

#1741196

**AUTHORIZED USE OF DIVISION-OWNED VEHICLE AND  
MAINTENANCE TOOLS/EQUIPMENT**

Division vehicles and maintenance tools/equipment that are the property of the St. James Assiniboia School Division must be used only in the interest of the division and appropriate precautions must be taken to minimize the potential for theft, misuse, or damage.

The employee is responsible for exercising due care in the use of division-owned vehicles and maintenance tools/equipment purchased by the SJASD for their assigned duties.

The Director, Facilities and Operations, Supervisor, Maintenance Shop and/or Supervisor, Transportation shall ensure that the building has appropriate measures in place to safeguard the division vehicles and maintenance tools/equipment and shall communicate these safety measures to the appropriate staff.

No division-owned property, including vehicles or maintenance tools/equipment shall be used by employees for their personal use without prior authorization from their supervisor.

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04-09-23			