

6500 Facilities Fleet Vehicles	Administrative Application	
	Last Reviewed / Approved on:	November 19, 2024
	References:	Traffic Safety Act Traffic Safety (Distracted Driving) Amendment Act The Automobile Accident Insurance Act The Education Act, 1995 Policy 12 – Role of the Director
	Status:	Operational

### Preamble

The Regina Catholic School Division (RCSD) maintains a fleet of vehicles for the purpose of conducting school division business and services in a safe, efficient, and cost-effective manner. This administrative application makes certain this is accomplished by ensuring vehicle operators meet Division requirements and follow Division procedures.

### Definition

**Fleet Vehicle** – refers to cars, trucks, tractors, vans, and trailers that are registered to RCSD. It may also refer to vehicles that are owned and operated by the Central Vehicle Agency (CVA) that the Division rents or leases.

### Application

Operation of a Division vehicle is both a privilege and a responsibility. Drivers are expected to operate vehicles in a safe and responsible manner in accordance with provincial laws and Division policies, and to maintain a good driving record.

1. All drivers must possess a current driver's license that is valid for the jurisdiction in which the vehicle will be used and is appropriate for the class of vehicle being operated.
2. All drivers of Division vehicles will be required to submit a colour photocopy of their driver's license and a completed *Permission to Obtain a Drivers Abstract from SGI* form at the start of each school year to the Manager of Facilities or designate.
  - a. Employees must advise their applicable supervisor immediately if their driver's licence ceases to be valid or if medical conditions impair or prevent driving.
3. Vehicles may only be driven by employees of the Division, as approved by the Director or Manager of Facilities or designate.
  - a. Spouses, other family members, or other non-employees are not authorized to drive Division vehicles.
  - b. Passengers are limited to those individuals who need to ride in the vehicle to conduct RCSD business such as other employees, contractors, etc.

4. Staff are expected to follow the rules as set out in Saskatchewan's traffic safety laws.
5. Smoking, vaping, and alcohol use is prohibited in Division owned vehicles.
6. When not in operation, drivers are to ensure that Division vehicles left unattended are parked securely and locked.
7. Parking tickets, traffic violations and assessments related thereto will normally be the responsibility of the operator involved.

8. **Incident Reporting and Insurance Coverage**

All accidents/incidents involving Division vehicles must be promptly reported to the employee's supervisor and the Manager of Facilities or designate. Every incident, including crashes/collisions, personal injuries or near misses, must be reported regardless of how minor the occurrence may seem. Failure to report may warrant disciplinary action.

9. **Pursuant** to section 68 of the *Automobile Accident Insurance Act*, the driver shall report any/all accidents involving a Division vehicle to the police/peace officer if any of the following apply:

- Involves bodily injury or death;
- Involves an unidentified vehicle;
- Involves an unregistered vehicle;
- Involves a vehicle that has to be towed from the accident; or
- Involves a driver who appears to be under the influence of drugs or alcohol.

10. After an accident involving a Division vehicle, the Manager of Facilities or designate shall notify SGI of the accident to process any claims for damage or injuries.

11. No personal use of a Division vehicle shall be permitted. In accordance with the *Canadian Income Tax Act*, personal use arises when an employee uses an employer's vehicle for purposes other than the employer's business. This includes travel between home and the workplace, even if the employee may have to return to work after regular duty hours. As per the *Canadian Income Tax Act*, the following exceptions will apply:

- a. The vehicle is taken home because the employee is on-call for emergencies. As defined by the Canada Revenue Agency, emergencies are those relating to the health and safety of the general population or to a significant disruption to the employer's operation. For example, a Facilities Supervisor that is on-call to maintain operation of Division buildings. No personal kilometers are to be driven while the vehicle is at the employee's residence.
- b. The vehicle is taken home for the purpose of leaving the next morning from the employee's home to a work site other than the employee's regular place of business and it is more economical to the Division for the employee to leave from home. For example, the employee proceeds from home to a meeting, training course or conference that is located at a place other than his/her regular place of business. No personal kilometers are to be driven while the vehicle is at the employee's residence.

12. Drivers have use of the division fleet fuel card. Upon purchase of fuel, drivers are required to initial and write the plate number of the vehicle being fueled on the receipt. Receipts are sent to Business and Finance on a monthly basis.
13. The Division is responsible for ensuring the vehicle is well maintained. The driver is responsible for taking the vehicle to the assigned location for repairs and scheduled maintenance.
  - a. Drivers complete the *Vehicle Inspection Log* prior to operation and submit it monthly, or sooner if major issues are observed.
  - b. Regular oil changes and inspections are scheduled by the Operations Supervisor as per dealer recommendation and repairs are completed as needed.
  - c. Mileage & service notes are added monthly to Asset Planner for each vehicle.
14. Division vehicles must have the following standard items:
  - a. Current insurance verification
  - b. Safety belt ready for use
15. **Management Responsibility**

Each supervisor is responsible for all drivers under their supervision.

  - a. It is the responsibility of the Manager of Facilities to review documentation on all drivers and vehicles and report on non-compliance to the Supervisor for follow-up.