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## USE OF DISTRICT OWNED VEHICLES

### Background

District owned and school owned vehicles are only to be used for the purpose of carrying out District business or approved school activities.

### Procedures

1. Only District employees shall be permitted to operate District owned vehicles unless the Director of Operations or the Principal gives prior written approval.
2. Passengers are permitted to ride with District employees only if they are conducting District business or participating in an approved school activity.
3. Anyone operating a District vehicle must have a valid license for that type of vehicle as specified by provincial regulations.
4. Traffic laws are to be always obeyed and each occupant must wear a seat belt except where otherwise expressly permitted by law (i.e. school bus).
5. Goods being transported are to be properly secured. Transportation of dangerous goods must follow provincial regulations.
6. Vehicles are to be always locked whenever they are not in use. Keys are never to be left in the ignition when the vehicle is unattended.
7. Storage of District Vehicles
  - 7.1 All vehicles owned, leased, or otherwise assigned to the District shall be kept at a designated garage or other place of storage on District property when not in use by District employees during regular working hours or during authorized overtime or call-out hours.
  - 7.2 The Secretary Treasurer may authorize that a vehicle be stored elsewhere if it is economically advantageous to do so.

Reference: Sections 22, 23, 65, 85 School Act

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