

SUBJECT: Vehicle Usage	POLICY NO: INT-7	LAST REVIEWED: September 2019
APPROVED BY: Executive Board	MANAGED BY: Executive Director	NEXT REVIEW: September 2021

SUMMARY

Policy Statement

From time to time, employees, Executives and Satellite Councillors may be required to drive a vehicle as part of their responsibilities. When available, employees, Executives and Satellite Councillors are permitted to use BCITSA Vehicles. If BCITSA Vehicles are not available or otherwise unusable, employees, Executives and Satellite Councillors may have to use their own personal vehicle.

Purpose of This Policy

The purpose of this Policy is to:

- Outline the responsibilities each party takes as it relates to the driving of vehicles
- Define the reimbursement rates for using personal vehicles for BCITSA related business

Application of This Policy

This Policy applies to all employees, Executives and Satellite Councillors.

Related Documents and Legislation

N/A

Forms Associated With This Policy

- Expense Forms

Amendment History

- Created 2018-02-26
- Amended 2019-09-09

DEFINITIONS

BCITSA Vehicle

The BCITSA Vehicle is a vehicle owned and maintained by the BCITSA.

Primary Workplace

Every employee, Executives or Satellite Councillor will be assigned a specific campus when hired, elected, or appointed. This campus will become their primary workplace

DUTIES AND RESPONSIBILITIES

Director of Finance

The Director of Finance is responsible for the interpretation and enforcement of this Policy.

POLICY

1. Reimbursement

1.1. Personal Vehicles

- a.** If an employee, Executive or Satellite Councillor is required to use their personal vehicle for BCITSA business, they shall be reimbursed based on the reasonable allowance rates as set by Canada Revenue Agency (CRA).
- b.** If an employee, Executive, or Satellite Councillor uses their personal vehicle for both employment and personal use, they can deduct only the percentage of expenses during work hours. The CRA considers driving back and forth between residence and work as personal use.
 - i.** For greater clarity, if an employee, Executive or Satellite Councillor travels to a different campus to begin their workday and/or leaves from a different campus at the end of day, they are not eligible to claim mileage travelling from and/or to their residence.
- c.** An employee, Executive, or Satellite Councillor's personal car shall be used when conducting business in their immediate area, whenever is practicable.

- d. If an employee, Executive, or Satellite Councillor does not own a personal vehicle, or if their vehicle is unsuitable for the required usage, they will consult with their respective manager and come up with a plan which could include, but not limited to, car rental, transit, car sharing program.
- e. Employees, Executives and Satellite Councillors shall ensure that they have the necessary insurance coverage prior to using their personal vehicle on BCITSA business.

1.2. Parking Reimbursement

- a. If an employee, Executive or Satellite Councillors is required to use their personal vehicle for BCITSA business away from their primary workplace, they shall be reimbursed for 100% of the parking fees.
 - i. For greater clarity, this policy does not constitute a replacement of Policy INT-19; 4.1. Parking Pass.

2. Proper Usage of Vehicles

2.1. Law and Ordinance Violations

- a. Any employee, Executive, Satellite Councillor who violates the laws or ordinances of the area in which they are operating a vehicle for a business-related purpose shall assume financial and legal responsibility for their actions.
- b. It is expected that when operating a vehicle, employees and Executives shall drive in a safe and professional manner.

PROCEDURE

1. Vehicle Procedures

1.1. Booking the BCITSA Vehicles

- a. When an employee or Executive wishes to book the BCITSA Vehicle, they shall submit a request to the Director of Finance, prior to using any BCITSA vehicles to ensure that they are registered under new ICBC regulations. The request will include the following:

- i.** Reasons for the request, including the locations they will be travelling to;
 - ii.** The period of time they are requesting to book the BCITSA Vehicle; and
 - iii.** Proof of intended driver or drivers of non-expired, full Class 5 BC drivers license, or comparable license from another province.
- b.** The Director of Finance shall ensure that all potential drivers are registered under new ICBC regulations prior to accepting any requests.
- c.** The Director of Finance shall forward all approved booking requests to the Main Reception Desk.
- d.** The employee or Executive shall collect the keys to the BCITSA Vehicle from an employee at the Main Reception no earlier than 24 hours prior to their requested time of departure.
- e.** When the employee or Executive is finished with the BCITSA Vehicle, they shall return the keys to the Main Reception. If the BCITSA Vehicle requires any maintenance or needs to be filled with gas, the employee or Executive shall notify the Main Reception Desk when they return the keys.
- f.** Under no circumstances will any BCITSA Vehicles be permitted to travel outside of the province of British Columbia.