

<b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b>	<b>Code: EEB</b>
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### **SCHOOL DIVISION VEHICLES**

1. Vehicles will be parked at the Kelsey School Division garage unless used to conduct School Division business. The vehicle keys will always be in the possession of the maintenance workers or stored at the school Division garage.
2. Vehicles are used primarily by maintenance workers as service/maintenance vehicles for the School Division.
3. School Division vehicles, including trucks, will not be utilized for the personal use of the employee.
4. All School Division vehicles shall be marked with the Kelsey School Division name and/or logo.
5. All potential drivers of School Division vehicles shall hold a valid Manitoba driver's license. The class of the license required will be dependent upon the vehicle to be operated. All safety precautions normally associated with the operation of a vehicle will be respected. A photocopy of an employee's current, valid drivers license will be kept on file. Any change in license status shall be reported to the Director of Transportation and Maintenance.
6. Where permission is given for an employee to take a School Division vehicle to their residence, a logbook will be kept. The log will include time out, time back, name of employee, purpose of use, and odometer reading at the start and on return.