

## USE OF DIVISION VEHICLES

### Background

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 Division business.

### Procedures

1. The Superintendent is responsible for establishing and communicating procedures regarding the use of Division vehicles.
2. The Secretary-Treasurer or designate will maintain the inventory listing of all Division-owned vehicles, including unit, serial, and license plate numbers and primary users of each vehicle.
3. The Secretary-Treasurer or designate will be responsible for ensuring all Division-owned vehicles are adequately registered and insured, and that driver abstracts are obtained annually as per Alberta Transportation Guidelines Commercial Vehicle Certificate Commercial Vehicle Safety Regulation and Insurance Regulation AR 314/2002 Insurance Regulation AR 314-2002.
4. Only employees of the Division shall be authorized to use Division vehicles.
5. Employees who operate a Division vehicle must possess an up-to-date, valid driver's license. (A current photocopy will be kept on file.) Driver's license abstracts are to be provided annually.
6. Division vehicles are to be maintained according to standards of efficiency and lifetime cost effectiveness.
7. Drivers shall ensure all maintenance on assigned Division-owned vehicles (e.g. oil changes, winterizing, annual check-up, etc.) is completed and schedules kept current and complete. Such vehicle maintenance schedules shall be approved by the Secretary-Treasurer.
8. 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.
9. 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 police if there is an accident that results in an injury, death, or damages in excess of \$1,000.

10. Each employee must keep a provided log detailing the use of Division vehicles, that contains at a minimum the following information:
  - 10.1 Name
  - 10.2 Date
  - 10.3 Destination
  - 10.4 Number of kilometres traveled
  - 10.5 Personal or Division use
11. Division vehicle use shall be limited to use directly supporting the staff members' job-related functions or personal use traveling to and from work **to a maximum traveling time of 30 minutes each way**, as approved by the Secretary-Treasurer.
12. Generally, Division vehicles shall not be used for personal use and shall be used for the purpose of carrying out Division business. Travel logs will be maintained to quantify the personal use for each employee assigned a vehicle. Employees are responsible for submitting completed travel logs on a monthly basis to Division Office.
13. A taxable benefit for personal use of a Division vehicle will be calculated annually based on Canada Customs and Revenue Agency (CCRA) current rules.

Reference: Section 60, 61, 113, 116 School Act  
Traffic Safety Act  
Canada Customs and Revenue Agency Act