



TOWN OF RAYMOND

Adopted By: Council

Motion: 2019-303

Authority to Administer: Department Heads

Policy Number: GP-2019-01

Policy Name

Personal Use of Town Vehicles

Policy Statement

The use of town owned vehicles for personal use is prohibited.

Policy Guidelines

- Town vehicles may only be used for Town business or work purposes.
- Employees may tend to personal matters while using town vehicles for business or work purposes, provided such personal matters do not reflect negatively on the Town and are performed on employees' own time.
- Town vehicles may be driven home by directors and supervisors, or, by other employees when they are on call. Department heads may approve employees taking town vehicles home on a temporary basis if a work-related need arises.

Abuse of Policy

- Personal use of municipal vehicles will be treated as abuse of municipal policy and lead to disciplinary action by the department head or CAO.
- Employees tending to personal matters while using town vehicles for business or work purposes will be accountable to their department head regarding the nature of the personal matter, as well as general abuse of this allowance, and be subject to disciplinary action.