

*Operational Procedures*  
*TCDSB Board Vehicles*

**1. PURPOSE:**

The purpose of this procedure is to set forth the requirements applicable to all Board organizations and Board employees who are assigned Board vehicles for conducting Board business. This procedure is intended to safeguard people, protect Board vehicle assets, increase efficiencies and the safety of their operation, and reduce the frequency and severity of accidents, both on and off TCDSB locations, involving Board vehicles operated for Board business.

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 that the employee does not meet the requirements of this procedure.

**2. JOB FUNCTIONS / SCHOOL PROGRAMS WHICH REQUIRE A BOARD-OWNED VEHICLE:**

**A Board-owned vehicle may be assigned:**

- a) To staff whose job function requires a specific type of vehicle, not normally owned by an employee, to deliver services.
- b) To certain supervisory staff who are on-call after hours, i.e., required to respond to emergencies and therefore need to have a vehicle available at all time.
- c) Staff to whom the Board grants the privilege of operating a Board vehicle to conduct Board business.

**3. BOARD VEHICLE AND DRIVER LICENSE RECORDS:**

Each department will have the responsibility for maintaining a database of authorized drivers for their vehicles, including copies of their licenses as well as vehicle registration information. The types of license required are governed by the Ministry of Transportation. Maintenance vehicles require a type 'G' license and warehouse vehicles require a type 'DZ' license.

- a) Each department must validate the information in their database once a year, at the start of the school year and whenever there is a change in authorized drives or vehicles.
- b) Each department shall provide the Facilities Services Department with current and updated vehicle and driver license information.
- c) Facilities Services Department shall on an annual basis, provide a copy of the current database to the Board's insurance representative in Business Services.

**4. LICENSING AND VEHICLE REQUIREMENTS FOR PASSENGER VEHICLES:**

***5 Passenger seats plus the driver:*** If the vehicle is owned, leased or rented in the name of the Board, must carry a valid "G" class license and vehicle must have safety inspection stickers and carry a logbook.

***6 to 9 passenger seats plus the driver:*** If the vehicle is owned, leased or rented in the name of the Board, must carry a valid "G" class license and vehicle must have safety inspection stickers and carry a logbook. As far as the Ministry of Transportation is concerned, any form of remuneration (i.e., mileage, gas allowance, flat fee, etc.) paid by the Board to anyone to transport students enters into a contract with the Board. Therefore, any vehicle in this category owned, leased or rented by a volunteer, teacher, employee, parent, student, etc. used to transport students in return for some form of remuneration is deemed to be under contract with the Board.

***10 to 24 passenger seats plus the driver:*** If the vehicle is owned, leased or rented in the name of the Board, the driver must carry a class "E" license and the vehicle must meet all "school purposes bus" regulations under the Highway Traffic Act. If the vehicle is owned, leased, or rented by a volunteer, teacher, parent, student, employee, etc. and no payment is made by the Board for the occasional transportation of students, then the driver must carry a class "F" license if the vehicle will seat more than 11 passengers and the vehicle need not meet the "school purposes bus" regulations under the Highway Traffic Act.

Regulations under the Highway Traffic Act are very stringent and violation of these regulations could result in a fine, license suspension or such other penalty as permitted by the Highway Traffic Act.

a) **Maintenance:**

Each department that has a Board vehicle in its control is responsible for ensuring that such vehicle(s) is/are properly inspected and maintained. The departments with owned vehicles are responsible for all costs of operation including annual vehicle safety inspections, maintenance, repairs, and gas. Repairs and maintenance should only be performed by trained auto professionals.

- i. Vehicles shall be maintained to ensure the safe operation and longevity of the vehicle. Any required repairs are to be reported by the employee assigned to that vehicle, to the employee's supervisor.
- ii. All vehicle repairs shall be approved by the supervisor/manager.
- iii. Each vehicle shall have an annual safety check.
- iv. All vehicles shall be rust-proofed by-annually.
- v. Maintenance logs shall be maintained for each department Board vehicle.

b) **Safety:**

- i. Vehicles shall be operated within the legal speed limits at all times, or at a lower speed as dictated by poor road conditions.
- ii. 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.

- iii. The use of either Board-owned or personal electronic devices will not be permitted while the vehicle is in use consistent with the Distracted Driving Law (HWT S.78 1) and as set out in Hand-Held (Mobile) Wireless Communications Device – A.31.
- iv. At the beginning of each work day, prior to the use of the vehicle, the employee assigned to a vehicle will perform a circle safety check and complete an entry in the vehicle log. The log shall be kept in the vehicle at all times.
- v. All staff who operate a Board vehicle must maintain the appropriate class of driver's license. At any time, the employer may require a Statement of Driving Record from employees assigned to vehicles. Past traffic infractions must be disclosed and subsequent traffic infractions or parking tickets must be immediately reported to the employee's supervisor.
- vi. Board vehicles shall be equipped with a global positioning system (GPS) device to ensure the security and safety of both the operator and the vehicle.
- vii. Individuals not employed by the Board are not permitted to drive Board vehicles, unless for the purposes of servicing the vehicles.

c) **Vehicle Operation:**

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

- i. Board vehicles shall be used only for authorized Board business. At no time shall the vehicle be used for an employee's personal use. Should a personal emergency occur, which may require the personal use of the vehicle, the employee's supervisor, or on-call supervisor shall be notified first to obtain approval. 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.

