



ADLC Procedures Manual AP 20-1

ADLC Vehicle Usage

The purpose of ADLC vehicles is to transport staff to and from conferences, meetings, school visits, student visits, etc. under the direction of ADLC administration. Staff members are encouraged to use ADLC vehicles for ADLC business.

- Vehicles must be booked by the primary contact in each office.
- Only PHRD employees (or employees of other school divisions by formal agreement) can drive ADLC vehicles. All PHRD employees are covered for insurance purposes. ADLC contractors are not permitted to drive ADLC vehicles, but may ride in them. Any non PHRD employee who rides in an ADLC vehicle is covered under PHRD insurance.
- Staff members must use the ADLC vehicles with care and abide by all laws.
- When the vehicle is returned after a trip, it must be left in the same or better condition than when it was received. This means that all personal and/or work-related items are removed, and the vehicle is fully fueled and washed (weather permitting). Keys, Log Book and fuel receipts must be returned and any problems reported promptly to the primary contact in each office.
- Except for meetings or events as directed under a telecommuting agreement, ADLC reimburses for distance driven within the province of Alberta when staff use their own vehicle as per PHRD approved rates. Distance calculation is based on the distance from the employee's assigned ADLC campus to destination. If a personal vehicle is used, the distance paid will be calculated from the telecommuting work location. The PHRD travel chart will be used where possible to calculate distance to destination. If the destination is not covered by the PHRD travel chart, Google Maps will be used.
- Employees who choose to use their own vehicle will be reimbursed \$.50 per kilometre if no school vehicle is available and \$.25 per kilometre if a school vehicle is available. When one or more employees are travelling to the same event/function/location, it is expected that an ADLC vehicle will be used. Should

the ADLC vehicles not have a minimum of 4 staff in the unit then those employees wishing to take their own vehicle will be reimbursed at \$.25/km. Expense forms include a check box to identify whether a school vehicle was available.

- Insurance: It is the employee's responsibility to ensure that they carry adequate business insurance on their personal vehicles.
- The final expense claim approval is at the discretion of the Principal or Supervisor