



# Corporate Policy Manual

Sub Topic:	Mileage Allowance, Licence & Automobile Insurance	Policy No.	FIN. 4-01
Topic:	Financial Services Policy	Employees Covered:	All Employees
Section:	Financial Services	Council Adoption Date:	January 18, 2016
		Revision No:	001 May 24, 2005
Effective Date:	January 1, 2016		002 September 12, 2007
			003 January 18, 2016

## Policy Statement & Strategic Plan Linkages

The Town of Newmarket acknowledges that employees should be compensated for the expenses associated with the use of personal vehicles on Town business. Further, the Town recognizes that setting standards for drivers' licence, qualifications and automobile insurance are important to protect employees and to minimize risk and liability to the Town.

## Purpose

The purpose of this policy is to provide a consistent and fair approach to reimbursing Town of Newmarket employees for mileage expenses, parking transit and highway toll charges incurred as part of their job.

## Procedures

1. Employees who are required to use their personal vehicle for authorized Town business shall be reimbursed at the rates established by the Federal Department of Finance for tax exempt amounts. Consistent with the Town's desire to increase "Smart Commuting", the mileage reimbursement for an employee who is driving their car and is carpooling with other employees shall be 1.25 times the appropriate mileage rate.
2. The allowance amounts reflect the key cost components of owning and operating an automobile such as, but are not limited to, depreciation, financing, insurance, maintenance and fuel costs.
3. The claim must include the origin and destination, and the purpose of the trip. For purposes of calculating mileage, the claim for mileage is from the

normal work location to the visiting site location, not including any travel between home and the employee's normal work location.

4. Employees who are required to report to an alternate location, may claim mileage only if the distance to the alternate location is farther than the distance to their regular workplace from their place of residence. The mileage claimed for alternate locations, as indicated above, would be the shorter of the distance between the regular workplace and the alternate location or place of residence to the alternate location.
5. Claims that include expenses for carpooling must include names of employee(s) that carpoled with the employee claiming the expenses.
6. Driving beyond the borders of Ontario is to be pre-approved in writing by the employee's supervisor prior to travel.
7. Mileage reimbursement must be authorized by a Supervisor/Manager/Director/Commissioner and shall be claimed using the Town's Mileage Report Form.
8. Mileage claims are processed through Accounts Payable and shall be paid to the employee by direct deposit.
9. Contract employees are governed by the terms and conditions as set out in their offer of employment or contract agreement.
10. Pre-authorized toll charges (e.g. Highway 407) incurred while on authorized Town business will be reimbursed; transponder fees do not qualify for reimbursement. All such charges shall be supported with documentation appended to the Mileage Report Form.
11. Employees will be reimbursed for all reasonable parking expenses incurred in the performance of their duties. Expenses must be supported by paid receipts appended to the Mileage Report Form.
12. Employees will be reimbursed for all authorized transit fares as a result of travel for authorized Town business.
13. A chart of distances to common facilities is found in Appendix "A". These distances must be used by all staff that travels on Town business. Except where not practical, the distances in Appendix "A" represent the shortest distance. Claims for distances travelled to non-standard destinations must be supported by documentation (e.g. MapQuest, Google).
14. Mileage paid in any calendar year will be used to calculate any applicable taxable benefit for that taxation year.

### Employee Automobile Insurance

All employees using a personal vehicle for Town business purposes are required to have \$1,000,000 liability coverage for bodily injury or death. The employer may require proof of automobile insurance coverage.

### Drivers' Licence

An employee who is required to drive a Town vehicle must possess a valid drivers' licence in good standing, free of serious offences under the Highway Traffic Act, and additional qualifications such as a DZ licence, as applicable. Proof of the qualifications such as a Drivers Abstract should be presented at time of hire. Employees who are required to drive a Town vehicle or use a private vehicle for Town business are subject to an annual drivers' licence check applying Ministry of Transportation of Ontario information.

### Vehicle Accident Report

Vehicle operators using a Town vehicle or private vehicle must complete a detailed report of a vehicle involved in any accident occurring while using the vehicle for Town business purposes within twenty-four (24) hours of the incident to be submitted to the Department Director for review who shall forward the report to the Corporate and Financial Services Commission and/or the Clerks Department.

In cases where there is personal injury or damage that exceeds the amount stipulated under the Highway Traffic Act as a reportable accident, the Police must be notified within twenty-four (24) hours.

### Traffic Violations

The cost of fines resulting from traffic violations, parking offences, etc. will not be borne by the Town, whether operating a Town vehicle or the employee's private vehicle. They are the responsibility of the vehicle operator at the time of the offence.

