

## AP 700.2: Board-Owned Vehicles

1. Board vehicles may be assigned to departments by the Secretary-Treasurer.
2. Supervisory staff in departments will assign vehicles to authorized personnel.
3. Personnel are expected:
  - to operate School Board vehicles in an economical, safe and courteous manner
  - to ensure the vehicle is in a safe operating condition and is inspected and serviced at regular intervals
  - to report mechanical defects, on the form provided, to the mechanics shop in Nelson or Creston
  - to keep the vehicle clean.
4. Vehicles are to be parked overnight on designated School District sites and are not to be taken home without the approval of a Supervisor.
5. Board vehicles will be marked by a School District crest on both front doors and a unit number in a visual location(s).