

USE OF DIVISION-OWNED VEHICLES

Division-owned vehicles are to be available to staff where appropriate to ensure efficient use of personnel and resources.

The Assistant Superintendent, Corporate Services is responsible for the administration of this administrative procedure

Procedures

1. Division-owned Vehicles

- 1.1 Vehicles will be available to employees such as supervisory staff, tradesmen, structural maintenance technicians and bus garage staff at the discretion of their immediate supervisor.
- 1.2 Vehicles will be stored in Division-owned compounds except for those assigned to individuals responsible for emergency response.
- 1.3 School buses will be allocated to drivers and stored in designated locations at the discretion of the Transportation Supervisor.

2. Travel Logs

- 2.1 The accumulation of personal kilometers travelled on Division-owned vehicles is inevitable (i.e. travel between place of work and home.) Accordingly, travel logs will be maintained to quantify the personal use for each employee assigned a vehicle.
- 2.2 Employees are responsible for submitting the completed travel logs on an annual basis to Division Office by the fifteenth of January.

3. Canada Revenue Agency Reporting

- 3.1 A taxable benefit will be calculated annually based on Canada Revenue Agency's (CRA) current rules. Benefit will be added to each employee's income. Various vehicles are subject to different rules under Federal Legislation.
- 3.2 Employees using Division-owned vehicles for personal travel as in section 2 above may be subject to individual taxation audit by CRA.

4. Exceptional Circumstances

- 4.1 At the discretion of the Superintendent or designate, approval may be granted for the use of Division-owned vehicles in exceptional circumstances.

Reference: Relevant Legislation & Guidelines