



Staff Report

Human Resources

Report To: Committee of the Whole
Meeting Date: June 26, 2017
Report Number: FAF.17.82
Subject: Corporate Vehicle Policy Review
Prepared by: Jennifer Moreau, Manager Human Resources

A. Recommendations

THAT Council receive the Staff Report FAF.17.82 "Corporate Vehicle Policy Review" for information;

AND THAT Council approve the staff recommended revisions to the revised policy as to the Attachment to FAF.17.82 Corporate Vehicle Policy Review.

B. Overview

This is a report that details revisions following a regular review of the policy titled, Corporate Vehicle Policy.

C. Background

The Corporate Vehicle Policy was enacted in December of 2013 to establish guidelines and clearly communicate to all staff what is considered to be appropriate use of Town vehicles.

D. Analysis

The Corporate Vehicle Policy has been updated in two sections. It now limits staff from taking a vehicle out of Town Limits after working hours unless the employee is assigned on call duties. It also includes the rule from the Canada Revenue Agency (CRA) on logging personal time in a Company Vehicle. This is not a new rule from the CRA however it was not included in the original drafting of the policy.

E. The Blue Mountains Strategic Plan

Goal #1: Create Opportunities for Sustainability

Goal #4: Promote a Culture of Organizational & Operational Excellence

F. Financial Impact

There is no financial impact other than a reduction to wear and tear on vehicles that had previously been taken outside of town limits.

G. In consultation with

- Ruth Prince, Director Finance & IT Services
- Michael Benner, Director Planning & Development Services
- Reg Russwurm, Director Infrastructure & Public Works
- Troy Speck, CAO
- Shawn Everitt, Director Community Services
- Rob Collins, Director Enforcement and Fire Services

H. Attached

1. Revised Corporate Vehicle Policy

Respectfully Submitted,

Jennifer Moreau
Manager Human Resources

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Corporate Vehicle Policy

POL.COR.

Policy Type: Corporate Policy (Approved by Council)

Date Approved:

Department: Human Resources

Staff Report: FAF.17.82

By-Law No.: 2017-

Policy Statement

The Town of The Blue Mountains requires that only Authorized Personnel utilize company vehicles in a manner consistent with our organizational requirements and mission, vision and values.

Purpose

To establish guidelines and clearly communicate to all staff what is considered to be appropriate use of Town vehicles.

Application

This policy applies to all employees (full-time, part-time, volunteer fire fighters, seasonal, students & contractors) who use or have access to Town vehicles for the purposes of carrying out their duties.

Procedures

Vehicle Provision for Staff during Regular Working Hours: Each Department Head shall determine which, if any, employee(s) shall have access to and use of Town vehicles in their departments. No Town vehicle shall be used for personal purposes.

Vehicle Provision for Staff Outside of Regular Working Hours: Where use of a Town vehicle is made available after normal working hours, the vehicle is provided exclusively for Town business and not for personal use. (See 'personal use' under definitions)

Vehicles at Place of Residence: Employees shall, unless otherwise authorized by the Department Head, not take a Town vehicle home. Such determination to take a vehicle home shall be based on the on-call or standby status of an employee and the need for vehicle use for special events.

If living outside of the Town of The Blue Mountains town limits, vehicles will not be permitted to go to personal residences with the exception of staff who are on call after normal business hours for emergencies.

Vehicle Restriction: In all cases, Town vehicles will be returned to the employer during vacation time, office closures, any prolonged sick leave and leaves of absence. (i.e. over 24 hours).

Sole Right of Use: any person authorized to use a Town vehicle will have the sole right to operate the vehicle and shall not allow unauthorized individuals to operate or access the vehicle or equipment. No personal passengers shall be allowed at any time. The only exception to this rule will be for Town events.

