



REPORT TO

## GOVERNANCE AND POLICY COMMITTEE

### APPENDIX C B. G. 04 BOARD VEHICLE POLICY REPORT.DOCX

*The Lord will keep your going out and your coming in from this time forth and forevermore. Psalm 121:8*

Created, Draft	First Tabling	Review
June 1, 2015	June 9, 2015	<a href="#">Click here to enter a date.</a>
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#### RECOMMENDATION REPORT

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.*



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Associate Director of Academic Affairs

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## **A. EXECUTIVE SUMMARY**

This report provides recommendations that are in alignment with the board goal of updating and consolidating the TCDSB Policy register. This consolidation will provide greater clarity and transparency regarding TCDSB policy in relation to all aspects of the safe operation of Board vehicles. The TCDSB policy register will be consolidated and significantly updated in keeping with our Multi-Year Strategic Plan goals. The proposed policy brings together the old B.G. 04 Motor Vehicles on School Property and S. 14 Vehicles – Secondary Schools. TCDSB stakeholders will be more easily able to find information in relation to the safe and responsible operation of TCDSB Board vehicles from the policy register.

## **B. PURPOSE**

The current policies in relation to Board vehicles are significantly outdated, having been last updated in the 1980s and require substantial revision in order to reflect current realities and expectations. Further, all policies in the TCDSB policy register are to align with the Board's Meta Policy and the Multi-Year Strategic Plan.

## **C. BACKGROUND**

1. The current policies in relation to Board vehicles were last updated in 1986 (B.G. 04) and 1988 (S. 14) respectively. In the intervening years there have been advancements in technology, for example Hand-Held (Mobile) Wireless Communication Devices, as well as updates to relevant legislation, and city Bylaws.
2. The Ontario School Boards' Insurance Exchange (OSBIE) provides guidelines for considerations that will reduce liability for school boards in relation to the safe operation of motor vehicles.
3. Vehicles represent a significant financial cost to the Board, both in terms of investment and in relation to maintenance. Further, there is the potential for great financial liability if vehicles are not safely driven. In keeping with the Board's Multi-year Strategic Year Plan goal of effective Stewardship of

Resources, the Board requires a more comprehensive policy to guide the responsible upkeep and safe operation of its vehicles.

4. At the current time there is only one secondary school that has a vehicle that is used to transport students, but many others have historically had vehicles. There are licensing and vehicle requirements based on the size of vehicle that is being driven.
5. There are different insurance provisions based on whether a vehicle is owned, rented, a temporary substitute or donated. Generally the Board's insurance provider will cover all scenarios, but stakeholders need to be guided through policy in the required steps and provisions that will ensure that coverage.

#### **D. VISION**

<b>VISION</b>	<b>PRINCIPLES</b>	<b>GOALS</b>
Provide a new policy that consolidates and updates TCDSB policies and procedures in relation to Board vehicles.	Aligns with the MYSP goals of Providing Stewardship of Resources and Strengthening Public Confidence.	Craft and implement a consolidated policy and procedure to guide the safe and responsible operation of all TCDSB Board vehicles.

#### **E. ACTION PLAN**

1. In keeping with our Catholic Graduate Expectations and our Multi-year Strategic Plan, the TCDSB shares a commitment to being a responsible citizen and a strong steward of resources (environmental and monetary). The TCDSB policy on Board vehicles will be guided by this understanding.
2. The Facilities Services Department shall hold ultimate responsibility for this policy, but each department or school is responsible for maintaining updated vehicle and driver license information.

3. Similarly, each department or school is responsible for ensuring that the vehicles in their care are properly maintained to ensure both safety and vehicle longevity.
4. Safety will be the primary consideration in the development of our policy. In addition to guidelines about vehicle maintenance, and in keeping with TCDSB Policy A. 31 on Mobile Devices, there is also consideration for outlining obligations as they apply to the non-use of hand-held devices while operating a board vehicle.
5. The Ontario School Board Insurance Exchange (OSBIE) Risk Advisory for Automobile Insurance has been used as a resource in the development of this policy and operational procedure.

## **F. METRICS AND ACCOUNTABILITY**

1. The TCDSB Facilities Services Department will be ultimately responsible for the Board Vehicle Policy.
2. The principal and local field superintendent, along with the Superintendent of Facilities, will hold responsibility for any school that operates a Board vehicle.
3. All vehicles will have an annual safety-check and all departments/schools will maintain a log of any and all vehicle inspections and maintenance.
4. All drivers of TCDSB vehicles will be governed by this policy.

## **G. COMMUNICATIONS AND IMPLEMENTATION PLAN**

1. All departments and schools operating vehicles will be informed and educated about the new TCDSB policy and procedure in relation to Board Vehicles.

## **H. STAFF RECOMMENDATION**

That the Board rescind Policy S. 14 Vehicles – Secondary Schools.

That the Board approve the revised and consolidated policy, B.G. 04 Board Vehicles, per Appendix A.

# APPENDIX C