



Chilliwack School District  
"Partners In Learning"

## ADMINISTRATIVE REGULATION 710.10

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### USE OF SCHOOL DISTRICT VEHICLES

District vehicles are to be used by employees in the performance of their duties and/or District business only.

1. Maintenance employees are not authorized to take District vehicles to their place of residence, with the exception of:
  - a) Foremen;
  - b) Maintenance personnel at top of call out list; and
  - c) Standby crews who are authorized to take District vehicles home to facilitate response time for call out.

The use of these vehicles shall be restricted to District business only.

2. If a situation arises, and the supervisor is aware in advance, where an employee will require a District vehicle after normal working hours, he/she may authorize the employee to take the vehicle home. THIS APPLIES TO "ONE-TIME SITUATIONS" ONLY and is not to become a matter of routine procedure.
3. Under no circumstances are persons other than District employees authorized to operate District vehicles/equipment without specific authorization from a supervisor/director. Passengers other than District employees may be authorized to travel in District vehicles only as required in the performance of District business.
4. Employees covered under Section 2 who will be absent from work because of vacation, leaves of absences or similar occurrences are to ensure the vehicle assigned to them is left at the Maintenance yard and is available for use by other staff.

Cross Refs:

Adopted: May 22, 2001  
Reviewed:  
Revised: