

Vehicle Use Policy

Adopted date: Oct 26, 2022	Amended date: Jun 11, 2025	Next Review: 2030
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OBJECTIVE

This policy covers the requirements of license, transportation, and business insurance. It also covers reimbursement of personal vehicle use for business.

POLICY

DRIVERS LICENSE

All Van Anda Improvement District (VAID) employees are required to have a Drivers License (Class 5 minimum).

VEHICLE OR TRANSPORTATION

Employees must have use of a vehicle or other reliable method of responding to emergency callouts. VAID provides a vehicle for VAID business use by employees and prefers that it be used instead of personal vehicles. Personal vehicles shall be used when the VAID vehicle is not available.

BUSINESS INSURANCE

If an employee uses their vehicle for work often enough to be considered by ICBC as Business Use (refer to ICBC Rate Class – external document), they are required to carry appropriate insurance on their vehicles, and to provide VAID with proof of that coverage annually.

REIMBURSEMENT

VAID will reimburse employees for the use of personal vehicles at the current Automobile Allowance Rate as specified by the CRA.

- VAID considers the VAID office (Van Anda Firehall) as the workplace.
- For scheduled work hours, mileage may be charged for VAID business beginning and ending at the VAID office.
- Mileage may be charged from home when responding to emergency callouts outside of regular work hours.

SCOPE

- All VAID employees

RELATED DOCUMENTS

- Safe Driving Policy
- Expenses and Reimbursement Policy
- ICBC Rate Class

FORMS

- Expense Reimbursement Request Form
- Policy Agreement Form