



DISCOVER. GROW. BELONG.

Title: Company Vehicle Usage Policy	Date Approved: September 9-2025
Policy #: TS 03-2025	Council Resolution #: 221-25
Department: Transportation Services	Revision:
Rescinds:	Review Date:

1. Purpose/Statement

To ensure responsible use of company vehicles, promote safety, and maintain operational efficiency, this policy outlines the rules regarding occupancy in company trucks. Unless explicitly authorized by a supervisor for a specific task, only one employee is permitted per company vehicle at any time. This rule applies to all Public Works staff and is effective immediately.

2. Rationale

This policy is in place to:

- Ensure accountability for vehicle use
- Reduce unnecessary fuel and maintenance costs
- Promote fair distribution of work
- Comply with internal safety and operational standards

3. Violations and Consequences

Failure to comply with this policy will result in disciplinary action, escalating as follows:

1. First Violation: Verbal warning and documentation in employee file
2. Second Violation: Written warning and temporary suspension of vehicle privileges
3. Third Violation: Formal disciplinary meeting and potential suspension without pay
4. Continued Non-Compliance: May result in termination of employment

4. Exceptions

Exceptions may be granted for:

- Emergency situations
- CAO-approved tasks requiring multiple personnel
- Training or onboarding purposes (with prior CAO approval)

5. Compliance & Enforcement

Supervisors will monitor compliance. Any unauthorized use will be documented and addressed promptly.

6. Acknowledgement

All employees must sign an acknowledgment form confirming they have read and understood this policy.

7. Review

This policy shall be reviewed every three years or earlier if deemed necessary by the CAO or Council.

Adopted by Resolution of Council # 221-25 at Carberry, Manitoba, this 9 day of September, 2025.

Employee Acknowledgment Form

I acknowledge that I have received, read, and understood the Company Vehicle Usage Policy – Single Occupancy Requirement. I agree to comply with the terms outlined in the policy, including the rule that only one employee is permitted per company vehicle unless explicitly authorized. I understand that failure to adhere to this policy may result in disciplinary action, up to and including termination of employment.

Employee Name: _____

Signature: _____

Date: _____