

Administrative Procedure 408

408 - USE OF DIVISION OWNED VEHICLES

Background

The Division may provide vehicles to employees who require a vehicle to carry out their duties due to any of the following:

1. Employment in various locations;
2. Necessity of having tools and/or equipment in their possession at all times;
3. Responsibility for transporting employees and/or materials to various sites; or
4. Unusual circumstances that are approved by the Superintendent.

Procedures

1. Supervisors responsible for Division-owned vehicles shall ensure that the vehicles and/or parts reach their normal life-expectancy by making certain they receive regular service and maintenance.
 - 1.1 A supervisor may delegate this authority to the vehicle operator, although the supervisor is still responsible.
2. Supervisors are responsible to the Secretary-Treasurer or designate, as the case may be, for the care and operation of any Division-owned vehicles.
3. Division-owned vehicles should be left at the location where the employee normally reports to work. Employees may take their vehicles home provided their supervisor is notified and has approved the action.
4. A Division-owned vehicle may not be used for personal use.

Reference: Section 60, School Act