

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 Manager of Operations is responsible for planning the replacement of vehicles within the District.
- 1.2 An annual review of the fleet is done with the Manager of Operations and Transportation Coordinators to determine which vehicles will require replacement. The results of the review are presented to the Secretary Treasurer for their approval.
- 1.3 Capital reserves for each department are to be reviewed each year. Each year all vehicles' anticipated life span shall be reviewed and an amount budgeted for the replacement of each vehicle based on its life span and replacement value. The net proceeds of vehicles disposed of will be credited to each department/school and can be used to help offset replacement budget requirements.
- 1.4 Prior to replacement of vehicles approval of the Secretary Treasurer is required.
- 1.5 The Secretary Treasurer is responsible for both the purchase of new vehicles and the disposal of old vehicles.

2. Maintenance of Vehicles

- 2.1 The Transportation Coordinators are responsible to properly maintain and service vehicles assigned to their respective geographical location (Cranbrook or Elk Valley).
- 2.2 The Manager of Operations is to arrange authorized supplies of small stock items, for example, oil and windshield fluid.
- 2.3 Small items costing less than \$50, for example wiper blades, are to be purchased by Supervisors/Principals utilizing their purchasing cards.

3. Fuel

- 3.1 Cost of fuel is the responsibility of each department.
- 3.2 Fuel is to be purchased at designated locations.

4. Licensing

- 4.1 Licensing is coordinated centrally by the Manager of Operations and charged to the appropriate department.

5. Insurance

- 5.1 Coordination is provided by the Secretary Treasurer and charged to each department.
- 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 Secretary Treasurer who in turn will report the accident to the District's insurer. Submission of claims is the responsibility of the Supervisor/Principal.
- 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

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Revised: