



Vehicle Allowance Policy

Purpose:

The purpose of this policy is to provide clear guidelines and requirements surrounding the assistance provided to eligible employees for rent of their personal vehicle in connection with business requirements. This assistance is not intended to cover personal use.

Scope:

This policy applies to all employees eligible for a company vehicle allowance.

Policy:

Allowance includes but is not limited to coverage for the business-related portion of routine repair and maintenance, tire assistance, insurance, and fuel.

All amounts will be considered a taxable benefit as per CRA rules. A T2200 will be given to all employees stating they are required to have a vehicle for work purposes. This will allow employees to file expenses with their personal tax returns.

Age of vehicles will be calculated as follows: calendar year minus year of vehicle e.g. 2025 - 2019 = 5 years old. The date of purchase will not be used to calculate the age of vehicle. Based on ongoing cleanliness, appearance (body damages) and mechanical reliance, employees will receive the following allowance:

Field Monthly Allowance (Field-based Management):

Age of vehicle *	Monthly assistance	Bi-weekly pay-out
Seven years and less	\$1,700.00	\$784.62
Eight years old	\$1,445.00	\$666.92
Nine years and greater	\$1,105.00	\$510.00

- Allowance is based on operating cost of a base model ½ ton, gas pickup truck driven 24,000kms per year for business.
- Amounts driven for business over the 24,000kms will qualify for top up reimbursement

Office Monthly Allowance (Project Managers, Office Managers):

Age of vehicle *	Monthly assistance	Bi-weekly pay-out
Seven years and less	\$1,200.00	\$553.85
Eight years old	\$1,020.00	\$470.77
Nine years and greater	\$780.00	\$360.00

- Allowance is based on operating cost of a base model small gas pickup or gas mid-size SUV, driven 24,000kms per year for business.
- Amounts driven for business over the 24,000kms will qualify for top up reimbursement

Top Up Reimbursement

Top up period runs January 1 to December 31.

It is the responsibility of the employee to provide the Equipment Manager with logbook for km's to be reimbursed over the 24,000 business kms. Example of logbook for the year attached (must have starting and ending odometer reading included).

- Field Top up rate will be \$0.20 Km
- Office Top up rate will be \$0.14 Km

Driver's License

All employees receiving vehicle allowance are required to possess a valid driver's license in good standing. An employee who has had their driver's license revoked or suspended shall notify the Controller immediately. In this event, the employee shall not be eligible for vehicle allowance during the term of their license revocation or suspension.

Driver's Abstracts will be collected and reviewed upon hire and annually through-out employment to confirm driver's license validity as well as any suspensions, convictions and demerits.

Terms and Conditions

Employees receiving vehicle allowance must understand and adhere to the following terms and conditions:

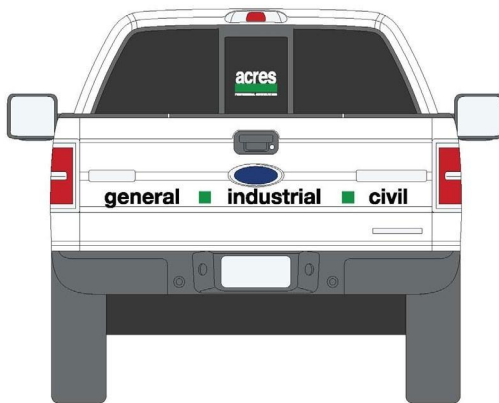
1. Excluding on-site transportation, under no circumstances are non-management employees permitted to carpool in company vehicles or vehicles covered under the vehicle allowance program.

2. Employees are responsible for obeying all motor vehicle laws, maintaining the vehicle properly at all times and following Acres policies and procedures.
 - a. All occupants are required to wear seatbelts at all times.
 - b. On duty employees involved in an accident must notify the Equipment and Resource Manager immediately and follow all procedures that are established and required by:
 - Acres client sites
 - Acres policies and procedures
 - c. Employee shall not operate vehicles while under the influence of alcohol, marijuana, illegal drugs or prescription drugs that cause drowsiness and other forms of impairment that prohibit safe use of motorized vehicles.
 - d. All cargo must be secured and safely stored at all times to prevent unintentional movement, damage to the vehicle and/or cargo.
 - e. Vehicles should be kept clean and free of refuse at all times.
 - f. Employee will be financially and otherwise responsible for all repairs and maintenance, tickets and fines.
 - g. Use of handheld devices is strictly prohibited while operating vehicles.
 - h. Employee must report to the scales per DOT as applicable based on weight requirements.
 - i. Employees are responsible for all insurance premiums, deductibles and other related expenses. Meeting minimum business insurance requirements below, employees are responsible for maintaining a policy suitable to their needs.
 - j. Employees receiving vehicle allowance will not be eligible for a company fuel card.

Vehicle insurance

- A minimum of \$5,000,000 liability insurance must be carried.
- Each vehicle must have business use-class 007 insurance or equivalent.
- A copy of the insurance must be submitted to Human Resources when renewed each year.

Company Decals



If you are receiving a monthly auto allowance, it is **mandatory** for the vehicle to properly display company decals:

- The Acres logo decal must be displayed in the back window
- The general ■ industrial ■ civil decal must be displayed on the tailgate

Decals will be provided and installed by the shop.

White is a strongly encouraged color for company trucks (mandatory for Director eligibility) and lighter colored trucks shall use darker (black) text decals whereas the darker trucks shall use lighter (white) text decals.

Violation of Policy

Employees in violation of this policy may result in:

- revocation of eligibility for future vehicle allowance
- re-payment or payroll deduction for previously paid allowance(s)
- progressive disciplinary action up to and including termination of employment.

Acres Vehicle Allowance Policy Acknowledgment & Agreement

Acres employees are required to complete the Acres Vehicle Allowance Policy Acknowledgement and Agreement to be enrolled and eligible for the Vehicle Allowance.

Vehicle Description:

Make: _____ **Model:** _____ **Year:** _____

- ☐ a minimum of \$5,000,000 liability insurance must be carried.
- ☐ must have business use-class 007 insurance or equivalent.
- ☐ a copy of the ICBC insurance must be submitted to the office when renewed each year.

The original signed copy will be stored by Human Resources with a copy of the signed document to be provided to the employee.

I have read and understand the Acres Vehicle Allowance Policy and agree to follow the provisions therein.

Date Employee Name Employee Signature

NOTES:
