

**Topic:** Safe Driving Procedure

**Effective:** April 2013

**Cross-Reference:**

**Review/Revision Date:** April 2014

**Responsibility:** Executive Officer of Human Resources

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### **INTENDED PURPOSE:**

The Halton District School Board (Board) operates a fleet of vehicles for the purpose of enabling authorized personnel in the Facilities Services Department to carry out business and maintenance functions supported by the Board.

This procedure governs the practices required by employees of the Halton District School Board while driving on business for the Board in a Board owned/leased/rented vehicle that has a gross vehicle weight between 7000 kg and 10,999 kg. The intent of this procedure is to increase the safety of Board employees while driving on behalf of the Board.

This procedure is mandatory and applies to all employees who are required to drive to carry out the work of the Board in Board owned/leased/rented vehicles that meet the criteria described above.

### **ELIGIBILITY:**

1. Board business is defined as an action required as an employee of the Halton District School Board;
2. All drivers must have a valid Ontario driver's license in the appropriate class for the motor vehicle being driven;
3. All drivers must provide consent to the Board to obtain a driver's abstract (Motor Vehicle Record) check and be registered through the Human Resources Department for this process, by completing the Compliance/Consent Statement for Operators of Board Vehicles. Drivers with 5 or more demerits will not be allowed driving privileges and will be subject to reassignment. If reassigned the pay rate for the reassigned duty will apply immediately. Drivers with a history of traffic violations (two or more traffic violations in the past two years) may be denied driving privileges, at the discretion of the Regional Supervisor Plant Operations. Costs for abstracts are a Board cost.

### **RESPONSIBILITIES OF DRIVER:**

All employees, while driving to carry out the work of the Board must:

1. Have a valid Ontario driver's license in the appropriate class for the motor vehicle being driven;
2. Maintain a clean driving record, (i.e., must remain insurable under the Board's liability insurance policy), and have signed the Compliance/Consent Statement for Operators of Board Vehicles;
3. Provide the Board with proof of fitness to drive, annually;
4. Comply with traffic legislation when driving, including but not limited to, driving at or below the posted speed limit and wearing a seat belt at all times;
5. Ensure that all passengers in the motor vehicle wear seat belts;
6. Should a Motor Vehicle Act ticket be issued, assume full responsibility for any ticket such as exceeding the posted speed limit or failing to obey other motor vehicle rules and regulations as applicable, or for parking or other by-law infractions;
7. Complete daily log(s) and inspection(s) as required by the Ministry of Transportation;
8. Successfully complete dangerous goods training, with a third party provider, as soon as possible based on training availability, and determined by Supervisor, and every three years thereafter. Such training is paid for by the Board.
9. Successfully complete a road test, with a third party provider, immediately upon hire to the position, and annually thereafter. Such training is paid for by the Board.
10. NOT operate a motor vehicle after consuming alcohol or other substances (including prescription and non-prescription medication) that could legally impair their alertness or judgement.
11. NOT use a cellphone or other portable electronic device, or other devices/items as described by the Distracted Drivers Law under the Highway Traffic Act, while under control of the vehicle;
12. NOT, at any time, use the Board vehicle for personal reasons, including but not limited to;
  - i) Using the Board vehicle to run personal errands on or off clock,
  - ii) Transporting non-employees in Board vehicles, including family members,
  - iii) Allowing non-employees to use Board vehicles for any reason,
13. Report any change to their driving status or any motor vehicle related incidents in which they were involved while engaged in business on behalf of the Board including those that do not result in damage or injury immediately, but not later than forty-eight (48) hours after the incident, to their Supervisor;
14. Smoking in Board vehicles is NOT permitted;
15. The use of radar detection devices is NOT permitted.
16. Drive in compliance with the Halton District School Board's Driver's Handbook supplied by the Board.

The following criteria were established to identify high risk drivers. A driver is unacceptable, and will not be permitted to drive a Board vehicle, if the driver's accident/violation history in the past year includes one or more of the following moving violation convictions;

1. Driving under the influence of alcohol or drugs;
2. Failure to remain at the scene of an accident;
3. Failure to stop when signalled or asked by a police officer;
4. Failure to report an accident;
5. Negligent homicide arising out of the use of a motor vehicle;

6. Operating during a period of suspension or revocation;
7. Using a motor vehicle for the commission of a felony;
8. Operating a motor vehicle without the owner's authority;
9. Permitting an unlicensed person to drive;
10. Reckless/careless or stunt driving;
11. Speeding in excess of 20 km above the posted speed limit;
12. Failing to stop for a school bus;
13. Has two distinct events on his/her current driver record that occurred within two consecutive years (an event is described as a ticketed violation with demerit points earned against the driver's license when charged by an officer for an offence within the Highway Traffic Act);
14. Has any Criminal Code driving related conviction;
15. Has ever had an event that, by its severity or nature, affords reasonable grounds that he/she would not be suitable to drive a Board vehicle.

Any employee who violates any part of this procedure, or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action up to and including termination of employment. If reassigned the pay rate for the reassigned duty will apply immediately.

#### **BOARD RESPONSIBILITIES:**

The Board will provide a copy of and promote the adoption of this procedure to all employees who drive Board owned/leased/rented vehicles and will expect compliance at all times.

The Board will take all steps to ensure Board vehicles are as safe as possible and will not require its employees to drive under conditions which are considered unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. The Board will pay for annual driver's abstracts and abstract requests made throughout the year. The Board will arrange and pay for dangerous goods training upon hire and every three years thereafter as well as arrange and pay for road testing upon hire, and annually thereafter, for each driver.

The Board has secured insurance coverage covering collision, theft, fire and other hazards together with public liability. The Board's insurance covers all Board personnel travelling on Board business while operating a Board vehicle.

Information will be gathered on all incidents that occur while drivers are conducting Board business in order to improve safe driving practices, policies and procedures.

The handling of driver records will be in accordance with the Protection of Personal Information Act to ensure confidentiality is respected, and such information will become part of the employee's personnel file.

The Safe Driving Procedure is reviewed annually to ensure the Board maintains the highest degree of safe driving practices.

#### **CONSEQUENCES FOR NON COMPLIANCE:**

The Board will enforce its Safe Driving Procedure with a range of disciplinary measures up to and including termination of employment.

Each case of non-compliance will be reviewed by the Executive Officer of Human Resources, and the Superintendent of Facility Services.