

Toronto District School Board

Operational Procedure PR722

Title: **SAFE OPERATION OF TDSB VEHICLES**

Adopted: March 23, 2018
Effected: March 23, 2018
Revised: N/A
Reviewed: N/A
Authorization: Executive Council

1.0 RATIONALE

To provide guidelines around the safe operation of Toronto District School Board (TDSB) vehicles.

2.0 OBJECTIVE

This procedure defines the practices required by employees when operating TDSB vehicles. It outlines the requirements for acceptable use to ensure the safe operation of vehicles. It will ensure that the TDSB operates its vehicles in a manner that ensures compliance with federal and provincial legislation and maintenance of its Carrier Safety Rating. This procedure does not apply to staff operating a personal vehicle while performing TDSB business.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Carrier Safety Rating program monitors carriers and assigns each a safety rating based on several factors: collisions, inspections, and convictions, as well as the results of facility audits.

Collision is the impact with another vehicle, object or person(s) that may or may not result in property damage, injury or death

CVOR Drivers' Abstract is a 3 or 5 year record of all convictions, discharges and checks by Ministry of Transportation staff e.g. roadside stops and other actions, including license class and status obtained from the Ministry of Transportation, using the employee's driver's licence number.

Driver's Abstract is 3 or 5 year record of all convictions, discharges and other actions, including license class and status obtained from the Ministry of Transportation, using the employee's driver's licence number.

Driver Safety Review Team (DRST) A group of TDSB supervisory staff with representatives from all functional areas that operate vehicles. Their task is to ensure safe driver conduct through the review of driver's abstracts, collision investigations and to make recommendations on training and further review of driver behaviour. These staff have received collision review training.

TDSB Business is an action required as part of the duties as an employee of the TDSB as directed by the respective supervisor.

TDSB Vehicles are any vehicles owned/leased/rented or operated by TDSB staff

Vehicle Collision Report (Form FAC.032A) is a reporting form used exclusively for vehicle incidents involving TDSB owned/ leased/rented vehicles.

4.0 RESPONSIBILITY

Executive Officer, Facility Services, Sustainability and Planning

5.0 APPLICATION AND SCOPE

The procedure applies to all TDSB employees who operate vehicles, owned, leased or rented by the TDSB and their supervisors.

6.0 PROCEDURES

6.1 Driver Expectations

6.1.1 Employees operating TDSB vehicles are expected to operate the vehicles in a safe and professional manner in accordance with the Drivers' Handbook.

6.1.2 Employees who violate any part of this procedure or associated documents will be subject to reassignment and/or disciplinary action up to and including termination.

6.1.3 Employees who become unlicensed or uninsurable are expected to notify their supervisor, in writing, immediately.

6.1.4 Employees are expected to adhere to all relevant federal, provincial and municipal laws. Examples include but are not limited to:

- Compliance with [Ontario Regulation 366/09](#), when using phones;
- Compliance with the Highway Traffic Act;

- Compliance with [Ontario Regulation 199/07](#) if operating a commercial motor vehicle;
 - Wearing seat belts at all times and ensuring that any passengers have also done so;
 - Not operating a TDSB vehicle while under the influence of alcohol or drugs;
- 6.1.5 Tickets, convictions and fines such as exceeding the speed limit, distracted driving or parking tickets are the responsibility of the driver as are toll route charges and must be reported to their supervisor immediately.
- 6.1.6 TDSB vehicles will only be used for TDSB business and only TDSB staff will be allowed in the vehicle.
- 6.1.7 Unattended vehicles will be locked, with all valuable items e.g. tools, phones hidden from view.
- 6.1.8 All TDSB vehicles will be parked at a TDSB site outside of normal operating hours.

