



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

Section: Business and Administrative Services  
Property and Facilities Services

Regulation Code: BA6.4.2  
Code Reference: BA6.4

Regulation: SECURITY: BOARD VEHICLES

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. BA-6.4, Security.

### 1. Purpose

The purpose of this regulation is to set forth the requirements applicable to all employees who are assigned Board vehicles for conducting Board business. This regulation is intended to safeguard driver qualifications, define the operation and maintenance of Board vehicle assets, and reduce the frequency and severity of accidents involving Board vehicles operated for Board business, both on and off Board sites.

### 2. Scope

This policy applies to all Kawartha Pine Ridge District School Board (KPRDSB) employees using or responsible for Board owned, leased or rented licensed vehicles. 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 the employee does not meet the requirements of this regulation.

### 3. Job Functions/School Programs which require a Board-owned Vehicle

A Board-owned vehicle may be assigned to:

- 3.1 staff whose job function requires a specific type of vehicle, not normally owned by an employee, to deliver services;
- 3.2 supervisory staff, as determined by the Superintendent of Business and Corporate Services; and
- 3.3 staff whose vehicle use would make a Board vehicle more cost effective than mileage reimbursement.

### 4. Definitions

Licensed Vehicles: Vehicles purchased, leased, rented or given to the Board, licensed by the MTO (Ministry of Transportation, Ontario) and used for the purpose of conducting Board business.

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5.3 Every person in charge of a Kawartha Pine Ridge District School Board owned, leased or rented licensed vehicle, directly invoiced in an accident must follow the guidelines listed below in accordance with the

- x Workplace Safety and Insurance Act (R.S.O. 1997),
- x Workplace Safety and Insurance Board (WSIB)
- x Occupational Health and Safety Act (OHSA) – R.S.O. 1990.

Guidelines for Automobile Incident Reporting	
1	Stop

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7. Attaching Trailers

Trailers shall be serviced and inspected according to standards.

Due to the following restrictions, permission must first be obtained from the Principal of Facilities Services prior to a trailer being purchased and attached to a owned, leased or rented licensed vehicle for the first time:

7.1

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### 8.3 License Classifications

All drivers who operate Kawartha Pine Ridge District School Board owned or leased licensed vehicles shall be a minimum of 18 years of age and possess a valid, unrestricted Class G Ontario Driver's License (or equivalent) or required license classification as specified below. On a monthly basis, the Facilities Systems Supervisor or designate shall conduct a review of each driver's credentials including driver's license expiry date, classification, annual monitoring of Public and Carrier CVOR Abstract Submissions and maintain

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### 9. Vehicle Maintenance

Each manager, supervisor or staff member who has a Board vehicle in his/her control is responsible for ensuring that the vehicle(s) is/are properly inspected and maintained. Repairs and maintenance will be performed by trained automotive professionals. Business and Corporate Services shall maintain a central budget for Board vehicles. Department managers will charge all costs to the appropriate account. Employees must receive prior approval before incurring highway/troute charge(s).

- x Vehicles shall be regularly maintained to ensure safe operation and longevity of the vehicle.
- x Maintenance of the vehicle is the responsibility of the employee assigned to that vehicle, including calculation of preventive maintenance intervals
- x Any required repairs are to be reported and approved by the employee's supervisor and Facilities Systems Supervisor
- x All vehicle repairs over the driver's card limit are to be approved by the Facilities Systems Supervisor
- x Maintenance logs shall be maintained for each department/school Board vehicle.

All drivers of a Commercial Motorized Vehicle (CMV) to which Commercial Vehicle Operator's Registration (CVOR) applies must complete CVOR training before operating a vehicle. Contact the Facilities Systems Supervisor regarding training requirements.

See Appendix "A" for information regarding CMV/CVOR regulations.

### 10. Safety

- 10.1 Vehicles shall be operated within the legal speed limits at all times or at a lower speed when necessary.
- 10.2 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.





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