

## SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

### POLICY 1136.2 (319)

Effective Date, (*enter adopted date*)

#### TRAVEL: DISTRICT OWNED VEHICLES

Employees required to travel on a regular basis shall be provided with a District vehicle.

#### REGULATIONS

1. All district owned vehicles shall bear the District logo and shall be used only for District business.
2. On approval of the Board of Education:
  - a) Administrative positions that qualify for provision of a district owned vehicle shall have the option of using ~~the~~ ***an available*** vehicle or accepting a monthly ~~travel~~ ***car*** allowance instead of the vehicle. Car allowances shall not exceed the cost of supply and operation of a district owned vehicle.
  - b) Vehicles supplied to administrative positions shall not bear the District logo and are available for personal use. These are district vehicles and should only be driven by the administrator.
  - ~~c) An administrator may order a more expensive vehicle on a cost shared basis, both capital and operating costs, on the approval of the Secretary Treasurer.~~
  - ~~d) District owned vehicles will normally be replaced after three years of use.~~
- ~~3.~~ The District will pay normal operating costs of all district vehicles. ~~Costs arising from strict personal use will be the responsibility of the driver.~~
- ~~4.~~ ~~Fuel for district owned vehicles should be obtained from the District pumps. Fuel purchased during vacations and other private use is the responsibility of the driver.~~
4. Administrators supplied with a District owned vehicle will be subject to a taxable benefit in accordance with Canada Customs and Revenue Agency policies and guidelines.