



# POLICY

## FLEET OPERATIONS AND MANAGEMENT POLICY

<b>Department:</b>	Utility Services	<b>Effective Date:</b>	2013-01-01
<b>Division:</b>		<b>Approval Level:</b>	Council
<b>Section/Facility:</b>		<b>Policy #:</b>	0028
		<b>Revision #:</b>	1

### 1.0 PURPOSE

- 1.1 This Policy shall establish a Fleet Operations and Management Program to reduce vehicle incidents, collisions, fleet operating costs, and personal injuries.
- 1.2 This Policy and the related Procedures establish standards for the safe operation and management of fleet, Driver training, and licence monitoring, controls, and reporting processes.
- 1.3 This Policy and the related Procedures ensure compliance with relevant municipal by-laws and provincial and federal legislation, including but not limited to: the Highway Traffic Act, the Occupational Health and Safety Act, the National Safety Code, and the Transportation of Dangerous Goods Act, 1992.

### 2.0 POLICY STATEMENT(S)

- 2.1 The City of Peterborough shall conduct its fleet operations in accordance with the Fleet Operations and Management Policy and related Procedures, which establish standards for:
  - .1 Safe operating practices
  - .2 Driver training and permitting
  - .3 Fleet management and licence controls
  - .4 Reporting and records management processes
  - .5 Compliance with standards, policies and procedures



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### 2.0 POLICY STATEMENT(S)

- 2.2** The City shall have a Fleet Users Group that may be comprised of the Transit, Public Works, Environmental Protection, Airport, Recreation/Arenas, Fire Services, Human Resources and Risk Management Divisions. The group shall conduct its activities in accordance with its Terms of Reference, the Fleet Operations and Management Program Policy and the related Procedures.
- 2.3** Failure to comply with the Fleet Operations and Management Program Policy and related Procedures will be subject to discipline, up to and including termination.

### 3.0 APPLICATION

- 3.1** This Policy applies to all individuals who have responsibility for overseeing, directing, supervising, monitoring, or operating City vehicles and equipment.
- 3.2** This Policy does not apply to contractors or contract vehicles that have been hired to conduct work on behalf of the City.
- 3.3** This Policy does not apply to the vehicles and equipment operated by the Peterborough-Lakefield Community Police Service, the City of Peterborough Holdings Inc., and any other City agencies, boards or commissions that have their own fleet insurance.
- 3.4** This Policy does not apply to the use of personal vehicles for City business.

### 4.0 DEFINITIONS/ACRONYMS (As Required)

**City** - The Corporation of the City of Peterborough, its agencies, boards, commissions and advisory committees, excluding the Peterborough Lakefield Community Police Services and the City of Peterborough Holdings Inc.

**City Vehicle and Equipment** - Any vehicle or equipment owned, rented or leased by the City.  
Example: City Bus, Fire Truck

**Commercial Vehicle Operator Registration (CVOR)** - An operating permit system under the Highway Traffic Act, which is issued to the Corporation by the Ministry of Transportation.

**Driver** - A person who has a valid Ontario Driver's Licence and/or Endorsements allowing them to drive a motorized vehicle. Example: City Bus Driver, Snow Plow Driver



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### 4.0 DEFINITIONS/ACRONYMS (As Required)

**Employee** - A person employed by the City of Peterborough (including permanent, contract, casual and seasonal) who is required to drive any City vehicle or equipment, whether rented, leased or owned.

**Operator** - Any person who is trained to operate or work City equipment or a vehicle.  
Example: Chainsaw Operator, Sidewalk Sweeper



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### 5.0 APPENDIX, RELATED POLICIES, PROCEDURES & LINKS

#### 5.1 Pertinent Resources

#### 5.2 Related Policies

#### 5.3 Related Procedures

CVOR Summary Report, Driver Abstract and Operator File Review Procedure

Vehicle and Equipment Operator Permit Program

Vehicle Occurrence Review and Demerit System Procedure

#### 5.4 Related Forms

#### 5.5 Miscellaneous

### 6.0 AMENDMENTS/ REVIEWS

<b>Next Review Date</b>	<b>2013-08-01</b>
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<b>Date (yyyy-mm-dd)</b>	<b>Section(s) Amended</b>	<b>Comments</b>
2012-07-23		Committee of the Whole Report No. 11 of a Meeting July 23, 2012 recommending that the Fleet Operations Management Policy in Report USDIR12-010 be adopted.
2012-07-30		City Council approved Item 25 of Committee of the Whole Report No. 11 of a Meeting July 23, 2012 recommending that the Fleet Operations Management Policy in Report USDIR12-010 be adopted.
2013-01-01	N/A	Revision #1 - No changes were made to the content of the Policy. Policy revised to move to new Policy Template (i.e. Policy Statements moved to Section 2.0, Application Section moved to Section 3.0, Definitions moved to Section 4.0) and to move to new protocol for showing defined terms (i.e. capitalizing the first letters).