

EMPLOYEE DRIVERS AND THE USE OF SCHOOL DISTRICT OWNED VEHICLES

Background

The Board believes that employee drivers play a critical role in the safe delivery of services to the School District. It is therefore necessary to provide procedures for the use of School District owned vehicles and employee drivers. These procedures apply whenever a School District employee is the operator of a School District vehicle.

Procedures

1. The selection of employee drivers should be based upon the following criteria and may include consideration of other factors that the Principal/Manager/Director deem appropriate:
 - 1.1. The Driver must be licensed in British Columbia.
 - 1.2. The Driver must have a valid appropriate class license for the vehicle being used and the number of persons to be transported.
 - 1.3. The Driver must be competent to drive and must comply with all relevant regulations.
 - 1.4. The use of Learner ("L") and/or Novice ("N") drivers as employee drivers is strictly prohibited.
2. Employee drivers must not smoke or use hand-held electronic devices while driving School District owned vehicles.
3. All vehicle occupants are required to wear seatbelts where seatbelts are available.
4. All employee drivers will be required to provide a driver's abstract/record which is to be updated annually. Human Resources will retain the information on all employee drivers.
5. All employee drivers must notify their Principal/Manager immediately following a motor vehicle accident and/or receipt of a ticket for a driving infraction that occurs while operating a School District vehicle. An updated driver's abstract/record may be required as a result.
6. Failure to follow safe driving practices, receipt of a ticket for a driving infraction or having an at-fault accident could result in employee discipline as outlined in District Procedure AP403 Corrective Action Procedures.
7. An employee operating a school district owned vehicle is responsible for any violations of the provincial *Motor Vehicle Act*, as well as City Bylaw parking infractions cited.

Board Minutes

June 2013 Volume 55 Page 92