

Passed By Council on:

Purpose

To track the daily usage of vehicles with the intent of reducing fleet costs; to permit accurate compliance with income tax laws and to streamline the City's Fleet Management System.

Policy Statement

1. It is mandatory that a Driver's Daily Log Book be maintained for:
 - a. City owned or operated vehicles which fit within the Canada Customs and Revenue Agency regulations definition of an automobile; that are driven for personal use.
 - b. City owned or operated vehicles identified by the Fleet Manager for usage study.
2. The Log Book must be filled out each day with all appropriate information.
3. At the end of each month, the monthly totals must be completed and the information reconciled by the employee's direct supervisor.
4. Completed travel logs will be submitted on a monthly basis, within five (5) working days after the end of each month to the Fleet Manager.

Application

Responsibilities

All employees using City vehicles, Supervisors, Fleet Manager.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Public Works and Environment Standing Committee report - December 18, 2001; Regular Meeting of Council - January 14, 2002.

Review Period

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