

COLLEGE VEHICLES

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	A. General
Parent Policy:	A46
Approval Date:	November 24, 2020
Effective Date:	November 24, 2020
Procedure Owner:	Director, Facilities and Campus Development

Overview:	
Procedures:	<ol style="list-style-type: none"> 1. College business is defined as an action required as a representative of Olds College supported by Olds College and may include: <ol style="list-style-type: none"> a. Educational activities b. Athletic / recreational activities c. Administrative use d. Professional development 2. All approved drivers of College vehicles must hold a valid operator's license pertaining to the type and size of vehicle being used in accordance with Government of Alberta legislation. 3. All vehicles are to be operated in a safe, courteous and lawful manner at all times. 4. The costs for the operation of all vehicles are under the Campus Facilities transportation budget. Departments will be charged for vehicle use monthly. The following rates will be reviewed annually to align with real market rates. <ol style="list-style-type: none"> a. The chargeback will be \$0.50/km on standard vehicles b. The chargeback will be \$1.30/km on buses 5. Travel beyond a 300 km (defined as the distance from Olds College to the meeting/conference/business destination) distance requires approval from the appropriate Manager/Director/Vice President in the form of an email to Campus Facilities (campusfacilities@oldscollege.ca) with a subject line Fleet Vehicle Approval. This ensures a full cost consideration occurs. (This does not apply to PD requests for OCFA as they are subject to committee approval). 6. Vehicle replacement is completed by way of a capital replacement cycle under the authority of the Director of Campus Facilities & Sustainability. 7. Vehicles will not be used where there is any question of safety or the vehicle is not operating properly. 8. Smoking is not permitted in any College-owned vehicle. 9. The transportation of personal pets is strictly prohibited. Transportation of

- animals for program requirements is allowed as long as pets are kenneled and the vehicle is returned in the state it was received.
10. Drivers are expected to use cell phones in accordance with distracted driving legislation as provided in the Traffic Safety Act and Regulations.
 11. Costs incurred due to blatant misuse or negligence (damage to vehicle, or vehicle left in unreasonably dirty condition) will be charged to the user(s). The condition of the returned must be identical to the condition the vehicle was acquired in.
 12. Drivers are required to report in writing if they receive a ticket or are charged with a moving violation while operating a College fleet vehicle. This report is to be provided to the individual responsible for fleet bookings in Campus Facilities and the Insurance Administrator.
 13. If an accident/incident occurs off-campus, notify the RCMP or local police. All accidents involving College-owned vehicles must be reported immediately to the Mechanic, Campus Facilities. An accident report must be submitted to Campus Facilities within 24 hours, with a copy to the insurance Administrator.
 14. Drivers have the right to refuse any passenger or trip that he/she feels will put him/herself, the passengers, or the vehicle in an unsafe environment.
 15. Drivers are responsible to ensure that neither illegal substances nor alcohol are consumed in vehicles. Drivers cannot operate a College vehicle after having consumed an alcoholic beverage(s) or used an illegal substance. Care should be taken when consuming prescription drugs when required to drive. Drivers under any medical treatment requiring prescription medication that may affect their driving ability are not permitted to drive.
 16. Failure to comply with these procedures will result in the loss of College Vehicle privileges.
 17. Prior to driving any College vehicle:
 - a. New employees are required to complete and sign the [Driver Authorization Form, Appendix 1](#). This form is made available on [OC Connect](#) under the College Vehicles Policy. Please return to the Controller in Business Services as noted on the form. The form will allow the College's Insurance Company to obtain a copy of the employee's driver's abstract.
 - b. Current drivers, including bus drivers, are required to complete and sign the [Driver Authorization Form](#) prior to driving a college vehicle. This form must be handed in to the Controller in Business Services as noted on the form. The form will allow the College's Insurance Company to obtain a copy of the employee's driver's abstract.
 18. Should the Insurance Company advise that an employee has convictions resulting in insurance surcharges payable by the College, the College's Insurance Administrator will sign an endorsement for the Insurance Company stating that these employees are not authorized to drive fleet vehicles. The Insurance Administrator will send an email notifying the employee that he/she is not allowed to drive college vehicles and will forward a copy to Campus Facilities. A driver whose license has been revoked will be denied driving privileges.

