



## POLICY No. 2014-04 CORPORATE FLEET POLICY

**Originating Department** Report PW-FLE-01-2014

**SMT Approval:** 2014-05-14

**Council in Committee:** 2014-06-03

**Recommendation #:** 17

**Council Approval:** 2014-06-09

**Resolution #:** 101-14

**Revision History:**

[Click here for revision history](#)

Replaces the County Corporate Vehicle Usage Policy # 2001-04

### 1. Purpose

The Fleet and Equipment Operations Division's mission is to provide timely and cost effective services that ensure safe, reliable and environmentally responsible vehicles and equipment that meet the operational requirements of the County and all legislative requirements.

The objective of this Corporate Fleet Policy is to:

- establish guidelines for the acquisition, operation, maintenance and repair, fueling and disposal of vehicles and equipment;
- ensure responsibilities are clearly understood;
- ensure relative legislation is adhered to;
- meet corporate goals;
- ensure only competent and fully licensed/qualified staff, including volunteer firefighters and Fleet authorized contractors, operate vehicles and equipment; and
- control costs.

### 2. DEFINITIONS

**2.1** **"CVOR"** means Commercial Vehicle Operators' Registration.

**2.2** **"Driver/Operator"** means County employees including volunteer firefighters that drive or operate County vehicles or equipment.

**2.3** **"HOS"** means Hours of Service.

**2.4** **"HTA"** means Ontario Highway Traffic Act.

**2.5** **"MTO"** means Ministry of Transportation.

- 2.6 **“M&R”** means Maintenance and Repair.
- 2.7 **“Normal Work Location”** means satellite office, municipal facility, conference, seminar, training facility, meeting location; a work place where a specific task or project is being performed or is planned to be performed,
- 2.8 **“Owner/Carrier”** means Haldimand County.
- 2.9 **“RGVW”** means Registered Gross Vehicle Weight.
- 2.10 **“TSSA”** means Technical Standards and Safety Authority.
- 2.11 **“VARC”** means Vehicle Accident Review Committee.
- 2.12 **“Vehicle and Equipment”** means County owned and managed vehicles and equipment which have been classified as follows:
- (i) Commercial Motor Vehicles – licensed vehicles with a RGVW rating over 4,500 kg. (approximately 10,000 lbs.) and buses or vans, operated on a highway for the purpose of transporting disabled persons. The vehicle’s gross weight rating is shown on the ownership papers. Commercial vehicles are subject to commercial vehicle CVOR legislation.  
  
Although considered commercial motor vehicles, fire apparatus, ambulances and vehicles to transport the disabled are exempt from CVOR legislation.
  - (ii) Light Duty Vehicles – licensed vehicles with a RGVW rating of 4,500 kg. or less include light pick-up trucks, vans and automobiles. These vehicles are exempt from CVOR legislation.
  - (iii) Off Road Vehicles - non-licensed vehicles and/or equipment such as street sweepers, loaders, graders, tractors, etc., used for construction work.
  - (iv) Equipment - handheld or stationary equipment such as chainsaws, trimmers, push mowers, pumps, generators, etc. or self propelled equipment such as ride-on mowers, garden tractors, ice maintenance equipment, etc.

### 3. INTRODUCTION

Haldimand County has a significant investment in vehicles and equipment that are used to deliver services to the community. The use of these vehicles and equipment are governed by Federal, Provincial and Municipal regulations and by-laws.

This policy is developed to ensure appropriate management of fleet composition, maintenance, replacement and operation, as well as to identify Haldimand County’s responsibilities relative to the above-noted regulations and by-laws.

This policy establishes guidelines for:

- all vehicles and equipment owned by the Corporation of Haldimand County under the Fleet and Equipment Operations Division's responsibility and control; and
- the acquisition, operation, fueling, maintenance and disposal of County owned vehicles and equipment.

General Managers shall be responsible for administering the policy within their respective Department.

