

<p><b>Kelsey School Division</b> Box 4700 The Pas, MB R9A 1R4  Phone: 623-6421</p>	<p><b>Code: EEB</b></p>
--	-------------------------

## **BUSINESS AND PERSONNEL SERVICES**

### Kelsey School Division Vehicles

1. Vehicles will be parked at the 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. Trucks are primarily used 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 Division vehicles shall be clearly marked with the 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.
6. Where permission is given for an employee to take a vehicle to their residence, a logbook will be kept. The log will include time out, time back, by whom, purpose of use, odometer reading at the start, and odometer reading on return.

