

DIVISION VEHICLE USE and/or VOLUNTEER DRIVERS

Background

Division vehicles are clearly marked with the PRSD logo which help in the easy identification and provide a professional image. They also serve as a reminder to staff members that they represent PRSD while using these vehicles. All staff members using PRSD vehicles should be aware of and strictly adhere to all traffic regulations and laws. Volunteer drivers, even when operating personal vehicles for student transport, act as representatives of the Division and must adhere to all Division driver standards.

Procedures

1. Driver Demerit Points
 - 1.1. Staff members who wish to use a division owned vehicle must present evidence to the Transportation Department that they are in possession of a valid driver's license.
 - 1.2. Annually, each driver will be required to sign a form authorizing the release of their driver abstract to PRSD.
2. The Transportation Manager or designate will review the above noted abstract. If it is found to indicate the driver has accumulated demerit points, the following will guide the actions of the Transportation Manager or designate.
 - 2.1. If a driver has a single conviction resulting in the assignment of five (5) or more demerit points, they will be suspended from driving a division owned vehicle for a period of at least fourteen (14) consecutive days.
 - 2.2. Any driver who has accumulated seven (7) or more demerit points as a result of convictions or received a ticket in excess of 6 demerit points, will lose driving privileges for 30 days.
 - 2.3. Any driver who has accumulated ten (10) or more demerit points will no longer be allowed to drive a division owned vehicle for one year.
3. It is required that all drivers who make use of division vehicles who are convicted of any traffic violations (other than parking tickets) report the fact to the Transportation Department within two weeks of the conviction.

4. It is to be understood that all demerit points are to be considered in applying this administrative procedure whether or not they were obtained while driving a division owned vehicle or any other vehicle.

Adopted/Revised/Reviewed: OCT 2025