

Policy on Use of the President's Car

Effective April 1, 1999
(revised September 2003)

1. This vehicle is first and foremost for the use of the President; secondarily for the use by members of the Executive Committee, and then by other members of College staff traveling on College or College-related business.
2. Requests for Out-of-Province use of the vehicle must be approved by the President at the time the Out-of-Province travel request is submitted. The vehicle will not normally be approved for use for more than two consecutive days.
3. The vehicle will not normally be approved for travel outside Atlantic Canada.
4. Use of the vehicle by other than members of the Executive Committee will result in a charge of \$25 per half-day and \$50 for a full day to the Department making the booking.
5. The vehicle must be returned with a full tank of gas and the mileage book and gas card returned to the President's Office, along with the keys.
6. Once the vehicle is booked there will be no bumping of that booking unless specifically approved by the President.