



Section 2.0 ADMINISTRATION		Subject <i>2.2 COMPANY VEHICLES</i>	
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PURPOSE To describe the terms and restrictions placed on the use of North Peace Housing Foundation vehicles and to outline the Foundation and employee responsibilities.

DEFINITIONS For the purposes of this policy, the term vehicle refers to cars, trucks, vans, buses and the like and does not include other motorized vehicles owned/leased by the Foundation such as garden tractors, etc.

SCOPE All vehicles owned/leased by or otherwise provided on loan to North Peace Housing Foundation are intended solely for the purpose of carrying out the business of the Foundation and are not available for the personal use of employees of the Foundation.

Exception: The use of handi-vans for transportation of disabled persons and/or senior citizen members of municipalities contributing to operational costs of the handi-van.

TERMS North Peace Housing Foundation shall ensure that all company vehicles are insured, licensed and maintained as per the existing Preventative Maintenance Schedule

North Peace Housing Foundation shall assign vehicle maintenance responsibilities and establish operator guidelines and vehicle booking and other applicable procedures.

North Peace Housing Foundation shall accept all fuel and other general maintenance costs for company vehicles.

When not in use for Foundation business, company vehicles will remain parked at a designated facility, or Central Office, and where possible, in a garage, except in the instance in which a vehicle has been assigned to a Maintenance worker.

Vehicle operators assume responsibility for ensuring the vehicle is driven in a legal, safe and courteous manner.

Vehicle operators are responsible for the security of the vehicle and its contents and for complying with all vehicle and road load limitations and restrictions.

Except when approved by the Foundation's Board of Directors and/or the Executive Director, company vehicles shall not be used for towing trailers and the like.

Vehicle operators are responsible for keeping company vehicles clean, interior and exterior.

Smoking is not permitted in Foundation owned/leased vehicles.

Vehicle operators assume the responsibility for the cost of insurance deductibles and for all costs/liabilities not included as part of the Foundation's insurance coverage's which are the result of injury, loss, or damage to: the vehicle, its contents, other properties and/or premises and people, caused through vehicle operator negligence and/or non-compliance with North Peace Housing Foundation policy.

It is incumbent on any employee granted use of a Foundation vehicle to have read and to ensure they understand the driver operating manual, the Company Vehicles Policy and any other related policies and the associated implications placed on both North Peace Housing Foundation and themselves.



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RESTRICTIONS

Operators of Foundation vehicles must be employees of North Peace Housing Foundation inclusive of Members and Officers of the Board of Directors, or authorized volunteer drivers for the North Peace Housing Foundation, be of the age of 25 years or more and have an applicable valid Alberta Driver's License

Signed By: _____
Hazel Reintjes (Board Chair)

Date: _____