



COMMUTE VEHICLE USE AGREEMENT FACILITY SERVICES STAFF

I have agreed to participate in the Commute Vehicle Use Program which permits me to take the vehicle home after assigned work hours. To be eligible for this program, I am a Facility Services employee and I certify the following:

1. I live within the Waterloo Region.
2. I have a secure (home driveway) space to safely accommodate after hours parking of the Board vehicle.
3. Accommodating the Board vehicle will not violate provincial, municipal, or region traffic laws, ordinances, or by-laws.
4. For income tax purposes I understand that the Board Vehicle is permitted to be taken home after assigned work hours because I begin my shift at differing sites as dictated by work order priorities. It is understood that beginning my shift at the same location repeatedly may result the discontinuation of permission to take the vehicle home after assigned work hours to avoid personal tax implications.
5. I will not use the Board vehicle for personal use.
6. It is understood that the Commute Vehicle Use Program is voluntary and can be opted into or out of depending on changes in personal situations that would affect this agreement.

Designated Residence Parking Location (Commute Use)

Name of Driver (Print)

Signature of Driver

Date

Notice of Collection: Personal information contained on this form is collected under the authority of the current Education Act of the Province of Ontario, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. It will be securely stored and used for administrative purposes. Questions about this form should be directed to the Facility Services Department. Questions about this notice of collection should be directed to the Freedom of Information, Privacy and Records Information Management Officer, Waterloo Region District School Board, Education Centre, 51 Ardelt Avenue, Kitchener, ON N2C 2R5 or privacy@wrdsb.ca