



**MUNICIPALITY OF THE COUNTY OF PICTOU
MUNICIPAL VEHICLES POLICY**

PURPOSE

To establish a uniform policy for the purchase and disposition of municipal vehicles and the use of those vehicles by municipal staff.

Acquisition of Vehicles

1. It shall be the policy of Municipal Council to consider the acquisition of vehicles required to carry out the day-to-day activities of the Municipality where, in the opinion of the Financial Services Committee and Management, the payment of mileage to municipal employees for the use of their private vehicle(s) has become cost-prohibitive to the Municipality.
2. Public tenders for the purchase of municipal vehicles will be called by the Municipal Treasurer in accordance with the Municipality's Procurement Policy. The Municipal Treasurer will provide all prospective bidders with a list of specifications for the vehicles required. The specifications will include preference for zero greenhouse gas emission vehicles unless operational requirements for the vehicle clearly exclude this specification.
3. All tenders will be reviewed by the Financial Services Committee to determine conformity with the specifications and a recommendation will be submitted by the Committee to Council for the acceptance of one or more tenders.

Staff Use of Vehicles

4. At the completion of the workday, all municipal vehicles will remain securely locked in the parking lot of the Municipal Administration Building. The Chief Administrative Officer or Departmental Managers shall be granted the

discretion to allow vehicles to be used outside of the normal workday, based upon the individual needs of their departmental staff.

5. Municipal vehicles shall be used for authorized day trips, subject to availability and shall be picked up at (and returned to) the Municipal Administration Building.
6. Where municipal vehicles are not available for this purpose, mileage shall be authorized for the use of personal vehicles at the rate set in the Collective Agreement for unionized employees, and at the rate set by Council for nonunionized employees. Mileage for the use of personal vehicles shall be paid for the total round-trip distance travelled from the Municipal Administration Building to the destination for which the vehicle is being used.

Disposition of Surplus Vehicles

7. Unless otherwise determined by Council, municipal vehicles will normally be replaced on the recommendation of the Chief Administrative Officer or Department Manager with endorsement of the Chief Administrative Officer.
8. A Department Manager(s) shall inform the Chief Administrative Officer of any vehicles that are surplus to the needs of the Municipality.
9. The Municipal Treasurer will advertise surplus vehicle(s) "FOR SALE BY TENDER". All tenders will be reviewed by the Financial Services Committee and the Committee shall submit a recommendation to Council for the acceptance of one or more tenders.

Repeal

10. All former policies with respect to municipal vehicles are hereby repealed.