



County of Lethbridge Policy Handbook

EFFECTIVE: June 16, 2011

SECTION: 700 NO. 705 Page 1 of 2

APPROVED BY: County Council

SUBJECT: Mileage Reporting and
Rental Rates

REVISED DATE:

Purpose / Objective

The objective of this policy is to ensure that everyone employed by the County of Lethbridge follows the same process. Failure to report hours of usage will lead to higher rental rates for all agencies. Replacement schedules and replacing guidelines are determined by equipment usage. Should equipment not receive enough hours to justify its need it will be sold and not replaced.

Enforcement

Enforcement of this policy is the responsibility of the County of Lethbridge management team as well as employees.

Procedure

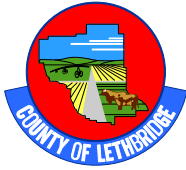
The agency will ensure that all vehicle/equipment usage shall be recorded daily by the operator of said vehicle/equipment on his or her daily time sheet. This record will be checked with the unit's hour or odometer meter for verification. Should there be a major deviation the agency will be required to pay for unreported usage. Employees that are allowed a County vehicle to take home are required to record their mileage and locations on a daily basis. This record is to be turned into the Payroll department in November of every year for taxable benefit calculations.

Fleet Services shall ensure vehicles are properly rotated by each division so that vehicles can be properly utilized.

Fleet Services shall determine the rate and terms at which County owned vehicles and equipment are leased at. Approved vehicle rates will be used to determine the rental rates of all equipment and vehicles. Rental rates will be compared to the private sector yearly, using the Alberta Road Builders Guide.

If it is determined by Fleet Services upon prior experience or other relevant factors that a department's use of vehicles or equipment will result in unusual or extraordinary wear and tear, the normal rental rates may be adjusted to offset the resulting additional costs.

If unusual wear and tear- not offset by special rental rates- is evident at the time of disposal of a unit, the using agency may be charged the difference in the value of the unit in its current condition and the expected value if the unit had not been subjected to such unusual wear and tear.



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Fleet Services orders new vehicles in accordance to previous needs and usage of a vehicle. If an agency needs extra or special options that are not normally anticipated at the replacement time, the agency may be required to pay for those options. When the unit is retired, it is replaced with a vehicle of the same type and size, unless mutually agreed upon by Fleet Services, and the user agency.

All motor vehicles rented from Fleet Services shall be held under the administrative management and control of Fleet Services, acquisition, maintenance, and licensing of all motor vehicles shall be performed at or by the direction of Fleet Services. Outside vehicle leases are to be approved by Fleet Services and the requesting agency. County employees signing unapproved leases may be held financially responsible.