



huu ay aht

ANCIENT SPIRIT, MODERN MIND

VEHICLE POLICY

Approved by Executive Council
on August 8, 2024 by Resolution #EC240808-07

VEHICLE POLICY***Contents***

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Application

- 1** This policy applies to all use of Huu-ay-aht vehicles.

Purpose

- 2** The purpose of this policy is to ensure that Huu-ay-aht vehicles are acquired, managed, operated and disposed of in accordance with the directions and priorities of the Huu-ay-aht government and in a manner that optimizes safety, efficiency, value and accountability, while minimizing environmental impacts.

Definitions

- 3** In this policy:
 - “**animal collision**” means a collision involving a Huu-ay-aht vehicle and a large animal, such as a deer, moose or bear;
 - “**collision report form**” means the form maintained by the Capital and Infrastructure Department for the purpose of reporting a collision involving a Huu-ay-aht vehicle;
 - “**Director**” means the Director of Capital and Infrastructure;
 - “**government employee**” means an individual employed by the Huu-ay-aht government;

“government member” means an individual who holds an elected, appointed, or hereditary position on Executive Council, the Huu-ay-aht Council, the Legislature, the Hāwīih Council or the People’s Assembly, or any of their committees;

“Huu-ay-aht vehicle” means a vehicle owned by the Huu-ay-aht First Nations;

“vehicle administrator” refers to the individual within the Capital and Infrastructure Department who is responsible for the administration of Huu-ay-aht vehicles;

“vehicle operator’s supervisor” refers to the individual empowered by the Executive Director to monitor a particular individual’s operation of a Huu-ay-aht vehicle.

Vehicle usage

- 4 (1) Huu-ay-aht vehicles may only be used for purposes relating to the conduct of Huu-ay-aht government business.
- (2) The operation of a Huu-ay-aht vehicle by a government employee or member of government may be authorized by the vehicle operator’s supervisor.
- (3) The operation of a Huu-ay-aht vehicle by an individual other than a government employee or member of government may only be authorized by the Executive Director.
- (4) Operators of Huu-ay-aht vehicles must
 - (a) be authorized in accordance with this policy,
 - (b) be competent to operate the vehicle and familiar with its characteristics and safety features,
 - (c) have submitted a current copy of their driver’s license to their supervisor,
 - (d) observe and operate within all applicable laws,
 - (e) comply with the terms of this policy,
 - (f) not be under the influence of alcohol or otherwise impaired in any way, including by a medical condition or the use of medication that may affect their ability to operate a motor vehicle.
- (5) The following are prohibited in any Huu-ay-aht vehicle
 - (a) smoking,
 - (b) vaping,
 - (c) the transportation of firearms, illegal substances or animals,
 - (d) the transportation of any individual other than a Huu-ay-aht employee, unless specifically authorized by the Executive Director,
 - (e) the consumption of any alcohol,
 - (f) the use of a radar detection device.
- (6) Once an authorized operator is issued keys to a Huu-ay-aht vehicle, they are solely responsible for the vehicle and its operation until the keys are returned to the vehicle administrator.

- (7) The authorized operator of a Huu-ay-aht vehicle is responsible for any fines or penalties related to the use of the vehicle during the time they are responsible for it, including those relating to driving infractions and parking tickets.

Monitoring

- 5
 - (1) A vehicle operator's supervisor is accountable for monitoring the operator's use of the Huu-ay-aht vehicle and compliance with this policy, including collecting all necessary documentation pertaining to a vehicle operator's credentials and use of the vehicle.
 - (2) Huu-ay-aht vehicles are each equipped with a GPS tracking device and an online administration system, which can track vehicle location, distance driven, hours of operation and speed.
 - (3) Information about vehicle usage tracked by GPS may be provided to authorized operators of Huu-ay-aht vehicles and/or the vehicle operator's supervisor and may be used to determine whether vehicle use was authorized and in compliance with this policy.
 - (4) It is the responsibility of anyone authorized to operate a Huu-ay-aht vehicle to provide current information about their driver's license to the supervisor assigned by the Executive Director, who will in turn provide that information to the Human Resources manager.

Unauthorized use of Huu-ay-aht vehicles

- 6
 - (1) The Executive Director or their designate will investigate suspected unauthorized use of a Huu-ay-aht vehicle, which if substantiated may result in disciplinary action.
 - (2) Huu-ay-aht will seek to hold the vehicle operator responsible for any costs related to any damage caused or fines or penalties incurred during unauthorized use or use otherwise not in compliance with this policy of a Huu-ay-aht vehicle.
 - (3) Inappropriate or improper use of a Huu-ay-aht vehicle, including use that does not comply with this policy, by an authorized operator will be investigated by the vehicle operator's supervisor, and the level of disciplinary action will be determined based on the level of infraction.

