

FLEET MANAGEMENT

Background

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

Procedures

1. Replacement of Vehicles
 - 1.1 Each Supervisor 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 Buyer is responsible for both the purchase of new vehicles and the disposal of old vehicles.
2. Maintenance of Vehicles
 - 2.1 Each Supervisor is responsible to properly maintain and service vehicles assigned to their department/school.
 - 2.2 The Buyer 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 Transportation Supervisor 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 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 Supervisor.
- 5.3 Claim deductible is the responsibility of the Supervisor making the claim.

6. Rental Vehicles by Schools or Other Departments

- 6.1 The Supervisor 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.
- 6.2 The Supervisor is to advise the Secretary-Treasurer of the number of kilometres driven during the rental by submitting a copy of the return rental agreement indicating kilometres driven.
- 6.3 The Secretary-Treasurer is to advise the District insurance company of the rental and subsequently the kilometres driven.
- 6.4 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

Adopted: September 1, 2018