

Title: VEHICLE USAGE

Policy No: 1003

Approval: Council

Effective Date: March 12, 2013

Supersedes Policy No: AD 29



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: Greenview will provide staff with reasonable access to the use of corporate vehicles in order to efficiently and effectively carry-out their duties. In doing so it is recognized that these vehicles are public assets and must be used appropriately by staff and where personal benefit occurs the requirements of the Canada Revenue Agency must be followed.

Purpose: To establish terms and conditions in which company vehicle usage will be provided to staff.

Principles:

1. It is fiscally effective for staff in certain positions to be provided with continuous use of a Greenview fleet vehicle.
2. Staff using Greenview fleet vehicles on a continuous basis will be allowed reasonable personal use of that vehicle provided that such personal use is recorded and that a taxable benefit is applied where applicable. At all times the primary use of any Greenview fleet vehicle shall be for work-related purposes.
3. Staff attending to Greenview business away from their usual work location will make use of fleet vehicles whenever possible.
4. Staff using Greenview fleet vehicles are required to be legally qualified to operate that vehicle.

Approved: 13.03.172