



### USE OF DIVISION OWNED VEHICLES (NON SCHOOL BUS)

This Administrative Procedure is to guide users in the proper use of vehicles owned or leased by the North East School Division.

### DEFINITIONS

For the purpose of this Administrative Procedure:

Vehicle refers to cars, sport utility vehicles, vans and pick-up trucks that are owned or leased by the Division. This Administrative Procedure does not pertain to 15 Passenger vans, private vehicles or multi-function school activity buses. Refer to [AP 807 – Transportation in Private Vehicles](#) and [AP 808 – 15 Passenger Vans](#)

### PROCEDURES

1. Vehicles may only be driven by employees or Board members of the Division.
2. 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.
3. Drivers of Division vehicles may be required to submit a photocopy of their driver's license annually at the start of each school year to their direct supervisor. Employees must advise their applicable supervisor if their driver's license ceases to be valid or if medical conditions impair or prevent driving. In addition refer to [AP 516 – Reporting Criminal Charges](#).
4. Drivers must abide by the requirements of the *Highway Traffic Act* and applicable Traffic Bylaws and Division policy.
5. When not in operation, drivers are to ensure that the Division vehicles left unattended are locked and parked securely at all times.
6. Parking tickets, traffic violations and assessments related thereto will normally be the responsibility of the operator involved.
7. All accidents involving Division vehicles must be promptly reported to the employee's supervisor. Refer to AP 714 – Vehicle Accident Reporting.
8. The use of Division vehicles shall be strictly limited to the activities associated with the operation of the Division. Vehicles are not to be taken home except as outlined in AP 713 (9).
9. 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 work place, even if the employee may have to return to work after regular duty hours. As per the *Canadian Income Tax Act*, the following exceptions may 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 Transportation Foreman that is on-call to provide roadside assistance to buses or a Facilities Foreman 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 or work site other than his/her 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.

- 10. Division vehicles are subject to all Division policies and procedures pertaining to Division property.
- 11. It is the expectation that Division vehicles will be used first and foremost before taking personal vehicles when traveling on behalf of the Division. Mileage claims for use of personal vehicles may not be paid if a Division vehicle was available for use. This approval will be at the discretion of the supervisor of the driver.
- 12. It is the expectation that employees using Division vehicles carpool as much as possible when traveling to the same destination. When booking Division Vehicles indicate both the location and time of use.
- 13. Division vehicles are to be returned clean, garbage removed and fueled.
- 14. Guideline for Vehicle Replacement

<b>Light, Medium and Heavy Vehicle Replacement</b>	
<b>Variable</b>	<b>Point Allocation</b>
Age	One point for each year of age.
Kilometers	One point for each 25,000 km of use.
Reliability	One, three or five points depending on the frequency that a vehicle is in the shop for repair. For example, a five could be assigned to a vehicle that is in the shop two or more times per month on average, while a rating of one could be assigned to a vehicle that is in the shop an average of once every three months or less.
Maintenance and Repair Costs	One, three or five points depending on the cost of the repair in relation to the age of the vehicle. This category will be assessed on a case by case basis. The higher the expense and the older the vehicle the higher the rating.

**Evaluation Ranges for Light Vehicles**

- Under 20 Points: Excellent to Very Good Condition
- 20 to 24 Points: Good Condition
- 25 to 29 Points: May qualify for replacement planning
- 30 Points and Above: Consider for Replacement

**Evaluation Ranges for Medium and Heavy Vehicles**

- Under 18 Points: Excellent to Very Good Condition<sup>2</sup>
- 18 to 22 Points: Good Condition
- 23 to 28 Points: May qualify for replacement planning
- 29 Points and Above: Consider for Replacement

The point allocations will be calculated by the department that uses the vehicle. The detailed information is then provided the Superintendent of Business Administration for approval prior to being added to the budget.



15. The Business Manager will be responsible for the request for proposals or quotes required for the purchase of the vehicle or vehicles.
  
16. When a new vehicle is purchased, the department must provide the old vehicle to Transportation Services for disposal. The new vehicle will not be provided to the department until this has been completed. If the department is interested in keeping the vehicle being replaced, approval must be received from the Superintendent of Business Administration.

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