



**POLICY SECTION:** Buildings/Plants/Grounds

**SUB-SECTION:** School Grounds

**POLICY NAME:** Board Vehicles

**POLICY NO:** B.G. 04

<b>Date Approved:</b> August 27, 2015 1970	<b>Date of Next Review:</b> May 2019	<b>Dates of Amendments:</b> B. G. 04: 1970; 1986; 2015; <b>2019</b> S. 14: 1968; 1988; 2015; <b>2019</b>
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#### Cross References:

- ~~(Consolidated) S. 14 Vehicles – Secondary Schools (Consolidated) B. G. 04 Motor Vehicles on School Property Administrative Procedure: Board Vehicles~~
- Hand-Held (Mobile) Wireless Communication Device – A.31
- Ontario **Highway Traffic Act, including** Regulation 3266/09 Display Screens and Handheld Devices ~~Highway Traffic Act S.78.1~~
- ~~[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90h08\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h08_e.htm)~~  
Smoke Free Ontario Act
- City of Toronto **Idling Control** By-law  
~~[http://www.toronto.ca/health/idling/idling\\_bylaw.htm](http://www.toronto.ca/health/idling/idling_bylaw.htm)~~
- OSBIE Risk Management Advisory for Automobile Insurance Accident Reporting Procedure
- **School Excursions Policy S.E.0.1 and the School Excursion Handbook**
- Canadian Standards Association (CSA) Standard Z96-09**15** "High-Visibility Safety Apparel"
- **Logo Use – T.16**  
[http://www.ccohs.ca/oshanswers/prevention/ppe/high\\_visibility.html](http://www.ccohs.ca/oshanswers/prevention/ppe/high_visibility.html)

#### Appendix

- Appendix A: B.G. 04 Operational Procedures



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### **Purpose:**

This Policy recognizes that the Toronto Catholic District School Board is committed to safety and responsibility. This policy requires all employees who operate Board vehicles do so in a lawful and safe manner. The Board also requires that all **Board** vehicles assets of the Board are managed responsibly throughout the vehicle's life cycle, and that vehicles are used solely for the purposes of conducting the business of the Board.

### **Scope and Responsibility:**

This policy applies to all staff of the Toronto Catholic District School Board who are assigned a vehicle and/or who are required to operate a vehicle **that is owned or rented or leased by the TCDSB** in conducting his/her job, or for the purpose of transporting groups of students, staff, other employees or visitors. The Director of Education, supported by the Superintendent of Facilities **Environmental Support Services**, is responsible for this policy. **Where Board staff drive students / other staff / volunteers in non-Board owned, leased or rented vehicles, they are required to have insurance and abide by all applicable laws and Board policies.**

### **Alignment with MYSP:**

~~Providing Stewardship of Resources~~  
~~Strengthening~~ **Enhancing** Public Confidence  
~~Achieving Excellence in Governance~~  
Inspiring and Motivating Employees

### **Financial Impact:**

~~Vehicles represent a significant financial cost to the board, both in terms of initial~~



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~~investment and in relation to maintenance. Adherence to the policy and procedures outlined herein will ensure that TCDSB realizes effective stewardship of their resources. That is, lifespan of vehicles will be maximized and the risk of potential liability will be minimized.~~

**Legal Impact:**

~~Safe and responsible operation of TCDSB owned vehicles will ensure a minimized legal risk. Strict adherence to the regulations herein will ensure TCDSB operates all vehicles responsibly. Further, the Highway Traffic Act S.78.1 and Board Policy A.31 Hand Held (Mobile) Wireless Communication Device also require the TCDSB to ensure its assets are maintained and operated in a safe and lawful manner.~~

**Policy:**

The TCDSB is committed to the safe and lawful operation of its vehicles assets, ensuring that all **motor vehicle** standards, **laws and regulations** are **upheld followed** and maintained.