Central Vehicle Pool

1. Central Pool Vehicles are booked for College business through Campus Facilities. If a vehicle is available, Campus Facilities will prepare a Vehicle Request Form. If a vehicle is not available, the requestor will have to make

other arrangements.

2. When the User goes to Campus Facilities to pick up the vehicle. He/she:
 - a. Picks up the credit card and vehicle keys. For after-hours pick-up, the User contacts the Commissionaire's at 8224.
 - b. Performs an inspection of the interior and exterior of the assigned vehicle for any signs of physical damage. If any damage is visible, the User reports it on the Vehicle Request Form.
 - c. Check the vehicle prior to departure for fuel and oil. Credit cards are to be used for fuel purchases, vehicle related expenses and emergencies only. Credit cards are provided in each vehicle package.
 - d. Fuels and cleans the vehicle upon completion of the trip, as required.
 - e. Completes the Vehicle Request Form.
 - f. Reports any problems or required repairs of the Vehicles Request Form.
 - g. Returns the vehicle to the Campus Facilities parking lot at or by the arranged time.
 - h. Returns the keys, credit card, credit card slips and the completed user copy of the Vehicle Request Form to the Campus Facilities Office. There is an after-hours drop off area located at the entrance to the Campus Facilities Building.
3. Maintenance scheduling and care of the Central Vehicle Pool will be the responsibility of the Director, Campus Facilities & Sustainability.
4. Large buses will be operated by approved licensed staff under the responsibility of Campus Facilities, and specifically the Service Manager. The Bus Driver is responsible to:
 - a. Adhere to all components of the college vehicle policy.
 - b. Ensure that the buses are clean and in safe operating condition prior to and after each trip.
 - c. Complete a Pre-Trip Inspection Form before each trip.
 - d. Complete a Vehicle Request Form, and report all problems (mechanical or otherwise).
 - e. Ensure the appropriate conduct of passengers, so that they do not present a hazard to the safe operation of the bus. Note: The Driver has the right to refuse any passenger or trip that he/she feels will put him/herself, the passengers, or the vehicle in an unsafe environment.
 - f. Operate under weather conditions which are safe for the operation of the bus.
 - g. The Driver's decision is final whether a trip proceeds or not.
5. College buses cannot be used for travel outside of the province of Alberta.
6. Campus Facilities is to be consulted with sufficient advance notice if a van is being requested for travel outside of Alberta, as permits may be required.
7. Olds College vehicles cannot be leased or rented out as the College's insurance does not provide coverage for this use.

Department Assigned Vehicles

1. Department controlled vehicles are assigned for the economical daily operation and administration of the department. When a vehicle assigned for a department's use is not being used by that department, it must be

Definitions:
Related Information:
Review Period:
Revision History:

<p>returned to the fleet vehicle pool and will be made available for booking through the campus fleet vehicle process. These vehicles will be assigned on an annual basis.</p> <ol style="list-style-type: none"> 2. Managers shall ensure department vehicles are maintained on a regular maintenance schedule as outlined by the Director, Campus Facilities & Sustainability. 3. Start and end of the month mileage readings will be recorded by the department and sent to Campus Facilities to allow for monthly mileage use chargebacks to the departments. If the vehicle is lent out to another department, the lending department is responsible to track and transfer the usage charges to the appropriate department. This will be completed in the form of an IDT.
<p>Personal Vehicles on College Business</p> <ol style="list-style-type: none"> 1. If an employee has an accident while driving his/her personal vehicle on College business, the cost of the incurred expenses, including any litigation costs that could result, will not be covered by the College.
<p>3 years</p>
<p>New: October 25, 2001 Revised: December 1, 2014 Revised: June 9, 2020</p>