

Mackenzie County

Title	Vehicle Usage	Policy No:	ADM002
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Legislation Reference	MGA
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PURPOSE

To ensure procedures are established and adhered to for use of Mackenzie County owned and leased vehicles.

POLICY STATEMENT

1. Statement:

Mackenzie County shall provide vehicles to municipal staff who require a vehicle for work purposes.

Related Policies: ADM001, ADM032

GUIDELINES

2. Procedure & Responsibility

- a) All full time employees of Mackenzie County shall have access to a County owned or leased vehicle if required to perform their duties.
- b) Wage or temporary employees may have access to a County owned or leased vehicle if available at the discretion of management for the performance of municipal duties.
- c) If a full time employee is unable to be provided with a County owned or leased vehicle and one is required to perform their duties, the municipality shall reimburse the employee in accordance with the Employee Expense Reimbursement Policy No. ADM032, upon approval by the CAO.
- d) With prior approval of the CAO, employees may rent a vehicle directly from the private sector only if a County owned or leased vehicle is not available.
- e) Employees may be authorized to use a County vehicle for travel between their residence and their place of work when:
 - It is advantageous that an employee leave directly from his/her place of residence on County business, or
 - On a continuous basis if it can be shown to be in the County's interest

to allow an employee to provide secure parking or care during a period of inclement weather and there is no charge to the County.

NOTE: Vacationing employees may be required to leave their County vehicles and keys at one of the Municipal Offices at the discretion of the CAO.

- f) Employees traveling outside the municipality with a County vehicle on municipal business may be allowed to carry spouses and/or family members, provided there is no additional expense to the County, and with prior approval of the CAO. Spouses will not be allowed to operate a County vehicle.
- g) Non-adherence with any of the clauses in this policy may result in the removal of County vehicle use and/or disciplinary action by the appropriate authority.
- h) County vehicles shall not be used for personal use except for travelling between work and home.
- i) If Sirius Satellite Radio is available in County owned vehicles, it is at the employee's discretion to purchase a subscription. The County will not be responsible for purchasing Sirius Satellite Radio subscriptions in County owned vehicles. It is the employee's responsibility to cancel the service upon termination of employment.
- j) The CAO, Directors, Managers, Area Lead Hands, Agricultural Fieldman, and other persons on call, shall be allowed to use a County vehicle to travel from their home to their place of work.
- k) CRA defines personal use as the following:

➤ Personal driving (personal use):

Personal driving is any driving by an employee, or a person related to the employee, for purposes not related to his or her employment. An employee may use one a county owned or leased vehicles for purposes other than business or, an employee may use his or her personal vehicle to carry out employment duties and get an allowance for the business use of that vehicle. Whatever the situation, if an employee drives a county vehicle for personal reasons or reimburses an employee for the personal driving of his or her own vehicle, there is a taxable benefit that has to be calculated and included in his or her income.

➤ Personal driving includes:

- vacation trips;
- driving to conduct personal activities;

- travel between home and a regular place of employment, other than a point of call. (Include any refunded expenses such as taxi fares); and
- travel between home and a regular place of employment even if you insist the employee drive the vehicle home, such as when he or she is on call.

I.) If a County vehicle is used for personal use employees will incur a taxable benefit as prescribed by the CRA. CRA requires employees to keep track of personal use kilometers. Employees will need to submit log sheets to the Human Resources department on a monthly basis.

3. Agreement

All Employees will be required to sign a copy of the “Vehicle Use Agreement” (Schedule “A” attached) to acknowledge their receipt of the policy and understanding of its content.

	Date	Resolution Number
Approved	1998-10-14	98-312
Amended	2003-05-13	03-291
Amended	2015-02-25	15-02-140
Amended	2017-03-14	17-03-181

Schedule "A"

Vehicle Use Agreement

I certify that I have read, understand, and agree to the terms set forth in the Vehicle Usage Policy in its entirety.

I further certify that I have received a copy of this Policy.

Signature

Date

Name (Please Print)