



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.1 Employee Relations

12.1.15

Title Vehicle Allowance for Mileage

1. Policy Statement:

1.1. The County of Wetaskiwin recognizes the importance and value of employees and Councillors utilizing their own vehicles while on County business. This Policy is intended to lay out general guidelines related to insurance requirements and mileage reimbursement for the usage of personal vehicles.

2. Guidelines:

2.1. All persons, excluding those listed under Section 2.3 of this Policy, who have occasion to use their own vehicle on County business must:

- 2.1.1. Carry \$2,000,000.00 third party liability insurance, at a minimum;
- 2.1.2. Provide written proof that their insurance is in full force and effect and must advise the County should their insurance coverage change or not be renewed;
- 2.1.3. Ensure that they have advised their insurer that they will be using their vehicle for "business" and that the vehicle be properly endorsed if so required; and
- 2.1.4. Inform the Chief Administrative Officer (CAO) and provide a new drivers abstract to the County should an employee's driving record change during their employment with the County.

2.2. Council may, from time to time, establish by resolution a rate per kilometer (or mile) to be claimed by an employee, Council Member, or other appointed member for the use of their personal vehicles while on County business.

2.2.1. The Mileage will not be paid automatically. A requisition for payment must be claimed immediately following the month the expense occurs. In the event there is no regular consistent usage of own vehicles, then the claim shall be made as soon as conveniently possible after the time of usage.

2.3. The following individuals shall be exempt from Section 2.1 of this Policy for the purpose of performing their duties as:

- 2.3.1. Agricultural Service Board Farm Members;
- 2.3.2. Fire Guardians;
- 2.3.3. Subdivision and Development Appeal Board Members;
- 2.3.4. Library Board Members
- 2.3.5. Election Staff
- 2.3.6. Weed Control Act Appeal Board Members; and
- 2.3.7. Agricultural Pests Act Appeal Board Members

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
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