



County of Wetaskiwin No. 10 Municipal Policy

Department:
12.0 Corporate Services

Policy No.
12.1.7

Title Use of County Owned Vehicles

1. Policy Statement:

Council recognizes the need for certain positions within the Organization to be assigned a County vehicle for transportation from home to work.

2. Guidelines:

2.1. Council authorizes the CAO to determine the use of County vehicles. Considerations will include:

- 2.1.1. When it is advantageous to leave directly from personal residence on County business.
- 2.1.2. for periods during which an employee is subject to be responding to an emergency call.
- 2.1.3. for periods during which the employee is assigned to be on call where a vehicle may be required.
- 2.1.4. when the Employee enters into agreement with the County to be charged CRA mileage rates (determined January yearly) from the County boundary to their residence along with acknowledgement of a potential taxable benefit.

2.2. Use of vehicle may be terminated by the CAO at any time.

2.3. It is the responsibility of the employee to notify the CAO of any change of residence resulting in an increase of mileage between home and the place of work.

2.4. County vehicles cannot be used:

- 2.4.1. To transport passengers that are not County employees, for a purpose unrelated to the conduct of County business, unless approved by the CAO.
- 2.4.2. For family vacations, general shopping, movement of household goods, socializing or any other purpose which is clearly personal and unrelated to the delivery of County services.

2.5. Use of County Owned Vehicles will be subject to the Income Tax Act and other legislation relating to use of employer owned vehicles.

2.6. If permission is granted, **during non work hours**, the County vehicle **must never** leave the personal residence of the employee to transport passengers or for purposes unrelated to the conduct of County business.

2.7. Abuse of the use of a County vehicle is subject to disciplinary action as outlined in the County's Incremental Discipline Policy 12.1.6.

Related Documents:

1. Administrative Directive (Employee Agreement) Use of County Owned Vehicles

Previously Signed

Scott MacDougall, CAO

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Resolution