

BUSINESS AND BOARD ADMINISTRATION	3000
ALLOWANCE FOR USE OF PERSONAL VEHICLE POLICY	3070

1. Rationale

- 1.1 Lakehead District School Board (LDSB) maintains a limited number of special purpose vehicles for the conduct of Board business (i.e., maintenance and courier activities).
- 1.2 Some employees are required to use personal vehicles in the conduct of designated LDSB business on a scheduled or non-scheduled basis.

2. Policy

- 2.1 Lakehead District School Board-owned vehicles are intended solely for official use and utilization for personal reasons is prohibited.
- 2.2 It is the policy of LDSB to compensate employees for use of personal vehicles on designated LDSB business.

3. Definitions

- 3.1 Regular work place - refers to a location(s) to which an employee is assigned on a daily basis.
- 3.2 Designated LDSB business - refers to the following:
 - 3.2.1 Supervisory personnel meeting role expectations.
 - 3.2.2 Assignments away from the regular work place on a non-scheduled basis and are more particularly described under procedures to this policy.
 - 3.2.3 Assignments between locations where the regular work place is two or more locations on a scheduled daily basis, and the daily distance between locations exceeds one kilometre.

4. Guidelines

- 4.1 Lakehead District School Board-owned vehicles are not to be used for travel to and from an employee's home without the specific prior written authorization of the department superintendent.
- 4.2 When not in use, LDSB-owned vehicles are to be parked within a secure compound whenever possible. Ignition keys shall not be stored within the vehicle when not in use.
- 4.3 Employee assignments are the responsibility of supervisory personnel, including principals, and accordingly, authorization for use of private vehicles in carrying out the assignment may only be given by the same supervisory personnel.

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- 4.4 Payments made under this policy will be charged to budgets for which the authorizing supervisory official is accountable.
- 4.5 Compensation for use of personal vehicle will be based upon submission of evidence of distance travelled as provided in procedures.
- 4.6 Employees eligible under Sections 3.2.1 and 3.2.2., who start an assignment from home without visiting their regular work place, will claim for the shorter distance of:
 - home to first call; or
 - regular work place to first call.

The same applies when returning from last call.
- 4.7 All distances will be measured by the more direct route.
- 4.8 Mileage rates will be reviewed and established yearly, in January, and will align with the Canada Revenue Agency reasonable per-kilometre allowance amount.
- 4.9 Applicable clauses contained within collective agreements supersede relevant clauses of this policy.
- 4.10 Each employee claiming compensation for use of personal vehicle must carry public liability coverage in an amount at least equal to the amount prescribed in procedures. Lakehead District School Board-owned vehicles are insured under LDSB's plan.
- 4.11 Distance travelled by personal vehicle outside of LDSB's boundaries will be compensated at 80% of the rate payable otherwise.
- 4.12 Employees using personal vehicles, in lieu of other modes of transportation for travel outside of LDSB's boundaries, will be compensated at the lesser of the cost of the alternative mode customarily used, or the compensation as determined under Section 4.11.
- 4.13 Employees eligible under Section 3.2.3 will claim only for distance travelled in excess of one kilometre daily between location and provided also that the total daily distance travelled, including the distance between workplaces, exceeds by one kilometre the distance from starting point to the furthest location and return.
- 4.14 It is understood that the allowance takes into consideration fuel, parking, and meter fees as well as all operational, maintenance and insurance costs associated with the use of the personal vehicle.
- 4.15 Penalties for traffic or parking violations will not be reimbursed.

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- 4.16 Drivers of LDSB-owned vehicles and employees using their personal vehicle for designated LDSB business must hold a valid Ontario driver's license.
- 4.17 Lakehead District School Board will recognize an employee's right to claim for income tax purposes, deductions of amounts spent in the year for travelling, provided the employee meets all the requirements of the Income Tax Act, as it pertains to this matter. Employees adopting this situation must file a record of distances travelled with LDSB on a quarterly basis.

5. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	June 18, 1996	_____
_____	<u>Date Revised</u>	_____
	June 23, 2009 October 28, 2014 January 24, 2023	