



USE OF DIVISION-OWNED VEHICLES

Background

The use of Division-owned school buses, vans, or vehicles are restricted to school or Division activities.

Procedures

1. The use of Division-owned vehicles is subject to the following:
 - 1.1 Drivers of all Division-owned vehicles, as a condition of employment, must provide a completed driver's abstract consent form and a completed Informed Consent and Acknowledgement Form (Form 560-1) that will be held on their personnel file.
 - 1.2 Only persons and goods authorized by the Superintendent or designate are to be transported.
 - 1.3 Division-owned vehicles must be driven in a safe and courteous manner and in compliance with the existing rules and regulations.
 - 1.4 Division-owned vehicles must be returned after each use with a "full" tank of gas and all belongings and trash removed.
 - 1.5 Alcoholic beverages may not be transported in any form and at any time.
 - 1.6 Drivers of all Division-owned vehicles are expected to always comply with the Division's Drug and Alcohol – Employees Administrative Procedure 406.
2. Approved travel in a Division-owned vehicle between the employee's place of work and home, even though the employee may travel directly to another location or have to return to work after regular duty hours, is considered to be usage for personal use and is considered a taxable benefit in accordance with the Income Tax Act.
 - 2.1 Employees shall keep a daily log on the use of the Division - owned vehicle so that the total kilometers driven may be properly apportioned between business and personal use.
 - 2.2 The value of the taxable benefit shall be reported in accordance with rules established by the Canada Revenue Agency (CRA).
3. The Superintendent shall approve all use of Division-owned vehicles as described above or in the event exceptions are requested.
4. Any incident or complaints related to the use of Division-owned vehicles will be referred directly to the Superintendent for investigation. The Superintendent will ensure that:



- 4.1 A formal investigation is conducted in all cases;
- 4.2 Any fine(s) levied against the Division related to the use of a vehicle (such as speeding, parking, red light infractions) is reimbursed by the driver of the vehicle; and
- 4.3 Non-compliance with this procedure results in disciplinary action that may include dismissal.

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