



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Business and Administrative Services
• Property and Facilities Services

Regulation Code: BA-6.4.2

Code Reference: BA-6.4

Regulation: SECURITY: BOARD VEHICLES

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. BA-6.4, Security.

1. Purpose

The purpose of this regulation is to set forth the requirements applicable to all employees who are assigned Board vehicles for conducting Board business. This regulation is intended to safeguard driver qualifications, define the operation and maintenance of Board vehicle assets, and reduce the frequency and severity of accidents involving Board vehicles operated for Board business, both on and off Board sites.

2. Scope

This policy applies to all Kawartha Pine Ridge District School Board (KPRDSB) employees using or responsible for Board owned, leased or rented licensed vehicles. Driving a Board vehicle is a privilege and the Board reserves the right to deny or revoke the driving privileges of any employee, in the event the employee does not meet the requirements of this regulation.

3. Job Functions/School Programs which require a Board-owned Vehicle

A Board-owned vehicle may be assigned to:

- 3.1 staff whose job function requires a specific type of vehicle, not normally owned by an employee, to deliver services;
- 3.2 supervisory staff, as determined by the Superintendent of Business and Corporate Services; and
- 3.3 staff whose vehicle use would make a Board vehicle more cost effective than mileage reimbursement.

4. Definitions

Licensed Vehicles: Vehicles purchased, leased, rented by or given to the Board, licensed by the MTO (Ministry of Transportation, Ontario), and used for the purpose of conducting Board business.

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CMV: Commercial Motorized Vehicle (as per the Highway Traffic Act).

CVOR: Commercial Vehicle Operator's Registration (as per the Highway Traffic Act).

GVWR: Gross Vehicle Weight Rating (as per the Highway Traffic Act).

5. Accidents

All departments shall comply with the following as they pertain to purchasing, leasing or renting a licensed vehicle.

5.1 Accident Reporting

In accordance with the Highway Traffic Act, every person in charge of a motor vehicle who is directly or indirectly involved in an accident shall report the accident to the nearest provincial or municipal police office immediately. Police will respond to the accident and/or direct the operator/s to the nearest accident reporting facility.

5.2 Staff Injury/Near Miss/Incident Form

Employees involved in a motor vehicle accident or near miss incident while operating a motor vehicle for work purposes are required to fill out the **Staff Injury/Near Miss/Incident Form**. The form is to be completed **within 24 hours** of the incident occurring.

Near Miss: A situation in which no injury or damage occurred but might have if conditions had been slightly different. This is important for preventative purposes.

Injury or Occupational Illness: Incident in which an injury or illness is the direct consequence of a workplace event (this includes if the employee sought medical attention resulting from the incident).

Critical Incident:

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves the fracture of a leg or arm, including wrist, hand, ankle or foot;
- involves the amputation of a leg, arm, hand, foot or multiple fingers or toes;
- consists of burns to a major portion of the body; or
- causes the loss of sight in an eye.

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5.3 Every person in charge of a Kawartha Pine Ridge District School Board owned, leased or rented licensed vehicle, directly invoiced in an accident, shall follow the guidelines listed below in accordance with the:

- Workplace Safety and Insurance Act – R.S.O. 1997,
- Workplace Safety and Insurance Board (WSIB), and
- Occupational Health and Safety Act (OHSA) – R.S.O. 1990.

| Guidelines for Automobile Incident Reporting | |
|---|---|
| 1 | Stop |
| 2 | Investigate the incident |
| 3 | DO NOT ASSUME LIABILITY, responsibility or make a statement to anyone except the Police, your Supervisor or the Facilities Systems Supervisor |
| 4 | Remain at the scene of the accident |
| 5 | Aid injured persons |
| 6 | Contact local police |
| 7 | Call for an ambulance if necessary |
| 8 | Obtain/exchange the following information upon direction of the Police Department: <ul style="list-style-type: none"> • Name • Address • Driver’s License Number and Jurisdiction • Motor Vehicle Liability Insurance Policy Number and Insurance/Broker Name (pink slips) • Name and Address of the Registered Owner of the Vehicle • Vehicle Identification Number (VIN) • License Plate Number. |
| 9 | Report the accident to Facilities Systems Supervisor as soon as you can get to a phone. If it is after normal business hours, leave a message at 1-877-741-4577, ext. 2053. The driver should also notify their Board department supervisor immediately. |

