



WAHNAPITAE FIRST NATION

Administration Passenger Vehicle Use Policy

Amended by **Band Council Motion: WFN-22/23-08-206**
At Chief and Council Meeting on August 31, 2022

Adopted by **Band Council Motion: WFN-21/22-09-101**
At Chief and Council Meeting on September 28, 2021

Wahnapitae First Nation

Administration Passenger Vehicle Use Policy

Policy Intent

Wahnapitae First Nation (WFN) is committed to the safety and well-being of its employees and has adopted this policy to assist them in the safe, accident-free operation of First Nation owned passenger vehicles. It is expected that employees will operate company vehicles with care, due diligence, and safety in mind. For our part, WFN will strive to ensure that our employees are provided with vehicles that are safe and are appropriate for the task at hand. Any transportation policies under the Norman Recollet Health Centre (NRHC) will be administered by the NRHC.

Completion of reports and logs are mandatory, including any specific inspection logs for the vehicle, which are included in the vehicle binders.

Policy and Procedure

Vehicles

Wahnapitae First Nation vehicles shall contain:

- Vehicle registration card
- Proof of insurance card
- Commercial Vehicle Operators Registration
- Vehicle accident/incident report forms (Appendix A)
- Pre-Use Inspection Checklist (vehicle specific, Appendix B)
- Roadside Safety Kit
- Roadside assistance information card
- Mileage Log Sheet (Appendix C)

Use Protocol

- All vehicles must be signed out.
- All vehicles being signed out must have department director approval.
- All band vehicles must remain in the Centre of Excellence parking lot when not in use with exception to specific departmental requirements.
- The vehicles are not to be used for personal purposes.

Authorized Use

- Wahnapitae First Nation vehicles shall be used by authorized employees only, with the exception made for repair testing by a mechanic. Authorized employees will be those currently employed and new employees in possession of a valid Ontario drivers license appropriate for the vehicle, and a good driving record, which copies are to be provided to the WFN Administration office prior to the use of a vehicle.

- Wahnapiatae First Nation shall obtain motor vehicle driving records of employees to ensure clean driving records. Employees with poor driving records shall not be authorized to operate Wahnapiatae First Nation vehicles.
- Non-employees are prohibited from operating Wahnapiatae First Nation vehicles; exceptions will be made in the case of emergencies.

Vehicle Maintenance

- Wahnapiatae First Nation believes that proper vehicle maintenance is important to the safety of our employees and will increase the lifespan of the vehicle.
- Maintenance work required for the regular operation of the vehicle (oil change, washer fluid, etc.) shall be the responsibility of the driver. Any issues or concerns identified by the driver during their review of the daily vehicle inspection checklist (Appendix B) must be brought to the attention of the departmental director immediately.
- Vehicles should be kept clean, and free of debris always. Any major cleaning needs must be brought to the attention of the departmental director immediately.
- In the event of out-of-town vehicle incidents, please refer to roadside assistance information card located in the front of the vehicle binder. In the case of any such incident, Employees are also required to notify the departmental director immediately.
- Cleaning kits are located at the Centre of Excellence and are to be picked up before each run and returned once the run is complete. They cannot be left in the vehicle.

Employee Expectations

- Obey all rules and regulations as established within the Highway Traffic Act.
- Provide expense reports for any incidental, necessary costs incurred as a function of conducting business on behalf of WFN.
- Smoking is prohibited in Wahnapiatae First Nation vehicles.
- Eating while driving is prohibited in Wahnapiatae First Nation vehicles.
- Employees shall assume sole responsibility for any tickets/fines/tolls incurred during their use of the vehicle.
- Employees must report any ticket/fines/tolls incurred while on Band business to their Director upon return to the office.

- Any employee who has his/her driver's license revoked or suspended must notify their Director immediately. In this event, the employee shall immediately cease any operation of Wahnapiitae First Nation vehicles. Failure to do so may result in discipline up to and including termination.

