

Passed By Council on:

Purpose

To define circumstances and conditions under which an employee may be permitted to take a City vehicle home.

Policy Statement

This policy is divided into two distinct categories:

Category A: Individual Employees assigned a vehicle and regularly permitted to take that vehicle home.

Category B: Vehicles temporarily assigned to an employee.

Category A: Individual Employees assigned a vehicle and regularly permitted to take that vehicle home.

1. At the discretion of the employee's supervisor and in accordance with this Policy, an employee may be permitted to take an assigned City vehicle to his/her own home where the following emergency and/or operational circumstances exist:

- a. The employee is required to work either before or after his regular working hours, or on a weekend or statutory holiday, and
- b. The employee will reasonably require (or usually requires) the vehicles in the performance of such work, and
- c. The act of taking the vehicle home will improve the employee's response time, available working hours, or other performance-related factors, or else avoid unreasonable and unnecessary interference with the employee's job performance or personal activities.

2. Vehicles taken home shall not be put to any form of personal use, nor used for any other purpose, except job-related functions while the employee is working and transportation of the employee back and forth between his home and the location of his duties.

3. No one except an employee of the City is permitted to ride in a City vehicle except with the prior consent of the Department Head.

4. An employee who has been assigned a vehicle under Category A of this Policy will be required to complete a daily travel log which will indicate the following information when the vehicle type and its subsequent usage, or portion thereof are considered as a taxable benefit by the Finance Department:

- a. Unit number;
- b. Employee to whom vehicle is assigned;
- c. Supervisor who has assigned vehicle;
- d. Purpose for assigning vehicle (after hours use);

- e. Business kilometres driven;
 - f. Personal kilometres driven (travel to & from designated place of work).
5. The employee's direct supervisor will be responsible for reconciling the total after hours kilometres recorded on the travel logs to the total monthly kilometres recorded for the vehicle.
6. 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.
7. Personal kilometres driven will be considered as a taxable benefit in accordance with The Income Tax Act and Canada Customs and Revenue Agency regulations where the vehicle driven falls within the definition of an automobile.
8. The Fleet Manager will provide the Director of Finance with a monthly summary of travel logs which will contain the following information:
- a. Unit number;
 - b. Employee to whom vehicle is assigned;
 - c. Total monthly kilometres recorded for the vehicle;
 - d. Total monthly personal kilometres recorded for the vehicle.

Category B: Vehicles temporarily assigned to an employee:

1. At the discretion of the employee's supervisor and in accordance with this Policy, an employee may be permitted to take an assigned City vehicle to his/her own home where the following emergency and/or operational circumstances exist:
- a. The employee is required to work either before or after his regular working hours, or on a weekend or statutory holiday, and
 - b. The employee will reasonably require (or usually requires) the vehicle in the performance of such work, and
 - c. The act of taking the vehicle home will improve the employee's response time, available working hours, or other performance related factors, or else avoid unreasonable and unnecessary interference with the employee's job performance or personal activities.
2. Vehicles taken home shall not be put to any form of personal use, nor used for any other purpose, except job related functions while the employee is working and transportation of the employee back and forth between his home and the location of his duties.
3. No one except an employee of the City is permitted to ride in a City vehicle except with the prior consent of the Department Head.
4. A Supervisor who has been assigned a vehicle under Category B of this Policy will be required for auditing purposes to maintain a permanent record which must indicate the following information when the vehicle type and its subsequent usage, or portion thereof are considered as a taxable benefit by the Finance Department:

- a. Date and time
- b. Unit number
- c. Employee to whom vehicle is assigned;
- d. Supervisor who has assigned vehicle;
- e. Purpose for assigning vehicle (after hours use);
- f. Personal kilometres driven where the vehicle driven falls within the definition of an automobile as determined by Canada Customs and Revenue Agency.

5. As required Supervisors will submit a monthly report to the Manager of Fleet Services. The report will list the following information for all records which involve Personal kilometres driven where the vehicle driven falls within the definition of a vehicle as determined by Canada Customs and Revenue Agency.

- a. Date and time
- b. Unit number
- c. Employee to whom vehicle is assigned;
- d. Supervisor who has assigned vehicle;
- e. Purpose for assigning vehicle (after hours use);
- f. Personal kilometres driven.

6. Personal kilometres driven will be considered as a taxable benefit in accordance with the Income Tax Act and the Canada Customs and Revenue Agency regulations where the vehicle driven falls with the definition of an automobile.

7. The Fleet Manager will provide the Director of Finance with a monthly summary of personal usage which will contain the following information:

- a. Employee
- b. Personal kilometres driven
- c. Unit number

Application

Responsibilities

All employees operating City vehicles, Supervisors, Fleet Manager, Director of Finance.

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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