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**ADMINISTRATIVE PROCEDURE 547**  
**USE OF DIVISION FACILITIES, EQUIPMENT AND VEHICLES**

**Background**

The Division is committed to providing a safe, healthy work and study environment for its students, staff, volunteers, and the general public. The Division further believes that its real and personal property is for use in the support or deliverance of educational services to the students and in support of the Divisions Administrative Procedure 545 – Community Use of School Facilities.

**Procedures**

Employees of the Division may, under the following conditions, utilize Facilities or Equipment of the Division.

**Facilities**

Employees may use the facilities of the Division for personal reasons subject to;

- i. Approval from the Building's Administrator has been granted.
- ii. No conflict shall arise with Community Use of School Facilities.
- iii. Under NO circumstances shall the employee use the buildings for purpose of operating a personal business.

**Equipment and Services**

Employees may use Division equipment and services for personal use subject to:

- i. Approval from the building's Administrator has been granted.
- ii. Is certified or demonstrates their ability to operate the equipment safely.
- iii. Under NO circumstances shall the employee use equipment or services of the Division for the purpose of operating a personal business.

Any costs incurred for use of the equipment may be subject to charge back to the employee and will be billed at the Division's current rates, including any damages or cost to repair consumable supplies or materials. Division stock shall not be utilized.

It is not normal practice to lend equipment for personal use, but all requests will be considered at the discretion of the Building Administrator.

## **Motorized Vehicles and Trailers**

All Division drivers shall be familiar and comply with Division Policies and Procedures.

Under no circumstances are the Division's motorized vehicles or trailers to be used for personal use, excluding;

- i. The conveyance of non-employees as passengers.

In all circumstances, personal use may only occur outside normal working hours and on the condition that there is no interference with the use for School Division purposes, repairs and maintenance.

In the absence of the Building Administrator, the Assistant Superintendent – Business Services may grant permission for use. Permission for the employee's personal use of equipment or services may be withdrawn at any time by the Building Administrator or the Assistant Superintendent – Business Services.

All employees must:

- i. Present GYPSD identification when using Division Facilities
- ii. Follow Safe Work Practices and Working Alone procedures.
- iii. Immediately report all incidents, accidents or damages to Building Administrator.

Reference: Section 60, 61, 113 School Act

Developed: November 2005  
Amended: March 16, 2016