



## TOWN OF SUNDRE POLICY

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<b>Policy Number:</b>	<b>F-006-00 POL</b>
<b>Policy Name:</b>	<b>Operations Fleet Management Policy</b>
<b>Related Procedure Number:</b>	<b>F-006-00 PRO</b>
<b>Related Procedure Name:</b>	<b>Operations Fleet Management Procedure</b>
<b>Replaces Policy No:</b>	<b>N/A</b>
<b>Resolution Number:</b>	<b>173/2016</b>
<b>Approval Date:</b>	<b>June 6, 2016</b>
<b>Next Review Date:</b>	<b>June 6, 2020</b>
<b>Responsible Department:</b>	<b>Operations</b>

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### Policy Statement

The Town of Sundre is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. The efforts and commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. Effective fleet management aims at reducing and minimizing overall costs through maximum, cost effective utilization of resources such as vehicles, fuel and maintenance.

### Purpose of Policy

- To ensure that the users of the municipal fleet comply with the procedures set forth by the Operations Fleet Management Program;
- To ensure that municipal vehicles are optimally and effectively used for the rendering of municipal services;
- To ensure cost effective and efficient usage of available funding in respect of fuel and maintenance;
- To minimize possible abuse/misuse of municipal vehicles; and
- To ensure safe driving and usage practices in respect of fleet vehicles.

### Associated Documents

Town of Sundre Purchase and Procurement Policy (B-001 POL)  
Town of Sundre Local Preference in Purchasing Policy (B-001-B POL)  
Town of Sundre Tangible Capital Assets Policy (B-019 POL)  
Town of Sundre Municipal Safety Policy (C-032 POL)

Town of Sundre Fuel Card Policy (C-042 POL)

Town of Sundre Employee and Firefighter Driver's Licenses Policy (F-002 POL)

Town of Sundre Anti Idling Corporate Policy (F-005 POL)

## Responsibilities

### Fleet Manager

The Fleet Manager is responsible for maintaining fleet inventory and maintenance for all operations fleet vehicles and equipment. The Fleet Manager will oversee the acquisition and disposal of all fleet equipment and train staff to use fleet, heavy and light equipment.

### Managers

Managers are responsible for successful implementation and on-going execution of this program. Managers will report maintenance concerns to the Fleet Manager.

### Employees

Employees are responsible for meeting and maintaining the standards set forth in this program. Employees will report maintenance concerns to their Managers.

### Corporate Services

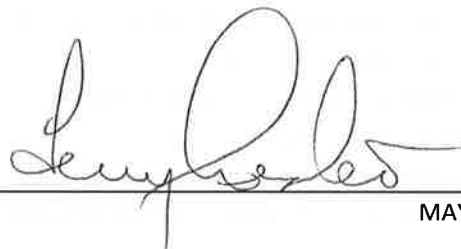
Corporate Services is responsible to ensure that the estimated amounts of money to pay the costs of maintaining and purchasing new fleet vehicles and equipment are available in each Department's reserves.

## End of Policy

### Approval:

This new policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.

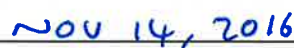
June 6, 2016 Meeting of Council



MAYOR



CHIEF ADMINISTRATIVE OFFICER



DATE