All matters affecting the operation of the fleet shall be the responsibility of the Manager of Fleet and Equipment Operations. This includes all vehicle acquisitions, rentals, disposal, modifications, maintenance, repair and fueling. The Fleet and Equipment Operations Division, in consultation with the various Departments, shall decide on vehicle replacement criteria and the new vehicle specifications.

This policy is to be used in conjunction with any current Haldimand County Health and Safety Policies.

#### **4. POLICY**

##### **4.1 Vehicle Allocation**

All vehicles and equipment owned by the Corporation of Haldimand County and under the Fleet and Equipment Operations Division's responsibility and control shall form the "Corporate Fleet". While individual Departments retain operational responsibility over their assigned vehicles, the fleet shall be managed by the Fleet and Equipment Operations Division within the Public Works Department. Vehicles will be assigned based on need so as to make each vehicle available for the purpose of conducting County business.

##### **4.2 Permitted Use of Vehicles**

Operators of Haldimand County vehicles and equipment must be properly qualified, licensed, and have in their possession all required documents and necessary permits. Operation of these vehicles and equipment will be in accordance with all applicable laws, regulations and this policy. Managers or designates may monitor the use of County vehicles to ensure compliance with this Policy.

During regular divisional business hours, County owned vehicles may be provided to:

- unionized operational staff that operate or drive on a regular basis in order to fulfill their job duties, and where it is proven to be more cost effective to the County to provide a corporate vehicle;
- supervisory staff where the job requires a significant amount of driving and where it would be more expensive for the County to pay the employee

mileage, as determined by the Manager of Fleet and Equipment Operations and the General Manager of the Department; or

- staff who are assigned the responsibility and task where a personal vehicle may get damaged, i.e. transporting dirty or bulky items, where the work conditions are excessively dusty and/or dirty, or the terrain is not conducive to a passenger or personal vehicle as approved by the immediate Non-Union Supervisor.

Outside of regular divisional business hours, County vehicles may be provided to an employee, with General Manager approval, when:

- seasonal or staggered shifts are scheduled based on operational requirements; or
- staff are placed on-call to respond to after hours emergencies.

### On-Call

Under the guidelines of this Policy, each Department, in consultation with the appropriate General Manager, CAO and the Manager of Fleet and Equipment Operations, will develop their own written departmental procedure for vehicle assignment and on-call / call-in services.

### Transportation of Personnel and Materials in County Vehicles

Only authorized personnel, including residents of Grandview Lodge, volunteers and staff under contract with the County, shall be transported in County vehicles.

All small equipment that is required to be carried in a County vehicle shall be organized and secured or kept in racks or toolboxes in order to prevent injury, loss or damage.

All loose articles such as paperwork, lunch boxes, etc. carried in a County vehicle shall be properly secured before the vehicle is operated.

The transportation of inappropriate material including inappropriate pictures, books, and/or magazines in County vehicles is strictly prohibited. If, as part of a roadside cleanup, inappropriate material is placed in the vehicle it shall be removed and disposed of as soon as the driver returns to their regular place of work, or other suitable disposal location.

County vehicles that are required to travel outside the borders of Haldimand County to conduct County business must have approval from their immediate Supervisor.

Apart from taking the vehicle to and from home under approved specific circumstances, County vehicles shall not be used for personal use.

### 4.3 General Operating

Haldimand County promotes defensive driving, emphasizing the basic principle that a defensive driver is one who is always aware that other drivers can and will make driving errors.

County employees, who operate County vehicles, or their personal vehicle for work, shall do so in a professional manner. Driving demands that drivers are knowledgeable about the vehicle they are operating. It requires patience, self-discipline, driving knowledge, skill, a calm disposition, and a consideration of others.

County staff are required to comply with all requirements found in this Corporate Fleet Policy and any other associated County policies or procedures.

