

Topic:	Safe Driving
Status:	Active
Effective:	April 2017
Revision Date:	November 2023
Review Date:	November 2027
Responsibility:	Superintendent of Human Resources

Intended Purpose

The Halton District School Board (HDSB) operates a fleet of vehicles for the purpose of enabling authorized employees in the Facilities Services Department to carry out business and maintenance functions supported by the HDSB.

This procedure governs the practices required by employees of the HDSB while driving on business for the board in a board owned/leased/rented vehicle that has a gross vehicle weight between 7000 kg and 10,999 kg. The intent of this procedure is to increase the safety of employees while driving on behalf of the HDSB.

Eligibility

1. HDSB business is defined as an action required as an employee of the HDSB;
2. All drivers must have a valid Ontario driver's licence in the appropriate class for the motor vehicle being driven;
3. All drivers must provide consent to the HDSB to obtain a driver's abstract (Motor Vehicle Record) check and be registered through the Human Resources Department for this process, by completing the Compliance/Consent Statement for Operators of Board Vehicles. Drivers with five or more demerits will not be allowed driving privileges and will be subject to reassignment. If reassigned, the pay rate for the reassigned duty will apply immediately. Drivers with a history of traffic violations (two or more traffic violations in the past two years) may be denied driving privileges, at the discretion of the Regional Supervisor Plant Operations. Costs for abstracts are an HDSB cost.

Responsibilities of Driver

All employees, while driving to carry out the work of the HDSB must:

1. Have a valid Ontario driver's licence in the appropriate class for the motor vehicle being driven;
2. Maintain a clean driving record, (i.e., must remain insurable under the HDSB's liability insurance policy), and have signed the Compliance/Consent Statement for Operators of Board Vehicles;
3. Provide the HDSB with proof of fitness to drive, annually;
4. Comply with traffic legislation when driving, including but not limited to, driving at or below the posted speed limit and wearing a seat belt at all times;
5. Ensure that all passengers in the motor vehicle wear seat belts;
6. Should a Motor Vehicle Act ticket be issued, assume full responsibility for any ticket such as exceeding the posted speed limit or failing to obey other motor vehicle rules and regulations as applicable, or for parking or other by-law infractions;
7. Complete daily log(s) and inspection(s) as required by the Ministry of Transportation;
8. Successfully complete dangerous goods training, with a third party provider, as soon as possible based on training availability, and determined by Supervisor, and every three years thereafter. Such training is paid for by the HDSB.
9. Successfully complete a road test, with a third party provider, immediately upon hire to the position, and annually thereafter. Such training is paid for by the HDSB.
10. Report any change to their driving status or any motor vehicle related incidents in which they were involved while engaged in business on behalf of the HDSB Board including those that do not result in damage or injury immediately, but not later than forty-eight (48) hours after the incident, to their Supervisor;
11. Drive in compliance with the "Halton District School Board's Driver's Handbook" supplied by the HDSB Board
12. NOT operate a motor vehicle after consuming alcohol or other substances (including prescription and non-prescription medication) that could legally impair their alertness or judgement.
13. NOT use a cellphone or other portable electronic device, or other devices/items as described by the Distracted Driving Law under the Highway Traffic Act, while under control of the vehicle;
14. NOT, at any time, use the Board vehicle for personal reasons, including but not limited to;
 - i. Using the vehicle to run personal errands on or off clock,
 - ii. Transporting non-employees in vehicle, including family members,
 - iii. Allowing non-employees to use vehicle for any reason.
15. NOT smoke and/or vape in Board vehicles;
16. NOT use of radar detection devices;

The following criteria were established to identify high risk drivers. A driver is unacceptable, and will not be permitted to drive an HDSB vehicle, if the driver's accident/violation history in the past year includes one or more of the following moving violation convictions;

1. Driving under the influence of alcohol or drugs;
2. Failure to remain at the scene of an accident;
3. Failure to stop when signalled or asked by a police officer;
4. Failure to report an accident;
5. Negligent homicide arising out of the use of a motor vehicle;
6. Operating during a period of suspension or revocation;
7. Using a motor vehicle for the commission of a felony;
8. Operating a motor vehicle without the owner's authority;
9. Permitting an unlicensed person to drive;
10. Reckless/careless or stunt driving;
11. Speeding in excess of 20 km above the posted speed limit;
12. Failing to stop for a school bus;
13. Has two distinct events on their current driver record that occurred within two consecutive years (an event is described as a ticketed violation with demerit points earned against the driver's licence when charged by an officer for an offence within the Highway Traffic Act);
14. Has any Criminal Code driving related conviction;
15. Has ever had an event that, by its severity or nature, affords reasonable grounds that he/she would not be suitable to drive an HDSB vehicle.

Any employee who violates any part of this procedure, or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action up to and including termination of employment. If reassigned the pay rate for the reassigned duty will apply immediately.

HDSB Responsibilities

1. Provide a copy of and promote the adoption of this procedure to all employees who drive HDSB owned/leased/rented vehicles and will expect compliance at all times.
2. Take all steps to ensure vehicles are as safe as possible and not require its employees to drive under conditions which are considered unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.
3. Pay for annual driver's abstracts and abstract requests made throughout the year.

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Administrative Procedure

4. Arrange and pay for dangerous goods training upon hire and every three years thereafter as well as arrange and pay for road testing upon hire, and annually thereafter, for each driver.
5. Secure insurance coverage covering collision, theft, fire and other hazards together with public liability. Insurance covers all HDSB personnel travelling on HDSB business while operating a Board vehicle.
6. Gather information on all incidents that occur while drivers are conducting HDSB business in order to improve safe driving practices, policies and procedures.
7. HDSB handle driver records in accordance with the Protection of Personal Information Act to ensure confidentiality is respected, and such information will become part of the employee's personnel file.
8. Review the Safe Driving Procedure regularly to maintain the highest degree of safe driving practices.

Consequences for Non Compliance

1. The HDSB will enforce its Safe Driving Procedure with a range of disciplinary measures up to and including termination of employment.
2. Each case of non-compliance will be reviewed by the Superintendent of Human Resources, and the Superintendent of Facility Services.

Reference number: pending

Revision History

- November 2023 - Change of Executive Officer of Human Resources to Superintendent of Human Resources and formatting