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| 10 | Obtain a Kawartha Pine Ridge District School Board Property Loss and/or Damage Report Form from the Facilities Systems Supervisor. Complete and send a copy of the form, along with the Police Report, to the Projects and Central Services Manager, Secondary Principal of Facilities Services, and Operations and Facilities Systems Supervisor. |
| 11 | It is the responsibility of the applicable department to get the Board vehicle to a repair shop. If a repair shop has been designated by the Board's claims administrator, then the vehicle should be taken to the designated repair shop. |
| 12 | Damage to shrubs, trees, poles, lights, signs, sod, highway borders or any other property on the highway (including shoulders, boulevards and other parts of the road allowance) shall be reported to the Police. |

6. Traffic Violations

Drivers shall personally assume responsibility for any and all fines, penalties or traffic violations associated with the use of any Board vehicle or issued while the driver is using a Board vehicle. The Board will not defend any driver who has operated such a vehicle in violation with the laws of the Highway Traffic Act. Any traffic violations occurred while driving a Board vehicle must be reported to the Facilities Systems Supervisor.

6.1 Use of Education Centre Owned, Leased, and Rented Licensed Vehicles

- 6.1.1 Education Centre owned, leased or rented licensed vehicles are not to be used for personal business.
- 6.1.2 Only passengers on board business will be transported in Board owned, leased or rented licensed vehicles. Permission for the conveyance of a spouse, children or other guests of the Board, must be obtained from the Superintendent of Business and Corporate Affairs, Principal of Facilities Services or Facilities Systems Supervisor to which the vehicle is assigned.
- 6.1.3 Board owned, leased or rented licensed vehicles are not to be taken home. However, it is recognized that under exceptional circumstances, this will be necessary. Such circumstances require the written approval of the Principal of Facilities Systems for occasional use or the Superintendent of Business and Corporate Affairs for continued use. Current records of approval shall be filed and maintained by individual departments.

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7. **Attaching Trailers**

Trailers shall be serviced and inspected according to Board standards.

Due to the following restrictions, permission must first be obtained from the Principal of Facilities Services prior to a trailer being purchased and attached to a Board owned, leased or rented licensed vehicle for the first time:

- 7.1 Licensed tow vehicles must be mechanically equipped to pull a trailer of a specific Gross Vehicle Weight Rating (GVWR),
- 7.2 Vehicle operators shall possess and present the correct driver's license class to pull a trailer of a specific GVWR,
- 7.3 If the GVWR of the licensed tow vehicle plus the GVWR of the trailer exceeds 4,500 kilograms, then Commercial Vehicle Operator's Registration (CVOR) rules apply, and
- 7.4 Vehicle operators must have CVOR, trailer safety, and load security training before operating a vehicle pulling a trailer. If the trailer or towing vehicle load requirements increase, the Facilities Systems Supervisor shall be contacted to verify the trailer and towing vehicle capacities.

8. **Driver Qualifications**

8.1 Staff Information Profile

It is the responsibility of the Facilities Systems Supervisor or designate to verify that drivers have the appropriate license class for the vehicle(s) they will be driving, are trained, and capable of handling the assigned vehicles.

8.2 Vehicle User Updates

The Facilities Systems Supervisor will maintain a complete record of all current Kawartha Pine Ridge District School Board vehicle users. It is the responsibility of Facilities Systems Supervisor to regularly review the record and inform department supervisor and the Principal of Facilities Services of any employee who is no longer authorized or required to operate a Board owned, leased or rented licensed vehicle. Students, volunteers, contractors, and individuals not employed by the Board are not permitted to drive Board vehicles.

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8.3 License Classifications

All drivers who operate Kawartha Pine Ridge District School Board owned or leased licensed vehicles shall be a minimum of 18 years of age and possess a valid, unrestricted Class G Ontario Driver's License (or equivalent) or required license classification as specified below. On a monthly basis, the Facilities Systems Supervisor or designate shall conduct a review of each driver's credentials including driver's license expiry date, classification, annual monitoring of Public and Carrier CVOR Abstract Submissions, and maintain records of review.

CVOR drivers are responsible for acquiring carrier abstract(s) on their own time and will be reimbursed cost.