Note: If at any time, a conflict occurs between the information in this Haldimand County Policy or Provincial legislation, the more onerous shall supersede. It is the intent of this policy to meet or exceed Provincial legislation.

The Occupational Health and Safety Act and the Highway Traffic Act clearly define that no person shall drive or operate a vehicle, combination of vehicles and/or equipment that are in unsafe or dangerous condition.

Drivers and Equipment Operators are responsible for:

- all fines or penalties levied against them for violations related to the manner in which they operate their assigned vehicle;
- ensuring that they are qualified to operate the vehicle or equipment and to notify their immediate Non-Union Supervisor or Manager if, at any time and for any reason, their ability to legally operate a vehicle or equipment is compromised;
- operating vehicles or equipment in a safe and responsible manner at all times;
- ensuring that the vehicle or equipment they operate is in safe condition by performing a thorough inspection prior to use;
- notifying their immediate Non-Union Supervisor, the Fleet Supervisor or designate immediately, of any maintenance or defect concerns;
- maintaining good housekeeping practices ensuring that the interior and exterior of the vehicle or equipment is clean at all times, in as much as is reasonably practicable and to utilize provided washing facilities whenever possible;
- carrying out routine preventative maintenance procedures, such as checking and topping up fluids, tire condition (*this is part of the County's pre-trip inspection procedure*) and vehicle washing. If unsure of fluid levels and types, employees are required to ask their immediate Supervisor or Fleet staff for assistance.

### Standard Vehicle Equipment

County vehicles and equipment will be equipped with a fire extinguisher, one to five person first aid kit and reflectors. Pre-trip inspections will ensure that each item is present, the contents are intact and that the fire extinguisher has sufficient charge.

### Documentation in Cab

The following documents must be carried in the cab at all times:

- Valid Driver's License;
- Valid Insurance Certificate;
- Ownership;
- Commercial Vehicle Operators Registration Certificate (CVOR vehicles only).
- Pre-trip Inspection document and copy of Schedule 1 (CVOR vehicles only).

### Parking of County Vehicles

At the end of the work day County vehicles and equipment are to be properly parked in a secure location and doors locked. Keys are not to be left in any vehicles or equipment.

### Smoking

County vehicles are considered an extension of the workplace and smoking is prohibited as per legislation.

## **5. Vehicle and Equipment Operations**

### **5.1 Employee Requirements**

Employees that are required to drive a County vehicle as part of their duties must provide a satisfactory public and/or CVOR driver abstract (if required) as a condition of driving a County vehicle. Managers are also responsible to ensure all employees that are required to drive as part of their duties are trained in Defensive Driving. An on-road driver assessment is to be performed by the immediate Non-Union Supervisor to ensure the employee has the basic driving skills required.

It is the responsibility of the applicable Division to ensure that the Resource and Equipment Checklist is completed for any new hires or for any staff leaving the Corporation or changing positions within the Corporation. This will ensure that all applicable Divisions are notified and can take appropriate action.

## 5.2 Driver Licensing and Abstracts

County vehicles and equipment are to be operated by authorized employees that have a valid Ontario Driver's License, in the proper class, minimum of a Class G2 license with any required endorsements.

It is the responsibility of the Division Manager/Non-Union Supervisor to ensure all employees that are required to drive as part of their duties have supplied the Human Resource Division with a copy of their Driver's License.

All driver license information is to be forwarded to the Fleet Division support staff or designate for further monitoring of their Driver's License. A minimum of three (3) times per year the Fleet and Equipment Operations Division will obtain a public and/or CVOR driver abstract for each employee required to operate County vehicles and equipment to ensure the following:

- That the license is valid;
- That the license is in the proper class;
- That all required endorsements are valid; and
- That no unreported violations have occurred while driving a County vehicle.

This information will be retained in confidence and in a secure location as per policy and requirements under the HTA and the Ministry of Transportation. The appropriate Division Manager/Supervisor will be notified of any deficiencies found concerning Driver's Licenses.

