
Board Governance Policy Cross Reference: [1](#), [12](#), [14](#), [16](#)

Administrative Procedures Cross Reference:

[Purchasing and Payments](#)

Form Cross Reference:

Legal/Regulatory Reference:

The Interlake School Division (ISD) operates a fleet of Division vehicles (other than school buses) which are required for Division Operations. The Division will determine a vehicle purchase line in the annual budget.

Division vehicles are only to be driven by employees of Interlake School Division that hold the appropriate class of driver's license required to operate the vehicle. A copy of each employee's driver's abstract will be furnished to the Division office and updated on an annual basis. It is the responsibility of the employee to advise Division administration immediately if their driver's license has been suspended or revoked.

1. Division vehicles other than school buses will:

- a) be purchased through the Division RFP process;
- b) be decided upon at the discretion of the Transportation Supervisor, Maintenance Supervisor and Head Mechanic, in consultation with the appropriate Department;
- c) be returned to the Transportation/Maintenance/Technology Facility at the end of each work day with the exception of the Transportation Supervisor's vehicle which can be taken home each day from November through March inclusive to allow for checking roads during inclement weather;
- d) be scheduled for service and/or repair through the Head Mechanic, in accordance with all applicable provincial acts and regulations, and as outlined in the manufacturer's maintenance manuals; and
- e) be used only in the performance of assigned duties and shall not be used for personal benefit or non-Division use.

2. All Division vehicles that are being disposed of, including school buses, will be made available to the public-at-large through a public auction, tender process, or trade-in.