



COMMUNITY AND GOVERNMENT SERVICES

GOVERNMENT OF NUNAVUT MOTOR VEHICLE POLICY

PREAMBLE

All vehicles, which belong to the Government of Nunavut (GN) and its Public Agencies, (see Appendix A) should only be used for the purpose of delivering government programs and services.

PRINCIPLES

This policy is based on the following principles:

- To ensure that GN vehicles are used solely for the purpose of conducting government business.

SCOPE

This policy shall apply to all GN Departments and Public Agencies as defined by Appendix A of the Motor Vehicle Policy.

DEFINITIONS

Contractor

Any company or individual who is under contract to provide services to the GN, and Public Agencies.

Deputy Head

Refers to:

- (a) in relation to a department, the Deputy Minister of that department, and
- (b) in relation to any other portion of the public service, the chief executive officer of that portion.

Driver

Any person who operates a government vehicle.

Employee

An individual that is employed by the GN and its Public Agencies.

REVISED: April 21, 2010
DATE OF EXPIRY: May 1, 2015

Government Vehicle

Any vehicle or mobile equipment which has been purchased or leased with GN funds.

Personal Use

Any use of a government vehicle for purposes other than to deliver government programs and services.

Public Agency

Independent statutory body of the Legislative Assembly specified in Appendix A of the Motor Vehicle Policy.

AUTHORITY AND ACCOUNTABILITY

1. Minister of Community & Government Services

- a. Is accountable to the Executive Council for the implementation of this policy.

2. Deputy Minister of Community & Government Services

- a. Is accountable to the Minister of Community & Government Services for the administration of this policy.
- b. Establishes specifications and standards for the acquisition and use of government vehicles, in consideration of specific departmental program requirements.

3. Deputy Heads of GN Departments, Public Agencies

- a. Responsible for ensuring that employees operate government vehicles in accordance with this policy.
- b. Responsible for implementing and enforcing a disciplinary action plan for users who are in violation of this policy.

4. Department of Finance

- a. Ensures that adequate and proper insurance coverage is maintained on government vehicles.

PROVISIONS

1. Use of Government and Public Vehicles

- a. Government vehicles are only to be used for government business.

- b. Only employees of the GN, its Public Agencies, and their contractors shall be authorized to use government vehicles.
- c. All employees who operate a government vehicle must possess an up-to-date valid driver's license and a copy of the employee's license be placed on file.
- d. GN vehicles are to be maintained according to standards of efficiency and lifetime cost effectiveness.

2. Personal Use of Vehicles

- a. Employees shall not use government vehicles for personal use.

3. Driver Qualifications

- a. Every driver of a government vehicle must possess an up-to-date and appropriate class of driver's license to operate the type of vehicle they have been assigned.
- b. A driver shall be required to show proof of license.

4. Parking

- a. Where available, government vehicles shall park in government reserved spaces. Residential parking of vehicles is permissible for staff who are on call after work-hours. Residential parking will take into consideration the need for safest parking and vehicle monitoring during non-governmental office hours,

5. Traffic Rules

- a. In accordance with, relevant traffic legislation and by-laws (see section 6K); drivers shall obey all traffic rules when operating a government vehicle.
- b. Under no circumstances, will the GN, its Public Agencies pay any parking tickets or fines related to traffic violations that occurred while an individual was operating a government vehicle.

6. Accidents Involving Government Vehicles

- a. The driver of a government vehicle will be required to immediately report any accident to his or her supervisor.

- b. The driver involved in an accident will be required to complete a *GN Vehicle Accident Report* and return it to the Risk Management Section of the Department of Finance as soon as reasonably possible.
- c. In accordance with section 262 of the *Motor Vehicles Act*, the *ED&T Traffic Accident Report* must be completed and returned to the; RCMP with a statement from the driver, if there is an automobile accident that results in an injury, death, or damages in excess of \$1000.

7. Maintenance of Government Vehicles

- a. The driver of a government vehicle will be required to immediately report any mechanical issues with the vehicle to his/her supervisor.

8. Administrative Procedures

- a. Each GN Department or Public Agency must designate an employee to keep a record detailing the use of government vehicles, in a log form.
- b. Any employee or contractor wishing to use a government vehicle must sign the log form and provide the following information:
 - i. Name
 - ii. Date
 - iii. Departure time
 - iv. Destination
- c. Upon returning, the keys must be left with the appropriate individual and the log form be signed with the arrival time.
- d. Vehicle must be plugged in during temperature more than -20 degrees and gas tank must be at least $\frac{1}{4}$ full.

9. Leasing of Vehicles

- a. GN Departments and Public Agencies may lease vehicles, where it is cost effective, and with the written authorization of the Deputy Head.
- b. Vehicles may be leased when they are needed for specific and temporary projects, but not on a permanent basis.

10. Renting of Vehicles

- a. The use of rental vehicles by government employees shall be pre-authorized by the Deputy Head of a Department of Public Agency.

11. Privately Owned Vehicles

- a. The reimbursement for the use of privately owned vehicles on government business must be pre-authorized by the Deputy Head.
- b. Employees and contractors may be reimbursed for any pre-authorized use of a privately owned vehicle, in accordance with the provisions of the; Nunavut Employees Union Collective Agreement, the Excluded Employees' Handbook, the Managers Handbook, Quilliq Engery Corporation Collective Agreement, and the Nunavut Teachers Association Collective Agreement.
- c. Employees and contractors may be pre-authorized for reimbursement for the use of a privately owned vehicle on official public business only if they are covered by personal auto insurance that includes business use coverage
- d. Employees are encouraged to use taxi vouchers and local taxi service for any travel within the community that requires use of a vehicle

12. Applicable Acts, Policies, Procedures and Directives

- a. The implementation of the Motor Vehicle Policy shall be consistent with the following Acts, policies, or directives:
 - i. Motor Vehicles Act
 - ii. All Terrain Vehicle Act
 - iii. Financial Administration Act
 - iv. GN Duty Travel Directive
 - v. Vehicle Use Guidelines
 - vi. Local by-laws pertaining to snowmobile safety
 - vii. Canada Shipping Act and Regulations pertaining to watercraft safety

FINANCIAL RESOURCES

There are no financial resources required under this policy

REVISED: April 21, 2010
DATE OF EXPIRY: May 1, 2015

PREROGATIVE OF CABINET

Nothing in this policy shall in any way be construed to limit the prerogative of Cabinet to make decisions or take action respecting GN motor vehicle usage outside the provisions of this policy.

SUNSET CLAUSE

This policy shall be in effect from the date of the signature until May 1, 2015

Appendix A

NUNAVUT TERRITORY PUBLIC AGENCIES To Which this Policy Applies

1. The Nunavut Housing Corporation
2. The Qulliq Energy Corporation
3. Nunavut Arctic College
4. Nunavut Business Credit Corporation
5. Nunavut Development Corporation