

FLEET VEHICLES

Background

Good Spirit School Division maintains a fleet of vehicles for the purpose of conducting school division business and services in a safe, efficient and cost-effective manner. This procedure makes certain this is accomplished by ensuring vehicle operators meet division requirements and follow division procedures.

Definitions

For the purpose of this Administrative Procedure, *Vehicle* refers to buses, cars, sport utility vehicles, vans and pick-up trucks that are registered to the Division.

Procedures

1. Operation of a division vehicle is both a privilege and a responsibility. Drivers are expected to operate vehicles in a safe and responsible manner in accordance with provincial laws and Division policies, and to maintain a good driving record.
2. All drivers must possess a current driver's license that is valid for the jurisdiction in which the vehicle will be used and is appropriate for the class of vehicle being operated.
3. All drivers of Division vehicles will be required to submit a colour photocopy of their driver's license and a completed *Permission to Obtain a Drivers Abstract from SGI* form at the start of each school year to the Transportation Manager or designate.
 - 3.1. Employees must advise their applicable supervisor immediately if their driver's licence ceases to be valid or if medical conditions impair or prevent driving.
4. Vehicles may only be driven by employees of the Division, as approved by the Transportation Manager or designate. No unauthorized personnel are allowed to ride in division vehicles.
 - 4.1. Spouses, other family members, or other non-employees are not authorized to drive division vehicles.
 - 4.2. Passengers are generally limited to those individuals who need to ride in the vehicle to conduct division business such as other employees, contractors, etc.
5. Staff are expected to follow the rules of the Saskatchewan's Traffic Safety Laws.
6. Smoking, vaping, and alcohol use is prohibited in division owned vehicles.

7. When not in operation, drivers are to ensure that Division vehicles left unattended are parked securely and locked at all times.
8. Parking tickets, traffic violations and assessments related thereto will normally be the responsibility of the operator involved.
9. All accidents involving Division vehicles must be promptly reported to the employee's supervisor and the Transportation Manager or designate.
 - 9.1. Employees involved in an at-fault accident will be responsible for paying the cost of the damages as follows:
 - First event - division will pay the deductible
 - Second event - division will share the cost of the deductible with the driver 50-50
 - Third event – driver responsible for the cost of the deductible
 - 9.2. The Division will be responsible for 100% of the cost of the deductible of all not at fault accidents.
10. The primary use of Division vehicles shall be limited to the activities associated with the operation of the Division. Minimal personal use is tolerated provided there is no increase in cost to the division or perceived benefit to the individual.
11. No personal use of a Division vehicle shall be permitted. In accordance with the Canadian Income Tax Act, personal use arises when an employee uses an employer's vehicle for purposes other than the employer's business. This includes travel between home and the workplace, even if the employee may have to return to work after regular duty hours. As per the Canadian Income Tax Act, the following exceptions will apply:
 - 11.1. The vehicle is taken home because the employee is on-call for emergencies. As defined by the Canada Revenue Agency, emergencies are those relating to the health and safety of the general population or to a significant disruption to the employer's operation. For example, a Facilities Supervisor that is on-call to maintain operation of Division buildings. No personal kilometers are to be driven while the vehicle is at the employee's residence.
 - 11.2. The vehicle is taken home for the purpose of leaving the next morning from the employee's home to a work site other than his/her regular place of business and it is more economical to the Division for the employee to leave from home. For example, the employee proceeds from home to a meeting, training course or conference that is located at a place other than his/her regular place of business. No personal kilometers are to be driven while the vehicle is at the employee's residence.
12. A Fuel/Mileage Log form shall be maintained for all Division vehicles and submitted monthly with all fuel receipts to the transportation department. The form is used to keep track of the miles driven each day and the jobsites visited. Record gas usage, oil changes and repairs on this form.

13. The Division is responsible for ensuring the vehicle is well maintained. The driver is responsible for taking the vehicle to the assigned location for repairs and scheduled maintenance.
14. Drivers may be provided with a fleet vehicle fuel card. This card is to be used to fuel the vehicle it is assigned to. Fuel consumption shall be recorded on the vehicle Fuel/Mileage Log forms and submitted monthly with receipts to the transportation department.
15. Division vehicles must have the following standard items:
 - 15.1. Current insurance verification
 - 15.2. Safety belt ready for use
 - 15.3. Binder with the following forms and information:
 - 15.3.1. Vehicle mileage forms
 - 15.3.2. Emergency phone numbers
 - 15.3.3. Division phone numbers
 - 15.3.4. Accident investigation form
16. Management Responsibility
 - 16.1. Each supervisor is responsible for all drivers under their supervision.
 - 16.2. It is the responsibility of the Transportation Manager to review documentation on all drivers and vehicles and report on non-compliance to the Supervisor for follow up.

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