Accident Reporting

- Call for medical assistance, if required.
- Regardless of the severity of the accident, it must be reported to the police.
- Provide the other party with your name, address, driver's license number and insurance information.
- As soon as possible, complete the vehicle accident report (Appendix A) that is provided in vehicle binder and bring to your director.
- Do not discuss the accident with anyone at the scene of the accident other than the police. Do not accept any responsibility for the accident. Do not argue with anyone.
- In the event of any accident, a formal review shall be conducted to assess employee involvement, and any preventative measures that may have been taken to avoid it.

Acknowledgment and Agreement:

I, _____, acknowledge that I have read and understand the WFN Passenger Vehicle Policy, and I agree to adhere to this Policy in its entirety. I understand that if I violate the rules set forth in the Policy, I may face consequences as per the WFN Human Resource Policy and/or legal, punitive, or corrective action.

Signature: _____

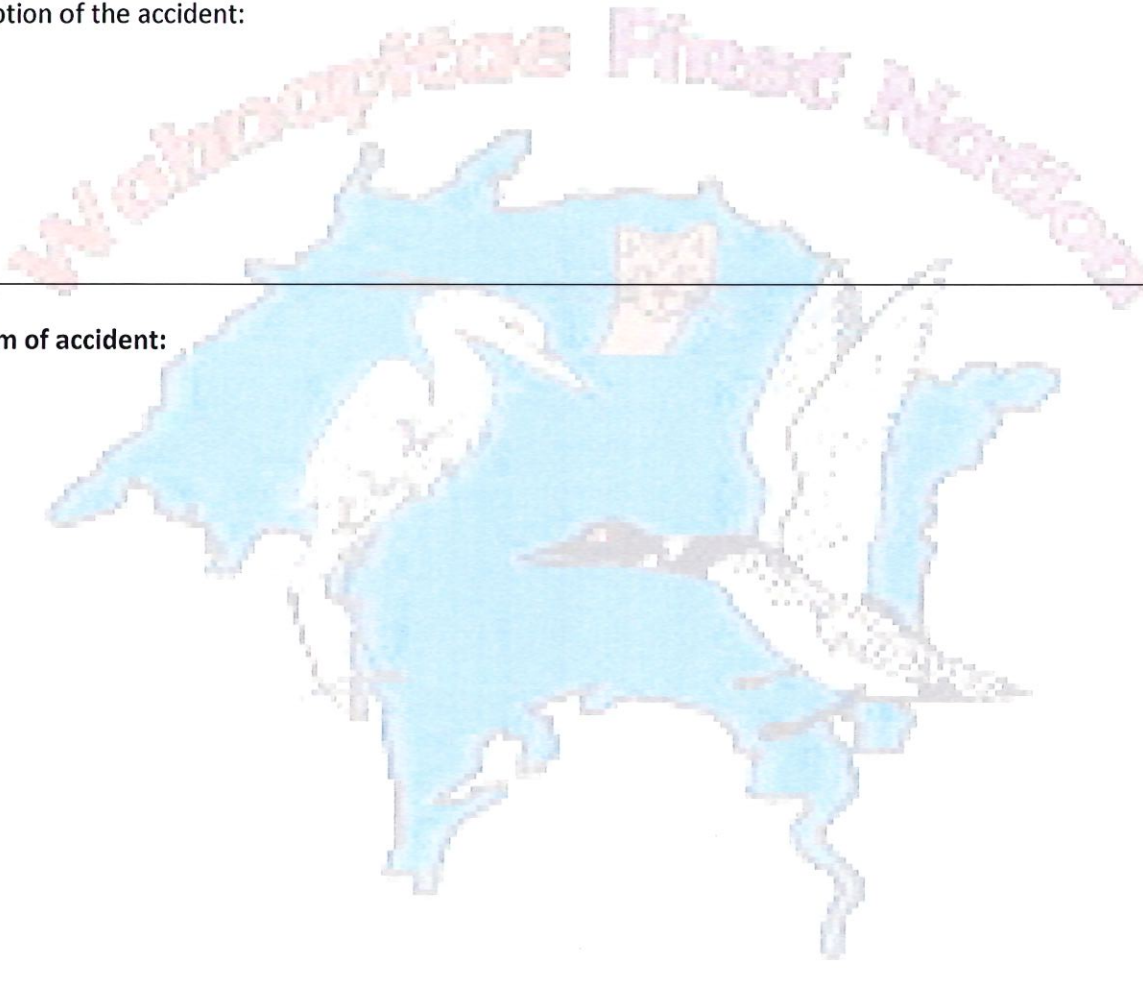
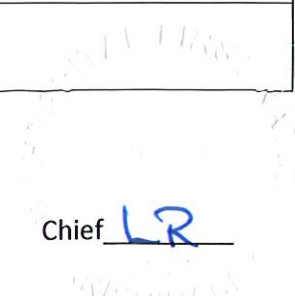
Date: _____

