

VEHICLE USE POLICY			
Effective Date	February 22, 2017	Policy Type	Administrative
Responsibility	Director Facilities - Maintenance and Operations	Cross-Reference	1. Clean Air Policy 2. Freedom of Information and Protection of Privacy Act 3. Parking and Traffic Management Policy 4. Student Travel Policy 5. Traffic Safety Act and Regulations 6. Travel and Related Expenses Policy
Approver	Executive Council		
Review Schedule	Every 5 years		
		Appendices	1. Occurrences that Could Lead to Withdrawal of Authorized Driver Status 2. Additional Safety Information

1. Policy Statement

1.1. Grande Prairie Regional College (“GPRC” or the “College”) seeks to establish the safe and efficient use of its vehicles to ensure the safety of all members of the College community.

2. Background

2.1. GPRC operates a fleet of vehicles for the purpose of enabling authorized personnel to carry out business and education functions on behalf of the College.

3. Policy Objective

3.1. The objective of this policy is to establish priorities for the use of vehicles and assist in their safe operation through the control of vehicle drivers.

4. Scope

4.1. This policy applies to all College faculty, staff, students, and visitors or organizations requesting the use of a College vehicle.

5. Definitions

5.1. “Accident” is defined as any event that results in damage to a vehicle or property or injury to an individual or animal.

5.2. “Alberta Transportation” is the authority that governs the permissions of the College fleet under the provisions of the Traffic Safety Act.

5.3. “Authorized driver” A person who has a valid driver’s licence, has submitted an abstract to the Facilities – Maintenance and Operations department, and who agrees to abide by this policy.

5.4. “Impairment” is defined by any altered condition of the body’s sensory, cognitive, or motor functions due to alcohol, drugs, medical prescriptions, or other controlled substances.

5.5. “College business” is defined as an action required as a representative of GPRC duly authorized and supported by GPRC.

- 5.6. “Official GPRC Guest” is any person or group that is defined as having business associated with GPRC through an invitation by one of its staff / faculty. Immediate family members may be included in this definition.
- 5.7. “Vehicles” are all College owned or leased fleet vehicles including cars, trucks, vans, buses, transports and trailers.
- 5.8. “Training Vehicles” are all College owned, leased, or loaned vehicles designated specifically for instructional use (e.g. transports and trailers at Continuing Education, motorcycles in motorcycle programs, etc.).

6. Guiding Principles

- 6.1. Alberta Transportation is the authority that governs the permissions of the College fleet under the provisions of the *Traffic Safety Act*. All persons requesting the use of a College vehicle must comply with relevant legislation issued by Alberta Transportation.
- 6.2. Departments using College vehicles are expected to supply their own driver. All drivers must be authorized by the College to drive a vehicle within their licence class.
- 6.3. Departments using vehicles shall pay all normal operational costs incurred during any trip for their Department unless waived by the Director, Facilities – Maintenance and Operations.
- 6.4. Priority of use for College vehicles will be given in the following order:
 - 6.4.1 GPRC educational activities
 - 6.4.2 Administrative use
 - 6.4.3 Recognized GPRC recreation and GPRC student and collaborative student groups
 - 6.4.4 Professional DevelopmentLow priority user bookings may be cancelled in favour of higher priority groups up to two weeks prior to the date of departure of the pre-empted party.
- 6.5. In the event that no fleet vehicles are available, the requesting Department will be responsible for renting or paying mileage for private vehicle use as per the Travel and Related Expenses Policy.
- 6.6. People using their own private vehicles for GPRC business are not covered by GPRC’s insurance. It is the individual’s responsibility to notify and be covered by their personal insurance provider if they are using their private vehicle for College business. Additional business insurance is required for the private vehicle. Any remuneration for travel using a private vehicle has to be pre-approved as per the Travel and Related Expenses Policy.
- 6.7. Authorized drivers of a vehicle bear full responsibility for limiting passengers of GPRC vehicles to staff, students and official GPRC guests. GPRC guests under 18 years of age require parental or guardian consent. Drivers are expected to report inappropriate behaviour to their Supervisor.
- 6.8. All drivers must consent to a yearly driver’s abstract and be registered through the office of Facilities – Maintenance and Operations. Costs for abstracts are a Departmental cost. Drivers with seven or more demerits and / or drivers with a history of traffic violations (three or more traffic violations in the past three years) may be denied driving privileges, at the discretion of the Director, Facilities – Maintenance and Operations.
- 6.9. Any driver with more than two moving violations in a GPRC Vehicle, within the last 12 months; and/or more than one at fault collision within the last 6 months, will likely be denied use of a

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vehicle. A variety of methods may be used to determine suitability for driving a GPRC fleet vehicle.

