

Administrative Procedure 580

USE OF DIVISION OWNED VEHICLES

Background

Division owned vehicles are only to be used for the purpose of carrying out Division business or approved school activities. If a Division owned vehicle is used for personal use (which includes commuting to and from work), it is considered a taxable benefit and included in the income for the employee as per Canada Revenue Agency taxation standards.

Principals may purchase and operate vehicles as a means of enhancing program delivery to students. These vehicles shall be operated in accordance with Alberta Transportation Commercial Vehicles Regulations, Policies and Guidelines.

As required by Alberta Transportation and under the direction of the Superintendent, Educational Planning and the Superintendent, Facility Services, the Manager, Transportation Services shall implement and enforce policies and regulations pertaining to the operation and maintenance of Commercial Vehicles owned and operated by the Division.

Definitions:

“Carrier” means person or company who owns, leases or is responsible for the operation of a commercial vehicle.

“Commercial Vehicle” means any vehicle with a gross vehicle weight in excess of 11,794 kilograms or a commercial vehicle designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers, including the Driver.

“Driver” means any person who operates a Vehicle.

“Vehicle” means any Division owned vehicle, accessory (i.e. trailer) or driven equipment (i.e. mobile elevated work platform, tractor, bobcat etc.) including a Commercial Vehicle.

“Safety Fitness Certificate” means the authorization issued by the province of Alberta.

Procedures

1. Only Division employees shall be permitted to operate a Vehicle unless the Superintendent, Facility Services or Principal gives prior written approval.
2. Vehicles can only be operated within Alberta.
3. The Division shall have a Transportation Services Safety and Maintenance Program in place to ensure that school-based and department-based Vehicles meet Alberta Regulation requirements.
4. The Division Vehicles Safety Officer for the Division is the Manager, Transportation Services and the Safety Officer shall:

- 4.1 Be familiar with all National Safety Code (NSC) Regulations as they pertain to Carrier operations;
 - 4.2 Supervise the School-Based Safety Officer Designate in meeting responsibilities as they apply to school-based buses and activity vans;
 - 4.3 Ensure compliance with all transport related legislative requirements;
 - 4.4 Review all applicable legislation that may affect the safety of the student transportation department and monitor effects of any amendments to legislation;
 - 4.5 Complete an annual audit of the program.
5. Employee Responsibilities
- 5.1 Before each use, conduct a walk around inspection of the Vehicle;
 - 5.2 Obey all traffic laws in your jurisdiction and be courteous toward other drivers;
 - 5.3 Monitor fuel, tire pressure and fluid levels;
 - 5.4 Report any damage or problems with your assigned Vehicle immediately;
 - 5.5 Report changes to your driver privileges, such as driver's license suspension, immediately. Vehicles, other than school buses, are to be locked at all times whenever they are not in use. Keys are never to be left in the ignition when the Vehicle is unattended;
 - 5.6 Bring the Vehicle to scheduled maintenance appointments;
 - 5.7 Do not smoke or use e-cigarettes in any Vehicle;
 - 5.8 Adhere to governing legislation regarding driver distraction;
 - 5.9 Ensure seat belts are used as required by legislation, except where otherwise expressly permitted by law (i.e. school bus). The number of occupants in a Vehicle shall not exceed the number of seat belts;
 - 5.10 Passengers are permitted to ride with employees only if they are conducting Division business or participating in an approved school activity;
 - 5.11 Ensure no passengers ride in the truck bed, cargo area, tailgate or on running boards;
 - 5.12 Drivers are required to notify the employer immediately if there is a medical condition that may affect their ability to safely operate a Vehicle;
 - 5.13 Goods being transported are to be properly secured. Transportation of dangerous goods must follow provincial regulations;
 - 5.14 Employees using a Vehicle are responsible for its cleanliness; and,

5.15 Employees who violate any of the above may be subject to disciplinary actions which may include verbal warnings, suspension of Vehicle privileges, or termination.

6. Division Responsibilities

6.1 Ensure Vehicles are safe to operate, inspected prior to first use, and properly maintained;

6.2 Ensure Drivers are properly licensed and legally permitted to drive within the required Alberta license classification; and,

6.3 Ensure Drivers have the ability and/or training to operate the type of Vehicle provided (i.e. standard transmission).

