

**PROVINCE OF PRINCE EDWARD ISLAND**  
**GOVERNMENT ASSIGNED VEHICLE ACKNOWLEDGEMENT**

<b>DEPT/AGENCY:</b>	<b>NAME OF EMPLOYEE:</b>
<b>DIVISION/SECTION:</b>	<b>WORKING TITLE:</b>

**ACKNOWLEDGEMENT BY EMPLOYEE** of rights and responsibilities concerning operation and control of an assigned Government vehicle (hereinafter referred to as "the vehicle"):

1. I acknowledge the assignment of the vehicle(s) listed below or its replacement to me for operation, care and control from the date below entered until it is returned to my supervisor /vehicle manager or other authorized provincial official.

<b>YEAR</b>	<b>MAKE/MODEL</b>	<b>COLOR</b>	<b>SERIAL #</b>	<b>LICENSE #</b>	<b>VEHICLE ID #</b>

2. I acknowledge that I will be responsible for the proper care, maintenance, custody and operation of the vehicle, in accordance with government vehicle and travel policies and related departmental instructions. I will keep the vehicle clean and tidy while it is in my control.
3. I acknowledge that in exceptional or emergency circumstances there may be a need for other authorized departmental employees to use the vehicle and, provided it does not place unreasonable inconvenience on myself, I will loan this vehicle to such persons on the approval of my supervisor/vehicle manager.
4. I will make daily entries in the vehicle log reporting both business and personal use of the vehicle and ensure that the log will be available at all reasonable times for review by my supervisor/vehicle manager or a provincial official authorized to do so.
5. I will submit a monthly Vehicle Log Report on the use of the vehicle by myself and any use by alternate drivers. I will obtain from alternate drivers the full details of both their government use and private use of the vehicle in order to comply with this reporting procedure.
6. I will pay the Province for private use of the vehicle and I will include payments for private use by alternate drivers as required by government vehicle/travel policies.

7. I will not allow any unauthorized person to operate the vehicle except in emergency or exceptional situations. I will promptly report to my supervisor/vehicle manager such emergency use of the vehicle by unauthorized persons, so they can advise the appropriate provincial official.
8. I will report all accidents involving the vehicle or damage to the vehicle from any cause to my supervisor/vehicle manager as soon as possible after the accident and will complete and submit an official Accident/Loss Claim Report Form (Attachment 18.08-I) (for accidents) within forty-eight hours of the accident. I will also report accidents to the police as required by the laws of the jurisdiction in which the accident occurred and will conduct myself in a prudent manner so as to limit the Province's liability.
9. I understand that the Province will not accept any liability for claims arising from the **unauthorized use** of government vehicles except in emergency or exceptional situations as per paragraph 7.
10. I will be responsible for the first Five Hundred (\$500) Dollars for the cost of repairs required to the vehicle because of an accident which occurred where the vehicle was being used for personal reasons.
11. I will obtain the written authorization of the Minister or their delegated officer before taking the vehicle out of the province.
12. I acknowledge that my being assigned a government vehicle may result in a "taxable benefit" being added to my "total earnings" for income tax purposes based on current income tax law and/or regulations.
13. I acknowledge that I may be required to turn in the vehicle upon **sixty (60) days'** written notice.
14. Immediately upon termination of my employment with government, I will return the vehicle(s) to my supervisor/fleet coordinator or other authorized provincial official.
15. I acknowledge that I may be permitted to retain the use of the vehicle while I am on sick leave to a maximum of 30 calendar days where no other vehicle is available to me and where I require that a vehicle be available. I understand that this 30 calendar day period may be extended for a reasonable length of time where it is probable that I will be returning from sick leave during that extension.

16. Notwithstanding any sections above, I acknowledge that I may be required to relinquish the vehicle immediately upon suspension from duty for disciplinary reasons.

Date: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_

Departmental Fleet Coordinator: \_\_\_\_\_