USE OF DIVISIONAL VEHICLES (EXCLUDING BUSES)

Background
HPSD affirms that HPSD cars and trucks shall be used for HPSD business only, except where specifically authorized by the Superintendent, in writing.

Procedures

1. Authorization for Personal Use

1.1. An employee who has been assigned an HPSD vehicle for use on the job, may seek authorization from the Superintendent to travel from their residence to their place of work using the vehicle. The Superintendent will consider the requirements of the job and the recommendation of the employee's supervisor.

1.2. Employees who are not assigned a vehicle may also, on occasion, request to travel from their residence to their place of work using a HPSD vehicle. The employee's supervisor will consider the circumstance and may approve this personal use on a one-time basis.

1.3. When an employee is authorized to travel from their residence to their place of work using an HPSD vehicle, a charge will be levied. The Board will establish the rates annually.

1.4. When an employee is authorized to travel from their residence to their place of work using an HPSD vehicle, overnight parking of vehicles shall be off the street when practical.

1.5. Personal use of HPSD owned vehicles will follow Revenue Canada requirements as this is considered a taxable benefit for the employee.

1.6. Unless authorized, vehicles not being used on the job shall be parked at the Learning Support Centre located in High Prairie. The Superintendent may specify additional designated parking areas within HPSD.

2. All HPSD Owned Vehicles

2.1. A log of all kilometers driven will be kept as per this administrative procedure using Administrative Form 475 – Use of Divisional Records (Excluding Buses) and each driver will indicate whether the kilometers driven are business or personal use. Each vehicle is equipped with log sheets.

2.2. The use of hand-held cellular phones or other devices is prohibited while driving an HPSD owned vehicle.

2.3. Smoking is prohibited in HPSD owned vehicles.

2.4. Drivers of any "assigned" HPSD-owned vehicle as well as occasional drivers are obligated to submit to the Safety Department, a copy of both sides of their Operator's License every 3 years.

2.5. HPSD will obtain a Driver Abstract upon receipt of a driver's Operator's License per section 2.4.

2.6. Driver Abstracts indicating the following demerit points will be handled in the following manner:

2.6.1. **1-5 Demerit points** - Low Risk: The driver will be authorized to drive.

2.6.2. **6-8 Demerit points** - Medium Risk: The driver will be authorized to drive but must take a Driver Improvement Course within 60 days to have the total number of demerits reduced.

2.6.3. **8-15 Demerit points** - High Risk: The driver will NOT be authorized to drive on behalf of HPSD until the driver takes a Defensive Driver course.

2.6.4. **Over 15 demerit points/suspension** - Very High Risk: The driver will NOT be authorized to drive on behalf of HPSD.

2.7. A driver of any HPSD-owned vehicle is obligated to notify his/her supervisor and the Safety Department immediately, in writing, if:

2.7.1. his/her license has been suspended or withdrawn; or

2.7.2. demerits on his/her operator's license equals six (6) or greater.

2.8. Anyone operating an HPSD owned vehicle must have a valid license for the type of vehicle as specified by provincial regulations.

2.9. Traffic laws are to be obeyed at all times, and all occupants must wear a seat belt. Fines for traffic violations will be the personal responsibility of the driver.

2.10. Drivers are responsible for maintaining an accurate fuel log through the fuel purchase card pass system. The fuel purchase card is not to remain inside the vehicle.

2.11. The oil and fluid levels must be monitored by the driver.

2.12. Drivers are responsible for bringing the vehicle in to the Transportation Department for servicing (oil change, tire rotation, etc.) in accordance with the vehicle's maintenance display schedule.
2.13. Drivers must perform a walk-around visual inspection prior to utilizing any HPSD owned vehicle and promptly report any damage or repairs required to the Transportation Department.
2.14. Extra care is to be taken to ensure that any goods being transported are properly secured. Provincial transportation of dangerous goods regulations must also be followed and proper identifiers used.
2.15. Vehicles are to be locked at all times whenever they are not in use. Keys are never to be left in the vehicle when the vehicle is unattended.
2.16. HPSD-owned vehicles shall not be loaned or rented to outside agencies or individuals.
2.17. Drivers of HPSD-owned vehicles must have a zero-alcohol level while operating the HPSD vehicle.
2.18. All drivers are responsible for maintaining the cleanliness of HPSD-owned vehicles, whether assigned or booked for occasional use. Vehicles must be kept clean, tidy, and free of garbage and unnecessary clutter. Drivers must leave shared fleet vehicles in a clean and orderly condition following each use.
2.19. All incidents or complaints related to the operation of HPSD owned vehicles will be referred directly to the Superintendent for investigation.
2.20. Failure to abide by any of the above procedures will result in an investigation, which may include discipline up to and including termination of employment.

3. Renting Vehicles for HPSD Purposes

3.1. Employees on HPSD business may be required to rent vehicles. Approval must be sought from their supervisor.
3.2. If approved, the employee will list High Prairie School Division as the organization renting the vehicle, provide their name as the driver and use a corporate credit card.
3.3. The following sections apply equally to renting vehicles: 2.2, 2.3, 2.6, 2.7, 2.8, 2.12, 2.14, 2.15, 2.16, and 2.18.

References
Education Act, Section 53

HPSD Forms
Administrative Form 475 – Vehicle Log

I understand and agree to comply with the above expectations.

Employee Name

Signature Date

Supervisor Signature

Submit this signed form to safety@hpsd.ca.