

Government Vehicle Use

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1. Introduction

The Government of the Northwest Territories ensures that vehicles are available to GNWT employees who require them to carry out the duties of their position.

Employees who drive vehicles in the performance of their duties are required to abide by the vehicle use guidelines.

2. Application

These guidelines and procedures apply to all employees and to contractors using government owned, leased and rented vehicles, with the exception of the NWT Power Corporation.

All Departments, Boards and Agencies are expected to be familiar with these guidelines and to incorporate them into their own activity specific policies and procedures.

The Forms that are linked to this document are examples of forms that can be used for a fleet management program.

3. Definitions

Client Services is the Client Services Division of the Department of Human Resources.

Vehicle includes automobiles, passenger vans, pick-up trucks and any other motorized vehicles, such as snow machines, that are owned, leased or rented for GNWT business.

Energy Conservation is the planned effort to decrease the amount of energy used in GNWT operations in order to reduce costs and the environmental impact of energy use.

Vehicle Fleet is the collection of vehicles owned or leased by GNWT departments.

Vehicle Fleet Administrator is the individual(s) responsible in each department for the maintenance of the vehicle fleet.

Vehicle Care is the required procedures to maintain a vehicle in energy efficient running order.

4. Guidelines

- I. Government employees who use GNWT vehicles are required to have the appropriate license and be informed of these guidelines.
- II. All government vehicles must be insured and registered. Registration and insurance cards are to be in the vehicle as required by the *Motor Vehicles Act*.
- III. Government vehicles are to be maintained and available for use by authorized employees.
- IV. Government employees must obey all traffic laws and follow the procedures in these guidelines when driving GNWT vehicles and rental vehicles on GNWT business.
- V. ALL accidents must be reported in accordance with the [General Loss Reporting Procedures](#) (Attachment "A"), whether or not another party is involved.
- VI. GNWT vehicles may NOT be used for personal reasons unless express written permission has been obtained from the Deputy Head or delegate. This applies to employees who use a GNWT vehicle while on stand-by and call outs, as well as during regular working hours.

5. Procedures

- I. **Supervisors** of employees who drive as part of their job must:
 - Ensure that a photocopy of each employee's current driver's license is on their personnel file;

- Ensure employees have the appropriate class of license for the vehicle they will be driving;
- Inform employees and contractors of the vehicle use guidelines and ensure that they are followed;
- Ensure that the vehicle registration and insurance card are current, that original documents are kept in the vehicle and copies of the documents are in a vehicle file;
- Advise employees that GNWT vehicles must not be used for transporting employees to and from airports that have a taxi service;
- Advise employees that they must not use cell phones while driving a government vehicle or while driving their personal vehicle on government business;
- Consider whether requiring a Drivers Abstract from employees who are required to drive as part of their duties should be part of your department's fleet management program;
- Contact Client Services for assistance in determining any labour relations implications and Risk Management & Insurance for any insurance related implications, should the employee accumulate 12 demerit points or are involved in numerous accidents or incur any traffic fines, parking tickets and related towing charges associated with the use of GNWT vehicles;
- Follow usual disciplinary procedures if problems with the use of GNWT vehicles occur during working hours (such as accidents, carelessness, abuse or unauthorized use); and

II. Vehicle Fleet Administrators must:

- Ensure that vehicle maintenance is scheduled in accordance with the manufacturers' instructions;
- Ensure that the vehicle is kept neat and clean, inside and out.
- Coordinate delivery and return of vehicles for maintenance and repair;
- Ensure that there is a [Vehicle Accident Report Form](#) in the vehicles and that they are completed and sent to Risk Management and Insurance if an accident occurs;
- Inspect vehicles periodically, complete inspection reports, and complete the [Vehicle Maintenance Record of Repairs](#) each time the vehicle undergoes repairs; and

- Inspect and replenish vehicle supplies in the spring and summer of each year, and as required on an ongoing basis using the [Vehicle Checklist](#).

III. **Drivers** of GNWT vehicles and rental vehicles used for government business must:

- Use GNWT vehicles **ONLY** for GNWT business except where express written permission has been obtained from the Deputy Head. Employees may have to pay for repairs or damages, and may be disciplined for unauthorized personal use of the vehicle;
- Complete the [Daily Trip Record](#) located inside the vehicle every time the vehicle is used;
- Complete the [Record of Gas and Oil](#) every time the vehicle is re-fuelled;
- Use seat belts and ensure that all passengers use seat belts;
- Drive at a speed compatible with weather, traffic, road and vehicle conditions. Do not exceed posted speed limits;
- Not drive when conditions are hazardous, except for work related emergencies;
- Not smoke in the vehicle;
- Do normal safety checks (such as checking fluid levels, tire inflation) and report problems and unsafe vehicles to his/her supervisor;
- Take the shortest possible route;
- Make best use of the vehicle. To minimize costs, if two or more employees are going to the same place, travel together;
- Park in GNWT parking spaces, where provided;
- Ensure material and equipment is secured at all times;
- Keep vehicle logs according to departmental procedures;
- Return shared or loaned vehicles and keys promptly with fuel topped up;
- Remove personal belongings and garbage after using shared or loaned vehicles;
- Consult his/her supervisor about approval to take the vehicle home if the employee is on call or working after normal hours;
- Be familiar with the [Vehicle Use Energy Conservation Guidelines](#) as set out Attachment "B"
- Be familiar with the [Winter Travel Guidelines](#);

- **Report all accidents** in accordance with the [General Loss Reporting Procedures](#) and complete the [Vehicle Accident Report Form](#) located in the vehicle;
- **Report** any traffic fines, parking tickets and related towing charges associated with the use of GNWT vehicles; and
- **Advise his/her supervisor** if he/she has been advised by the Registrar of Motor Vehicles that 12 demerit points has been reached.

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Authorities and References

Motor Vehicles Act

Part IV - Rules of the Road, Section 56 (1)

Insurance Act

Part V - Automobile Insurance

Code of Conduct

Section 76, Use of Government Equipment and Property

Department of Finance

Vehicle Use - Energy Conservation

Financial Administration Manual

Section 3906 - Risk Management & Insurance

Section 4101 - Loss of Cash or Other Assets

Section 2001 - Duty Travel (Renting Vehicles)