

Frontier School Division is geographically large and diverse and staff members are required to travel extensively. In order to meet this requirement in the most economic and efficient manner possible, staff may be provided with a vehicle leased by the Division.

Specific procedures for establishing and managing vehicle leases are outlined in the attached regulation.

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**1. Vehicle Leases**

- a. Staff requests for leased vehicles are to be submitted to the Secretary-Treasurer.
- b. The type of vehicle to be leased is determined by factors such as geographic location, type of roads, and the number of kilometres the vehicle will be undertaking.
- c. Lease terms are generally three years. If extenuating circumstances exist, a longer term may be more appropriate.
- d. A review of each vehicle and lease terms is conducted upon renewal of the lease to ensure they continue to meet the needs of the Division.

**2. Operation Requirements**

- a. The Department controlling each leased vehicle maintains a log tracking mileage including the name of the person using the vehicle. A summary spreadsheet or copies of the individual logs shall be submitted to the Secretary-Treasurer each month.
- b. For individuals whose employment contract permits personal use of a vehicle, a monthly log of business and personal mileage shall be submitted to the Secretary-Treasurer.
- c. All individuals driving a Division leased vehicle shall have a valid Manitoba driver's license. The license class shall meet provincial licensing guidelines required for the vehicle the individual is driving.
- d. All employees driving Division leased vehicles shall obey the traffic laws of the Province of Manitoba and be personally responsible for traffic fines incurred while operating a Division vehicle.
- e. If an individual becomes involved in a motor vehicle accident while operating a Division leased vehicle, the operator shall report the accident as outlined in the Staff Travel Guidelines.

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