

USE OF DIVISION-OWNED VEHICLES

Background

The Division may purchase and maintain vehicles to transport students or staff on field trips, athletic competitions or other school-related activities. This service is designed to facilitate student participation in extra and co-curricular activities in a cost-efficient manner.

The use of Division-owned school buses or vehicles will normally be restricted to school-related activities.

The Division may also purchase or lease vehicles for the maintenance and operation of school buildings to ensure they are safe, comfortable and suitable learning environments for all students.

In an effort to safeguard all vehicle assets, the Division will maintain a system of internal control that maximizes personal safety and minimizes the possibility of theft, accidental destruction, and potential errors.

Guidelines

1. All staff authorized by the Division to operate company vehicles for the purpose of transporting students are required to comply with the Safety and Maintenance Program for Provincially Regulated Commercial Transportation.
 - 1.1 Each school will identify a Site Safety Supervisor for the purpose of transporting students and communicate this to the Division Transportation Supervisor. Any changes to the Site Safety Supervisor will be reported immediately to the Division Transportation Supervisor.
 - 1.2 Site Safety Supervisors will ensure that their school site follows the GSACRD Safety and Maintenance Program as outlined in the most recent version of Safety and Maintenance binder.
 - 1.3 Site Safety Supervisors will ensure that all drivers of Division vehicles are trained and have access to the Division's most recent version of Safety and Maintenance binder.
 - 1.4 Effective April 12, 2013 all schools who have access to Division owned School Buses or vehicles must complete monthly audits(bi-weekly is recommended) to ensure compliance with the National Safety Code. The Site Safety Officer

will provide access of these files to the Division Transportation Supervisor when requested for random monthly audits.

- 1.5 If a school site is in non-compliance with any requirements of the Safety and Maintenance program their school site may no longer have access to Division owned vehicles for transportation of students.
2. In the event Division-owned vehicles are involved in an accident, the immediate welfare of the passengers shall be paramount.
3. Once the immediate needs of the passengers have been met, contact should then be made with the police, ambulance, Principal, and the Secretary-Treasurer or designate. The Secretary-Treasurer or designate will contact the Division insurance provider.
4. Effective March 1, 2012, installation of GPS Tracking Systems will commence in all Division maintained vehicles according to a schedule established by the Secretary-Treasurer. This tracking system is in place for several reasons:
 - 4.1 Safety – in the event of an accident, the route as well as location can be tracked for accurate and quicker response time.
 - 4.2 Service enhancement – real time locations of service vehicles for urgent dispatch will be available.
 - 4.3 Vehicle tracking/location – in the event of a vehicle theft, tracking of the asset is paramount.

Procedures

1. School-related activities for purposes of this procedure will include field trips, athletic competitions and other school-sponsored activities.
2. Only employees with a valid driver's license who have been approved by the Division may operate Division-owned vehicles provided the employee possesses the correct licensing class for the Division-owned vehicles they would be operating.
3. If an employee is driving a Division-owned vehicle as part of their duties / conditions of employment, they are considered as an insured under the School Division's Automobile policy for any Liability that may arise from the operation of that vehicle.
4. If an employee is driving a Division-owned vehicle as part of their duties /condition of employment, they are expected to comply with traffic regulations and posted speed limits. The employee is responsible for all speed violations and preventable traffic infractions.

5. If an employee is driving a Division-owned vehicle, but it is not part of their regular duties, and they have Division permission to drive that vehicle, then they are considered as an insured under the School Division's Automobile policy for any liability that may arise from the operation of that vehicle.
6. The employee's personal insurance is only at risk if they are charged with a driving offense such as speeding, failing to stop at a stop sign, etc. Anything that would cause a fine and demerits against the employee's driver's license will affect their insurance upon renewal. If the employee is involved in an accident, and no charges are made, there will be no affect to their personal insurance.
7. In the event of an accident, passenger's needs are primary. Check for injuries and administer or arrange for first aid as quickly as possible. Employees must ensure the following guidelines are adhered to whenever possible:
 - 7.1 Call for an ambulance and the RCMP as required.
 - 7.2 The driver shall arrange for alternate transportation for the passengers.
 - 7.3 The driver shall notify the Principal and the Secretary-Treasurer or designate. Even in minor cases, if the vehicle collides with anything, the Secretary-Treasurer or designate must be notified.
 - 7.4 The driver shall provide names of all passengers to the Principal and Secretary-Treasurer or designate, as well as an injury list.
 - 7.5 The driver shall submit a collision report to the Secretary-Treasurer or designate.
 - 7.6 If no medical attention is required for passengers and no specific instructions in this regard are received, then passengers involved in the accident may be dispersed as follows:
 - 7.6.1 If on route to school, passengers should be delivered to school as soon as possible and the school Principal should be advised that they were involved in an accident. The Principal shall advise the parents of the accident.
 - 7.6.2 Since it is not possible to foresee all circumstances that may occur in an accident, it may be necessary to deviate from some of these instructions. In any event common sense and reasonable actions shall prevail.
 - 7.6.3 The Secretary-Treasurer or designate shall be the media contact person.
 - 7.6.4 It is the responsibility of the RCMP to notify families in the event of death.

8. Under exceptional circumstances, the Superintendent may authorize the use of a Division-owned vehicle for a function not directly related to a school activity provided that the Division-owned vehicle is not previously booked for a school-related function. The pre-approved driver must meet all guidelines set out in Administrative Procedure 544, as well as the requirements under the Safety and Maintenance Program used by the Division. If all previous conditions are met, and with the Superintendent's approval, it is not necessary for the driver to be an employee.

Reference: Highway Traffic Act