



BC GAMING REVENUE

VEHICLE POLICY

Prepared by

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1. PURPOSE:

The purpose of this Vehicle Policy is to establish guidelines for Ts'kw'aylaxw First Nation (TFN) Employees and members regarding responsibility, care and use of vehicle; ensuring the person using the vehicle is in compliance with any applicable polices, rules and laws.

2. VEHICLE'S MAIN PURPOSE

The vehicle will be used mainly for transportation purposes required to carry out any and all activities of TFN. Vehicle may also be used to help community members with transportation to medical appointment, social and community support, and to and from events.

3. POLICY OBJECTIVE

As TFN owns and operates this vehicle for the benefit of the band membership and operational efficiency.

TFN Council members, Employees and membership are to understand that the use of TFN vehicles is a **privilege** and not a right and certain duties and responsibilities are required to be fulfilled for an employee, council and membership to maintain that privilege.

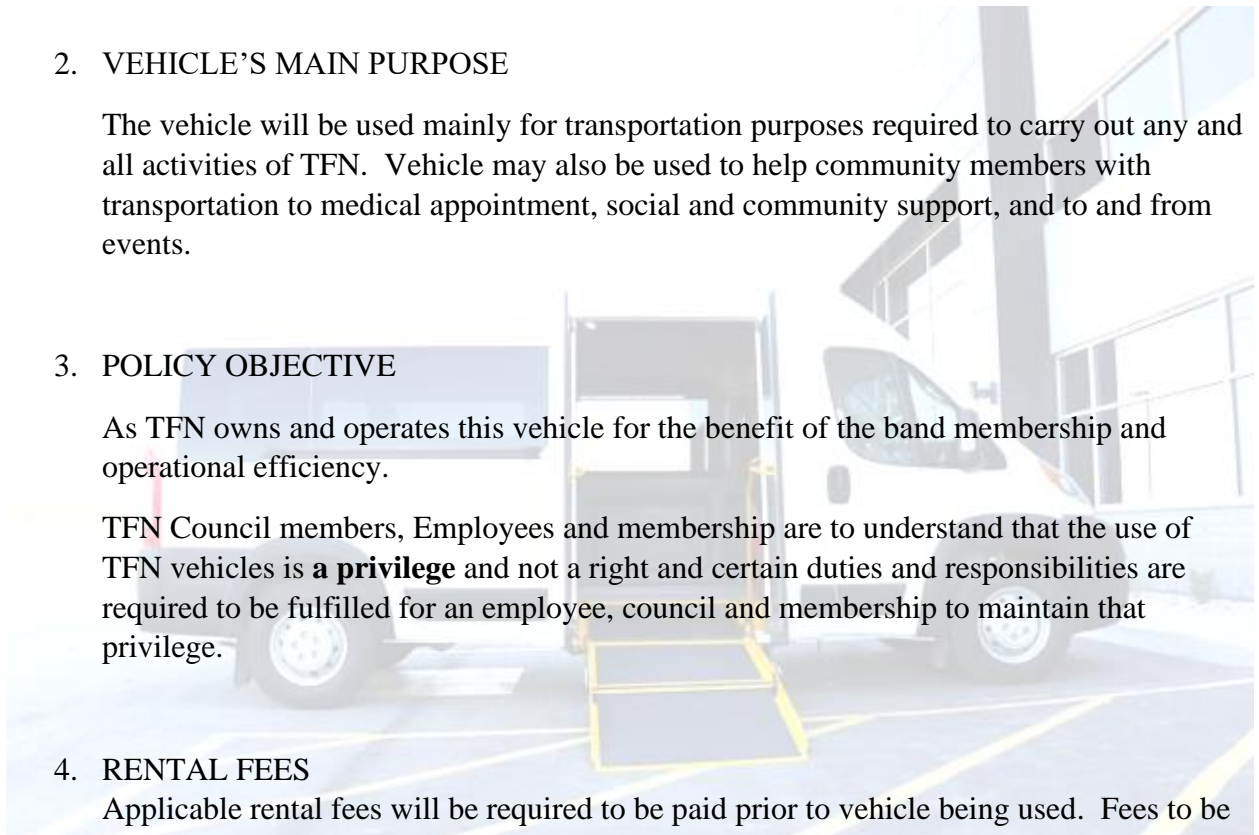
4. RENTAL FEES

Applicable rental fees will be required to be paid prior to vehicle being used. Fees to be determined. Also under the fees is the hiring of driver appointed by TFN.

