

## **REGULATION #5415.1**

### **DISTRICT OWNED VEHICLES – USE & OPERATION**

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#### **1. Authorization for Use and Operation of District Owned Vehicles**

The responsibility for district owned vehicles has been assigned to the Director, Physical Plant & Transportation Services and his designates.

The Assistant Director, Business Support Services, Service Operations & Transportation Services, has further delegated the responsibility to the Manager, Transportation Services who has overall responsibility for the day-to-day management of the School District No. 36 (Surrey) owned fleet of vehicles and other rolling stock. The assignment of vehicles for casual, part-time or regular use will require the approval of the Manager, Transportation Services and the appropriate signing out of the vehicle keys.

#### **2. Expectations for the Use and Operation of the District Owned Vehicles**

The expectations for the use and operation of the district owned vehicles are the employees will operate the vehicles in a safe, lawful, courteous and proper manner, as well be in possession of a valid driver's license, appropriate for the type of vehicle being operated. Failure to take due care and attention to the safe operation of the vehicle and possession of a valid driver's license will result in the driver being subject to discipline for cause.

#### **3. Violations of the Provincial Statutes and City By-Laws**

An employee operating a district owned vehicle is responsible for any violations of the provincial Motor Vehicle Act, as well as, City By-Law parking infractions cited.

Employees are subject to discipline for violations of the various Provincial Statutes (e.g. Motor Vehicle Act) or city by-laws, the level and severity of the discipline levied may be mitigated by the employee's acceptance of the responsibility and personally paying the fine for the infraction.

#### **4. Provincial Statutes Citations – Traffic Light or Speeding Monitoring Violations**

When the district receives a traffic light safety or speeding monitoring device ticketing either for safety or speeding violations, the school district as the registered owner of the vehicle is liable, but the following procedures will be followed to settle the matter with the issuing agency.

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Upon receipt of the ticket by the school district, the manager of Transportation Services will send a letter offering the following options to resolve the matter:

- a) The employee may pay the ticket directly and submit a copy of the remittance.
- b) The employee authorizes the school district to recover the funds from a payroll deduction and the school district pays the ticket.
- c) The employee may choose to dispute the ticket and the school district will be copied on all correspondence.
- d) The employee agrees to sign a Driver Nomination Form; the ticket is then re-issued by *ICBC in the employee's name*.

#### **5. City By-Laws Ticket**

An employee will be responsible to pay all city issued parking tickets directly.

#### **6. Private Property Infractions**

An employee will be responsible to pay any private parking operator's tickets for violations directly.

#### **7. Reporting Motor Vehicle Accidents**

- 1.1. Motor vehicle accidents involving a district-owned vehicle must be reported to the police, ICBC, and the Manager, Transportation Services.
- 1.2. When an **employee** is injured in a motor vehicle accident while traveling on school district business, an Employee Incident/Injury Report must be completed to satisfy Workers' Compensation Board requirements (see board [Policy #7211 – Employment-Related Injuries](#), [Regulation #7211.1 – Employment-Related Injuries](#)).

*Approved: 2000-11-21*