

Zone Directive
First Nations Inuit Health Branch
Sioux Lookout Zone

Directive Number: 82-09	
Subject: USE, SAFETY AND PARKING OF GOVERNMENT MOTOR VEHICLES	
Date Issued: Feb. 1983	Effective Date: Feb. 1983
Revision Date: Jan. 1996	Effective Date of Revision: Jan. 2003

The purpose of this directive is to act as a guideline on the use, safety and parking of government motor vehicles, i.e. cars, trucks, over-the-snow machines and any similar vehicles, which are located in the Sioux Lookout Zone in conjunction with Health Canada's Fleet Management Guide.

1. The driver must be a public servant or contract employee with a valid driver's license. Annually, each person authorized to drive a Health Canada vehicle must read the Zone directive 82-09 – Use, Safety and Parking of Government Motor Vehicles, complete an "Authority to Drive Government Vehicles" form and supply a copy of their driver's license showing both the picture and the expiry date to the Zone Maintenance Office or Zone Nursing Office (whichever is applicable). If a potential driver is not a Health Canada employee: prior to driving a government vehicle, a written authority in the form of a memo or letter, signed by the Zone Director, must be completed and sent to the Zone Maintenance Department or the Zone Nursing Office.
2. The use of government vehicles for private or personal needs, such as to go shopping or make trips to the local arena, etc., is prohibited except where private or personal use is unavoidably tied in with the performance of government business or functions, or authorized by the Zone Director or Nurse In Charge.
3. Only authorized passengers (persons on authorized duty; an official visitor when designated as such by an authorized departmental officer; wards of the government such as hospital patients; and other persons approved by the Deputy Head of the Department) shall be allowed to be carried in government owned vehicles. However, an operator may, without prior written authorization, provide emergency transportation where he/she deems it necessary. There is no insurance coverage for unauthorized drivers or passengers.
4. Prior to using a government vehicle, the Sign Out Book, located in the Key Box in the Zone Maintenance Department, EHO Office, ZNO Office, Personnel Office or Nurse In Charge Office, must be completed indicating make, license number, date, time of use, time of return, Sign Out and In Signatures.

Vehicle keys must be locked up and handed out only to authorized drivers. Vehicle keys must not be readily available to anyone.

5. A circle check of the vehicle must be done prior to using the government motorized vehicle. A circle check must consist of checking:
 - a. headlights
 - b. brake lights
 - c. signal lights
 - d. tires – check air pressure – for spare tire and jack
 - e. fluid levels: oil, gas & windshield washer
 - f. snow/ice scraper
 - g. out of town kit – first aid kit and fire extinguisher
 - h. damages i.e. dents, scratches, windshield, etc.

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6. Every time that a vehicle is used, the Motor Vehicle log book must be completed to show date of trip, starting and finishing odometer readings as well as recording gas, oil and repair expenditures.

Departmental heads and Nurses In Charge are to ensure that a Monthly Vehicle Report is completed at the end of each month for their vehicle(s) and forwarded to the Zone Maintenance Department. (If applicable, ARI card receipts (for gas and repairs) are to be attached to the report.)

7. Government of Canada credit card (ARI) if applicable

The Government of Canada credit card (ARI) must be used within it's limit (see front of card) and must be used only for official Government purchases against the vehicle it is intended for. (gas, oil and repairs)

8. Seat belts and shoulder harnesses are to be used by each occupant travelling in a vehicle.

9. Parking:

- a. Except for special circumstances (10a & b), overnight parking of government motor vehicles shall be in the designated parking areas in Sioux Lookout or the nursing station.
- b. Except where authorized by Treasury Board, no payment shall be made, for parking a government vehicle, to the user of that vehicle if it is parked upon the property or at the residence of that user.
- c. Parking tickets are to be paid within the time limits indicated by the person that received the ticket.

10. Government vehicles will not be taken home overnight unless:

- a. the employee is commencing a business trip earlier than office hours or on a day of rest
- b. the employee is returning from a business trip late in the evening

11. All accidents and/or damage to vehicles are to be reported within 24 hours to the Zone Maintenance Department.

For accidents with a government motorized vehicle involving another motorized vehicle, use Form #46 – Motor Vehicle Accident Reports.

For any damage to a government motorized vehicle i.e.; broken windshields, damage caused from vandalism, backing into objects, use Form #MS 8997 – Motor Vehicle Incident Report.