



## VEHICLE USE AGREEMENT INFORMATION TECHNOLOGY AND FACILITY SERVICES STAFF

As a driver of Waterloo Region District School Board vehicles for official School Board business, I agree to abide by School Board policies and procedures, including the following:

I certify that:

1. I have a valid Class G or higher driver's license.
2. I have no medical restrictions that preclude operation of a vehicle.
3. The vehicle I am assigned will only be operated by the undersigned for School Board business. Operation of the vehicle outside of assigned work hours on Board business must be authorized by my Supervisor.
4. I will not permit any unauthorized person to drive the vehicle.
5. I will not permit any unauthorized passengers in the vehicle.
6. I will operate the vehicle in accordance with provincial, municipal, and township traffic laws, ordinances, and by-laws.
7. I understand that I will be responsible for all traffic violations and fines resulting from my use of a School Board vehicle.
8. I will not use a cell phone while driving except as prescribed by the laws of Ontario.
9. I will not smoke in the board vehicle.
10. I will turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
11. Before leaving for the first work location of the day, I will inspect the vehicle for safety concerns, checking tires, wipers, lights, and other safety equipment for observable defects. I will report any deficiencies to the Manager of Maintenance Management Systems (519-570-0003 x 4602) for corrective action.
12. I will promptly report all accidents or property damage by completing an "Accident Report". This will be forwarded to my Supervisor and the Manager of Maintenance Management Systems.
13. I will fully complete and submit to the Manager of Maintenance Management Systems or designate, an electronic "Monthly Vehicle Inspection Form" for my assigned vehicle. If there are multiple drivers, I will ensure that I cooperate in this submission.
14. I will update and submit an electronic copy of my tool list every December and whenever I add tools to the vehicle.

15. I will return the Board vehicle to the Education Centre parking lot during scheduled holidays or any Board closures of more than four days. I will secure all tools in a locked cabinet, or remove all the tools from the vehicle and secure in a locked location in the Education Centre, or, with supervisors' approval at a secure location for safekeeping, minimizing the opportunity for theft.
16. I will promptly report to my Supervisor and the Manager of Maintenance Management Systems any change in my driving status that places me outside of the Waterloo Region District School Board driving qualifications. These include:
  - a. Accumulating on my driver's license record, 6 or more demerit points; or
  - b. Having my license suspended or revoked; or
  - c. Being convicted for an alcohol or drug related offence while driving.
17. I understand that congregating Board vehicles at unauthorized sites (i.e. restaurants and coffee shops) is inappropriate and contrary to the Waterloo Region District School Board image. I understand that my involvement in such activities is not acceptable and may result in corrective action.
18. Outside of my assigned working hours, this vehicle will be parked at the Education Centre unless a designated residence parking location has been approved.
19. I authorize the Board to complete a 3 Year Driver Record Search/Statement of Driving Record.
20. I am aware that my vehicle is equipped with a global positioning system (GPS) as outlined by Vehicle Global Positioning System (GPS) Procedure AP 3860 for Board vehicles and acknowledge that I have received a copy of AP3860.
21. Continued or repeated failure to comply may lead to corrective action.

\_\_\_\_\_  
Name of Driver (Print)

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

Notice of Collection: Personal information contained on this form is collected under the authority of the current Education Act of the Province of Ontario, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. It will be securely stored and used for administrative purposes. Questions about this should be directed to the Facility Services Department. Questions about this notice of collection should be directed to the Freedom of Information, Privacy and Records Information Management Officer, Waterloo Region District School Board, Education Centre, 51 Ardelet Avenue, Kitchener, ON N2C 2R5 or [privacy@wrdsb.ca](mailto:privacy@wrdsb.ca)