
SECTION 18

GOVERNMENT VEHICLES

18.03 ASSIGNMENT OF VEHICLES TO EMPLOYEES

AUTHORITY: TREASURY BOARD

ADMINISTRATION: DEPARTMENT OF TRANSPORTATION AND
INFRASTRUCTURE
PROCUREMENT SERVICES,
DEPARTMENT OF FINANCE
GOVERNMENT DEPARTMENTS

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18.03 ASSIGNMENT OF VEHICLES TO EMPLOYEES

(1) PURPOSE

Employees who require vehicles for Government business will be expected to use their own vehicle or will be assigned a Government vehicle in accordance with this policy.

(2) APPLICATION

The application of this policy is referenced to the Schedules of the *Financial Administration Act* (FAA) and applies as follows:

- Schedule “A” - Departments (except the Legislative Assembly)
- Schedule “B” - Crown corporations
- Schedule “C” - Education Authorities
- Schedule “D” - Commissions

except to the extent that their enabling legislation may incorporate alternate requirements such as Ministerial or Board Authority.

While this policy **does not apply** to the Legislative Assembly or Reporting Entities subject to alternate legislation, **the spirit and intent** of the policy should serve as a **guideline** for these entities in developing their own policies.

(3) POLICY

Consistent with the overall objective of this policy:

- (a) employees should be encouraged to use their own vehicle for business travel in return for reimbursement per kilometre allowance compensation where in-province business travel does not exceed **30,000 km** per year;
- (b) in positions where an employee is expected to travel on a regular basis and where such travel is not expected to exceed **30,000 km** per year, departments should work toward making it a condition of employment that the employee provide their own vehicle;
- (c) in positions where an employee is required to travel in excess of **30,000 km** per year, or where the nature of the travel requires a special type of vehicle or tends to put excessive wear on the vehicle or where the employee is unwilling or unable to provide their own transportation (and such is not a condition of employment) the Department should examine the situation and determine whether or not the employee should be assigned a government vehicle or be given access to a pooling arrangement;
- (d) in positions where the employee regularly is required to travel in-province in excess of **35,000 km per year**, departments must provide a vehicle for the employee’s use as per other sections of this policy, unless other arrangements are specifically approved by Treasury Board;

- (e) in special circumstances where a number of employees can share (pool the use of) a vehicle in an efficient and effective manner, the Department may consider providing a vehicle (see Section 18.04 - Vehicle Pooling/Swing Vehicles of the Manual); and
- (f) employees who are assigned a Government vehicle must have a valid driver's license, as verified by the Department of Transportation and Infrastructure (TI) Light Fleet Manager.

(4) PROCEDURES

- (a) Deputy Heads are responsible for determining, within the above-noted guidelines, whether or not an employee or group of employees should be assigned or continue to be assigned a Government vehicle.
- (b) The utilization of all vehicles in the fleet as well as per kilometre payments to employees using their own vehicles are to be reviewed at least annually to determine the need for changes to the fleet and to ensure such changes are reflected in the department's budget. This review is the responsibility of the Deputy Head or their delegated officer.
- (c) Employees who have been assigned a Government vehicle are required to sign a Government Assigned Vehicle Acknowledgment, in the form set out in Attachment 18.03-I. This Acknowledgment sets out the respective responsibilities of the Employee and Government for the care and control of the vehicle.
- (d) Each employee who is assigned responsibility for a pooled vehicle is required to sign a Government Pooled Vehicle Acknowledgment, in the form set out in Attachment 18.03-II. This Acknowledgment sets out the respective responsibilities of the Employee and Government for the care and control of the vehicle.
- (e) Departments are encouraged to perform a regular review of the vehicle assignment responsibilities with employees.

(5) REIMBURSEMENT OF EXPENSES

- (a) Operational expenses incurred for Government vehicles will normally be charged on fleet credit cards (for more detail see Sections 18.08 - Vehicle Insurance/Accident Reporting and 18.09 - Fleet Management System of the Manual).
- (b) Where an emergency requires that an employee pay for certain operational costs of the vehicle, the Employee will be reimbursed by the Department at cost.
- (c) Costs relating to parking fines, traffic violations or other such offenses which are within the control of the driver are the responsibility of the driver.

(6) INTERPRETATION

In cases where an interpretation is required, such should be referred to the Department of Transportation and Infrastructure which will make an interpretation or refer the matter to Treasury Board if a Board decision is deemed necessary.