



VUNTUT GWITCHIN GOVERNMENT
Government of Vuntut Gwitchin First Nation

CHIEF AND COUNCIL

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VUNTUT GWITCHIN FIRST NATION

COUNCIL RESOLUTION 02-16-2023 – #01

RE: VEHICLE USE POLICY

WHEREAS:

- A. The Vuntut Gwitchin First Nation (VGFN) *Constitution* establishes the Vuntut Gwitchin Government (VGG) and a Council;
- B. Council has the duties and powers prescribed to it under the *Constitution* to, among others, set clear policies and guidelines and ensure good management and reporting in all aspects of the Vuntut Gwitchin Government within the jurisdiction of the Council;
- C. The Vuntut Gwitchin Government holds a range of assets for government use including vehicles to implement programs and services of the government;
- D. The government seeks to ensure that VGG vehicles are used, maintained, available, and reserved for the work of government;
- E. The government seeks to be clear that government vehicles are not for personal use;

THEREFORE, THE COUNCIL OF THE VUNTUT GWITCHIN FIRST NATION RESOLVES THAT:

1. The Vehicle Use Policy is approved and effective immediately.

THIS RESOLUTION being duly approved by a quorum of the Council at a meeting duly convened on February 16, 2023 at Old Crow, Yukon.

Chief Pauline Frost

Deputy Chief Debra-Leigh Reti

Councillor Jeneen Frei Njootli

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All Portfolios

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Policy identifier (Number or place in structure of the Policy book)

Policy title: Use of VGG Vehicles

Portfolio: All

Department: All

Approval Date: February, 16, 2023

Effective Date: February, 16, 2023

Narrative context

VGG owns and maintains a number of vehicles which are used by employees carrying out their work on behalf of VGG. It is important that these vehicles be utilised and managed appropriately by VGG employees.

Scope

Authority – who approved this policy

This Policy was approved by Chief and Council on February 16, 2023.

This policy is in effect as of February 16, 2023.

Application – who and what this policy applies to

This policy applies to all VGG employees. It covers all vehicles owned or leased, insured and maintained by VGG, including cars, trucks, ATVs, snowmobiles, boats, etc. in Old Crow and Whitehorse.

Principles and intent – what are we trying to do with this policy

This policy provides principles and rules for the use of VGG-owned vehicles by VGG employees. The intent of the policy is to ensure that these vehicles are used for government business only. Vehicles must be well cared for and maintained, and are available when necessary by all VGG employees who may be required to use them in carrying out their work.

Policy core objectives

This policy's core objective is to provide clear direction that all VGG-owned vehicles are used for approved government business only. Private use is prohibited.

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Definitions

Vehicles – Government owned or leased cars, trucks, ATVs, snowmobiles, boats, construction equipment, etc.

Policy provisions

1. All VGG-owned vehicles are to be returned to the appropriate VGG location or compound at the end of the day (unless another arrangement has been formally agreed to by an employee's supervisor; see point #6).
2. VGG-owned vehicles are not to be left at an employee's place of residence.
3. VGG-owned vehicles are not to be used as a means of transportation between an employee's residence and place of work.
4. All VGG-owned vehicles should be used and cared for by employees in a respectful manner; meaning driven in a legal, safe manner; and kept clean.
5. Any perceived maintenance or mechanical issues should be immediately reported to one's supervisor.
6. Limited exceptions to points #2 and #3 may be provided by an employee's supervisor in special situations; for example, if an employee is on call, or is required to use the vehicle for work-related duties at unusual hours.

Roles and responsibilities

Employees are responsible to use vehicles for work related purposes only.

Directors are responsible to ensure that all employees are aware of this policy related to the use of any government owned or leased vehicles, and to monitor usage of vehicles, where necessary.

Employees are responsible to operate all vehicles and equipment in accordance with vehicle specifications and road regulations.

Equipment and machinery are to be operated only by authorized and trained workers, and only under the direction of their supervisor.

Employees shall not possess, consume, offer for sale or carry with them alcoholic beverages or non-prescription drugs of any kind in government vehicles and shall not report to work after consuming alcoholic beverages or non-prescription drugs.

Employees who are required to take prescription drugs that may affect their safe performance at work are required to notify their supervisor.

Smoking is not permitted in any government vehicles (includes cigarettes, pipes, cigars and e-cigarettes and other vape products).

Employees who are designated to operate a vehicle are required to provide a driver abstract on an annual basis.

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Employees are responsible to use VGG vehicles for approved government use only and no ride alongs are permitted. For example, passengers in the community van must be registered in the van log.

Review

The Executive Director will review this policy from time to time or as needed and add procedures as required through appendices.