

Town of Small Point - Adams's Cove

Automobile Policy

Policy # 007/2022

Date of inception: November 22, 2022

Amendments:

The Purpose of this policy is to ensure Councilors & Employees of the town who use any vehicles do so only as approved and a log is maintained to review all vehicles usage rates

Personal Automobile Reimbursement

The Town of Small Point-Adam's Cove will provide an automobile mileage rate for councilors and employees of the town who use their private vehicle for work purposes.

The Town will adhere to the provincial basic rate as per the monthly issued data at <https://www.gov.nl.ca/exec/tbs/working-with-us/auto-reimbursement/>

1. Any repetitive personal travel must be pre-approved by Council. The town clerk may approve individual one time occurrences.
2. The town clerk will maintain a file with name, distance, purpose and cost.
3. The individual must report the mileage and have it confirmed by Google Map check.
4. The rate is payable as per the date of travel.
5. A sample copy is available in the towns forms files

Town Automobile Use

The town monitors use of its owned vehicles for utilization rate and legitimacy

1. All Town Vehicles will carry a log to be filled out by the driver
2. The Log will contain the drivers name, date , time , destination & mileage and fuel filling i
3. While the Vehicle is engaged within the town limits , one entry is satisfactory with the destination listed as AT WORK LOCATION all other information must still be logged
4. The log will be submitted to the town clerk at the end of each week.
5. A sample copy is available in the towns forms files

This regulation passed and adopted by council on

Date: November 22, 2022

Signed: 

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