



Administrative Procedure: Use of Board Vehicles

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1.1 A Board-owned vehicle may be assigned to:

- 1.1.1 staff whose job function requires a specific type of vehicle, not normally owned by an employee, to deliver services.
- 1.1.2 certain supervisory staff who are on-call after hours, i.e., required to respond to emergencies and therefore need to have a vehicle available at all times.
- 1.1.3 staff to whom the Board grants the privilege of operating a Board vehicle to conduct Board business.
- 1.1.4 all fuel purchases are to be made by corporate credit card and receipts must be kept and submitted with monthly statements.

1.2 Board Vehicle and Driver License Records:

- 1.2.1 The Finance department will have the responsibility for maintaining a database of authorized drivers for their vehicles, including copies of their licenses as well as vehicle registration information. The types of licenses required are governed by the Ministry of Transportation. Maintenance vehicles require a type 'G' license and warehouse vehicles require a type 'DZ' license.

1.3 Maintenance:

- 1.3.1 The manager of finance is responsible for ensuring that such vehicle(s) is/are properly inspected and maintained. The departments with owned vehicles are responsible for all costs of operation including annual vehicle safety inspections, maintenance, repairs, and gas. Repairs and maintenance should only be performed by trained auto professionals.
- 1.3.2 Vehicles shall be maintained to ensure the safe operation and longevity of the vehicle. Any required repairs are to be reported by the employee assigned to that vehicle, to the employee's supervisor.
- 1.3.3 All vehicle repairs shall be approved by the immediate supervisor/manager.
- 1.3.4 Each vehicle shall have an annual safety inspection and an oil change every 8000km or by-yearly (as per lease agreement).

1.4 Safety

- 1.4.1 Vehicles shall be operated within the legal speed limits at all times, or at a lower speed as dictated by adverse road conditions.
- 1.4.2 Vehicles shall be operated at all times in a proper and safe manner following all provincial and municipal laws. If improper operation of a vehicle results in a traffic infraction, payment of a fine or legal representation is the responsibility of the employee. Vehicle infractions may involve further disciplinary action depending on the severity of the event.
- 1.4.4 Individuals not employed by the Board are not permitted to drive Board vehicles, unless for the purposes of servicing the vehicles. If there is a family member in the vehicle as a passenger the Board is not liable if there is an accident or any other issue.

1.5 Vehicle Operation

- 1.5.1 Board vehicles shall be used only for authorized Board business. At no time shall the vehicle be used for an employee's personal use unless authorized by the Director of Education. Should a personal emergency

occur, which may require the personal use of the vehicle, the employee's supervisor, or on-call supervisor shall be notified first to provide approval for such personal use.

- 1.5.2 All vehicle occupants are required to wear seat belts while the vehicle is in motion. The vehicle must not be operated unless all passengers are properly belted.
- 1.5.3 At no time shall the number of occupants exceed the maximum capacity of the vehicle.
- 1.5.4 The speed limit and all provincial and federal traffic laws shall be obeyed at all times.
- 1.5.5 Drivers shall refrain from alcohol consumption while on duty or to/from home. It is strongly advised that drivers refrain from alcohol consumption for at least 24 hours before driving. Drivers shall take prescription and over-the-counter medication only as prescribed or recommended, and shall heed all warnings with respect to driving or operation of machinery.
- 1.5.6 The use of illicit or prescription drugs by a driver or any other vehicle occupant that impair a driver's ability shall be strictly prohibited at all times.
- 1.5.7 Cell phone use by the driver while the vehicle is in motion is allowed only when the vehicle has Bluetooth. Hand-held devices, including without limitation, texting, are otherwise absolutely prohibited whether the vehicle is in motion or at a standstill position.
- 1.5.8 Drivers shall at all times be well-rested and focused on driving duties.
- 1.5.9 Smoking and/or vaping is not permitted in any Board vehicle.

1.6 Traffic Violations

- 1.6.1 Drivers shall personally assume responsibility for any and all fines,

penalties, and/or traffic violations associated with the use of any Board vehicle or issued while the driver is conducting Board business. The Board will not be responsible for any legal or administrative costs and will not defend any driver who has operated such a vehicle in violation of traffic laws.

- 1.6.2 Regulations under the Highway Traffic Act are very stringent and violation of these regulations could result in a fine, license suspension or such other penalty as provided for in the Highway Traffic Act.