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**502 Business Services AP – Use of Division-Owned Vehicles**

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1. Division-owned vehicles will be made available to the Superintendent, Deputy-Superintendent, Assistant Superintendent, Director of Inclusive Learning, Coordinator of Student Services, Director of Technology, Computer Technicians, Transportation Supervisor, Maintenance Supervisor, maintenance staff at the discretion of the Maintenance Supervisor and other employees from time to time, as determined by the Superintendent.
2. Personal use of Division-owned vehicles shall be limited to travel between the place of work and home. Accordingly, each person assigned a vehicle will maintain a daily mileage log to quantify the personal use.
3. Supervisors are expected to monitor vehicle usage and fuel consumption to ensure compliance with personal use guidelines.
4. A taxable benefit will be calculated annually based on Canada Customs and Revenue Agency's current rules. Taxable benefit will be added to each employee's income and reported on the annual T4 Supplementary.
5. Employees must operate the vehicle in a safe and legal manner.
6. Employees are expected to keep the vehicle clean and well-maintained in accordance with the manufacturer's manual.
7. Smoking is not permitted at any time in Division-owned vehicles.
8. Employees assigned a division-owned vehicle who resign, take an extended leave of absence or otherwise leave the position for which the vehicle was provided must remove all personal items from the vehicle and return all spare keys and other division-issued items. The vehicle must be returned in a clean and roadworthy condition. Any costs incurred to clean the vehicle to an acceptable standard may be charged to the employee.

Cross Reference      Policy HS206 Vehicle Safety

**Revised:**      August 19, 2014