

**Red River Valley School Division**  
**ADMINISTRATIVE PROCEDURE 18 - DIVISION-OWNED VEHICLES**

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The Red River Valley School Division Board of Trustees recognizes that some employees may use division-owned vehicles for purposes other than for divisional business.

The Board supplies a limited number of Divisional vehicles that are to be used for Divisional business.

When Divisional vehicles are used for personal purposes (i.e. driving a vehicle from home to workplace), the employee will be assessed the benefits of this vehicle use as a taxable allowance as set out by Canada Revenue Agency. It is the responsibility of the employee to track their personal versus business mileage for this purpose.

<b>Cross Reference:</b>		
<b>Adoption Date: May 12, 2010</b>	<b>Amendment Date:</b>	<b>Page: 1 of 1</b>