

<b>University of Prince Edward Island Policy</b>		<b>Policy No.</b> govbrdrmt0008	<b>Revision No.</b> 0
<b>Policy Title</b> Owned or Leased Vehicles- UPEI Safety & Risk Management Policy		<b>Page 1 of 9</b>	
<b>Creation Date</b>		<b>Version Date</b> February 24, 2005	
<b>Authority</b> Board of Governors		<b>Review Date</b> February 24, 2010	
<b>Responsibility</b> VP Finance & Facilities			<b>Access</b> C

## 1 Purpose

- 1.1 The purpose of this policy is to provide rules and guidelines governing the operation, maintenance and use of University vehicles, including trucks, vans, automobiles, trailers and other vehicles.

## 2 Scope

- 2.1 The policy applies to all University staff, student and agents responsible for the operation, maintenance or use of University owned, or leased vehicles, or rented passenger vans or trucks, hereafter referred to as *University vehicles*. The policy is not intended to include rentals from private car rental agencies for staff on University business.
- 2.2 The policy covers both licensed road vehicles and un-licensed special purpose vehicles.
- 2.3 This policy governs the operation and use of all University owned vehicles, including those purchased or leased with research or project funds.

## 3 Responsibility

- 3.1 The policy is under the general authority of the Vice President Finance & Facilities.
- 3.2 The Comptroller has general responsibility for risk management and is responsible for implementation, review and amendment of this policy.
- 3.3 The Dean (or Vice President, if applicable) and department chair/head shall be responsible for enforcement of this policy within their jurisdiction. A *vehicle operations coordinator* (hereafter referred to as the Coordinator) shall be appointed for each faculty and/or department that operates University vehicles. The Coordinator will be responsible for the day-to-day operation of departmental or faculty vehicles under this policy. The Coordinator shall monitor the driving performance of persons operating departmental vehicles and make recommendations to the department head and Dean (or Vice-President) concerning enforcement of this policy.

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- 3.4 The purchase of a University owned vehicle requires the approval of the Vice-President Finance & Facilities and the appropriate Dean or Vice President.

#### 4 General Rules

- 4.1 **Business Use** - University vehicles are for University business use. Any personal use is only permitted by express permission of the responsible dean or department head and must be of a limited or an incidental nature. All costs related to such personal use must be fully reimbursed to the University.
- 4.1.1 Personal use includes using a University vehicle to commute from the driver's home to the University. University vehicles are to be parked at the University unless in use for business purposes. For greater clarity, unless there is a clear business reason to park a University vehicle off campus, University vehicles are to be returned to the University at the end of each business day.
- 4.1.2 University vehicles used in specific University projects or for ongoing business purposes may be maintained off campus during periods that the work requires frequent off-campus travel. If a University vehicle is parked at an employee's residence, the employee must maintain a daily log of the vehicle's use, including trip locations, kilometers, and purpose of travel.  
*Note: University vehicle(s) parked at an employee's residence may be subject to a taxable benefit (standby charge).*
- 4.2 **Driver Qualification** - All persons in positions which require the use of a vehicle MUST APPLY for APPROVAL to operate a UNIVERSITY VEHICLE. Persons applying for approval to operate a University vehicle for road use must complete a *UPEI Driver's Approval Form (Appendix A)*. Applications must be approved by both the faculty's/department's Coordinator and by the Comptroller.
- 4.2.1 Criteria for approval to operate a University vehicle are as follows:
- 4.2.1.1 Holding a valid licence to operate a motor vehicle, including the class of licence appropriate to the vehicle type and number of passengers, from PEI or another North American jurisdiction, or an *International Driver's Licence*.
- 4.2.1.2 Agreement to provide a copy of the driver's motor vehicle driving abstract from the appropriate jurisdiction, upon request.
- 4.2.1.3 A safe driving record.
- 4.2.1.4 Training or experience appropriate to the vehicle(s) that the driver is authorized to operate.
- 4.2.1.5 A signed agreement by the driver to obey all laws and rules of the

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road governing the operation of motor vehicles on Prince Edward Island and in other jurisdictions.

