

EMPLOYEE USE OF REPAIR SHOP AND GARAGE FACILITIES

Background

Use of Division repair shop and garage facilities by employees shall be limited as established by the following procedures.

Procedures

1. Permanent employees involved in the maintenance department may, under the following conditions use the facilities of the maintenance shop for personal reasons and likewise permanent employees in the school bus repair department may use bus garage facilities.
2. Personal use of the facilities shall mean work for the personal benefit of the employee for minor repair or construction work. Under no circumstances shall the employee use the buildings or equipment for the purpose of doing custom work for others, whether there is a charge for this work or not.
3. This type of work may only be done after hours and on the condition that there is no interference with the use of the facilities for Division purposes.
4. In all cases, the employee shall require the permission of the Supervisor responsible for the facility before the facility may be used.
 - 4.1 In the absence of the Supervisor, the Superintendent may grant this permission.
 - 4.2 The Supervisor may terminate or withdraw an employee's use of the facility if deemed necessary.
5. Use of the facilities refers only to buildings and equipment. Expendable supplies or materials from Division stocks shall not be utilized.
6. Should an employee wish to use any non-motorized equipment at any place other than at the repair shop or garage, the employee may request permission from the Superintendent. It is not normal practice to lend Division equipment, but such request will be considered.
 - 6.1 The employee shall be fully responsible for any damage or losses which occur as a result of the employee using any facility.
7. The Superintendent is authorized to interpret these procedures.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act