

Administrative Procedure 560 - Form 1

**USE OF DIVISION-OWNED VEHICLES AND EQUIPMENT
INFORMED CONSENT AND ACKNOWLEDGEMENT FORM**

As employers and workers, we share the responsibility of ensuring a safe, healthy, and productive workplace. The Occupational Health and Safety Act states that an employer must do everything it can to reasonably protect the health and safety of its workers. Elk Island Catholic Separate Regional Division No. 41 (the Division) wishes to ensure that anyone operating Division owned vehicles or equipment while working at Division schools, being transported to and from Division property, or while using Division vehicles or equipment for personal use are aware of these responsibilities.

This form must be signed by every employee who operates Division-owned vehicles or custodial or maintenance equipment.

I, _____
(please print name clearly)

acknowledge that I am aware of Elk Island Catholic Separate Regional Division's Drug and Alcohol Administrative Procedure 406 regarding the consumption of alcohol or drugs while operating Division vehicles or equipment.

I also acknowledge that if I am found to have operated Division vehicles or equipment while under the influence of alcohol or illicit drugs, I will be severely reprimanded and/or terminated from my position.

Signature of Employee

Date

Superintendent / Designate

Date

Witness

Date