



March 15, 2021

STAFF MEMO: GOVERNMENT VEHICLE USE

At TCSA all staff are responsible for awareness of, and compliance with the TCSA and GNWT policies when using TCSA and GNWT owned assets.

The TCSA and GNWT ensures that vehicles are available to TCSA employees who require them to carry out the duties of their position

TCSA employees who drive vehicles in the performance of their duties are required to follow the vehicle use policies.

During winter season, ensure to review [Winter Travel Guidelines](#) to be safe.

PLEASE NOTE:

- GNWT vehicles may NOT be used for personal reasons unless express written permission has been obtained from the Deputy Head. This applies to employees who use a TCSA/GNWT vehicle while on standby and call outs, as well as during regular working hours
- Employees may have to pay for repairs or damages, and may be disciplined for unauthorized personal use of the vehicle

Review the existing GNWT policies and the requirements:

Government Vehicle Use Policy

https://www.fin.gov.nt.ca/sites/fin/files/government_vehicle_use_policy.pdf

Code of Conduct – Use of government vehicle

<https://my.hr.gov.nt.ca/human-resource-manual/0000-code-conduct/001e-government-vehicle-use#:~:text=GNWT%20vehicles%20may%20NOT%20be,as%20during%20regular%20working%20hours>.

Code of Conduct – General

<https://my.hr.gov.nt.ca/human-resource-manual/0000-code-conduct/001b-code-conduct-general>

Winter travel guide

<https://my.hr.gov.nt.ca/sites/myhr/files/documents/001ewintertravelguidelines.pdf>

If you require assistance to access the above documents, or need a printed copy, please ask your direct supervisor for assistance.