

## **USE OF DIVISION OWNED VEHICLES**

### **Background**

The Division may purchase, lease or rent vehicles to the sole purpose of supporting Division activities and to allow designated staff members to effectively perform assigned duties and responsibilities.

### **Procedures**

1. The Secretary-Treasurer is the designated authority overseeing the use of Division owned or leased vehicles.
2. The use of Division owned, leased or rented vehicles is restricted solely for the performance of job related duties and responsibilities. The personal use of vehicles is strictly forbidden except for the limited use listed under paragraph 6 of this administrative procedure.
3. The use of Division owned, leased or rented vehicles is subject to the following:
  - 3.1 Alcoholic beverages may not be transported in any form and at any time.
  - 3.2 Smoking in vehicles is strictly prohibited.
  - 3.3 Authorized drivers must provide a valid driver license and proof of liability insurance of a minimum of two million dollars (\$2,000,000).
    - 3.3.1 A copy must be kept on the personal file of the employee.
  - 3.4 Only authorized persons and goods are to be transported.
  - 3.5 No pets or livestock are to be transported at any time.
  - 3.6 The vehicle will be driven in a courteous and safe manner.
    - 3.6.1 At no time will any Division vehicle be driven in excess of the prescribed speed limit.
    - 3.6.2 Any fines related to an infraction will be paid fully by the driver of the vehicle.
    - 3.6.3 Repeat offenders or serious infractions may result in discipline action that may lead to dismissal.
  - 3.7 There should be no expectation of privacy from the employee while utilizing a Division owned vehicle as the use is restricted to the performance of job related duties and responsibilities.

#### 4. GPS Tracking

- 4.1 Fleet vehicles may be equipped with GPS tracking devices to assist in the effective management of the fleet to:
  - 4.1.1 Maintain detailed records of vehicle operating and maintenance costs;
  - 4.1.2 Schedule service, maintenance and inspection as recommended by the manufacturer;
  - 4.1.3 Expedite dispatching of staff or vehicle for unscheduled work or emergency response;
  - 4.1.4 Enhance safety and minimize potential risks for staff required to work alone;
  - 4.1.5 Improve the scheduling and assignment of work to staff to minimize time spent on the road; and
  - 4.1.6 Ensure adherence to the Division policies and procedures and reduce the liability risk for the Division.

- 4.2 The use of the GPS tracking technology is subject to the following conditions:
  - 4.2.1 Staff will be properly notified that fleet vehicles may include GPS tracking devices;
  - 4.2.2 Vehicles equipped with GPS tracking technology will display a notice visible to the driver;
  - 4.2.3 Data will be collected and reported in the same manner for all employees using fleet vehicles;
  - 4.2.4 Access to the data collected by the GPS tracking is restricted to:
    - 4.2.4.1 Drivers: all data related to their assigned vehicle;
  - 4.2.5 Admin Support/Scheduler: access to live data if required to locate vehicle/staff for dispatching or emergency purposes. Also maintains the fleet maintenance module to record gas purchases, mileage and servicing;
    - 4.2.5.1 Supervisor / Management: Access to all GPS software functions necessary for the administration of the fleet and normal supervisory and management functions;
    - 4.2.5.2 External Agencies: Individual driver data will not be shared with external agencies unless mandated by law or for a police investigation;
  - 4.2.6 The system will not be monitored on a continuous basis in real/live time;
  - 4.2.7 The collection, retention and use of the data shall comply with the Alberta's Freedom of Information and Privacy Act.

#### 5. The Secretary-Treasurer may authorize employees to take their assigned vehicle home in the evening and weekend under the following circumstances:

- 5.1 The employee is on the emergency call list and available to respond to alarm monitoring or other emergency situations after normal working hours;
- 5.2 The employee is required to report to multiple work sites as their first or last assignment of their work day;

- 5.3 Out of the ordinary assignments to work sites and other circumstances warranting the employee to proceed directly to or from a work site from home.
6. Travel in a Division owned vehicle between the employee's place of work and home, even though the employee may have to return to work after regular duty hours, is considered to be usage for personal use and is considered a taxable benefit in accordance with the Income Tax Act.
- 6.1 The value of the taxable benefit shall be reported in accordance with rules established by the Canadian Revenue Agency (CRA);
- 6.2 A daily log report will be extracted from the GPS Tracking Software to calculate the number of kilometres driven for personal use and subjected to the taxable benefit regulation.
- 6.2.1 Employees will be provided a copy of reports used to calculate the value of the taxable benefits;
- 6.3 If the vehicle is not equipped with GPS tracking technology, the employee is responsible for the accurate daily recording of the vehicle usage and must provide with information to the employer.
- 6.3.1 The daily log may be subjected to audit from external auditors or CRA auditors.
- 6.3.2 The employee assumes full responsibility for any penalties or income tax related to reassessment made by CRA as part of any audits.
7. Incidents or complaints related to the use of Division owned vehicles will be referred directly to the Secretary-Treasurer for investigation.
- 7.1 The Secretary Treasurer will ensure that the driver of the vehicle is notified of the complaint or incident and, where applicable, may initiate a formal investigation;
- 7.2 Data from GPS tracking technology may be used as part the investigation;
- 7.3 Any fines levied against the Division related to the use a vehicle (such as speeding, red light and parking) will reimbursed by the driver of the vehicle;
- 7.4 Repeat offenders, serious traffic infractions or non-compliance with any provisions of this administrative procedure may result in discipline action that may include or lead to dismissal.

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**Reference:** 18 June 2018  
**Last Revision** 30 June 2020

**Reference:** [Section 51, 52, 54, Alberta Education Act](#)  
[Alberta Traffic Safety Act](#)  
[CRA – Automobile & Motor Vehicle Benefits](#)