

VEHICLE USE AND EQUIPMENT POLICY

Opaskwayak Educational Authority Inc.

2013-2014



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1.0 AUTHORITY

- 1.1 Opaskwayak Educational Authority Inc. (OEA) has the responsibility and mandate to manage and maintain OEA Vehicles and Equipment, THEREFORE, a Policy is required to set out the criteria, processes and guidelines.
- 2.1 This Policy is designed to provide a consistent approach to the operation and maintenance of all OEA's vehicles and equipment to this end, OEA shall ensure that:
 - a. the health and safety of its employees and the public at large
 - b. the well-being of its employees; and
 - c. protocols are followed while in use.
- 1.3. This Policy shall be adhered to by all users of the OEA vehicles and equipment.

2.0 INTENT

- 2.1 This Policy applies to all employees and contracted employees that use OEA vehicles and equipment on behalf of OEA.

3.0 DEFINITION

- 3.1 The following definitions are interpretation for this Policy, the terms set out herein shall have the following meanings:

On Call Person means the employee who is left "in charge" as designated by the O & M supervisor

O&M is the Operations and Maintenance Supervisor for Opaskwayak Educational Authority Inc.

4.0 PROPERTY

- 4.1 All trucks and equipment listed in Article 5 are the property of OEA.
- 4.2 All motor vehicles owned by Opaskwayak Educational Authority Inc. will be insured by OEA Administration.
- 4.3 OEA shall from time to time contact equipment for various school programs such as Land Base Program, the equipment shall be operated and maintained in the same way as all other OEA equipment.

5.0 CLASSIFICATION

- 5.1 The classification for OEA vehicles and equipment is as follow:
 - a. Motor Vehicles includes but not limited to trucks:
 - i. 1 truck – used for on-call and usually operated by the O&M Supervisor.
 - ii. 1 truck –used for the general operations for the OEA Schools.
 - b. Maintenance Equipment, including but not limited to:
 - i. John Deer Tractor;
 - ii. Lawn mowers;
 - iii. Case BobCat (snow blade, snow bucket);
 - iv. Kobota;
 - v. Auger and Aerator.
 - c. Land Based Education Equipment, including but not limited to:
 - i. trailers (Cargo, flat bed, dump trailer, and a trailer that holds 6 skidoos);
 - ii. Canoes;
 - iii. Contract rentals of skidoos and boat motor.

6.0 COMPLIANCE WITH LAWS

- 6.1 All motor vehicles shall abide by all Provincial and Federal Highway Traffic Laws and Motor Vehicle General Guidelines and Transportation Policy.

- 6.2 It is the responsibility of the operators of OEA motor vehicles to become acquainted with the status and regulation of the *Manitoba Highway Traffic Act*.
- 6.3 All employees who operate OEA motor vehicle(s) must:
- a. be in possession of a valid Class 5 Manitoba Operator 's License and submit a copy of the yearly license and renewal to the Human Resource Manager.
 - b. where there may be changes to the driver's license status the changes are to be reported immediately to their supervisor.
 - d. have a good driving record with no alcohol related charges within the past four (4) years and present a current abstract of his/her driving record;
 - e. not operate any of OEA motor vehicles while under the influence of alcohol or illegal drugs;
 - f. not operate any of OEA motor vehicles under the influence of prescription drugs that cause drowsiness and other forms of impairment that prohibit the safe use of vehicles; and
 - f. drive in a responsible and safe manner which includes but is not limited to:
 - i. no use of tobacco, in any form or manner while operating the motor vehicles;
 - iii. no use of a radio in a such manner that may distract from the safe operation
 - iii. no use of any cell phones or electronic devises while driving.

7.0 PROCEDURES FOR THE USE OF VEHICLES AND EQUIPMENT

7.1 MOTOR VEHICLE GENERAL GUIDELINES

- 7.1.1 All vehicles are the property of OEA and shall be marked with OEA's logo.
- 7.1.2 Senior Management (O&M Supervisor, Director of Education) shall assign employees to drive the motor vehicles.
- 7.1.3 Exception to Section 7.1.2 shall be to contract workers which specific authorization outlined in their contract to use OEA vehicles or equipment.
- 7.1.4 OEA vehicles shall be used for OEA purposes only.
- 7.1.5 No unauthorized passengers shall be allowed in the motor vehicle.
- 7.1.6 When an employee is given permission to take a vehicle to their residence, a log book will be kept This log will include time out, timeback, name of employee, purpose of use, and odometer reading at the start and on return. See **Appendix B Vehicle Use Log**
- 7.1.7 Staff assigned by the O&M Supervisor are the only persons allowed to operate the maintenance equipment.
- 7.1.8 There will be no personal use of the maintenance equipment.

