
FLEET MANAGEMENT

Background

The Administrative Procedure establishes procedures for departments and schools for fleet management and applies to all fleet management vehicles.

Procedures

1. Replacement of Vehicles

- 1.1 Each supervisor/principal is responsible for planning the replacement of vehicles within their department/school.
- 1.2 The basic criterion for the useful life of a vehicle is a minimum of one hundred eighty thousand kilometers (180,000 km), unless there are extenuating circumstances.
- 1.3 Capital reserves for each department are to be reviewed each year. Each year all vehicle anticipated life spans will be reviewed and an amount budgeted for the replacement of each vehicle based on its life span and replacement value. The net proceeds of vehicles disposed of will be credited to each department/school and can be used to help offset replacement budget requirements.
- 1.4 Prior to replacement of vehicles approval of the Secretary-Treasurer is required.
- 1.5 Transportation Services is responsible for both the purchase of new vehicles/trailers and the disposal of old vehicles/trailers.

2. Maintenance of Vehicles

- 2.1 Each supervisor/principal is responsible to properly maintain and service vehicles assigned to their department/school.
- 2.2 Small items costing less than fifty dollars (\$50.00), for example wiper blades, are to be purchased by supervisors/principals utilizing their purchasing cards.

3. Fuel

- 3.1 Cost of fuel is charged to each applicable department/school budget.
- 3.2 Fuel is to be purchased at designated locations.

4. Licensing

- 4.1 Licensing is coordinated centrally by Transportation Services and charged to the appropriate department/school.

5. Insurance

- 5.1 Coordination is provided by the Secretary-Treasurer and charged to each department/school budget.

- 5.2 Claims are to be submitted by the supervisor/principal the day of an accident if possible, or at the very least the next business day, to the Secretary-Treasurer who in turn will report the accident to the Division's insurer. Submission of claims is the responsibility of the supervisor/principal.
- 5.3 Claim deductible is charged to the budget of the supervisor/principal making the claim.

Reference: Section 7,11,33,52,53,59,68,197,222,225 Education Act
Traffic Safety Act
Traffic Safety (Distracted Driving) Amendment Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (Amended A.R. 197/2000) Canadian Standards Association

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