

**Approved: March 2022**

### **Background**

Christ The Redeemer (CTR) Catholic Schools operates fleet vehicles that are used by Division employees to allow them to perform their duties in and around the School Division. This procedure does not apply to student transportation. We are committed to driving safely and minimizing the risk of injury to workers and members of the public, and loss of property arising from vehicle incident.

### **Procedures**

1. The driver shall be a Board employee who holds a current Driver's License. The employee shall ensure that they have an appropriate class of license for the vehicle they are operating.
2. Employees who drive Division owned vehicles must have a driver's abstract on file. These are requested on an annual basis from the Occupational Health and Safety Officer. The employee shall immediately report any changes to their driver privileges, such as a driver's license suspension.
3. Drivers who have over 8 demerits will not be allowed to drive Division Vehicles.
4. Drivers are responsible for following all regulations as per the Alberta Highway Traffic Act. This includes laws pertaining to, but not limited to:
  - a. Seatbelts
  - b. Speed
  - c. Distracted driving
5. Drivers are responsible for payment of their own violations and parking tickets
6. No unauthorized passengers are permitted, i.e., hitchhikers.
7. Smoking and pets are not allowed in Division vehicles.
8. Drivers should always lock Division vehicles.
9. Drivers shall not lease, sell, or lend Division vehicles.
10. Drivers shall not operate any vehicle under the influence of alcohol, illegal drugs or prescription drugs that impair their ability to drive.
11. Drivers should not drive while fatigued and should be mindful if traveling long distances after their work shift is concluded. As a guideline, employees should not drive for more than 8 hours per day or more than 5 hours when combined with a regular (non-driving) workday. Employees should take a rest break every 2 hours.
12. Employees should plan their trip and take into consideration road and weather conditions. They should also avoid heavy traffic and poor weather conditions where possible. Plan which roads to take and make someone aware of your planned route.

13. Division vehicles shall have a First Aid Kit and a Winter Survival Kit (during winter months).
14. Drivers shall complete a daily pre-trip walk around and visual inspection prior to driving the vehicle and should immediately report any damage to the vehicle.
15. Employees responsible for a Division vehicle, either by assignment or administratively, shall ensure that an oil/filter/lube maintenance service is completed every 5,000 km or as recommended by the automotive maintenance center.
16. Division owned vehicles: An annual vehicle inspection/mechanical fitness test must be completed. Forms are available from the Occupational Health and Safety Officer or on MyCTR (Occupational Health and Safety Department).
17. Personal/Rental vehicles: Vehicles must be road worthy and regularly maintained. Insurance on personal vehicles is the responsibility of the employee.
18. Facilities Department vehicles are considered service vehicles and are supplied with back up alarms, reflective triangles and fire extinguishers. All loads must be properly secured.
19. Division Vehicle Accident Report Forms are found on MyCTR, under the Occupational Health & Safety Division Vehicles heading. A copy of the form should be kept in all Division Vehicles. All information contained in this form is required if the driver is involved in a vehicle accident.
20. Division owned vehicles should be replaced after five (5) years, or 200,000 kilometers, whichever occurs first, if it is determined that CTR Catholic's finances allow.

CTR Catholic's goal is a healthy, injury-free workplace. Through everyone's personal commitment and active participation, we can achieve this goal. Always drive defensively for work and personal purposes. Driving safely will be managed, monitored, and reviewed as part of the Health and Safety Program.