
SECTION 18

GOVERNMENT VEHICLES

18.05 PERSONAL USE OF VEHICLES

AUTHORITY: TREASURY BOARD

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

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18.05 PERSONAL USE OF VEHICLES

(1) PURPOSE

Consistent with the overall objective of government's vehicle policy, "personal use" includes travel accumulated for transportation between an employee's domicile and their place of work as well as other personal mileage.

(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

- (a) Employees who have been allocated a government-owned or leased vehicle must reimburse the government for all personal use as follows:

0 - 3,000 kilometres per fiscal year	-	Nil
Over 3,000 kilometres per fiscal year	-	22.0 cents per kilometre

As a note of clarification, an employee who has an assigned vehicle for less than a full year will receive the same proportion of the "no charge" 3,000 km provision as the proportion of the year the vehicle has been assigned to them (e.g., pro-rated on portion of year).

- (b) Departments shall ensure that vehicle logbooks are maintained and monitored for all personal use and that recoveries are obtained as per the foregoing rates.
- (c) When an employee travels with an assigned government vehicle, the distance to be claimed for personal use is calculated as follows:
- (i) Distance travelled between employee's domicile and primary workplace is considered personal.
 - (ii) When an employee travels from their domicile directly to a workplace other than their primary workplace (alternate workplace), then travels to their primary

workplace during the workday, the distance to be claimed as personal is calculated as:

Personal use is lessor of:

- (a) location of alternate workplace to primary workplace, or
 - (b) domicile to primary workplace
- (iii) When an employee travels from their primary workplace to a workplace other than their primary workplace before travelling to their domicile, the distance to be claimed as personal is calculated as:

Personal use is lessor of:

- (a) alternate workplace to domicile, or
- (b) primary workplace to domicile.

In situation's described in (ii) and (iii) above, when travel involves more than one alternate workplace, the first alternate workplace should be used to establish the personal distance to be claimed.

- (d) When an employee travels from their domicile directly to a workplace other than their primary workplace (alternate workplace) and does not travel to their primary workplace during the workday, the distance travelled is considered business travel.
- (e) An employee operating a government vehicle for personal use shall include on the Monthly Vehicle Log Report (Attachment 18.06-I) an account of all personal kilometres travelled. **The Report shall be accompanied by a payment for personal use of the vehicle as determined by this policy.** That is, departments are responsible to ensure that employees reimburse Government for personal use of the vehicle on a monthly basis.
- (f) Only the Employee is permitted to drive a government-owned or leased vehicle. Notwithstanding the foregoing, drivers other than the employee may be permitted to drive the vehicle **in emergency situations.**
- (g) Government-owned or leased vehicles may not be taken out of the province for personal use without the written authorization of the Minister or their delegated officer.

CAUTION: Employees using government vehicles for private purposes without proper authorization place themselves in a precarious position that they will be held responsible for public liability and property damage claims in the event of an accident, particularly if injuries are involved. Such unauthorized use could result in disciplinary action by the Employer.

(4) 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.