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| <p><b>Kelsey School Division</b><br/> <b>Box 4700</b><br/> <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p> | <p><b>Code: DFDA</b></p> |
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## PARKING LOT CHARGES

1. Kelsey School Division shall charge all professional support staff for the use of parking space within Division approved parking areas.  
  
The Pool Parking area at MBCI is **no parking** area for staff and students. Violator's vehicles will be towed at the owner's expense.
2. The parking fee will be set annually by the Board.
3. Authorization to park on Kelsey School Division property must be obtained from the Division Office where a central registry will be kept. It is the responsibility of each employee to obtain parking privileges prior to using the parking lots.
4. The parking spaces will be defined as "Assigned Parking" from 8:00 a.m. to 4:00 p.m. After 4:00 p.m., the parking lots will revert to scrambled parking areas.
5. Employees who have requested a parking space will be assigned a parking space at the appropriate school provided a vacancy is available.
6. Parking fee payment will be through **payroll deduction** in ten (10) equal deductions.
  - a) Employees wishing to cancel the parking deduction must return the parking sticker and sign a release form at Division Office.
7. Window Sticker: A window sticker will be issued. This sticker is transferrable to each vehicle registered by the employee.
  - a) The sticker must be placed in clear view on the dashboard in the driver's side front window.
  - b) Replacement stickers must be obtained from Division Office.
8. Once an employee has received a window sticker, deductions will continue to be made until such time as the employee:
  - a) ceases to be an employee of the Division, or
  - b) serves notice of cancellation as per 6(a)above.

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- 9. The Board of Trustees will not be responsible for any damage to, or loss of contents from vehicles parked on Kelsey school Division property.
  
- 10. Employees who find another vehicle parked in their assigned parking space will report the license number to the office so that an announcement can be made to have that vehicle removed immediately.

Infractions to the parking policy will result in vehicles being towed away at the owner's expense. Repeat offenders will not be tolerated.

June/97, June/98