

Board Vehicles

Type of Equipment: Half-ton Truck

Make: Chevrolet **Model:** 1500 **Year:** 2006 **Plate #:** 361 4NT

Type of Equipment: Van

Make: Chevrolet **Model:** Cargo Van **Year:** 2005 **Plate #:** 487 7KK

Safe driving policy for NPSCDSB Employees

Responsibilities of drivers when driving on behalf of the Board

All employees, contractors and volunteers, while driving to carry out the work of the Board must:

- Have a valid Ontario driver's license in the appropriate class for the motor vehicle being driven.
- Follow all "rules of the road", as defined by the Motor Vehicle Act and Regulations including driving at or below the posted speed limit and wearing a seat belt at all times.
- Ensure that all passengers in the motor vehicle wear seat belts or use an age/size appropriate child car seat or booster seat.
- Should a Motor Vehicle Act ticket be issued, assume full responsibility for any ticket such as exceeding the posted speed limit or failing to obey other motor vehicle rules and regulations as applicable, or for parking or other by-law infractions.
- NOT operate a motor vehicle after consuming alcohol or other substances (including prescription and non-prescription medications) that could legally impair their alertness or judgment. Disciplinary measures will be taken for any 24-hour prohibition received.
- NOT use a cellphone or other portable electronic device while under control of the vehicle.
- NOT read or send emails or text messages when under control of the vehicle.
- NOT program or adjust a GPS system while under control of the vehicle.
- Report any change to their driving status or any motor vehicle related incident in which they were involved while engaged in business on behalf of the Board including those that do not result in damage or injury, to their manager as soon as possible.

Inspection (pre-use) check list
Pre-Use inspection Log

Daily Vehicle Checklist

Description	√ = satisfactory/available X = defective/missing N/A = not applicable	Comments
Condition & function of seat belts		
Head restraint adjustment		
Mirror adjustment		
Tax disk		
First aid kit		
Fire extinguisher		
Torch		
Warning triangle		
Vehicle handbook		
Warning light		
All lights		
Horn		
Washers & wipers		
Brake		
Fuel		
Engine oil level		
Coolant level		
Windscreen wash level		
Brake/clutch fluid		
Power steering fluid		
Condition of battery		
Oil or waste leaks		
Condition of vehicle bodywork, windscreen, windows, lights		
Condition of windscreen wiper blades		
Cleanness of windscreen, windows, mirrors, lights, number plate		
Security of load, trailer, roof rack		
Condition of tyres, tyre pressure, tyre wear		
Availability of spare wheel & jack		

Vehicle registration no: _____ Odometer reading: _____

Vehicle make/type: _____ Operator: _____ Date: _____

All the items above have been checked and any defects and omissions reported.

Driver's signature: _____