



huu ay aht

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## HFN Policy – Light Duty Vehicle Policy

### 1. Effective date

This Policy is effective upon being approved by resolution of Executive Council.

### 2. Policy Objective

The purpose of this policy is to ensure that vehicles are acquired, managed, operated and disposed of in accordance with Huu-ay-aht First Nations Government direction, optimize value for money, demonstrate leadership and minimize environmental impacts.

### 3. Policy statement

- (1) Huu-ay-aht First Nations' vehicles will be managed, maintained, purchased and utilized for the effective, efficient, safe and sustainable delivery of programs and projects that support the HFN Strategic Objectives, and in accordance with relevant laws and regulations.
- (2) Huu-ay-aht First Nations will develop and maintain procedures in accordance with this policy in order to manage vehicle use, fleet maintenance and vehicle purchases.

#### VEHICLE USE

- (3) Huu-ay-aht vehicles must only be used to conduct government business.
- (4) Only Huu-ay-aht Government employees can operate or travel in Huu-ay-aht Government vehicles. Vehicle operators must be competent to operate vehicle and be familiar with its characteristics and safety features.
- (5) Only the Executive Director can authorize non-Huu-ay-aht Government employees (who do not carry WCB coverage) to be a passenger or operate Huu-ay-aht Government Vehicles.
- (6) All drivers must observe and operate within all applicable motor vehicle laws and regulations. Inappropriate use will be investigated, and the level of disciplinary action will be determined by the level of infraction. Infractions and fines are the responsibility of the driver, not Huu-ay-aht First Nations.



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- (7) Unauthorized use of a Huu-ay-aht vehicle will be investigated and may result in disciplinary action. In the event of a motor vehicle accident during unauthorized use, the vehicle operator may be responsible for all costs and may face disciplinary action.
- (8) All use of Huu-ay-aht vehicles will comply with Sections H.4.0-H.7.0 the Human Resource Policy Regulation (HFNR, 2014) with Vehicle Use Procedures.

## VEHICLE MAINTENANCE

- (9) Vehicles will be maintained with manufacturers recommended maintenance schedule as a minimum standard.
- (10) All provincial maintenance and inspection standards for the Province of British Columbia will be met.
- (11) Vehicles that require repairs for safe operation must not be operated until all repairs are complete and the vehicle is deemed to be safe to drive by a qualified mechanic.
- (12) Modifications to vehicles must be done in a manner that does not compromise safety or manufacturer's warranty.
- (13) Maintenance of Huu-ay-aht vehicles will comply with the factory recommended Vehicle Maintenance Procedures.

## VEHICLE PURCHASING

- (14) Vehicles with costs and specifications consistent with the definition of "infrastructure" in the Huu-ay-aht Infrastructure Policy Regulation (HFNR, 2015) will be infrastructure and referred to as "Infrastructure Vehicles."
- (15) Infrastructure vehicles will be acquired in accordance with the terms and conditions of the Huu-ay-aht Infrastructure Policy Regulation (HFNR, 2015).
- (16) Vehicles with costs and specifications outside the scope of the definition of "infrastructure" in the Huu-ay-aht Infrastructure Policy Regulation (HFNR, 2015) will be referred to as "Government Asset Vehicles."
- (17) Government Asset Vehicles will be acquired in accordance with the terms and conditions of the Huu-ay-aht Purchasing Policy Regulation (HFNR, 2014).

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(18) Purchasing of Huu-ay-aht vehicles will comply the Purchasing Policy Regulation (HFNR, 2014) and/or the Infrastructure Policy Regulation (HFNR, 2015) and the Vehicle Purchasing Procedures.

#### 4. Application & Authority

- (1) This policy applies to any person who operates or rides in a Huu-ay-aht First Nation vehicle while on government business, including employees who drive only occasionally on government business.
- (2) In accordance with Section 56(1) of the Financial Administration Act (HFNA, 2011), Executive Council is responsible for ensuring that Huu-ay-aht Government Assets are maintained and preserved.

#### (3) Policy Requirements

##### VEHICLE USE

- (1) The Director of Infrastructure and Capital Projects will maintain Vehicle Use Procedures establishing all of the necessary and required processes pertaining to vehicle use. The Procedure Manual will include instructions for:
  - (a) Roles and responsibilities
  - (b) Licensing requirements
  - (c) Vehicle use scheduling
  - (d) Vehicle inspections and reporting
  - (e) Driver conduct and permitted/prohibited vehicle uses
  - (f) Management of vehicle driving records

##### VEHICLE MAINTENANCE

- (2) The Director of Infrastructure and Capital Projects will maintain Vehicle Maintenance Procedures establishing all of the necessary and required processes pertaining to vehicle maintenance. The Procedure Manual will include instructions for:
  - (a) Roles and responsibilities
  - (b) Maintenance schedules
  - (c) Minimum standards
  - (d) Regular maintenance
  - (e) Repair maintenance
  - (f) Vehicle safety equipment
  - (g) Vehicle modifications

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- (h) Inspections and reporting
- (i) Management of vehicle maintenance records

## VEHICLE PURCHASING

- (1) The Director of Infrastructure and Capital Projects will maintain Vehicle Purchasing Procedures establishing all of the necessary and required processes pertaining to vehicle purchasing. The Procedure Manual will include instructions for:
  - (a) Roles and responsibilities
  - (b) Vehicle classifications
  - (c) Identifying needs for additional vehicles
  - (d) Preferred makes, models, features and specifications
  - (e) Identifying need for additional vehicles
  - (f) Requesting and collecting quotes for vehicles
  - (g) Conducting open competitions for vehicles
  - (h) Preparing feasibility studies for vehicles
  - (i) Authorizing vehicle purchases
  - (j) Disposing of vehicles
  - (k) Replacement plans

## **(4) Accountabilities**

- (1) All users of Huu-ay-aht First Nations Government vehicles are responsible for complying with the terms of this policy.
- (2) Once an employee is issued keys the employee is solely responsible for the vehicle and its operation until the keys are returned to the vehicle administrator.
- (3) All drivers must observe and operate within all applicable motor vehicle laws and regulations. Inappropriate use will be investigated, and the level of disciplinary action will be determined by the level of infraction. Infractions and fines are the responsibility of the driver, not Huu-ay-aht First Nations.
- (4) Vehicle user's supervisors are responsible for monitoring their staff's compliance with this policy, and collecting all necessary documentation pertaining to a users' vehicle operation and licensing.
- (5) All vehicle users will submit up to date copies of driver's abstract and user's license, prior to operating the Huu-ay-aht First Nation Government vehicle.
- (6) The Director of Government Services is responsible for developing procedures pertaining to vehicle use, maintenance, and purchasing under this policy.

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## **(5) Inquires**

Inquiries regarding Huu-ay-aht First Nations vehicles or this policy can be directed to the Director of Infrastructure and Capital Projects.

## **(6) References**

- (1) *Financial Administration Act* (HFNA, 2015)
- (2) *Human Resource Policy Regulation* (HFNR, 2014)
- (3) *Infrastructure Policy Regulation* (HFNR, 2015)
- (4) *Purchasing Policy Regulation* (HFNR, 2014)