



SEC Fleet Vehicles-Procedure

1. Operation Requirements

- a. The Vehicle Coordinator controlling each fleet vehicle maintains a log tracking mileage including the name of the person using the vehicle and the students or reason for trip.
- b. A summary spreadsheet and copies of the individual logs shall be submitted to the Finance Administrator.
- c. Maintenance is done by Midas Corporation. All repairs are authorized by the Finance Administrator or Director/Principal.
- d. All individuals driving a SEC "Bus" vehicle shall have a valid Manitoba driver's license with a Class 4 Classification or better. This license class shall meet provincial licensing guidelines required for the vehicle the individual is driving. This shall be kept in employee file and a copy in the Vehicle Fleet File.
- e. All individuals who are authorized to drive SEC Vehicles are to also have drivers abstract on file yearly, (August). This shall be kept in employee file and a copy in the Vehicle Fleet File.
- f. All employees driving SEC vehicles shall obey the traffic laws of the Province of Manitoba and may be personally responsible for traffic fines incurred while operating SEC vehicle.
- g. If an individual becomes involved in a motor vehicle accident while operating a SEC vehicle, the operator shall report the accident to the Lodge Manager.
- h. SEC reserves the right to refuse anyone from using its vehicles without recourse. Student safety is number one.

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