

TRANSPORTATION - DIVISION VEHICLES (excluding buses)

Background

The Division believes it is cost effective to have Division-owned fleet vehicles for division employees to allow them to perform their duties in and around the school division.

Procedures

1. The driver shall be a division employee; no unauthorized passengers are permitted. Pets are not permitted. Passengers shall be permitted only if they are conducting Division business.
2. Traffic laws shall be obeyed at all times, and each occupant must wear a seatbelt.
3. Those permitted to drive Division-owned vehicles shall, once every three years, in January, allow the Transportation Department to obtain a current Driver's Abstract. Employees will sign a waiver of consent to allow the Transportation Department to pull a Driver's Abstract on their behalf. Abstracts, including traffic violations or driving convictions, shall be reviewed, and the employee's eligibility to use the Division-owned vehicle shall be assessed by the Director of Transportation.
4. The driver is responsible for providing to the Transportation Department:
 - 4.1 signed *Form 446-1*, acknowledging this administrative procedure and Administrative Procedure 445 *Transportation - Driver Licence Credentials/Demerits* have been read and are understood; and
 - 4.2 a copy of their valid operator's licence.
5. The driver is obligated to notify their supervisor or the Director of Transportation immediately, in writing, of any suspension, withdrawal, or if their driver's licence shows four (4) or more demerits. If a driver would like to have a copy of their driver's abstract, they can contact the Transportation Department.
6. Collisions and *Traffic Safety Act* violations while driving a Division-owned vehicle shall immediately be reported to the Director of Transportation. Drivers are responsible for payment of their own *Traffic Safety Act* violations, including photo-radar and parking tickets.
7. The driver will not operate a vehicle if they are under the influence of alcohol, legal and illegal drugs or medications that legally impair their ability to drive.
8. Smoking/vaping is not permitted in Division-owned vehicles.
9. It is the responsibility of the driver to ensure that the vehicle is kept in a condition that promotes a positive image for the Division.
10. The driver shall:
 - 10.1 Complete a weekly pre-trip walk around and visual inspection (*Form 446-2*).
 - 10.2 Schedule regular maintenance (per manufacturer's recommended maintenance specifications), to be performed by Division transportation repair shop personnel.

- 10.3 Schedule an annual vehicle inspection, to be handled by Division transportation repair shop personnel.
 - 10.4 Report maintenance concerns to the driver's supervisor or the Division's Fleet Supervisor.
11. Decisions to contract outside repairs or services will be made on the recommendation of the Division's Fleet Supervisor, after consultation and approval by the supervisor of the department affected.
 12. Fuel cards will be provided by the Division and can be obtained from the Transportation Department. The fuel card is to be used for fuel only; not supplies nor food items.
 - 12.1 PIN information is to be protected and kept separate from the fuel card.
 - 12.2 Fuel cards are not to be used on non-Division-owned vehicles.
 - 12.3 For shared vehicles, fuel is to be added at the end of every booking and trip details recorded in the fuel log (ie. off-campus visit, etc).
 - 12.4 For conservation of fuel and stewardship for the environment, a driver operating a Division-owned vehicle shall, at all times, be governed by the Division's administrative procedure on idling (*Transportation - Idling, AP 133*).
 13. Vehicles are supplied with the following, for use in an emergency:
 - 13.1 A first aid kit. First aid supplies that are used shall be reported immediately to the Division's Safety Coordinator in order for supplies to be replaced and ready for the next driver's use.
 - 13.2 A fire extinguisher. If used, the driver shall report to the Division's Safety Coordinator in order for replacement.
 - 13.3 Incident Report forms.
 - 13.4 Safety vests, warning triangles and back up alarms, which shall be used as needed.
 14. Vehicles are to be used for work-related travel only. No personal use outside of commuting to and from work, except in accordance with Canada Revenue Agency regulations, is permitted.
 - 14.1 Log books recording the work-related and personal commuting kilometres must be completed and submitted to the Director of Finance on December 31st each year.
 - 14.2 Kilometres logged for commuting to and from work are a taxable benefit.
 15. Goods being transported shall be properly secured. Transportation of dangerous goods must follow provincial regulations.
 16. Vehicles shall be locked at all times whenever they are not in use. Keys shall never be left in the ignition when the vehicle is unattended.
 17. Vehicles shall be stored overnight in the respective department's property with the following exception; personnel (as determined by the Supervisor) who frequently respond to emergencies, or who may, on a project basis, be expected to start their work day at a location other than their regular work site may store a vehicle overnight in an alternate location (eg. at home).

Reference: Traffic Safety Act

Related APs: Transportation - Collisions and Near Misses (AP 558)
 Transportation - Driver Licence Credentials/Demerits (AP 445)
 Transportation - Idling (AP 133)

Appendix: Transportation - Division Vehicles (excluding buses) (Appendix 446 - Accident - Insurer Guidelines)
 Forms: Transportation - Division Vehicles (excluding buses) Acknowledgement (446-1)
 Transportation - Division Vehicles (excluding buses) Inspection Checklist (446-2)
 OH&S "Incident Report Form"