## **Responsibilities**

### Employees are responsible to:

- Know and comply with this policy.
- Keep accurate records of mileage when using their vehicle on Town business. Complete the Town's *Mileage Report Form* for review and approval by the Manager/Director or designate.
- Submit requests for mileage reimbursement on a regular and timely basis.
- Maintain a valid driver's licence and automobile personal liability insurance when using their private vehicle for Town business purposes. Employees should inform their insurance carrier if they use their private vehicle for Town business purposes. The cost of additional coverage, if any, is the responsibility of the employee.

- Inform their Supervisor of any change in the status of their drivers' licence if required to drive a Town vehicle in the course of their duties.
- Complete detailed reports of any accident, as applicable.

Supervisor/Manager/Director/Commissioner is responsible to:

- Monitor submissions of mileage claims for accuracy and consistency.
- Consult with Financial Services if unable to resolve a concern regarding a mileage claim.
- Approve mileage claims and forward to Accounts Payable for processing.
- Consult with Human Resources to review options in all situations of loss/suspension of a drivers' licence when the employee is required to drive a Town vehicle.

Human Resources are responsible to:

- Support the implementation of the mileage policy.
- Support Managers/ Supervisors in the resolution of issues concerning the application of this policy.
- Ensure that drivers' abstracts are obtained and drivers' licences/qualifications are verified as part of the recruitment process, as appropriate.
- Conduct annual checks through the Ministry of Transportation for all employees required to drive a Town vehicle.
- Work with Managers/Directors/Commissioners to deal with situations where loss/suspension of a drivers' licence impacts on the employee's ability to carry out the duties of their position.

**Appendices (which may be amended from time to time)**

**Appendix "A" Common Distances**

**Cross References**

[Health and Safety Policy and Procedures](#)  
[Professional Development Expenses Policy CAO.1-02](#)

## APPENDIX "A" - Common Distances

### Mileage Allowance, License and Auto Insurance Policy

<b>DISTANCE FROM COMMUNITY CENTRE</b>	
<b>200 Doug Duncan Drive</b>	<b>KM-one way</b>
Fire Station 4-1, 984 Gorham Street	2.1
Fire Station 4-2, 125 McCaffrey Road	2.7
Fire Station 4-3, 220 Edward Street	8.8
Fire Station 4-4, 1344 Wellington Street East	8.0
Library, 438 Park Avenue	0.3
Magna Centre, 800 Mulock Drive	3.3
Museum, 134 Main Street South	0.3
Operations Centre, 1275 Maple Hill Court	3.7
Ray Twinney Complex, 100 Eagle Street West	2.8
Seniors Centre, 474 Davis Drive	1.0
Theatre , 505 Pickering Crescent	3.2
Town Office, 395 Mulock Drive	2.1
Youth Centre, 56 Charles Street	1.0

<b>DISTANCE FROM FIRE STATION 4-1</b>	
<b>984 Gorham Street</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	2.1
Fire Station 4-2, 125 McCaffrey Road	4.2
Fire Station 4-3, 220 Edward Street	10.8
Fire Station 4-4, 1344 Wellington Street East	6.0
Library, 438 Park Avenue	2.2
Magna Centre, 800 Mulock Drive	2.5
Museum, 134 Main Street South	2.2
Operations Centre, 1275 Maple Hill Court	2.4
Ray Twinney Complex, 100 Eagle Street West	4.3
Seniors Centre, 474 Davis Drive	3.7
Theatre , 505 Pickering Crescent	2.8
Town Office, 395 Mulock Drive	3.2
Youth Centre, 56 Charles Street	2.5

**DISTANCE FROM FIRE STATION 4-2**

<b>125 McCaffrey Road</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	2.7
Fire Station 4-1, 984 Gorham Street	4.2
Fire Station 4-3, 220 Edward Street	7.3
Fire Station 4-4, 1344 Wellington Street East	10.0
Library, 438 Park Avenue	2.6
Magna Centre, 800 Mulock Drive	5.0
Museum, 134 Main Street South	3.3
Operations Centre, 1275 Maple Hill Court	6.0
Ray Twinney Complex, 100 Eagle Street West	0.9
Seniors Centre, 474 Davis Drive	3.5
Theatre , 505 Pickering Crescent	5.2
Town Office, 395 Mulock Drive	2.8
Youth Centre, 56 Charles Street	3.6

