

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: DFDA</b>
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**PARKING LOT USAGE**

- 1. Kelsey School Division shall charge all professional and support staff for the use of parking space within School Division approved parking areas.
- 2. The Winton Pool Parking area at MBCI is a **no parking** area for staff and students. Violator's vehicles may be towed at the owner's expense.
- 3. The parking fee will be set by the Board.
- 4. Authorization to park on Kelsey School Division property must be obtained from the Division Office where a central registry will be kept. It is the responsibility of each employee to obtain parking privileges prior to using the parking lots.
- 5. The parking spaces will be defined as "Assigned Parking" from 8:00 a.m. to 4:00 p.m. After 4:00 p.m., the parking lots at the schools will revert to scrambled parking areas for community use.
- 6. Employees who have requested a parking space will be assigned a parking space at the appropriate school, provided a vacancy is available.
- 7. Parking fee payment will be through **payroll deduction** in ten (10) equal deductions.
  - a) Employees wishing to cancel the parking deduction must sign a release form at Division Office.
- 8. Once an employee has been assigned a parking space, deductions will continue to be made until such time as the employee:
  - a) ceases to be an employee of the School Division, or
  - b) serves notice of cancellation.

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- 10. The Board of Trustees will not be responsible for any damage to, or loss of contents from vehicles parked on Kelsey School Division property.
- 11. Employees who find another vehicle parked in their assigned parking space will report the license number to the school office so that an announcement can be made to have that vehicle removed immediately.
- 12. Infractions to the parking policy will result in vehicles being towed away at the owner's expense. Repeat offenders will not be tolerated.