

Title: Fleet Safety

Adopted: June 25, 2020

Effective: June 25, 2020

Amended/Reviewed: June 9, 2026

This procedure must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers.

1.0 RATIONALE

The Durham District School Board (DDSB) operates a fleet of vehicles for authorized personnel within the Facilities Services Department to support business operations and maintenance activities. This program establishes the safe driving practices required of DDSB employees when operating Board-owned vehicles.

In Ontario, “safe driving” is covered by a broad piece of legislation called the Highway Traffic Act (HTA). This law sets out the legal standards for how drivers must operate motor vehicles on public roadways

2.0 DEFINITIONS

2.1 Driver Abstract: A driver abstract (also called a driving record) is an official document that summarizes a driver’s infraction history as recorded by the government.

2.2 Driver Classes: Driver’s licenses are divided into different classes, each allowing a person to operate specific types of vehicles. A breakdown relevant to Maintenance Centre staff is:

2.2.1 Class G: The standard, unrestricted license for driving passenger cars, vans, and small trucks. Allows the driver to operate any vehicle up to 11,000 kg and tow a trailer or vehicle up to 4,600 kg.

2.2.2 Class A Required to drive any tractor-trailer combination. Also allows the driver to operate Class D and G vehicles.

2.2.3 Class D Allows the driver to operate motor vehicles exceeding 11,000 kg (or any truck/combination where the towed vehicle is not over 4,600 kg). Also covers Class G vehicles.

2.3 CVOR: CVOR stands for Commercial Vehicle Operator’s Registration. It is a system run by the Ontario Ministry of Transportation to monitor and track the safety record of commercial vehicle operators.

2.4 Impaired Driving: Impaired driving means operating a motor vehicle while your ability to drive is affected by alcohol, drugs, or a combination of both

3.0 RESPONSIBILITIES

3.1 Manager of Maintenance

The Manager of Maintenance is responsible for maintaining, updating, and communicating this procedure.

3.2 Maintenance Supervisors

The Maintenance Supervisors are responsible for ensuring that this procedure is communicated to all employees who operate Board-owned fleet vehicles, and for following up on all vehicle repair and maintenance requirements.

The Maintenance Supervisors are responsible for identifying staff who require Defensive Driving training.

The Maintenance Supervisors are responsible for monitoring the completion of the Daily and Monthly Vehicle inspections.

3.3 Employees

Employees are responsible for meeting and maintaining the standards outlined in this program, including:

- Holding a valid Ontario driver's licence, without restrictions, in the appropriate class for the vehicle being operated;
- Maintaining a satisfactory driving record and remaining insurable under the Board's liability insurance policy;
- Providing an up-to-date driver's abstract to the Board on an annual basis;
- Reporting any vehicle deficiencies, maintenance issues, or damage to their supervisor both verbally and in writing;
- Conducting and documenting a Daily Circle Check and Monthly Vehicle Inspection

3.4 Health & Safety Department

Training in defensive driving principles is provided to employees who are required to operate DDSB fleet vehicles.

4.0 APPLICATION AND SCOPE

This procedure applies to all employees who are required to drive as part of their duties using Board-owned vehicles. The DDSB reserves the right to deny or revoke driving privileges for any employee who does not comply with the requirements outlined in this procedure.

5.0 PROCEDURES

5.1 Safe Vehicle Operations

Employees are expected to operate Board-owned vehicles in a safe and responsible manner to prevent injury to staff, students, and the public, as well as to avoid property damage or loss. Safe driving behaviour includes adherence to the following:

- Comply with all applicable traffic laws and regulations.
- Accept full responsibility for any fines or penalties incurred as a result of traffic violations (e.g., speeding, failure to obey traffic signals, parking infractions, or municipal by-law violations).
- Refrain from impaired driving at all times. Impaired driving, as defined under the Ontario Highway Traffic Act, includes operating a vehicle while one's ability is affected by alcohol, drugs (prescription or non-prescription), or any combination thereof. Employees are strictly prohibited from operating a Board vehicle while impaired.
- Recognize that a fleet vehicle is considered a workplace; therefore, smoking or vaping is prohibited in or within 3 metres of the vehicle.
- Not to use cell phones or other hand-held electronic devices while operating a vehicle, in accordance with Section 78 of the Ontario Highway Traffic Act.
- Use Board-owned vehicles for authorized work purposes only. Personal use is strictly prohibited, including but not limited to:
 - Running personal errands during or after work hours.
 - Transporting non-employees (e.g., family members).
 - Allowing non-employees to operate a Board vehicle.*Exception:* In emergency situations, prior supervisor approval is required where feasible;
- Parking vehicles, where possible and safe, in a manner that allows the first movement upon departure to be forward, provided this does not conflict with traffic regulations
- Acknowledging that Board fleet vehicles are equipped with Global Positioning System (GPS) devices to support safety, security, and operational oversight

