



PURPOSE:

To define circumstances and conditions under which an employee may be permitted to take a Town vehicle home.

AUTHORITY:

- Management Discretion

PROCEDURE:

1. At the discretion of the employee's supervisor and in accordance with this Policy, an employee may be permitted to take an assigned Town vehicle to his/her own home where the following emergency and/or operational circumstances exist:
 - a) The employee is required to work either before or after his regular working hours, or on a weekend or statutory holiday, and
 - b) The employee will reasonably require (or usually requires) the vehicles in the performance of such work, and
 - c) The act of taking the vehicle home will improve the employee's response time, available working hours, or other performance-related factors, or else avoid unreasonable and unnecessary interference with the employee's job performance or personal activities.
2. Vehicles taken home shall not be put to any form of personal use, nor used for any other purpose, except job-related functions while the employee is working and transportation of the employee back and forth between his home and the location of his duties.
3. No one except an employee of the Town is permitted to ride in a Town vehicle except with the prior consent of the Department Head.
4. An employee who has been assigned a vehicle under this Policy will be required to complete a daily travel log which will indicate the following information:
 - a) Unit number
 - b) Employee to whom vehicle is assigned
 - c) Supervisor who has assigned vehicle
 - d) Purpose for assigning vehicle (after hours use)



Town of Conception Bay South Policy Manual

Title: Taking Vehicles Home Policy
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- e) Business kilometres driven
 - f) Personal kilometres driven (travel to and from designated place of work).
5. Completed travel logs will be submitted to the Senior Accountant/Office Manager on a monthly basis. The Senior Accountant/Office Manager will be responsible for reconciling the total after hours kilometres recorded on the travel logs to the total monthly kilometres recorded for the vehicle.
6. Personal kilometres driven will be considered as a taxable benefit in accordance with The Income Tax Act and Revenue Canada Taxation regulations where the vehicle driven falls within the definition of an automobile.

REVISION HISTORY:

Revision:	Resolution#:	Change Made:	Date: