BILLING SCHOOLS FOR USE OF SCHOOL BOARD OWNED VEHICLES

OPERATIONAL SERVICES: 400
Billing Schools for Use of School Board Owned Vehicles: OST 401
Adoption Date: January 26, 2015

Scope

This policy applies to all schools using School Board-owned vehicles for school trips.

Purpose

To recover some of the costs associated with using the Board-owned buses for school trips.

Policy Statement

It is the policy of the Cape Breton-Victoria Regional School Board to provide Board-owned vehicles for school trips.

Cross Reference

Authorization

This policy has been authorized by the Board under motions number 2015-01-31.

Responsibility

It is the responsibility of the Director of Operational Services to ensure that this policy and administrative procedures are implemented.

Implementation

The Director of Operational Services will implement the policy and administrative procedures.
Procedures

1. The Transportation Department of the Board will submit a bill monthly to each school showing the trips taken on Board-owned vehicles for that month.

2. The bill will be itemized by trip and cost. (Copy attached)

3. A copy of the same bill is emailed to Accounts Receivable to be entered on the SAP system in the Administration Office.

4. Once entered on the SAP system, the Transportation Department’s Operations Account number is automatically credited for the full amount.

5. Accounts Receivable is responsible for making sure all accounts are paid in full.

6. The cost for trips shall be as follows:
   A) Trips within the boundaries of the CBVRSB shall be charged a flat rate determined by Operational Services and Senior Staff annually.
   B) Trips that go outside the boundaries of the CVRSB:
      - For all kilometers after the first 40 kilometers $1.00 per km as recorded by the driver.
      - For all hours worked by the driver, the driver’s rate of pay as determined by the collective agreement plus 20% for benefits. The number of hours shall be determined by the Transportation Department.
   C) The driver shall submit a trip sheet recording the details of the trip and when out of Board boundaries the hours worked and the kilometers traveled.
   D) The representative of the school shall also sign the trip sheet to acknowledge the details are accurate, and the hours worked and kilometers travelled are reasonable.

Related Guidelines

Motor Carrier Act
Policy: Billing Schools for Use of School Board Owned Vehicles

Policy Number: OST 401

Associated Forms

School Trip Sheet/Time Slip for Payroll and Billing (Attached)
Bill Issued to Schools (Example Attached)

Policy Review

This policy will be reviewed by Director of Operational Services within three years from the authorization date.

Distribution

Board Members and All Policy Manual Holders
School Trip Sheet

<table>
<thead>
<tr>
<th>DRIVER</th>
<th>BUS NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Trip</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>Destination</td>
<td></td>
</tr>
<tr>
<td>Time Departing</td>
<td></td>
</tr>
<tr>
<td>Time Returning</td>
<td></td>
</tr>
<tr>
<td>Kilometers Departing</td>
<td></td>
</tr>
<tr>
<td>Kilometers Returning</td>
<td></td>
</tr>
<tr>
<td>Trip Kilometers</td>
<td></td>
</tr>
<tr>
<td>Hours Claimed</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Driver_________________________ Date:____________________

Signature of Principal:_______________________ Date:____________________
(Or representative)

Instructions:

It is the driver’s responsibility to complete this form and have it signed by the Principal. Payment will not be made to the driver until this form is completed and returned to the Transportation Office.
### Policy: Billing Schools for Use of School Board Owned Vehicles

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>DATE</th>
<th>CODE</th>
<th>DESTINATION</th>
<th>KMS.</th>
<th>KMS. 39&amp; OVER</th>
<th>BILLABL E KMS.</th>
<th>HOURS</th>
<th>COST</th>
<th>TOTAL BILL</th>
<th>DRIVER</th>
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<td>1</td>
<td>$18.74</td>
<td>$30.74</td>
<td>GERARDA GALE</td>
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<td>$12.00</td>
<td>1.5</td>
<td>$28.11</td>
<td>$40.11</td>
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<td>30</td>
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Cape Breton-Victoria Regional School Board
Policy and Administrative Procedures