

Policy Title: **Vehicle Usage**
Policy Approver: President’s Office
Policy Holder: Administrative Services
Category: Operational
Original Date: January 2012
Last Revised: January 2012
Next Review:

Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 13th day of January, 2012.

January 13, 2012

President, Yukon College

Date

1. Policy

The University vehicles are available to employees for University business. The vehicles are used to address the operational needs of the University. The vehicles can be utilized to attend meetings, run errands, and pick up and deliver materials and goods as required. The vehicles can also be used by residence staff, including students that are employees, to assist students as needed. This policy has been established to ensure that vehicles are operated in a safe and respectful manner. This policy does not apply to vehicles rented or leased by the University.

Responsibility

The Director of Finance and Administrative Services is responsible for management of the University vehicles.

Vehicle Operation

1. The University vehicles are to be used and driven by University employees only. This includes students that are employees.
2. Employees who drive the University vehicles periodically or on a regular basis must possess a valid driver's license and provide a driver's abstract to operate University vehicles. Employees who drive the University vehicles on very rare occasions are not required to provide a driver's abstract. The Director of Finance and Administrative Services will determine if the driver's abstract is necessary when use is rare.
3. Employees must obtain authorization in advance from their supervisor, on the prescribed form, to use the University vehicles.
4. Personal use of the vehicles is not permitted.
5. University vehicles cannot be driven further than 50 kilometers from the University unless authorized in advance by the employee's supervisor. If travelling in cold weather, employees should refer to the University Cold Weather Travel policy. Employees must ensure there is an emergency travelling kit in the vehicle when travelling from October to April in accordance with the Vehicle Usage Procedures.
6. The condition of University vehicles must be monitored and observed at all times to ensure safe usage of the vehicles.
7. University vehicles must undergo regular periodic maintenance and cleaning.

8. University vehicles will be operated, licensed and insured in accordance with all applicable local, territorial and federal laws and regulations.
9. The University is not responsible for traffic or parking violations and employees must therefore pay for the costs of those violations.
10. All accidents must be reported immediately in accordance with the Vehicle Usage Procedures.
11. Employees must ensure University vehicles are kept clean and smoke free at all times.
12. University vehicles must be parked in designated areas only and plugged in as required in accordance with the Vehicle Usage Procedures.

2. Governing Legislation and Relevant Documents

Board Policy as outlined in Board Policy Handbook
Yukon College Act¹ 4.(1) (a) Motor Vehicles Act
Traffic Regulations and Acts City of Whitehorse Bylaws
Occupational Health and Safety Act
Yukon University Cold Weather Travel Policy

3. Procedures

Driving Procedures and Vehicle Maintenance

Eligibility to drive a University vehicle and eligibility to be a passenger:

- University vehicles will be operated, licensed and insured in accordance with all applicable local, territorial and federal laws and regulations. Employees (including students employed by the University) will drive safely when operating the vehicles and shall wear seatbelts at all times.
- University vehicles will only be used for University business.
- Hitchhikers or other individuals who are not staff, students or guests of the University cannot be transported in University vehicles.

¹ The then Act

Traffic violations, damage to the vehicle, and usage etiquette:

