

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE

VEHICLE TAKE-HOME PERMITS

NUMBER

A1421A

DEPARTMENT

CORPORATE SERVICES

DELEGATED AUTHORITY

GENERAL MANAGER – CORPORATE
SERVICES

CONTACT

FLEET SAFETY 780-496-6464

DEFINITIONS

DATE

OCTOBER 28, 2010

Annual Usage Log - A document identifying the annual usage of a City vehicle during the period when the Vehicle Take-Home Permit applies, including all travel between the residence and work location

City Driving Permit - A permit issued by Fleet Safety to an employee who operates vehicles or equipment owned or leased through the City of Edmonton.

City of Edmonton Driver's Manual - An employee manual which outlines the expectations for employees who operate City vehicles or equipment.

Daily Travel Log - A document identifying the daily usage of a City vehicle during the period when the Vehicle Take-Home Permit applies, including all travel between the residence and work location.

Economically Justified - Documented verification of vehicle utilization that forms part of the Vehicle Take-Home Permit.

Essential City Business - Work performed by an employee who is summoned to a work site during off-duty time, who responds to emergency call-out, or travels by authority of a Vehicle Take-Home Permit to and from home to a regular work location or job site.

Monthly Usage Log - A document identifying the monthly usage of a City vehicle during the period when the Vehicle Take - Home Permit applies, including all travel between the residence and work location.

Personal Use - The personal driving of a City vehicle is considered a taxable benefit to the employee when traveling between home and a regular place of employment or during other non-business related travel.

Secure Parking Space - A parking space that must be secure and safeguard all City property.

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Single Usage Permits – A permit issued to an employee to accommodate special needs or the isolated usage of City vehicles or equipment.

Take-Home Vehicle - Any car, truck, or special equipment vehicle that is owned, leased, or rented by the City, which is assigned to a particular employee to take home for Essential City Business as identified in this procedure.

Vehicle Coordinator - A department or branch employee designated to be the primary contact with Corporate Services, Fleet Safety, who will manage the Vehicle Take-Home Permit and all supporting documents.

Vehicle Take-Home Permit - A permit authorizing an employee to take home a City vehicle that is required for Essential City Business.

GUIDELINES

City vehicles may be taken home by employees when there is a benefit to the City in doing so. Employees taking City vehicles home for Essential City Business will be identified by the issuance of Vehicle Take-Home Permits.

Take-Home Vehicle authorization will be based on realized benefit to the City, supported by a completed economic justification form found in Attachment I – Vehicle Take-Home Permit Application. The use of a Take-Home Vehicle will be reviewed on an annual basis involving an appropriate level of management as identified on the Vehicle Take-Home Permit Application.

Vehicles taken home will be decalced in accordance with the City of Edmonton Signature program (The City of Edmonton Visual Identity Manual).

PROCEDURES

All Vehicle Take-Home Permits require a General Manager's signature, while permits for vehicles taken to a residence outside the corporate limits also require the City Manager's signature.

Vehicle Take-Home Permit Applications must be completed and approved by the appropriate manager and submitted to Corporate Services, Fleet Safety. Fleet Safety will confirm and validate the employee information contained in the permit, update the annual list of drivers and provide a copy of the permit back to the requesting department with a permit number affixed.

Employees are to operate City vehicles or equipment in accordance with standards contained in the Directive and this Procedure, the City of Edmonton Driver's Manual and relevant traffic or safety legislation.

Employees will maintain a Daily Travel Log of trips and kilometers traveled that reports separately for travel on City business and personal usage which includes the kilometers for all trips between work and home by completing Attachment II - Monthly Usage Log.

Employees are to provide a safe, secure parking location when taking a City vehicle home. At a minimum, the City vehicle must be parked in clear sight when viewed from the interior of the employee's personal residence. When possible, Take Home Vehicles are to be parked off the street.

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Employees will use the shortest route between their assigned work location and their residence, without stopping for private purposes. Only City employees are permitted to ride in vehicles operating under the provisions of a Vehicle Take-Home Permit.

City vehicles will not be taken home when the employee is on leave four (4) or more days, or at any time upon the request of the employer.

City vehicles will not be taken home if either the employee's City or Provincial license becomes invalid.

Vehicle Take-Home Permits that are no longer required are to be returned to Corporate Services, Fleet Safety for deactivation.

Unless indicated on the permit, Vehicle Take-Home Permits expire annually on December 31, and must be renewed for the following year. If required, temporary permits for less than one year will be issued to accommodate temporary employees for a short term or a seasonal period. Employees must not take vehicles home without having an authorized Vehicle Take-Home Permit.

Corporate Services, Fleet Safety will provide training to client departments on the administration and monitoring of the Vehicle Take-Home Permit process.

Vehicle Coordinators will maintain the completed copy of Vehicle Take-Home Permit Application forms as well as justifications and Annual Usage Logs for their department employees.

Corporate Services, Fleet Safety will maintain an electronic listing of employees assigned Take-Home Vehicles, by department. Each November, Fleet Safety will annually distribute each department's last known listing of employees taking home vehicles.

Compliance

Periodically, Corporate Services, Fleet Safety will, on a random basis, verify whether employees are complying with the Vehicle Take-Home Permit procedure. The verification process will include a sampling of home parking locations, compliance to City decaling standards and City and Provincial license maintenance.

Employees are responsible for any tax liability incurred for the Personal Use of a City vehicle as defined by Canada Revenue Agency and shall furnish any information required by the City to complete the relevant tax documents regarding such use.

Vehicle Take-Home Permit Applications will be monitored by Corporate Services, Fleet Safety for valid City and Provincial license status.

Vehicle Coordinators will maintain and summarize information on the Personal Use of City vehicles from the Monthly Usage Log. Vehicle Coordinators will submit the results to Corporate Services, Human Resources, ESC for taxable benefit calculations at the end of each calendar year, or as otherwise required by Human Resources.

ATTACHMENTS

Attachment I – Vehicle Take-Home Permit Application

Attachment II – Monthly Kilometer Log