



## PUBLIC WORKS HEAVY EQUIPMENT POLICY

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Policy Sponsor:	Infrastructure & Facilities	Last Revised:	01/28/2025
Primary Contact:	Director of Facility and Infrastructure	Review Scheduled:	01/2025
Approver:	Chief and Council by BCM # WFN 24/25-01-255		

### A. PURPOSE

This policy is designed to ensure that all band vehicles are maintained in a safe, operational, and efficient condition. Daily vehicle inspections help prevent vehicle breakdowns, extend the life of the vehicles, and ensure the safety of the driver and passengers.

### B. SCOPE

This policy applies to all band vehicles, including cars, trucks, vans, and any other motorized vehicles owned or operated by the Band.

Wahnapitae First Nation vehicles shall contain:

- Vehicle registration card
- Proof of insurance card
- Commercial Vehicle Operators Registration
- Vehicle accident/incident report forms (Appendix A)
- Pre-Use Inspection Checklist (vehicle specific, Appendix B)

### Authorized Use

Wahnapitae First Nation vehicles shall be used by authorized employees only, with the exception made for repair testing by a mechanic. Authorized employees will be those currently employed and new employees in possession of a valid Ontario drivers license appropriate for the vehicle, and a good driving record, which copies are to be provided to the WFN Administration office prior to the use of a vehicle.

### Employee Expectations

- Obey all rules and regulations as established within the Highway Traffic Act.
- Provide expense reports for any incidental, necessary costs incurred as a function of conducting business on behalf of WFN.
- **Smoking is prohibited in Wahnapitae First Nation vehicles.**
- Eating while driving is prohibited in Wahnapitae First Nation vehicles.

- Employees shall assume sole responsibility for any tickets/fines/tolls incurred during their use of the vehicle.
- Employees must report any ticket/fines/tolls incurred while on Band business to their Director upon return to the office.
- Any employee who has his/her driver's license revoked or suspended must notify their Director immediately. In this event, the employee shall immediately cease any operation of Wahnapiatae First Nation vehicles. Failure to do so may result in discipline up to and including termination.

## **C. RESPONSIBILITIES**

### **1. Vehicle Operators**

Vehicle operators are responsible for performing daily inspections on assigned vehicles before use. They must complete the inspection checklist at the beginning of each workday and keep the completed checklist in the vehicle throughout the day.

### **2. Facilities & Infrastructure Department**

The Facilities & Infrastructure Department is responsible for overseeing the implementation of this policy, ensuring that inspections are conducted regularly, and arranging for repairs when needed.

### **3. Public Works Superintendent**

The Public Works Superintendent will ensure that any major mechanical or safety issues identified during daily inspections are addressed promptly and that vehicles are regularly serviced according to manufacturer recommendations.

## **D. DAILY VEHICLE INSPECTION CHECKLIST**

Each vehicle operator must complete the Heavy Equipment Daily inspection checklist prior to using equipment. The checklist must be carried on their person for the duration of the day. The checklist must be submitted to the Facilities & Infrastructure Department or the designated manager at the end of the week.

## **E. REPORTING ISSUES**

- Any issues identified during the daily inspection must be immediately reported to the Public Works Superintendent or Facilities & Infrastructure Assistant.
- If a vehicle is deemed unsafe or unfit for use, it should be taken off the road until repairs are made. A "DO NOT OPERATE" tag must be placed on the vehicle.
- If the issue is minor, the operator may complete the inspection and continue usage, but repairs must be arranged as soon as possible.
- Call for medical assistance, if required.
- As soon as possible, complete the vehicle accident report (Appendix A) that is provided in vehicle binder and bring to your director.
- Do not discuss the accident with anyone at the scene of the accident other than the police. Do not accept any responsibility for the accident. Do not argue with anyone.



- In the event of any accident, a formal review shall be conducted to assess employee involvement, and any preventative measures that may have been taken to avoid it.

## F. DISCIPLINARY ACTION FOR NON-COMPLIANCE

- **Failure to carry the completed daily inspection checklist:** All vehicle operators are required to complete daily inspection checklist daily. Failure to do so will result in disciplinary action, including but not **limited to being sent home without pay for the day**.
- **Repeated Violations:** Repeated failure to comply with the daily checklist requirement or any other aspect of this policy may result in further disciplinary action, up to and including suspension or termination.

## G. MAINTENANCE AND REPAIRS

- Vehicles requiring maintenance or repairs must be sent for service immediately. Regular servicing is to be scheduled at least every [insert time period] for routine maintenance (oil changes, brake checks, etc.).
- Major repairs or breakdowns must be logged, and replacement or repair parts must be approved by the Facilities & Infrastructure Department before any work is carried out.
- Vehicles should be kept clean, and free of debris always. Any major cleaning needs must be brought to the attention of the departmental director immediately.

## H. COMPLIANCE

Failure to adhere to the daily inspection requirements may result in disciplinary action, including but not limited to a verbal warning, retraining, or suspension from vehicle operation.

## I. REVISION HISTORY

This policy will be reviewed annually, or sooner, if necessary, to ensure its relevance and effectiveness. Any changes will be communicated to all vehicle operators.

Date (mm/dd/yyyy)	Band Council Motions

## APPENDIX A - VEHICLE ACCIDENT WORKSHEET – KEEP IT HANDY

Accident Worksheet	
Date:	Time:
Location:	Weather Conditions:
Road Conditions:	Estimated speed of the vehicle(s):
Description of the accident:	
<div>Diagram of accident:</div> <div><div>A – Your Vehicle</div><div>B – Other Vehicle</div><div>C – Other Vehicle</div></div>	