- Any traffic or parking violations must be reported on the inspection report, as outlined below in the Check-Out Procedures, when the vehicle is returned. The University is not responsible for traffic or parking violations and the employee must therefore pay for the costs of those violations.
- Accidents are to be reported as outlined in the Check-Out Procedures below.
- Smoking and eating is not permitted in University vehicles. Eating is only permitted if necessary, for health or medical reasons and the vehicle must be clean after eating.
- University vehicles must be kept clean and employees must remove garbage from the vehicles after use.
- University vehicles must be parked in designated areas when not in use. The Security Officer on duty will inform the staff member as to the location of the designated areas when the vehicle is checked out. CNIM (Centre for Northern Innovation in Mining) & Trades will determine the designated areas for vehicles regularly used by their staff such as trucks. The Security Officers and CNIM & Trades will ensure the designated areas are adequately identified as such with appropriate signage.
- When temperatures are colder than -15 degrees Celsius, the University vehicles will remain plugged in.
- Employees must report any incidents, damages, unsafe conditions or problems observed while driving University vehicles. Vehicles will not be signed out if they are deemed to be in an unsafe condition.
- Employees will fill the vehicle with gas when the fuel tank level is below one quarter (1/4) and the receipts will be coded and approved and brought to Administrative Services for processing. Employees can use the gas card in the sign out package to pay for the gas. Other items such as oil and windshield washer fluid can be purchased if they are needed immediately to ensure the vehicle is safe to drive and to avoid damage to the vehicle. Receipts will then be submitted for reimbursement.

Vehicle Maintenance and Repairs:

- CNIM & Trades is responsible for all regular maintenance of the University vehicles. All maintenance will be entered into a log for each vehicle. Only qualified mechanics or

approved service facilities will be permitted to perform maintenance on University vehicles. The vehicles will be inspected once a year to ensure they are safe to drive. Regular maintenance will be performed on the vehicles every six months or sooner if the kilometer usage dictates, in accordance with industry standards for maintenance. Winter tires will be put on vehicles for the winter months.

- The Administrative Division will be responsible for any irregular or extraordinary maintenance costs, such as damage that is identified and the cause is unknown or repairs that need to be done by a servicing facility outside the University.
- The custodial staff is responsible for cleaning the University vehicles. The vehicles will be cleaned regularly as determined by the Security Officer that inspects the vehicle and a log will be maintained for the cleaning of each vehicle.

Check-Out Procedures

1. Employee will request/reserve vehicle from Reception. Reception will keep a log of vehicle reservations on a Vehicle Reservation Sheet. The employee will provide a copy of their valid driver's license, abstract and a completed Vehicle Use Authorization Form to reception if that has not already been provided. The Vehicle Use Authorization Form can be approved for a period of time up to one year and once signed does not need to be completed for each subsequent use during that period. If Reception is not available, Security will perform this function. The vehicle cannot be reserved without a valid copy of the employee's driver's license and abstract on file. The employee must be accepted as an eligible driver under the University's insurance policy and the Director of Finance and Administrative Services will ensure this is done. The supervisor of the employee must authorize the employee's usage of the vehicle in writing in advance on the Vehicle Use Authorization Form. This authorization, with a description of the nature of the use, will be attached to the reservation sheet.

The exception to the above check-out procedures will be for vehicles used primarily by CNIM & Trades. These vehicles will be primarily available to the Tool Room Attendants, the Instructors and Administrative Support staff in CNIM & Trades.

These employees will not be required to follow the check-out procedures. The employees will be notified if another division requires the use of the vehicles and will permit use of

the vehicles if they are not being used for CNIM & Trades at the desired time. A copy of the employee's driver's license and abstract and the Vehicle Use Authorization Form must also be completed (if not already provided) by the employees in CNIM & Trades and/or the division requesting use of the trucks and a copy of these documents will go to CNIM & Trades and to Reception. The employee must be accepted as an eligible driver under the University's insurance policy and the Director of Finance and Administrative Services, in conjunction with Safety and Security, will ensure this is done. Employees are not required to submit a copy of their driver's abstract if they only use the vehicles on very rare occasions. The Tool Room Attendants will ensure that there is an emergency travelling kit in the vehicle from October to April. The Tool Room Attendants will notify the custodial staff when the trucks need to be cleaned. The Tool Room Attendants will ensure the trucks are properly maintained and will notify the Director of Finance and Administrative Services of any damage or insurance matters that need to be reported.

