

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: DFDA
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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 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 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 return the parking pass and sign a release form at Division Office.
8. A parking pass will be issued. This pass is transferrable to each vehicle registered by the employee. The pass must be placed in clear view on the dashboard in the driver's side front window. Replacement passes must be obtained from Division Office.
9. Once an employee has received a parking pass, deductions will continue to be made until such time as the employee:
 - a) ceases to be an employee of the Division, or
 - b) serves notice of cancellation as per 6(a)above.

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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.