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## FLEET MANAGEMENT

### Background

The District maintains a fleet of vehicles for department and school use.

### Procedures

#### 1. Replacement of Vehicles

- 1.1 The Director of Operations in consultation with the Secretary Treasurer is responsible for planning the replacement of vehicles.
- 1.2 The basic criterion for the useful life of a vehicle is a minimum of 180,000 kilometers, unless there are extenuating circumstances.
- 1.3 Capital reserves are to be reviewed each year. Each year all vehicles' anticipated life span shall be reviewed and an amount budgeted for the replacement of each vehicle based on its life span and replacement value.
- 1.4 Prior to replacement of vehicles approval of the Secretary Treasurer is required.
- 1.5 The Secretary Treasurer is responsible for both the purchase of new vehicles and the disposal of old vehicles.

#### 2. Maintenance of Vehicles

The Director of Operations, through the Mechanic/Foreman is responsible for the maintenance and service of district vehicles

- 2.1 The Mechanic/Foreman is to arrange authorized supplies of small stock items, for example, oil and windshield fluid.
- 2.2 Small items costing less than \$50, for example wiper blades, are to be purchased by the Foreman Mechanic

#### 3. Fuel

- 3.1 Cost of fuel is the responsibility of each department/school.
- 3.2 Fuel is to be purchased at designated locations.

#### 4. Licensing

Licensing is coordinated centrally by the Director of Operations and charged to the appropriate department/school.



## 5. Insurance

- 5.1 Coordination is provided by the Director of Operations.
- 5.2 Claims are to be submitted by the Director of Operations 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 District's insurer. Submission of claims is the responsibility of The Director of Operations.
- 5.3 Claim deductible is the responsibility of the Secretary Treasurer.

## 6. District Owned Vehicles

- 6.1 The Director of Operations is to ensure compliance with Provincial Operating Authority requirements.

## 7. Rental Vehicles by Schools or Other Departments

- 7.1 The Supervisor/Principal is to waive insurance coverage at the vehicle rental agency and advise the Secretary-Treasurer of rental prior to use by submitting a copy of the rental contract.
- 7.2 The Supervisor/Principal is to advise the Secretary Treasurer of the number of kilometers driven during the rental by submitting a copy of the return rental agreement indicating kilometers driven.
- 7.3 The Secretary Treasurer is to advise the District insurance company of the rental and subsequently the kilometers driven.
- 7.4 The Secretary Treasurer shall debit each department/school the cost of insurance for the vehicle rented.

Reference: Section 20, 22, 23, 65, 85 School Act  
Motor Vehicle Act

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