

# 418 EMPLOYEE DRIVERS

## Belief

The Maskwacis Education Schools Commission (MESC) follows cultural and traditional teachings of the Maskwacis Cree, in particular Wahkohtowin. Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

The MESC believes that the safe operation of Authority-owned vehicles is of utmost importance. MESC is committed to ensuring all MESC owned Commercial and Noncommercial vehicle operators comply with MESC Administrative Procedure 413: Code of Conduct and are committed to driving in a safe and responsible manner.

## Procedures

1. All drivers will be required to provide and/or release the required information relative to their driving records as noted in this administrative procedure and/or as required by the Transportation Director or designate.
  - 1.1. All drivers of a Commission vehicle must provide a current, valid operator's licence of the appropriate class required to operate the vehicle(s) and notify the Transportation Director immediately when there are any changes to the status of their operator's licence
  - 1.2. Each driver shall, prior to the licence expiry date, present evidence to the Transportation Director or designate that the driver has renewed their licence and is in possession of a valid operator's licence.
  - 1.3. Annually, (or more frequently upon the request of the Transportation Director), each driver will be required to provide a copy of their 5 year Standard Driver's Abstract (SDA) and Bus Drivers must also submit a 5 year Commercial Drivers Abstract (CDA) .
2. All drivers must qualify to be insured by MESC's insurance provider without the Commission being charged a premium before they are permitted to drive a MESC vehicle.

3. Only Commission employees or approved volunteers shall be permitted to operate Commission owned vehicles.
4. Passengers are permitted to ride with Division employees only if they are conducting Division business or participating in an approved school activity
5. The Transportation Director will arrange for appropriate training for all Commission employee and volunteer drivers as specified by provincial regulations
6. Traffic laws are to be obeyed at all times and each occupant must wear a seat belt except where otherwise expressly permitted by law (i.e. school bus).
7. Goods being transported are to be properly secured. Transportation of dangerous goods must follow provincial regulations.
8. Vehicles, other than school buses, are to be locked at all times whenever they are not in use. Keys are never to be left in the ignition when the vehicle is unattended.
9. Commission vehicles are to be stored overnight in the respective maintenance compound with the following exception:
  - 9.1. Operations and Maintenance personnel, as determined by the appropriate Manager, who frequently respond to emergencies, or who may, on a project basis, be expected to start their work day at a location other than their regular work site.
10. Any driver convicted of any traffic violation (other than parking tickets) must report the fact to the Transportation Director within two weeks of the conviction.
11. The Transportation Director will review the above-noted Driver Abstracts and, if they are found to indicate a driver has accumulated demerit points, the following will guide the actions of the Transportation Director:
  - 11.1. Drivers who drive as part of their role and job description:
    - 11.1.1. If a single conviction results in the assignment of five or more demerit points, the driver will be suspended from driving for a period of at least ten consecutive school days and depending on their circumstances may be recommended for termination of their employment.

- 11.1.2. Has a number of convictions resulting in the accumulation of five or more demerits may be suspended from driving for a period of at least ten consecutive school days and depending on their circumstances may be recommended for termination of their employment.
- 11.2. Volunteer Drivers:
  - 11.2.1. If the Driver Abstract of a Volunteer Driver shows five or more demerit points, the driver may be removed from the list of approved drivers. If the nature of a single charge is deemed a serious safety issue, a driver may be removed from the list of approved drivers regardless of the demerits.
- 12. All demerit points are to be considered in applying this administrative procedure, whether or not they were obtained while driving a school bus or private/commercial/farm vehicle.
- 13. Other unsafe driving reports will be investigated by the Transportation Director.
- 14. The Transportation Director may, upon the confirmation of unsafe driving practices of an employee driver, take action in the form of a warning, training assignment, suspension and/or recommendation for termination.

Reference:

Administrative Procedure 413: Code of Conduct  
MESC Transportation Safety Program Handbook  
MESC Employee Driver Expectations