

# COMMUNITY LIVING

Thunder Bay



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## GENERAL MANUAL POLICY

APPROVED BY:

K. J. Dickson  
Executive Director

CATEGORY: Human Resources

TOPIC: Employee Use of Personal Vehicles

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### POLICY

It is the policy of Community Living Thunder Bay to authorize employees to use their own vehicles for Association business.

### PURPOSE

Employees will be reimbursed for the use of their own vehicles according to the Mileage Guidelines policy and the Collective Agreement. It is the employees' responsibility to maintain a valid drivers' license and appropriate insurance coverage on their vehicles.

Initial: KJP

**GENERAL MANUAL PROCEDURE**

**TOPIC: Employee Use of Personal Vehicles**

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**PROCEDURE:**

1. A copy of the employee's driver's license and proof of insurance will be placed on file in Human Resources at the time of hire.
2. A copy of the employee's driver's license and proof of insurance will be forwarded to the team leader annually for review and confirmation. This review will take place January 1 of each year. The team leader will indicate on the provided form the date these documents were reviewed and return the form to Human Resources for filing. A list of all employees who claim mileage reimbursement will be provided to Human Resources by the Finance Department to verify that all license information is on file.
3. All employees who drive for Association business purposes are required to inform, in writing, Human Resources and/or their Team Leader of any changes in their license status (i.e. lapsed, suspended) and provision of automobile insurance.
4. Any employee intending to use his/her own vehicle for Association business must disclose to their insurer the nature of the business conducted. Any additional premium charged by the employee's insurer is the responsibility of the employee.
5. All employees who drive their own vehicles or those that drive Association owned vehicles will operate vehicles in a safe, lawful and courteous manner. Employees are personally responsible for violations of speed limits and other traffic laws.