



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION: NO. 555	
Effective	May 24, 2016
Last Revised	August 18, 2023
Last Reviewed	August 18, 2023

BOARD VEHICLES

PURPOSE

The Moosonee District School Area Board recognizes its responsibility to establish conditions and expectations for use and maintenance of Board owned vehicles.

This administrative procedure describes Board expectations for the use of the Board maintenance vehicles and Board office vehicle.

PROCEDURES

1. Board Expectations

- 1.1 The Board maintenance vehicles and office vehicle are the responsibility of the facilities manager of the Board.
- 1.2 The Board maintenance vehicles are to be used for maintenance purposes only and the Board office vehicle is to be used for Board office purposes only.
- 1.3 The maximum number of occupants in Board vehicles at any time shall not exceed the vehicle allocated seating for driver and passengers.
- 1.4 All drivers of the Board vehicles must have a valid Ontario driver’s licence, a copy of which is to be kept in the insurance file in the Board office.
- 1.5 Operation of the vehicle shall be from 7:30 a.m. to 5:00 p.m. only, unless authorized by the secretary-treasurer and business administrator of the Board.
- 1.6 Personal use of the Board vehicles is not allowed.

REFERENCE DOCUMENTS

Legal:

Education Act, paragraph 170 (1) 8, Duties of Boards: Keep Buildings and Premises in Proper Repair and Sanitary Condition
 Education Act, Section 265 Duties of Principal: Care of Property
 Education Act: Section 286 Duties of Supervisory Officers: Supervise Business Functions the Insurance Act

Board:

Board Policy GOV-20 Housing Policy
 Board Policy GOV-26 Emergency Response Plans
 Administrative Procedure 540 Safety and Security of Board Buildings and Property