5.2 Driver's Abstract

Employees who operate Board-owned fleet vehicles in the course of conducting DDSB business are required to submit a current driver's abstract to their supervisor on an annual basis, and at any additional time upon request.

The Board will cover the cost of the annual driver's abstract, as well as any additional abstracts requested throughout the year.

To ensure confidentiality, all driver's abstract records will be handled appropriately and maintained as part of the employee's personnel file.

For fleet vehicles registered under the Commercial Vehicle Operator Registration (CVOR) program, a separate CVOR abstract will be obtained as required under the Ontario Highway Traffic Act.

5.3 Driving Prohibitions/Restrictions

Any employee who is required to drive as part of their duties and experiences a suspension or revocation of their driver's licence, or who becomes uninsurable for any reason and for any duration, must immediately notify their supervisor both verbally and in writing.

Failure to meet the requirements outlined in this procedure, or violation of any part of this policy, may result in disciplinary action, up to and including the revocation of driving privileges and other measures as determined by the Board.

5.4 Transporting Materials in Vehicles

All tools, equipment, and materials transported in any part of a Board-owned fleet vehicle must be properly stored and secured to prevent injury to vehicle occupants, other road users, and the public.

Drivers are responsible for ensuring that the vehicle cab, floor, and cargo area remain clear of loose items that may create tripping hazards, interfere with the safe operation of the vehicle, or obstruct safe entry and exit.

5.5 Vehicle Inspections

A monthly vehicle inspection must be completed by the assigned driver using **Appendix A: Monthly Vehicle Inspection Checklist** and submitted to the Maintenance Supervisor for review. The Maintenance Supervisor will complete a joint review of the Monthly Vehicle Inspection with the assigned driver at least annually. Completed inspection reports will be retained on site and made available for review during scheduled workplace inspections.

At the beginning of each workday, and prior to use, all fleet vehicles must be inspected for damage and/or deficiencies using a circle check process. Any damage or deficiencies must be reported immediately to the supervisor. Refer to **Appendix B: Daily Circle Check** for guidance.

For fleet vehicles registered under the Commercial Vehicle Operator Registration (CVOR) program, daily logbooks and inspections must be completed as required under the Ontario Highway Traffic Act. Logbooks must be maintained in the vehicle and be available for inspection upon request by the Ministry of Transportation and the employee's supervisor.

5.6 Fleet Vehicle Maintenance

Fleet vehicles must be maintained in accordance with established maintenance standards, including cleanliness and general condition.

Any required repairs, defects, or maintenance concerns must be reported by the

driver to their supervisor both verbally and in writing as soon as they are identified.

5.7 Collisions and Incident Reporting

The Board's insurance provides coverage for all Board personnel travelling on Board business while operating a Board-owned fleet vehicle.

In the event of a collision involving a Board fleet vehicle, drivers must follow the procedures outlined below:

- a) Seek appropriate medical attention if required;
- b) Report the collision as follows:
 - i. Contact Durham Region Police Service immediately, regardless of the severity of damage or location of the incident, and obtain a police report number
 - ii. Notify the Maintenance Supervisor as soon as possible. The Maintenance Supervisor will complete an Auto Accident Report Form (OSBIE) and submit it to Health and Safety and Risk Management & Insurance.

If there are any injuries to vehicle occupants and/or pedestrians, Health and Safety and Risk Management & Insurance must be contacted immediately.

5.8 Records Management

All records related to Fleet Safety shall be managed in accordance with the Board's Records and Information Management (RIM) procedure and the Records Retention and Classification Schedule (RRCS).

6.0 APPENDICES

Appendix A – Monthly Vehicle Inspection Checklist

Appendix B – Daily Circle Check

7.0 REFERENCE DOCUMENTS

N/A