

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:	C. Campus Infrastructure
Policy Number:	C02
Approval Date:	February 15, 2024
Effective Date:	February 15, 2024
Policy Owner:	Director, Campus Development & Facilities

Objective:	<p>The purpose of this policy is to provide guidance pertaining to the safe and authorized operation of Olds College of Agriculture & Technology (the “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> <p>This policy applies to all students, staff and faculty who utilize the College fleet vehicles to travel on College business only.</p>
Policy:	<p>The Director, Campus Development & Facilities is responsible for the management of all vehicles, including the identification and 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.</p> <p>Individual drivers are responsible for:</p> <ol style="list-style-type: none"> 1. The safe and lawful operation of College vehicles in accordance with legislation including, but not limited to, the <i>Alberta Traffic Safety Act</i>. The College adheres to the safety standards and practices set out under the <i>National Safety Code</i>. 2. Meeting insurance and risk limitation requirements recognizing the inherent risks with the use of equipment and vehicles.
Definitions:	<p>Fleet Vehicle: College owned, leased or rented vehicles available for use by College employees for College related business travel.</p> <p>College Business: Approved activities are in direct support of the College’s Mandate. Included within the definition of College business are those activities undertaken in partnership and/or integrated with College programming and student associations and/or recreational program and team activities.</p>
Related Information:	<p>Alberta Traffic Safety Act National Safety Code Standards</p>

Related Procedures:

C02 College Vehicles Procedure

Review Period:

3 years

Revision History:

New: October 2001
Revised: December 2014
Revised: June 2020
Revised: February 2024