Kwanlin Dün First Nation

Vehicles Policy

October 2017

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Purpose: To set parameters for:

1. using Kwanlin Dün vehicles for business purposes
2. transporting citizens in Kwanlin Dün vans or the Elders' Bus, and
3. use of Kwanlin Dün vehicles for funerals/burial potlatches

Definition: Any vehicle owned and operated by the Kwanlin Dün First Nation including the Elders' Bus, cars, vans, trucks, snowmobiles, ATVs, boats, construction equipment, water or garbage trucks.

Policy: All Kwanlin Dün vehicles must clearly display the Kwanlin Dün logo. Kwanlin Dün vehicles are to be used for business purposes only and are not for personal use such as coffee runs, lunch or personal errands.

Vehicles **are not** to be taken home at lunch time or overnight, or parked overnight anywhere other than in the Community Services compound or assigned area. The only exception is for Kwanlin Dün Community Services Officers. Due to operational requirements, the Kwanlin Dün Community Services Officers will be allowed to take the CSO vehicles home when they are on call to facilitate their ability to respond to situations as quickly as possible.

Insurance Coverage

Under the provisions of Kwanlin Dün's fleet vehicle insurance policy (with AON Reed Stenhouse Inc.), only properly licenced Kwanlin Dün employees with current drivers' licences and drivers' abstracts filed with the Human Resources unit will be allowed to drive a Kwanlin Dün owned vehicle. The policy has coverage to enable fleet vehicles to travel to all regions of Canada, but the insurance agent **must be notified** if the vehicle is being taken into the United States.

Permission must be obtained from appropriate authorities before the outside travel takes place. The user department must notify Council of extended trips including: purpose of travel, destination, length of stay, driver and passenger list.

1. Employee drivers

Each individual hired by Human Resources to drive Kwanlin Dün passenger vehicles, will provide Human Resources with a copy of a valid driver's licence and a current driver's abstract. Drivers' abstracts must be renewed and submitted to Human Resources on an annual basis. Copies of drivers' licences must be resubmitted when renewed.

Drivers operating large trucks and construction equipment must have the appropriate valid license required to operate the vehicle.

For all other employees who borrow Kwanlin Dün owned vehicles for day use, valid drivers' licences must be presented to Community Services before receiving keys to the vehicle.

An employee using Kwanlin Dün vehicles to fulfill their job duties who fails to report the loss of a driver's licence, accidents or driving infractions to Human Resources and their immediate supervisor, will be reprimanded and face disciplinary action (HR Policy 7.2 Discipline). Failure to follow the provisions laid out in this policy will result in a suspension, dependent on the nature of the infraction.

a) Rules for Drivers of Kwanlin Dün vehicles:

- Do not take the Elders' Bus or any Kwanlin Dün vehicle without the proper authorization,
- Do not smoke inside in the vehicle,
- Do not transport pets,
- Do not use cellphones or other electronic devices while driving,
- Do not drive a Kwanlin Dün vehicle under the influence of drugs or alcohol,
- transport drugs or alcohol,
- Do not pick up unauthorized friends, family members or hitchhikers,
- Do not transport meat, fish, other foods or liquids that are not properly stored in securely closed containers, or
- Do not transport hazardous or dangerous goods without proper training and authorization.

b) Rules for Passengers being transported in Kwanlin Dün Vehicles:

- Do not smoke inside the vehicle,

- Cannot be under the influence of drugs or alcohol,
- Do not transport drugs or alcohol,
- Do not transport pets, or
- Do not transport meat, fish, other foods or liquids that are not properly stored in securely closed containers.

2. Vehicles owned and operated by Community Services

Community Services has a fleet of service vehicles such as various size trucks, the water truck, garbage truck and service vans under its care as well as two passenger vans, a car and the Elders' bus. Community Services is responsible for the upkeep and maintenance of these vehicles.

a) The Elders' Bus

The Elders' Bus is primarily used to transport groups of Kwanlin Dün Elders to funerals, potlatches and other outings requested by the Elders' Council. Kwanlin Dün departments may book the bus for Elders' activities, but must be aware that the booking may be cancelled if the bus is needed to transport Elders to a funeral or potlatch. Kwanlin Dün Elders have seating priority on the bus. Care givers may accompany the Elder on the bus depending on seat availability and occasionally a citizen or a non Kwanlin Dün Elder may be transported if there are empty seats.