6.2 TDSB Expectations

In order to maintain safety the TDSB may:

- Install any equipment deemed necessary on a TDSB vehicle for identification, safety, security or vehicle performance purposes;
- Investigate all collisions, infractions and inspections that uncovered defects to determine the cause of collisions and take the appropriate action to avoid future events and to protect TDSB staff and property;
- Suspend TDSB vehicle driving privileges at any time;
- Check the driving record of any employee driving a TDSB vehicle;
- Inspect any TDSB vehicle at any time;

6.3 Hiring of New Staff

- 6.3.1 As part of the selection process, all applicants, for positions that require the operation of TDSB vehicles, will provide a current 3 year Driver's Abstract. Candidates with more than 3 points will not be considered for employment. A current 3 year CVOR abstract will be requested for any candidate who will be driving a CVOR vehicle.
- 6.3.2 Drivers must have the appropriate class of licence for the type of vehicles they are operating and must have held a valid 'G' Class licence for at least 3 years.
- 6.3.3 Caretaking staff who post into a task force position and will be driving a vehicle will successfully complete a defensive driving course, with in-car assessment prior to driving a TDSB vehicle.

6.4 Training

All employees who may be required to operate a TDSB vehicle will receive:

- Defensive driver training as part of their orientation;
- Driver handbook training as part of their orientation;
- Refresher defensive driver training every five years;
- Refresher Driver Handbook training every five years;
- Defensive Driver training, with in-car assessment, after any collision or as deemed necessary by the TDSB;

6.5 Review of Abstracts and Eligibility to Drive

The TDSB will obtain full driver's abstracts every 6 months. The Driver Safety Review Team will review each abstract using the criteria outlined in Appendix A. Members of the DRST will only review abstracts for drivers in their own department e.g. MTL to review abstracts of Design, Construction and Maintenance staff. Supervisors will be expected to take the follow up action outlined in Appendix A.

6.6 Recognition

On an annual basis, the TDSB will publically recognize employees with a year or more of collision and incident free driving.

7.0 EVALUATION

Effectiveness and relevance of the procedure will be reviewed every four (4) years.

8.0 APPENDICES

Appendix A: Abstract Review Criteria

9.0 REFERENCE DOCUMENTS

Operational Procedures:

- Collision Investigation Procedure (PR720)
- Driver Safety Review Team (PR721)
- Freedom of Information and Protection of Privacy Procedure (PR676)
- Safe Operation Procedure (PR722)

Legislative Acts and Regulations:

- *Highway Traffic Act*
- *Occupational Health and Safety Act*

Other Documents:

- CVOR Guideline
- Drivers Handbook

Abstract Review Criteria

Criteria	Description	Guideline
Invalid, unlicensed or suspended Ontario driver's license	TDSB driver was not in possession of a valid Ontario driver's license	<p>Did the employee notify his/her supervisor that he/she was unlicensed?</p> <p>If yes, the supervisor is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that the employee does not operate any TDSB vehicles. • Reviewing employment status, for the period of the license suspension, • Employee will not be allowed to operate a TDSB vehicle unless fully licenced and proof provided to the employer. <p>If no, the employee will be subject to discipline</p>
	Administrative Drivers Licence Suspension (ADLS) or Warning Range Suspension occurred while operating any vehicle	<p>Did the employee notify his/her supervisor that he/she was unlicensed?</p> <p>If yes, the supervisor is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that the employee does not operate any TDSB vehicles. • Reviewing employment status, for the period of the license suspension, will be reviewed. • Employee will not be allowed to operate a TDSB vehicle unless fully licenced and proof

Criteria	Description	Guideline
		<p>provided to the employer.</p> <p>If no, the employee will be subject to discipline</p>
Ontario Driver's Licence status	Demerit point total reaches 6 points	<p>Supervisor will remind employee of importance of safe driving. Employee will be under review and an abstract will be requested in 3 months and every 3 months until demerit point total is less than 6.</p> <p>The employee will receive a letter warning them that a further increase in total demerit points may result in discipline.</p>
	Demerit point total reaches 7 points or more.	<p>Supervisor will remind employee of importance of safe driving and employee will be sent for defensive driving training, at TDSB expense.</p> <p>Employee will be under review and an abstract will be requested in 3 months and every 3 months thereafter until demerit point total is less than 6. The employee will receive a letter warning them that a further increase in demerit point total may result in further discipline.</p>
	Demerit Points increase from previous year after training	Employee will be subject to further progressive discipline