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| Class A | Any tractor-trailer combination where the towed vehicle's Gross Vehicle Weight Rating (GVWR) exceeds 4,600 kilograms |
| Class B | Any school purposes bus |
| Class C | Any regular bus |
| Class D | Any truck with a GVWR exceeding 11,000 kilograms or combination provided the towed vehicle GVWR does not exceed 4,600 kilograms |
| Class E | Any school purposes bus, maximum 24 passenger capacity |
| Class F | Any regular bus, maximum 24 passenger capacity, and ambulances |
| Class G | Any car, van or small truck or combination of vehicle and towed vehicle up to 11,000 kilograms provided the towed vehicle's GVWR does not exceed 4,600 kilograms |

Class G1 and G2 licenses are not valid for the use of Kawartha Pine Ridge District School Board owned, leased or rented licensed vehicles or rented vehicles. "Z" Air Brake Endorsement is required on a driver's license to operate any motor vehicles equipped with air brakes.

Drivers shall at all times during operation of a Board vehicle have a valid driver's license on their person and shall ensure that the vehicle's registration documents and insurance card are in the glove compartment.

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9. Vehicle Maintenance

Each manager, supervisor or staff member who has a Board vehicle in his/her control is responsible for ensuring that the vehicle(s) is/are properly inspected and maintained. Repairs and maintenance will be performed by trained automobile professionals. Business and Corporate Services shall maintain a central budget for Board vehicles. Department managers will charge all costs to the appropriate accounts. Employees must receive prior approval before incurring highway toll route charge(s).

- Vehicles shall be regularly maintained to ensure safe operation and longevity of the vehicle.
- Maintenance of the vehicle is the responsibility of the employee assigned to that vehicle, including calculation of preventive maintenance intervals.
- Any required repairs are to be reported to and approved by the employee's supervisor and Facilities Systems Supervisor.
- All vehicle repairs over the driver's P-card limit are to be approved by the Facilities Systems Supervisor.
- Maintenance logs shall be maintained for each department/school Board vehicle.

All drivers of a Commercial Motorized Vehicle (CMV) to which Commercial Vehicle Operator's Registration (CVOR) applies must complete CVOR training before operating a vehicle. Contact the Facilities Systems Supervisor regarding training requirements.

See Appendix "A" for information regarding CMV/CVOR regulations.

10. Safety

- 10.1 Vehicles shall be operated within the legal speed limits at all times or at a lower speed when necessary.
- 10.2 Vehicles shall be operated at all times in a proper and safe manner following all provincial and municipal laws. If improper operation of a vehicle results in a traffic infraction, payment of a fine or legal representation is the responsibility of the employee. Vehicle infractions may involve further disciplinary action depending on the severity of the event.

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11. Vehicle Operation

11.1 The following applies to all drivers of a Board vehicle:

Board vehicles shall be used for authorized Board business only. At no time, shall the vehicle be used for an employee's personal use. Should a personal emergency occur which requires the personal vehicle use, the employee's supervisor shall be contacted first to obtain approval or, if needed, the employee shall notify their supervisor of personal vehicle use after the incident has occurred. Failure to abide by this restriction constitutes improper use of Board assets and may result in disciplinary action up to and including termination of employment.

11.2 Each vehicle shall be equipped with all the following:

- Reflective Kawartha Pine Ridge District School Board logo,
- Fire extinguisher (maintenance heavy commercial and ICT vehicles),
- First aid kit,
- Ownership,
- Insurance liability card,
- Pre-trip inspection document (CVOR vehicles only), and
- Commercial Vehicles Operators Registration Certificate (CVOR Vehicle)

If any of the above documents are missing, please contact the Facilities Systems Supervisor.

11.3 Driver procedures:

- Drivers shall at all times be well-rested and focused on driving duties. No loud music or other distractions will be permitted in the vehicle;
- Drivers will always turn the vehicle off, remove keys, and lock the vehicle when it is unattended;
- Smoking is not permitted in any Board vehicle. Those in violation will be charged a standard cleaning fee of \$250; and
- Board vehicles will be parked nightly and when not in use at designated Board sites as instructed by the supervisor responsible.

11.4 Drivers and passengers shall wear a seatbelt in compliance with the Highway Traffic Act. The driver is responsible for ensuring there is a seatbelt for each passenger. Passengers are prohibited from riding in the back of trucks. Any violations will be the responsibility of the driver.

