

USE OF DIVISION-OWNED VEHICLES

Division-owned vehicles are to be available to staff where appropriate to ensure efficient use of personnel and resources.

Procedures

1. The use of Division-owned vehicles is subject to the following:
 - 1.1. Drivers of all Division-owned vehicles, as a condition of employment, must provide a copy of a valid driver's license, completed driver's abstract consent form and a completed Informed Consent and Acknowledgement Form (Form 560-1) that will be held on their personnel file.
 - 1.2. Division-owned vehicles will be driven in a safe and courteous manner. At no time will any Division-owned vehicles be driven in excess of the prescribed speed limit.
 - 1.3. Division-owned vehicles must be returned after each use with a "full" tank of gas and all belongings and trash removed.
 - 1.4. Alcoholic beverages may not be transported in any form and at any time.
 - 1.5. Drivers of all Division-owned vehicles are expected to comply with the Division's Drug and Alcohol Administrative Procedure at all times.
2. Travel Logs
 - 2.1. The accumulation of some personal travel distance on Division-owned vehicles is inevitable (i.e. travel between place of work and home.) Accordingly, travel logs will be maintained to quantify the personal use for each employee assigned a vehicle.
 - 2.2. Employees are responsible for submitting the completed travel logs on a monthly basis to EICS Central Learning Services by the fifth business day of the following month.
3. Canada Customs and Revenue Agency Reporting
 - 3.1. A taxable benefit will be calculated annually based on Canada Customs and Revenue Agency's (CCRA) current rules. Benefit will be added to each employee's income. Various vehicles are subject to different rules under Federal Legislation.

3.2. Employees using Division-owned vehicles for personal travel as in section 2 above may be subject to individual taxation audit by CCRA.

4. Exceptional Circumstances

4.1. At the discretion of the Superintendent or designate, approval may be granted for the use of Division-owned vehicles in exceptional circumstances.

5. Insurance

5.1. Insurance of division-owned vehicles only applies to authorized use. Authorized use is defined as use by an authorized employee for the purpose of performing duties on behalf of Elk Island Catholic Separate School Division.

5.2. Insurance for the division-owned vehicles is for the sole benefit of Elk Island Catholic Separate School Division and will provide coverage to authorized drivers only. Should a loss occur, involving someone other than an authorized driver, the authorized driver may be held responsible for any and all damage personally.

5.3. Insurance Company Requirements:

- Use of EICS vehicles is strictly for the purpose of performing duties for Elk Island Catholic Separate School Division
- Only authorized drivers are permitted to use EICS division-owned vehicles.
- All authorized drivers must be registered with the insurance company.
- Authorized drivers must have an acceptable driving record.
- An acceptable driving record includes no more than two (2) moving violations in any three (3) year period, and no criminal code violations.
- Authorized drivers must have an acceptable accident record.
- An acceptable accident record is defined as having no preventable (avoidable) at fault accidents within the preceding three (3) years.

6. Rules of Operation:

- No alcoholic beverages or illegal substances are to be stored in, consumed in, or transported by any division-owned vehicle.

- Operation of, or care, custody or control of any EICS division-owned vehicle while under the influence of any alcoholic beverage or illegal substance is strictly prohibited.
- Operation of, or care, custody or control of any EICS division-owned vehicle while taking any prescription drug or other medication which may impede physical performance or wakefulness is strictly prohibited.
- No occupants other than the authorized driver and other EICS employees are permitted in any division-owned vehicle without written permission of EICS Central Learning Services administration.
- At no time will the number of occupants of a division-owned vehicle exceed the seat belt capacity of that vehicle. Seatbelts are to be worn by all occupants, at all times, in accordance with provincial law.
- Every employee who drives a division-owned vehicle is required to read and sign the Sign-Off Sheet for Division Vehicle Use. It is the responsibility of the employee's supervisor to ensure a copy is retained at central office.

Reference: *Education Act*, SA 2012, c E-0.3, ss. 33, 52, 53, 68, 197, 204, 222, 225
 Traffic Safety Act
 Canada Customs and Revenue Agency Act
 Income Tax Act (Canada)