

SUBJECT: TRAVEL	Use of Private Vehicle
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These guidelines outline the Department's practice on the use of private vehicles for government travel. They apply to Department of Education personnel who are required to travel within the Yukon or surrounding areas to carry out the responsibilities of their positions or to attend meetings.

Travel Directive

Management Board Directive #13/84, titled Government Travel, Section 5.3 states:

- a) *An employee may be authorized to use a private vehicle where the employee agrees and where this method is economical and practical.*
- b) *B) Where an employee agrees to use a private vehicle for travel on government business and is authorized to do so, the employee must carry insurance for third party liability and passenger hazard to the minimum limits required by law.*

NOTE: *The government strongly recommends that an employee using a private vehicle for travel on Government business obtain supplementary insurance for business use of the vehicle.*

The Government's position is that the employee will be responsible for all costs as a result of accidents or mechanical failure to his/her private vehicle should it break down or be involved in an accident while on government business.

Government of Yukon fleet vehicles are to be used for government business purposes only. If an employee uses a GY vehicle for transportation, and wishes to be involved in personal activities after business hours, it is recommended that a private vehicle or taxi be used (at the employee's expense).

Fleet Vehicles (Pool vehicles)

When available, fleet vehicles should be used for Department of Education travel.

For economical and practical purposes, if an individual chooses to travel by personal vehicle even if a fleet vehicle is available, they will be reimbursed at 50% of the government rate. The person traveling requires the approval of the person whose budget is being charged for the trip.

Car Pooling

When fleet vehicles are not available and more than one person is traveling to the same location, individuals are encouraged to travel together. The owner/driver of the car will be reimbursed at 100% of the government rate.

Individual Cars

When individuals, for personal reasons, do not chose to car pool the owner/driver of each vehicle will be reimbursed at 50% of the government travel rate

Exceptional Circumstances

The individual who approves the travel (whose budget supports the travel) may, considering exceptional circumstances – particularly for health or safety reasons, permit the traveler to use their personal car and receive reimbursement at 100% of the government rate.