It is the driver's responsibility to maintain a valid driver's license in the class necessary for his/her job. Driving without a valid driver's license is strictly prohibited.

It is the responsibility of the employee to notify their Manager or Non-Union Supervisor immediately if any of the following occur:

- The employee's driver's license has been suspended or revoked;
- The class of license has changed;
- The employee is unlicensed;
- The employee has developed a medical condition that may affect their license and/or their ability to drive;
- The employee has been informed by their medical practitioner that they may not operate a vehicle or equipment, either temporarily or permanently;
- The employee has been issued a ticket under the Highway Traffic Act, while operating a County vehicle;
- The employee has been in a vehicular accident, even if there is no evidence of damage to the County vehicle; and
- The Ministry of Transportation (MTO) has performed a roadside vehicle inspection of a County vehicle they were operating.

Managers/Supervisors must report any employee driver license issues to the Fleet Coordinator of Safety/Training and the Manager of Fleet and Equipment Operations for further investigation and monitoring.

All license issues will be dealt with on a case by case basis and, depending on the subsequent investigation, the employee's County driving privileges may be suspended, a possible accommodation considered, further training required and/or discipline up to and including termination may result.

## **6. Commercial Vehicles**

### **6.1 Commercial Vehicles Operator's Registration (CVOR)**

The Ministry of Transportation implemented the CVOR system to improve the safety for all users of Ontario highways by having an effective monitoring and intervention system for all owners/carriers that operate commercial motor vehicles (CMV). It is mandatory that all persons/businesses responsible for the operation of CMV be registered as a commercial vehicle carrier.

All County employees that operate CVOR vehicles **must** be trained in:

- Defensive driving
- Hours of Service (HOS)
- Pre-trip inspections

It is the responsibility of the Fleet and Equipment Operations Division to ensure the good standing of the County's CVOR. All required documentation must be made available to Fleet staff to ensure compliance and for auditing purposes.

County employees are responsible to report to their Manager or immediate Non-Union Supervisor if they work for another CVOR registered company, outside of their regular working hours. Additional documentation may be required as per the Hours of Service legislation.

Any violations to the CVOR may limit the County's ability to operate commercial motor vehicles, trigger MTO audits and/or subsequent fines or have the County's CVOR license revoked. This would adversely affect the County's ability to maintain service levels, increase costs to the Corporation and encourage the loss of residents' faith in the County to provide efficient, cost effective services.

### **6.2 Haldimand County CVOR Abstracts**

A minimum of three (3) times per year the Manager of Fleet and Equipment Operations or designate will obtain a detailed CVOR abstract for the County from the Ministry of Transportation.

The record of information will be checked to:

- ensure all incidents, accidents, convictions, inspections and CVOR points have been correctly assigned to the County;
- identify any unreported incidents, accidents, convictions and inspections;
- confirm the County's Overall Safety Violation Rate; and
- confirm the County's Ontario Safety Rating.



Managers/Supervisors will be notified of any infractions involving employees/drivers in their respective areas.

### **6.3 Responsibilities**

#### Haldimand County

Haldimand County Managers or designates in cooperation with the Fleet and Equipment Operations Division are responsible for the conduct of the driver, the mechanical safety of the vehicle and the shipping of goods or passengers in the vehicle. These responsibilities also include:

- employing qualified drivers;
- monitoring the safety performance of drivers, including Hours of Service (HOS);
- resolving driver issues when they are identified;
- keeping vehicles in a good and safe condition at all times;
- ensuring load security;
- ensuring daily and annual/semi-annual inspections are completed;
- keeping records on file, such as vehicle repairs, annual/semi-annual inspection reports, training records, HOS logs and daily pre-trip inspection reports; and
- complying with all pertinent regulations and legislation in the Highway Traffic Act.

