

DIRECTIVE ON USE OF BOARD VEHICLES

Department responsible : Material Resources	Approved by : _____ Director general
Effective date : January 1 st 2003	Amended : October 5, 2009 and November 5, 2012
References : Automobile Insurance Act (CQLR, c. A-25) Highway Safety Code (CQLR, c. C-24.2) Criminal Code (R.S.C., 1985, c. C-46)	

1. PREMISES

- 1.1 [purpose](#) Vehicles owned and operated by the Board are intended for use for Board activities only. The use of a Board vehicle for personal reasons is not authorized. However, when an employee must remain available for any emergency related to the Board, he may use the vehicle outside regular work hours when all the following are met :
- a) the use made is reasonable;
 - b) remains within the community and remains available at all times;
 - c) ensures that only Board authorized persons use the vehicle.
- 1.2 [vehicles](#) The Board provides vehicles in communities to be used when necessary to support activities related to schools, centres and regional services as well as for the maintenance of facilities, etc.
- Instructional vehicles such as vehicles used for the driving school shall be restricted to the use of the driving school crew or authorized person for maintenance issues.

2. GENERAL PRINCIPLES

- 2.1 [users](#) Only Board employees or persons acting on behalf of the Board may be authorized to drive Board vehicles.
- 2.2 [rental of board's vehicles](#) The rental of vehicles owned by the Board to other organizations is strictly prohibited, subject to section 5 below.



- 2.3 [driver's license](#) All drivers must hold a valid driver's license (Northern or regular).
- 2.4 [use by the commissioner](#) Although the Commissioner is not a Board employee he may, if the need arises, be given access to a Board vehicle for purposes related to his role as a Commissioner if that vehicle is available and is not required for other Board activities.
- 2.5 [safety](#) Board-operated vehicles must be operated at all times in a safe and responsible manner. Drivers must not be under the influence of alcohol, illicit drugs, narcotics or any other intoxicating substance at any time while operating a Board vehicle.

3. SUPERVISION AND USE

- 3.1 [responsibility](#) The persons responsible for the vehicles are the :
- a) Centre Director or Principal for vehicles used by the school(s) and the local maintenance services;
 - b) Maintenance Manager for vehicles used by the regional services;
 - c) Adult Education Centre Director or Principal for vehicles used by adult education centres.
- 3.2 The persons responsible for the vehicles ensure that vehicles are :
- a) used according to this directive;
 - b) kept in good condition and follow a regular maintenance schedule;
 - c) made available for Board operations during and outside working hours.
- Moreover, the person responsible must :
- d) verify the fuel consumption of vehicles in respect to invoicing and authorized use;
 - e) keep track of the persons having the custody of the vehicle;
 - f) keep a written record of any incident involving a vehicle.

4. RESPONSIBILITY / DAMAGES

- 4.1 [legal responsibility](#) Disciplinary or legal action including dismissal may be taken against any individual who operates a Board vehicle or who



authorizes the use of a Board vehicle in a manner which is contrary to this directive.

If a vehicle is damaged due to the negligence of the user, the Board may have him pay for the deductible, repairs or any other related expenses.

- 4.2 [reports](#) In the event of an incident or damage to the vehicle, the driver must immediately report the incident to the person responsible.

5. SCHOOL BUS

- 5.1 [application](#) The provisions of this directive also apply to the use of school buses by making appropriate adaptations.

Although a school bus can never be used for reasons other than school transportation, the Centre Director may make it available for transportation of other groups or organizations. The driver must always be an employee of the Board, with proper qualifications and licenses.

- 5.2 [fees](#) The Centre Director should consult with Material Resources to set a proper fee covering the expenses, if any, when applicable.

6. APPLICATION OF THIS DIRECTIVE

- 6.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.

- 6.2 [responsibility](#) Any person referred to in this Directive must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected. The Director of Material Resources is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.

