

GENERAL ADMINISTRATION MANUAL

VOLUME 2: HIGHWAYS AND PUBLIC WORKS POLICIES

TITLE: GOVERNMENT FLEET VEHICLES

EFFECTIVE: August 1, 1994

UPDATED: September 21, 2010

1 SCOPE

1.1 Authority

This policy is issued under authority of Cabinet meeting #94-32 dated August 1, 1994.

1.2 Application

This policy applies to all departments, as defined in Policy 2.1.

1.3 Purpose and Principles

The purpose of this policy is to define principles governing the use of Government Vehicles owned and/or administered by the Yukon government.

1.4 Definitions

Accident: means any mishap to a Yukon government vehicle resulting in damage to that vehicle or to another vehicle or other property or resulting in physical injury to any person and includes any collision with another vehicle or stationary object or breakdown of the vehicle which cannot be ascribed to normal wear and tear.

Deputy Minister: a deputy head as defined in the *Public Service Act*.

Employee: includes any permanent, seasonal, contract, temporary or casual employee of the Government of the Yukon.

Government Vehicle: means any passenger car, truck, trailer or road construction or maintenance equipment fitted with wheels or tracks that belongs to, or is under the control of, the Yukon government, and includes snowmobiles and boats.

2 ROLES AND RESPONSIBILITIES

2.1 Highways and Public Works

- 2.1.1 Highways and Public Works administers the "Government Vehicles in Pool" consisting of all passenger carrying vehicles owned by the Yukon government. Highways and Public Works may assign vehicles for specific periods of time as requested and as warranted, depending on the availability of vehicles.
- 2.1.2 Highways and Public Works operates and administers Government Vehicles held in the Road and Airport Equipment Revolving Fund.
- 2.1.3 Highways and Public Works purchases replacement vehicles for the government as required, based on responses to public tendering.
- 2.1.4 Highways and Public Works ensures that all government pool vehicles issued to departments are:
- clean,
 - mechanically maintained in safe driving condition,
 - supplied with emergency equipment such as spare tire, jack, basic tools, and survival equipment in case of winter breakdown.
- 2.1.5 Highways and Public Works may institute procedures respecting the issuing and use of vehicles by departments. These may be found in the Supply Services manual or by contacting the Supply Services Division of Highways and Public Works.
- 2.1.6 Highways and Public Works shall acquire and maintain vehicles in accordance with all applicable environmental performance standards, as adopted by the Yukon Government from time to time.

2.2 Departments

- 2.2.1 This policy must be read and a statement signed by all vehicle operators to the effect that it has been read.
- 2.2.2 Crown corporations pay for the use of pool vehicles at a predetermined rate per kilometer established by the Department of Finance, in consultation with Highways and Public Works.
- 2.2.3 No government vehicle shall be operated by anyone other than an employee, except with written approval of the Deputy Minister of Highways and Public Works.

- 2.2.4 Government vehicles may be used only to carry out assigned government business.
- 2.2.5 Except with the permission of Supply Services Division, or in cases of emergency, no person not on government business shall be carried in a government vehicle.
- 2.2.6 The operator must pay any fines incurred for violations of traffic regulations.
- 2.2.7 The operator is personally responsible for damage or injuries resulting from an accident where the operator is found to be negligent.
- 2.2.8 The operator to whom the government vehicle is assigned is responsible for ensuring that:
- the vehicle is maintained in safe driving condition;
 - the vehicle is supplied with oil, grease, antifreeze and water;
 - the brakes, lights and signal lights are operational; and
 - all reasonable care is taken to protect the vehicle from theft or damage by fire.
- 2.2.9 The operator or any passenger shall not smoke in a government vehicle at any time.
- 2.2.10 Unless authorized in writing by the Deputy Minister of the employee's department, no government employee may carry or allow to be carried in a government vehicle, firearms of any description.
- 2.2.11 Should an operator be accompanied by senior officers, such officers may also be held responsible for any infractions of this policy, if they were party to such infractions and had opportunity to prevent them.
- 2.2.12 For vehicles owned by departments other than Highways and Public Works, departments shall acquire and maintain vehicles in accordance with all applicable environmental performance standards, as adopted by the Yukon Government from time to time.
- 2.2.13 All drivers shall operate vehicles in such a manner that minimizes adverse effects on the environment and makes efficient use of fuel and other materiel used to operate vehicles.