



POLICY MANUAL

Legal References: 	Policy Department: Public Works
Cross References: 	Policy Number: PW 7
Adoption Date: April 12, 2010 Revision Date: September 25, 2017 October 10, 2017	Policy Title: Use of the Public Works Shop and Yard <hr/> Review Date:

POLICY PURPOSE

To set rules regarding the use of the Public Works Shop and Yard.

POLICY STATEMENT

Permanent full-time Public Works Employees and the CAO may service/repair their personal vehicles in the Public Works Shop under the following conditions.

1. Servicing or repairing of personal vehicles is not done during working hours.
2. Shop is to be left in same condition prior to use.
3. No municipal supplies to be used (oil, lubricants, etc.).
4. Request to use the Public Works Shop must be approved by the Public Works Foreman, or in the absence of the Public Works Foreman, the CAO.
5. All employees that utilize the Public Works Shop must ensure a check in procedure is in place prior to the use of the facility or yard.
6. All regular policies of the Town of Wembley are in effect during the use of the Public Works Shop and Yard.

Policy Name: Use of Public Works Shop and Yard.

Policy Number: PW7

Town employees and elected officials may store one (1) recreational vehicle in the Public Works Yard under the following conditions:

1. Parking location of the recreational vehicle must be determined by the Public Works Foreman.
2. Recreational vehicle shall be stored at the employee's own risk.
3. Recreational vehicle shall be insured and registered.