

COLLEGE VEHICLES

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

Category:	C. Campus Infrastructure
Parent Policy:	C02
Approval Date:	November 12, 2024
Effective Date:	November 12, 2024
Procedure Owner:	Director, Campus Development & Facilities

Overview:	
Procedures:	<ol style="list-style-type: none"> All approved drivers of Olds College of Agriculture & Technology (the "College") vehicles must hold a valid operator's license pertaining to the type and size of vehicle being used in accordance with the Government of Alberta legislation, or College internal policies. Drivers are required to have a Driver's Authorization Form on file with their Program Manager. A copy of the driver's license must be attached to the Driver's Authorization Form. All vehicles are to be operated in a safe, courteous and lawful manner at all times. 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"> The chargeback will be \$0.55/km on standard vehicles The chargeback will be \$1.45/km on buses The chargeback will be \$0.80/km on cargo vans Travel beyond a round trip of 600 km distance requires notification 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 Notification. This ensures a full cost consideration occurs, and any pending scheduled maintenance is carried out before said travel (this does not apply to PD requests for OCFA as they are subject to committee approval). Vehicle replacement is completed by way of a capital replacement cycle under the authority of the Director, Campus Development & Facilities. Vehicles will not be used where there is any question of safety or the vehicle is not operating properly. Smoking is not permitted in any College-owned vehicle. 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.

9. Drivers are expected to use cell phones in accordance with distracted driving legislation as provided in the Alberta Traffic Safety Act and Regulations.
10. 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 vehicle must be identical to the condition the vehicle was acquired in. State of vehicle should be noted in both the pre and post inspection reports.
11. 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.
12. 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 College Mechanic, Campus Facilities, and the College Health & Safety Business Partner. An accident report must be submitted to Campus Facilities within 24 hours, with a copy submitted to the Insurance Administrator. Minor injury/damage incidents (on or off campus) must be reported internally through the OC Alert app, or by notifying the department manager and the Health & Safety Business Partner.
13. Drivers have the right to refuse any passenger or trip that they feel will put themselves, the passengers, or the vehicle in an unsafe environment.
14. Drivers booking fleet vehicles or instructors of program booking buses 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), cannabis or used an illegal substance. Care should be taken when consuming prescription drugs when required to drive. Drivers impaired by medical treatment including prescription medication are not permitted to drive.
15. Failure to comply with these procedures will result in the loss of College vehicle privileges.
16. Prior to driving any College vehicle:
 - a. New employees are required to complete the Drivers Authorization Form in Kissflow. The form will allow the College's insurance company to obtain a copy of the employee's driver's abstract. This information will be collected by the program manager during the onboarding process, and updated on an annual basis.
 - b. Drivers, including bus drivers, are required to complete and sign the Drivers Authorization Form prior to driving a College vehicle. The form will allow the College's insurance company to obtain a copy of the employee's driver's abstract. This information will be held with the program manager.
 - c. The driver of the vehicle must be listed when booked by other administration staff for all vehicles.
17. Should the College's insurance company, Campus Facilities or People & Culture 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 they are 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.

18. Inclement weather: suspension of use of Campus vehicles when temperature is below -40 degrees celsius, and the temperature has the potential to cause mechanical/ operational issues. At the discretion of Campus Facilities, College vehicle use can be suspended, when the affected area has reduced visibility or any type of hazardous road conditions that may make the operation of the vehicle unsafe for the well-being of passengers.

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 they:
 - a. Pick up a booking package containing the credit card and vehicle keys. For after-hours pick-up, the User contacts Security at 403-556-8224 for after hours pick up. This must match the Driver listed on the package.
 - b. Must perform a pre-use inspection using the provided Vehicle Inspection Form 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 and vehicle related expenses only. Credit cards are provided in each vehicle package.
 - d. Must fuel and clean the vehicle upon completion of the trip, as required.
 - e. Must complete the Vehicle Request Form and Post Inspection Form provided.
 - f. Must report any problems or required repairs on the Vehicle Request Form.
 - g. Must return the vehicle to the Campus Facilities parking lot at or before the arranged time.
 - h. Must return the keys, credit card, credit card slips and the completed user copy of the Vehicle Request Form/Vehicle Inspection 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 Development & Facilities.
4. Large buses (capacity 18, 27, 33 passenger) can only 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

	<p>(mechanical or otherwise).</p> <ol style="list-style-type: none"> e. Ensure the appropriate conduct of passengers (as per the College's Code of Conduct), 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 they feel will put themselves, the passengers, or the vehicle in an unsafe environment. f. Operate under weather conditions which are safe for the operation of the bus. See note on use during inclement weather above. <ol style="list-style-type: none"> 5. Campus Facilities is to be consulted with 2 week advance notice if a vehicle, excluding buses, is being requested for travel outside of Alberta. 6. College vehicles cannot be leased or rented out. 7. Departments booking buses must provide the Driver with a pre-approved PO for all additional expenses such as meals or incidentals prior to the trip. <p>Department Assigned Vehicles (including Off Highway Service Vehicles)</p> <ol style="list-style-type: none"> 1. Department controlled vehicles, including off highway service 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 made available through the campus fleet vehicle booking process. These vehicles will be assigned on an annual basis. 2. Any driver operating a College off highway service vehicle must hold a valid driver's license and complete a Drivers Abstract. Additionally, any training, orientation and safety certification for any specific piece of equipment or vehicle must also be completed, prior to the operation of any off highway vehicle. This requirement applies to both students and staff, under the responsibility and direction of the Program Manager. Unsafe operation of the vehicle and/or failure to report damage to the vehicle or caused by the vehicle could result in loss of driving privileges for the individual(s) involved. 3. Managers shall ensure department vehicles are maintained on a regular maintenance schedule as outlined by the Director, Campus Development & Facilities. 4. Start and end of the month mileage readings and vehicle inspection forms will be recorded by the department and sent to Campus Facilities to allow for monthly mileage use and 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 as a chargeback.
Definitions:	
Related Information:	
Review Period:	3 years
Revision History:	<p>New: October 2001 Revision: December 2014 Revision: June 2020 Revision: October 2024</p>