#### Employee

County employees that operate commercial motor vehicles are responsible for:

- performing a thorough daily pre-trip inspection;
- documentation of the pre-trip inspection;
- documentation of their Hours of Service;
- complying with all pertinent regulations and legislation in the Highway Traffic Act;
- conducting themselves in a responsible, professional and courteous manner to pedestrians, cyclists, other motorists and members of the public at all times;
- immediately notifying their Non-Union Supervisor and the Fleet and Equipment Operations Division of any violations, charges laid, accidents and/or MTO inspections while operating a County vehicle; and
- any fines or costs resulting from any violations committed while operating or driving a Haldimand County vehicle or equipment.

#### Fleet and Equipment Operations Division

As per Schedule "A", Standard Operating Procedure (attached).

## **6.4 Driver Files**

As per the Highway Traffic Act, the County must ensure that drivers have a valid driver's license. The County must also maintain records for all its drivers, ensuring that their drivers are competent and qualified.

It is the responsibility of the Fleet Coordinator of Safety/Training to ensure every employee who operates County vehicles or equipment has a Driver File. At a minimum, the following information shall be kept in the Driver File:

- Driver's License information;
- Driver's License Abstract;
- Any records of vehicle or equipment training;
- Vehicle Accident / Incident Reports;
- Core Training, i.e. Defensive Driving, Hours of Service (HOS), Pre-trip Inspections.

## **7. Driver Equipment / Operator Training**

It is the responsibility of the employee, their immediate Non-Union Supervisor and Division Manager to ensure that proper training has been administered and that no one drives or operates any vehicles/equipment without being properly trained. All operators of County vehicles and equipment must be trained in defensive driving.

Haldimand County is a participant in the Driver Certification Program, under the guidance of the Ministry of Transportation. This provides the County the authority to renew driver licenses, provide training to upgrade class of license and renew or train staff to obtain an air brake endorsement.

All requests for license upgrades or endorsements must be approved by the applicable Division Manager and the Manager of Fleet and Equipment Operations.

Vehicle and equipment operator training is provided in various ways:

- in-house by the Fleet Coordinator of Safety/Training;
- by original equipment manufacturer representative;
- competent and qualified County staff;
- on-line training conducted by staff from the Human Resources Division;
- contracted out to qualified organizations.

## **8. References**

- Ontario Highway Traffic Act
- National Safety Code
- Canada Safety Council
- MTO – Driver Certification Program
- Occupational Health and Safety Act
- Applicable Haldimand County Policies and Procedures

**9. Attachments**

1. Schedule "A" – Standard Operating Procedure.

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
	Date	Rec#	Date	Res#	March, 2016 – Procedure # 7 revised and replaced
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	

## Schedule “A”

### CORPORATE FLEET POLICY

#### Standard Operating Procedure

#### 1. Vehicle Replacement

All vehicles and equipment will be assigned to a class with an appropriate lifecycle and replacement cost. Haldimand County’s Vehicle Replacement Program will be conducted using best practices in lifecycle asset management and conducive to the County’s operations and requirements.

The following criteria will be used to confirm replacement year:

<i>Age:</i>	Chronological age based on in-service date.
<i>Kilometers/Hours:</i>	Total operating distance or time based on in-service date.
<i>Type of Service:</i>	Demand of duty, e.g. Emergency Service vehicle versus a By-law Enforcement vehicle.
<i>Reliability:</i>	Average amount of maintenance performed to meet functional requirements of the vehicle.
<i>M&amp;R Costs:</i>	Life to date maintenance and repair costs and any anticipated repairs.
<i>Condition:</i>	Body condition, i.e. rust, interior, accident history.
<i>Operational Requirements:</i>	Changes in service levels or vehicle/equipment technology.

Recommendations for replacement will be made annually through the Tax Supported Capital Budget and Forecast process. Any significant changes to the current vehicle specification will be brought forward by the user department to the Manager of Fleet and Equipment Operations and noted during the budget process. It is the responsibility of the user department to justify any significant changes in the specification or any additional vehicle/equipment requirements.