7. Accident procedures

7.1 In case of an accident, the Driver and any passengers shall:

7.1.1 If the circumstances are such that police, medical or fire department assistance is required, call 911;

7.1.2 Take steps to ensure Driver and passenger safety;

7.1.3 Exchange insurance and contact information with other driver(s);

7.1.4 If the Vehicle appears safe to operate, take the Vehicle to a certified automotive technician to assess the damage and ensure roadworthiness. If there is any doubt that the Vehicle may be unsafe to operate, the Vehicle shall be towed from the accident location.

7.1.5 If emergency medical assistance was not required at the scene of the collision and the Driver or any passengers require medical attention, seek professional medical care;

7.1.6 If police have not reported to the scene of the collision and created a record of the accident, attend the nearest police station to report the matter. In Edmonton, report to the nearest Collision Reporting Centre.

7.1.7 Notify your immediate supervisor/manager;

7.1.8 Submit an Employee Accident Report through My Safety Portal; and,

7.1.9 Complete and submit an Accident Report to Transportation Services as soon as practicable.

7.2 In the event of an accident, the Driver shall not commit in any way to the payment of any damages of any kind nor accept responsibility of any kind. The site responsible for the Vehicle shall contact Transportation Services to advise of any accident. Transportation Services will then contact the Division's insurance provider to report the accident and thereafter work with the Division's insurance provider to resolve the matter.

8. Towing trailers/equipment

- 8.1 Prior to towing any trailer or other equipment the Driver shall be satisfied that they have the training and experience to safely tow said equipment.
- 8.2 The Driver shall ensure that the trailer or other equipment is properly attached to the towing Vehicle and the following safety procedures have been adhered to:
 - 8.2.1 Hook up and confirm that all lights are operational;
 - 8.2.2 Tires have proper inflation;
 - 8.2.3 Safety chains are secured to Vehicle;
 - 8.2.4 Trailer brakes are connected and working (as applicable);
 - 8.2.5 Ensure the load is properly secured; and,
 - 8.2.6 Be aware of weight restrictions.

9. Vehicle modifications

- 9.1 Employees shall not make any modifications to any mechanical, electrical, safety systems or devices on or within the Vehicle. Any modifications are to be carried out by a certified automotive technician. Furthermore, Employees shall not add or operate any personally owned device intended to supplement or duplicate any mechanical, electrical, safety system or device already located on a Vehicle.

10. School-Based Safety Officer Designate

- 10.1 The Principal of each school with a Vehicle shall assume the role as 'school-based safety officer designate' and has the responsibility to ensure the maintenance of that Vehicle and the required documentation for that Vehicle(s) as per the National Safety Code, Vehicle Safety Fitness requirements.

11. Facility Services-Based Safety Officer Designate

- 11.1 The Superintendent of Facility Services shall be the 'Facility Services-Based Safety Officer Designate' and has the responsibility to ensure the maintenance of the Vehicles(s) primarily used in the course of operations of Facility Services, and the required documentation for these Vehicles as per the National Safety Code, Vehicle Safety Fitness requirements.

12. Authorized Drivers

- 12.1 All Drivers are required to meet all minimum standards as directed by the Safety and Maintenance Program and must comply with the requirements of:
 - 12.1.1 Meeting and maintaining the requirement of being a Driver;
 - 12.1.2 Driver's file requirements;

- 12.1.3 Daily Trip Inspections;
- 12.1.4 Hours of Service Regulations;
- 12.1.5 Driver Evaluation;
- 12.1.6 Training Requirements.

13. Facility Services Vehicles are to be housed in a designated compound with the following exception:

- 13.1 As determined by the Superintendent, Facility Services, personnel who frequently respond to emergencies, or who may, on a project basis, be expected to start their workday at a location other than their regular work site.

Adopted: June 30, 2017

Reviewed/Revised: February 5, 2021, December 19, 2022, October 20, 2024

Reference: Education Act, Sections 51, 52, 53, 54, 197, 222
Traffic Safety Act