



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.

Amended as per resolutions No: CC 2006-56, 2009-127 and 2021-033.

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| Purpose | <p>1. This Policy establishes the rules and guidelines pertaining to the use of executive vehicles provided by the Cree School Board to ensure that there is economy, equity, and integrity in the management of the executive vehicles while meeting the needs of the user.</p> |
| Application | <p>2. The Board may provide a vehicle to the Chairperson, Director General, Deputy Director General (pedagogy), Deputy Director General (operations), Secretary General, and temporary positions with the approval of the Council of Commissioners, when considered appropriate to their tasks to be performed and when extensive travel is required as official representatives of the Board.</p> |
| Definitions | <p>3. For the purposes of this Policy, the following words or expressions mean:</p> <ul style="list-style-type: none"> a) authorized user: the Chairperson, Director General, Deputy Director General (pedagogy), Deputy Director General (operations), Secretary General and temporary positions with the approval of the Council of Commissioners; b) MRS: Material Resources Services. |
| Purchasing vs. Leasing | <p>4. The executive vehicles are generally purchased by the Board and the depreciation charged to the relevant budget of the authorized user. However, the vehicle will be leased when this is the most economical alternative.</p> |
| Registration & Insurance | <p>5. MRS is responsible for the acquisition of executive vehicles and the purchase and administration of the contract for insurance coverage. All vehicles are to be registered in the name of the Cree School Board and insured through MRS.</p> |
| Maintenance | <p>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> |

<p>Personal use</p> <p><i>Other users / Immediate family members</i></p>	<p>7. Vehicles are provided first and foremost for conducting Board business, although the authorized user is permitted to make reasonable personal use of the vehicle. The authorized user shall be the only one driving and using the vehicle, however, the following exceptions are permitted:</p> <p>a) the vehicle may be available for personal use to the immediate family members (the spouse, daughter or son) of the authorized user when the vehicle is not required for official use and only for distance not exceeding 100 km from the place where the authorized user is assigned for work or where he is domiciled;</p> <p>b) for distance above 100 km, the immediate family member may also drive the vehicle but only when the authorized user is present¹.</p>
<p>Drivers / requirements</p>	<p>8. In all cases the drivers of the executive vehicle must be at least 18 years old and have a valid drivers' licence.</p>
<p>Replacement</p>	<p>9. 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 2 months' notice to MRS where it is expected that the kilometer limit will be reached prior to expiry of the lease.</p>
<p>Expenses & corporate card</p>	<p>10. The expenses related to insurance, registration, fuel and maintenance are covered by the Board. The Board corporate credit card is used by the authorized user for expenses incurred for fuel as well as for emergency repair costs as per the policies. However, when the vehicle is used for personal reasons, the authorized user assumes the fuel expenses.</p>
<p>Traffic infringements</p>	<p>11. All fines for traffic violations, including unlawful parking are to be assumed by the authorized user and have to be paid promptly.</p>
<p>End of functions</p>	<p>12. When the authorized user ceases to occupy his functions, the vehicle shall be returned to the Board.</p>
<p>Damages and responsibility</p>	<p>13. 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. The authorized user is solely responsible for ensuring the vehicle returns to the place of assignment or domicile after each use.</p>
<p>Interpretation</p>	<p>14. The Director of Material Resources is the person responsible for providing support in the interpretation of this Policy.</p>

¹ However, this limit does not apply to drive the vehicle to and from the closest airport when the authorized user is arriving or leaving by plane.