



1.06 Staff Vehicles, Travel and Parking

1. General Administration - Administrative Procedure Manual

Staff Parking

Principals may choose to assign parking spaces for individual staff members, as deemed necessary.

School Division Vehicle Use

Use of Division-owned vehicles is restricted to travel necessary for the conducting of Pine Creek School Division business.

A trip log book will be kept in each vehicle and will be maintained by all users.

Travel Accident Insurance

All trustees and administrators shall be covered under the Manitoba School Boards Association (MSBA) Travel Accident Insurance Plan. Divisional employees who are assigned to drive division-owned vehicles and busses are covered under the MSBA plan.

Coverage shall also be extended to divisional employees who are regularly required to use their personal vehicles for school division business as designated by the School Division.

Autopac

Insurance and registration renewals for buses and Division-owned vehicles and trailers shall be purchased from Autopac agents throughout the school division on a rotation that offers equitable revenues to each.

The Division will carry the minimum liability of \$2,000,000 coverage on each of the fleet vehicles.