

Community Safety Officer Vehicle	Policy	PS3
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What is the policy?

The department provides participating communities with the use of a community safety officer (CSO) vehicle leased through the Vehicle and Equipment Management Agency (VEMA). This policy outlines how this vehicle will be operated and maintained by the council and the CSO. All conditions outlined in this policy must be adhered to.

1. Description of Community Safety Officer Vehicle and Equipment

Vehicle Type: Chevrolet Equinox
 Vehicle Equipment: 2 magnetic amber light bars
 1 First Aid kit
 1 shovel
 1 set of booster cables
 1 spare tire
 1 dash camera

2. Authorized Vehicle Use

The use of the vehicle is restricted to the CSO for official duties. The CSO must have a valid Manitoba Class 5 driver's licence to operate the vehicle. A copy of the CSO's valid driver's licence shall be kept in the employees personnel file.

3. Unauthorized Vehicle Use

Unauthorized vehicle use includes, but is not limited to the following examples:

- transportation of persons, animals, equipment, supplies, tools, luggage or other items not related to official business
- transportation to sporting events or off road locations not related to official business
- use of vehicle by family members or other community residents; and personal or family use

4. Community Safety Officer Vehicle Use

4.1 On Duty Vehicle Use

- The CSO will keep a record of the mileage use for council records (see Appendix PS3-A Community Safety Officer Vehicle Mileage Report). At the beginning of each month, the CSO shall submit this report to council which entails:

- monthly starting and ending vehicle kilometers
 - the general condition of the vehicle
 - maintenance
- The vehicle must be left clean with all garbage removed on a daily basis. Stickers, decals and similar items, other than authorized, shall not be affixed to any part of the vehicle.
- The CSO shall ensure there is sufficient fuel in the tank to permit emergency use.
- The CSO will check the vehicle exterior and interior daily for any damage. Any damage found through official use or vandalism shall be reported immediately to the council with a completed vehicle accident report (see Appendix PS3-B Community Safety Officer Vehicle Accident Report). A copy of the report must be provided to the department. Damage shall also be reported to the RCMP and Manitoba Public Insurance Corporation, as required.
- Any mechanical problems with the vehicle shall be reported and corrected as soon as possible with the permission of the council.

4.2 Limits on Vehicle Use

- Smoking is not permitted, at any time, in the vehicle.
- The vehicle shall not be used for towing purposes.
- Hazardous materials shall not be transported in the vehicle.
- The council is funded for an allowed kilometers (km) per year on the vehicle of 16,000 and for a regional community safety officer 34,000. If the CSO goes above the allowed km, the council is responsible to pay the overage.

4.3 Security

- If the vehicle is left unattended or becomes disabled, the windows shall be closed, the doors locked and the vehicle turned off to prevent theft or vandalism.
- When the vehicle is not in use, the CSO shall ensure it is locked and secured.

4.4 Operator Conduct

- The CSO shall follow all Provincial Highway Traffic acts and regulations while using the vehicle and shall drive in a safe and courteous manner.
- The CSO will not drive under the influence of drugs or alcohol or allow such items to be transported or consumed in the vehicle.

4.5 Use of Vehicle Safety and Emergency Equipment

- The vehicle is equipped with magnetic emergency lighting equipment. The equipment is used by the CSO to warn persons and to keep them away from certain areas that may be unsafe. The proper use of emergency equipment is essential to the safety of the CSO and the public.

- Emergency lights are used when stopped in hazardous conditions. The CSO shall immediately turn off these lights when the emergency condition no longer exists.
- Any repairs or changes to the emergency equipment must be made by VEMA, unless otherwise approved.
- The vehicle shall be equipped with items necessary to enable the CSO to respond adequately to calls, collisions or other emergencies.
- The CSO is required to wear a seat belt while traveling in the vehicle.

5. Transportation of Prisoners, Sick or Injured Persons

The CSO will never transport sick or injured persons in the vehicle. If a person is sick or injured, the nearest ambulance/medical taxi service must be called to administer first aid or to transport the person to the nearest hospital. The CSO will never detain any individual.

6. Vehicle Service and Maintenance

6.1 Vehicle Maintenance and Inspection

- The vehicle is equipped with a Fleet Guide that will provide the council with information on the safe use and servicing needs of the vehicle.
- The council will ensure that the vehicle maintenance plan as outlined in the Fleet Guide is followed and that the necessary maintenance is carried out.
- The CSO shall inspect the vehicle on a weekly basis to ensure it is clean and safe to use. Any safety concerns must be reported to the council with a copy provided to the department.
- The council is responsible for the maintenance of the vehicle as per the lease conditions. This includes scheduled maintenance appointments, oil changes and other vehicle inspections. The CSO is responsible for recording vehicle mileage and to report to the council when it is due for servicing.
- Any vehicle servicing must be carried out by approved vendors as per Fleet Guide conditions. Special circumstances for communities without garage service must be reviewed with the department.

6.2 Vehicle Storage

- The CSO will be responsible for the safe storage of the vehicle when not in use. The vehicle can remain with the CSO to ensure a quick response to any emergency calls.
- If the vehicle is stored outside during winter conditions, the CSO must ensure it is provided with a powered outlet to be plugged in. The vehicle must be able to be started in severe winter conditions to respond to emergency situations.

6.3 Accident Reporting

- If the vehicle is involved in an accident the CSO will report the accident to the RCMP.
- A CSO involved in a collision resulting in injury, death or property damage shall not move the vehicle from the scene until the incident has been investigated by the local RCMP.
- The CSO shall report any minor accidents or damage to the vehicle to the council with a copy of the report provided to the department (see Appendix PS3-B Community Safety Officer Vehicle Accident Report).

6.4 Vehicle Lease Information

- The vehicle lease is based on a six year agreement and the vehicle must be maintained by the council during the lease period.
- All lease conditions outlined by VEMA must be followed. This information is provided to the council and the CSO with the delivery of the vehicle.

Community responsibilities

- The council must ensure the use of the vehicle is restricted to the CSO for official duties.
- The council must ensure the CSO operates the vehicle in a safe and courteous manner and that all Provincial Highway Traffic acts and regulations are followed.

Department responsibilities

- Review all reports submitted by council to the department to ensure effective use and maintenance of the CSO vehicle.

Other information

- Appendix PS3-A Community Safety Officer Vehicle Mileage Report
- Appendix PS3-B Community Safety Officer Vehicle Accident Report