
SECTION 18

GOVERNMENT VEHICLES

18.04 VEHICLE POOLING/SWING VEHICLES

AUTHORITY: TREASURY BOARD

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

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18.04 VEHICLE POOLING/SWING VEHICLES

(1) PURPOSE

Pooling arrangements may be considered as an alternative to satisfy continuous transportation requirements wherever they constitute the least expensive alternative to Government (e.g., wherever the total cost of the pooling arrangement is lower than the total cost of meeting the transportation requirement by alternative means).

Swing Vehicles are an initiative intended to provide the use of a Government-owned vehicle to employees of the Public Service for the purpose of attending meetings or running work-related errands within the province. Swing Vehicles are available on a first-come first-serve basis for booking throughout the week during normal business hours. Special arrangements will be considered based on meetings outside of normal business hours.

(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) PROCEDURES

VEHICLE POOLING

- (a) Each vehicle used by several drivers must be assigned as the specific responsibility of one employee. Each employee who is assigned responsibility for a pooled vehicle is required to sign a Government Pooled Vehicle Acknowledgment, as set out in Attachment 18.03-II.
- (b) The assignment of a vehicle to a particular employee is viewed primarily as the assignment of responsibility for a Government asset to that employee.
- (c) Individual drivers are expected to make the vehicle available for the business needs of other employees at any time when they do not actually require the vehicle to carry out their own duties.

- (d) The acquisition of a pooled vehicle is to be handled in accordance with Section 18.02 - Acquisition and Disposal of Vehicles of the Manual.
- (e) Pooled vehicles will not be used for personal use and will be left at the workplace. If this policy is followed, no one employee shall be required to claim the vehicle as a taxable benefit. Notwithstanding the foregoing, where the Deputy Head authorizes an employee to utilize a pooled vehicle for personal use, the Employee must maintain the necessary records and submit claims in accordance with reporting procedures. In such a situation, the vehicle use code assigned in the Fleet Management System must be an assigned code rather than a pooled code in order for the system to calculate the taxable benefit to the employee utilizing the vehicle for personal use (see Section 18.09 - Fleet Management System of the Manual).

SWING VEHICLES

- (a) Government employees wishing to use a swing vehicle must provide proof of a valid driver's license and submit a completed Swing Vehicle Agreement to the Swing Vehicle Coordinator when booking the vehicle.
- (b) Swing vehicle drivers must fill out a daily log indicating both the condition of the vehicle pre and post trip as well as the destination and mileage travelled.
- (c) Electric swing vehicles are to be plugged in when returned regardless of battery level.
- (d) A charging card for Government's selected charging provider will be available for electric swing vehicles should the vehicle require charging while on the road.
- (e) A checklist will be provided and is to be followed when utilizing the swing vehicle. All local speed limits, road signage, and traffic laws must be followed.

(4) INTERPRETATION

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