

The Corporation of the Township of Hornepayne

By-Law No. 2091

**Being a By-Law to establish a
Vehicle and Equipment Policy
for the Township of Hornepayne**

WHEREAS Section 9 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, grants a municipality the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under the Act or any other Act; and,

WHEREAS Subsection 5(3) of the said Act, as amended, provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and,

WHEREAS the Council of the Corporation of the Township of Hornepayne deems it desirable and in the public interest to establish a Vehicle and Equipment Policy for the Township of Hornepayne;

BE IT THEREFORE ENACTED by the Council of the Corporation of the Township of Hornepayne:

1. **THAT** Schedule "A" entitled "Vehicle and Equipment Policy" attached hereto forms an integral part of this By-Law;
2. **THAT** the Mayor and CAO/Clerk are hereby authorized to sign this By-Law and to affix the corporate seal thereto; and,
3. **THAT** this By-Law shall come into force and take effect upon passage.

Read a first and second time on the 4th day of September 2024.

Read a third time and finally passed this 18th day of September 2024.



[Cheryl Fort \(Sep 20, 2024 23:02 EDT\)](#)

Presiding Officer



Clerk

Vehicle and Equipment Policies and Procedures Contents

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Effective Date: September 18, 2024

Version Number: 1

Revision Date:

Coverage: All Public Works Department Employees who operate Township vehicles, the Client Services Manager/Treasurer, and the CAO/Clerk.

1. Purpose

Proper vehicle and equipment practices contribute to enhanced safety, minimized downtime, improved efficiencies, and reduced repair costs. The purpose of this policy is to outline the Township's internal policies and procedures related to ownership, operation, maintenance and repairs and life cycle replacement of Township vehicles and equipment. This policy should be read in conjunction with the Township's Asset Management Plan and Tangible Capital Asset policies, as amended.

2. Vehicles and (Driveable) Equipment

In this policy, the terms 'vehicle' and 'equipment' are generally interchangeable. Vehicle policies shall be interpreted to apply to all driveable public works equipment unless:

- a) prohibited by law, or
- b) if in the opinion of the Public Works Manager it is impractical to do so.

3. Background

The need for a Vehicle and Equipment Policy (VEP) was identified in the 2019 Township of Hornepayne Service Delivery Review (SDR), category AM-03. A VEP is intended to outline general procedures, basic maintenance or repair requirements and, help identify replacement cycles and strategies. Implementing best practice-based approaches can result in decreased total operating costs as well as greater vehicle longevity.

Principal strategies of this policy include monitoring maintenance activities and scheduling replacement of vehicles and equipment before total cost of ownership surpasses the total cost of replacement. Replacement of vehicles and equipment before the on-going total costs of ownership exceed replacement costs decreases the risk of unplanned 'opportunity cost' losses due to extended downtime of personnel and/or

vehicles or equipment under repair. Adoption of this approach will benefit Hornepayne residents and businesses by the Township not paying more to keep vehicles or equipment on the road than it would cost to replace them. In addition, there is a decreased risk of critical service interruptions.

A VEP is also a highly effective tool to develop budgetary and long-term financial strategies for vehicle and equipment replacement. Additionally, the policy can assist with grant applications for vehicle or equipment replacement.

4. Scope

This policy applies to all employees of the Township's Public Works Department for whom driving or operating a Township vehicle (or equipment) is a necessary part of their job. Other senior management positions also play key leadership roles in the administration of this policy. Ultimately, Council establishes the policy as well as adopts budgetary and financial strategies to support this and related policies.

5. Compliance

General maintenance is conducted by Public Works staff, whereas complex maintenance or repairs are typically outsourced. Under the direction of the Public Works Manager, Equipment Operators must ensure that vehicles or equipment assigned to them, or those they operate, are in good working order, properly maintained, and serviced regularly. Compliance with applicable federal, provincial legislation, and municipal by-laws is mandatory. Additionally, Equipment Operators must adhere to all internal policies, directives, and procedures related to vehicle and equipment maintenance. The Client Services Manager/Treasurer is responsible for financial aspects of this policy. The CAO/Clerk provides administrative oversight.

