

Administrative Procedure 580

USE OF DIVISION OWNED VEHICLES

Background

Division owned and school owned vehicles are only to be used for the purpose of carrying out Division business or approved school activities.

Procedures

1. Only Division employees will be permitted to operate Division owned vehicles unless the Associate Superintendent, Business and Finance gives prior written approval.
 - 1.1 All drivers must be approved by the school's designated Safety Officer prior to operating a Division owned vehicle.
 - 1.2 The designated Safety Officer must ensure that a separate driver file is maintained for each driver according to the Commercial Vehicle Certificate and Insurance Regulation.
2. Passengers are permitted to ride with Division employees only if they are conducting Division business or participating in an approved school activity.
3. Anyone operating a Division vehicle must have a valid license and the required qualifications for that type of vehicle as specified by provincial regulations. Refer to Administrative Procedure 562 – Appendix – Division Employee & Volunteer Qualifications – Operation of Buses and Vans.
4. Traffic laws are to be obeyed at all times and each occupant must wear a seat belt except where otherwise expressly permitted by law, such as on a school bus.
5. Goods being transported are to be properly secured. Transportation of dangerous goods must follow provincial regulations.
6. Vehicles, other than school buses, are to be locked at all times whenever they are not in use. Keys are never to be left in the ignition when the vehicle is unattended.
7. Maintenance vehicles are to be stored overnight in the respective maintenance compound with the following exceptions:
 - 7.1 The Director of Facilities, Project & Maintenance Coordinator and Custodial & Grounds Coordinator whose normal place of reporting at the start of the workday is other than a specific site.
 - 7.2 Maintenance personnel, as determined by the Associate Superintendent, Business and Finance, 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.

Reference: Section 33, 52, 53, 68, 197, 204, 222, 225 Education Act
Traffic Safety Act
Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)
Canada Customs and Revenue Agency Act
Income Tax Act (Canada)