

 <p>Cree School Board ᐃᓗᓕᓕ ᓂᓄᓂᓕ Commission Scolaire Crie</p>	<h2>Policy on Use of Cree School Board Vehicles</h2>	
	<p>Department responsible: Material Resources Services Effective date: March 2, 2005 Amended on: September 5, 2013 and April 7, 2016 Approved by: Resolution #EC 2016-103</p>	
	<p>References:</p>	<p>Council Policy Manual:</p> <ul style="list-style-type: none"> ▪ E-Mega End, EL1, EL2, EL5 and EL10
	<p><u>Other Policies</u></p>	<ul style="list-style-type: none"> • Use of Executive Vehicles (MRS-02) • Daily Transportation of Students (MRS-03) • Non-Smoking (ADM-07)

1) Purposes

Application

1.1. The Cree School Board maintains and operates several vehicles to provide transportation for the conduct of school business and maintenance of its facilities.

This Policy is intended to establish rules pertaining to the use of all CSB vehicles except the executive vehicles and buses used for daily transportation, if any.

Attribution

1.2. The Cree School Board provides a vehicle where considered appropriate to the tasks to be performed at the local or regional level namely for maintenance services, courses or transportation of students for authorized events or activities.

Definition

1.3. For the purposes of this Policy, the following words or expressions mean:

- a) **CEA:** Community Education Administrator;
- b) **Director:** the director of Material Resources Services;
- c) **regional buildings:** building used for the head office operation or housing dedicated to the Head office use or its employees;
- d) **supervisor:** the CEA, the Director of Material Resources, the Coordinator of Vocational Training Program or the Director of Sabtuan Regional Vocational Training Centre, as determined in article 2.1;
- e) **Vehicle:** truck or minivan.

2) Requirements

[Supervision and responsibility](#)

2.1. The CEA is responsible for the vehicles used for the school or used for the maintenance of the school buildings and housing under his responsibility in his community. However, this responsibility may be given to the general maintenance foreman or certified maintenance workman, when applicable.

The vehicles used for the maintenance of regional buildings or housing are under the responsibility of the Director of Material Resources Services unless otherwise delegated.

The vehicles used to provide assistance to teachers of Sabtuan Adult Education Services are under the responsibility of the Coordinator of Vocational Training Program, but under the responsibility of the Director of Sabtuan Regional Vocational Training Centre for the teachers of the Centre.

[Driver](#)

2.2 All vehicles shall be operated only by authorized employees holding valid driver's licence for the class of vehicle to be operated. Copy of the valid driver's licence shall be kept in the employee's file.

In limited circumstances, individuals who are not CSB's employees may operate a vehicle but only when working at the direction of, and for the benefit of the Board and only with the authorization of the supervisor. The supervisor verifies that the person holds valid driver's licence for the class of vehicle to be operated.

The driver has the obligation to inform his supervisor when his permit is no longer valid, temporarily suspended, etc.

[Parking](#)

2.3 All vehicles shall be parked inside the school garage at the end of each workday. When no space is available, the vehicle may then be parked at an employee's home or on the school or Centre premises.

[Smoking](#)

2.4 Smoking is prohibited in all School Board vehicles.

3) Registration, Insurance

[certificate](#)

3.1 The Driver shall ensure before using the vehicle that the plates permit (*certificat d'immatriculation*) is placed in the vehicle.

[Incident / report](#)

3.2 In the event of an incident or damage to the CSB vehicle, the driver must immediately report the incident to the supervisor (*see Annex A / Notice of incident*).

Any incident involving a CSB vehicle must also be reported to the Police and to MRS.

4) Maintenance and operating costs

[Maintenance](#)

4.1 It is the responsibility of the supervisor to ensure that proper maintenance and safety checks are regularly conducted and attended to.

The driver must immediately report any mechanical deficiencies to his supervisor.

[Gaz](#)

4.2 Only the authorized employee can charge gas at a specific gas station once the purchase order is issued by the head office of the School Board (Cree communities). The receipt has to be signed by the employee and the plate number of the vehicle must appear on the receipt.

5) Safety

[Intoxicant](#)

5.1 The driver of a CSB vehicle must not drive while impaired by alcohol, drug (including medication) or any other substance at any time.

[Traffic infringements](#)

5.2 All fines incurred for parking and traffic infringements are to be met by the driver.

6) Unauthorized Use

[Circumstances](#)

6.1. Unauthorized use of a CSB vehicle includes:

- a) transportation for recreation or other purposes unrelated to CSB activities (hockey tournament, etc);
- b) transport of materials, equipment, supplies, tools, parcels, luggage or other items unrelated to the performance of the Board's business or activities;
- c) personal or family use;
- d) outside workdays.

7) Others

[Disciplinary measures](#) [Legal responsibility](#)

7.1. Disciplinary or legal action 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 Policy.

[Sabtu](#)

7.2 Vehicles may be provided when deemed appropriate to help teachers to deliver their programs in Carpentry, Northern Building Maintenance, Northern Heavy Equipment Operations, Plastering and Landscaping in a timely and fashionable manner.

The mileage of the vehicle is to be recorded at the beginning, during, and at the end of each program on the specific form and reported every two weeks to the supervisor (See **Annex B**).

8) Application of this Policy

8.1. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable

[Official version](#)

8.2. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

8.3. Any person referred to in this Policy 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 Policy and to ensure its revision when necessary..

**Information regarding the other vehicle involved or the third party injured, if applicable:
Information relative à l'autre véhicule impliqué ou du tiers blessé, si applicable**

13) Information concerning the driver or the third person injured / information sur le conducteur ou sur le tiers blessé :	
▪ Nom / name	_____
▪ Address / adresse :	_____
▪ Phone number /Numéro de téléphone	_____
	(house / maison) _____
	(work / bureau) _____
14) Driver's license number (SAAQ) if applicable / numéro de permis de conduire (SAAQ) si applicable	_____
15) Vehicle description if applicable/ Description du véhicule si applicable	
▪ Make, model & year/ Marque, modèle et année	_____
▪ Serial number / Numéro de série	_____
▪ License number / Numéro d'immatriculation	_____
▪ Owner's vehicle /propriétaire du véhicule:	_____
▪ Insurer's name for the other vehicle / nom de l'assureur de l'autre véhicule	_____
▪ Policy number / Numéro de police	_____

Other information / Autre information *(for Material Resources' use / pour usage des Ressources matérielles)*

16) Estimated amount of damages (\$) / Montant estimé des dommages (\$)	_____
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