
Date

The following was adopted as Policy at the **Regular Council Meeting** held on **January 29, 2008**.

Resolution No. 08.01.027

Moved by : Councillor Rees
Seconded by: Councillor Leamont

Amended at the Regular Council Meeting held on July 17, 2012, resolution number 12.07.197.

Preamble

This policy sets out the guidelines for the operation and use of all vehicles required to conduct District business. The use of vehicles by employees of the District of Lake Country is recognized as being a critical component of the services provided by the District.

Policy

District Owned Vehicles

With the exception of vehicles required on a temporary basis, all District of Lake Country passenger vehicles and pickup trucks will be acquired with District funds. The general criteria for providing a District vehicle are as follows:

- Public visibility as a District representative is important
 - Utilization levels are cost effective (over 10,000 business kilometres per year)
 - Work locations may dictate supply of a District vehicle (e.g. severe construction zones, etc.)
 - Materials, supplies and/or equipment are required to be carried as a part of the job
 - Pool cars are required to facilitate transport of a number of staff
 - Specialized vehicles are required
1. In an effort to minimize fuel consumption and carbon emissions, vehicles will meet the operating and safety needs of the District. Alternative fuels will be considered for environmental and cost effective reasons where practical.
 2. Vehicles are managed by each department head in consultation with the Director of Engineering and Operations. Each manager is responsible for ensuring the proper maintenance and repair of the vehicles assigned to their departments and staff. All employees utilizing a District vehicle are responsible to bring maintenance or repair issues to the attention of their manager.

3. The Finance Department, in consultation with each manager, is responsible for establishing vehicle charge out rates, insurance coverage, replacement policy and vehicle purchase specifications necessary to meet the operating and safety needs of the District.
4. The District will not generally permit the use of a District vehicle to be used for the purpose of transportation to and from the employee's residence, except where special circumstances dictate. (e.g. emergency response, standby, requirements to travel directly to and from various job sites). Personal use of vehicles taken home is prohibited. Any variation to this clause and the determination of special circumstances is subject to the approval of the *Chief Administrative Officer*.
5. Where vehicles are allowed for travel to and from the employee's residence, a taxable benefit accrues to the employee.
6. Where operational requirements dictate, vehicles may be assigned to departments or employees on a dedicated basis.
7. No one shall drive a District vehicle after consuming alcohol.
8. If a District vehicle suffers damage or is involved in a motor vehicle accident, employees shall immediately complete a District Accident Damage Report and forward it to their Department Head. The Department Head shall forward the completed report to the Finance Department for their files.
9. Employees who operate any District vehicle must immediately notify their department head if at any time, and for any reason, their ability to legally operate a motor vehicle is revoked.
10. Employees shall be responsible for all fines or penalties levied against them for violations related to the manner in which they operate a District vehicle. This includes, but is not limited to, speeding and a failure to use seat belts.
11. Upon request, all employees operating a District vehicle shall complete an authorization for a driver abstract and forward it to the Human Resources Department. All abstracts will be held, in confidence, by Human Resources.
12. Except where approved by the Chief Administrative Officer, all District vehicles shall be marked to clearly identify the vehicles as being a District of Lake Country vehicle.

Use of Personal Vehicles for District Business

The use of personal vehicles, required for District business on a daily basis, shall be encouraged for all staff that travel less than 10,000 kilometres per year for that purpose. Where a District owned or pooled vehicle is unavailable, District employees may be required to use their personal vehicle for District business.

This policy reduces the District's overall investment in the vehicle fleet while at the same time ensuring that employees are adequately compensated for the assurance that they have a vehicle available for District business use at all times in order to perform their duties.

1. Where a District owned or pooled vehicle is unavailable, staff will be compensated for the personal use on their vehicle as follows:
 - a. For employees who travel on a daily basis for business purposes greater than 2,000 km and less than 10,000 km per year, or as approved by the Administrator:
 - A flat rate payment of \$200 per month, plus
 - the mileage reimbursement rate set out in the Travel & Expense Policy

The Department Head must approve the personal vehicle that will be utilized for District business for greater than 2,000 km and less than 10,000 km per year and where an employee receives an automobile allowance. The Director must consider the condition of the vehicle, safety, age and image (respecting markings such as bumper stickers etc.).

In no case shall the Director approve:

- Private advertising on a vehicle;
- Bumper stickers;
- Motorcycles;
- Mopeds and bicycles.

Employees receiving personal vehicle allowances are not permitted to use District fleet vehicles, except in emergent situations or where prior approval for exceptional circumstances is received from the Chief Administrative Officer.

If an employee wishes to be considered for a District vehicle, the employee must discuss the issue with their Department Head. If supported, the request would then be placed in the annual budget process.

- b. For employees who travel on a casual basis for business purposes or on a daily basis less than 2,000 km per year:
 - the mileage reimbursement rate set out in the Travel & Expense Policy
2. Employees being reimbursed under this policy are responsible for:
 - Maintaining a daily log of business mileage driven
 - Providing monthly reports to their manager for approval of mileage claims
 - Ensuring that the vehicle is adequately insured for the amount of business use incurred, including a minimum of \$2,000,000 liability coverage for those employees traveling greater than 2,000 km per year, and providing the Finance Department with a copy of the insurance policy upon request
 - Ensuring that the personal vehicle used for District business is adequately maintained and in good running condition, is safe, and presents a proper public image.
3. The manager is responsible for approving employee reimbursement claims shall:
 - Ensure that travel log records are maintained
 - Be satisfied that trips claimed for are required and distances recorded are reasonable
 - Ensure that travel to and from home are not claimed as business mileage
 - Ensure that employees provide documentation of appropriate insurance coverage
 - Approve claims for reimbursement in a timely manner
4. If a personal vehicle suffers damage or is involved in a motor vehicle accident while the employee is conducting District business, the employee shall complete a District Accident Damage Report within 48

hours and forward it to their Department Head. The Department Head shall review the report to ensure completeness, inspect the vehicle damage and sign the report. The Department Head may request further information from the employee to substantiate and support the claim and that the damages occurred while conducting District business.

5. The Chief Financial Officer will review employee requisitions and may approve reimbursement for damage to personal vehicles caused during the use of their personal vehicle for District business subject to the following:
 - The reimbursement shall be limited to the insurance deductible up to a maximum of \$500 for collision and \$300 for comprehensive coverage;
 - A complete District Accident Damage Report must accompany the expense claim;
 - The damage must be repaired in advance (copy of receipt or insurance claim);
 - Presentation of the expense claim to the Finance Department must be within the current fiscal year of the accident and within six months of the accident/damage.
6. The District shall reimburse employees, not receiving a flat monthly rate, for the marginal cost of providing additional insurance coverage for the use of their personal vehicles for District business.
7. All claims for reimbursement must be submitted in accordance with procedures as developed by the Finance Department.

Original signed by James Baker
Mayor

Original signed by Hazel Christy
Corporate Officer

Amendment signed July 18, 2012

Original signed by James Baker
Mayor

Original signed by Reyna Seabrook _____
Corporate Officer