**DISTANCE FROM FIRE STATION 4-3**

<b>220 Edward Street</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	8.8
Fire Station 4-1, 984 Gorham Street	10.8
Fire Station 4-2, 125 McCaffrey Road	7.3
Fire Station 4-4, 1344 Wellington Street East	5.2
Library, 438 Park Avenue	9.0
Magna Centre, 800 Mulock Drive	8.9
Museum, 134 Main Street South	9.0
Operations Centre, 1275 Maple Hill Court	10.2
Ray Twinney Complex, 100 Eagle Street West	7.5
Seniors Centre, 474 Davis Drive	9.7
Theatre , 505 Pickering Crescent	8.8
Town Office, 395 Mulock Drive	7.5
Youth Centre, 56 Charles Street	9.3

**DISTANCE FROM FIRE STATION 4-4**

<b>1344 Wellington Street East</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	7.7
Fire Station 4-1, 984 Gorham Street	5.7
Fire Station 4-2, 125 McCaffrey Road	9.8
Fire Station 4-3, 220 Edward Street	5.2
Library, 438 Park Avenue	8.3
Magna Centre, 800 Mulock Drive	5.6
Museum, 134 Main Street South	8.3
Operations Centre, 1275 Maple Hill Court	5.5
Ray Twinney Complex, 100 Eagle Street West	9.4
Seniors Centre, 474 Davis Drive	8.9
Theatre , 505 Pickering Crescent	5.9
Town Office, 395 Mulock Drive	7.1
Youth Centre, 56 Charles Street	8.5

**DISTANCE FROM LIBRARY**

<b>438 Park Avenue</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	0.3
Fire Station 4-1, 984 Gorham Street	2.2
Fire Station 4-2, 125 McCaffrey Road	2.6
Fire Station 4-3, 220 Edward Street	9.0
Fire Station 4-4, 1344 Wellington Street East	8.3
Magna Centre, 800 Mulock Drive	3.5
Museum, 134 Main Street South	0.3
Operations Centre, 1275 Maple Hill Court	3.9
Ray Twinney Complex, 100 Eagle Street West	2.6
Seniors Centre, 474 Davis Drive	1.0
Theatre , 505 Pickering Crescent	3.4
Town Office, 395 Mulock Drive	2.3
Youth Centre, 56 Charles Street	0.9

<b>DISTANCE FROM MAGNA CENTRE</b>	
<b>800 Mulock Drive, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	3.3
Fire Station 4-1, 984 Gorham Street	2.5
Fire Station 4-2, 125 McCaffrey Road	5.0
Fire Station 4-3, 220 Edward Street	8.9
Fire Station 4-4, 1344 Wellington Street East	5.6
Library, 438 Park Avenue	3.5
Museum, 134 Main Street South	3.5
Operations Centre, 1275 Maple Hill Court	2.6
Ray Twinney Complex, 100 Eagle Street West	4.4
Seniors Centre, 474 Davis Drive	4.2
Theatre , 505 Pickering Crescent	0.6
Town Office, 395 Mulock Drive	2.2
Youth Centre, 56 Charles Street	3.8

<b>DISTANCE FROM MUSEUM</b>	
<b>134 Main Street, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	0.3
Fire Station 4-1, 984 Gorham Street	2.2
Fire Station 4-2, 125 McCaffrey Road	3.3
Fire Station 4-3, 220 Edward Street	9.0
Fire Station 4-4, 1344 Wellington Street East	8.3
Library, 438 Park Avenue	0.3
Magna Centre, 800 Mulock Drive	3.5
Operations Centre, 1275 Maple Hill Court	4.0
Ray Twinney Complex, 100 Eagle Street West	2.9
Seniors Centre, 474 Davis Drive	0.7
Theatre , 505 Pickering Crescent	3.5
Town Office, 395 Mulock Drive	2.4
Youth Centre, 56 Charles Street	0.7



<b>DISTANCE FROM OPERATIONS CENTRE</b>	
<b>1275 Maple Hill Court, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	3.7
Fire Station 4-1, 984 Gorham Street	1.7
Fire Station 4-2, 125 McCaffrey Road	6.0
Fire Station 4-3, 220 Edward Street	10.2
Fire Station 4-4, 1344 Wellington Street East	5.5
Library, 438 Park Avenue	3.9
Magna Centre, 800 Mulock Drive	2.6
Museum, 134 Main Street South	4.0
Ray Twinney Complex, 100 Eagle Street West	5.1
Seniors Centre, 474 Davis Drive	4.6
Theatre , 505 Pickering Crescent	2.2
Town Office, 395 Mulock Drive	3.5
Youth Centre, 56 Charles Street	4.5

