

Procedure Title	Fleet Vehicle Use		
Date of Issue	June 19, 2019	Related Policy	BP 3801-D
Revision Dates	September 11, 2019	Related Forms	AF 3550
Review Date		Originator	Administrative Council
References			
Highway Traffic Act, R.S.O. 1990; Criminal Code, R.S.C., 1985; Transportation of Dangerous Goods Act, 1992; BP 2105-D “Environmental Sustainability”; AP 3810-D “Alcohol, Tobacco, Vaping, Cannabis, and Drug Free Environment”; AP 2105-D “Environmental Sustainability – Vehicle Emissions”; BP 7530-D “Progressive Discipline – Employees”			

1.0 RATIONALE

- 1.1 Bluewater District School Board (BWDSB) operates a fleet of vehicles for the purposes of enabling authorized personnel to carry out business and maintenance functions supported by BWDSB.
- 1.2 This procedure provides guidelines and expectations pertaining to the use of fleet vehicles with the intent of promoting safe and responsible driving for all employees operating BWDSB vehicles.
- 1.3 This procedure does not apply to staff operating a personal vehicle while performing board business.

2.0 DEFINITIONS

- 2.1 Driver’s Abstract**
A three-year search by driver’s licence number to acquire a list from the Ministry of Transportation of all convictions, discharges, and other actions.
- 2.2 Fleet Vehicle**
A vehicle owned/leased by Bluewater District School Board (BWDSB) and/or a vehicle rented to temporarily replace a board owned/leased vehicle.
- 2.3 Traffic Infraction**
A chargeable offence, as described under the Highway Traffic Act.

3.0 PROCEDURE

3.1 Drivers’ Requirements - General

- i. All employees who operate a board fleet vehicle must do so in a safe and lawful manner, complying with the Highway Traffic Act, the Criminal Code of Canada, the Transportation of Dangerous Goods Act, municipal by-laws, and all other applicable legislation.
- ii. Drivers must have, as a minimum, a valid Ontario Class G driver’s licence.
- iii. All drivers must complete and submit AF 3550 “Board Fleet Vehicle Use Agreement” in order to provide consent to BWDSB to obtain a driver’s abstract (Motor Vehicle Record). Driver’s abstracts will be obtained at the discretion of the board. Failure to provide consent by the required date will result in the removal of driving privileges and reassignment of duties.
- iv. Drivers with six or more demerit points may be subject to disciplinary measures consistent with the administrative procedure AP 7530-D “Progressive Discipline – Employees”.

- v. Drivers must report any traffic infraction (for which the employee has been issued a traffic violation (citation/ticket), that may impact their licence status, to their direct supervisor, within one working day of the infraction.
- vi. Drivers with a history of traffic infractions (two or more traffic infractions within the past two years) may be denied fleet vehicle driving privileges, at the discretion of the Plant Services Department Manager. Drivers must have no medical restrictions that prevent them from the safe operation of a vehicle.
 - a. Drivers must notify their supervisor immediately of any medical condition/change to a medical condition that impacts the safe operation of a vehicle.

3.2 Drivers' Requirements - Day to Day Operations

- i. Vehicles will be operated by employees for the purposes of BWDSB business only. Operation of the vehicle outside of assigned work hours MUST be authorized by the direct supervisor prior to use.
- ii. Drivers understand that they will be responsible for all traffic infractions and fines resulting while in use of a BWDSB vehicle. The employee is responsible to cover any time and costs relating to the defence of traffic infractions, including accessing leave from work per the terms of the relevant collective agreement or terms of employment, if necessary.
- iii. Drivers will:
 - a. turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
 - b. during winter weather, ensure all snow, ice, and frost is fully removed in order to safely operate the vehicle.
 - c. inspect the vehicle for safety concerns, checking tires, wipers, lights, and other safety equipment for observable defects before leaving for the first work location of the day.
 - Drivers will report any deficiencies immediately, in writing to their supervisor, for corrective action.
 - d. complete the Ministry of Transportation daily inspection form (for vehicles #1 and #7) when they are towing a trailer.
 - This form can be found inside those vehicles, or if you cannot find a form, please notify your supervisor.
 - e. promptly report all accidents, vehicle, or property damage to the direct supervisor, in accordance with AF 3550. Drivers who are found to be responsible for negligent damage to BWDSB vehicles will be subject to discipline, in accordance with BP 7530-D "Progressive Discipline – Employees".
 - f. obtain the authorization of the immediate supervisor prior to driving outside of the BWDSB school district (Grey/Bruce Counties).
 - g. keep the vehicles that they are assigned clean inside and out, in a manner that reflects BWDSB's public image.
- iv. Drivers will **NOT**:
 - a. consume any alcohol, prescribed or non prescribed drugs that will impair alertness or judgment while operating a board fleet vehicle.
 - b. permit any unauthorized person to drive the board fleet vehicle.
 - c. permit any unauthorized passengers to enter or ride in the vehicle.
 - d. use a cell phone or other handheld communication device while driving.
 - e. smoke any substance, or use an e-cigarette, in the board vehicle (refer to AP 3810-D "Alcohol, Tobacco, Vaping, Cannabis, and Drug Free Environment").

- f. let a board fleet vehicle idle for longer than five minutes (refer to AP 2105-D “Environmental Sustainability – Vehicle Emissions”).
- g. play vehicle radios at excessive levels such that individuals in neighbouring vehicles can hear the radios. In addition, drivers will ensure that any music or programs that are played in the vehicle are not objectionable or offensive in nature and do not conflict with the values of BWDSB.
- h. congregate BWDSB vehicles at any non-work sites. Drivers understand that any involvement in such activities is not acceptable and may result in disciplinary action, in accordance with BP 7530-D “Progressive Discipline – Employees”.
 - Teaming up of two or more maintenance staff in a vehicle must be pre-authorized by the immediate supervisor.

3.3 Commuter Use Program

- 3.1 Outside of the drivers’ assigned working hours, BWDSB vehicles will be parked at the designated location, unless the driver participates in the Commuter Use Program.
- 3.2 Drivers who wish to participate in the Commuter Use Program must first seek authorization by submitting AF 3550 “Board Fleet Vehicle Use Agreement” to their immediate supervisor.
- 3.3 During an after-hours overtime callout, maintenance staff may request permission to take a vehicle home on the approval of the immediate supervisor. The following applies:
 - 3.3.1 An address where the vehicle will be parked over night will be needed.
 - 3.3.2 The vehicle must be returned to the shop at the designated location by the end of the driver’s shift on the following day.
 - 3.3.3 Abide by the terms and conditions outlined on AF 3550.

3.4 Telematics Fleet Management

- 4.1 A Global Positioning System (G.P.S.) device has been installed in all BWDSB maintenance vehicles.
- 4.2 The G.P.S. device may be utilized for the following:
 - 4.2.1 Efficiency of dispatching staff based on actual geographic location.
 - 4.2.2 Confirmation of whereabouts or speed of a vehicle if there is a complaint or concern raised from the general public or an employee of the BWDSB.
 - 4.2.3 Confirmation of excessive speeding or idling as reported by the telematics device.
 - 4.2.4 Increasing the efficiency of both routine and breakdown maintenance utilizing information provided from the engine diagnostics system.
 - 4.2.5 Confirmation of whereabouts of a vehicle when work inefficiencies have been noted from a Supervisor or BWDSB employee. Work inefficiencies include, but are not limited to gas consumption, mileage, completion of work orders and start and end times.
 - 4.2.6 Support and ensure compliance with board policy BP 2105-D “Environmental Sustainability”.