

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 Facilities is responsible for both the purchase of new vehicles and the disposal of old vehicles.

2. Maintenance of Vehicles

- 2.1 Each Supervisor/Principal is responsible to properly maintain and service vehicles assigned to their department/school.

3. Fuel

- 3.1 Fuel is to be purchased at designated locations.

4. Licensing

- 4.1 Licensing is coordinated centrally by the Director of Facilities and charged to the appropriate department/school.

5. Insurance

- 5.1 Coordination is provided by the Director of Facilities 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 Director of Facilities who in turn will report the accident to the District'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 Owned Vehicles

- 6.1 The Director of Facilities is to ensure compliance with Provincial Operating Authority requirements.
- 6.2 Principals are to obtain drivers' abstracts, licenses and logs for all vehicles designated by BC Transportation as government vehicles.
- 6.3 Principals are to obtain the semi-annual inspection report for all vehicles designated by BC Transportation as school buses or public vehicles.
- 6.4 Principals are to forward a copy of the vehicle registration and copies of all maintenance bills to the Director of Facilities who shall review maintenance activity annually.

7. Rental Vehicles by Schools or Other Departments

- 7.1 The Supervisor/Principal is to waive insurance coverage at the vehicle rental agency and advise the Secretary-Treasurer of rental by submitting a copy of the rental contract.

Reference: Section 20, 22, 23, 65, 85 School Act
Motor Vehicle Act

Adopted: November 2019
Revised: