

DISTRICT VEHICLES

Background

The District may provide vehicles for the conduct of school district business.

This administrative procedure sets out the practices and procedures for the use of school district vehicles by staff.

Definitions

“Service vehicles” are those vehicles required to provide services for the various functions/operations of the school district and shall include those specified in collective agreements. Generally, service vehicles will bear the school district colours and logo.

Procedures

1. Senior Administration Staff

1.1. The District may provide a vehicle, or vehicle allowance, to the following senior administrative staff:

1.1.1. Superintendent of Schools

1.1.2. Secretary-Treasurer

1.1.3. Assistant Superintendents

1.2. The employees holding the positions listed in Regulation 1 shall be designated as the principal operators of the vehicles.

1.3. To the extent that the vehicles provided are not required for the use of the principal operators at any given time, they may be made available as much as possible for the use of other employees requiring an automobile for school district business.

1.4. The principal operators of the vehicles provided are authorized to operate the vehicles at their discretion and are authorized to designate and permit such other drivers, who may not be employees of the District, to operate the vehicles. Such authorization by the principal operators will have the same force and effect as authorization by the District.

1.5. The District shall pay the full cost of operating the vehicles provided for business purposes in and out of the school district. No operating costs will be paid if staff receive a vehicle allowance.

- 1.6. For vehicles provided, on extended trips for personal use, the employee shall pay for fuel and any other necessary operating expenses and shall pay any applicable deductible costs arising out of the collision or comprehensive insurance coverage should any accident occur.
 - 1.6.1. Extended trips for personal use shall be defined as those non-business trips beyond the boundaries of the school district.
 - 1.6.2. Except as otherwise provided by contract, a medium-sized vehicle with northern options will be provided.
- 1.7. Should an employee wish to have options that are not normally provided they shall be permitted to have such options subject to the following condition:
 - 1.7.1. The employee undertakes to pay all excess lease costs over those for the standard vehicle, as described in the lease agreement.
- 1.8. Unless the vehicle is retained as part of the school district fleet, upon resignation or retirement the vehicle's principal operator shall either:
 - 1.8.1. Pay the cost of termination of the lease prior to the expiry date of the lease, or
 - 1.8.2. Purchase the vehicle from the leasing company.
- 1.9. In the event the employee receives a vehicle allowance, the payment of the allowance in lieu of a vehicle will cease on the employee's last working day (inclusive of any paid leave not to exceed an amount equivalent to the current year's vacation balance).

2. Service Vehicles

- 2.1. Service vehicles shall not be available for personal use.
- 2.2. Supervisory staff may drive service vehicles home as required by their duties.
- 2.3. As required by their supervisor, certain trades personnel may be requested to take a service vehicle home.