

POLICY

SECTION:	BUSINESS	POLICY	B-07
TOPIC:	BOARD VEHICLES	PAGE:	Page 1 of 1
		DATE:	February 2013
REVIEW DATE:	February 2018	REVISED:	

1. Purpose

The District School Board of Niagara is committed to safety and responsibility. This policy requires all employees who operate Board vehicles do so in a safe and lawful manner. The Board also requires that all Board vehicles be managed responsibly throughout the vehicle's life cycle (acquisition, operation, maintenance and disposal). All employees who are provided with a Board vehicle are expected to use the vehicle solely for the purposes of conducting the business of the Board.

2. Definition

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

3. Scope

This policy applies to the following District School Board of Niagara employees:

- a) Maintenance Staff – electricians, plumbers, mechanics, carpenters, painters;
- b) Property Services Staff;
- c) Information Technology Services Staff;
- d) Facility Services Supervisors (on-call);
- e) Curriculum/School Staff;

or any designated Board employee who is assigned a vehicle and is required to operate the vehicle in conducting his/her job, or for the purpose of transporting groups of students, staff, other employees or visitors.

4. Safety

Employees are expected to take all steps necessary to avoid endangering themselves and others while operating Board vehicles.

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.

5. Accountability

Recording of vehicle asset information, maintaining vehicle insurance, and management of safety recalls will be the responsibility of the Central Services group within Business Services.

Maintenance, licensing & registration, plating and vehicle logs will be the responsibility of each department and school that is assigned a Board vehicle. Departments and schools will be responsible for gas, vehicle supplies and maintenance, and will also be responsible to ensure that vehicles have yearly safety inspections.

6. Authority

This policy is administered under the authority of the Superintendent of Business Services. Authority for the acquisition or disposal of Board-owned vehicles rests with the Superintendent of Business Services following the Board's Purchasing and Asset Disposal procedures.

References

- Administrative Procedure 5-17: Mobile Device Acceptable Use & Expense Reimbursement Protocol – Employee
- Administrative Procedure 5-33: Board Vehicles