Vehicle maintenance and repair

- 7
 - (1) The Department of Capital and Infrastructure will maintain Huu-ay-aht vehicles in accordance with, at a minimum, the manufacturer's recommended maintenance procedures and schedule and all maintenance and inspection standards for the Province of British Columbia.
 - (2) Before driving a Huu-ay-aht vehicle, the authorized operator must do a visual inspection to confirm that basic maintenance requirements are met.
 - (3) Authorized operators of Huu-ay-aht vehicles must, when returning the vehicle:
 - (i) ensure that, if the gas tank is half full or less, the vehicle has been refueled;
 - (ii) ensure that all items, including any garbage, have been removed from the vehicle;

- (iii) report any problems or issues with the vehicle, including those related to cleanliness, maintenance or damage to the vehicle administrator.
- (4) Huu-ay-aht 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 certified journeyman mechanic.
- (5) Any modifications to vehicles must be done in a manner that does not compromise safety or the manufacturer's warranty.

Collision reporting

- 8
- (1) In the event of a collision involving a Huu-ay-aht vehicle, the operator of the vehicle must:
 - (a) notify the RCMP or local police;
 - (b) notify their supervisor;
 - (c) not assume responsibility or fault;
 - (d) not sign any type of release form;
 - (e) complete a collision report form promptly upon returning to the office, including with it full details of a collision including:
 - (i) information about the other vehicle(s) involved,
 - (ii) names of any other drivers and their insurance information,
 - (iii) names of passengers of all vehicles,
 - (iv) names and contact information of any witnesses,
 - (v) other relevant information,
 - (vi) as a copy of the police report or the name of the attending police officer and file number;
 - (f) provide the completed collision report form to the vehicle administrator and the vehicle operator's supervisor within 24 hours; and
 - (g) take pictures at the scene, including of the Huu-ay-aht vehicle, any other vehicles involved and any damage.
 - (2) Operators of Huu-ay-aht vehicles involved in collisions are responsible for following all applicable laws in addition to complying with the requirements of this policy.
 - (3) In the event of an animal collision involving a Huu-ay-aht vehicle, in addition to the other requirements of this section,
 - (a) if the animal dies or is injured and remains near the scene of the collision, then the driver must report the collision to the RCMP, local police and/or other appropriate authority responsible for highway maintenance in the area where the collision occurred;
 - (b) if the animal is creating a safety hazard and it is safe to do so, the animal should be moved to the side of the road;

- (c) if the animal leaves the scene of the collision, then the RCMP, local police and/or other appropriate authority responsible for highway maintenance in the area where the collision occurred does not need to be called.
- (4) The vehicle administrator or other individual designated by the Director is responsible for reporting any collisions to the insurer(s).

Police report

- 9
 - (1) If available, a copy of the police report should be included with the collision report under section 8 (1).
 - (2) If a police report is not available, the vehicle operator should provide the name of the attending police officer and a file number in relation to the incident together with the collision report.

Procedural manuals

- 10 The Director will develop and maintain procedural manuals in respect of:
 - (a) vehicle use, establishing all the necessary and required processes pertaining to vehicle use, including:
 - (i) roles and responsibilities,
 - (ii) licensing requirements for vehicles,
 - (iii) vehicle use scheduling system
 - (iv) vehicle inspections and reporting;
 - (b) vehicle purchasing and replacement, including instructions and processes for:
 - (i) maintaining a database that that contains:
 - (A) vehicle classifications & identification
 - (B) identification of needs for additional vehicles
 - (C) make, model, kilometre reading and year
 - (D) estimated value of vehicle
 - (E) replacement year
 - (F) department user;
 - (ii) conducting open competitions for vehicle purchasing and requesting and collecting quotes for vehicles;
 - (iii) ensuring there is consideration for a sustainable options for all replacement vehicles;
 - (iv) authorizing vehicle purchases; and
 - (v) developing a process for disposing of vehicles.

Use of personal vehicles for Huu-ay-aht business

- 11
- (1) Government employees may use their personal vehicles for the purposes of travelling on Huu-ay-aht government business, provided such use is authorized in accordance with the *Travel Expense Policy Regulation*, HFNR 14/2011.
 - (2) Government employees are reminded that their use of a private vehicle for Huu-ay-aht government business is not covered by Huu-ay-aht's insurance policy.
 - (3) It is the sole responsibility of any individual using a private vehicle for purposes related to Huu-ay-aht government business to ensure that they have appropriate insurance in place and have complied with the terms of that insurance.
 - (4) Remuneration for the use of a private vehicle while travelling on Huu-ay-aht government business will be provided in accordance with the requirements of the *Travel Expense Policy Regulation*, HFNR 14/2011.

Inquires

- 12
- Inquiries regarding the use of Huu-ay-aht vehicles or this policy should be directed to the Director.

Effective date

- 13
- This Policy is effective on the date of its approval by Executive Council.

The following Huu-ay-aht legislation is relevant to this policy:

Financial Administration Act (HFNA/2015)

Human Resource Policy Regulation (HFNR , 9/2011)

Infrastructure Policy Regulation (HFNR , 10/2011)

Purchasing Policy Regulation (HFNR , 12/2011)

Travel Expenses Policy Regulation (HFNR 14/2011)