Mandatory Driver Training for the Elders' Bus

To drive the Kwanlin Dün Elders' Bus or vans to transport Kwanlin Dün citizens, the driver employee must:

- have a valid driver's licence as required by Motor Vehicles (Yukon),
- current drivers' abstract,
- be in good health,
- have up-to date immunizations and a TB test,
- have security clearance (i.e. criminal records checks),
- enroll in and successfully complete a mandatory training program,
- have current First Aid and CPR training,
- have training to transport dangerous goods if required (i.e. health driver transports bodily fluids from the health centre to the hospital laboratory),
- take a Hazard Assessment and Control training course, and

- have taken and passed a winter driving course.

When transporting passengers in a Kwanlin Dün vehicle, the driver is responsible for the safety and well-being of all passengers and must ensure that:

- all passengers are seated and wearing seat belts,
- wheelchairs must be properly and safely secured
- assist passengers in and out of the vehicle as needed,
- make sure all passengers are present and accounted for,
- make sure all passengers have safely exited the vehicle once they arrived at their destination,
- ensure that no passengers are left behind,
- if transporting children, have the proper child seats in the vehicle, and
- wear his or her seatbelt when driving.

There must be a minimum of 4 Kwanlin Dün Elders signed up for an outing before the deadline provided by an Elders' Coordinator (Council Office, Executive Council Office or the Health Department's Elders Coordinator). The Elders' Coordinator will phone Community Services to reserve a vehicle, arrange for pick up and contact a designated driver. If the minimum number of Elders has not been reached by 3 pm the day before the funeral, potlatch or outing is to take place, the Coordinator will cancel the van, notify the driver and notify the Elders on the list for a ride that they will be responsible for finding their own transportation arrangements to the event.

The driver will not, under any circumstances, make arrangements through unauthorized staff, to use the Elders' bus or other vehicle to transport Elders, if permission has already been denied. Neither employees nor drivers will by-pass the proper booking process or the appropriate authorities. Failure to comply with this provision will result in disciplinary action.

The Elders' Bus is not available for rent by other First Nations.

The Elders' Bus will be housed by Community Services when not in use. Keys are returned to the receptionist at Community Services after each use.
Community Services is responsible for the maintenance of the Elders' Bus. Fuel and cleanliness (inside and out) of the vehicle is the responsibility of the department using the vehicle.

The Elders Bus must be equipped with a CSA approved first aid kit, at least one fire extinguisher, warning flags and flares in case of an emergency.

3. Vehicles Owned and Operated by Kwanlin Dün departments

The Health department owns a fleet of vehicles (vans and a car) for the delivery of departmental programs and services. Lands and Resources, Dusk'a Head Start, Justice (Community Safety Officers) and Economic Development departments all own and operate vehicles for conducting departmental business.

All repairs, maintenance and fuel costs associated with these vehicles will be the responsibility of the owner department and be paid for out of the owner department's budget.

4. Vehicle Maintenance

Community Services is responsible for ensuring Kwanlin Dün vehicles under its control undergo regular maintenance and inspections and conducting pre and post trip inspections. Owner department will do the same for vehicles under their control.

Before releasing vehicles for use, Community Services will ensure that the vehicle is:

- clean (washed, vacuumed and free of garbage),
- check the number of kilometers on the vehicle before it leaves the compound,
- mechanically maintained in safe driving condition,
- note scratches, dents or other defects,
- the gas tank is filled with appropriate fuel, and
- equipped with a spare tire, jack, first aid kit, fire extinguisher and survival equipment in case of winter breakdown.

Upon return, Community Services will inspect the vehicle and note:

- kilometers on the vehicle,
- cleanliness inside and out,
- fuel – has the tank been filled?
- any scratches, dents or other defects, and

- ensure the safety equipment (above) is still in the vehicle.

If a vehicle is returned to Community Services unclean (inside and out), without a full tank of fuel or damages, the department using the vehicle will be charged accordingly.

5. Use of Recreational Vehicles

Employees who are required to use boats, snowmobiles, ATVs, etc. as a requirement of their jobs, will follow all applicable health and safety guidelines outlined in the *Occupational Health and Safety Policy Manual (such as:* Policy 23.8 ATV/UTV Use (page 135), Policy 23.9 Snowmobile Safety Guide (p. 138) and 23.10 Boating Safety Guidelines (p. 139), etc.)

6. Parking tickets and fines for traffic violations

Drivers are responsible for paying all tickets and fines associated with parking, speeding or other traffic violation while driving a Kwanlin Dün vehicle. All drivers must abide by the distracted driving rules.

