



# **HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION**

## **POLICY AND PROCEDURE HANDBOOK**

### **HUMAN RESOURCES**

#### **POLICY: VEHICLE USE**

##### **POLICY:**

##### **Policy HUM 1.04**

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The Commission recognizes that the responsible use of Commission property is essential to the sense of integrity and public trust. The Commission recognizes that employees require adequate transportation for the regular performance of their duties. The Highway 14 Regional Water Services Commission supports the use of Commission resources to deliver water services in a fiscally responsible manner.

##### **GUIDELINES:**

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Commission vehicles may be taken home or to a designated secured site by designated authorized personnel as approved by the Chief Administrative Officer when it is considered to be in the best interest of the Commission, positively impacts time management, allows for timely response, and/or when it is deemed the safest option.



## **POLICY: VEHICLE USE**

In all cases, despite access to a Commission vehicle on a twenty-four hour or occasional basis, employees shall adhere to the guidelines of this Policy, including the restriction against personal use of vehicles.

Employees operating a Commission vehicle shall hold a valid Alberta Operator's License and any other operating certificates required for the class of vehicle they are operating.

Employees operating a Commission vehicle shall adhere to all traffic laws and regulations and shall drive in accordance with the conditions of the road. Traffic fines for infractions of traffic regulations shall be paid by the employee operating the vehicle at the time of the infraction.

Employees shall not operate a Commission vehicle while consuming, after having consumed, or while under the influence of, alcohol, or drugs, regardless of their perceived state of sobriety.

Employees authorized to operate a Commission vehicle shall adhere to all requirements of the Commission's Health and Safety Program as it pertains to the operation of vehicles.

No one other than an employee of the Commission, or a non-employee authorized by the Chief Administrative Officer, shall ride with an employee in a Commission vehicle.



## **POLICY: VEHICLE USE**

Employees are not authorized to use Commission vehicles for personal use, except as noted below. In cases where the employee is authorized to take a Commission vehicle home, personal use is not permitted other than to travel from the work site to their residence and return. All other personal use is prohibited, including personal use between the work site and their residence at the beginning and/or end of the work day/shift, outside normal operational hours, and while on leave.

### Exceptions

- a) During the work day, employees who are using a Commission vehicle may make reasonable stops for meals, coffee, and/or washroom breaks. The employee's supervisor shall use his/her discretion to apply this exception to a particular situation.

Employees authorized to take a Commission vehicle home shall ensure that the vehicle is stored securely at all times to avoid damage or theft.

Employees shall keep a daily log of distance travelled for work related and personal use. In the absence of a log, the distance travelled for personal use by employees who have been authorized to take a Commission vehicle home shall be deemed to be the distance from the employee's residence to his/her usual place of work and return. CRA definition, "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



## **POLICY: VEHICLE USE**

business to which the employee regularly reports, or to return home from that point.”

Notwithstanding any provisions of this Policy, the Canada Customs and Revenue Agency may determine that use of a Commission vehicle is a taxable benefit to the employee. Highway 14 Regional Water shall assess a taxable benefit to employees according to the applicable legislation; however employees shall ultimately be responsible for any taxable benefit assessed by the Canada Revenue Agency regardless of the Commission’s interpretation and application of the legislation.

The employee shall be responsible to make a daily inspection of the vehicle they are operating for body damage, fluid levels, tire and mechanical condition and report any anomalies.

Administration shall develop procedures to implement this Policy, which may be amended from time to time without compromising the intent of this Policy.

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DIRECTOR’S APPROVAL MOTION # **15-33**

  
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CHAIRPERSON

June 17/15  
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DATE