- 6.10. Please see Appendix 1 for further examples of occurrences that could lead to withdrawal of authorized driver status.
- 6.11. For minivans, cars, and ½ ton trucks a Class 1, 2, 3, 4 or 5 driver's license is acceptable. Completion of a professional driver improvement training course is recommended.
- 6.12. The College has secured insurance coverage, covering: collision, theft, fire and other hazards together with public liability. The College's insurance covers all College personnel, students, and authorized guests traveling in GPRC fleet vehicles on College business.
- 6.13. Unauthorized passengers are not permitted in GPRC fleet vehicles at any time.
- 6.14. In the event of a vehicle request departure time being earlier than regular office hours of Facilities - Maintenance and Operations, drivers may pick up Vehicle Request Form, keys, and gas card prior to the approved departure date. The vehicle may not be removed until the departure time stated on the Vehicle Request Form.
- 6.15. The authorized driver assumes responsibility for any vehicle violations and parking tickets during their booking.
- 6.16. All College vehicles or vehicles rented with College funds must be used for College business only. Booking a College vehicle specifically for personal use is prohibited.
- 6.17. Animals are not permitted in College vehicles, unless the animal is a service animal, or the animal is part of an education program.
- 6.18. All vehicles will be equipped with an Emergency Kit. See Appendix 2.
- 6.19. All fleet vehicles are permitted to park without a permit on College parking lots.
- 6.20. Impaired driving is strictly prohibited. No alcoholic beverages are to be consumed, or illegal substances conveyed in College vehicles.
- 6.21. Smoking in College vehicles is prohibited.
- 6.22. Drivers under any medical treatment requiring prescription medication that may affect their driving ability are not permitted to drive.
- 6.23. The use of radar detection devices is prohibited.
- 6.24. The driver will ensure that the vehicle is properly maintained and that any maintenance requirements are reported. Any accidents are to be reported to Facilities - Maintenance and Operations.
- 6.25. The driver will refuel the vehicle at half a tank or less, remove all garbage from the vehicle and return it to the designated stall at the completion of each trip.
- 6.26. The use of GPRC vehicles for out of province travel requires approval from their respective Vice President prior to booking the vehicle. All out of country travel requires approval from the President prior to booking the vehicle.
- 6.27. The maximum period for which any one individual may book a vehicle is five days unless special arrangements have been approved by the Director, Facilities - Maintenance and Operations.

- 6.28. A valid license from outside Alberta is acceptable for the first three months of residency only at which time the driver must obtain an Alberta driver's license.
- 6.29. All vehicles owned by GPRC will be serviced as required. All minor maintenance and repairs will be performed by qualified staff (e.g. replacing headlights, taillights and lenses for such lamps, oil changes and lube, motor and heater fans, belts, wipers, batteries and fluids). A certified mechanic will complete major work.
- 6.30. Should a vehicle require minor repairs; such as towing, tire repairs, fuel pumps, water pumps, etc., while on a trip, the driver should locate the most suitable repair shop at the location and have the work completed. Costs for the repairs can be paid for using the fleet credit card or the driver can pay and be reimbursed at the return of the trip.
- 6.31. Major mechanical problems must be left to GPRC to repair. This may require towing and or pickup of the vehicle from the out of town location.
- 6.32. Drivers of a vehicle (or a vehicle / trailer / load combination) weighing greater than 11,794 kg must comply with GPRC's Truck / Tractor / Trailer Safety & Maintenance Program.
- 6.33. Problems with vehicles (e.g. mechanical, cleanliness, etc.) must be reported when the keys are returned. All issues will be assigned for repair.
- 6.34. Vehicle abuse and vandalism by the users are the responsibility of the user group at the time and will be reported to their Dean or Director as well as the Director, Facilities - Maintenance and Operations, along with associated costs for repair. Departments may be charged a fee for:
 - 6.34.1. Excessive wear and tear or damage to a fleet vehicle as well as repairs resulting from negligence
 - 6.34.2. Cleaning unusually dirty vehicles as well as special detailing to remove spills, smells etc. will be subject to a service charge or up to billing amount incurred
 - 6.34.3. Replacement of lost keys
 - 6.34.4. Cleaning up after transporting animals that are part of a GPRC program
 - 6.34.5. Wilful damages may result in loss of vehicle use privileges
- 6.35. For the purpose of administering this policy, it may become necessary for GPRC to release personal information to authorities as it relates to resolving offences. Such release of information shall be done in the strictest confidence in consultation with the College's Privacy Information Officer. A current list of registered drivers will be kept on file in Facilities - Maintenance and Operations. This information is kept in the strictest confidence as per FOIP.
- 6.36. For GPRC employees, a current copy of the Vehicle Use Policy will be read and an acknowledgement will be signed stating they understand and are willing to abide by the Vehicle Use Policy at the same time a Driver Abstract has been requested. For drivers who are not GPRC employees, they will be required to sign the acknowledgement stating they have read, understood, and will abide by the GPRC Vehicle Use Policy prior to driving any GPRC vehicle.
- 6.37. The driver will be responsible for passenger conduct while traveling.
- 6.38. The driver is responsible for vehicle compliance with the rules of road safety and applicable provincial laws.

