



Management of KTCEA and School-Acquired Vehicles

Background

KTCEA understands that it is beneficial to lease or own a fleet of vehicles for staff and general use, and similarly for schools to acquire vehicles to transport students for special events.

Guidelines

High standards of care and safety will apply to the use and management of KTCEA and school-acquired vehicles.

The Transportation Safety Handbook provides additional information pertaining to activities and responsibilities for managing and maintaining KTCEA fleet vehicles.

#	Procedure	Roles & Responsibilities
1.	<p>The Transportation Manager will manage, maintain and ensure the safe operation of KTCEA vehicles, and will oversee the maintenance of school-acquired vehicles.</p> <ul style="list-style-type: none"> 1.1 The school principal will authorize the Transportation Manager to implement a maintenance program for school-acquired vehicles. 1.2 The Transportation Manager will implement a fleet maintenance program for all KTCEA and school acquired vehicles in accordance with all applicable statutes and regulations. 1.3 The Transportation Manager or designate will provide an orientation to authorized staff using a KTCEA vehicle regarding driver requirements and safe operation. 1.4 The Transportation Manager will monitor and ensure that vehicle registrations are renewed and in place, and the vehicles are properly insured. 1.5 The Transportation Safety Handbook lays out the fleet maintenance program, requirements and obligations. 	Transportation Manager
2.	<p>An employee may submit a written request for dedicated use of a KTCEA fleet vehicle to the Associate Superintendent Facilities & Operation at hiring or in August of each year.</p> <ul style="list-style-type: none"> 2.1 Approval for dedicated use of a KTCEA fleet vehicle is for a one-year period to August 31. 2.2 A driver's license abstract for the previous year must accompany the request. 	
3.	<p>Staff approved for dedicated use of a vehicle must</p> <ul style="list-style-type: none"> 3.1 maintain a valid license and clean driving record with at most six (6) demerits at any given time. 	Transportation Manager, Fleet Coordinator, Principals

	<p>3.2 notify the Transportation Manager immediately of any suspension or other cessation of their driver’s license, of if they receive more than six (6) demerits.</p> <p>3.3 notify the Transportation Manager immediately if a medical condition arises that may affect their ability to drive.</p> <p>3.4 notify the Transportation Manager immediately of any accident.</p> <p>3.5 not transport students in a KTCEA vehicle without prior approval. See Administrative Procedure 634A Student Transportation in KTCEA Vehicles.</p> <p>3.6 report monthly or periodic odometer readings as required by the Transportation Manager.</p> <p>3.7 maintain a driver log as required by the Transportation Manager.</p> <p>3.8 meet or adhere to all transportation policies and procedures as set out in the Transportation Safety Procedures Handbook.</p> <p>3.9 comply with all provisions of the Traffic Safety Act and any other applicable statutes or regulations.</p>	
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Definitions:

Staff refers to “the authorized driver of a KTCEA vehicle, and can include teachers, Board members, staff, principals and other authority officials”.

References:

- Student Transportation Regulation 250/98 (AR 197/2000)
- Traffic Safety Act
- Use of Highway and Rules of the Road Regulation (304/2002)
- ASBIE Off-Site Policy and Procedures Manual
- ASBIE Volunteer Driver Checklist and Authorization Form
- Freedom of Information and Protection of Privacy Act

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operation.