

# Executive Vehicle Allowance

## 1. Introduction

At Providence Health Care (PHC), vehicle allowances for Executives must be justified as part of a total compensation plan that is appropriate to the public sector organization and approved by PSEC.

### 1.1. Purpose

The purpose of this policy is to provide fair and reasonable compensation and set out the guidelines for the compensation of Executive employees for the costs of operating privately owned vehicles used for PHC business.

### 1.2. Scope

This policy applies to Executive employees of PHC to include the President & Chief Executive Officer, Chief Operating Officer and Vice-Presidents.

## 2. Policy

### 2.1. Car Allowance Payment

Executives are entitled to a car allowance not to exceed \$580 per month.

PHC will not be responsible for operating costs associated with the vehicle. These expenses include vehicle levies, gasoline, traffic fines or tickets, vehicle maintenance costs and other vehicle expenditures with the exception of parking fees, ferry costs and road tolls incurred on behalf of the PHC.

### 2.2. Vehicle Insurance

PHC will reimburse the employee for the difference for the additional cost of business travel insurance for the vehicle.

### 2.3. Mileage

All employees receiving a monthly car allowance are ineligible for personal reimbursement for any mileage expenses.

### 2.4. Termination of Allowance

Where the employee leaves the organization or the leadership position, the payment of the allowance will cease on the employee's last working day.

## 3. Responsibilities

[Not Used]

## 4. Compliance

[Not Used]

## 5. Supporting Documents

The terms of this policy are consistent with the BC Public Sector Compensation and Expense Policies.

<https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/public-sector-management/psec/public-sector-compensation-expense-policies-guidelines.pdf>

### 5.1. Guidelines/Procedures/Forms

[Executive Vehicle Allowance Procedure](#)

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