numbers of witnesses of the accident;
- d. Obtain the licence plate number; make, model and year of vehicle; and the Drivers' licence and phone number of the driver;
- e. Describe the crash. On a sketch, show where your vehicle was and which lane you were using. Do the same for the other vehicle(s) involved. Show where any witnesses were located. Draw arrows to indicate the directions you and the other vehicle(s) were traveling.
- f. If the vehicle cannot be driven from the accident scene, have the vehicle towed to a place where it can be secured.

If the employee driver or an employee passenger is injured in a Band vehicle, they are under Workers' Compensation Board rules for injury compensation and are excluded from ICBC. Drivers or passengers who are not employees may claim damages against the Band's ICBC policy.

If a Band Vehicle is stolen or vandalized, a police report should be filed and ICBC contacted.

The appropriate Manager must be notified of an accident as soon as possible. Failure to do so will result in disciplinary action. If the driver is charged for driving under the influence of drugs and alcohol, they will be dismissed from employment.

## 13. Maintenance

- a. At the first of the month, the person assigned specific vehicle(s) will collect the individual vehicle logs, inspect the vehicles, and determine if any maintenance is required.
- b. All warranty maintenance schedules must be followed;
- c. If maintenance is required, arrangements will be made with a service centre and the vehicle taken to the centre.



- d. Regular safety inspections should be undertaken by the driver a minimum of once per week.
- e. Mechanical inspections should be done with each oil change. For vehicles with high mileage, mechanical inspections should be undertaken by qualified mechanical shops.
- f. Vehicles should be equipped with basic tools, booster cables, and an emergency kit; and for vehicles used off highway, cellular telephone boosters.

14. Penalties

Failure to abide by the provisions of the McLeod Lake Indian Band Vehicle Policy will result in the loss of permission to use a band-owned vehicle. Serious infractions may result in dismissal.

15. Acknowledgement

Persons intending to operate a McLeod Lake Indian Band Vehicle or their own vehicle for mileage re-imbursement shall sign the following acknowledgement:

a. Employee

***I acknowledge that I have read the McLeod Lake Indian Band Vehicle Policy and that I have had the opportunity to clarify any questions that I might have regarding this Policy.***

***I agree to use the vehicle for permitted uses and I agree to abide by the provisions of the Vehicle Policy.***

\_\_\_\_\_  
*Name of Driver*

\_\_\_\_\_  
*Date*

**b. Occasional User of Vehicle**

*I wish to use the \_\_\_\_\_ (vehicle) for the following policy permitted purpose(s) \_\_\_\_\_. The vehicle will be in use, from \_\_\_\_\_ to \_\_\_\_\_.  
(Date and Time) (Date and Time)*

*I acknowledge that I have read the McLeod Lake Indian Band Vehicle Policy and that I have had the opportunity to clarify any questions that I might have regarding this Policy.*

*I agree to abide by the provisions of the Vehicle Policy.*

*A copy of my valid British Columbia Driver's Licence and abstract is attached.*

\_\_\_\_\_  
*Name of Driver*

\_\_\_\_\_  
*Date*