



Acho Dene Koe

FIRST NATION

VEHICULAR POLICIES

TABLE OF CONTENTS

Subject	Page	BCR#
Section A: Background	2	2018-08-12
Introduction		
Objectives		
Definitions		
Regulations		
Section B: Types of Transportation	4	2018-08-12
Usage		
Public Transportation		
Privately Owned Vehicles		
Company Vehicles		
Section C: Insurance and Registration	6	2018-08-12
Section D: Accidents, Vandalism & Other Losses and Report	7	2018-08-12
Section E: Log Books, Maintenance, and Servicing	8	2018-08-12
Section F: Vehicular Acquisition & Reporting	9	2018-08-12
Section G: Motor Vehicle Disposal	9	2018-08-12
Section H: Rental Vehicles	11	2018-08-12
Section I: Appendix	12	2018-08-12
Vehicular Travel Agreement		
Vehicular Log Book		

SECTION A: BACKGROUND

INTRODUCTION

Acho Dene Koe First Nation (ADKFN) requires employees, members of Council, and volunteers to travel to carry out the responsibilities of their positions and the activities of the organization. As a result, there is the need to have policies to ensure that those who are required to travel to conduct company business use the most appropriate and cost-effective mode of transportation available.

Page | 2

ADKFN vehicles may also be used to help community members with transportation to medical appointments, employment initiatives, social and community support, and to and from events for example.

POLICY OBJECTIVE

As ADKFN owns and operates vehicles for the benefit of the band membership and operational efficiency. This policy sets out the way ADKFN owned vehicles shall be used and operated plus the relationship of personal vehicle usage to ADKFN.

ADKFN council members and employees are to understand that the use of ADKFN vehicles is a privilege and not a right and certain duties and responsibilities are required to be fulfilled for an employee or council member to maintain that privilege.

Further, these policies are intended to provide a basic framework governing the use of personal and ADKFN vehicles, and, as such, cannot contain procedures governing every situation that might arise. Council Members, volunteers, and employees seeking clarification of or exemption from the provisions of this policy should contact the Manager who will provide such clarification and may authorize exceptions to the policy under mitigating circumstances.

DEFINITIONS

For the purposes of this policy “vehicle” shall mean a car, van, SUV, truck or other apparatus owned by ADKFN for transporting council members, volunteers, or employees who are required to travel to fulfill the requirements of ADKFN.

REGULATIONS

All ADKFN vehicles shall be identified with the First Nation’s name and logo clearly visible.

No council member, volunteer, or employee can take vehicles home except in the following special circumstances: i) When on route to/from home to buy equipment, attending conferences or similar circumstances. ii) When the employee is on call and the vehicle is equipped with special tools, equipment, materials, etc., provided that the home location permits the employee to respond within an appropriately prompt timeframe. iii) Under no circumstances should the vehicle be used for personal use during the above scenarios.

ADKFN vehicles, not in usage, shall always be parked at the ADKFN Band Office.

Canada Revenue Agency dictates that a taxable benefit must be assessed on the home to work use of company vehicles. It is required that all employers follow the Canada Revenue Agency guidelines and payroll tax must be deducted accordingly. Where employees are concerned with the financial impact of the taxable benefit, it should be reviewed with their supervisor to determine if alternative arrangements can be made, such as leaving the vehicle at their work location.

Any council member, employee or volunteer authorized by ADKFN to use ADKFN vehicles shall be the sole person authorized to use that vehicle and such persons shall not allow unauthorized individuals to operate or access the vehicle at any time.

Council Members and/or Employees will not be reimbursed for commuting between their homes and offices or other regular work locations.

Any person operating an ADKFN vehicle must always be mindful of Acho Dene Koe First Nation's public image and maintain courteous behavior and customer service.

Failure to comply with all provisions of this policy may result in disciplinary action up to and including removal of vehicle privileges, suspension, and/or termination from ADKFN service.

SECTION B: TYPES OF TRANSPORTATION

Common types of transportation include public transportation, privately owned vehicles, company (ADKFN) owned or leased vehicles and rental vehicles.

