

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
DISPOSITION OF PROPERTY: VEHICLES	DN-4

I. POLICY

The Louis Riel School Division (Division) believes that disposition procedures for vehicles that are obsolete or no longer required to support the educational purposes of the Division and its schools must:

- strive to model and uphold the highest ethical standards;
- consider practices that serve students’ best interests; and
- consider practices that support sustainable development principles,

as outlined in the **GUIDELINES** and **PROCEDURES** below.

II. GUIDELINES

- A. This policy defines vehicles that are obsolete or no longer required to support the educational purposes of the Division and its schools as “redundant vehicles.”
- B. The Secretary-Treasurer is responsible to articulate procedures to divisional departments and schools for the disposition of redundant vehicles.
- C. The Secretary-Treasurer shall determine the most advantageous and appropriate method of disposal of redundant vehicles.
- D. No divisional employee may dispose of redundant vehicles without prior approval of the Secretary-Treasurer.
- E. The disposition of redundant vehicles shall avoid practices that present potential conflicts of interests involving divisional employees.

III. PROCEDURES

- A. The Secretary-Treasurer will determine the most advantageous and/or appropriate method of disposal of redundant vehicles which may include:
 - offer for sale to another school division, private school, or childcare centre
 - trade-in value toward the purchase of a new vehicle
 - commission of an auction company to act as the Division’s agent of sale
 - sale for scrap
- B. The revenue of any sale of any redundant vehicle shall revert to the Division.

Adopted:	December 3, 2024	Legal References: Sections 71 & 72(1), The Public Schools Act (Manitoba)
Revised:		