



DISCOVER. GROW. BELONG.

Title: Municipal SUV Use Policy	Date Approved: August 12, 2025
Policy #: GG 09-2025	Council Resolution #: 192-25
Department: Staff/Council	Revision:
Rescinds:	Review Date:

1.0 Purpose

The purpose of this policy is to establish clear guidelines for the appropriate use, maintenance, and management of the Town of Carberry's municipal SUV to ensure it is operated safely, efficiently, and responsibly.

2.0 Scope

This policy applies to all employees, elected officials, or any other persons authorized to operate or ride in the Town of Carberry SUV.

3.0 Vehicle Description

This policy applies specifically to the 2017 Hyundai Tucson SUV owned by the Town of Carberry.

4.0 Authorized Use

The SUV is to be used only for official municipal business, including but not limited to:

- Attending meetings, conferences, or training
- Site visits and inspections
- Emergency response (if applicable)
- Council or administrative travel for municipal purposes

Prohibited Uses:

- Personal errands or recreational activities
- Transport of unauthorized passengers or pets
- Use while under the influence of alcohol or drugs
- Use for political campaigning or non-municipal functions

5.0 Authorized Drivers

Only the following individuals may operate the SUV:

- The Chief Administrative Officer
- Designated municipal employees
- Council members (for authorized travel)
- Any individual specifically approved by the CAO and holding a valid Class 5 driver's licence

All drivers must:

- Possess a valid and current Manitoba driver's licence
- Be at least 18 years of age
- Have a clean driver's abstract (subject to review)

6.0 Booking & Logbook

- The SUV must be booked in advance through the Town Office.
- A vehicle logbook must be completed for each use, including:
 - Driver's name
 - Date and time of departure and return
 - Purpose of travel
 - Odometer readings
 - Any damage or maintenance concerns noted

7.0 Fuel & Maintenance

- Fuel costs will be paid using the Town's fuel card, which must be safeguarded and returned after use.
- Users must ensure the vehicle has adequate fuel before return.
- Any mechanical issues or damage must be reported to the CAO immediately.
- Regular maintenance will be scheduled and coordinated by staff.

8.0 Accidents & Infractions

- All accidents must be reported immediately to local law enforcement (if applicable) and the CAO.

- Drivers are responsible for any fines, tickets, or legal infractions incurred while operating the vehicle.
- The Town's insurance provider must be notified by the CAO in the event of a collision.

9.0 Disciplinary Action

Misuse of the SUV or violations of this policy may result in:

- Revocation of vehicle privileges
- Disciplinary action, up to and including termination (for staff)
- Reporting to Council (for elected officials)

10.0 Review

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

Adopted by Resolution of Council # at Carberry, Manitoba, this 12 day of August, 2025.