5. DEFINITIONS

For the purpose of this policy "vehicle" shall mean Transport Van owned by TFN for transporting membership, volunteers, employees or council members who are required to travel to fulfill the requirements of TFN.

6. VEHICLE USAGE



- Transportation of membership, volunteers, council or employees to fulfill requirements of TFN.
- To be use for delivery of food/ supplies when needed.
- Use to community outings (camping, day trips)
- Transportation of members to do shopping or medical trips
- NO personal use of vehicle allowed

7. RECORDING

- Each authorized person is required to maintain the LOG BOOK of TFN vehicles
- The LOG BOOK must have the name of the driver, date, and the number of kilometres driven, number of occupants and purpose of use of vehicle

8. MAINTENANCE AND SERVICING

- All authorized Drivers are responsible to report any observed issues of the vehicle to the Manager.
- All drivers assigned the 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, Drugs or Alcohol will be permitted in the vehicle.
- Refraining from eating and drinking in the vehicle will be the practice.
- Any spillage and cleaning of the vehicle will be the responsibility of each driver at the end of the usage of the vehicle.

9. DRIVER RESPONSIBILITY

- All drivers must hold a valid Class 4/ or Class 5 (depending on type of vehicle) BC Driver's License.
- Drivers will be apart of TFN's on call contract employment to be assigned to drive the vehicle during the different activities.
- TFN reserves the right to require a driver's license abstract at any time.
- All drivers must be 18 years of age or older.
- Must have a valid Occupational First Aid ticket
- All Motor Vehicle Act violations are the responsibility of the driver.
- All local ordinance violations (example – parking tickets) are the responsibility of the driver.
- Any photoradar violations that are charged against the registration TFN shall be levied against the driver in the care of the vehicle at the time of the violation. TFN reserves the right to invoice or deduct any future payment to the driver to recover the outstanding invoice.
- Driving under the influence of drugs, cannabis or alcohol is not permitted.

- Drivers shall not operate TFN vehicles when they are required to take medication which may impair their ability to safely operate a moving vehicle.
- 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 TFN vehicles. Other wise, NO cell phone use (phone, text, data, etc.) is permitted while the vehicle is in operation.
- No personal usage of the vehicle will be permitted. Any person found to be guilty of personal usage, or usage not scheduled for may be refused future usage.
- The misuse and/or unauthorized use of a vehicle is not permitted.
- When travelling they must be parked in a safe and secure location and locked with all windows closed.
- Ensure that the vehicle is returned for future usage with a full tank of fuel.
- Employees who are in charge of driving the motor vehicle are responsible for scheduling the motor vehicle for their corresponding tasks and duties for that day.
- When not in use vehicle will be parked at the TFN Band Office.
- Any employee, council member or person authorized by TFN to use vehicle 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.
- Any person operating a TFN vehicle must always be mindful of Ts'kw'aylaxw 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 TFN service.

10. MEMBER RESPONSIBILITY

- To ensure that the vehicle is kept in a clean state
- To take full responsibility of any damages done to the vehicle and pay for those damages to the vehicle during the time it was rented.
- Will take prudent measures to protect all company assets in my possession
- To ensure that there is no use of cannabis, alcohol and drugs at all inside the vehicle
- There should be no cannabis, alcohol and drugs being transported in the vehicle
- Seat belts worn at all times
- To pay the rental fee and drivers wage in full at time of rental of vehicle.
- To be mindful of Ts'kw'aylaxw First Nation's public image and maintain courteous behavior

- Failure to comply with all provisions of this policy may result in disciplinary action up to and including removal of vehicle privileges for your group.

11. ACCIDENTS

- 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 policy information.
- No leaving of the accident shall occur until the above first two points are resolved.
- If the vehicle is disabled, contract the Manager for instructions.
- All accidents must be reported to the Manager or their substitute immediately.
- TFN (Manager) will contract 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.

12. INSURANCE AND REGISTRATION

- The vehicle will be insured with the appropriate levels required through the current provider and registered.

