



USE OF PERSONAL VEHICLES BY STAFF FOR BOARD BUSINESS

POLICY #: E-05, P020

AUTHORITY: 99-085 / 03-106/13-32

POLICY STATEMENT

The Northeastern Catholic District School Board is committed to ensuring that staff members traveling long distances are reimbursed in a fair and equitable manner and that safety concerns for such travel are addressed.

POLICY REGULATIONS

1. Staff members traveling on Board business will travel only when it is safe to do so. Appointments for Board business reasons may require postponement because of inclement weather.
2. Every effort will be made by the Board's staff members to utilize the services of the Board's contracted vendors (contracted rent-a-car services, etc.). Correspondingly, staff members will be able to take advantage personally of many benefits such as insurance coverage, air miles and private after hour use at Board rates.
3. On occasion and with the Director of Education's prior approval, staff members may be obliged to utilize their own vehicles. When this occurs, staff members will be reimbursed according to the Board's per kilometer rate.