



Use of Division Owned Vehicles Administrative Procedure 7.30

7.0 Transportation and Vehicles

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

Legal Reference:

Date Adopted: February 2002

Date Amended: December 2006, March 2016

1. Division owned vehicles are to be purchased and maintained for Division purposes.
2. The Transportation Supervisor shall authorize the use of vehicles by Division employees for Division purposes.
3. The authorized user will ensure that the vehicle is regularly maintained and serviced at the Division garage.
4. Mileage, fuel, oil and other expenses must be recorded accurately.
5. Division owned vehicles may only be driven by Division employees holding a valid Driver's License.