

**DIVISION:** Finance and Administration

**EFFECTIVE:** June 10, 2019

**NAME:** Vehicle Usage

**APPROVED:** June 8, 2019

**AMENDED:** [Click or tap to enter a date.](#)

---

**POLICY STATEMENT:**

All Newfoundland and Labrador English School District (the “District”) owned and/or operated vehicles shall be used for District business only. Private use is strictly prohibited.

---

**BACKGROUND:**

The District operates a fleet of vehicles to be used by employees in the performance of their duties. The District is committed to the proper management of the usage of District vehicles, ensuring they are used for District purposes only and in accordance with applicable municipal, provincial and federal laws. This includes the establishment of internal controls and monitoring processes such as the use of fuel cards and vehicle usage/fuel logs.

---

**SCOPE:**

This policy, related administrative procedures/regulations and any related documents, apply to all District employees who utilize District-owned and/or operated vehicles. Bargaining unit employees should also consult their collective agreements, and the provisions of the collective agreement shall prevail.

---

**DEFINITIONS:**

**District Vehicle** - Any passenger car/light truck, school bus, trailer, snowmobile or all terrain vehicle (ATV) owned and/or operated by the District. This includes any vehicles purchased or gifted at the school level.

**Owner Division** - The District division that has been allocated a specific District vehicle which falls under the responsibility and authority of the Division’s Director.

---

## **POLICY DIRECTIVES:**

1. The Director of the Owner Division, or his/her designate, is responsible for:
  - a. the authorization of an employee to use a District vehicle;
  - b. establishing and enforcing District policies and procedures applicable to the Owner Division's vehicle usage; and
  - c. ensuring that all Division employees are aware of the policies and procedures related to the use of District vehicles
  
2. Every District vehicle shall be assigned a District-issued:
  - a. fuel card;
  - b. vehicle usage log; and
  - c. fuel log.

The Chief Financial Officer/Assistant Director of Education (Corporate Services), or his/her designate, shall establish a regular monthly procedure for the Owner Division to manage and monitor fuel card and vehicle usage.

3. All users of District vehicles must:
  - a. be duly licensed drivers with the appropriate valid class of licence for the District vehicle being used;
  - b. adhere to all municipal, provincial and federal laws, including blue zone barrier-free parking;
  - c. use safety belts at all times when operating a District vehicle;
  - d. only use District vehicles for District business purposes;
  - e. complete required vehicle usage and fuel log entries;
  - f. pay all tickets and fines incurred while operating the vehicle;
  - g. keep their assigned vehicle clean and tidy;
  - h. participate in safe driving programs that are assigned by the Owner Division;
  - i. adhere to the rules and procedures established by the District and Owner Division;
  - j. immediately report all accidents and tickets/fines to their supervisor and complete a written report for submission to their supervisor within 24 hours; and
  - k. ensure that unauthorized personnel are not carried in the vehicle.
  
4. Employees using District vehicles may not use the vehicles for travel between home and their headquarters without the prior written approval of the Director of the Owner Division, or his/her designate. If an employee is authorized in writing to travel between home and their headquarters with a District vehicle, private usage is strictly prohibited.

5. District vehicles must be parked/stored:
  - a. in or on District provided storage facilities; or
  - b. at a place approved by the Director of the Owner Division, or his/her designate
6. The District will deploy GPS (Global Positioning System) technology on District vehicles.
7. As per the Conflict of Interest Policy (FIN-405), employees shall not receive additional benefits or rewards (example: Air Miles) as a result of employment with the District, including when purchasing fuel on behalf of the District.
8. Where non-compliance with this policy is determined to have occurred, appropriate action, including disciplinary action, may be taken.