

CODE: DECA.AR**EFFECTIVE DATE:** (17-08-2011)**TOPIC:** Operation and Maintenance of District Fleet Vehicles**ISSUE DATE:** (17-09-2014)**REVIEW YEAR:** (2016)

REGULATION

As required by Alberta Transportation and under the direction of the Superintendent of Schools, the District Fleet Safety Officer shall implement and enforce policies and regulations pertaining to the operation and maintenance of fleet vehicles. Fleet vehicles include both regulated commercial and non-regulated vehicles.

A. SCOPE

1. Edmonton Public Schools operates Regulated Vehicles under the authority of a "Safety Fitness Certificate" issued by the Province of Alberta and is considered a "motor carrier". A regulated vehicle is any vehicle with a gross vehicle weight in excess of 11,794 Kilograms or with a passenger capacity of 11 persons or more including the operator and includes:
 - multi-function activity buses,
 - maintenance department service vehicles,
 - warehouse and distribution vehicles and
 - vehicles rented or leased to replace or satisfy the role of the above vehicles.
2. District fleet vehicles can only be operated within Alberta.
3. A person whom operates any of the above vehicles is a "driver" and may include:
 - maintenance personnel,
 - warehouse and distribution personnel,
 - principals, teachers and coaches,
 - administrative and other support staff,
 - parents or other community volunteers and
 - other persons employed/contracted to drive Edmonton Public Schools' vehicles.
4. Operation of buses/vehicles
 - Only authorized drivers in possession of valid Class 1, 2, or 4 Operator's Permit shall be permitted to drive buses with a passenger capacity of 24 or less owned by Edmonton Public Schools. Buses with a passenger capacity greater than 24 will be operated by drivers with a Class 1 or 2 Operator Permit ONLY.
 - All other authorized drivers must possess a valid license that is appropriate for the vehicle operated.
 - School buses shall not be rented to outside agencies or individuals.
 - All accidents involving fleet vehicles shall be reported immediately to the District Fleet Safety Officer and Financial Services as outlined in the District Fleet Safety and Maintenance Program.

5. Regulations governing holders of Alberta Safety Fitness Certificates identify requirements for:
 - daily trip inspections
 - preventative maintenance
 - safety inspection (CVIPs) annually and semi-annually
 - other maintenance or repair records
 - operator (driver) qualifications and training
 - creating and maintaining hours of service (time) records

B. GUIDELINES FOR VEHICLE MAINTENANCE

District fleet vehicles will be inspected, operated, documented and maintained in accordance with the District Fleet Safety and Maintenance Program.

C. ROLES AND RESPONSIBILITIES

Centre for Education

The Superintendent of Schools shall appoint a District Fleet Safety Officer. The District Fleet Safety Officer shall be responsible for:

- implementation of the District Fleet Safety and Maintenance Program
- ensuring that continuous and complete record of all driver qualifications and driving activities including time records are maintained at Edmonton Public Schools "Principle Place of Business" and meet all requirements of Alberta Regulation.
- preparation for and demonstration of proficiency in Provincial compliance audits
- appointment of a Central Compliance Administrator at the Centre For Education that will oversee site-based Site Compliance Administrators
- conducting an annual internal review of compliance status in accordance with Provincial audit standards
- involving OHS, FOIP and other Central DU's in matters of implementation, investigation and/or resolution as required.

Sites in Possession of District Fleet Vehicles

The Principal or senior DU administrator is the Site Fleet Safety Supervisor for each individual district site in possession of a fleet vehicle. The Site Fleet Safety Supervisor is responsible for:

- the appointment of a Site Compliance Administrator
- identification of the Site Compliance Administrator to the Central Compliance Administrator
- implementation of the District Fleet Safety and Maintenance Program at the site
- ensuring that driver and vehicle records are current and appropriately indexed in the central database.

Drivers of District Fleet Vehicles must:

- meet the qualifications outlined in the District Fleet Safety and Maintenance Program
- receive training and produce documentation as identified in the District Fleet Safety and Maintenance Program.

D. INAPPROPRIATE USE OF DISTRICT VEHICLES

All users are accountable for their use of District fleet vehicles. Progressive driver conduct and discipline are outlined in the District Fleet Safety and Maintenance Program. Inappropriate use of District fleet vehicles shall be subject to disciplinary or legal action as determined by the District Fleet Safety Officer and/or the Superintendent of Schools.

E. INAPPROPRIATE USE OF PERSONAL INFORMATION

All district employees are responsible for the appropriate collection, management, and distribution of personal information. Individual responsibilities are noted in CN.AR - Creation, Use and Maintenance of District Information. Inappropriate use or management of personal information as outlined in CNA.AR - Security of Personal and District Information shall result in disciplinary action for individuals up to and including termination.

F. REVIEW

Whereas this policy must remain consistent with Alberta Transportation Regulations, review and amendment will be conducted as required to ensure that all regulatory Transitional Provisions, Consequential Amendments, Repeals and Expiries are observed.

REFERENCES

AEBB.BP – Wellness of Students and Staff
CN.AR - Creation, Use and Maintenance of District Information
CNA.AR - Security of Personal and District Information
FBEA.AR - Health and Safety Roles and Responsibilities
HHFA.AR - Supervision of Students
AR 121/2009 Commercial Vehicle Safety Regulation
AR 122/2009 Vehicle Equipment Regulation
AR 314/2002 Commercial Vehicle Certificate and Insurance Regulation
AR 317/2002 Drivers' Hours of Service Regulation