

Truck and Trailer Policy

1. PURPOSE

- 1.1. To outline Cowichan Bay Waterworks District policy regarding use of the truck and trailer for business purposes.
- 1.2. To provide personnel guidance for the use of the truck.

2. BACKGROUND

- 2.1. The District acquired truck and trailer for water operations purposes [the truck].
- 2.2. The Water Operations team has use of the truck for water operations purposes and District business.

3. EFFECTIVE DATE

- 3.1. This policy is effective as of December 13, 2023.

4. POLICY

- 4.1. The truck is to be used for Cowichan Bay Waterworks District use only.
- 4.2. No personal use of the truck is permitted and the District will not allow personal use of the truck.
- 4.3. The truck may only be driven by Cowichan Bay Waterworks personnel unless pre-approved by the District Administrator or as required by an emergency.
- 4.4. The truck may only be driven within the Cowichan Bay Waterworks boundary area unless it is to deliver water samples, for garbage disposal and recycling, to get fuel, or to purchase supplies and materials for District business, unless pre-authorized by the District Administrator.
- 4.5. The truck may only be driven Monday to Friday during regular business hours and during after hours on-call emergency events, unless pre-authorized by the District Administrator.
- 4.6. The truck may only be driven by personnel with a valid Class 5 drivers license.
- 4.7. The truck is not to be taken home and the truck is not to be used for personal errands.
- 4.8. The truck, when not in use, is to be stored for safekeeping, at Ordano Station.
- 4.9. The truck, when not in use, must always be locked.
- 4.10. If the truck is used for towing or hauling purposes, the Driver must ensure that the hauling weight does not exceed the permitted GVW.
 - 4.10.1. Testing can occur at the Ministry of Transportation scales on the Trans Canada Highway.
- 4.11. Any driver in the truck is prohibited from using a cell phone or texting while driving.
 - 4.11.1. An exception to this may be hands free telephone calls that occur via blue tooth.
- 4.12. The driver must complete an entry in the Trip Book prior to each every use.
 - 4.12.1. If multiple trips occur in the same day by the same driver, the entry must be done before the first use and is not required for subsequent trips that same day.
 - 4.12.2. Trip Book entries must reoccur in the same day if another driver uses the Truck.
- 4.13. Fuel is to be obtained with the fuel card at the Coop on Bench Road.
- 4.14. Mileage is to be recorded in the Trip Book and the receipt is to be given to the Finance Officer.

- 4.15. The Water Operations team has the responsibility of ensuring the truck is maintained, including regular oil changes and bringing the truck to maintenance appointments.
- 4.16. The District Administrator is responsible for ensuring the truck has suitable insurance coverage.
- 4.17. The District Administrator is responsible for keeping the Approved Driver List up to date with ICBC [name, birthdate and DL#].
- 4.18. Personnel must ensure safe use of the truck while driving, parking and using as per the Safety Rules in the District Safety Plan.
- 4.19. Personnel shall immediately report any damage or problems with the vehicle to the District Administrator.
- 4.20. Personnel must immediately report any changes to their drivers license privileges to the District Administrator, such as a change in class or suspension,.
- 4.21. Personnel must not drive or use the truck while intoxicated, fatigued or on medication that affects your driving ability.
- 4.22. Smoking in the truck is forbidden.
- 4.23. Do not lease, sell or lend the truck.

5. ENFORCEMENT

- 5.1. Personnel who violate the provisions of the policy are subject to disciplinary actions, which may include verbal and written warnings, suspension of vehicle privileges, suspension, termination and legal action.

6. ACCIDENT PROCEDURES

- 6.1. In case of an accident, contact the District Administrator one of the Trustees immediately. They will contact the insurance provider.
- 6.2. Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- 6.3. Do not guarantee a payment or accept responsibility without company authorization.

7. DISTRICT RESPONSIBILITIES.

- 7.1. Ensuring vehicles are safe before assigning them.
- 7.2. Scheduling regular maintenance.
- 7.3. Providing car insurance.
- 7.4. Retiring and replacing cars as needed.

8. WHAT THE DISTRICT IS NOT RESPONSIBLE FOR.

- 8.1. Paying fines that employees receive while driving the truck.
- 8.2. Legal costs for employees who are arrested while driving the truck.



Calvin Slade, Chairperson



Cheryl Wirsz, District Administrator