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12. Global Positioning System (GPS) Devices

- 12.1 All Board vehicles will be equipped with a GPS device to ensure the safety and security of Board employees and vehicles.
- 12.2 Information gathered by the system including vehicle travel, stops, idling, speed, and location will be stored in a database.
- 12.3 Periodic reports will be printed and reviewed by the vehicle operator's supervisor to ensure the vehicle has been operated in a safe and environmentally friendly manner.
- 12.4 Online access to the data shall be restricted to the managers, supervisors and the Facility Services Specialist designated through the Superintendent of Business and Corporate Services.
- 12.5 The system shall be used to provide information in support of the following situations:
 - Determination/investigation of missing/stolen vehicle,
 - Public concern of vehicle activity,
 - Excessive speed occurrence,
 - Location of vehicle for emergency response,
 - Data to improve efficiency, and
 - Safety.

13. Records Retention

Facilities Systems Supervisor or designate is responsible for ensuring vehicle operator records are maintained pertaining to vehicle use, i.e., daily/monthly vehicle inspection log as required, monthly mileage, and maintenance service records for all owned, leased or rented licensed vehicles with the Kawartha Pine Ridge District School Board.

14. Procurement, Replacement, Costs and Expenses

Procurement and Central Services, in consultation with the associated department, will be responsible for the selection, specification, and procurement of any approved owned or leased licensed vehicle. For short term leasing or renting, contact the Procurement and Central Services Manager directly. All vehicle procurements will be conducted according the Kawartha Pine Ridge District School Board – Purchasing Policy.

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15. Vehicle Type and Standards

The Facilities Systems Supervisor shall have responsibility for maintaining a database of authorized drivers of Board vehicles with information provided by departments.

15.1 Vehicle Type

- The type of vehicle acquired will be determined as appropriate to the request.
- Business and Corporate Services will conduct purchase/lease assessments as required.
- All vehicle acquisitions require the approval of the Superintendent of Business and Corporate Services.

15.2 Vehicle Standards

The Board logo will be clearly placed on all Board-owned vehicles on each side of the vehicle:

- On the door panels of pick-up trucks and cars,
- On the side panels of vans,
- All vehicles will be clearly numbered and identified by function or location and model year, and
- Exceptions for special circumstances may be approved by the Superintendent of Business and Corporate Services.

Prior to any vehicle acquisition, the department is required to provide a business case and receive approval from the Superintendent of Business and Corporate Services. Business and Corporate Services have the sole authority to purchase or sell/dispose of Board vehicles or for arranging long-term rental/leases of vehicles. Business and Corporate Services will be responsible for obtaining the initial vehicle registration, insurance card, and license plate for the vehicle.

16. Enforcement of Regulation

Failure to meet the conditions of this regulation may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action.

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17. Licensed Vehicle Service and Inspection Schedules

All licensed vehicles used by Kawartha Pine Ridge District School Board shall be serviced and inspected according to the applicable vehicle's service and inspection schedule.

17.1 Cars and Maintenance Vans

- Oil change interval for gas vehicles every 5,000 kilometers.
- Oil change interval for diesel vehicles every 10,000 kilometers.
- Re-torquing of wheels according to manufacturer's specifications and seasonal tire change.

17.2 CMV/CVOR (Commercial Motorized Vehicle/Commercial Vehicle Operator's Registration) Vehicles

Completed services records, inspection records, and invoices shall be forwarded to the Facilities Systems Supervisor as per the Kawartha Pine Ridge District School Board record keeping policy and legislative requirements.

17.3 GVWR (Gross Vehicle Weight Rating) Vehicles - Ministry of Transportation Ontario (MTO) Yellow Sticker

- Oil change interval for gas vehicles every 5,000 kilometers.
- Oil change for diesel vehicles every 10,000 kilometers.
- Inspection, measurement and recording of brake readings.

17.4 Trailers - Ministry of Transportation Ontario (MTO) Sticker

- Inspection should take place every twelve (12) months.
- Inspection should include re-torquing of wheels to manufacturer's specifications.

18. APPENDIX A: References

www.mto.gov.on.ca/english/trucks/commercial-vehicle-operators-safety-manual/module-1.shtml, Commercial Vehicle Operators' Safety Manual

www.mto.gov.on.ca/english/trucks/commercial-vehicle-safety-requirements.shtml, Commercial Vehicle Safety Requirements