



Administrative Procedure 570 White Fleet

WHITE FLEET MANAGEMENT

Background

This administrative procedure establishes procedures for departments and schools for fleet management and applies to all white fleet management vehicles.

Procedures

1. Replacement of Vehicles
 - 1.1 The Director of Facilities, Transportation, and Capital Projects and Transportation Manager are responsible for planning the replacement of vehicles within their department/school.
 - 1.2 The basic criterion for the useful life of a vehicle is a minimum of 180,000 kilometers or a maximum of 10 years old, unless there are extenuating circumstances.
 - 1.3 The District will attain and follow a 10 year replacement plan unless there are extenuating circumstances.
 - 1.4 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.
 - 1.5 Prior to replacement of vehicles, approval of the Secretary-Treasurer is required.
 - 1.6 The Manager of Transportation is responsible for both the purchase of new vehicles and the disposal of old vehicles.
2. Maintenance of Vehicles
 - 2.1 Each driver is responsible to keep their vehicle clean, organized, and presentable.
 - 2.2 Each driver is responsible to complete a daily routine pre-trip inspection (walk around) and report any broken items needing repair to their foreman. It is the responsibility of the driver to not drive a vehicle that has not met all safety requirements in the pre-trip inspection.
 - 2.3 The shop foreman of the District Garage is responsible to maintain and service all white fleet vehicle
 - 2.4 The shop foreman is to arrange authorized supplies of small stock items, for example, oil and windshield fluid.

2.5 Small items are stocked in the shop or can be ordered in with authorization of the foreman.

3. Fuel

3.1 Managing and developing strategies for reducing the consumption of fuel and developing efficiencies is the responsibility of the Transportation Manager.

3.2 Fuel is to be purchased using PCARDS.

4. Licensing

Licensing is coordinated centrally by the Transportation Manager/Purchasing and charged to the appropriate department/school.

5. Insurance

5.1 Coordination is provided by the Transportation Manager/Purchasing department and charged to Transportation.

5.2 Claims are to be submitted by the Shop Foreman the day of an accident if possible, or at the very least the next business day. Submission of claims is the responsibility of the Transportation Manager.

5.3 Claim deductibles are the responsibility of the Transportation Manager.

6. School Owned Vehicles

6.1 The principal is to ensure compliance with Provincial Operating Authority requirements.

6.2 Principals are to obtain drivers' abstracts, licenses for all operators of vehicles designated by BC Transportation as government vehicles and submit copies to the Transportation Manager

6.3 The Shop Foreman is to obtain the semi-annual inspection report for all vehicles designated by BC Transportation as public vehicles and submit to the Transportation Manager.

6.4 Shop Foreman is to forward a copy of the vehicle registration and maintenance bills to the Transportation Manager.

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

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