

DIVISION VEHICLES

The following parameters are set with respect to the use of division-owned vehicles:

1. Division vehicles are to be used only for Division Board Office business.
2. First priority for the use of the passenger vehicles will be given to Trustees, Superintendent, Secretary-Treasurer and Assistant Superintendent of Student Services.
3. Second priority for the use of the passenger vehicles will be given to other Division office staff if vehicles are available.
4. In the event of a conflict between schedules for use of vehicles arises within a priority area, the distance to be traveled will be the determining factor.
5. First priority for the ½ ton truck will be given to the Supervisor of Building and Maintenance.
6. Unless requested, all vehicles are to remain at the Division Board Office.
7. If a Division vehicle is not available, staff are requested to use their own vehicle. Mileage on business will be paid as per Board policy.
8. Staff will utilize their own vehicles on trips where there is an opportunity for mileage to be reimbursed from another organization.