#### 2. Vehicle Acquisition and Identification

Only vehicles/equipment that have proper approval(s) will be acquired. End users will be involved in the development of the specification to ensure operational and/or departmental needs are met. All purchases will adhere to the County’s Procurement Policy and documents will be completed by the Manager

of Fleet and Equipment Operations or designate in consultation with the user department and Support Services staff to ensure timely acquisition and delivery.

All vehicles and equipment will be assigned a unique six digit identification number as per below:

(**XX**-xxxx) - The first two numbers will represent the budget year of acquisition;

(xx-**XX**xx) - The next two numbers will represent the class;

(xx-xx**XX**) - The last two numbers will represent the vehicle number.

The following information, at a minimum, will be entered into the Fleet Maintenance Management System:

- Make, model, year, vehicle identification number;
- Asset description and class;
- In-service date;
- License plate identification (if applicable);
- Registered Gross Vehicle Weight Rating (if applicable);
- Vendor purchased from;
- Actual acquisition cost;
- Capital replacement cost;
- Life cycle in years;
- Replacement year;
- Department assignment and location;
- Financial information (expenses, hourly rate, capital and operating revenues).

Upon vehicle delivery to the Fleet and Equipment Operations Division, the Fleet and Equipment Operations Division staff will perform a Pre-Delivery Inspection (PDI) to ensure that all requirements are met as per the tender/RFQ documents. All deficiencies are to be corrected before final payment of the invoice is authorized and prior to the vehicle/equipment being placed in-service.

### **3. Fuel System**

The County currently operates and maintains fuel depots in accordance with Haldimand County Policy 2013-03, Use of County Fuel Cards and any current Standard Operating Procedure(s).

### **4. Vehicle Maintenance**

The Fleet and Equipment Operations Division shall endeavour to serve its customers in an efficient and effective manner that meets or exceeds its

customer's expectations in as much as is reasonably practical in the circumstances.

The Fleet and Equipment Operations Division of the Public Works Department is the sole provider of maintenance to Haldimand County fleet vehicles and equipment that fall under its control, either through County staff, or County assigned contractors.

Preventative maintenance will be scheduled as per manufacturer's recommendations, operational requirements and any agreements with a governing body such as the Ministry of Health (ambulances).

The Fleet and Equipment Operations Division is responsible for documenting all planned, preventative, and reactive maintenance in a manner that satisfies all governing legislation. Annual licensing, emissions testing, and inspections will be performed in compliance with the Highway Traffic Act, Ministry of Health, National Fire Protection Association or any other governing agency.

All vehicle/equipment related issues such as breakdowns, accidents, modifications, damages, licensing issues and repair and maintenance concerns shall be reported to the Fleet and Equipment Operations Division.

When employees need to acquire parts or consumable items related to vehicles and equipment, at a County approved vendor, the employee shall contact the Fleet Clerk or designate prior to the purchase being made. All invoices or packing slips require the employee's signature, employee number and unit number(s) of the vehicle/equipment that require the parts or consumable items. It is the responsibility of the employee's Non-Union Supervisor to ensure all paperwork is forwarded to the Fleet and Equipment Operations Division for payment. The appropriate Division Manager will be responsible for any purchases made that do not follow this procedure.

## **5. Requests for Service**

When vehicles and/or equipment require service or repair, the Fleet and Equipment Operations Division shall be contacted. A Maintenance Request form or the Pre-trip Inspection form documenting all defects shall accompany the vehicle or equipment when delivered to the Fleet Garage. A copy of the Maintenance Request Form or the Pre-trip Inspection form noting the defects repaired and/or any follow up concerns will be supplied to the appropriate Division.

The Maintenance Request form is found in 'Excel Templates' under Fleet. Pre-trip Inspection forms can be obtained by contacting the Fleet and Equipment Operations Division.

