



# Policy # 1011

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**Policy Title:** Mileage, Travel and Vehicle Use

**Policy No.:** 1011

**Approval:** County Council

**Effective Date:** October 1, 2006

**Date Amended:** August 28, 2013

**Date Amended:** May 11, 2016

**Supersedes Policy No.:** New

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**Policy Statement:** Mountain View County (the County) will establish a mechanism to reimburse County Council, employees and board members for the use of personal resources while conducting official County business, and provide direction on use of County vehicles

**Purpose:** The purpose of the policy is for Council to set the parameters for use of fleet vehicles and reimbursing individuals for use of personal vehicles, costs of meals, travel and for additional expenses for County related business purposes.

**Principles:**

1. When possible vehicles from the County fleet should be used to conduct County business.
2. It is reasonable for individuals to occasionally use their personal vehicles for County purposes when authorized by their Manager/Director.
3. Car-pooling is encouraged when practical.
4. When it is necessary for an individual to use their personal vehicle their insurance will need to be up to County's insurance requirement standards, as contained in the associated Procedure, in order to be compensated for the use of their vehicle.
5. There will be many instances when it is not possible to use a County vehicle when conducting County business. This may be due to availability of vehicles, logistical issues or convenience.
6. Storage of the Mountain View County fleet shall be at a Mountain View County shop or the Mountain View County Office unless otherwise authorized.

End of Policy



Procedure Title: Mileage, Travel and Vehicle Use

Procedure No.: 1011-01

Approval: CAO

Effective Date: September 27, 2006

Date Amended: February 2, 2010

Date Amended: April 1, 2011

Date Amended: November 1, 2012

Date Amended: August 28, 2013

Date Amended: May 11, 2016

Supersedes Procedure No.: New 

## 1. Procedures

- 1.1 The County will review the mileage, travel and subsistence rates during the annual budget process.
- 1.2 The County will review the mileage rate when there is a change in the Government of Alberta established Rate.
- 1.3 The County will claim travel rates and allowance as per the Government of Alberta Business kilometer rate for use of private motor vehicles.
- 1.4 To be reimbursed for mileage expenses an expense claim must be filled in, approved and submitted to Corporate Services.
- 1.5 If an individual has exceptional circumstances the Chief Administrative Officer (CAO) may establish a method of compensation that applies to that individual.
- 1.6 For staff claims in excess of 1,000 km per month or 15,000 per calendar year the mileage rate will be half of the rate as given in section 1.3. The reduced rate will apply to any mileage claimed above the limits and will be based on the dates of actual travel not the date when the claim is made.
- 1.7 For Council and CAO claims in excess of 2,500 km per month or 24,000 per calendar year the mileage rate will be half of the rate as given in section 1.3. The reduced rate will apply to any mileage claimed above the limits and will be based on the dates of actual travel not the date when the claim is made.

## 2. Training and Out of Area Business Travel

- 2.1 Meal costs will be reimbursed based on actual receipted costs
- 2.2 Accommodation will be paid at the cost including tax (receipt required) or \$25.00 un-receipted.
- 2.3 Spousal (Council and CAO only) costs eligible for reimbursement paid upon receipt include
  - 2.3.1 Registration fees,
  - 2.3.2 Banquet tickets,

- 2.3.3 50% of Approved travel expenses, and
- 2.3.4 Meals

2.4 Miscellaneous Items (receipt required)

- 2.4.1 Gas purchased for a County vehicle
- 2.4.2 Parking

2.5 Reimbursement will be limited to an amount equivalent to the most cost effective method of travel.

**3. Claims**

- 3.1 Expenses associated with conferences, training programs and out of area business travel will be approved by the respective Department Head or Reeve/Deputy Reeve.
- 3.2 The Reeve or Chief Administrative Officer may have entertainment or promotional expenses. All other Councillors or staff must have authorization from Reeve or CAO.
- 3.3 To be eligible for the meal allowance the staff or Council member must be away from his/her residence or usual work place.
- 3.4 Claims must be submitted within 60 days from date incurred with the exception of the month of December. December submissions must be received by the last Wednesday of this month.
- 3.5 Postdated claims will not be accepted, these claims should be included in the next month's claim.

