

## **CAR ALLOWANCES & USE OF PERSONAL VEHICLES FOR DIVISION BUSINESS**

### **Background**

The Division recognizes that Division business frequently requires travel outside of the school buildings. Division vehicles can meet part of this need however there are circumstances under which an employee needs to use their own personal vehicle to conduct school division business. This Administrative Procedure seeks to set the parameters of such use and the compensation given to the employee by the Division. The intention of the Division is not to create hardship. Some flexibility is required in the administration of mileage reimbursement. If you have questions regarding eligibility, please speak to your principal, supervisor, or superintendent for clarification.

### **Definition of School Division Business**

School Division business includes those activities approved by the Director, Superintendent or Principal as school division business.

School Division business does not include:

- a) Travel to and from home
- b) Personal business
- c) Travel to another school in North Battleford to attend a committee meeting or PD
- d) Travel to the Learning Centre as an attendee for Professional Development, events or meetings

Note: Some exceptions may be made for employees traveling to or from Unity or Spiritwood schools to attend Division events. Application can be made by emailing the appropriate event organizer or supervisor before the event.

### **Procedures**

1. It is Division's expectation that Division vehicles will be used first and foremost before taking personal vehicles when travelling on behalf of the Division. Mileage claims for use of personal vehicles may not be paid if a Division vehicle was available for use. Please see AP 790 Use of Division Vehicles for further information.
2. Car allowances are being phased out. Contracts signed after April 1, 2019 will not include monthly or yearly car allowances. In addition, car allowances will not be negotiated or granted outside of contracts. The following applies to all those presently receiving car allowances.

- a) All car allowances specifically outlined in current contracts will be honoured while the contract is in effect, unless the employee chooses to switch to monthly log sheets (AP 791 FORM – Monthly Log Sheet).
  - b) All car allowances which are presently being paid, but are not stipulated in the employee's contract, will continue to be paid at this time. Due to financial considerations however, this may need to change at a future time.
  - c) There will be no increases to monthly or yearly car allowances after April 1, 2019.
  - d) As car allowances are designed to cover in-town travel only, those receiving car allowances will still be able to use Division vehicles for out-of-town travel.
3. When school division business warrants travel, the employee not receiving a car allowance should first check with the principal or supervisor to ascertain what Division vehicles are available (if any) and what the booking requirements are. The use of Division vehicles should be the first option.
  4. Employees cannot claim mileage for trips using a Division vehicle. Please see AP 790 for instructions regarding the recording of mileage in a Division vehicle.
  5. If a Division vehicle is not available, employees not receiving a car allowance can claim their mileage on a monthly log sheet (AP 791 FORM – Monthly Log Sheet). Monthly log sheets should be submitted at the end of each month. Any log sheets for the current school year must be submitted by the last day of the school year. Log sheets submitted after this date will not be reimbursed. (Please help us maintain accuracy for our yearly audit.)
  6. Monthly log sheets must be approved by the principal or supervisor, then submitted to the Division office for payment.
  7. The Division will pay mileage as follows:
    - a) A minimum of \$5.00 per day on days when the employee is required to use their own vehicle on school business, or
    - b) The number of kilometres driven in the employee's vehicle on school division business multiplied by the Division mileage rate (Administrative Procedure 213).
    - c) A combination of A and B can be used each month. Most days, calculating the kilometres driven X the Division mileage rate for all trips on that day, will equal less than the minimum \$5.00 but the employee can still claim \$5.00 if the employee used their personal vehicle for Division or school business. On days when the number of kilometres driven multiplied by the mileage rate equals more than \$5.00, the employee can claim the greater amount for that day.
  8. No employee can receive a car allowance and submit a monthly log sheet (AP 791 FORM – Monthly Log Sheet) for in town travel. All employees are either grandfathered in with a car allowance or are submitting a monthly log sheet when they are using their personal vehicle for school division business. Employees receiving a car allowance can however switch to submitting a monthly log sheet if they desire.
  9. Notification by email to the CFO should be made when the decision is made to switch, however any employee currently receiving a car allowance who submits a monthly log sheet (AP 791 FORM – Monthly Log Sheet), will be considered to have switched to the monthly log sheet system as of the first day of the month claimed, even if no email notification has been received.

10. Once an employee has switched to the monthly log sheet system (AP 791 FORM – Monthly Log Sheet) for in-town travel, they cannot switch back to the car allowance. Car allowances are being phased out.
11. Employees using personal vehicles for Division business must be properly licensed and insured to drive their vehicle and the vehicle must also be properly licensed and insured.

**This Administrative Procedure does not affect mileage expenses claimed on other Division claim forms. Mileage expenses can however only be claimed on one form. The Division will not pay duplicate claims.**