



City of St. John's Corporate and Operational Policy

Policy: 05-01-09 Vehicle and Equipment Key Control Policy

Status:

Issued By: Public Works and Parks

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Index: 05 Property and Facilities

Section: 01 City Property

Title: 09 Vehicle and Equipment Key Control Policy

Purpose

The Department of Public Works and Parks, Fleet Services Division, is responsible for the acquisition and maintenance of City vehicles and equipment, including rental units. To ensure safe custody and control of vehicles and equipment is maintained, responsibility for the use and care of keys is defined in this policy.

Policy Statement

DEFINITIONS

For the purposes of this policy:

“Units” includes all vehicles and equipment owned, leased, or rented by the City.

“Keys” includes keys for the ignition and cab doors for all units. Not included are keys for the cargo compartments of units, attachments or other accessories (*examples:* roll-up doors on cube vans, toolboxes, lockers, pick-up caps).

POLICY STATEMENT

Responsibility for keys shall be as follows:

1. Department of Public Works & Parks - Fleet Services Division:

- Acquires all keys;
- Issues keys to designee of department or division to which unit is assigned;
- Maintains an up-to-date complete set of spare keys in an organized manner at a secure location for all units¹;
- Performs maintenance, repairs, and modifications to ignition, door, and ancillary lock cylinders of all units.

2. Vehicle & Equipment User Departments & Divisions:

- Maintains an up-to-date set of keys for all assigned units which shall be kept in an organized manner at a secure location when units are not in use;
- Ensures operators are made aware of their responsibilities under this policy;
- Issues keys to operators to facilitate completion of assignments;
- Ensures keys are returned to the designated secure location following usage;
- Monitors and enforces proper use of keys by operators;
- Advises Fleet Services Division of losses or other problems with keys or lock cylinders.

3. Vehicle & Equipment Operators:

- Obtains keys from supervisor as required to complete assignment;
- Shuts off unit, removes keys, and locks cab doors² whenever leaving the cab, except when required to leave the unit running for one of the following reasons:
 - (a) Operational reasons (*examples:* a vac-all truck engaged in vacuuming operations, refuse collection trucks engaged in refuse collection operations, checking the operation of a sander); or
 - (b) Fleet Services Division requests that the unit be left running for mechanical reasons (*example:* unit may not re-start); or
 - (c) Emergency lights, arrows, or beacon lights must be left flashing for traffic control purposes.

If the unit must be left running for one of the above reasons, the operator shall take one of the following actions:

- (A) Not leave the immediate area of the unit (maximum permissible distance to be away from the unit is six (6) metres); or
- (b) Utilize a separate door key for the unit, in which case the unit may be left running with all doors locked.

The operator is ultimately responsible for the safe operation of the unit. If the operator is not satisfied that it is safe to leave the unit running in a particular circumstance, then the operator is responsible to take appropriate action to

ensure the safety of City workers and the general public.

- Upon completion of daily assignment, parks the unit in designated parking slot, shuts off unit, removes all keys, locks all doors² and ancillary locks, and returns keys to supervisor (unless instructed otherwise by supervisor);
- Reports losses or other problems with keys or lock cylinders to supervisor.

NOTES:

1. Spare key provisions shall not apply to units rented by the City for periods of one (1) week or less.
2. When units are parked in the Depot Yard, operators shall remove keys and lock cab doors on cars, pick-ups, vans, cube vans, & stakebody trucks. For all other units, operators shall remove the keys and leave cab doors unlocked.

Application

Responsibilities

Department of Public Works & Parks, User Departments, Operators.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Public Works and Environment Committee report, September 30, 1999; Regular Meeting of Council October 12, 1999.

Review Period

Available to Public

- ☐ Yes
- ☐ No

