

## TOWN OF STETTLER

Prepared by: Personnel Committee                      Number: III-3(b)  
Adopted by: Town of Stettler Council                      Date: 1987 03 24  
Revised: 2024 07 16

Title:                      **Usage of Town Facilities, Vehicles, and Equipment**

Purpose:                      To ensure that Town of Stettler facilities, vehicles, and/or equipment are utilized for Municipal purposes or authorized use only.

Definitions:                      **Town Facilities** - means any park, land, building, or structure owned or operated by the Town, its agent, agencies, departments, and franchisees. **Note: Employee personal use of the Aquatics Centre Facility outside of regular operational hours is strictly prohibited.**

**Town Vehicle** – means any passenger fleet vehicle owned or operated by the Town, its agent, agencies, departments, and franchisees.

**Squad Vehicle** – means a passenger vehicle used for fire and rescue services to transport tools, equipment and personnel.

**Town Small Equipment** – means small handheld tools, low voltage electrical equipment such as computers, printers and tools and gas powered or compressor powered equipment that is not self-propelled such as pressure washers, chainsaws and air compressors.

**Town Medium Equipment** – means stationary medium equipment used for lifting heavy loads such as lifts, hoists and cranes.

**Town Large Equipment** -means self-propelled heavy equipment such as earthmovers, construction vehicles and construction equipment. **Note: Employee personal use of Town Large Equipment is strictly prohibited.**

**Emergency Service Equipment** – means vehicles and equipment used to provide emergency services.

Policy Statement: No Town of Stettler vehicles and/or equipment shall be used other than for their prescribed purpose, nor shall they be used for transportation of persons other than employees of the Town of Stettler, except for in emergency situations, emergency services vehicles being used for transport, and situations approved by the Town CAO.

External Requests:

Requests from Not for Profit / Community Organizations or Special Requests for the use of Town owned vehicles and/or equipment must be made in writing to the Town CAO. All requests will be reviewed by the Town CAO for approval on a case-by-case basis. The Organization / individual will be required to have a full safety orientation for any equipment and prove competency or training for the equipment operation. In addition, the organization/individual will also sign a waiver of liability to protect the Town from all liability associated with the use of the equipment.

Municipal equipment may be used to assist local Not for Profit or Community Organizations when operated by Town Staff, with authorization of the Town CAO.

Town of Stettler equipment may be used to assist local businesses with operational road closures and traffic and parking control with the approval of the supervisor or department head.

The Town will endeavor to co-operate with other government agencies, such as the Province, County, or other towns by making Town equipment available through a third-party work order or by way of lending the equipment to a qualified organization, providing it does not adversely affect Town operations.

In an emergency, the supervisor or department head may authorize the use of Town of Stettler equipment followed by notification to the CAO.

Employee Use:

All employees must complete appropriate training and/or orientation prior to operating Town owned vehicles, equipment, and/or using Town facilities.

The use of Town facilities or equipment is reserved for Town employees only. Any employee utilizing a Town facility or equipment for personal use outside regular hours must have executed the Waiver, Release, and Indemnity Form (Appendix A) and must notify their supervisor in advance during work hours when the employee intends to be utilizing any town equipment at a town facility.

Town of Stettler employees utilizing town facilities or equipment outside of the regular work hours for personal use must adhere to all Town of Stettler Safety Policies and Procedures including the required competency and use of appropriate Personal Protective Equipment (PPE).

If working alone in the Town Facility after hours, the employee must plan to ensure they are meeting the OH&S requirements and have a check-in system in place.

Municipal vehicles and equipment are not available for personal use outside of the Town of Stettler facilities to which the equipment is located. Personal use of any town of Stettler facility or equipment shall not adversely affect any Town operations.

Town vehicles may not be used to transport any passengers who are not directly associated with Town work activity unless approved by the Town CAO.

Employees who are designated as being on-call are permitted to take Town vehicles home after hours. When an employee is on-call they are authorized to use the Town vehicle for personal use within a 30-minute response time.

Furthermore, department heads and supervisors who routinely respond to duty calls are permitted to take Town vehicles home after hours within the corporate limits of the Town of Stettler.

Employees are permitted to take Town vehicles to out-of-town training, conferences and meetings during or outside of regular work hours.

When vehicles and/or equipment are not in use, they shall be parked in the designated Town facilities, except in emergency circumstances or when an employee is on call.

**Personal use of Town Large Equipment is strictly prohibited.**

**Personal use of the Aquatics Centre Facility outside of regular operational hours is strictly prohibited.**

Emergency Service:

Employees who are assigned a squad vehicle are permitted to take vehicles home after hours and utilize the squad vehicle for personal use within a 30-minute response time.

Town of Stettler squad vehicles and emergency services equipment may be utilized for fire prevention activities, community events and/or other activities as approved by the Town of Settler Fire Chief.

Town of Stettler squad vehicles and other emergency service equipment may be used to transport passengers who are not directly associated with the Town Emergency Service.

