



## Administrative Procedure 571 Yellow Fleet

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### YELLOW FLEET MANAGEMENT

#### Background

This administrative procedure establishes procedures for departments and schools for vehicle management and applies to all yellow fleet 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 yellow fleet District vehicles.
- 1.2 The basic criterion for the useful life of a vehicle is determined by the Ministry of Education and Child Care. The District will follow the Ministry established process. The Ministry criteria is generally 350,000km or 10 years of age. This may vary year to year depending on provincial budgets and specific circumstances.
- 1.3 Buses previously replaced by the Ministry of Education and Child Care may remain in the fleet, and their lifespans reviewed annually. Buses that have been replaced shall not be used as the primary bus for regular routes. Buses that have been replaced may serve as a garage loaner buses, temporary replacements for primary fleet break downs or servicing.
- 1.4 Buses shall be decommissioned when their operational costs are determined to be excessive. 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 yellow fleet vehicles approval of the Director of Facilities, Transportation and Capital Projects is required.
- 1.6 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 Department is responsible to properly maintain all yellow fleet buses in compliance with the [Provincial Operating Authority/CVSE](#) requirements.
- 2.2 The shop foreman is to arrange authorized supplies of small stock items, for example, oil and windshield fluid.
- 2.3 Small items are stocked in the shop or can be ordered in with authorization of the foreman.

3. Fuel
  - 3.1 Cost of fuel is managed through the purchasing agreement and controlled by the Transportation Manager.
  - 3.2 Buses are fueled on site, with some exceptions where fuel is to be purchased using PCARDS.
4. Licensing
  - 4.1 Licensing is coordinated centrally by the Transportation Manager working with the Purchasing department and charged to the appropriate department/school.
5. Insurance
  - 5.1 Coordination of insurance is provided by the Transportation Manager working with the Purchasing department and charged to each department/school.
  - 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 (Sports Buses)
  - 6.1 The Principal is either responsible for their Sport bus to meet compliance with Provincial Operating Authority and CVSE requirements or will defer the authority and responsibility to the Transportation Manager.
  - 6.2 School owned vehicles are to be serviced and repaired by the district garage and/or by district authorized private repair shops through the recommendation of the Transportation Manager.
  - 6.3 Principals are to obtain drivers' abstracts and copies of the driver licenses for all operators of vehicles designated by BC Transportation as government vehicles and submit a copy of these records for CVSE inspections to the Transportation Manager.
  - 6.4 The Shop Foreman is to obtain the semi-annual inspection report for all vehicles designated by BC Transportation as public vehicles and submit copies to the Transportation Manager.
  - 6.5 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

Adopted: December 15, 2020