



Use of Division Owned Vehicles

Administrative Procedure 7.30

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

Legal Reference:

Date Adopted: February, 2002

Date Amended: December, 2006; March, 2016

Use of Division Owned Vehicles

1. Division owned vehicles are to be purchased and maintained for Division purposes.
2. The Manager of Operations 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 Drivers License.