

COLLEGE VEHICLES

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	A. General
Policy Number:	A46
Approval Date:	June 9, 2020
Effective Date:	June 9, 2020
Policy Owner:	Vice President, Development and Strategy

Objective:	<p>The purpose of this policy is to provide guidance pertaining to the safe and effective usage of Olds College Equipment and Vehicles:</p> <ul style="list-style-type: none"> ● promote the safe and authorized operation of Olds College vehicles, and to ● ensure employees and students are offered the highest standard of safety when on approved travel, whether these are owned, leased, or rented vehicles. <p>This policy applies to all students, staff, and faculty who utilize Olds College fleet vehicles to travel on Olds College business.</p>
Policy:	<p>The Director, Campus Development & Facilities is responsible for the management of all vehicles, including the maintenance of a qualified pool of professional drivers to operate those vehicles which require special licensing and or certification, in accordance with approved administrative policies, procedures and directives. Individual drivers are responsible for:</p> <ul style="list-style-type: none"> ● The safe and lawful operation of College vehicles in accordance with legislation including but not limited to the <i>Alberta Traffic Safety Act</i>. Olds College adheres to the safety standards and practices set out under the <i>National Safety Code</i>. ● Meeting insurance and risk limitation requirements recognizing the inherent risks with the use of Equipment and vehicles.
Definitions:	<p>Fleet Vehicle - Olds College owned, leased, or rented vehicles available for use by employees for Olds College business travel.</p> <p>Olds College Business - Approved activities in support of Olds College’s mission. Included within the definition of Olds College business are those activities undertaken in partnership and/or integrated with Olds College programming and student associations and/or recreational program activities.</p>
Related Information:	<p>The Alberta Traffic & Safety Act https://open.alberta.ca/publications/t06</p>

	National Safety Code https://www.alberta.ca/national-safety-code-standards.aspx
Related Procedures:	A46 Procedure
Review Period:	5 years
Revision History:	October 25, 2001 December 1, 2014: Revision June 9, 2020: Revision