

Administrative Procedure 513

AUTHORIZED USE OF DIVISION-OWNED CAPITAL EQUIPMENT

Background

The provision of capital equipment to staff members will facilitate the objectives of the Division.

Procedures

1. Capital equipment other than vehicles
 - 1.1 Capital equipment owned by the Division shall be used for activities and projects related to the Division's needs. Capital equipment used for non-Division needs must first be approved by the Superintendent, principal, or maintenance supervisor.
 - 1.2 Capital equipment lent out must be signed out and checked in by the authority who authorized its use.
 - 1.3 Charges for repairs or replacement of capital equipment damaged or lost while on loan shall be assessed to the user.
2. Vehicles
 - 2.1 Vehicles owned by the Division are not intended for personal use.
 - 2.2 The usual place of parking vehicles after daily use is at the normal work site to which the vehicle has been assigned; however, employees who require the use of a Division-owned vehicle may with the authorization of their supervisor, park the vehicle at their home.
 - 2.3 All vehicles shall be equipped with a log book for recording of the odometer readings, fluid consumptions, and oil changes.
 - 2.4 After use, vehicles are to be locked.

Reference: Section 60, 61, 113, 116 School Act
Traffic Safety Act
Canada Customs and Revenue Agency Act