



Palliser Regional Schools

Palliser Centre

#101, 3305 - 18 Avenue North, Lethbridge, AB T1H 5S1

Phone: 403-328-4111 Toll-free: 877-667-1234

Fax: 403-380-6890 www.pallisersd.ab.ca

PRIVATE USE OF PALLISER SCHOOLS DIVISION VEHICLES BOARD OF TRUSTEES

POLICY TITLE	PRIVATE USE OF PALLISER SCHOOLS DIVISION VEHICLES
POLICY HOLDER	Board of Trustees Palliser Regional Schools
ORIGINAL DATE	
REVIEW DATE	
REVISED DATE	
NEXT REVIEW	

Policy Statement:

The Board has the overall responsibility for the prudent use of school division funds and to ensure these funds are used in a prudent, effective, efficient manner and in compliance with legal requirements. In addition this policy is intended to address the legal requirements of Canada Revenue Agency.

Board Action:

The Board recognizes that when an employee uses a vehicle supplied by the School Division for purposes other than School Division business it is considered personal use and is a taxable benefit to the employee and must be calculated and included in his or her income. The Board wants to minimize or eliminate Palliser vehicles being used for personal use.

Considered as personal use are the following:

1. Traveling between home and a regular place of employment, other than point of call
2. Travel between home and a regular place of employment even if the School Division insists the employee drive the vehicle home as when on call.

Employees driving a School Division automobile must keep a vehicle log book. The log book must record the daily record of kilometers travelled for business and personal use, date, destination and purpose. Log books will be provided in each vehicle.

Scope and Limitations of Superintendent:

This policy is applicable to all employees.

Information and Monitoring Requirements:

On an annual basis the personal use will be reported as required on the employee T4 statement.