1. USAGE

Page | 4

All council members, volunteers, and employees that are required to travel to perform ADKFN business must first have signed the VEHICULAR TRAVEL AGREEMENT. (Appendix)

All council members, volunteers, and employees who are required to travel to the same business function are encouraged to travel as a group in the same vehicle.

2. PUBLIC TRANSPORTATION

Public transportation includes buses, taxi cabs, trains, boats and aircraft.

3. PRIVATELY OWNED VEHICLES

3.1 *Driver Responsibility*

- All drivers must hold a valid driver's license. ADKFN reserves the right to require driver's license abstract at any time.
- All Motor Vehicle Act violations are the responsibility of the driver.
- All local ordinance violations (example – parking tickets) are the responsibility of the driver.
- Driving under the influence of drugs or alcohol is not permitted.
- Drivers and all passengers must always wear seat belts when the vehicle is in motion.
- Employees must drive according to road conditions especially during inclement weather
- Drivers are required to use hands-free cell phone devices while operating ADKFN vehicles. Otherwise, NO cell phone use (phone, text, data, etc.) is permitted while the vehicle is in operation.

3.2 *Authorization*

- The employee must obtain approval from their manager before using their privately-owned vehicle for company business. A council member should have approval of the Chief and the Chief should have approval of Council. Volunteers are to have the approval of the Manager.

3.3 *Reimbursement*

- All council members, volunteers, and employees are reimbursed for mileage cost for privately owned vehicles when used for ADKFN business in accordance with the Duty Travel Rates of the Government of the Northwest Territories (<https://my.hr.gov.nt.ca/employee-services/travel/duty-travel/duty-travel-rates>).

- All other reimbursement related items shall be made in accordance to ADKFN Financial Management Policies.

4. COMPANY VEHICLES

4.1 Driver Responsibility

- All drivers must hold a valid driver's license. ADKFN reserves the right to require driver's license abstract at any time.
- All drivers must notify their immediate supervisors within 24 hours of receiving notice that their license will be revoked or suspended
- The authorized driver must record all journeys in the approved Log Book which is for company use only.
- No personal usage of the vehicles will be permitted. Any person found to be guilty of personal usage of the vehicles may be refused future usage.
- Driving under the influence of drugs or alcohol is not permitted.
- Drivers shall not operate ADKFN or personal vehicles for ADKFN business when they are required to take medication which may impair their ability to safely operate a moving vehicle. Drivers have an affirmative duty to report to their health care provider the fact that they are required to drive for ADKFN business and the type of vehicles that they are responsible for to enable the provider to give appropriate direction about the use of prescription medication and ADKFN driving tasks. Drivers must also report any restrictions and limitations to their supervisor when taking such medication.
- The misuse and/or unauthorized use of a company vehicle is not permitted.
- Drivers are required to use hands-free cell phone devices while operating ADKFN vehicles. Otherwise, NO cell phone use (phone, text, data, etc.) is permitted while the vehicle is in operation.
- All Motor Vehicle Act violations are the responsibility of the driver.
- All local ordinance violations (example – parking tickets) are the responsibility of the driver.
- Upon receiving a notice of violation of the Motor Vehicle Act or local ordinance violations, the driver is responsible to notify ADKFN of the offence.
- Any photoradar violations that are charged against the registration ADKFN shall be levied against the driver in the care of the vehicle at the time of the violation. ADKFN reserves the right to invoice or deduct any future payments to the driver to recover the outstanding invoice.
- Penalties are defined as revoked driving privileges, full reimbursement of misuse or improper use of the vehicle, and/or possible termination.
- The driver is responsible for the payment of vehicle expenses and shall submit an expense claim on a regular basis at least once a month.
- All drivers should plan vehicle routes and combine several trips into one to increase vehicle efficiency.
- When travelling they must be parked in a safe and secure location and locked with all windows closed. Employees must take prudent measures to protect all company assets in their possession. Items of value are to be removed and secured.
- Drivers and all passengers must always wear seat belts when the vehicle is in motion.
- Drivers must drive according to road conditions especially during inclement weather
- Ensure that the vehicles are returned for future usage with a full tank of fuel.

