



VEHICLE USE POLICY

This policy outlines the rules for the use of Hamlet vehicles.

1. All vehicles may be used for only Hamlet purposes except when authorized by the Senior Administrative Officer (SAO).
2. All vehicle use outside of normal hours of work must be authorized by the SAO or by the respective Department Head.
3. Non-Hamlet authorized passengers are not allowed in any vehicles without the SAO's permission. The only exceptions may be passengers to and from the airport and rentals.
4. All drivers must have a proper driver's license for any vehicle use.
5. Any Hamlet driver operating a Hamlet vehicle under the influence of alcohol or drugs will be immediately dismissed.
6. Any abuse or non-authorized use will be grounds for discipline up to and including dismissal.
7. All vehicle accidents must be reported to the employee's supervisor immediately.
8. Any driver not reporting an accident immediately after the occurrence will be subject to discipline.

Approved by Hamlet Council 5th day of February, 2014 by motion number

054-14.

MAYOR, DARREL NASOGALUAK

SAO, TERRY TESTART