The Fleet and Equipment Operations Division will contact the user groups when the vehicle/equipment is due for scheduled preventative maintenance. It is the responsibility of the user groups to properly clean the vehicle/equipment before delivering to the Fleet Garage to ensure that a proper inspection can be performed.

## **6. Vehicle Disposal**

It is the responsibility of the Manager of Fleet and Equipment Operations or designate to dispose of surplus vehicles and equipment as per the current Haldimand County Procurement Policy.

Vehicle and equipment disposal arises as a result of:

- End of established life cycle;
- Changes in operational needs;
- Excessive maintenance costs or downtime;
- Write offs due to major component failure where it is not financially feasible to repair;
- Write offs due to accident/incident.

Assets can be disposed of numerous ways such as local auctions, on-line auction, 'trade-in', as part of the Tender/RFQ process, reassigned to other Divisions if warranted, kept as 'spares' and assigned to the Fleet Pool if required, or retained as a parts source depending on a mechanical and financial assessment.

If it is determined that the asset will be disposed of, it will be decommissioned by removing all County documents, decals, license plates, radio or any other special equipment. All pertinent information such as date of disposal, how it was disposed of and the amount of any cost recoveries, will be documented in the fleet management system. Upon disposal the vehicle/equipment will be disabled in the fuel system.

## **7. Vehicle and Equipment Accidents**

All Vehicle Accident/Incident Reports are to be completed in full by the employee and their immediate Supervisor in consultation with the Division Manager. The Vehicle Accident/Incident Report is found in the MS Word "SHARED" folders under "Fleet" or on the Staff Information Network under Risk Management. Reports are to be forwarded to the Fleet Supervisor or designate within 24 hours from the time the incident/accident occurred (or in as much time is reasonable for extenuating circumstances).

The Fleet Supervisor, Manager of Fleet and Equipment Operations or the Risk Management and Insurance Coordinator must be notified IMMEDIATELY if any County vehicles or equipment has been involved in an accident with a 3rd party.

A vehicle or equipment that has sustained accident damage that compromises the safe operation of the vehicle or equipment must not be operated.

The Division's Non-Union Supervisor must contact the Fleet Supervisor or designate within 24 hours of the accident or incident (or in as much time is reasonable for extenuating circumstances), to determine a time and place to assess the damages, as directed by the Fleet Supervisor.

Repairs to vehicles or equipment involved in accidents will not be initiated until the fully completed accident/incident report has been submitted to the Fleet and Equipment Operations Division.

The original copy of the Vehicle Accident Incident Report will be immediately forwarded to the Risk Management and Insurance Coordinator, Support Services Division.

A copy of the Report will be retained by the Fleet and Equipment Operations Division for monitoring and filing purposes.

Any employee injuries must be reported to Human Resources in accordance with HS-04 Reporting and Investigating Accidents and Incidents Policy.

Any injuries involving the public must be REPORTED IMMEDIATELY to the Risk Management and Insurance Coordinator, Support Services Division, and followed up with a fully completed Public Incident / Accident Report found on the Staff Information Network under Risk Management. Critical injuries involving the public, as defined in the HS-04 Reporting and Investigating Accident and Incident Policy, must also be REPORTED IMMEDIATELY to the Coordinator, Health and Safety per the requirements specified in that Policy.

#### Vehicle Accident Review Committee (VARC)

All vehicle and equipment accidents will be further reviewed by the Vehicle Accident Review Committee as Haldimand County has a legal and moral responsibility to ensure that County owned vehicles and equipment are operated in a safe and efficient manner and that all vehicular accidents are reported and investigated appropriately.

The Vehicle Accident Review Committee will determine if the accident was "preventable" or "non-preventable" and recommend further follow-up as required in an effort to minimize a reoccurrence of a similar nature, i.e. training, refresher training and/or discipline if necessary, as per policy.