2. When the employee is checking out the vehicle, the sign out package containing policies and procedures, the Vehicle Inspection Report and other relevant information will be given to the employee. A Security Officer will accompany the employee to the vehicle.
 - a. The Security Officer and employee will complete the Vehicle Inspection Report. The Security officer will note the date and time signed out, the employee's name, the mileage on the odometer, fuel tank level, and any damage or other observations such as level of cleanliness on the Vehicle Inspection Report. If the vehicle is in an unsafe condition, it will not be signed out and Administrative Services will be notified of this.
 - b. When travelling from October to April, the University Cold Weather Travel policy must be followed and an emergency travelling kit must be kept in the vehicle. The Security Officer and the employee will ensure that the emergency travelling kit is in the vehicle before it is used.
 - c. The Security officer will return the completed Vehicle Inspection Report to reception.
3. The employee will notify the Security Officer when returning vehicle. The vehicle will be parked in the designated parking area as defined above and plugged in if temperatures are colder than -15 degrees Celsius.

- a. The Security Officer and employee will complete the Vehicle Inspection Report. The Security Officer will note the date and time returned, the mileage, the fuel tank level and any damage or other observations such as the level of cleanliness on the vehicle inspection report. The Security Officer will ensure the emergency travelling kit is complete and remains in the vehicle. Both the employee and Security Officer will initial the Vehicle Inspection Report for accuracy.
 - i. If the vehicle smells of smoke, this will be documented on the Vehicle Inspection Report and the employee will acknowledge on the report that smoking is not permitted in the University vehicles and that they will not smoke or permit any smoking in the vehicle if it is used again.
 - ii. If the vehicle is unclean, the employee will immediately clean out the vehicle and the Vehicle Inspection Report will be completed once that is done. This does not apply to minor wear and tear experienced during use of the vehicle that will be handled through regular maintenance of the vehicle.
 - iii. If an accident occurs while the employee is using the vehicle, a Vehicle Accident Report will be filled out at the scene of the accident and the details of the other driver shall be obtained if applicable i.e. driver's license, license plate, contact information, names of witnesses and insurance company. Blank accident report forms will be kept in the glove box of the vehicle. Immediate medical attention for the drivers and passengers will be sought if necessary.

If the vehicle has experienced damage or if something breaks on the vehicle, the employee will explain how this occurred and this will be noted on the Vehicle Inspection Report. The employee will report any unsafe conditions or problems on the inspection report. A Vehicle Accident Report will be completed by the employee if necessary and given to the Security Officer. The Scratch and Dent Form will be completed if there is visible damage on the outside of the vehicle. Photos of the damage will be taken at the scene of the accident by the employee if they have a camera and if not, the Security Officer will take pictures when the vehicle is returned. Administrative Services will be notified of the

accident or any unsafe conditions or problems. Administrative Services will determine if the University's insurance company should be contacted and will follow through with that. If the cost of the damage cannot be recovered from the insurance company, the division of the employee that used the vehicle will be charged for those costs directly related to the damage incurred. The division will not be charged for any damages incurred by another user. CNIM & Trades will arrange to have the vehicle repaired.

- iv. If the kilometers used for the trips identified are excessive when compared to the distance in kilometers as determined by the Security Officer, the Security Officer will notify the employee's supervisor, and this will be noted on the Vehicle Inspection Report.
- v. If the fuel tank level on the vehicle is below one quarter (1/4), the employee will arrange to fill the gas tank immediately and the Vehicle Inspection Report will be completed once the vehicle is returned. If this is not possible, the next user will be notified by Reception or Security when the vehicle is signed out.

In all of the above cases, if the Security Officer has a concern with the usage of the vehicle or if an employee repeatedly returns a vehicle and problems are noted, the employee's supervisor will be notified, and they will take action as necessary. The employee may not be able to use the vehicle in future.

- b. Security Officer will return the Vehicle Inspection Report and sign out package to reception.

4. Other Related and/or Accompanying Documents

Vehicle Reservation Sheet
Vehicle Use Authorization Form
Vehicle Inspection Report
Vehicle Accident Report
Vehicle Scratch and Dent Form