

## **FLEET MANAGEMENT**

### **Background**

The Administrative Procedure establishes procedures for departments and schools for fleet management and applies to all fleet management vehicles.

### **Procedures**

#### 1. Replacement of Vehicles

- 1.1 The Director of Operations is responsible for planning the replacement of vehicles for the School District.
- 1.2 The basic criterion for the useful life of a vehicle is the condition of the vehicle based on a School District mechanic assessment.
- 1.3 Capital reserves for vehicles are to be reviewed each year with the Secretary Treasurer and Director of Operations.
- 1.4 The Director of Operations is responsible for both the purchase of new vehicles and the disposal of old vehicles.

#### 2. Maintenance of Vehicles

- 2.1 The Manager of Operations is responsible to properly maintain and service School District vehicles.

#### 3. Fuel

- 3.1 For School District activity buses, the cost of fuel is the responsibility of each department/school.
- 3.2 Fuel for School District maintenance vehicles is to be purchased at designated locations. Fuel cost is assigned to the maintenance budget.

#### 4. Licensing

- 4.1 Licensing is coordinated centrally by the Director of Operations.

#### 5. Insurance

- 5.1 Coordination is provided by the Director of Operations.
- 5.2 Claims are to be submitted by the Supervisor/Principal the day of an accident if possible, or at the very least the next business day, to the Director of Operations/Maintenance department who in turn will report the accident to the District's insurer. Submission of claims is the responsibility of the Manager of Operations.
- 5.3 Claim deductible is the responsibility of the Supervisor/Principal making the claim.

Reference: Section 20, 22, 23, 65, 85 School Act  
Motor Vehicle Act

Adopted: June 25, 2019  
Revised: