

<b>City of Prince Albert</b> <b>Statement of POLICY and PROCEDURE</b>			
Department:	Public Works	Policy No.	<b>60</b>
Section:	Transportation	Issued:	January 27, 2014
Subject:	<b>City Owned Transit Vehicle Charters Policy</b>	Policy Effective:	January 27, 2014
Council Resolution # and Date:	Council Resolution No. 0081 of January 27, 2014	Page:	1 of 2
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Issued by:	Keri Sexsmith, Transportation Manager	Dated:	
Approved by:	Colin Innes, Director of Public Works	Procedure Amendment:	

## **1. POLICY**

- 1.01 City owned Transit Vehicles may only be chartered by the City of Prince Albert and only for the purposes of transporting passengers to events operated or sponsored by the City of Prince Albert within the City of Prince Albert.
- 1.02 Events sponsored by the City of Prince Albert will require Council resolution approving the chartering of a City owned vehicle for the event.
- 1.03 City owned Transit Vehicles may only be chartered out when it will not disrupt regular transit service.
- 1.04 The City will pay the Transit service contractor the rate described in the Transit Service Agreement to operate the vehicle, this cost may be recovered as well as the %15 administration fee from other groups dependent on the sponsorship agreed to by Council resolution.

## **2. PURPOSE**

- 2.01 To regulate the use of City owned Transit vehicles outside of the current Transit Service Contract.

## **3. SCOPE**

- 3.01 All City owned Transit Vehicles owned or leased by the City of Prince Albert.
- 3.02 Does not include Transit Vehicles that are owned by current Transit service contractor.

## **4. RESPONSIBILITY**

- 4.01 The City of Prince Albert is responsible for chartering the bus when policy guidelines are followed.
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4.02 The Current Transit service contractor is responsible for providing a driver and the City owned vehicle upon request.

4.03 The Council of the City of Prince Albert will be responsible for determining whether events will be sponsored by the City of Prince Albert and who will be responsible for Transit operation costs.

## **5. DEFINITIONS**

5.01 City owned vehicle – A Transit vehicle in the current Transit service fleet that the City has purchased or has an agreement with the current transit service contractor to lease to own.

## **6. REFERENCES & RELATED STATEMENTS OF POLICY & PROCEDURE**

### **7. PROCEDURE**

7.01 City initiated Charter of Transit Vehicle

1. City Staff wishing to Charter a City owned Transit Vehicle must contact the Transportation Manager in order to book the Transit Vehicle through the Transit Service Contractor.
2. The Department chartering the City owned Transit Vehicle will be responsible for the cost to operate the Transit Vehicle paid to the Transit Service Contractor.

7.02 Requests for Charter of City owned Transit Vehicles by events sponsored by the City of Prince Albert.

1. Requests for sponsorship must be made through Council and a Council resolution approving the charter of a City owned Transit Vehicle must be obtained before the charter can be scheduled.
  2. Council must also determine which party will be responsible for the cost to operate the Transit vehicle to be paid to the Transit Service Contractor.
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