



POLICY

Vehicle Use Policy

Adopted date: Oct 26, 2022	Amended date:	Next Review: 2025
----------------------------	---------------	-------------------

OBJECTIVE

This policy covers vehicle necessity, insurance, and reimbursements

POLICY

LICENSE AND VEHICLE

All Van Anda Improvement District (VAID) Water Operators are required to have a Class 5 Drivers License and a vehicle to use for VAID business.

BUSINESS INSURANCE

Employees are required to carry appropriate insurance on their vehicles, and to provide VAID with proof of that coverage annually.

REIMBURSEMENT

Van Anda Improvement District will reimburse employees for the use of vehicles at the current Automobile Allowance Rate as specified by the CRA.

VAID considers the VAID office (Van Anda Firehall) as the workplace.

Mileage may be charged for VAID business beginning and ending at the VAID office.

SCOPE

All VAID employees

RELATED DOCUMENTS

- Safe Driving Policy
- Expenses and Reimbursement Policy

FORMS

- Expense Reimbursement Request Form