

AP 5900: Board-Owned Vehicles

Background

Employees required to travel on a regular basis shall utilize a District-owned vehicle, where available.

Procedures

1. All District-owned vehicles shall bear the District logo and shall be used only for District business.
2. District-owned vehicles may be assigned to departments by the Secretary-Treasurer.
3. Department supervisors must ensure that District-owned vehicles:
 - 3.1 Are scheduled appropriately for use by authorized employees when required and
 - 3.2 Are expected to be operated in a manner that is compliant with transportation laws and in an economical, safe and courteous manner by authorized employees;
 - 3.3 Are in a safe operating condition and are inspected and serviced at regular intervals;
 - 3.4 That have mechanical defects are reported to the mechanics shop in Nelson or Creston pre and post trips; and,
 - 3.5 Are kept clean.
4. District-owned vehicles are to be parked overnight on designated school district sites and are not to be taken home without the approval of a department supervisor.
5. District-owned vehicles will be marked by a school district crest on both front doors and with a unit number in a visible location(s).
6. On approval of the Superintendent:
 - 6.1 District senior administrative employees that are provided a District-owned vehicle shall receive a monthly vehicle allowance in alignment with the PSEC Compensation and Expense Guidelines for the BC Public Sector. Such allowances shall not exceed the cost of supply and operation of a District-owned vehicle.
 - 6.1.1 For district senior administrative employees receiving the monthly vehicle allowance as designated by PSEC in 6.1 above, reimbursement for kilometers driven in the performance of their duties for travel beyond the boundaries of the School District at the kilometrage reimbursement rate in effect. Mileage will be calculated from the School Board Office or the Elev8 office in Creston, whichever is closest to the final destination.

- 6.1.2 District senior administrative employees qualifying for provision of a monthly vehicle allowance, are responsible for purchasing and maintaining valid Business Use vehicle insurance with no less than \$2,000,000 third party liability insurance.
- 6.2 Vehicles supplied to senior administrative positions shall not bear the District logo.
- 6.3 Vehicles supplied to senior administrative positions are only to be driven by the administrator to which they are assigned, unless in exceptional situations.
- 7. The District will pay the normal operating costs of all District-owned vehicles.