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- 6.39. When a vehicle is taken out, the driver will be given an approved Vehicle Request Form where the mileage and vehicle problems can be recorded. The start and end mileage must be recorded by the driver. A space for recording any problems with the vehicle is on the bottom of the sheet.
- 6.40. Fleet vehicles are equipped with a GPS tracking device and an online administration system. The GPS cellular modem can track vehicle location, km driven, hours of operation, if the vehicle is on or off and its speed. Information from the modem is saved up to a year. Daily information from a trip may be forwarded to the booked driver or the booking authorizer of that trip.
- 6.41. In the event of an accident:
 - 6.41.1. Notify a person on the afterhours emergency contact card.
 - 6.41.2. Do not assume responsibility / fault or sign any type of release form.
 - 6.41.3. Complete an accident report form as supplied and stored in the vehicle booking package.
 - 6.41.4. It is strongly recommended that a copy of the police accident report be filed with the Accident Report. If this is not possible, then obtain the name of the attending police officer and file number. In the event of an accident that is too minor for police involvement, the driver is to ensure an accident report is submitted to Facilities - Maintenance and Operations within 24 hours from returning from the trip. This report should include full detail such as describing other vehicle(s), drivers, passengers, witnesses, insurance information, etc.
 - 6.41.5. All vehicle accidents will be reviewed by the Manager, Enterprise Risk for recommendations on possible avoidance of similar accidents or recommended training.
 - 6.41.6. See Appendix 2 for additional safety information.

7. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	<ul style="list-style-type: none"> • Approve and formally support this policy
Director, Facilities – Maintenance and Operations	<ul style="list-style-type: none"> • Oversee the implementation of this policy
Facilities - Maintenance and Operations	<ul style="list-style-type: none"> • Oversee scheduled use and maintenance of fleet vehicles and assigned service vehicles
Departments with Training and Assigned Service Vehicles	<ul style="list-style-type: none"> • Oversee scheduled use and maintenance of training and assigned service vehicles
Authorized Drivers	<ul style="list-style-type: none"> • Comply with Traffic Safety legislation and this policy

8. Exceptions to the Policy

8.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice-President Administration.

8.1.1. Policy exceptions must describe:

8.1.1.1. The nature of the exception

8.1.1.2. A reasonable explanation for why the policy exceptions are required

8.1.1.3. Any risk created by the exceptions to this policy

8.1.1.4. Evidence of approval by the Vice President, Administration.

9. Inquiries

9.1. Inquiries regarding this policy can be directed to the Director, Facilities - Maintenance and Operations.

10. Amendments (Revision History)

10.1. Amendments to this policy will be published from time to time and circulated to the College community.

10.2. Post-Implementation Approval: December 18, 2018

APPENDIX 1 – OCCURRENCES THAT COULD LEAD TO WITHDRAWAL OF AUTHORIZED DRIVER STATUS

1. This is not a definitive list and there can be other examples:
 - Failure to report / being in a crash or incident.
 - Careless operation of a vehicle.
 - Careless operation of a vehicle resulting in a crash.
 - Multiple customer complaints or driving infractions, including photo radar tickets.
 - Irresponsible cargo handling.
 - Falsification of records.
 - Unauthorized passengers.
 - Refusing to cooperate in providing information during an investigation.
 - Driving under the influence of drugs and / or alcohol.
 - Violations of the Traffic Safety Act and other applicable legislation (e.g. Schedule 1 of the Demerit Point Program and Service of Documents Regulation)
 - History of abuse to vehicle, i.e. dirty interior, late returns, inadequate receipts, etc.

APPENDIX 2 – Additional Safety Information

1. Fleet Vehicle Emergency Equipment

1.1. Fleet vehicles (excluding Facilities – Maintenance and Operations service vehicles) shall be equipped with at least the following items:

- Flashlight
- First aid kit
- Survival blanket
- Candles
- Snowbrush
- Fire extinguisher

2. Animal Collisions (for vehicle collisions that involves a large animal (e.g. deer, moose, bear, etc)).

- 2.1. If the animal leaves the scene of the collision, then the Fish and Wildlife Office does not need to be called.
- 2.2. If the animal is too injured to leave the scene of the collision, then the Fish and Wildlife Office must be called.
- 2.3. If the animal is dead on the side of the road, then the Fish and Wildlife Office must be called for statistics collection.
- 2.4. If the animal dies and is creating a public safety hazard due to its location, then the animal should be moved to the side of the road but only if it is safe to do so. Then the Fish and Wildlife Office must be called for statistics collection.
- 2.5. If the animal dies and is creating a public safety hazard due to its location and it is not possible to safely move the animal, then the Fish and Wildlife Office must be called.
- 2.6. If the damage from the collision with the animal is over \$1,000 then the driver must go to the police station and complete a Collision Report Form.

Local Fish and Wildlife Office Phone Numbers	
Grande Prairie	780-538-5265
Fairview	780-835-2737
After Hours (Grande Prairie and Fairview)	1-800-642-3800