

**Vehicle & Powered Equipment
Maintenance****Purpose:**

- 1 To enable the safe operating condition of vehicles and powered equipment, owned, and leased by The City.
- 2 To ensure the proper and cost effective maintenance of City owned and leased vehicles and powered equipment.
- 3 To prolong the useful life of City owned vehicles and powered equipment.
- 4 To comply with the Occupational Health & Safety Act and Traffic Safety Act.

Policy Statement(s):

- 5 The City ensures all vehicles and powered equipment, owned, and leased by The City, are routinely serviced and maintained to meet applicable regulations, standards, warranties, and manufacturer specifications.
- 6 Vehicles and powered equipment are serviced by qualified personnel.
- 7 Mobile assets and powered equipment owned by The City of Red Deer Fleet are serviced through The City's civic garage, unless The City of Red Deer Fleet determines alternative service methods to be necessary. Mobile assets and powered equipment not owned by The City of Red Deer Fleet may be serviced by an external provider.
- 8 The City keeps all maintenance records on serviced City vehicles and powered equipment, owned and leased by The City.
- 9 The City ensures mechanisms are in place for reporting problems with City owned and leased vehicles and powered equipment.
- 10 Defective equipment is removed from service, tagged, and taken in for replacement or repair as per the department's maintenance records.

Definitions:

- 11 **Mobile Assets:** Self-propelled powered by an engine, operator required. Includes trailers pulled/towed by a mobile unit.
- 12 **Powered Equipment:** Includes, but is not limited to, power hand tools such as chainsaws, weed eaters, lawnmowers, and concrete saws.

References/Links:

- 1 Occupational Health & Safety Act: Section 15 (1)
- 2 Traffic Safety Act
- 3 2005-CA Occupational Health & Safety

Scope/Application:

- 1 This policy applies to all vehicles and powered equipment owned or leased by The City, including trailers.

Authority/Responsibility to Implement:

- 1 The Public Works Manager has the authority to implement this policy.
- 2 The HR Team Lead – Wellness and Safety is responsible for monitoring, evaluating, and making recommendations relating to this policy.
- 3 Department managers and superintendents have the authority and responsibility to ensure maintenance programs are established and maintained.
- 4 Operators of City vehicles and powered equipment are required to comply with maintenance schedules and to report any mechanical problems with the vehicle or equipment.

Inquiries/Contact Person(s):

- 1 HR Team Lead – Wellness & Safety
- 2 Fleet Superintendent

Policy Monitoring and Evaluation:

- 1 This policy will be reviewed every three years and revised as necessary.

Document History:

Date:	Signature:	Title:
Approved: November 26, 2001	"Norbert Van Wyk"	City Manager
Revision: July 11, 2009	"Craig Curtis"	City Manager
Reviewed: April 10, 2012	"Marge Wray"	Human Resources Manager
Reviewed: October 7, 2020	"Tracy Bruce"	Human Resources Manager