



XXXX: Use of School District Owned Vehicles (A/P)

Approved: 24 05 14

BACKGROUND

District owned and school owned vehicles are purchased for the purpose of carrying out School District business and approved School District activities. It is expected that employees will operate vehicles in a safe, lawful, courteous and proper manner. It is also mandatory that employees be in possession of a valid driver's licence that is appropriate for the type of vehicle being operated. Failure to take due care and attention to the safe operation of the school district vehicle and possess a valid driver's licence will result in the driver being subject to discipline with cause.

PROCEDURE

1. Authorization for use and operation of District owned vehicles will be the responsibility of the Director of Operations.

1.1. Each Vehicle will be assigned a fuel card to be used to fuel the assigned vehicle only.

2. No vehicle registered by the School District may be used for an employee's personal requirements.

2.1. Outside regular working hours all vehicles shall be parked at the maintenance or bus garage compound or the maintenance compound.

3. Reporting motor vehicle accidents must occur immediately following any accidents to the Director of Operations and the Transportation Team Lead. All accidents need to be reported to ICBC, and the School Protection Program as soon as possible.

3.1. When an employee is injured in a motor vehicle accident while traveling on school district business, an Employee Incident/Injury Report must be completed for Workers Compensation Board.

4. When the district receives a traffic light safety or speeding ticket, the school district as the registered owner of the vehicle is liable, but the following procedures will be followed to settle the matter with the issuing agency.

4.1. Upon receipt of the ticket by the school district, the manager of Transportation will send a letter offering the following options to resolve the matter.

a) The employee may pay the ticket directly and submit a copy of the remittance to the finance department.

b) The employee will authorize the school district to recover the funds from a payroll

deduction and the school district pays the ticket.



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- c) The employee may choose to dispute the ticket and the school district will be copied on all correspondence.
- d) The employee agrees to sign a Driver Nomination form: the ticket is then re-issued by ICBC in the employee's name.

RESOURCES AND REFERENCES

XXX: Use of School District-owned Vehicles (P)

Sections 22,23,65,85 School Act.

Cowichan Valley School District AP 580

Surrey School District Procedure 5415.1