

# EDMONTON

## ADMINISTRATIVE DIRECTIVE



### TITLE

VEHICLE TAKE HOME PERMITS

### NUMBER

A1421A

### DELEGATED AUTHORITY

BYLAW 12005 – THE CITY  
ADMINISTRATION BYLAW (10)D

### DEPARTMENT

CORPORATE SERVICES

### STATEMENT

The City of Edmonton will use the City take-home vehicles as a cost-effective method of providing efficient service delivery. Through either on-call duties or direct reporting to and from the worksite in a fully-equipped work vehicle, productive time is increased, as there is less travel time during working hours. The practice of providing take-home vehicles is an alternative method of effective and efficient delivery of services to the citizens of Edmonton.

### APPLICATION

The purpose of this Directive is to identify acceptable parameters for taking vehicles home, define take home expectations for employees and to ensure that vehicles taken home are effectively identified and properly managed for risk.

### PROCEDURE

### APPLICATION

This Directive applies to individuals employed by the City that report to the City Manager or City Auditor, along with those individuals employed/contracted by the City on a personal services agreement, but does not include elected officials.

### LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

[Discipline of City Employees Directive A1102](#)  
[Employee Business Expense Directive A1415](#)  
[Operating and Maintaining City Vehicles or City Equipment Directive A1416](#)  
[Freedom of Information and Protection of Privacy Directive A1433](#)  
[City of Edmonton Drivers Manual](#)  
Traffic Safety Act and Regulation

APPROVED:

DATE: OCTOBER 28, 2010

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