7.2 PARKING

- 7.2.1 The OEA trucks may be taken home by a designated maintenance staff.
- 7.2.2 The O&M vehicle noted as the ON CALL VEHICLE will be made available to the acting supervisor who is on call.

7.2.3 OEA maintenance equipment shall be stored on OEA property.

7.2.4 Land Based Education Equipment shall be stored at a location determined by the O&M Supervisor in consultation with the Director of Education.

7.3 CARGO

7.3.1 When transporting equipment or hauling things, the vehicle drivers shall ensure that everything is secure and stored safely at all times.

7.3.2 Gasoline or any type of fuel will not be hauled inside the vehicle.

7.3.3 All motor vehicles shall be kept clear and free of debris.

7.4 LOG BOOK

7.4.1 All vehicles must keep a log book that outlines the information such as purchases, fill-up of fuel, cleaning and activities which the vehicles were used for. See the following Appendixes:

- a. Appendix A →OEA Vehicle Fuel Log
- b. Appendix B →OEA Vehicle Use Log
- c. Appendix C →OEA Maintenance Fuel Log
- d. Appendix D →OEA Land based Education Fuel Log
- e. Appendix E →OEA Vehicle Maintenance Log

7.4.2 All logbooks are to be handed into the Director of Finance at month end.

7.5 GAS CARD

- 7.5.1 The following employees have access to the OEA Gas Card:
- a. O&M Supervisor
 - b. Land Base Education personnel
 - c. OEA Maintenance staff
- 7.5.2 Gas Card shall solely be used for OEA business and operations.
- 7.5.3 To ensure that the Gas Card is being used for OEA business and operations the log book and receipts must be submitted to the Director of Finance at month's end.
- 7.5.4 When Gas is purchased for OEA Equipment or Land Base Equipment gasoline shall be filled in Jerry cans. No maintenance equipment shall be allowed to be driven to the Gas Station as the equipment is not insured to enter the public roadway.
- 7.5.6 Every vehicle is subject to mandatory scheduled maintenance service which will be completed at intervals of 5000 KM. which shall include oil change, safety checks, and any other form of maintenance required.
- 7.5.7 If an employee driving an OEA vehicle is involved in an accident he/she must notify their supervisor immediately and follow all procedures that are established and are required by the Manitoba Motor Vehicle Branch.

8.0 REPRISALS

- 8.1 Any violation of this Policy shall be considered grounds for disciplinary action which may include, but not limited to:
- a. employees – suspension, loss of use privileges and/or appropriate legal action and discipline action as outlined in OEA's Personnel Policy (Disciplinary Action).
 - b. contract – may not be renewed.

Appendix A

OEA Vehicle Fuel Log

Date	Vehicle License No.	Quantity of Fuel	Odometer Reading	Driver's Signature

***All RECEIPTS must accompany this log.**



Appendix B

Vehicle Use Log



Date		Licence No.		Purpose		Odometer Reading		Time		Signature	
						Beginning	End	In	Out		

Appendix C

Maintenance Fuel Log

Date	Fuel Quantity	Fuel Type	Equipment Type	Purpose	Driver's Signature

***All RECEIPTS must accompany this log.**



Appendix D

Land-Based Fuel Log

Date	Fuel Quantity	Fuel Type	Equipment Type	Purpose	Driver's Signature

***All RECEIPTS must accompany this log.**



Appendix E

Vehicle Maintenance Log

Make/Model/Year: _____

Odometer Reading: _____ km



Reason for Maintenance/Service Unit: _____

Date	Work Order	Service Complete	Parts Replaced	Remarks

Maintenance/Service Performed By: _____

Cost of Labour: _____

Cost of Parts: _____

Total Cost: _____

Signature: _____