



## Fact Sheet – Executive Vehicle and Fleet Management

### Official and Personal Use of the Executive Vehicle

#### Official Use of the Executive Vehicle

Official use of the executive vehicle is for the effective conduct of official business, which includes constituency business, for which travel would normally be reimbursed by the House of Commons.

##### Examples of official use are, but not limited to:

- travel to and from a departmental office, the House of Commons, or any other place where business is conducted
- travel to and from airports for business travel or meeting visiting dignitaries
- travel for personal protection when the presence of a security officer is required
- transportation of classified material to, from, and between various work locations, including the minister's residence
- any other use for the discharge of responsibilities as a minister

#### Personal Use of the Executive Vehicle

- Ministers are authorized to use the executive vehicle for personal use.
- When not required for official business, the minister's family and household can use the executive vehicle for their personal use.
- Personal use of the vehicle is a taxable benefit under the *Income Tax Act* – all personal use must be recorded.

Exempt staff members, including the driver, and departmental staff, are not authorized to use the executive vehicle for personal purposes.

### Car Allowance and Budget

- Expenses associated with executive vehicles are a statutory expenditure, and as such all the costs of operating and maintaining the motor vehicle are paid by the department, not the minister's budget.
- A "fleet" card is provided and must be used to pay for fuel, repairs and maintenance.
- No public funds shall be used to pay fines for traffic violations, including parking infractions.

### Selecting and Replacing an Executive Vehicle

- Each department must consult with PSPC before making any decision on the purchase of executive vehicles as PSPC has exclusive authority for acquiring executive vehicles.
- Departments must inform PSPC when executive vehicles are transferred between departments.
- A new vehicle can be selected when the previous minister has transferred the current executive vehicle with them or the executive vehicle is in need of replacement (e.g.: written-off following an accident).
- Purchase or replacement of a new executive vehicle is subject to the provisions of the *Directive on Fleet Management: Executive Vehicles*.

#### Greening operations

- Executive vehicles equipped with engines that operate on regular gasoline must use E-10 fuel, where available.
- Executive vehicles must be zero-emission, hybrid-electric vehicles or battery-electric vehicles.

When a plug-in hybrid-electric or battery-electric vehicle is purchased as an executive vehicle for the minister, a charging station will only be installed in the parking space allocated at the minister's office at departmental expense.

### Travel

- The executive vehicle is used to travel to and from the airport – the executive vehicle cannot be parked at the airport, the driver can use the "cell phone lot", if provided, while waiting for the minister.
- All expenses incurred by the Minister or any exempt staff member must be published as per established requirements.

### Executive Vehicle and the Writ Period

#### Pre-Writ Period

- When using the executive vehicle for personal purposes, the Ministers must be diligent to avoid the perception of using departmental resources for partisan activities.

#### Writ Period

- The executive vehicle should be parked in the parking space allocated at the minister's office.
- The keys are stored in a safe place.
- Care must be taken to avoid the perception of using departmental resources (e.g.: the executive vehicle) for partisan activities.
- The driver remains at the disposal of the Minister for government related travel business.
- Drivers can be assigned administrative duties in line with their classification equivalency.

#### Useful Resources:

- [Policies for Ministers' Offices](#)
- [Guidelines on the Conduct of Ministers, Ministers of State, Exempt Staff and Public Servants During an Election](#)
- [Open and Accountable Government](#), Annex I, Code of Conduct for Ministerial Exempt Staff
- [Directive on Fleet Management: Executive Vehicles](#)
- [Directive on Fleet Management: Light-Duty Vehicles](#)