

	<h2>Policy on Replacement and Acquisition of CSB Vehicles</h2>	
	<p>Department responsible: Material Resources Services Effective date: December 8, 2005 (#2005-122 and 2009-025) Amended: September 5, 2013 and April 7, 2016 Approved by: Resolution #EC 2016-106</p>	
	<p>References:</p>	<p>Council Policy Manual: ▪ EL, EL3, EL4, EL5, EL10</p>
	<p><u>Other Policies</u></p>	<ul style="list-style-type: none"> • Use of Executive Vehicles (MRS-02) • Daily Transportation (MRS-03) • Use of Cree School Board Vehicles (MRS-04) • Regulations applicable to School Buses (MTQ, SAAQ, etc.)

1) Purposes

Goal **1.1.** This Policy establishes the rules applicable for the replacement and acquisition of certain vehicles in order to ensure a fair application to all schools and departments of the Cree School Board.

Application **1.2.** This Policy applies to maintenance vehicles and vans used by the schools, departments or regional offices but does not apply to executive vehicles (see the CSB Policy) and school buses (see the applicable governmental regulations).

2) Requirements

Replacement rate **2.1.** The Board should acquire 3 to 4 vehicles each year to replace certain vehicles or increase its fleet.

Criteria **2.2.** Vehicles would be considered for replacement based on the following criteria:

- a) model year, from the oldest to the newest;
- b) major repairs required;
- c) needs of the users.

[List](#)

2.3. Every 5 years, Material Resources Services prepares a list of vehicles to be replaced and submit it to the Director General.

[Funding](#)

2.4. The Board must reserve sufficient funds at the beginning of each fiscal year from the base allocation for the acquisition of equipment and tools to acquire the vehicles.

Any expenses incurred for changes or additions requested by a department or community to the standard vehicles, are paid from their own budget.

[Additional vehicle](#)

2.5. When a school deems necessary to have an additional vehicle, a request must be submitted to the Director of Material Resources Services before December 15th. The request will be studied at the time of the budget preparation of the following year.

3) Application of this Policy

[Previous provisions](#)

3.1. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

[Official version](#)

3.2. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

3.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Material Resources is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.