



Cree School Board  
ᐃᓗᓗᓗ ᓂᓗᓂᓗᓗᓗᓗᓗ  
Commission Scolaire Crie

## Council Policy on Use of Executive Vehicles

Adopted by the Council of Commissioners of the Cree School Board on: September 14, 2004 as per resolution No: 2004-077.

Modified on: June 8, 2006 as per resolution No: 2006-56

[Purpose](#) 1. This Council Policy establishes the rules and guidelines pertaining to the use of executive vehicles provided by the Cree School Board and to ensure that there is economy, equity, and integrity in the management of the executive vehicles while meeting the needs of the user.

[Application](#) 2. The Board provides a vehicle to the Chairperson, Director-General and Deputy Director General where considered appropriate to their tasks to be performed and when extensive travel is required as official representatives of the Board.

[Definitions](#) 3. For the purposes of this Policy, the following words or expressions mean:

- a) **authorized user:** the Chairperson, Director General or Deputy Director General of the Board;
- b) **community:** the community where the authorized user is assigned for work or where he is domiciled;
- c) **immediate family member:** the spouse, daughter or son of the authorized user provided they are at least 18 years old;
- d) **MRS:** Material Resources Services.

[Lease vs. purchasing](#) 4. The executive vehicles are generally leased by the Board when this is the most economical alternative, otherwise the vehicle will be purchased and the depreciation charged to the relevant budget of the authorized user.

[Registration & Insurance](#) 5. MRS is responsible for the acquisition of executive vehicles and the purchase and administration of the contract for insurance coverage on them. All vehicles are to be registered in the name of the Cree School Board and insured through the office of MRS.

[Maintenance](#) 6. It is the responsibility of the authorized user to inform MRS when standard service of the manufacturer is required. Warranty conditions must be complied with and safety checks are to be regularly conducted and attended according to the manufacturer's schedule. MRS is responsible for making all the arrangements and issuing purchase orders when needed.

<p><a href="#">Personal use</a></p> <p><i>Immediate family members</i></p>	<p><b>7.</b> Vehicles are provided first and foremost for conducting Board business, although the authorized user is permitted to make reasonable personal use of the vehicle.</p> <p>a) the vehicle may be available for personal use to the immediate family members of the authorized user when the vehicle is not required for official use and only for distance not exceeding 50km from the community;</p> <p>b) for distance above 50km, an immediate family member may also drive the vehicle but only when the authorized user is present.</p>
<p><a href="#">Drivers / conditions</a></p>	<p><b>8.</b> In all cases the drivers of an executive vehicle must be at least 18 years old and have a valid drivers' licence.</p>
<p><a href="#">Replacement</a></p>	<p><b>9.</b> Vehicles will generally be changed after 36 months depending on the condition and use of the vehicle.</p> <p>Authorized users of leased vehicles are required to give a minimum of two month's notice to MRS where it is expected that the kilometer limit will be reached prior to expiry of the lease.</p>
<p><a href="#">Expenses &amp; corporate card</a></p>	<p><b>10.</b> The expenses related to insurance, registration, fuel and maintenance are covered by the Board. The Board Corporate card is used by the authorized user for expenses incurred for fuel as well as for emergency repair costs. However, when the vehicle is used for personal reasons, the authorized user assumes the fuel expenses.</p>
<p><a href="#">Traffic infringements</a></p>	<p><b>11.</b> All fines for traffic violations, including unlawful parking are to be assumed by the authorized user and have to be paid promptly.</p>
<p><a href="#">End of mandate</a></p>	<p><b>12.</b> When the authorized user ceases to occupy his functions, the vehicle shall be returned to the Board within two weeks at the end of his mandate.</p>
<p><a href="#">Damages</a></p>	<p><b>13.</b> If the vehicle is damaged due to the negligence of the authorized user or one of his designated drivers, he must pay the Board for the deductible and all expenses.</p>
<p><a href="#">Responsibility</a></p>	<p><b>14.</b> The Director of Material Resources is the person responsible for the application of this Council Policy.</p>