

# USE OF DIVISION VEHICLES

## Background

This Administrative Procedure is to guide users in the proper use of vehicles owned or leased by the Division.

## Definitions

For the purpose of this Administrative Procedure:

Vehicle refers to cars, sport utility vehicles, vans and pick-up trucks that are owned or leased by the Division.

## Procedures

1. Vehicles may only be driven by employees or Board members of the Division.
2. All drivers must possess a current driver's licence that is valid for the jurisdiction in which the vehicle will be used and is appropriate for the class of vehicle being operated.
3. All drivers of Division vehicles will be required to submit a photocopy of their driver's licence to the Chief Financial Officer or designate. Employees must advise their applicable supervisor if their driver's licence ceases to be valid or if medical conditions impair or prevent driving.
4. Drivers must operate vehicles in accordance with provincial laws and Division policy.
5. When not in operation, drivers are to ensure that Division vehicles left unattended are locked and parked securely at all times.
6. Parking tickets, traffic violations and assessments related thereto will normally be the responsibility of the operator involved.
7. All accidents involving Division vehicles must be promptly reported to the employee's supervisor and the Chief Financial Officer.
8. The use of Division vehicles shall be strictly limited to the activities associated with the operation of the Division.
9. No personal use of a Division vehicle shall be permitted. In accordance with the Canadian Income Tax Act, personal use arises when an employee uses an employer's vehicle for purposes other than the employer's business. This includes travel between home and the

work place, even if the employee may have to return to work after regular duty hours. As per the Canadian Income Tax Act, the following exceptions will apply:

- 9.1 The vehicle is taken home because the employee is on-call for emergencies. As defined by the Canada Revenue Agency, emergencies are those relating to the health and safety of the general population or to a significant disruption to the employer's operation. For example, a Facilities Manager that is on-call to maintain operation of Division buildings. No personal kilometers are to be driven while the vehicle is at the employee's residence.
  - 9.2 The vehicle is taken home for the purpose of leaving the next morning from the employee's home to a work site other than his/her regular place of business and it is more economical to the Division for the employee to leave from home. For example, the employee proceeds from home to a meeting, training course or conference that is located at a place other than his/her regular place of business. No personal kilometers are to be driven while the vehicle is at the employee's residence.
10. Division vehicles are subject to all Division policies and procedures pertaining to Division property.
  11. A mileage log sheet shall be maintained for all Division vehicles.
  12. It is the expectation that Division vehicles will be used first and foremost before taking personal vehicles when traveling on behalf of the Division. Mileage claims for use of personal vehicles may not be paid if a Division vehicle was available for use. See also AP 791 – Car Allowances & Use of Personal Vehicles for Division Business.