A driver who has received a fine or ticket for a distracted driving offence or a drug and/or alcohol offence will be automatically suspended from driving Kwanlin Dün vehicles. The length of the suspension will depend on the nature of the infraction.

7. Gas Purchases

For Kwanlin Dün business travel, the user department will provide the driver with a purchase order or other means of paying for fuel. Receipts must be provided to the department upon return from trip for verification and contain the following information: vehicle licence plate number, department, appropriate coding, number of fill ups and an authorized signature. All trip/mileage claims will be submitted to the Finance Department during the last pay period of each month.

8. Logbooks

All Kwanlin Dün vehicles are equipped with a log book that must be maintained by the driver. All drivers will perform a pre-trip and post-trip inspection of the vehicle. See inspection form attached.

9. Accident and Incident Reports

Anytime a Kwanlin Dün vehicle is involved in an accident, the driver shall immediately:

- call the RCMP and file the necessary reports,
- notify the Director of Community Services, the Executive Director and the director of the department using the vehicle,
- provide photos of the damage, and
- file an incident report with OH&S.

The supervisor will file a Management incident report with OH&S.

Community Services will:

- contact the insurance company to report the accident
- obtain three estimates from body repair shops to submit to the insurance company
- ensure the necessary repairs are made
- ensure the vehicle has been inspected and is ready for use.

The driver involved in an accident or mishap that causes damage to a Kwanlin Dün vehicle may be suspended from driving Kwanlin Dün vehicles. The length of the suspension will depend on the nature of the infraction.

10. Out of town destinations

Drivers must seek permission from supervisors to use Kwanlin Dün vehicles and when applicable, Community Services to take a vehicle on out of town travel. Drivers must not drive more than 12 hours a day and take periodic breaks to reduce fatigue. If necessary, overnight arrangements should be in advance.

11. Mandatory Check-ins

Drivers must provide mandatory check in with his/her supervisor while on road trips for the safety of the employee, passengers (if applicable), and to provide peace of mind to the employer. The driver will call the supervisor via cell phone or via land line from the nearest check stop to check-in.

In case of bad road or weather conditions, the supervisor may advise the employee to find overnight accommodations, will advise Community Services of the situation so they are aware that the vehicle and driver are safe and will return the following day or as soon as conditions permit.

Procedure:

12. Booking Kwanlin Dün Vehicles

All Kwanlin Dün vehicles must be booked in advance and are assigned on a first come, first serve basis. If a vehicle has already been booked, it will not be given to another department. If a vehicle has been booked for a funeral, it will not be bumped by a business request.

A driver will not, under any circumstances, arrange to use a Kwanlin Dün vehicle if permission has been denied, by side stepping the proper booking process and or the appropriate signing authorities.

Departments borrowing vehicles from Community Services, will provide a purchase order to Community Services to cover the deposit fee. If the vehicle is returned clean (inside and out) with a full tank of fuel, the deposit fee will be refunded. If not, the department will be charged for the cost of cleaning and fuelling the vehicle.

a) Funeral/Burial Potlatch Ceremony Bookings by Citizens

Upon the death of a Kwanlin Dün citizen, it is the responsibility of the family representative to contact Community Service to book the vehicle (if needed). Once the van has been booked for a funeral/burial potlatch, it will not be available for any other use. In accordance with Council Resolution 2012-17, fees for the van will be waived for the funeral/burial potlatch only.
Citizens must hire a qualified Kwanlin Dün employee driver to be in compliance with the provisions of the vehicle insurance policy. A list of qualified drivers is available from the Human Resources department.

Fuel, clean-up of the vehicle (inside and out) and the cost of the driver are the responsibility of the citizen/family. As noted in Council Resolution 2012-17, the

family must leave a refundable deposit with Community Services at the time of booking. If the vehicle is returned cleaned with a full tank of fuel, the deposit will be refunded. If the vehicle is returned in an unclean state and or without a full tank of fuel, the deposit will not be returned.

If a vehicle is required for any other potlatch or event, applicable fees will be charged.

If children are being transported in Kwanlin Dün vehicles, the family must provide appropriate child seats to comply with territorial legislation.