**Regulations:**

1. Employees are expected to take all steps necessary to avoid endangering themselves and others while operating Board vehicles.
2. Employees **must have all required licences and the licences must be in good standing** ~~are expected to take all necessary steps to ensure all required licences are maintained in good standing.~~
3. Proof of insurance in the form of a liability certificate must be carried in each Board vehicle. If waiting for a liability certificate for a newly acquired vehicle, a facsimile (FAX) or scanned copy of the liability



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certificate is acceptable.

4. Employees, trustees, **and** volunteers, ~~parents, students and other individuals are protected~~ **covered** while operating a **rental** vehicle **in the name of the Board and approved by authorized TCDSB staff and** ~~not owned by them~~ if on **B**oard business. Driving to and from work is not considered ~~h~~**B**oard business.
5. Any staff member who is in violation of Board **Policy and Procedures** ~~safety expectations~~ may be subject to disciplinary action by the Board up to and including termination.
6. Recording of Maintenance, Warehouse, Portable Crew and Courier vehicles' assets information, insurance, safety recalls will be the responsibility of Facilities **Environmental Support** Services Department. ~~Recording of other Board vehicle assets will be the responsibility of the Transportation Department.~~
7. Any school **or person acting on behalf of the Board** ~~which who~~ engages in vehicle rental must ensure that the vehicle has been rented in the name of the TCDSB **and is approved by the Risk Management Department, Environmental Support Services Department or delegate** ~~their superordinate~~, in order to ensure appropriate liability insurance.
8. a) Vehicles that are rented as temporary substitute vehicles to replace ~~h~~**B**oard owned vehicles damaged in an accident ~~would~~ **are** be covered by the ~~h~~**B**oard's fleet automobile insurance policy.  
b) Vehicles rented for specified projects, for 30 days or more, need to **be** ordered through the TCDSB's **Materials Management**



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**Department** central office in order for the vehicles to be considered for and obtain coverage through the Board's **insurance** provider, (OSBIE).

**8.**~~9.~~ All TCDSB schools shall adhere to the License Requirements for Vehicles owned and operated as TCDSB vehicles. Vehicles are divided into three categories based on seating capacity; (*see Operational Procedures, section 4 b*).

~~9.~~ **10.** Before TCDSB schools proceed with accepting donated or borrowed vehicles, the school principal ~~should~~ **must** notify the TCDSB's **Environmental Support Services Department, Transportation Department and the Risk Management Department** to ensure that proper insurance coverage is ~~being~~ provided.

**10.** ~~11.~~ Maintenance, licensing and registration, plating and vehicle logs will be the responsibility of each department and school that are assigned a Board vehicle. Departments will be responsible for gas, mileage and any costs incurred on tolled highways, and will also be responsible to ensure that vehicles have yearly safety inspections.

**11.** ~~12.~~ Board vehicles must adhere to the **TCDSB Corporate Logo Use Guidelines for** standard fleet colour and design. The Board logo will be clearly placed on all Board-owned vehicles on each side of the vehicle, ~~on the door doors panels~~. All vehicles will be clearly



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numbered and identified by function or location and model year. Exceptions for special circumstances such as vehicle wrapping may be approved by the Superintendent of Facilities **Environmental Support Services and the Chief of Communications and Government Relations.** Individual Departments will be responsible in ensuring vehicle standards will be upheld and maintained.

- 12. All laws, regulations and Board policies must be followed when using a Board owned, leased or rented vehicle.**
- 13. The Operational Procedures, appended hereto as Appendix A and as may be amended from time to time, must be followed.**
- 14. Where this Policy or the Operational Procedures refer to coverage, coverage will be provided in accordance with the terms of the applicable insurance policy(ies).**

**Definitions:**

**Board vehicle:**

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



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### **Maintenance**

All work required by vehicle manufacturer to keep the vehicle in proper working order, up to and including gas, oil changes, tire pressure, vehicle fluid levels and changes, safety checks and rust proofing as required.

### **Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

1. Implementation of the Board Vehicle Policy is the responsibility of the Superintendent of Facilities **Environmental Support Services**.
2. In the case of a school which maintains a Board vehicle, it is the joint responsibility of the principal, the school superintendent and the Superintendent of Facilities **Environmental Support Services** to ensure the Board Vehicle Policy is implemented.