


Chapter: **General Administration**

Classification: **Public Document**

Subject: **Divisional Vehicles**

For: **Correctional Services Division**

  
Authorized by the Executive Director

## Policy

- 1 It is the policy of Correctional Services to lease or purchase vehicles in accordance with government procurement policy ([Manual 300, Common Services, Section 7.2](#)) for business purposes where
  - (a) a business case indicates a savings can be realized by acquiring a vehicle for staff use when on government business
  - (b) operational, safety, or security requirements dictate a vehicle is necessary, e.g., secure prisoner transports
- 2 Divisional vehicles will comply with all applicable motor vehicle regulations with respect to insurance, registration, inspections, and vehicle plates.

## Authorized Operators

- 3 Only authorized staff, as per government policy, ([Manual 100, Corporate Administrative Policy Manuals Policy, Section 1.2](#)) with a valid Nova Scotia operator's license appropriate for the class of vehicle being driven, are permitted to operate government vehicles.
- 4 Vehicles assigned to correctional facilities or divisional offices may be assigned to staff from other facilities, divisional offices, or other departments when available.

## Emergency Equipment

- 5 Divisional vehicles will have an emergency kit that includes
  - (a) 2.5 lb ABC fire extinguisher at a minimum
  - (b) first aid kit, including latex gloves, face mask, and a spill kit
  - (c) windshield antifreeze
  - (d) ice scraper and snow shovel
  - (e) spare tire and equipment for tire replacement

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## Vehicle Logs


- 6 A record of the vehicle's use will be maintained on the daily vehicle log and inspection form (see form [2.04.00-A](#)).
- 7 All vehicles will be inspected prior to use and any damage or defects recorded on the vehicle log. Any damage or defect that is unsafe will be reported immediately.
- 8 All facility secure vehicles will be searched prior to being returned and an information report will be submitted to the Officer in Charge (OIC) when
  - (a) contraband is found
  - (b) there is a vehicle deficiency discovered not noted on the vehicle log checklist
- 9 The logs will record
  - (a) identification of the vehicle
  - (b) the operator name
  - (c) the date, departure, and return times
  - (d) the destinations and purpose of the trip
  - (e) number of passengers
  - (f) the odometer readings prior to and after each trip
  - (g) all maintenance and repairs completed
  - (h) vehicle search information completed (for facility staff)
  - (i) other remarks as required, e.g., gas tank filled
- 10 When the vehicle has completed its return trip, the vehicle operator will
  - (a) complete the vehicle log, sign, and date
  - (b) attach all receipts from Fleet Card to the vehicle log including quantity of purchase, and nature of any repairs
  - (c) return vehicle log, Fleet Card, keys and other vehicle documentation to the designated supervisor for review

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- 11 Assigned departmental staff will reconcile all related documentation in accordance with [Manual 200, Budget and Financial Management, Section 10.1.](#)

### **Routine Maintenance and Upkeep**

- 12 Prior to returning divisional vehicles
- (a) all garbage will be removed
  - (b) the fuel tank will be no less than half ( $\frac{1}{2}$ ) full
- 13 Preventive maintenance will be completed on all vehicles in accordance with any vehicle warranty or lease agreement and should include
- (a) complete mechanical check and up to date MVI
  - (b) check of tire condition, pressure, and rotation as required
  - (c) check of all fluid and coolant levels
  - (d) check of filters, hoses, belts, cables, and spark plugs
  - (e) oil and filter change
  - (f) lubrication of doors, latches, and hinges
  - (g) interior cleaning

### **Fleet Card**

- 14 Government Fleet MasterCards will only be used by authorized staff to purchase gasoline and other fluids required for the day-to-day operation the vehicle.
- 15 Purchasing MasterCard (PCard) is to be used for all maintenance and emergency repairs.

### **Tickets**


- 16 Any tickets, such as parking tickets/speeding tickets, will be paid by the person driving the vehicle at the time of the issuance of the ticket. Correctional Services, is not responsible for paying the ticket.

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### **Security of Vehicle**

- 17 All divisional vehicles will be locked when not in use including those within secure compounds, e.g., at correctional facilities or in garages. Vehicles such as farm machinery that cannot be locked will be immobilized when left unattended and otherwise secured.
- 18 Keys for divisional vehicles will be
  - (a) retained by the driver when the vehicle is temporarily parked
  - (b) returned to control post, other designated person or location and secured when no longer in use
- 19 When not in use, divisional vehicles will be parked in the area designated for that purpose. Requests for alternate overnight parking will be forwarded to the appropriate director for approval.

### **Disposing of Divisional Vehicles**

- 20 When divisional vehicles are being replaced, the old vehicle will be disposed using approved provincial government processes, including
  - (a) non-secure vehicles will be sent to Surplus and Trunk Mobile Radio equipment removed
  - (b) secure vehicles will have all markings, Trunk Mobile Radio equipment, security equipment and secure carrier removed prior to sending to Surplus
  - (c) Trunk Mobile Radio and secure carrier to be reused as required or disposed through Surplus
  - (d) notification made to Risk and Insurance

### **Standard Operating Procedures**

- 21 The facility senior manager will establish local standard operating procedures (SOP) for the operation of divisional vehicles including
  - (a) additional equipment to be maintained in the vehicle, e.g., security equipment
  - (b) requirements for storage and retention of Form [2.04.00-A](#): Vehicle Daily Log and

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- (c) where forms are can be retrieved prior to departing the facility with the vehicle
  - i. how the form is to be stored when the vehicle is in use e.g. in an aluminum storage clipboard with vehicle key and fleet card
  - ii. staff responsible for filing completed forms
- (d) staff assigned to reconcile related documentation
- (e) supplementary reports on required repairs
- (f) persons who may arrange and authorize routine maintenance, repairs, and purchase of necessary supplies, e.g., tires
- (g) where vehicles are to be parked
- (h) where keys are to be stored
- (i) any restriction on use of specific vehicles