



**POLICY SECTION:** Buildings/Plant/ Grounds

**SUB-SECTION:** School Grounds

**POLICY NAME:** Board Vehicles

**POLICY NO:** B. G. 04

<b>Date Approved:</b> August 27, 2015	<b>Date of Review:</b> May 2019	<b>Dates of Amendment:</b> B. G. 04: 1970; 1986; 2015 S. 14: 1968; 1988; 2015
--	------------------------------------	---

**Cross Reference:**

(Consolidated) S. 14 Vehicles –Secondary Schools  
 (Consolidated) B. G. 04 Motor Vehicles on School Property  
 Administrative Procedure: Board Vehicles  
 Hand-Held (Mobile) Wireless Communication Device – A.31  
 Ontario Regulation 266/09 Display Screens and Handheld Devices  
 Highway Traffic Act S.78.1  
[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90h08\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h08_e.htm)  
 Smoke Free Ontario Act  
 City of Toronto Idle Bylaw  
[http://www.toronto.ca/health/idling/idling\\_bylaw.htm](http://www.toronto.ca/health/idling/idling_bylaw.htm)  
 OSBIE Risk Management Advisory for Automobile Insurance  
 Accident Reporting Procedure  
 Canadian Standards Association (CSA) Standard Z96-09 "High-Visibility Safety Apparel"  
[http://www.ccohs.ca/oshanswers/prevention/ppe/high\\_visibility.html](http://www.ccohs.ca/oshanswers/prevention/ppe/high_visibility.html)

**Appendix A—B.G. 04 Operational Procedures**

**Purpose:**

This Policy recognizes that the Toronto Catholic District School Board is committed to safety and responsibility. This policy requires all employees who operate Board vehicles do so in a lawful and safe manner. The Board also requires that all vehicle assets of the Board are managed responsibly throughout the vehicle's life cycle, and that vehicles are used solely for the purposes of conducting the business of the Board.

**Scope and Responsibility:**

This policy applies to all staff of the Toronto Catholic District School Board who are assigned a vehicle and/or who are required to operate a vehicle in conducting his/her job, or for the purpose of transporting groups of students, staff, other employees or visitors. The Director of Education, supported by the Superintendent of Facilities, is responsible for this policy.

**Alignment with MYSP:**

Providing Stewardship of Resources

Strengthening Public Confidence

Achieving Excellence in Governance

Stewardship of Resources

**Financial Impact:**

Vehicles represent a significant financial cost to the board, both in terms of initial investment and in relation to maintenance. Adherence to the policy and procedures outlined herein will ensure that TCDSB realizes effective stewardship of their resources. That is, lifespan of vehicles will be maximized and the risk of potential liability will be minimized.

**Legal Impact:**

Safe and responsible operation of TCDSB owned vehicles will ensure a minimized legal risk. Strict adherence to the regulations herein will ensure TCDSB operates

all vehicles responsibly. Further, the Highway Traffic Act S.78.1 and Board Policy A.31 Hand-Held (Mobile) Wireless Communication Device also require the TCDSB to ensure its assets are maintained and operated in a safe and lawful manner.

**Policy:**

The TCDSB is committed to the safe and lawful operation of its vehicle assets, ensuring that all standards are upheld and maintained.

**Regulations:**

1. Employees are expected to take all steps necessary to avoid endangering themselves and others while operating Board vehicles.
2. Employees are expected to take all necessary steps to ensure all required licences are maintained in good standing.
3. Proof of insurance in the form of a liability certificate must be carried in each Board vehicle. If waiting for a liability certificate for a newly acquired vehicle, a facsimile (FAX) or scanned copy of the liability certificate is acceptable.
4. Employees, trustees, volunteers, parents, students and other individuals are protected while operating a vehicle not owned by them if on board business. Driving to and from work is not considered board business.
5. Any staff member who is in violation of Board safety expectations may be subject to disciplinary action by the Board up to and including termination.
6. Recording of Maintenance, Warehouse, Portable Crew and Courier vehicle assets information, insurance, safety recalls will be the responsibility of Facilities Services Department. Recording of other Board vehicle assets will be the responsibility of the Transportation Department.
7. Any school which engages in vehicle rental must ensure that the vehicle has been rented in the name of the TCDSB, in order to ensure appropriate liability insurance.

8. a) Vehicles that are rented as temporary substitute vehicles to replace board-owned vehicles damaged in an accident would be covered by the board's fleet automobile insurance policy.  
b) Vehicles rented for specified projects, for 30 days or more, need to be ordered through the TCDSB central office in order for the vehicles to be considered for and obtain coverage through the Board's provider, (OSBIE).
9. All TCDSB schools shall adhere to the License Requirements for Vehicles owned and operated as TCDSB vehicles. Vehicles are divided into three categories based on seating capacity, (*see Operational Procedures, 4 b*).
10. Before TCDSB schools proceed with accepting donated or borrowed vehicles the school principal should notify the TCDSB Transportation Department to ensure that proper insurance coverage is being provided.
11. Maintenance, licensing and registration, plating and vehicle logs will be the responsibility of each department and school that are assigned a Board vehicle. Departments will be responsible for gas, mileage and any costs incurred on tolled highways, and will also be responsible to ensure that vehicles have yearly safety inspections.
12. Board vehicles must adhere to the standard fleet colour and design. The Board logo will be clearly placed on all Board-owned vehicles on each side of the vehicle, on the doors panels. All vehicles will be clearly numbered and identified by function or location and model year. Exceptions for special circumstances such as vehicle wrapping may be approved by the Superintendent of Facilities Services. Individual Departments will be responsible in ensuring vehicle standards will be upheld and maintained.

**Definitions:****Board vehicle:**

Board vehicle refers to any motorized vehicle such as car, truck or van that is owned, rented or leased by the Board expressly for the purpose of carrying out Board business.

**Maintenance:**

All work required by vehicle manufacturer to keep the vehicle in proper working order, up to and including gas, oil changes, tire pressure, vehicle fluid levels and changes, safety checks and rust proofing as required.

**Evaluation and Metrics:**

1. Implementation of the Board Vehicle Policy is the responsibility of the Superintendent of Facilities.
2. In the case of a school which maintain a Board vehicle, it is the joint responsibility of the principal, the school superintendent and the Superintendent of Facilities to ensure the Board Vehicle Policy is implemented.