

BOARD-OWNED VEHICLE USE

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.

1.1.1. 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.

1.1.2. The assigned driver is expected to use common sense and good judgment when using the vehicle.

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

1.1.4. The SSRSB believes operation of a Board-owned vehicle is considerable responsibility. Drivers are responsible for operating the vehicle according to provincial laws and our Board's policy.

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 and Motor Vehicle Acts for the Province of Nova

2.1.2. URB Regulations

2.1.3. Loss Control Information for Fleet Management

3.0 AUTHORIZATION

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

BOARD-OWNED VEHICLE USE

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 covered by the Board's liability insurance coverage.
- 1.3 Vehicles may be driven home and used as transportation to and from work only if approved by management. Board vehicles are not to be used for personal purposes. Personal use is defined as using the vehicle for an unrelated work purpose. Stopping to pick up an item on the way home from work would not normally be considered personal use. Using the vehicle for non-work related purposes on weekends or evenings would be considered personal use.
- 1.4. Board staff are 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 will be considered preventable and may be 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. The 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 reasonably permit.
- 1.14. SSRSB has a no-idle policy (#380 on the Board's website)
- 1.15. Board-owned vehicles must be fueled at the Board's bus garage facilities or as assigned by the Director of Operations. In certain circumstances a credit card will be issued for extenuating circumstances.
- 1.16. Assigned drivers will be required annually to complete a taxable benefit sheet for income tax purposes. This benefit shall be calculated in accordance with appropriate federal and/or provincial statutes and regulations.
- 1.17. 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.