



POLICY SECTION: Buildings/Plants/Grounds
SUB-SECTION: School Grounds
POLICY NAME: Board Vehicles
POLICY NO: B.G. 04

Date Approved: November 21, 2019	Date of Next Review: November 21, 2024	Dates of Amendments: B. G. 04: 1970; 1986; 2015; 2019 S. 14: 1968; 1988; 2015; 2019
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Cross References:

- Hand-Held (Mobile) Wireless Communication Device – A.31
- Ontario Highway Traffic Act, including Regulation 366/09 Display Screens and Handheld Devices
- Smoke Free Ontario Act
- City of Toronto Idling Control By-law
- OSBIE Risk Management Advisory for Automobile Insurance Accident Reporting Procedure
- School Excursions Policy S.E.0.1 and the School Excursion Handbook
- Canadian Standards Association (CSA) Standard Z96-15 "High-Visibility Safety Apparel"
- Logo Use – T.16

Appendix

- Appendix A: B.G. 04 Operational Procedures



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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 Board vehicles 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 that is owned or rented or leased by the TCDSB 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 Environmental Support Services, is responsible for this policy. Where Board staff drive students / other staff / volunteers in non-Board owned, leased or rented vehicles, they are required to have insurance and abide by all applicable laws and Board policies.

Alignment with MYSP:

Enhancing Public Confidence

Inspiring and Motivating Employees



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Policy:

The TCDSB is committed to the safe and lawful operation of its vehicles ensuring that all motor vehicle standards, laws and regulations are followed.

Regulations:

1. Employees are expected to take all steps necessary to avoid endangering themselves and others while operating Board vehicles.
2. Employees must have all required licenses and the licenses must be 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, and volunteers, are protected while operating a rental vehicle in the name of the Board and approved by authorized TCDSB staff if on board business. Driving to and from work is not considered Board business.
5. Any staff member who is in violation of Board Policy and Procedures



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may be subject to disciplinary action by the Board up to and including termination.

6. Recording of Maintenance, Warehouse, Portable Crew and Courier vehicles' information, insurance, safety recalls will be the responsibility of Environmental Support Services Department.
7. Any school or person acting on behalf of the Board who engages in vehicle rental must ensure that the vehicle has been rented in the name of the TCDSB and is approved by the Risk Management Department, Environmental Support Services Department or delegate, in order to ensure appropriate liability.
8. a) Vehicles that are rented as temporary substitute vehicles to replace Board owned vehicles damaged in an accident are 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's Materials Management Department in order for the vehicles to be considered for and obtain coverage through the Board's insurance provider, (OSBIE).
9. All TCDSB schools shall adhere to the Licence Requirements for Vehicles owned and operated as TCDSB vehicles. Vehicles are divided



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into three categories based on seating capacity, (*see Operational Procedures, section 4.*)

10. Before TCDSB schools proceed with accepting donated or borrowed vehicles, the school principal must notify the TCDSB's Environmental Support Services Department, Transportation Department and the Risk Management Department to ensure that proper insurance coverage is 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 TCDSB Corporate Logo Use Guidelines for fleet colour and design. The Board logo will be clearly placed on all Board-owned vehicles on each side of the vehicle. 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 Environmental Support Services and the Chief of Communications and Government Relations.



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13. All laws, regulations and Board policies must be followed when using a Board owned, leased or rented vehicle.
14. The Operational Procedures, appended hereto as Appendix A and as may be amended from time to time, must be followed.
15. Where this Policy or the Operational Procedures refer to coverage, coverage will be provided in accordance with the terms of the applicable insurance policy(ies).

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.



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Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. Implementation of the Board Vehicle Policy is the responsibility of the Superintendent of Environmental Support Services.
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 Environmental Support Services to ensure the Board Vehicle Policy is implemented.