# Personal Transportation Benefit Policy

## POLICY STATEMENT
The City of Hamilton supports employees who, as a condition of their employment, must use personal transportation methods to conduct official City business.

## PURPOSE
The City provides benefits to offset costs incurred by employees who must use their personal vehicle for official City related business.

The purpose of this policy is to outline the terms, conditions and limitations to the use of transportation benefits that the City of Hamilton provides to eligible employees required to use their personal vehicle for City business.

Details regarding specific policies can be found in the policies governing each program.

## SCOPE
This Policy applies to all City employees who meet eligibility criteria for receipt of personal transportation benefit. Employees include regular, temporary and contract employees, and students and interns (collectively called “employees”).

Where applicable, the governing collective agreement for unionized employees will prevail.

## DEFINITIONS
The following terms referenced in this Policy are defined as:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Employee Commuter (EC) Pass</td>
<td>A discounted bus pass available to full-time permanent employees for the commute to and from work, when the employee is not eligible for employer-provided parking.</td>
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<tr>
<td>Vehicle Allowance</td>
<td>A set amount of money that the City provides to employees to compensate for the use of their personal vehicle for business purposes. This allowance is negotiated within employment contracts and is considered to be a taxable benefit by the Canada Revenue Agency.</td>
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<tr>
<td>Vehicle Benefit</td>
<td>The authorized personal use of a City vehicle that is considered to be a taxable benefit for the employee who has received approval. As per the City’s Policy on Eligibility for Assignment of a City vehicle, personal use is defined as all and or any use of a City vehicle.</td>
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vehicle that does not directly benefit the City or the employees’ job duties. Use of a City vehicle after hours for personal use is not allowed unless approved by the Department Head or designate. Personal use of a vehicle includes driving to and from work in a City vehicle.

**TERMS & CONDITIONS**

The following terms and conditions apply to this Policy:

The City of Hamilton provides Personal Transportation Benefits to offset the costs that are incurred by employees in the use of their personal vehicle for official City business. It is expected that personal transportation benefits will be provided in an appropriate manner avoiding misuse or overlapping of benefits.

Employees who are required to use their vehicle for City-related business an average of three times a week or more may be eligible for up to $200 per year for additional insurance charges incurred for use of personal vehicle for business purposes.

Employees claiming the insurance benefit must provide proper documentation of coverage from their insurance company.

**Receipt of Concurrent Benefits**

**Employees in Receipt of an EC Pass**
Employees who participate in the EC Pass program are not eligible to receive employer-provided parking, a vehicle allowance, or vehicle benefit.

**Employees with Use of City Vehicle (Vehicle Benefit)**
Employees who have been granted the use of a City vehicle as per the criteria established within the Eligibility for Assignment of a City Vehicle Policy are not eligible to claim personal transportation benefits such as vehicle allowance, EC pass, and mileage.

There may be instances where employees who have access to a City vehicle are required to use their personal vehicle for City business and thus claim mileage. In these cases, proper documentation is required to be sent to Financial Services with the expense report to justify the receipt of both benefits.

**Employees in Receipt of a Vehicle Allowance**
Employees in receipt of a vehicle allowance may not participate in the EC Pass program or claim mileage except where indicated within their employment contract.
### Employees in Receipt of Employer-Provided Parking

Employees may not be in receipt of employer-provided parking and participate in the EC pass program at the same time.

### Exceptions

There may be some limited situations where it is appropriate and beneficial for the City of Hamilton for an employee to receive concurrent benefits. These situations must be well documented, substantiated by a business case, and approved by a General Manager or their designate.

### RESPONSIBILITIES

The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:

#### Employees

- Accurately record and submit travel related expenses and/or trip reports to Supervisor/Manager to ensure eligibility is met
- Update Supervisor/Manager should there be any change in status that may affect eligibility for travel benefit
- Report changes in Drivers’ License Status to supervisor

#### Supervisors/Managers

- Approve transportation benefits for eligible employees
- Review eligibility and ensure that concurrent benefits are not being granted to employees
- Provide documentation to Finance and Administration to support eligibility for receipt of benefits or exception status
- Update Financial Services where changes in status have occurred impacting eligibility for direct reports

#### Human Resources

- Maintain accurate employee files that include information on Personal Transportation Benefits where applicable
- Oversee and maintain Policy; support employees and supervisors/managers in interpretation

#### Finance and Administration

- Assess impact and inform employees of travel benefit implications on income tax assessments
- Administer approved transportation benefits reimbursements
- Identify where concurrent receipt of benefits occurs and advise Supervisors where benefits need to be stopped

### COMPLIANCE

Failure to comply with this Policy may result in termination of a travel benefit; and will result in appropriate disciplinary measures, up to and including dismissal from employment.
The following related documents are referenced in this Policy:
1. Code of Conduct for Employees Policy
2. Eligibility for Assignment of a City Vehicle, Central Fleet Policy
3. Employer-Provided Parking Policy
4. Driver’s License Suspension Policy

The following stakeholders were consulted in the creation or revisions made to this Policy:
- Corporate Policy Review Group
- Central Fleet
- Finance and Administration

This policy was approved by Senior Management Team 2014-12-11