EXPECTATIONS

- a) The Town will conduct driver abstracts checks every six (6) months.
- b) All Town vehicles shall be permanently signed in a similar and consistent manner.
- c) Any employee operating a Town vehicle shall be mindful of the Town's public image and maintain courteous behaviour and customer service practices at all times.
- d) Any employee operating a Town vehicle shall possess a valid provincial driver's license with appropriate endorsements for the specific vehicles they operate.
- e) Any employee operating a Town vehicle shall be responsible for the safety, security and care of the vehicle.
- f) Any employee operating a Town vehicle shall ensure all occupants, including operator, wear a seat belt when the vehicle is in operation.
- g) Any employee operating a Town vehicle shall adhere to the Town of The Blue Mountains' No Smoking Legislation which stipulates that smoking is not permitted in Town vehicles.
- h) Any employee operating a Town vehicle has a duty to report immediately to their supervisor all damages, accidents, incidents, malfunctions and any required maintenance.
- i) Any employee operating a Town vehicle shall do so in accordance with the Town's Health and Safety policies. (i.e. handheld wireless communication device)
- j) Any employee operating a Town vehicle shall ensure they are not unnecessarily idling when parked.
- k) Any employee using a Town vehicle for travel purposes shall use non-toll roads whenever possible. The Town acknowledges that while toll roads do expedite the driving time, the preference is for non-toll road usage.

RESPONSIBILITIES

It is the responsibility of the operator to promptly report to their immediate manager when any of the following occur:

- Their driver's license is expired, suspended or revoked for any reason within 24 hours of such occurrence.
- Their class of driver's license changes (upgraded or downgraded).
- A medical condition develops which may affect the ability to drive or operate a vehicle.
- A medical practitioner advises that the employee may not operate a vehicle, either permanently or temporary.

NOTE: Employees required to use their own personal vehicle to perform their work duties, are to adhere to the responsibilities listed under RESPONSIBILITIES of this policy.

CANADA REVENUE AGENCY

Although Town vehicles are provided solely for the purpose of conducting Town business, Canada Revenue Agency (CRA) considers the transportation between the employee's residence and the employers' place of business to be personal use (including trips home for lunch). This personal use is deemed a taxable benefit to the employee.

From the CRA Website:

The personal driving of an employer's vehicle is a taxable benefit to the employee. Personal driving is any driving by an employee, or a person related to the employee, for purposes not related to his or her employment.

This includes:

- *vacation trips;*
- *driving to conduct personal activities; and*
- *travel between home and work (even if you insist that the employee drive the vehicle home).*

We do not consider it to be personal driving if you need or allow the employee to travel directly from home to a point of call (such as a salesperson visiting customers) other than your place of business to which the employee regularly reports, or to return home from that point.

APPROVAL PROCESS

In order to qualify for the regular use of a Town of The Blue Mountains' vehicle, a business rationale must be submitted to the appropriate Department Head for review and approval. Final approval will reside with the CAO.

DEFINITIONS

- a) **Personal Use** - This includes, but is not limited to; side trips, personal visiting, and appointments, shopping and carrying of passengers including transportation of children.
- b) **Standby** - A person on standby is an employee designated within a rotation to be available to be called into work on an emergency basis outside of normal working hours.
- c) **Town Vehicle** - A vehicle that is owned, leased, on loan, rented, operated, insured and maintained for The Corporation of the Town of Town of The Blue Mountains.

Consequences of Non-Compliance

Failure to complete log book will deem ALL kilometers to be taxable.

Any parking ticket or speeding infraction or other such charge shall be the responsibility of the driver of the vehicle and not the Town. All staff operating a Town vehicle shall adhere to the *Ontario Highway Traffic Act*.

Any offence may result in disciplinary action up to and including termination of employment.

References and Related Policies

Daily / Weekly Vehicle Inspection (POL.HS.09.07)

Driver's License Policy (POL.HS.12.18)

Smoke Free Ontario Act <https://www.ontario.ca/laws/statute/94t10>

T4130 Employers' Guide - Taxable Benefits and Allowances <http://www.cra-arc.gc.ca/E/pub/tg/t4130/README.html>

Review Cycle

This policy will be reviewed once every term of Council by the SMT. Any substantive changes to this policy will require Council approval.