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| Administrative Procedures Manual | Administrative Procedure 560 |
| | Use of Division Vehicles |
| | APPROVED: September 2013 |
| Page 1 of 1 | AMENDED/REVIEWED: September 2019, January 2020, January 2022, April 2022 |
| LEGAL REFERENCE: | Section 52,53, 68, 197, 204, 222, 225 Education Act Occupational Health and Safety Act Traffic Safety Act Canada Revenue Agency Act Income Tax Act (Canada) |

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. The use of Division vehicles other than by Division staff or approved contractors is prohibited unless specific authorization has been given by the Associate Superintendent.
 - 1.1 Specific authorization may be given to individuals with a proper driver's license and acceptable driver abstract.
2. The primary use of the maintenance vehicles is directed to the movement of supplies and equipment, within the Division, but may at the discretion of the Director of Operations, be assigned to activities which are designed to further curricular and extra-curricular aims and objectives of the system.
3. The primary use of buses is directed to the provision of transportation of students.
4. No unauthorized passengers are permitted. Pets are not permitted. Passengers shall be permitted only if they are conducting Division business. Exceptions must be approved by the Director of Operations, Director of Information Technology, or Associate Superintendent.
5. Traffic laws shall be always obeyed, and each occupant must wear a seatbelt except where otherwise expressly permitted by law, such as on school buses.
6. Authorized drivers (Employees) shall, when hired and annually in September, permit the Division to obtain a current Driver's Abstract. Employees will sign the Form 560-2 Drivers Abstract Consent form to allow the Division to pull a Driver's Abstract on their behalf. Abstracts, including traffic violations or driving convictions, shall be reviewed and the employee's eligibility to use Division-owned vehicle shall be assessed by the Associate Superintendent.
 - 6.1. Authorized drivers (Contractors) who use Division-owned vehicles shall provide the Division a copy of driver's abstracts for all authorized drivers, when hired or annually in September, and are subject to the same abstract review as Division staff.

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7. Drivers are responsible for providing the Division:
 - 7.1 Signed [\(Form 560-1\) Use of Division Vehicles and Equipment Informed Consent and Acknowledgement Form.](#)
 - 7.2 Signed [\(Form 560-2\) Driver's Abstract Consent](#)
8. Drivers must have a valid license for the type of vehicle as specified by provincial regulations.
9. The driver is obligated to notify their supervisor or the Associate Superintendent immediately, in writing, of any suspension, withdrawal, or if the driver's demerits on their operator's license increase to a total greater than five(5).
10. Collisions and Traffic Safety Act violations while driving a Division-owned vehicle shall immediately be reported to the Associate Superintendent. Drivers are responsible for payments of their own Traffic Safety Act violations, including photo radar and parking tickets.
11. The driver will not operate a division-owned vehicle if they are under the influence of alcohol, legal and illegal drugs or medications that legally impair their ability to drive.
12. Smoking (including vaping) is not permitted in vehicles.
13. It is the responsibility of the driver to ensure the vehicle is kept in condition that promotes a positive image for the Division
14. The driver shall:
 - 14.1. Perform a visual inspection (walk around) before each use.
 - 14.2. Complete regular documented vehicle inspections.
 - 14.3. Schedule regular repair and maintenance (per manufacturers recommended specifications), to be performed by the Division mechanic or approved contractor.
 - 14.4. Report maintenance concerns to the driver's supervisor.
15. Fuel cards will be provided by the Division and can be obtained from the Maintenance Department. Fuel cards are issued to individuals. The fuel card is used for fuel only.
 - 15.1. PIN numbers must be protected and kept separate from the fuel card.
 - 15.2. Fuel cards are to be used only on Division-owned vehicles.

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- 15.3. Individuals issued fuel cards must provide receipts of purchase (with unit number identified) and return the card upon request or when leaving (i.e., summer students).
16. Considering the possibility of exhaust fumes entering schools or building through open doors and vents, as well as health risks to persons in loading areas, drivers are encouraged not to idle at schools during pick up and drop off times unless extreme temperatures warrant it. While operating in an area where bylaws affect the idling of vehicles, drivers shall adhere to any such local requirements.
17. Vehicles are supplied with the following, for use in an emergency:
- 17.1. A personal first aid kit - Type P. First aid supplies that are used must be reported to the supervisor for supplies to be replenished and ready for use.
 - 17.2. [Accident Reporting Package.](#)
 - 17.3. Safety vests and back up alarms, which shall be used as needed.
18. Goods being transported shall be properly secured.
19. Vehicles shall be always locked whenever they are not in use. Keys shall never be left in the ignition or in the vehicle when the vehicle is unattended.
20. Vehicles shall be stored overnight in the respective department's property. Exceptions must be approved by the Director of Operations, Director of Information Technology, or Associate Superintendent.