



TOWN OF SUNDRE POLICY

Policy Number:	F-007-00 POL
Policy Name:	Fire Department Fleet Management Policy
Related Procedure Number:	F-007-00 PRO
Related Procedure Name:	Fire Department Fleet Management Procedure
Replaces Policy No:	
Resolution Number:	174/2016
Approval Date:	June 6, 2016
Next Review Date:	June 6, 2020
Responsible Department:	Fire Department

Policy Statement

The Town of Sundre is committed to promoting a heightened level of safety awareness and responsible driving behavior in its Volunteer Firefighters. The efforts and commitment of firefighters 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 Fire Departments 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 Fuel Card Policy (C-042 POL)

Responsibilities

Fire Chief

The Fire Chief is responsible for maintaining fleet inventory and maintenance for all Fire Department fleet vehicles and equipment. The Fire Chief will oversee the acquisition and disposal of all fleet equipment and train firefighters to use fleet, heavy and light equipment. The Fire Chief is responsible for successful implementation and on-going execution of this program.

Volunteer Firefighters

Volunteer Firefighters are responsible for meeting and maintaining the standards set forth in this program. Firefighters will report maintenance concerns to the Fire Chief.

Corporate Services

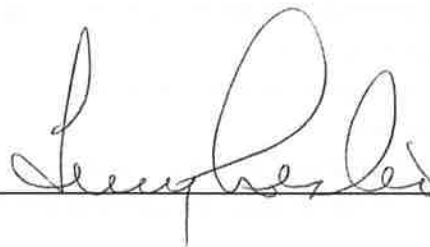
Corporate Services is responsible to ensure that the estimated amounts of money to pay the costs of maintaining and purchasing new fleet vehicles and equipment are available in the Fire Department's reserves.

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