

BOARD-OWNED VEHICLES

GOVERNANCE POLICY

CONTENTS

1.0 PRINCIPLES

2.0 POLICY FRAMEWORK

3.0 AUTHORIZATION

1.0 PRINCIPLES

- 1.1. The South Shore Regional School Board (SSRSB) operates a small fleet of Board-owned trucks and the SSRSB believes there is an expectation of employees, to whom they have been issued, to follow strict guidelines. In many cases, these vehicles are in their control around the clock so they can be prepared to respond to school priorities quickly. All employees driving on behalf of the SSRSB are required to operate their vehicles safely, legally and efficiently at all times. Board-owned vehicles are to be clearly identifiable and used for assigned work-related purposes only. The assigned driver is expected to use common sense and good judgment when using the vehicle.

The SSRSB believes Board-owned vehicles must be equipped with the latest technology and tools so that the fleet can be managed in the most cost-efficient and safe manner.

The SSRSB believes operation of a Board-owned vehicle is both a privilege and a responsibility, not a right. Drivers are responsible for operating the vehicle according to provincial laws and our Board's policy. Violations could result in the removal of driving privileges.

2.0 POLICY FRAMEWORK

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
- 2.1.1. Motor Carrier Act for the Province of Nova
 - 2.1.2. URB Regulations

3.0 AUTHORIZATION

The Superintendent is authorized to issue procedures in support of this policy.

APPROPRIATE AND EFFICIENT USE OF BOARD-OWNED VEHICLES ADMINISTRATIVE PROCEDURES

CONTENTS

1.0 PROCEDURES

2.0 RESPONSIBILITIES

1.0 PROCEDURES

The following guidelines are in effect to ensure the appropriate and efficient management and use of Board-owned vehicles:

- 1.1. No person other than the employee assigned to the vehicle shall operate the vehicle unless that person is an employee of the SSRSB and has permission from his or her immediate supervisor.
- 1.2. Assigned drivers are fully covered by the Board's liability insurance coverage.
- 1.3. Board vehicles are not to be used for personal purposes. Vehicles may be driven home and used as transportation to and from work only if approved by management.
- 1.4. Board staff is not permitted to pick up and transport non-employees.
- 1.5. Driving to and from work is not part of a person's workday or their duties as an employee. In exceptional circumstances, such as inclement weather, another employee may receive a drive to work as long as the employee lives along the route normally travelled by the assigned driver or special arrangements have been provided by immediate supervisors.
- 1.6. It is acceptable practice for a non-assigned employee to get a drive in a Board owned vehicle during working hours if they are on Board business.
- 1.7. Using a cell phone and other electronic communication device while driving may lead to an increased risk of having an accident through a lack of attention to driving duties. Therefore, cellular phone calls, incoming or outgoing, are not allowed while driving unless a hands-free device is being used. The cellular phone's voicemail feature should be on to store incoming calls while driving and all calls and message retrievals should be made after the vehicle is safely parked.
- 1.8. All accidents must be reported to the driver's immediate supervisor. Accidents incurred while the assigned driver is texting or using a cell phone may be considered preventable and the driver subject to disciplinary action.
- 1.9. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- 1.10. Driver and all passengers must wear seatbelts at all times.
- 1.11. Employees who drive or take home a vehicle are responsible for all fines and parking expenses. The driver must make sure that the truck and tools remain locked and equipment is reasonably stored or secured as to prevent theft.
- 1.12. Drivers are responsible for ensuring the vehicle is well maintained. The assigned driver is responsible for taking the vehicle to approved service stations to have scheduled fluid changes, brake repairs, tire rotations and other repairs completed. All repair receipts and

maintenance records must be given to supervisors for filing. The employee is responsible for reporting any damage, faulty equipment or other needed repairs to his/her supervisor.

- 1.13. The assigned employee is responsible for keeping the vehicle as clean and orderly as job conditions permit.
- 1.14. Supervisors are expected to regularly review procedures and make recommendations to the Director of Operations for improved overall efficiency, maximizing technological advances wherever they are cost-effective.

2.0 RESPONSIBILITIES

The Coordinator of Operations has been delegated responsibility for ensuring the efficient day-to-day management and record-keeping of the fleet.