



## **Use of District Owned Vehicles & Equipment**

### **Administrative Procedure 7.030**

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**Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 17**

**Legal Reference:**

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**Date Adopted:**

**Date Amended: June, 2012; June, 2022; March, 2024**

**Date Reviewed: November, 2017; November, 2021; June, 2022**

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#### Use of District Owned Vehicles & Equipment

1. District owned vehicles & equipment are to be purchased and maintained for District purposes.
2. The Facilities Manager shall authorize the use of vehicles & equipment by District employees for District purposes. To ensure an efficient and cost effective delivery of service, the Facilities Manager may approve the use of the vehicle to be taken directly to the employee's home address from the assigned work site during the regularly scheduled lunch break.
3. District equipment cannot be taken to the employee's home address.
4. District owned vehicles shall not be used to transport persons who are not employees directly connected with the function of that vehicle. Vehicles shall not be used to transport personal belongings or any person unless for the purpose of carrying out an employee's job function or carrying out a District task approved by a senior administrator.
5. The authorized user will ensure that the vehicle & equipment is regularly maintained and serviced.
6. Mileage, fuel, oil and other expenses must be recorded accurately.
7. District owned vehicles & equipment may only be driven by District employees holding a valid driver's licence and have the appropriate operator training.
8. District vehicles & equipment are considered a District workplace and smoking in a District vehicle & equipment is prohibited.