

TITLE: COMPANY VEHICLE USE POLICY	SECTION: FINANCIAL
DATE: June 21, 2018	POLICY NO.: FNS-III-07
APPROVED BY: Resolution No. 2019-107	REVISED/REVIEWED DATE: June 20, 2019

1. POLICY STATEMENT

The purpose of this policy is to provide effective and efficient delivery of the Kenora District Services Board (KDSB) fleet through the delivery of safe, reliable, economical and environmentally sound transportation and related support services that are responsive, while conserving vehicle value and equipment safety.

It is also the purpose of this policy to protect corporate resources, protect employee safety, manage transportation costs, and help to minimize corporate liability.

2. POLICY

2.1. Application

This policy governs all KDSB employees and/or Board Members who use company provided vehicles. This policy excludes all Land Ambulance vehicles, which are covered under separate policy.

2.2. Definitions

For the purposes of this policy, the following meanings shall apply to words used in this policy:

- a) Company provided vehicle shall be any vehicle included under the KDSB general insurance policy
- b) Board shall mean the Kenora District Services Board;

In this policy, words in the present tense include the future, words in singular include plural, and words in the masculine gender include the feminine, and vice versa.

2.3. Eligibility

Use of a company-owned and supported vehicle is a privilege, not a right. Employment at the Board does not ensure eligibility. Any employee requiring the use of a vehicle must receive prior approval from his/her direct supervisor/manager/director.

Approved employees must prove that he/she holds a valid driver's license which has not been suspended or revoked. KDSB will review a driver's abstract of all approved employees to verify eligibility annually.

If for any reason an employee's driver's license is revoked, suspended, or restricted, it is mandatory that the employee's supervisor and Manager of Human Resources be notified immediately.

2.4. Withdrawal of Eligibility

The privilege of driving a company vehicle may be withdrawn for any of the following reasons:

- A driving record which becomes deficient;
- Conviction or a guilty plea to operating a vehicle under the influence of alcohol or an illegal controlled substance

The abuse or misuse of a company vehicle or a violation of this policy will be addressed through a discipline process, as established by the KDSB.

2.5. Personal Driving

According to the Canada Revenue Agency (CRA), 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/her employment. This includes:

- Vacation trips;
- Driving to conduct personal activities; AND
- Travel between home and work

The KDSB prohibits the use of personal driving. For the purpose of this policy, work refers to the location where the employee would regularly report to work.

KDSB employees are expected to attend work using their own personal means of transportation. However, in some circumstances, it is to the KDSB's benefit to provide the use of a company vehicle to an employee for business related purposes. Such uses require the approval of the CAO.

This policy does not allow employees with personal use of a company vehicle to transport non KDSB employees such as family members or pets in the vehicle.

2.6. Appropriate Use

All company owned vehicles shall:

- have an identification decal identifying the KDSB as owner;
- be locked and parked in company approved parking areas when not in use;
- have keys stored in a KDSB key box when not in use;
- be operated only by KDSB employees;
- be considered an extension of the workplace and therefore be covered by the smoke-free and scent-free workplace policies.

Eligible drivers are responsible for:

- completing a circle check of the vehicle prior to operations;
- review maintenance log to prior to operating the vehicle;
- ensure a fully stocked roadside emergency kit is located in the vehicle AND immediately notify the Director of Finance or Designate when kits require supplies;
- report any deficiencies and/or maintenance issues to the Director of Finance or Designate immediately;
- driving vehicles in a safe and professional manner;
- knowing and following all driving laws in all areas where they operate a company vehicle;
- carrying only authorized passengers. Authorized passengers include other employees, partner organization employees, ministry representatives, or other persons directly engaged in company business.

Direct Supervisors/Managers/Directors are responsible for:

- implementing and enforcing this policy
- ensuring employees eligible to operate company provided vehicles understand their responsibility
- notifying the Director of Finance immediately of any accidents involving company provided vehicles

Director of Finance or Designate is responsible for:

- scheduling of routine maintenance (i.e. oil changes, winterization);
- replenishing roadside emergency kits located in each vehicle;
- scheduling special maintenance upon notification of requirement
- ordering/issuing vehicle gas cards which are located in the vehicle glove box and are to be used for fuel purchases only in the company vehicle;
- license plate renewal

2.7. Specific Safety Guidelines

It is mandatory that seat belts be used by all occupants of a company vehicle at all times without exception. It is the company's driver's responsibility to ensure that all occupants comply with this requirement prior to operating the vehicle. Any malfunctioning seat belt should be reported for repair to the Director of Finance immediately.

Company vehicles must remain within the District of Kenora unless approved by the employee's immediate supervisor for authorized business use.

Company vehicles should not be used to transport flammable items, firearms, or other hazardous materials.

Distracted driving will not be tolerated in company vehicles. Distracted driving, as defined by the RCMP, is a form of impaired driving as a driver's judgment is compromised when they are not fully focused on the road. Distracted driving qualifies as talking on a cell phone, texting, reading (e.g., books, maps, and newspapers), using a GPS, watching videos or movies, eating/drinking, smoking, personal grooming, adjusting the radio/CD and playing extremely loud music. Even talking to passengers and driving while fatigued (mentally and/or physically) can be forms of distracted driving.

The eligible driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the company vehicle and/or its contents. Whenever you leave a company vehicle please follow these precautions:

- roll up all windows;
- lock all doors;
- do not leave equipment in open view inside a vehicle – lock all valuable items inside the trunk when the vehicle is left unattended.

Company vehicles must be maintained and kept clean at all times. It is the employee's responsibility to make sure the vehicle is clean after each use. It is the responsibility of the driver to fuel the vehicle.

3. IMPLEMENTATION OF PROCESSES AND PROCEDURES:

The CAO shall ensure that appropriate directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.