Kwanlin Dün does not provide fuel or any type of reimbursement for citizens using private vehicles to transport other citizens or elders to funerals and potlatches.

b) Department Bookings

Departments must book Kwanlin Dün vehicles as far in advance as possible. Once a vehicle has been booked by a department, it will not be available to other departments, but may be bumped if a Kwanlin Dün van is needed for a funeral. When Kwanlin Dün vehicles are not available for use, or the department neglected to book a vehicle in advance, the department can rent a vehicle from a commercial rental company. The rental vehicle is booked and paid for by the department needing the vehicle. Please note leased or rental vehicles for Kwanlin Dün business purposes, will also be covered by Kwanlin Dün's comprehensive fleet vehicle insurance policy.

c) Returning Vehicles to Community Services

All Kwanlin Dün vehicles must be returned to the Community Services compound or other assigned area (i.e. garage at Lot 226, Dusk'a or the Health Centre) after use. The driver will:

- ensure the vehicle is clean
- fill the fuel tank
- promptly return the keys to the Community Services receptionist.

If the vehicle is returned after business hours, the driver must ensure the compound gate has been closed and is securely locked and return the keys to the receptionist as soon as possible the following day.

The driver shall alert Community Services of any mechanical problems that he or she determines is affecting the performance of the vehicle.

Keys are not to be duplicated unless authorized by the Director of Community Services.

If keys are lost, the department responsible for losing the keys will be charged for cost of replacement.

DEPARTMENT OF COMMUNITY SERVICES

Fleet Vehicle Procedures

Expectations before returning the FLEET VEHICLES to Community Services compound:

1. **WIPE** down the interior with Lysol wipes (included in the van or contact CS staff)
2. **REMOVE** all garbage and personal belongings
3. **VACUUM** throughout the van (including seats)
4. **WASH** the exterior of the vehicle - KDFN has account at Centennial Motors (near Airport), (please print the program and driver's name for invoicing purposes)
5. **FILL UP** the vehicle with fuel before return to CS compound
6. **INFORM** the CS staff if you notice any mechanical problems
7. CS will charge the department/programs an additional $50 fee for cleaning the vehicle interior/exterior

Thank you for your cooperation in this matter. If you have any questions or concerns, please don't hesitate to call 867-633-7833.

Approved by Council OIC 2017 - 67, October 17, 2017

KWANLIN DÜN FIRST NATION
Community Services Department
65 McIntyre Drive
Whitehorse, Yukon
Y1A-5A5
Phone: (867) 633-7833
Fax: (867) 633-7848

KWANLIN DÜN FIRST NATION VEHICLE USE AGREEMENT

Date: _____

Make of Vehicle being used: _____

Plate#: _____

KDFN Department/Citizen: _____

For the Purpose of: _____

Primary Destination of Vehicle: _____

For the Duration of: _____

Driver's Name: _____

Driver's License #: _____

Person Signing Out Vehicle: _____

The user signing out the vehicle listed above agrees that: he or she is responsible for any claims, losses, damages or injuries whatsoever to themselves or to a third party arising from the use of this vehicle. The user further agrees to indemnify and save harmless from any claims, losses, damages or injuries whatsoever arising from or connected with the use of the vehicle to Kwanlin Dün First Nation and its employees, other than that covered by the vehicle insurance.

The user agrees that the person(s) listed on this form as the driver will be the **ONLY** person(s) driving the vehicle. The driver must be a qualified Kwanlin Dün employee approved to operate a Kwanlin Dün First Nation's vehicle as prescribed by the Insurance Company. The driver must submit a copy of his or her driver's license and driver's abstract to Kwanlin Dün First Nation Community Services representative. To be eligible to drive the Elders' Bus, drivers must have taken and successfully completed the mandatory drivers' training course.

The user agrees to **ONLY** use the vehicle for the purpose listed above.

The user will be charged a damage deposit of **$250.00** of which **$200.00** will be given back to the user as long as the vehicle is returned without damage, is clean inside and out and has a full tank of gas/diesel. If vehicle is not returned with a full tank of fuel and cleaned, Community Services will deduct the costs of fuel and cleaning from the damage deposit. The remaining portion of the damage deposit, if any, will be refunded to the user. If the cost of fuel and cleaning exceeds the amount of the damage deposit, the user will be charged for the remainder of the outstanding fees. All departments must provide a PO to cover cost of fuel fill and or cleaning. PO will be void if vehicle is filled and cleaned. Citizens may pay the user fees by cash, credit or debit card.

Damage Deposit Paid (cash) Cheque # PO#

Date Signed Out: Date Returned:

Kilometers Reading: upon sign out: return:

Total Kilometers used: _____

Signature of user Date

Community Services Representative Date