



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### EEBA – EMPLOYEE USE OF DIVISION FLEET VEHICLES

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The Board supports the use of Division Fleet Vehicles as an efficient and cost-effective mode of delivering programs and services and to provide a mode of transportation to Division employees that must travel as a daily requirement to meet their job responsibilities.

Assignment of vehicles to Division Departments will be the responsibility of the Secretary-Treasurer.

Assignment or priority for use of division vehicles within Departments will be the responsibility of the Department Supervisor.

Only employees of the Rolling River School Division are authorized to operate a Division vehicle.

The use of a Division owned vehicle is a privilege and it is the responsibility of the employee that is assigned the vehicle to maintain it according to general use guidelines established in regulation. Division vehicles are considered a Division workplace and smoking in a Division vehicle is prohibited.

Personal use of division vehicle must be approved in advance by the employee's Supervisor and will be subject to Canada Revenue regulations and to personal use charges established in Regulation by the Division.

All fleet vehicle accidents will be reported as per the procedures in Policy EEAAE – School Bus and Fleet Vehicle - Accident.

#### **Guidelines for Use of Division Fleet Vehicles**

Employees using Division vehicles are expected to:

- Drive the vehicle in a safe and moderate manner adhering to the Highway Traffic Act.
- Keep the vehicle, inside and out, in a clean condition. Supplies to maintain vehicle cleanliness will be provided by the Division Transportation Department.
- Ensure the vehicle is filled with fuel after each use.
- Accurately complete and submit the DRIVERS MONTHLY KILOMETRE-GAS SUMMARY Form (appendix A)
- Maintain safe work practices by:
  - Safely packing supplies and cargo in a manner to prevent injury to the driver and to limit the possibility of damage to the vehicle.

- Complete regular vehicle maintenance checks including checking oil levels, tire pressure and reporting any mechanical concerns to the garage repair staff immediately upon discovery.
- Report any accident according to Policy EEAAE and any vehicle damage including windshield / glass damage, immediately to the Department Supervisor, the Transportation Supervisor and Manitoba Public Insurance (insurance claim).
- Make the vehicle available for scheduled maintenance such as oil changes etc.
- Ensure the vehicle is parked in the assigned spot and secured after each day's use.
- Ensure the vehicle is plugged in to ensure proper starting in cold weather.

### **Personal Use of Division Fleet Vehicle**

Employees' personal use of Division vehicles is subject to the following:

- Personal use of a division vehicle may be considered a taxable benefit by Revenue Canada and the Division will apply this benefit in accordance with Canada Revenue Agency regulations.
- Personal use of a division vehicle will be charged on a cost recovery basis by the Division for any personal use over 5 kilometers per day based on a rate as approved by the Board. Employees will be required to record and submit personal use on the DRIVERS MONTHLY KILOMETRE-GAS SUMMARY Form (appendix A). Charges for personal use of Division vehicles will be deducted from the employee's pay in the month following the personal use.

**Reference:** Driver's Monthly Kilometer – Gas Summary Form  
EEAAE – School Bus and Fleet Vehicle - Accident

**Date:** December 9, 2009

**Date Revised:** May 21, 2014

**Date Reaffirmed:** January 16, 2019



# Rolling River School Division

## DRIVER'S MONTHLY KILOMETRE – GAS SUMMARY

Submit completed form in to Administrative Assistant by the last working day of each month *Co-op # 3409*

UNIT NO: \_\_\_\_\_ NAME OF DRIVER: \_\_\_\_\_  
 MONTH /YEAR: \_\_\_\_\_ ODOMETER READING (Start of Month): \_\_\_\_\_

DATE	ODOMETER READING (Start of each day )	Personal Use KM Travelled per day	ODOMETER READING <u>At fuel fill</u>	# Litres FUEL purchased	Amount (\$) purchased	OIL Litre added	Fuel purchased from	Initial
<b>TOTAL</b>								

Please record **Fuel Fill Odometer Reading** as the Odometer Reading (Start of Month) on the following month form.

Employee Signature: \_\_\_\_\_

**Office use only:** If Personal Use exceeds 5 kilometres on any day, forward a copy to accounts receivable for billing

EDULOG COST: \_\_\_\_\_ Total PERSONAL USE Kilometres: \_\_\_\_\_