



FLEET VEHICLE USE

Responsibility:	<i>Superintendent, Facility Services</i>
Legal References:	<u>Occupational Health and Safety Act R.S.O. 1990, c. O.1</u> <u>Highway Traffic Act, R.S.O. 1990, c. H.8</u> <u>Criminal Code, R.S.C. 1985</u>
Related References:	<u>Board Policy 1002 Occupational Health and Safety</u> <u>Board Policy 4006 Parking on School Board Properties</u> <u>Board Policy 6001 Code of Conduct</u> <u>Progressive Discipline Procedure 3760</u> <u>VEH-21-04 – Vehicle Use Agreement</u> <u>VEH-19-02 – Commute Vehicle Use Agreement</u>
Revisions:	<i>November 2019, April 2022, March 2023</i>
Reviewed:	<i>November 2018, October, 2024</i>

1. Preamble

- 1.1 The Waterloo Region District School Board (WRDSB) owns and maintains a wide range of Fleet Vehicles to carry out the business of the board. The following provides guidelines and expectations pertaining to the use of Fleet Vehicles.
- 1.2 Operators of WRDSB fleet vehicles are readily viewed by the public and as such are 'ambassadors' for the WRDSB. With this in mind, this procedure is intended to articulate acceptable and unacceptable uses of WRDSB fleet vehicles. It is further intended to provide a mechanism that should unfortunate events occur during the use of a WRDSB fleet vehicle or non- WRDSB owned fleet vehicle that impacts an operator's license that proactive steps can be taken to mitigate risk to the operator and the WRDSB (for example, driver training programs or if applicable, progressive discipline in accordance with applicable collective agreements).

2. General

- 2.1 Fleet vehicles are provided to Employees, who based on the specific job requirements; regularly carry tools and supplies to a number of School sites. This generally applies to Maintenance and/or Trades in the Facility Services Department as well as Technicians in Information Technology Services Department.

3. Requirements for Eligibility to Operate WRDSB Fleet Vehicles

- 3.1 These requirements are prerequisites to be eligible for use and operation of Fleet Vehicles:
 - 3.1.1 Valid Class G or higher license;
 - 3.1.2 No impaired driving within three years;
 - 3.1.3 No careless or dangerous driving within three years;
 - 3.1.4 No suspended license within three years;
 - 3.1.5 No possession or use of illegal drugs;
 - 3.1.6 No medical restrictions that preclude the operation of a vehicle;
 - 3.1.7 Acceptance of a 3 Year Driver Record Search by the WRDSB (3 Year Abstract);

3.1.8 Acceptance of the Fleet Vehicle Use Agreement (complete [VEH-19-02](#) and/or [VEH-21-04](#) and submit to supervisor).

4. **Acceptable Fleet Vehicle Use**

4.1 WRDSB vehicles are for use within the Regional Municipality of Waterloo geographical area only (unless explicitly approved by the Superintendent, Facility Services)

4.2 WRDSB vehicles are for use to carry out business of the WRDSB.

5. **Commute Use of Fleet Vehicles**

5.1 Facility Services Department Employees are authorized to commute to and from work in WRDSB Fleet vehicles provided the Employee:

5.1.1 Is eligible to operate a Fleet Vehicle;

5.1.2 Lives within the Waterloo Region (unless explicitly approved by the Superintendent, Facility Services);

5.1.3 Can legally accommodate the parking needs of a Fleet Vehicle;

5.1.4 Has agreed to participate in the Fleet Vehicle Commute Use Agreement; and,

5.1.5 Has completed the associated documentation (complete [VEH-19-02](#) and submit to supervisor).

6. **Prohibited Use of Fleet Vehicles**

6.1 The following uses of Fleet Vehicles are strictly prohibited and failure to comply will result in disciplinary action in accordance with the applicable Collective Agreement:

6.1.1 Unauthorized transport of non- WRDSB employees in a WRDSB vehicle;

6.1.2 Failure to promptly report an accident;

6.1.3 Unauthorized use of a WRDSB vehicle;

6.1.4 Violation of the Highway Traffic Act;

6.1.5 Violation of region and/or municipal by-laws related to vehicle use;

6.1.6 Personal use outside of prescribed working hours; or,

6.1.7 Violation of this procedure.

NOTE: Traffic (moving or parking for example) violations will be at the Employee's expense.

7. **Incidental Personal Use**

7.1 Personal use of a WRDSB vehicle is prohibited.

7.2 Incidental personal use is authorized only in situations where a stop may be made en route to or from a worksite and outside of prescribed work hours.