4.2 Accessibility of Company Vehicles

- All ADKFN vehicles are to be made available for operational use during normal business hours and will be shared with other ADKFN council members and/or employees when required.
- Reassignment of vehicles may be necessary if excessive kilometers are being placed on a single vehicle.
- ADKFN will maintain suitable recording systems so vehicle availability, location, and driver can be readily determined.

SECTION C: INSURANCE AND REGISTRATION

1. PRIVATELY OWNED VEHICLES

- The vehicle owner is responsible for ensuring there is proof of appropriate and valid insurance and registration for the vehicle in usage.
- The cost of insurance is the responsibility of the driver and not eligible for reimbursement by ADKFN.
- ADKFN retains the right to require council members, employees or volunteers who are reimbursed for work related travel, or who receive an automobile allowance, to show proof of the following minimum levels of insurance coverage: a. Bodily Injury: \$100,000/\$300,000 b. Property Damage \$25,000

Page | 7

2. COMPANY OWNED VEHICLES

- All company vehicles will be insured with the appropriate levels required through the current provider and registered.
- ADKFN will oversee the acquisition and disposal process to ensure addition and removal of fleet vehicles assets is recorded correctly.

SECTION D: ACCIDENTS, VANDALISM, OTHER LOSSES AND REPORTING

1. COMPANY OWNED VEHICLES

Page | 8

- All accidents shall be reported to the police.
- **Protect the scene of the accident. Do not move the involved vehicle or disturb the scene until told to do so by law enforcement authority.**
- Do not make any statements to anyone except the supervisor and the law enforcement authority on the scene.
- At the scene of an accident, drivers should provide and receive: name and address of driver, insurance provider and policy number, registration number, vehicle make and model, time and place of accident, any damages, and witness or police information.
- No leaving of the accident shall occur until the above first two points are resolved.
- **If the vehicle is disabled, contact the Manager for instructions.**
- All accidents must be reported to the Manager or their substitute immediately.
- ADKFN (Manager) will contact the insurance provider to report the accident and oversee the resolution process.
- **Any driver involved in an accident must complete the appropriate accident report as soon as the accident is cleared. If the driver is injured and unable to complete the necessary report, the report must be completed by the supervisor.**

Section E: LOG BOOKS, MAINTENANCE AND SERVICING

1. LOG BOOKS

- Each employee is required to maintain the LOG BOOK of ADKFN vehicles.
- The LOG BOOK must have the name of the driver, date, and the number of kilometers driven broken down whether they were doing business or personal use.

Page | 9

2. MAINTENANCE AND SERVICING

- ADKFN will contract ADK Holdings Limited to provide all maintenance and service of ADKFN vehicles.
- ADKFN Holdings Limited will ensure that all warranty servicing is completed for all ADKFN vehicles.
- All council members, volunteers, and/or employees are responsible to report any observed issues of the vehicles to the Manager.
- Each council member and/or employee will assure that the manufacturer's guidelines for maintenance are followed.
- All employees that have been assigned a vehicle are required to maintain the interior in a clean manner. The interior of the vehicle is to remain clean at all time.
- No smoking will be permitted in the vehicles.
- Refraining from eating and drinking in the vehicles will be the practice.
- Any spillage and cleaning of the vehicles will be the responsibility of each driver at the end of usage of the vehicle.

Section F: VEHICULAR ACQUISITION AND USAGE REPORTING

Annually ADKFN shall report to the membership the amount of usage of the vehicles, the type of usage and any historical costs of operations of the vehicles.

Page | 10

Budgeting annually shall occur for vehicle usage including maintenance and servicing in accordance to the required operating guidelines of the manufacturer.

In the purchasing of fleet vehicles, plus any maintenance and servicing in excess of \$2,000 will require the obtaining of three (3) quotes and any associated cost in excess of \$5,000 will require a resolution of Council in accordance to ADKFN's Financial Management Policies.

Vehicles may be either purchased or leased. The total final price of the vehicle will include everything including taxes.

Vehicles will be classified as an asset in accordance to ADKFN's Financial Management Policies.