6. General Responsibilities

6.1 Equipment Operators

Equipment Operators are responsible for:

- a) Adherence to this policy.
- b) The overall condition of vehicles or equipment under their control.
- c) Keeping the interior and exterior of vehicles and equipment reasonably clean.

- d) Ensuring the vehicle is safe to drive and reporting any concerns or unsafe conditions to the Public Works Manager.
- e) Maintaining accurate records, including but not limited to the driver's daily log pre-trip inspection, Commercial Vehicle Operators Registration (CVOR) records, vehicle incident reports and other pertinent records.
- f) Ensuring that vehicles/equipment under their control have a copy of the current CVOR certificate.
- g) Compliance with O.Reg. 366/09, as amended 'Display Screens and Hand-Held Devices' and ensuring that cell phone use while driving or operating a vehicle is done using hands-free capabilities in a manner that does not cause unsafe conditions.

6.2 Public Works Manager

The Public Works Manager is responsible for:

- a) Adherence to, and establishment of internal procedures and protocols to ensure effective implementation of this policy.
- b) Interpretation of this policy to help inform public works staff, as needed.
- c) Statutory and non-statutory record keeping.
- d) Ensuring that each CVOR vehicle is provided with a current copy of the Township's CVOR certificate each year following renewal.
- e) Accurate maintenance and budgetary reporting.
- f) Providing the Client Services Manager/Treasurer with accurate vehicle or equipment data for financial analyses.
- g) Assisting with grant applications for vehicles and equipment.

6.3 Client Services Manager/Treasurer

The Client Services Manager/Treasurer is responsible for:

- a) Adherence to this policy.
- b) Assisting the Public Works Manager with financial, budgetary, and forecasting analyses.
- c) Identifying capital replacement of vehicles and equipment in the annual budget and Long-Range Capital Forecast.
- d) Coordinating the preparation of reports to the CAO/Clerk and Council related to this policy.

- e) Preparing grant applications for vehicles and equipment.

6.4 Chief Administrative Officer/Clerk

The Chief Administrative Officer/Clerk is responsible for:

- a) Corporate adherence to this policy.
- b) Administrative leadership and oversight.

6.5 Council

Council is responsible for:

- a) Policy considerations and oversight decisions.
- b) Budgetary and long-range financial decisions in accordance with this policy.

7. Commercial Vehicle Operators Registration (CVOR)

7.1 Ontario's Commercial Vehicle Operators Registration (CVOR) program monitors and evaluates operators' safety records. It includes information such as:

- fleet size
- kilometres travelled
- business ownership structure
- overall violation rate
- safety rating
- convictions
- reportable collisions
- Commercial Vehicle Safety Alliance (CVSA) safety inspections
- Ministry of Transportation interventions such as letters, interviews, audits, and sanctions

The Township operates commercial vehicle(s) that are subject to the CVOR program. The Township is committed to adhering to CVOR requirements, and the Public Works Manager shall oversee the Township's CVOR program requirements.

7.2 CVOR ‘Operator’ responsibilities

A CVOR operator (also referred to as a “carrier”) is the person or corporation responsible for the operation of the commercial motor vehicle, driver, and goods (or passengers) being transported including:

- the conduct of the driver
 - employing qualified licensed drivers
 - monitoring the safety performance of drivers, including hours of service
 - resolving driver safety issues when they are identified
 - keeping hours of service records including supporting documents
 - providing appropriate driver training

- the mechanical safety condition of the vehicle
 - keeping vehicles in good, safe condition at all times
 - ensuring that daily and annual/semi-annual inspections are completed
 - keeping vehicle maintenance and repair records
 - tracking and recording fleet and kilometric travel records

- cargo securement

- notifying the Ministry of Transportation about CVOR changes such as:
 - names
 - addresses
 - telephone numbers
 - fleet data
 - kilometric travel
 - changes in corporate officers

- renewing CVOR certificates and not allowing CVOR certificates to expire

The Public Works Manager will request a CVOR abstract, and driver abstracts at least annually on, or about June, to ensure that there are no known concerns. The Public Works Manager will address any concerns in a timely manner that reflects the severity of the concern. The Public Works Manager will take all necessary steps to ensure that the Township’s CVOR certificate does not expire.

