



Directive on use of board vehicles

Department responsible: Equipment services	Approved by: _____ Director General
Effective date: January 1 st 2003	Amended: October 5, 2009
Reference:	

1. Premises

- 1.1 [purpose](#) Vehicles owned and operated by the Board are intended for use for Board activities only. The use of Board vehicle for personal reasons is not authorized. However, when an employee must remain available for any emergency related to the Board, he may use the vehicle outside regular work hours when all the following are met:
- a) the use made is reasonable;
 - b) he remains within the community and remains available at all time;
 - c) he ensures that only Board authorized persons use the vehicle.

2. General principles

- 2.1 [users](#) Only Board employees or authorized transient workers sent to a community to do work for the Board may be authorized to drive Board vehicles.
- 2.2 [rental of board's vehicles](#) The rental of vehicles owned by the Board to other organizations is strictly prohibited.. Only School Board employees or persons acting on behalf of the Board may be authorized to drive school vehicles.
- 2.3 [driver's license](#) Only persons holding a valid driver's license (Northern or regular) may be authorized to drive Board vehicles.
- 2.4 [use by the commissioner](#) Although the Commissioner is not a Board employee he may, if the need arises, be given access to a Board vehicle for purposes related to his role as a Commissioner if that vehicle is available and is not required for the other Board activities.

- 2.5 [maintenance](#) Board-operated vehicles must be properly maintained and operated at all times in a safe and responsible manner.

3. School Bus

- 3.1 [availability](#) The Coordinator of Community Education Services may make available to groups the use of the school bus but the driver must always be an employee of the Board with proper qualifications and licenses.
- 3.2 [fees](#) The Coordinator of Community Education Services should consult with Material Resources to set a proper fee covering the expenses, if any.

4. Final provision

- 4.1 [legal responsibility](#) Disciplinary or legal action may be taken against any individual who operates a Board vehicle or who authorizes the use of a Board vehicle in a manner which is contrary to this directive.

5. Application of this directive

- 5.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 5.2 [responsibility](#) The Director of Equipment Services is the person responsible for the application of this directive.