

## Administrative Procedure 560

---

### USE OF DIVISION-OWNED VEHICLES

#### Background

The Division may purchase and maintain school buses or vans to transport students or staff on field trips, athletic competitions or other school-related activities. This service is designed to facilitate student participation in extra-curricular and co-curricular activities in a cost efficient manner.

Vehicles owned by the Division have been purchased with public funds. As a result, the Division has a responsibility to ensure the vehicles are used for the purpose for which they were intended. Vehicles are to be used for the purpose of delivering Division programs and services, and conducting school or Division business.

#### Procedures

1. The Superintendent is responsible for establishing and communicating procedures regarding the use of Division vehicles.
2. School-related activities for purposes of this administrative procedure will include field trips, athletic competitions and other school-sponsored activities.
3. Only employees of the Division shall be authorized to use Division vehicles.
4. Use of a Division vehicle shall not be permitted unless such use directly supports the staff members' job-related functions.
5. Employees who operate a Division vehicle must possess an up to date valid driver's license.
6. Division vehicles are to be maintained according to standards of efficiency and lifetime cost effectiveness.
7. Drivers shall obey all traffic rules when operating a Division vehicle. Under no circumstances will the Division pay any parking tickets or fines related to traffic violations that occurred while an individual was operating a Division vehicle.
8. Drivers will be required to immediately report any accident involving a Division vehicle to the Secretary Treasurer. An accident report with a statement from the driver must be completed and filed with the RCMP if there is an accident that results in an injury, death, or damages in excess of \$1,000.
9. Generally, Division vehicles shall not be used for personal use and shall be used for the purpose of carrying out Division business. Each employee must keep a record detailing the use of Division vehicles, in a log form, that contains at a minimum the following information:
  - 9.1 Name.

- 9.2 Date.
- 9.3 Departure time.
- 9.4 Destination.
- 9.5 Number of kilometres traveled.
- 9.6 Personal or Division use.

10. Employees are responsible for submitting completed travel logs on a monthly basis to Division Office.

11. A taxable benefit for personal use of a School Division vehicle may be calculated annually based on Canada Customs and Revenue Agency (CCRA) current rules.

Reference: Section 33, 52, 53, 68, 197, 204, 222, 225 Education Act  
Traffic Safety Act  
Canada Customs and Revenue Agency Act  
Income Tax Act (Canada)