**4. Council Travel within Electoral Division**

- 4.1 Councillors may be required to conduct local road inspections or respond to inquiries by constituents, the local Councillor may claim mileage costs providing the following information is provided with the claim
  - 4.1.1 The specific road location or legal land description
  - 4.1.2 The reason for the inspection
  - 4.1.3 The date of the inspection
- 4.2 With the exception of the Reeve, mileage claims for divisional inspections will be restricted to the electoral division which that councillor was elected to represent.
- 4.3 It is expected that the local Councillor will coordinate local inspections with Administrative staff to ensure County resources are managed effectively.

**5. Operation of County Vehicles**

- 5.1 Staff shall conduct a walk around inspection prior to operating any vehicle when performing County business.
- 5.2 The incumbents who hold positions for emergency response or on-call positions are provided with a County-acquired and maintained vehicle on a 24 hour basis and are authorized to park the vehicle at their residence. These positions would include the following:
  - 5.2.1 Peace Officers
  - 5.2.2 Operational Field Supervisors
  - 5.2.3 Director of Operational Services
  - 5.2.4 Assistant Director of Operational Services
  - 5.2.5 Other staff as approved by the Chief Administrative Officer

- 5.3 All other County Staff will have access to a County Vehicle for carrying out their employment duties with the county providing they have provided Human Resources with a current Drivers abstract that contains 6 demerits or less. After work hours, these vehicles are to be parked at the designated County facility:
- 5.4 Mountain View County's insurance provider shall not extend any liability or insurance coverage to any driver or passenger other than the authorized employee.
- 5.5 Employees will be responsible for any deductibles that must be paid as a result of any accidents occurring during non-business use regardless of who is at fault.
- 5.6 The privilege of driving a Mountain View County vehicle may be restricted or withdrawn for any of the following reasons:
  - 5.6.1 Abuse or misuse of the vehicle
  - 5.6.2 Failure to comply with the County policies and procedures
  - 5.6.3 An unsatisfactory driver's abstract
  - 5.6.4 Conviction or guilty plea to driving a County vehicle under the influence of alcohol or an illegal controlled substance
  - 5.6.5 Receipt of two or more traffic fines when driving a County vehicle and/or refusing to pay such fines in a timely manner
  - 5.6.6 History of two or more incidents or near misses when driving a County vehicle
  - 5.6.7 Using a hand held communication device while operating a motor vehicle or motorized equipment on County business and/or County time
- 5.7 Employees using County vehicles are expected to be familiar with Traffic laws and all related internal procedures that govern the use of vehicles. Examples include but are not limited to:
  - 5.7.1 Traffic Safety Act
  - 5.7.2 Council Procedure No. 1007-01 No Smoking
  - 5.7.3 HR Policy No. 2005/Procedure No. 2005-01 Human Resource Guidelines and Definitions
  - 5.7.4 HR Procedure No. 2005-04 Terms and Conditions of Employment
  - 5.7.5 Council Procedure 4020-01 Use of County Equipment (Heavy Equip)
  - 5.7.6 Health & Safety Program Manual section 3.9, Vehicle Use
  - 5.7.7 Health & Safety Program Manual section 3.10, Vehicle fuelling
  - 5.7.8 Health & Safety Program Manual section 5.0 & section 5.5, Accident with MVC Vehicle
  - 5.7.9 Health & Safety Program Manual section 8.4, Pre/Post Trip Inspection
  - 5.7.10 Safe Work Practice/Job Procedures from Health and Safety, Various General Vehicle Operations
- 6.0 Use of a Personal Vehicle to conduct County Business
  - 6.1 Use of a personal Vehicle must be approved by the Manager or Director of the department.
  - 6.2 It is the responsibility of each individual to contact their insurance company to ensure they have proper coverage in place with at least two million (2,000,000.00) dollars of public liability and property damage insurance. If there are extra insurance costs associated with the use of the vehicle for County purposes it is expected that this additional expense would be covered by the per kilometre reimbursement.
  - 6.3 If employees elect to use their personal vehicles for business use the County will not provide any financial assistance to employees over and above the standard mileage rate that is paid per kilometre of business travel.