8. Repairs

Subject to the Public Works Manager's approval, general repairs on vehicles and equipment will normally be conducted by the Township, unless the necessary repairs cannot be performed in-house, or when operational priorities preclude.

9. Inspection

9.1 Inspection Standards and Regulations:

All equipment operators shall receive appropriate training pertaining to:

- Commercial Vehicle Maintenance and Periodic Inspection Standards, Standard 11 of the National Safety Code for Motor Carriers;
- Daily Vehicle Trip Inspection, Standard 13 of the National Safety Code for Motor Carriers; and,
- Schedule 1, Daily Inspection of Trucks, Tractors and Trailers of O. Reg. 199/07: Commercial Motor Vehicle Inspections.

9.2 Driver Inspection Responsibilities

Drivers shall conduct a driver's daily log pre-trip inspection (vehicle circle check) prior to departure each day and fill out and sign the logbook. The logbook shall be kept in the vehicle (or equipment) and copies of daily logs filed at the Public Works Yard.

A copy of Schedule 1, Daily Inspection of Trucks, Tractors and Trailers shall be kept in each vehicle for driver's reference.

Township vehicles shall also be inspected regularly at least semi-annually/annually in accordance with the National Safety Code for Motor Carriers and O. Reg. 199/07: Commercial Motor Vehicle Inspections.

10. Reporting

All damage deficiencies or safety concerns must be reported to the Public Works Manager verbally upon discovery, then submitted in writing within 24 hours. All necessary repairs will be documented and signed off by the Public Works Manager or his/her designate upon completion. Accurate records shall be maintained in accordance with this policy and applicable law.

11. Preventative Actions

Township employees shall take preventative measures to avoid vehicle and equipment damage, including but not limited to:

- Avoiding hitting and scraping curbs and other objects;
- Avoiding backing into obstructions;
- Ensuring the parking brake is set only after the vehicle (or equipment) has come to a complete stop; and
- Not overloading trucks or trailers beyond their Registered Gross Weight Allowance.

12. Preventative Maintenance

Preventative maintenance helps minimize downtime, improves vehicle efficiency, reduces repair costs and can extend the life of vehicles and equipment.

This shall include, but not be limited to:

- Washing vehicles and equipment regularly, especially should road salt be applied, which should be washed after each use;
- Scheduling oil changes every 5000 kilometers to prevent engine damage;
- Greasing vehicles every 40 hours of service; and
- Performing regular maintenance, such as tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement, and radiator maintenance.

13. Demand Maintenance

Demand maintenance is performed as needed when vehicle or equipment parts fail or become worn out. This includes replacing light bulbs, window glass, gauges, wiring, air lines, tires, engines, transmissions, universal joints, bushings, batteries, and other components.

14. Crisis Maintenance

Crisis maintenance addresses vehicle or equipment breakdowns on the road. In such cases, Equipment Operators must contact the Public Works Manager or designate for further instructions.

While awaiting assistance, drivers and passengers should:

- Activate hazard lights;
- Exercise caution when exiting the vehicle/equipment and only do so if it is safe;
- Remain seated with seatbelts fastened if it is safer to stay in the vehicle/equipment;
- Move to a safe area away from traffic when outside the vehicle/equipment, wear personal protective equipment as required, and use traffic cones and/or warning triangles as provided; and
- Take whatever other precautions are reasonably warranted under the circumstances.

