

**USE OF COUNTY OWNED VEHICLES
POLICY 12.1.7**

1. USE OF COUNTY OWNED VEHICLES

1.1. Two major factors influence the consideration of personal use:

1.1.1. County ratepayers have expressed concern that County employees could be perceived to be using a County vehicle for personal purposes at taxpayer's expense.

1.1.2. The Income Tax Act requires that the personal use of a company or government owned vehicle be declared as a taxable benefit to the driver.

2. POLICY STATEMENT:

2.1. Council authorizes the use of County vehicles for transportation from home to work on a daily basis for the following County employees.

- 2.1.1. Director of Public Works
- 2.1.2. Assistant Director of Public Works
- 2.1.3. Public Works Maintenance Foreman - West End & East End
- 2.1.4. Beaver Trapper (seasonal employment)
- 2.1.5. Utilities Foreman
- 2.1.6. Utilities Operator
- 2.1.7. Director of Emergency Services
- 2.1.8. Special Projects Coordinator
- 2.1.9. Parks & Recreation Facility Foreman

subject to the following conditions:

2.2. County Policy #12.1.7 prohibits indiscriminate personal use but does not construe taking a vehicle home as personal use in the following circumstances:

- 2.2.1. when it is advantageous to leave directly from personal residence on County business,
- 2.2.2. for periods during which an employee is subject to be responding to an emergency call.

REVISION DATE:	COUNCIL APPROVAL DATE:	PAGE NUMBER
#1-502 dated April 1, 1983 as amended Feb 15/05 – Ref Page 2005/27 C; Jan 11/11 –Res #CG20110111.1016, Nov 6/12 CG20121106.1020	November 25 th , 1998, 98/516C	1 of 2
ADMINISTRATIVELY REVIEWED: December 2018		

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2.3. Use of vehicle may be terminated by the Chief Administrative Officer (CAO) if the employee using a County vehicle changes his place of residence and the mileage between home and the place of work increases.

2.4. 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.

2.5. County vehicles cannot be used:

2.5.1. To transport passengers, for a purpose unrelated to the conduct of County business.

2.5.2. 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.

2.6. Delegated Authority:

2.6.1. The responsibility to authorize the use of County vehicles, within the guidelines described above, has been delegated to the CAO or designate.

2.7. Temporary Authorization:

2.7.1. Authorization may be permitted by the CAO or designate for the use of a County vehicle for an employee to take home on a temporary basis, up to three (3) work days, to attend an early morning event of an employees next scheduled work day ie: meeting, conference, training session, starting work earlier than normal working hours for emergent or special conditions where it would be advantageous to the County for the employee to leave directly from home to work, seminar or any other event deem to be applicable by the CAO.

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. For example 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.

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

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