

## **Purpose**

The following identifies the responsibilities and conditions that must be met while operating a Rocky View Schools (RVS) owned and insured vehicle.

## **Background**

Rocky View Schools owns' and insures' a variety of vehicles used for a variety of jurisdictional needs. In addition to meeting legislation, RVS understands that transportation is an area of risk and has set guidelines through this Procedure and Fleet and Vehicle Safety and Maintenance Plan (FVSM) to reduce areas of risk.

## **Definitions**

### **RVS Authorized Driver(s):**

An individual that has been approved to drive an RVS owned and insured vehicle following a screening program.

### **Carrier:**

RVS as the owner of the fleet vehicles and equipment.

### **Fleet Vehicle:**

Light or Heavy commercial vehicle registered to RVS. 15 passenger vans may not be owned by RVS (as per RVS' insurer).

### **RVS' Driver and Fleet Safety Handbook:**

Herein called the Fleet Handbook.

### **Regular Place of Employment:**

Any location where an employee regularly reports for work or performs the duties of employment. The Education Centre is the regular place of employment for maintenance staff.

### **Point of Call:**

A place where the employee goes to perform their employment duties other than the employee's regular place of employment. All school locations are considered a point of call for maintenance staff.

## **Procedure**

### **1. Driver Guidelines**

- 1.1. All drivers must be authorized in order to operate an RVS vehicle.
  - 1.1.1. Authorization is granted as outlined in the Fleet Handbook.
  - 1.1.2. All authorized drivers will be subject to the evaluation processes outlined in the Fleet Handbook.
- 1.2. All RVS Vehicles and Operators must comply with all Provincial laws and statutes, Fleet Handbook, along with the directives of the Safety Officer.
- 1.3. All laws, statutes, Traffic Safety Act Requirements and other legislations, for both vehicles, passengers, cargo and drivers, MUST be followed at all times.

- 1.4. RVS Owned and Insured Vehicles must stay within the province of Alberta. They are not to be driven out of province/country. This is in order to maintain RVS' Provincial Operating Status.
- 1.5. Driver training will be provided by RVS in accordance with the Fleet Handbook.
- 1.6. Driver misconduct or complaints can be reported to the employee's supervisor or [busops@rockyview.ab.ca](mailto:busops@rockyview.ab.ca), and will be dealt with as outlined in the Fleet Handbook, RVS' policies and procedures.
- 1.7. Any RVS employee that drives an RVS vehicle from home to the regular place of employment and/or from the regular place of employment to home on a daily basis will incur a taxable benefit.
- 1.8. Any RVS employee that drives an RVS vehicle from home to a point of call and/or from the point of call to home, that mileage will not incur a taxable benefit for the employee.
- 1.9. Employees with an assigned vehicle are required to submit a monthly log where the employee will identify personal and work kilometers.
- 1.10. RVS employees assigned a RVS owned vehicle, who do not reside within RVS boundary or the City of Calgary city limits, or within a 40 km radius of the Education Centre are not permitted to take their RVS vehicles to their place of residence. Vehicles must be left at the RVS Education during non-working hours. When on-call, the employee will first drive to the RVS vehicle located at the Education Centre, and then to the site of concern with the RVS vehicle.
- 1.11. Personal use of an assigned vehicle shall be limited to travel between the employee's residence and designated work site at the start and end of the day.

## **2. Safe Operations of Fleet Vehicles**

- 2.1. The safety of people and property, whether in motion or stopped, is paramount. Drivers are responsible to follow all Provincial laws and statutes, the Fleet Handbook, along with the directives of the Safety Officer.
- 2.2. All collisions and/or vehicle damage must be reported immediately to the direct supervisor and within 24 hours to the Business and Operations Department. Hour Zero is to be used to report any accidents/incidents. The link is posted on the Rocky View Schools' website.
  - 2.2.1. Accident claim insurance deductibles are the responsibility of the vehicle owner (RVS jurisdiction department, specific school purchased, contractor).
- 2.3. RVS insured vehicle drivers must notify the school office when parked in unauthorized zones.
- 2.4. Drivers are responsible to complete vehicle inspections, as outlined on the Fleet Handbook and to comply with Load & Cargo securement and Dangerous Goods transportation requirements.
- 2.5. Personal Protective Equipment (PPE) and other safety equipment must be kept with the vehicle and maintained.

- 2.6. Heavy commercial fleet vehicles, including passenger Buses/vehicles, are required to follow the additional safety requirements outlined in the Fleet Handbook. Drivers of these vehicles must familiarize themselves with the requirements for the vehicle type.
- 2.7. Vehicles or equipment are to be turned off and locked when unattended.
  - 2.7.1. Drivers that fail to adhere to this may be held financially responsible.
  - 2.7.2. Drivers whose RVS owned/insured vehicles experience a theft or act of vandalism when parked at a non-RVS location, may be required to submit a claim under their home or personal insurance.
  - 2.7.3. Under extreme weather conditions operators are to use good judgement to avoid theft or vandalism of property.
- 2.8. Operators are encouraged to avoid driving on school fields at any time but especially when they are wet, to avoid severe damage and additional costs for repair of school grounds.

### **3. Records**

- 3.1. Authorized drivers operating heavy commercial fleet vehicles are required to complete daily time records and logbooks as outlined in the Fleet Handbook.

### **4. Maintenance and Inspection**

- 4.1. Daily inspections and reports must be completed, and evidence of completion retained, in accordance with the Fleet Handbook. Operators must follow all trip guidelines.
- 4.2. Drivers are required to ensure the vehicle maintenance schedule, in the Fleet Handbook, is completed in the timelines outlined.

### **5. Other**

- 5.1. All passengers must be authorized by RVS.
- 5.2. RVS owned/insured vehicles should not be used for unauthorized activities unless an exception has been provided by the Associate Superintendent of Business and Operations or delegate.
- 5.3. Student consent forms are to be completed prior to any transportation of students in an RVS owned or insured vehicles.

### **References**

- Education Act: Section 4, 11, 31, 32, 33, 36, 37, 52, 53, 59, 53, 59, 59.1, 68, 196, 197, 204, 222, 225, 257
- Alberta's Vehicle Inspection Regulation
- Alberta's Commercial Vehicle Safety Regulation
- National Safety Code
- Transport Alberta (Alberta Commercial Vehicle(s))
- Transport Canada
- Revenue Canada – Employers' Guide Taxable Benefits and Allowances
- AP5212 – Divisional Asset Administration

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- AF5020-A Pre-Trip Inspection Checklist
  - Hour Zero Accident Reporting
  - AF5020-C Trailer Safety and Maintenance Checklist
  - AF5020-D Fleet Disposal Checklist
  - AF5020-E Forklift Daily Checklist
  - AF5020-F Annual Authorized Driver Declaration
  - AF5020-G Driver Evaluation
  - AF5020-H Driver Hours of Service Log
  - AF400-K Timesheet for Drivers
  - Driver and Fleet Safety Handbook