Section G: VEHICULAR DISPOSAL

Vehicles will typically be disposed of when they reach a minimum of 220,000 kilometers or an age of at least five years. Existing ADKFN vehicles can be replaced once they achieve the kilometers or age whichever comes first.

Vehicles will be consigned in accordance to ADKFN's Financial Management Policies.

The vehicle should be current with the maintenance schedule and recently cleaned.

All company property will be removed.

Section H: RENTAL VEHICLES

Council Members, volunteers, and employees authorized to rent a vehicle for use on ADKFN business are required to follow the same policies and procedures set forth in this document for owned and ADKFN vehicles.

Page | 11

Individuals are required to obtain personal automobile insurance or to accept the automobile insurance of the rental company as the policy of ADKFN does not cover automobile insurance for rental vehicles. Individuals are to purchase a Collision Damage Waiver (CDW) and Liability insurance.

If you are involved in an accident with a rental vehicle, you must follow all rental agreement information and report the accident to the Manager for ADKFN records.

Rental of 12 or 15 passenger vans is strictly prohibited. These vans are susceptible to roll-over accidents and have a high rate of roll-over related injuries and fatalities. This exclusion includes the rental of 12 and 15 passenger vans converted to seat less than 12 passengers.

APPENDIX

VEHICULAR TRAVEL AGREEMENT

Page | 12

This Agreement has been established to provide consistency in the management of usage of ADKFN vehicles or vehicles owned and used by council members, volunteers, or employees.

1. I acknowledge, I possess a current and valid government issued driver's license (Copy is attached).
2. I agree, to allow Acho Dene Koe First Nation to request a current driver's abstract at any time with notice. The cost of obtaining the abstract shall be reimbursable by ADKFN.
3. All travel for business will be documented in the approved LOG BOOKS.
4. I will make sure the vehicle maintenance schedule is followed and the vehicle is maintained in a mechanically sound, roadworthy, safe and presentable condition.
5. I will ensure proper authorization is received prior to the use of any method of transportation used.
6. All travel for which privately owned vehicles are used will be reimbursed as per ADKFN policies.
7. I will ensure to maintain proper insurance and registration prior to any use of my privately-owned vehicle.
8. I will abide by all traffic laws relating to all aspect of motor vehicle operation.
9. I will take prudent measures to protect all company assets in my possession.
10. I will ensure that I use the most cost-effective method of transportation that is available when I am required to travel to conduct company business.
11. I will report any maintenance needs and/or accidents/damage immediately to my Manager.

I have read the ADKFN Vehicular Policies and understand all my responsibilities as outlines and will always abide by them.

Employee Name

Employee Signature

Date

APPENDIX

VEHICLE LOG BOOK

This Log Book is intended to track usage of a vehicle. An employee may use more than one vehicle in a month, the log book is tracking the employee not the vehicle.

The log can be maintained and include the following:

Acho Dene Koe First Nation													
Vehicle Log Book													
Department					Agency								
Individual Responsible for Vehicle					Approval of Agency or Supervisor								
Dept. / Off. No.	Fund No.	RCC No.	Vehicle Number	For Month of	PRE-TRIP INSPECTION CHECKLIST STATE VEHICLE INSPECTION STICKER SAFETY / EMERGENCY EQUIPMENT HEAD LIGHTS - HIGH AND LOW BEAMS TAIL LIGHTS TURN SIGNALS BRAKE LIGHTS EMERGENCY FLASHERS PARKING LIGHTS BRAKES - GOOD PEDAL PRESURE WINDSHIELD WIPERS, & WASHERS MIRRORS - ADJUSTED PROPERLY TIRES - INFLATED & ADEQUATE TREAD HORN VISIBLE FLUID LEAKS								
Trip Dates		Official Travel		Purpose of Trip	Driver's Signature	Pre-Trip Inspection Checklist Completed	Gallons of Gasoline Purchased	Mileage					
Leave	Return	From	To					Out	In	Miles			
No. of Trips		No. of Trip Days		No. of Local Trips		Odometer Readings		Beginning of the Month		End of Month		Total Miles	