<b>DISTANCE FROM RAY TWINNEY COMPLEX</b>	
<b>100 Eagle Street West</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	2.8
Fire Station 4-1, 984 Gorham Street	4.3
Fire Station 4-2, 125 McCaffrey Road	0.9
Fire Station 4-3, 220 Edward Street	7.5
Fire Station 4-4, 1344 Wellington Street East	9.4
Library, 438 Park Avenue	2.6
Magna Centre, 800 Mulock Drive	4.4
Museum, 134 Main Street South	2.9
Operations Centre, 1275 Maple Hill Court	5.1
Seniors Centre, 474 Davis Drive	3.2
Theatre , 505 Pickering Crescent	5.2
Town Office, 395 Mulock Drive	2.2
Youth Centre, 56 Charles Street	3.6

<b>DISTANCE FROM SENIORS CENTRE</b>	
<b>474 Davis Drive, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	1.0
Fire Station 4-1, 984 Gorham Street	3.7
Fire Station 4-2, 125 McCaffrey Road	3.5
Fire Station 4-3, 220 Edward Street	9.7
Fire Station 4-4, 1344 Wellington Street East	8.9
Library, 438 Park Avenue	1.0
Magna Centre, 800 Mulock Drive	3.7
Museum, 134 Main Street South	0.7
Operations Centre, 1275 Maple Hill Court	4.6
Ray Twinney Complex, 100 Eagle Street West	3.2
Theatre, 505 Pickering Crescent	4.2
Town Office, 395 Mulock Drive	3.1
Youth Centre, 56 Charles Street	0.4

<b>DISTANCE FROM THE THEATRE</b>	
<b>505 Pickering Crescent, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	3.2
Fire Station 4-1, 984 Gorham Street	2.8
Fire Station 4-2, 125 McCaffrey Road	5.2
Fire Station 4-3, 220 Edward Street	8.8
Fire Station 4-4, 1344 Wellington Street East	5.9
Library, 438 Park Avenue	3.4
Magna Centre, 800 Mulock Drive	0.6
Museum, 134 Main Street South	3.5
Operations Centre, 1275 Maple Hill Court	2.2
Ray Twinney Complex, 100 Eagle Street West	5.2
Seniors Centre, 474 Davis Drive	4.2
Town Office, 395 Mulock Drive	2.2
Youth Centre, 56 Charles Street	7.9

<b>DISTANCE FROM TOWN OFFICE</b>	
<b>395 Mulock Drive, Newmarket</b>	<b>KM-one way</b>
Town of Aurora, 1 Municipal Drive, Aurora	5.6
Town of East Gwillimbury, 19000 Leslie Street, Sharon	9.0
Town of East Gwillimbury, 90 Bales Drive	8.2
Town of Georgina, 26557 Civic Centre Road, Keswick	34.0
Township of King, 2075 King Road, King City	17.0
Town of Markham, 101 North Town Centre Blvd., Unionville	32.0
Town of Whitchurch-Stouffville, 37 Sandiford Drive, Stouffville	26.0
Community Centre, 200 Doug Duncan Drive	2.1
Fire Station 4-1, 984 Gorham Street	3.2
Fire Station 4-2, 125 McCaffrey Road	2.8
Fire Station 4-3, 220 Edward Street	7.5
Fire Station 4-4, 1344 Wellington Street East	7.1
Library, 438 Park Avenue	2.3
Magna Centre, 800 Mulock Drive	2.2
Museum, 134 Main Street South	2.4
Operations Centre, 1275 Maple Hill Court	3.5
Ray Twinney Complex, 100 Eagle Street West	2.2
Seniors Centre, 474 Davis Drive	3.1
Theatre, 505 Pickering Crescent	2.2
Youth Centre, 56 Charles Street	2.7

<b>DISTANCE FROM YOUTH CENTRE</b>	
<b>56 Charles Street, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	1.2
Fire Station 4-1, 984 Gorham Street	2.5
Fire Station 4-2, 125 McCaffrey Road	3.6
Fire Station 4-3, 220 Edward Street	9.3
Fire Station 4-4, 1344 Wellington Street East	8.5
Library, 438 Park Avenue	0.9
Magna Centre, 800 Mulock Drive	3.8
Museum, 134 Main Street South	0.7
Operations Centre, 1275 Maple Hill Court	4.5
Ray Twinney Complex, 100 Eagle Street West	3.6
Seniors Centre, 474 Davis Drive	0.4
Theatre, 505 Pickering Crescent	7.9
Town Office, 395 Mulock Drive	2.7