



City of Kelowna  
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# Council Policy

## Use of City-Owned Passenger Vehicles/ Personal Vehicles Required for City Business/ Casual Personal Vehicle Use for City Business

APPROVED November 8, 1999

RESOLUTION: R375/10/04/26

REPLACING: R139/07/02/05; R081/06/01/23; R14/04/09/27; I556/01/07/16; R900/99/11/08

DATE OF LAST REVIEW: April 2010

### **A. CITY-OWNED PASSENGER VEHICLE POLICY**

With the exception of vehicles required for on a temporary basis, all marked City passenger vehicles and compact pickup trucks will be acquired with City Funds. The general criteria for providing a City supplied passenger vehicle or pickup truck are one or more of the following:

- Public visibility as a City representative is important
  - Utilization levels are cost effective (over 7,200 business kilometers per year)
  - Work locations may dictate supply (e.g. severe construction zones, difficult access to remote sites, etc.)
  - Materials and supplies are required to be carried as a part of the job
  - Pool cars are required to facilitate transport of a number of staff
1. Passenger vehicles purchased by the City will meet the operating and safety needs of the corporation. Alternative fuels will be considered for environmental and cost effective reasons.
  2. The City vehicle fleet is operated and managed by Transportation Services within the Civic Operations Department. The Equipment Supervisor is responsible for establishing vehicle charge rates, maintenance policy, replacement policy and working with operating departments to establish vehicle purchase specifications necessary to meet the operating and safety needs of the corporation.
  3. The City will not generally permit the use of a City vehicle for the purpose of transportation to and from the employee's residence except where special circumstances dictate. (e.g. emergency response requirements, required travel directly to and from job sites). Personal use of vehicles taken home is prohibited.
  4. Use of city vehicles for personal uses including shopping, transporting family members, etc is strictly prohibited.
  5. Where it is desirable to free up parking at certain downtown locations, employees may be authorized (subject to City Manager approval) to take vehicles to and from home but are restricted from using city vehicles for any type of personal use. This type of usage is a taxable benefit to the employee and the level of taxable benefit is directly related to the distance the employee lives from the place of employment.

### **B. PERSONAL VEHICLES REQUIRED FOR CITY BUSINESS**

The use of personal vehicles, required for City business on a daily basis, shall be considered for staff who travel between 2,400 to 7,200 business kilometers per year where City Owned Passenger Vehicle Policy criteria above does not apply and pool vehicles cannot fulfill their work transportation needs. This policy reduces the City's overall investment in the Vehicle Fleet while at the same time ensuring that employees within this category are adequately compensated for the assurance that they have a vehicle available for City business use at all times in order to perform their daily duties.

A sub-committee of the Leadership Team will review and approve all requests for the use of personal vehicles for City business, where the following reimbursement policy would apply.

**B. PERSONAL VEHICLES REQUIRED FOR CITY BUSINESS (CON'T)**

Persons eligible for this program are those who travel greater than 2,400 km and less than 7,200 km per year for business purposes.

Compensation for personal vehicle usage for City business is as follows:

1. Flat Rate Payment of \$200.00 per month, plus
2. First 5,000 km in a calendar year – the tax exempt per kilometer allowance recommended by the Canada Revenue Agency; and
3. Excess of 5,000 km in a calendar year – 50% of the recommended CRA per kilometer rate.

The employee being reimbursed under this policy is responsible for:

- Maintaining a daily log of business mileage driven
- Providing bi-weekly reports to the supervisor for approval of usage payment.
- Ensuring that the vehicle is insured as per City requirements and providing the Financial Services Department with a copy of the insurance policy upon each renewal date
- Ensuring that the personal vehicle used for City business is adequately maintained, safe, and in good running condition.

The supervisor responsible for approving employee claims for reimbursement shall:

- Ensure that travel log records are maintained
- Be satisfied that trips claimed for are required and distances recorded are reasonable
- Ensure that travel to and from home are not claimed as business mileage
- Ensure that employee provides documentation of appropriate insurance coverage, including \$2,000,000 liability insurance, to the Financial Services Department
- Approve claims for reimbursement in a timely manner

All claims for reimbursement must be submitted in accordance with procedures as developed by the Financial Services Department and modified from time to time. Reimbursement rates will be provided by Financial Services to all participants of this program by Dec. 31<sup>st</sup> of each year.

**C. CASUAL PERSONAL VEHICLE USE FOR CITY BUSINESS**

Occasionally, when a City pool vehicle is unavailable, city employees may be required to use their personal vehicle for City business. The City of Kelowna will reimburse employees at the rate of the tax exempt per kilometer allowance recommended by the Canada Revenue Agency for all kilometers driven on City business.

Reimbursement rates are to be reviewed on an annual basis to ensure compensation is representative of costs incurred by the employee.

**REASON FOR POLICY**

To consolidate existing practices in policy form.

**LEGISLATIVE AUTHORITY**

Council Resolution.

**PROCEDURE FOR IMPLEMENTATION**

The appropriate forms have to be completed as outlined in the policy.