Witness: _____

Amendments:

This Policy will be reviewed and can be amended from time to time by the WFN administration and approved by Chief and Council.

**APPENDIX A
VEHICLE ACCIDENT WORKSHEET – KEEP IT HANDY**

Accident Worksheet	
Date:	Time:
Location:	Weather Conditions:
Road Conditions:	Estimated speed of the vehicle(s):
Description of the accident:	
	
Diagram of accident:	
A – Your Vehicle B – Other Vehicle C – Other Vehicle	
	

Other Drivers Information:	
Name:	
Address:	Phone Number: Business Phone:
Driver's Licence:	Vehicle plate No:
Vehicle Make and Color:	
Registered owner of vehicle	
Insurance Company & Policy No. and Expiry Date:	
Damage to the Vehicle:	
Number of Passengers:	Names:
Position in Vehicle:	
Witness:	
Name & Address:	Home phone: Business:
Attending Police Officer	
Name:	Badge No. :
Phone No.:	
Tow Truck Operator	
Company Name:	Phone No:
Truck No:	
Address towed to:	

APPENDIX B

Daily Vehicle Inspection Checklist

Instructions

Wahnapitae First Nation employees are required to complete a copy of this form prior to the operation of any WFN owned and operated vehicle. Completion of this form prior to operation is critical in the identification and avoidance of potential vehicular malfunctions/defects that may create potential health and safety issues. This form must be submitted to WFN Receptionist before leaving WFN premises.

Make/Model/Year: _____

Vehicle Number: _____

VIN#: _____

Start Odometer Reading: _____ km Date: _____

End Odometer Reading: _____ km Date: _____

Place an "X" beside each line item as appropriate.

Yes	No	Record Defects beside Items
		Windows/windshield cracked or stone chipped
		Windshield wipers work
		Heating/air conditioning and windshield defogging systems work
		Headlights (high beam/low beam) work
		Tires in good shape (no damaged or bald tires and all appear to be properly inflated)
		Visible oil/fluid leaks
		Mirrors not broken or missing
		There are no detectable odours of gasoline
		Emergency brake works
		Seat belts work and are free of damage / excessive wear
		No sounds of leaks in the Exhaust system
		Wheels and fasteners appear to be fitted tightly

		The vehicle has no warning lights on upon vehicle start up
		Fuel level must be kept at not less than ½ full while in transit. Effective June 1 st , 2011, the mini vans must be returned with a full tank, failure to do so will result in a surcharge to the program of the last known user at a rate of \$2.80/litre, this rate may be reviewed periodically by Chief and Council and reset as necessary.
		Emergency roadside supplies are properly stocked and located in trunk of vehicle
		Turn signals work
		Ice Scraper/Snow Brush
		No visible damage to the vehicle
		Vehicle condition appears to be satisfactory
		ALL GARBAGE IS TO BE REMOVED FROM THE VEHICLE AFTER EACH USE
		DRIVER IS RESPONSIBLE FOR THE CLEANLINESS OF THE VEHICLE
		Covid-19 Sanitization- Disinfect door handles (inside/outside)
		Covid-19 Sanitization- Spray all seats with Lysol spray
		Covid-19 Sanitization- Disinfect steering wheel
		Covid-19 Sanitization- Empty all garbage cans
		All other Defects recorded Here:

Inspection Performed By: _____

WFN Employee Name: _____

Signature: _____

Date: _____ Time: _____

USAGE LOG

VIN#:

[illegible]

Chief_