

<i>The Town of Fort Frances</i>	SECTION HUMAN RESOURCES
MUNICIPAL AND EMPLOYEE VEHICLES	REVISED June 1992
<u>POLICY</u>	
Resolution No.	Supercedes Resolution No.
Policy Number 3.16	PAGE 1 of 1

Municipal vehicles may not be taken home overnight or on weekends by employees. Municipal vehicles are to be securely parked within and on municipal property when not in use. Exceptions are:

1. Public Works management employees while actually on paid stand-by / on-call (in town residents only).
2. Water Treatment Plant while actually on paid stand-by / on-call (in town residents only).
3. Departure or return for travel trips / events where it would be an appropriate convenience.
4. Situations as may be approved by the Administrator.

Use of the administration vehicle for travel trips to be extended to include the two cars of By-Law Enforcement and Building Department for week-end use. Where the event includes a spill-over into the Monday and / or the Friday, an accommodation will be attempted.

Municipal vehicles are not to be used for any private purpose or use. No passengers will be carried in municipal vehicles excepting employees or persons on appropriate municipal business.

Civic Centre Municipal and staff vehicles are prohibited (during regular office hours only) from parking on the street in front of the Civic Centre (Portage Ave. and meters on Church Street).