Employee Personal Work Vehicle Policy

This document specifies the terms and conditions associated with employees driving their own vehicles for work purposes. This policy applies to all employees using their vehicles for work.

Work-related driving applies to the operation of a motor vehicle during the course of your work, including driving between various company offices, vendor offices, retailers for office errands, and referring office locations. This may also include other driving as approved by your manager. Work-related driving does not include commuting to/from your home to your primary workplace.

An employee-owned vehicle is any vehicle for which the employee is the registered owner or the sole signatory of a vehicle-lease agreement.

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* consulting with employees and their supervisors before authorizing employees to use their own vehicles for work
* reviewing the policy with drivers, supervisors, and management to make improvements and updates as necessary
* store and track associated documents (e.g., signed procedures, copies of vehicle insurance, and mileage logs)

Supervisors are responsible for confirming that employees and employee-owned vehicles satisfy, and continue to satisfy, the terms and conditions of this policy. Additionally, supervisors must

* confirm the employee is legally authorized to drive, provide the employee with a copy of this policy, review the policy with the employee, and receive their signed agreement before recommending that the employee use their vehicle for work
* receive evidence of vehicle insurance

Employees are responsible for satisfying the terms and conditions of this policy. Additionally, employees must

* complete and provide necessary records to their supervisor in a timely manner
* maintain appropriate driving licenses and immediately tell their supervisor of any relevant changed circumstances (e.g., license suspension)
* properly register their vehicles
* have, maintain, and renew insurance coverage while the vehicle is used for work
* provide a copy of the current insurance documents before using the vehicle for work and provided an updated copy when the policy is renewed or changed
* operate their vehicle consistently within legal requirements and practice procedure, including in accordance with the
  + Motor Vehicle Act and its Regulations
  + Workers Compensation Act
  + Occupational Health and Safety Regulations

All purchase, insurance, licensing, operating, maintenance, and repair costs associated with the employee using their vehicle for work are the responsibility of the employee/vehicle owner.

The practice will reimburse the vehicle owner for work-related vehicle use at a rate of 57.5 cents per mile plus parking costs associated with work-related vehicle use.

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**ACKNOWLEDGEMENT**

I have read and understand the terms and conditions of this policy and agree to comply with them.

Employee Signature Date

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Supervisor/Manger Signature Date

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