

Administrative Procedure 570 - 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 180,000 kilometers unless there are extenuating circumstances.
 - 1.3 Capital reserves for each department 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. 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 The Director of Transportation Services is responsible for both the purchase of new vehicles and the disposal of old vehicles.
 - 1.5.1 Generally, school buses older than 10 years will be scheduled for replacement.
 - 1.5.2 The Board shall be provided the list of vehicles to be scheduled for replacement and shall provide direction to proceed with tendering.
 - 1.5.3 The Board shall approve any new purchases at or in excess of \$50,000.
 - 1.5.4 The Associate Superintendent shall approve any vehicle purchases less than \$50,000 and in accordance with [Board Policy 27 Purchasing Oversight](#).
2. Maintenance of Vehicles
 - 2.1 Each Supervisor/Principal is responsible to properly maintain and service vehicles assigned to their department/school.
 - 2.2 The Director of Transportation Services is to arrange authorized supplies of small stock items, for example, oil and windshield fluid.
 - 2.3 Small items costing less than \$50, for example, wiper blades, are to be purchased by Supervisors/Principals utilizing their purchasing cards.
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
 - 4.1 Licensing is coordinated centrally by the Director of 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.
 - 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 the responsibility of the Supervisor/Principal making the claim.
- 6. School-Based Vehicles
 - 6.1 Schools or departments may not purchase any vehicle that will transport individuals, staff or students without the authorization of the Associate Superintendent.

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
School Transportation Regulation 96/2019
Canadian Standards Association

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