15. Vehicle and Equipment Replacement

A timely vehicle and equipment replacement program is essential to control over expenditures and to maintain sustainable fleet activities. Over time, as vehicle/equipment age, operating costs increase (i.e. regular maintenance, repairs, fuel, down time, etc.). The optimal time to replace fleet assets is when the total cost of ownership is low. As the capital cost of a vehicle or equipment declines and its operating costs increase, these two costs create a U-shaped total cost curve. Generally speaking, where the two costs intersect is when the operating costs increase. The intersection of the total cost curve approximates when the vehicle or equipment has reached its useful life.

There are many methods to assess when vehicles or equipment should be replaced. Setting general replacement criteria for long-range financial planning purposes, combined with conducting a total cost of ownership analysis as the vehicle or equipment approaches the planned replacement date (or criteria), is a defensible approach. Doing so, may help extend the life of the vehicle or equipment beyond a planned replacement date (or criteria being met) in cases when the total cost of ownership remains low.

The two predominant factors that impact replacement criteria are age of the asset and mileage. The Township's Tangible Capital Asset Policy, Schedule A as amended, identifies replacement criteria for vehicles and equipment in "Useful Life" by years. Age

of the vehicle or equipment should; therefore, be used as a guide for long-range financial planning. When within two years of the end of useful life, the Client Services Manager/Treasurer, with the assistance of the Public Work Manager, shall prepare a total cost of ownership versus replacement costs analysis as part of the annual budget. Should total cost of ownership exceed the cost of replacement, a recommendation to replace shall be made.

After the “useful life” has been exceeded, should the total cost of ownership be below the replacement cost, a recommendation shall be made to extend the life by an additional year. Council shall either, replace the vehicle/equipment in accordance with the Tangible Capital Asset Policy, or extend the use for an additional year. During the extension period, significant maintenance cost increases will be reported to Council in a timely manner. In no case, will the useful life be extended by more than 5 additional years.

16. Procurement

All vehicle and equipment replacement procurement shall be in accordance with the Township’s Procurement Policy, as amended. All vehicle and equipment procurement shall require an analysis of initial capital cost versus long-term ownership costs to ensure that the highest and best value is achieved. The objective is to ensure that a lesser initial capital cost does not result in higher total cost of ownership (i.e., maintenance, repairs and downtime).

17. Policy Review

This policy shall be reviewed at least every five years, or whenever statutory or regulatory amendments warrant a review.

Appendix 1

O. Reg. 199/07, Schedule 1, Daily Inspection of Trucks, Tractors and Trailers

SCHEDULE 1 – DAILY INSPECTION OF TRUCKS, TRACTORS AND TRAILERS

Column 1 Systems and Components	Column 2 Minor Defects	Column 3 Major Defects
Part 1. Air Brake System	(a) audible air leak. (b) slow air pressure build-up rate.	(a) pushrod stroke of any brake exceeds the adjustment limit. ¹ (b) air loss rate exceeds prescribed limit. ² (c) inoperative towing vehicle (tractor) protection system. (d) low air warning system fails or system is activated. (e) inoperative service, parking or emergency brake.
Part 2. Cab	(a) occupant compartment door fails to open.	(a) any cab or sleeper door fails to close securely.
Part 3. Cargo Securement	(a) insecure or improper load covering.	(a) insecure cargo. (b) absence, failure, malfunction or deterioration of required cargo securement device or load covering. ³
Part 4. Coupling Devices	(a) coupler or mounting has loose or missing fastener.	(a) coupler is insecure or movement exceeds prescribed limit. ⁴ (b) coupling or locking mechanism is damaged or fails to lock. (c) defective, incorrect or missing safety chain or cable.
Part 5. Dangerous Goods	-	(a) dangerous goods requirements not met. ⁵
Part 6. Driver Controls	(a) accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.	-
Part 7. Driver Seat	(a) seat is damaged or fails to remain in set position.	(a) seatbelt or tether belt is insecure, missing or malfunctions.
Part 8. Electric Brake System	(a) loose or insecure wiring or electrical connection.	(a) inoperative breakaway device. (b) inoperative brake.
Part 9. Emergency Equipment and Safety Devices	(a) emergency equipment is missing, damaged or defective.	-
Part 10. Exhaust System	(a) exhaust leak, except as described in Column 3.	(a) leak that causes exhaust gas to enter the occupant compartment.
Part 11. Frame and Cargo Body	(a) damaged frame or cargo body.	(a) visibly shifted, cracked, collapsing or sagging frame member.
Part 12. Fuel System	(a) missing fuel tank cap.	(a) insecure fuel tank. (b) dripping fuel leak.
Part 13. General	-	(a) serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
Part 14. Glass and Mirrors	(a) required mirror ⁶ or window glass fails to provide the required view ⁷ to the driver as a result of being cracked, broken, damaged, missing or maladjusted. (b) required mirror ⁶ or glass has broken or damaged attachments onto vehicle body.	-
Part 15. Heater / Defroster	(a) control or system failure.	(a) defroster fails to provide unobstructed view through the windshield.
Part 16. Horn	(a) vehicle has no operative horn.	-

