

Administrative Procedure 880

MANAGEMENT OF DIVISION OR SCHOOL ACQUIRED VEHICLES

Background

Transportation Services shall manage the Division fleet of vehicles.

Procedures

1. The Director of Transportation Services will ensure that these administrative procedures are followed.
2. All operators of Division owned vehicles or school acquired vehicles shall provide the Director of Transportation Services or designate with an abstract of their driving record each year during the month of August or as deemed appropriate by the Director of Transportation Services or designate.
3. All operators of Division owned vehicles or school acquired vehicles must possess a valid driver's license while employed with the Division.
4. The driver is obligated to notify the Principal or designate immediately, in writing, of any suspension, withdrawal, or if the driver's demerits on their operator's license increase to a total greater than six (6).
5. Division owned vehicles shall be maintained at all times using the manufacturer's recommendations as the minimum standard.
6. The records of such maintenance shall be maintained for a minimum of five (5) years in the Transportation department.
7. Division owned vehicles shall be periodically inspected by government departments or their agents in accordance with all applicable legislation.
8. Division owned vehicles shall be operated at all times in accordance with the laws of the province or state in which they are located.
9. Any legal violation by the driver of conditions outlined in procedure 10 is the responsibility of the driver of the vehicle at the time the violation occurs.
10. Drivers shall meet the following conditions prior to being approved to operate school or Division owned vehicles:

- 10.1 Recommended by the Director of Student Transportation/designate;
 - 10.2 Provide a current driver's license adequate to operate the vehicle in question;
 - 10.3 Provide a current driver's abstract indicating six (6) or fewer demerit points;
 - 10.4 Grant any consent, which may be necessary to access to driver's records and abstract materials;
 - 10.5 Acknowledge receipt and understanding of relevant Division policies and procedures;
 - 10.6 Satisfy the Director of Student Transportation or designate as to their responsibility and good character; and
 - 10.7 If deemed necessary, a prospective driver may be required to take a road test in the school or Division owned vehicle with the Director of Student Transportation or designate.
11. No Division owned vehicle shall transport a student between home and school for regular classes unless the vehicle is properly licensed, equipped and approved by the Director of Transportation.
 12. A Division owned vehicle including maintenance vehicles may only be operated by a driver approved by the Director of Transportation or designate.
 13. Use of Division owned vehicles on other than school related business shall require the approval of the Director of Transportation or designate.
 14. All Division owned vehicles shall be maintained as per schedule determined by the Director of Transportation.
 15. Driver logs records shall be maintained by each driver in accordance with all applicable legislation.
 16. Copies of transportation policies and procedures shall be provided to all approved drivers annually.
 17. Records and Reports
 - 17.1 The Director of Transportation Services shall develop procedures as to the type and content of transportation records and reports:
 - 17.1.1 Vehicle registration;
 - 17.1.2 Vehicle insurance;
 - 17.1.3 Vehicle maintenance;

- 17.1.4 Semi-annual inspections;
 - 17.1.5 On-road inspections;
 - 17.1.6 Divers' logs/trips reports;
 - 17.1.7 Manufacturer's defect notices with actions taken;
 - 17.1.8 Vehicle collision information;
 - 17.1.9 Driver information; and
 - 17.1.10 Any other data that may be required.
- 17.2 The Director of Transportation Services shall be responsible for the maintenance of all required records and reports.

Reference: Education Act 197, 222, 225 Traffic Safety Act Canada Customs and Revenue Agency Act	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.