



AP T4 District Vehicle Operation Requirements

Legislative References: None

Policy Reference: None

Collective Agreement References: None

Date: September 11, 2024

Vehicular operation is a safety sensitive activity and presents a significant risk. This document outlines requirements for any individual who will be operating a district-owned vehicle. It covers basic licensing, safety, inspection and reporting requirements.

All employees who operate a district vehicle are required to comply with this administrative practice.

1. **Driver Eligibility**

To drive a vehicle owned by School District 64, drivers must complete the "Application to Operate a District Vehicle" form appended to this administrative practice and submit the completed form by email to transportation@sd64.org, or directly to Operations office at 160 Rainbow Road, Salt Spring Island.

- 1.1 The Director of Operations or their designate will review and verify the applicant's driver qualifications (see Administrative Practice AP T3 Driver Qualifications Verification – Employees) and either approve or deny the application.
- 1.2 The applicant will receive a copy of the completed form for their own records.
- 1.3 It is the driver's responsibility to ensure that their license remains valid and free of contraventions. Should a driver receive a traffic violation/ticket or driver's license suspension while driving a vehicle at any time, it is their responsibility to report the offense to their supervisor.

2. **Pre-Trip Inspection**

All employees operating a district vehicle are required to complete a pre-trip inspection of the vehicle each day, prior to driving that vehicle.

- 2.1. Each district vehicle is equipped with a pre-trip inspection log book that must be completed as part of the pre-trip inspection process. If the vehicle's log book is missing, the vehicle may not be driven until authorized by the Director of Operations or designate.



- 2.2. Any problems found on a vehicle inspection must be recorded in the pre-trip log and reported to transportation department administration in person or via email to: transportation@sd64.org.
- 2.3. Any safety related defects must be reported immediately, and the vehicle cannot be driven until authorized by the District Mechanic or the Director of Operations. These include issues with brakes, suspension, tires, headlights.
- 2.4. Any damage found must be reported immediately to the transportation department. Damage that has been reported previously will be marked with a sticker and may be ignored.

3. Incident Reporting

All vehicular incidents, including collision or contact with an object, damage to the vehicle, and all traffic violations, must be reported immediately to the transportation department. The phone number is indicated in the collision package in every district vehicle.

- 3.1. Unless unsafe to do so, or the driver has otherwise been instructed by emergency response personnel, a driver should not move the vehicle before contacting the transportation department after a collision. Once contacted, transportation personnel will:
 - 3.1.1. provide support and guidance on required next steps;
 - 3.1.2. help assess whether the driver is in adequate mental and physical condition to safely operate the vehicle;
 - 3.1.3. assist the driver as needed and/or requested.
- 3.2. It is important that the driver record all pertinent information at the time of the incident (e.g.: time, date, weather, road conditions, vehicle speed, observations of area around the accident scene, description of the accident, noted damage, passengers or pedestrians involved, other driver's information including license and insurance, officer's name and number). Failing to capture sufficient information at the collision scene may result in significant liability or expense to the District.

4. Safe Operation

Driving is a safety sensitive activity and must be taken seriously by all SD64 employees.



- 4.1. Drivers must follow all laws and practice defensive driving techniques (e.g.: safe speed, regular mirror checks, good following distance, clean windshield, adjusting driving to weather and road conditions).
- 4.2. Practice good housekeeping - A safe working environment is a clean working environment. Drivers are responsible to clean up after themselves and maintain the vehicle they drive to a safe, clean and hygienic level.
- 4.3. Smoking and vaping are not permitted in school district vehicles.
- 4.4. Distracted driving is not permitted. Actions such as eating, or reading, may take the driver's concentration away from driving.
- 4.5. Use of electronic devices while driving is not permitted, unless the device is blue tooth/hands free. Drivers must pull over to a safe location and secure the vehicle or put the vehicle in park prior to using electronic devices.
- 4.6. Impaired driving - Alcohol and other intoxicants are strictly prohibited. Fatigue and prescription medications can cause impairment of driving ability similar to the effects alcohol. It is the driver's responsibility to ensure they are fit to operate a vehicle safely.

5. Personal Use

District vehicles may be used for personal use only with prior written clearance from the Director of Operations or designate.

6. Vehicles With Flashing Amber Lamps

For school district vehicles equipped with flashing amber lamps (excluding school buses), the lamps must only be used under the following circumstances:

- 6.1 Snow removal activities, including plowing and salt/sand spreading. The flashing amber lamp may be used while the vehicle is in motion.
- 6.2 Assessment of bus stops and other similar situations where district employee(s) may be working on or around the roadway. In these situations, the flashing amber lamp may only be illuminated when the vehicle is stationary. Cones should also be utilized when using the flashing amber lamp for additional safety and to warn other road users.



Application to Operate a District Vehicle - Form

Employee Name	
Position	
Phone Number	

By signing below, I understand that it is my responsibility to maintain my B.C. Driver's License in good standing to remain eligible to drive a school district owned vehicle. I agree to:

- Follow the requirements to operate a school district owned vehicle laid out in Administrative Practices T4 District Vehicle Operation Requirements;
- Follow all position-specific requirements related to driving a vehicle;
- Provide a copy of my current B.C. driver's license to the School District Transportation Department and a current driver's abstract; and
- Upon each renewal of my B.C. Driver's License, provide an updated copy of my license and fresh driver's abstract.

Accompanying Document Checklist:

- ☐ Copy of B.C. Driver's License (front and back)
- ☐ Drivers Abstract (less than 30 days old). Commercial License holders must provide a commercial abstract. Driver's abstracts may be downloaded from ICBC's website.

Signature

Date

Office Use Only

Reviewed by: _____

Date: _____

This application is: ☐ Approved ☐ Denied

Signature: _____

☐ *rational attached (if applicable)* or ☐ *rational not required*