



VEHICLE POLICY

Policy Statement: The purpose of this policy is to provide clarity for the use and operation of Nipissing First Nation vehicles.

I. Regulations

1. All members of Council and employees of the Nipissing First Nation shall be authorized operators of Nipissing First Nation vehicles.
2. Authorized operator(s) must be registered with the Motor Vehicle(s) Insurance Policy of Nipissing First Nation by providing a copy of their drivers licence to NFN. All copies of drivers licences will be kept in a locked cabinet.
3. All operators must possess and valid driver's licence for the vehicle being driven. Drivers must advise their supervisor if their driver's license ceases to be valid or if medical conditions impair or prevent driving.
4. All convictions and parking tickets etc., shall be the sole responsibility of the employee as specified in the Human Resources Policy.
5. A vehicle log book will be given to the operator with keys to the vehicle and these must immediately be returned when trip is complete.
6. Operators are responsible to enter information into the log book after each time the vehicle is used i.e.: mileage, gas, program account, etc.
7. A record of maintenance/repair work performed on the vehicle will be entered into the log book to allow for all operators to be aware of when the vehicle will be due for next maintenance appointment.
8. No smoking is permitted in band owned vehicles.
9. For regular use of the vehicle, gas will be provided and paid for from the respective travel budget.
10. Use of vehicle is restricted to travel that is only directly related to Nipissing First Nation.
11. Any employee found responsible for causing damage through wilful neglect to a Nipissing First Nation vehicle is responsible for paying the damages.

12. Every effort will be made by the employee to use band owned vehicles when travelling on band business. Requests are to be processed on a priority basis:

- i. Client Services
- ii. Program Travel (ie: meetings/workshops).
- iii. Local Area Travel (North Bay, Sturgeon Falls, Sudbury) for meetings and deliveries.
- iv. Miscellaneous Travel (ie: supplies, shopping)

Priorities are assigned, then mileage claims will be approved as necessary, re-scheduling may take place to maintain these priorities.

II. Driver's Responsibility

1. Operate the vehicle in a safe manner in accordance with the law.
2. Before driving, familiarize themselves with the vehicle and conduct a vehicle self-inspection. If there are any potential safety concerns, resolve them before driving.
3. Vehicle(s) will be stored in designated area in Garden Village and to the designated area.
4. When not in use, the operator(s) of the vehicle will ensure that security measures (lit area, locked doors, etc) are taken at all times to avoid vandalism, damage, etc.
5. Authority is granted for overnight parking at employee's residence when:
 - a. The employee has an early start in the morning or an expected late return.
6. Employees are expected to plan ahead and book vehicles well in advance of travel.
7. In the event of an accident incident involving NFN-owned vehicles 1) seek medical attention if necessary 2) reported immediately to the employees' supervisor. An incident report shall be complete and forwarded to the direct supervisor.
8. The gas tank must be filled or returned with no less than $\frac{3}{4}$ of a tank with charges allocated to the plate number. Band vehicles when travelling in the area must refuel at on-reserve gas stations. NFN gas cards are provided to each vehicle. The operator is responsible to ensure that the gas card remains with the vehicle at all times.
9. The vehicle must be returned in a clean state and supervisors should be notified if the vehicle is in need for an interior or exterior wash.

III. Claims/Reimbursement

1. No mileage will be claimed for the "use" of a Nipissing First Nation vehicle. Any reimbursement that is received for attending meetings, conferences, etc, that are sponsored by the host, will be reimbursed to the Travel Budget for the Vehicle Use when attending meetings, conferences, etc. that are sponsored by the host of the said meeting. This amount will be reimbursed to the Travel Budget of the respective program.

IV. Leased Vehicle:

Nipissing First Nation provides a leased vehicle for use solely by the Chief. The three-year lease coincides with the Chief's term in office. After the term in office ends, the Chief will have the option to:

1. If re-elected to keep the vehicle and/or have NFN enter into a new three-year lease arrangement for another vehicle.
2. If the Chief resigns, does not run or is not re-elected, the Chief will have the option to have the leased vehicle transferred into his/her name at their cost.

Approved this 18th day of December, 2012.

Amended this 16th day of June, 2015.

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