



## Procedure 125

### Staff Use of Divisional Motor Vehicles

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#### Procedures

1. Anyone driving a Divisional owned vehicle, excluding buses, must:
  - 1.1 authorize the Transportation Coordinator with written permission to obtain a copy of their Driver's License Abstract, at least every 12 months
2. Any employee that has more than 12 demerit points will not be allowed to drive a divisional owned vehicle. He/She will be required to successfully complete a defensive driving course, prior to operating a divisional vehicle again.
  - 2.1 He/She may also be required to drive his/her own vehicle without compensation for mileage.
3. Employees driving divisional vehicles, convicted of impaired driving, whose license is suspended, may be terminated.
4. Each and every Divisional owned vehicle shall be provided with Log Book and portfolio in which to keep it. The person using the vehicle shall keep a daily record of:
  - 4.1 the odometer reading at the beginning and end of each trip and the destination,
  - 4.2 the cost of gasoline, added oil, windshield washer fluid and anti-freeze purchased.
5. Employees assigned to vehicles shall be responsible for the maintenance and control of that vehicle. If another employee uses someone else's assigned vehicle, they are required to return the vehicle in same condition as it was taken. Ensure the vehicle is full of fuel and washed, as needed.



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6. Vehicles are non-smoking as per Section 1 (k) and (l), the Tobacco Reduction Act
  - 6.1 "workplace" means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles;
  - 6.2 "work vehicle" means a vehicle owned or leased by an employer and used by employees during the course of their employment.
7. Reimbursement for washing the vehicle can be claimed through expense claim forms with a receipt.
8. There will be no personal use of divisional vehicles.