

USE OF DIVISION VAN

A seven passenger van shall be assigned to the Superintendent and Maintenance Supervisor for business usage. The Superintendent Van shall be available, subject to approval of the Superintendent, for other Divisional purposes as follows and in order of priority.

1. Use for Trustee meetings/seminars/conferences within Manitoba, when not previously booked.
2. For school field trips and student school sponsored sports trips, when booked in advance, providing a Division employee or volunteer is driving who is duly licensed and properly insured.

NOTE: A Divisional charge of half of Division kilometer rate will be assessed against field trip budgets.

3. For Staff Development, Staff Divisional meetings or sports travel out-of-Division but within Manitoba or Saskatchewan, subject to:
 - 3.1 being booked in advance and not required for No. 1 and/or No. 2;
 - 3.2 A Division employee driving who is duly licensed and properly insured;
 - 3.3 two or more staff employees travelling to the event.

NOTE: A Divisional charge of half the Division kilometre rate will be assessed against the Staff Development budget when professional staff are involved.

The fifteen passenger van is available for school field trips, school sponsored student sport trips and for staff development travel if more than five staff are involved.

SVRSS requests will have priority given their substantial contribution to the van. A Divisional charge of half Division kilometer rate shall be assessed for student excursions and .25 cents per kilometer for staff development travel.

Booking of all Division vans is to be forwarded to the Division Office on the Division Van Rental Form. The Transportation Supervisor will administer all bookings.