

Vehicle Expenses & Fines Procedure

Procedure #: FIN.4-01-001

Policy #: FIN.4-01

Sub-Topic: Mileage Allowance, Licencing, Automobile Insurance & Traffic Contraventions

Topic: Expense Reimbursement

Applies to: All Employees

Purpose

This Procedure supports Vehicle Expenses & Fines Policy #FIN.04-01. It outlines Employee and Employer responsibilities for ensuring employees and the corporation are appropriately reimbursed for expenses when: using a personal vehicle for corporate business; and incurring fines for traffic and parking contraventions when operating corporate vehicles.

Procedure

Employee Responsibilities

Employees are responsible for understanding the Policy and complying with this Procedure, and to:

Personal Vehicle Use for Corporate Business

- 1) Keep accurate records of mileage travelled, parking receipts and toll charges incurred.
- 2) Complete the Mileage Report Form and append receipts for review and approval by their Manager/Director or designate for reimbursement of expenses.
- 3) Submit completed Mileage Report Forms on a regular and timely basis.
- 4) Maintain a valid driver's licence and automobile personal liability insurance.
- 5) Inform their automobile insurance carrier if using a personal vehicle for corporate business. Any additional coverage cost is the Employee's responsibility.
- 6) Pay any traffic or parking contravention fines incurred and handle vehicle accident incidents during the course of their duties.

Corporate Vehicle Use

- 7) Inform their Supervisor/Manager of any change in the status of their drivers' licence if required to drive a corporate vehicle in the course of their duties.
- 8) Complete detailed reports of any accident, as applicable.
- 9) Complete appropriate vehicle logs for all corporate vehicle usage.
- 10) Reimburse the corporation the total fine amount received by Fleet Services within 30 days of notification of a traffic or parking contravention via one of the following

methods:

- electing to have the fine amount deducted from their pay by completing the Payroll Deduction Authorization form; or
 - submitting payment by cheque made payable to the Town of Newmarket; or
 - debit, credit, or cash through Customer Services.
- 11) Notify their Supervisor/Manager once payment has been made.
 - 12) Provide a copy of the receipt to their Supervisor/Manager, if requested.
 - 13) Notify Legislative Services immediately should they request an appeal for a parking or traffic contravention issued by the Town of Newmarket and incurred while operating a corporate vehicle.
 - 14) Direct any request for an appeal to the appropriate jurisdiction for parking or traffic contraventions not issued by the Town of Newmarket and incurred while operating a corporate vehicle.

Employer Responsibilities

The Employer is responsible for administering the Policy and this Procedure, and to:

Supervisors/Managers/Directors/Commissioners

- 1) Monitor employee Mileage Report Forms submitted for accuracy and consistency.
- 2) Approve Mileage Report Forms submitted and forward to Accounts Payable for processing.
- 3) Consult with Financial Services if unable to resolve any mileage claim concerns.
- 4) Consult with Human Resources to review options in all situations of loss/suspension of a drivers' licence when the Employee is required to drive a corporate vehicle.
- 5) Ensure accurate vehicle logs are maintained for all corporate vehicles assigned to the department.
- 6) Review corporate vehicle logs to determine the vehicle operator on the date of a traffic or parking contravention against a corporate vehicle received from Fleet Services.
- 7) Promptly notify the responsible employee of the fine and payment options to arrange reimbursement to the corporation or provide the opportunity for appeal as set out in the Policy.
- 8) Provide a copy of the ticket to the employee for their records.
- 9) Provide the Payroll Deduction Authorization form to responsible employees to complete and return for those who are opting for payroll deduction(s).
- 10) Forward completed Payroll Deduction Authorization forms to Payroll on the Employee's behalf.
- 11) Follow-up with the responsible employee to ensure payment of fine has been made by the 30-day deadline if choosing to pay by cheque, debit, credit or cash.
- 12) Notify Financial Services when the full amount of the fine has been paid.

Human Resources Department

- 1) Support Employees and their Supervisors/Managers in the resolution of issues concerning the application of the Policy.
- 2) Obtain employee drivers' abstracts and verify drivers' licences/qualifications as part of the recruitment process, as appropriate.
- 3) Conduct annual checks through the Ministry of Transportation for all employees required to operate a corporate vehicle.
- 4) Support Managers/Directors/Commissioners in situations where loss/suspension of an employees' drivers' licence impacts their ability to carry out the duties of their position.

Financial Services Department

- 1) Support Supervisors/Managers in the resolution of issues concerning the application of the Policy.
- 2) Manage the financial aspects of the Policy and Procedure.
- 3) Review and update all reporting forms as appropriate.
- 4) Support Supervisors/Managers in the resolution of issues concerning Mileage Report Forms.
- 5) Promptly pay penalty orders or other traffic contraventions received from Fleet Services with the appropriate authority.
- 6) Work with the responsible employee's immediate Supervisor/Manager to monitor payment and reimbursement.
- 7) Process employee payments of traffic or parking fines received from Customer Services or Payroll Deductions according to Payroll Deduction Authorization forms submitted.
- 8) Notify Fleet Services once full payment is received.

Public Works Services – Fleet

Education & Training

- 1) Provide an in-house driver training program or other training courses relating to the use of corporate vehicles to facilitate compliance with legislative requirements.
- 2) Ensure vehicle operators are aware of the consequences of committing contraventions of the *Highway Traffic Act* or municipal by-laws while operating a corporate vehicle.
- 3) Work with Supervisors/Managers/Directors for disciplinary action and training related to traffic and parking contraventions against corporate vehicles.

Monitoring & Tracking

- 4) Ensure an accurate tracking system is in place for tracking corporate vehicle operators.
- 5) Maintain information in the database of the fleet management software (GeoTab) with any changes to vehicle operators, including transferred or departed employees' names, driver's license numbers, and the date of any changes.
- 6) Track all parking and traffic contraventions received against corporate vehicles received.

Processing Contraventions

- 7) Promptly notify the appropriate department Supervisor/Manager that the vehicle is assigned to of all traffic tickets received.
- 8) Provide a copy of the ticket(s) to department Supervisor/Manager.
- 9) Promptly notify Financial Services to arrange immediate payment of the fine to ensure no additional administrative fees are incurred.

Cross-References

Corporate Procedures

Health and Safety Procedures Manual (Vehicle and Equipment Operation)

Corporate Policy

Harassment & Discrimination Free Workplace Policy #HR.13-04

Health and Safety Policy Statement

Professional Development Expenses Policy #CAO.1-02

Progressive Discipline Policy #HR. 4-01

Other Government Legislation

Administrative Monetary Penalty System (AMPS) By-law, as amended

Highway Traffic Act R.S.O. 1990, c.H.8 and related Provincial Regulations, as amended

Appendices/Other References

Appendix "A" - Common Distances

Harassment & Discrimination Free Workplace Program

Mileage Report Form

Payroll Deduction Authorization Form

Contact

Financial Services Department ext. 2100 or finance@newmarket.ca

Details

Council Adoption Date: January 18, 2016

Policy Effective Date: January 1, 2016

Revision No: 001

Revision Date: May 24, 2005

Revision No: 002

Revision Date: September 12, 2007

Revision No. 003

Revision Date: January 18, 2016

Approved by: Ian McDougall, Chief Administrative Officer

Last Revision Date: May 13, 2024

Revision No: 004