

FLEET VEHICLES

Background

Good Spirit School Division maintains a fleet of vehicles for the purpose of conducting school division business and services in a safe, efficient and cost-effective manner. This procedure makes certain this is accomplished by ensuring vehicle operators meet division requirements and follow division procedures.

Definitions

For the purpose of this Administrative Procedure, *Vehicle* refers to cars, sport utility vehicles, vans and pick-up trucks that are owned or leased by the Division.

Procedures

1. Operation of a division vehicle is both a privilege and a responsibility. Drivers are expected to operate vehicles in a safe and responsible manner in accordance with provincial laws and Division policies, and to maintain a good driving record.
2. All drivers must possess a current driver's license that is valid for the jurisdiction in which the vehicle will be used and is appropriate for the class of vehicle being operated.
3. All drivers of Division vehicles will be required to submit a photocopy of their driver's license and a completed *Permission to Obtain a Drivers Abstract from SGI* form at the start of each school year to the Transportation Manager.
4. The Transportation Manager is responsible for reviewing records annually to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving and make a recommendation for suspension or revocation of driving privileges. The following is the division driver performance rating:

Number of Violations	Number of Preventable Accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Poor	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor

- 4.1. "Clear" and "Acceptable" Motor Vehicle Records (MVR) will be monitored annually. "Borderline MVRs will be watched closely and a warning will be given to the individual in that category.
- 4.2. Employees must advise their applicable supervisor immediately if their driver's licence ceases to be valid or if medical conditions impair or prevent driving.
- 4.3. Any Driver falling into the "poor" category will immediately be relieved of his/her division driving privileges.
- 4.4. In addition to the MVR criteria outlined in the above chart, the following will automatically place that individual in the "poor category":
 - 4.4.1. Any major violation. The following are defined as major violations:
 - Driving while impaired in the past three years.
 - Failure to stop/report an accident
 - Reckless driving or speed contests
 - Making a false accident report
 - Homicide, manslaughter or assault arising from the use of a vehicle
 - Driving while license is suspended/revoked
 - Careless driving
 - Attempting to elude a police officer
 - Leaving the scene of an accident
 - 4.4.2. Any employee permitting fellow employees, dependents or any other persons not listed on the driver list to operate vehicles under their control or assigned to them.
 - 4.4.3. Failure to notify management within three business days of any moving violation and/or accident.
5. Vehicles may only be driven by approved employees of the Division. No unauthorized personnel are allowed to ride in division vehicles.
 - 5.1. Spouses, other family members, or other non-employees are not authorized to drive division vehicles.
 - 5.2. Passengers are generally limited to those individuals who need to ride in the vehicle to conduct division business such as other employees, contractors, etc.
6. Use of cell phones is not allowed while driving a division owned vehicle, unless the use of a hands-free device is used and/or the vehicle is pulled over.
7. Smoking is prohibited in division owned vehicles.
8. When not in operation, drivers are to ensure that Division vehicles left unattended are parked securely and locked at all times.
9. Parking tickets, traffic violations and assessments related thereto will normally be the responsibility of the operator involved.
10. All accidents involving Division vehicles must be promptly reported to the employee's supervisor and the Assistant Superintendent of Business Administration or designate.

- 10.1. Employees involved in an at-fault accident will be responsible for paying the cost of the damages as follows:
 - First event - division will pay the deductible
 - Second event - division will share the cost of the deductible with the driver 50-50
 - Third event – driver responsible for the cost of the deductible
- 10.2. The Division will be responsible for 100% of the cost of the deductible of all not at fault accidents.
11. The primary use of Division vehicles shall be limited to the activities associated with the operation of the Division. Minimal personal use is tolerated provided there is no increase in cost to the division or perceived benefit to the individual.
12. No personal use of a Division vehicle shall be permitted. In accordance with the Canadian Income Tax Act, personal use arises when an employee uses an employer's vehicle for purposes other than the employer's business. This includes travel between home and the work place, even if the employee may have to return to work after regular duty hours. As per the Canadian Income Tax Act, the following exceptions will apply:
 - 12.1. The vehicle is taken home because the employee is on-call for emergencies. As defined by the Canada Revenue Agency, emergencies are those relating to the health and safety of the general population or to a significant disruption to the employer's operation. For example, a Facilities Supervisor that is on-call to maintain operation of Division buildings. No personal kilometers are to be driven while the vehicle is at the employee's residence.
 - 12.2. The vehicle is taken home for the purpose of leaving the next morning from the employee's home to a work site other than his/her regular place of business and it is more economical to the Division for the employee to leave from home. For example, the employee proceeds from home to a meeting, training course or conference that is located at a place other than his/her regular place of business. No personal kilometers are to be driven while the vehicle is at the employee's residence.
13. A mileage log sheet shall be maintained for all Division vehicles and submitted monthly with all fuel receipts to the transportation department. The form is used to keep track of the miles driven each day and the jobsites visited. Record gas usage, oil changes and repairs on this form.
14. The Division is responsible for ensuring the vehicle is well maintained. The driver is responsible for taking the vehicle to the assigned location for scheduled fluid changes, brake jobs, tire changes and other repairs required.
 - 14.1. Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.
 - Routine inspections or safety checks of critical items, such as brakes, lights, tires, wipers, etc., must be done every 24,000 kilometers or sooner if a problem arises

- Oil changes and tire rotations are due every 5,000 kilometers.
- Every 50,000 kilometers, vehicles should have a tune-up, transmission service, cooling system service, brake service, AC service, etc.
- The vehicle must be cleaned (interior and exterior) regularly to help maintain its appearance.
- Prior approval from the transportation department is required on any major vehicle maintenance needs.

15. Drivers will be provided with a fleet vehicle fuel card. This card is to be used to fuel the vehicle it is assigned to. Fuel consumption shall be recorded on the vehicle mileage forms and submitted monthly with receipts to the transportation department.

16. Drivers are responsible for completing a written vehicle inspection checklist at the end of every month. Any faulty equipment should be noted on the inspection report. The written vehicle inspection checklist should be submitted to the transportation department.

17. Division vehicles must have the following standard items:

17.1. Current insurance verification

17.2. Safety belt ready for use

17.3. Fire extinguisher

17.4. First aid kit

17.5. Usable spare tire, jack and lug wrench

17.6. Reflector kit

17.7. Binder with the following forms and information:

17.7.1. Vehicle mileage forms

17.7.2. Vehicle inspection forms

17.7.3. Emergency phone numbers

17.7.4. Division phone numbers

17.7.5. Accident investigation form

17.7.6. Operator's manual

18. Management Responsibility

18.1. Each supervisor is responsible for all drivers under their supervision.

18.2. It is the responsibility of the Transportation Manager to review documentation on all drivers and vehicles and report on non-compliance to the Supervisor for follow up.