- ii. Vehicles shall not be left idling for more than 1 minute in a 60 minute period – City of Toronto idling By-Law.
- iii. Vehicles shall be driven in a direct route between assigned workplace sites. Vehicles shall never be used to go to unassigned locations, with the exception of Maintenance staff that are permitted to use the Board Vehicle during the 1-hour unpaid lunch period.
- iv. Board vehicles shall not congregate at off-Board sites.
- v. All vehicle occupants are required to wear seat belts while the vehicle is in motion. The vehicle must not be operated unless all passengers are properly belted.
- vi. At no time shall the number of occupants exceed the maximum capacity of the vehicle.
- vii. The speed limit and all provincial and federal traffic laws shall be obeyed at all times.
- viii. Drivers shall refrain from alcohol consumption while on duty or to/from home. It is strongly advised that drivers refrain from alcohol consumption for at least 24 hours before driving. Driver shall take prescription and over-the-counter medication only as prescribed or recommended, and shall heed all warnings with respect to driving or operation of machinery.
- ix. The use of illicit or prescription drugs by a driver or any other vehicle occupant that impair a drivers ability shall be strictly prohibited at all times.
- x. Cell phone use by the driver while the vehicle is in motion is not allowed. When appropriate, drivers must pull the vehicle over (only if exiting lane or re-entry into traffic can be done safely) if it is necessary to answer or place a cell phone call, as per the Policy A.31 “Hand-Held (Mobile) Wireless Communication Device –.
- xi. Drivers shall at all times be well-rested and focused on driving duties. No loud music or other driver distractions will be permitted in the vehicle cab.

- xii. Only Board-affiliated passengers will be permitted to be transported in any Board vehicle.
- xiii. Drivers will always turn the vehicle off, remove the keys, and lock the vehicle when it is unattended.
- xiv. 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.
- xv. Smoking is not permitted in any Board vehicle.

d) **GPS System:**

- i. All Facility Services vehicles will be equipped with a GPS device to ensure the safety and security of Board employees and vehicles.
- ii. Information gathered by the system including vehicle travel, stop, idling, speed and location will be stored in a database while the Board owns the vehicle.
- iii. Weekly reports will be printed and reviewed by the vehicle operations supervisor to ensure the vehicle has been operated in a safe and environmentally responsible manner.
- iv. Online access to the data shall be restricted to the Facility Services Managers.
- v. The GPS system shall be used to provide information in support of the following situations:
  - a. Determination/investigation of missing/stolen vehicle
  - b. Public concern of vehicle activity
  - c. Excessive speed occurrence
  - d. Location of vehicle for emergency response
  - e. Data to improve efficiency

- f. Safety/Vehicle Operation
- g. Excessive idling

**5. ACCIDENTS, BREAKDOWNS AND/OR TRAFFIC VIOLATIONS:**

**In the event of an accident while driving a Board vehicle, drivers should follow these instructions:**

- a) Take whatever steps are immediately necessary to render emergency medical care, salvage property, or reduce the further extent of the loss. If possible, do not disturb the evidence or hazard which caused the claim until the conditions are recorded.
- b) Report the accident to your supervisor as soon as you can get to a phone. If it is after normal business hours contact the –on-call supervisor. If you are at-fault, you are also responsible for obtaining a copy of the police report. When you receive the report provide the original to you supervisor.
- c) Report the accident at once to the local police department or highway patrol. Get the police report number, the police officer’s name, badge number, and department. If the information provided at the scene does not have a telephone number, get a number where the police department can be called.
- d) Specify as many facts (not opinions) as you can that will help determine who was at fault. Note any objects that may have impaired your vision. Do not leave the scene without writing down the name, address, phone number and insurance company of all other drivers involved.
- e) Get written driver and witness statements where possible. If you have a camera or a camera cell phone with you, take some pictures. The police may not take pictures and it will be beneficial to all parties involved if the accident scene and damages are documented.

- f) It is the responsibility of the applicable department to get the Board vehicle to a repair shop, if the vehicle needs to be towed contact the Board Vehicle Towing Vendor; if a repair shop has been designated by our claims administrator then the applicable department shall take the Board vehicle to such designated repair shop.

The Board is not responsible for personal cost or inconvenience that may occur because of an accident.

## **6. TRAFFIC VIOLATIONS:**

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

## **7. ENFORCEMENT OF PROCEDURE:**

Failure to meet the conditions of this procedure may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action up to and including termination of employment.

## **8. VEHICLE TYPE AND STANDARDS:**

Vehicle Standards:

- a) The Board fleet colour is burgundy/maroon and/or White with burgundy/maroon (depending on the age of the vehicle).
- b) The Board logo will be clearly placed on all Board-owned vehicles, on each side of the vehicle on the door panels of school board vehicles
- c) All vehicles will be clearly numbered and identified by function or location and model year.
- d) Exceptions for special circumstances such as vehicle wrapping may be proved by the Superintendent of Facilities Services.





## **CROSS – REFERENCES:**

Hand-Held (Mobile) Wireless Communication Device – A.31

<http://www.tcdsb.org/board/policies/pages/A31.aspx>

Highway Traffic Act S.78.1

[http://www.e-](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90ho8_e.htm)

[laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90ho8\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90ho8_e.htm)

City of Toronto Idle Bylaw

[http://www.toronto.ca/health/idling\\_bylaw.htm](http://www.toronto.ca/health/idling_bylaw.htm)

OSBIE Risk Management Advisory for Motor Vehicles

<http://osbie.on.ca/risk-management/advisories/automobile.aspx#advisories>