SCHEDULE 1 – DAILY INSPECTION OF TRUCKS, TRACTORS AND TRAILERS

Column 1 Systems and Components	Column 2 Minor Defects	Column 3 Major Defects
Part 17. Hydraulic Brake System	(a) brake fluid level is below indicated minimum level.	(a) brake boost or power assist is not operative. (b) brake fluid leak. (c) brake pedal fade or insufficient brake pedal reserve. (d) activated (other than ABS) warning device. (e) brake fluid reservoir is less than ¼ full. (f) parking brake is inoperative.
Part 18. Lamps and Reflectors	(a) required lamp does not function as intended. ⁸ (b) required reflector is missing or partially missing. ⁹	<i>When use of lamps is required:</i> (a) failure of both low-beam headlamps. (b) failure of both rearmost tail lamps. <i>At all times:</i> (a) failure of a rearmost turn-indicator lamp. (b) failure of both rearmost brake lamps.
Part 19. Steering	(a) steering wheel lash (free-play) is greater than normal.	(a) steering wheel is insecure, or does not respond normally. (b) steering wheel lash (free-play) exceeds prescribed limit. ¹⁰
Part 20. Suspension System	(a) air leak in air suspension system. (b) a broken spring leaf. (c) suspension fastener is loose, missing or broken.	(a) damaged (patched, cut, bruised, cracked to braid or deflated) air bag or insecurely mounted air bag. (b) cracked or broken main spring leaf or more than one broken spring leaf in any spring assembly. (c) part of spring leaf or suspension is missing, shifted out of place or is in contact with another vehicle component. (d) loose U-bolt.
Part 21. Tires	(a) damaged tread or sidewall of tire. (b) tire leaking, if leak cannot be heard.	(a) flat tire. (a.1) tire leaking, if leak can be felt or heard. (b) tire tread depth is less than wear limit. ¹¹ (c) tire is in contact with another tire or any vehicle component other than mud-flap. (d) tire is marked "Not for highway use". (e) tire has exposed cords in the tread or outer sidewall area.
Part 22. Wheels, Hubs and Fasteners	(a) hub oil below minimum level (when fitted with sight glass). (b) leaking wheel seal.	(a) wheel has loose, missing or ineffective fastener. (b) damaged, cracked or broken wheel, rim or attaching part. (c) evidence of imminent wheel, hub or bearing failure.
Part 23. Windshield Wiper / Washer	(a) control or system malfunction. (b) wiper blade is damaged, missing or fails to adequately clear driver's field of vision.	<i>When use of wipers or washer is required:</i> (a) wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

O. Reg. 199/07, Sched. 1; O. Reg. 242/14, s. 9; O. Reg. 208/18, s. 4.