



**POLICY 1.3**  
**VEHICLE USE BY COMPANY EMPLOYEES**

---

Department: Administration

Date Approved: April 19, 2013

Rescinds:

Board Res. No: 063/04/19/13

---

**PURPOSE:**

To allow the General Manager to approve employees' use of Company vehicles.

**SCOPE:**


Certain employees fulfill functions that require them to respond to situations of an urgent nature. Providing them with a vehicle will result in a more efficient response time.

**POLICY:**

1. The General Manager will determine which employees require a Company vehicle.
2. The General Manager may, at his or her discretion, approve the use of a Company vehicle:
  - a) Between the employee's residence and the workplace;
  - b) For limited personal use
3. The General Manager will establish guidelines for the use of the vehicles.

All terms and conditions of the use of Company vehicles pursuant to this clause shall be subject to a written agreement, between the Company and the employee.

  
Chairman

  
General Manager