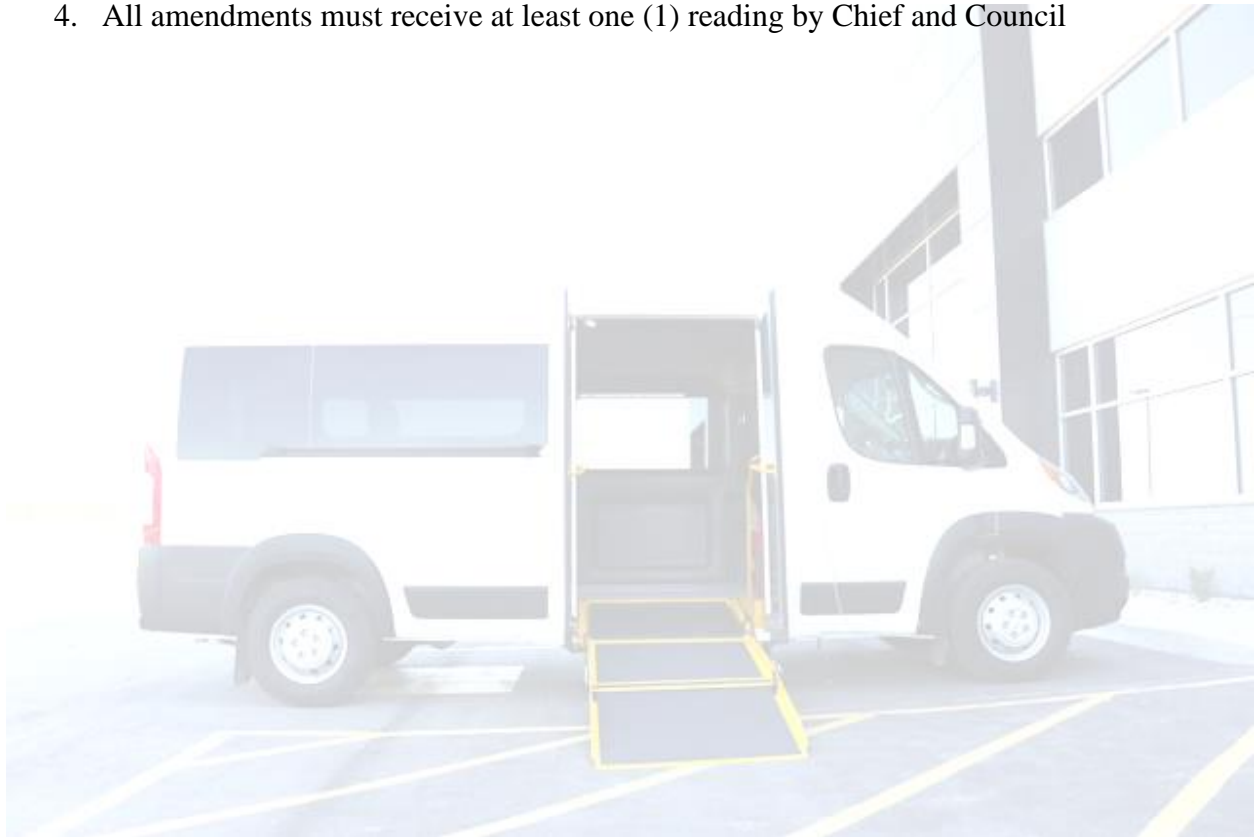
13. VEHICULAR ACQUISITION AND USAGE REPORTING

- Annually TFN shall report to the membership the amount of usage of the vehicle, the type of usage and any historical costs of operations of the vehicle.
- Budgeting annually shall occur for vehicle usage including maintenance and servicing in accordance to the required operating guidelines of the manufacturer.
- In 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 authorization from Administrator/ Finance Manager in accordance to TFN Finance Policy

- Vehicles will be classified as an asset in accordance to TFN Financial Policy

AMENDMENTS

1. Amendments to these regulations may be made by the Housing Department
2. All amendments must be highlighted
3. All amendments must be reviewed by Finance Management and Administration
4. All amendments must receive at least one (1) reading by Chief and Council



VEHICULAR TRAVEL AGREEMENT

This Agreement has been established to provide consistency in the management of usage of TFN vehicles.

1. I acknowledge, and agree to hire the appointed TFN driver for our outing today at the current wage for a driver.
2. I agree, to not allow any cannabis, drugs or alcohol to come used or transported in the vehicle
3. I agree, to pay for any damages made to the vehicle and take full responsibility for the vehicle during the time that I have it rented out.
4. I will take prudent measures to protect all company assets in my possession
5. I acknowledge Ts'kw'aylaxw First Nations public image and will maintain a courteous behavior understanding that I represent Ts'kw'aylaxw First Nation.

I have read the TFN Vehicular Policy and understand all my responsibilities as outlined and will abide by them.

Name: _____

Signature: _____

Date: _____