**APPENDIX A**  
**WAIVER, RELEASE, AND INDEMNITY**

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Employee Use of Town of Stettler Facilities and Equipment

**CRITERIA FOR USE:**

Prior to personal use of Town of Stettler Facility and Equipment, the following CRITERIA and ORIENTATION must be met:

- Use of Town of Stettler Facility and Equipment is reserved for Town employees only.
- All staff wishing to use Town of Stettler Facility and Equipment must complete a safety orientation prior to using the Town of Stettler Facility and Equipment. This orientation will generally be in the form of a review of applicable job procedures and tailgate meeting identifying general facility / equipment safety procedures. Orientation records must be signed by the employee, Supervisor, Department head or CAO authorizing use.
- All private vehicles entering the shop must have valid insurance with a minimum of \$1,000,000 liability insurance coverage, and vehicles must be insured to the Town employee. Furthermore, the employee must disclose to their insurance provider that the insured vehicle will be entering the shop.
- Use of Town of Stettler Facility and Equipment is for use of facility and equipment only. All parts and supplies will be provided by the Town employee.
- All employees using the Town of Stettler Facility and Equipment must follow Town of Stettler Health & Safety policies and procedures, including conducting a hazard assessment and wearing appropriate PPE.
- Use of equipment that requires specific trade certification or training (eg. welder etc.) will only be permitted for those who hold appropriate certifications and training certificates.
- If working alone in the Town Facility after hours, the employee must plan to ensure they are meeting the OH&S requirements and have a check-in system in place.

**NOTE: READ THIS DOCUMENT CAREFULLY. IT CONTAINS PROVISIONS WHICH LIMIT YOUR LEGAL RIGHTS.**

**WAIVER, RELEASE, AND INDEMNITY FORM**  
**Employee Use of Town of Stettler Facilities and Equipment**

In consideration of my use of the Town of Stettler Facility and Equipment operated by the Town of Stettler ("Town") after business hours, I expressly agree, on behalf of myself, my heirs, executors, administrators, successors and assigns, that the Town and its insurers, employees, elected councilors, directors, and contractors (collectively, the "Released Parties"), shall not be liable for any damages arising from any property damage or personal injuries (including death) sustained by me in, on, or about the premises, or as a result of the use of the premises, equipment or tools, regardless of whether such injuries result, in whole or in part, from the negligence of the Released Parties.

By the execution of this agreement, I accept and assume full responsibility for any and all injuries, damages (both economic and non-economic), and losses of any type, which may occur to me and I hereby fully and forever release and discharge the Released Parties from any and all claims, demands, damages, rights of action, or causes of action (including without limitation arising under contract, negligence, breach of statutory obligation or arising under the Occupiers' Liability Act), present or future, whether the same be known or unknown, anticipated, or unanticipated, resulting from or arising out the use of said premises, equipment or tools. I acknowledge that the use of said premises, equipment or tools involves risk of serious injury, including permanent disability and death.

I AGREE to indemnify and hold the Released Parties harmless against any and all claims, demands, damages, rights of action, or causes of action, of any person or entity, that may arise from injuries or damages sustained by me arising from or related to the use of said premises, equipment or tools. I agree to be solely responsible for the safety and well-being of myself. I understand that the Town does not provide supervision, instruction, or assistance for the use of said premises, equipment, or tools.

I AGREE that my use of the said premises, equipment or tools is entirely separate and distinct from my employment duties, shall be done on my own personal, unpaid time, and that my use shall not for any purpose be considered as a part of my providing employment services to the Town, nor shall any injury suffered by me arise in the course of my employment with the Town.

I AGREE to the criteria set for my use of the Town of Stettler Facility and Equipment. I acknowledge that I have received the orientation as described above and I am responsible and confident with the use of the Town of Stettler Facility and Equipment. I agree to follow all safety protocols when using the equipment.

I ACKNOWLEDGE that I have been directed to the location of and given the opportunity to read and familiarize myself with the procedures manual(s) for all equipment that I might be using.

I ACKNOWLEDGE that I have been directed to the location of the Town Health & Safety Manual and have reviewed all policies & procedures applicable to the use of the Town of Stettler Facility and Equipment.

I agree that I have had an opportunity to seek legal advice regarding the contents of this Waiver, Release, and Indemnity, and that to the extent that I have not done so, I waive my right to do so. An electronic copy of this document shall have the same effect as an executed original.

**I HAVE READ THE FOREGOING WAIVER, RELEASE AND INDEMNITY AND VOLUNTARILY EXECUTED THIS DOCUMENT WITH FULL KNOWLEDGE OF ITS CONTENT.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ (Named Printed Here)

I APPROVE use of the Town of Stettler Facility and Equipment based upon the criteria noted above and subject to employee completion of applicable orientation on facility, tools and equipment (see Training Orientation Form).

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ (Named Printed Here)