- 4.2.2 Frequent drivers are employees of the University who are regularly required to operate a University vehicle(s). Frequent drivers shall have their driving record reviewed on an annual basis by the department's Coordinator. The Coordinator shall report the results of this review to the Comptroller.
- 4.2.3 Casual drivers are employees or students of the University who are authorized to operate a University vehicle for a specific or designated period of time. The use of casual drivers will be strictly controlled and be permitted only when necessary for program delivery or for other appropriately relevant University activities.
- 4.2.4 The faculty or department through its Coordinator shall ensure that each driver is qualified to operate the applicable motor vehicle, including:
  - 4.2.4.1 Assessment of the driver's training or experience with similar vehicles;
  - 4.2.4.2 An orientation session with each driver on driver safety and rules governing the use of the vehicle.
  - 4.2.4.3 Assessment of the driver's safety record, including accidents or traffic violations during the past five years.
  - 4.2.4.4 Determination that the driver holds the proper class of licence appropriate to the particular vehicle and the number of passengers to be transported.
- 4.3 **Fleet Maintenance** - The departmental/faculty Coordinator shall be responsible for ensuring that the vehicles are regularly maintained. The Coordinator shall keep an up-to-date record of maintenance and repair for each vehicle under her/his authority using a *Vehicle Maintenance Record Sheet (Appendix B)* or an equivalent record-keeping system.
- 4.4 **Rules Governing Operation of a University Vehicle** - University motor vehicle operators (drivers) shall obey the rules of the road including driving within posted speed limits and the wearing of seat belts by the driver and all passengers.
  - 4.4.1 Drivers are not permitted to operate a University-owned vehicle while under the influence of alcohol. For greater clarity, the permissible blood alcohol limit is zero and there is zero tolerance for the driver being under the influence of alcohol during the operation of a University-owned vehicle.

- 4.4.2 Drivers are not permitted to operate a University-owned vehicle while under the influence of drugs or medication that impair driving ability.
- 4.4.3 Drivers shall not use a cell phone while driving.
- 4.4.4 Drivers shall not pick up hitchhikers.
- 4.4.5 Drivers shall not transport more passengers than the vehicle is equipped to handle, or more passengers than permitted by the class of licence of the driver.
- 4.4.6 Drivers shall maintain a trip log for all off-campus travel, including trip locations, kilometers, and purpose of travel.
- 4.4.7 Drivers shall conduct regular ‘visual’ vehicle inspections to check for damage, that lights are in working order, tire pressure, windows and mirrors, etc.
- 4.4.8 Drivers shall not use a University vehicle to transport family or friends unless authorized to do so in the conduct of University business.
- 4.4.9 Drivers shall immediately report (within 5 working days) to the department’s Coordinator any traffic violations while operating a University vehicle.
- 4.4.10 Drivers shall not operate a University vehicle unless physically able to do so in a safe manner
- 4.4.11 Driver shall not transport dangerous goods unless such dangerous goods are properly packaged for transport by certified personnel. Drivers who transport dangerous goods must be certified under TDG Clear Language Regulations and must be trained how to handle dangerous goods in the event of an emergency.
- 4.4.12 Drivers shall not permit an unauthorized person(s) to operate a University vehicle.
- 4.4.13 Smoking is not permitted in University vehicles.

#### 4.5 **Reporting of Accidents**

- 4.5.1 In the event of an accident involving a University vehicle, the driver shall file a written report with the department’s Coordinator. The Coordinator is responsible for ensuring that a written report of the accident is filed with the University’s insurer and the Comptroller’s office, and copied to the Health & Safety Advisor. *The University’s insurer has produced a sample accident report and a list of recommended procedures in the case of an accident and this information is available in the Comptroller’s office.*
- 4.5.2 In the event of a serious accident or an accident involving injury or potential injury to persons, the Coordinator shall file ‘An Incident Report and Investigation Form’ with the Human Resources department [available on line](#) .

**4.6 Monitoring Drivers and Revoking Privileges**

- 4.6.1 The permission to operate a University vehicle is a privilege granted at the discretion of the University and may be revoked at any time without prior notice.
- 4.6.2 The Coordinator shall monitor the driving performance of persons operating departmental vehicles and bring to the attention of the department head and dean/vice-president, and the Comptroller multiple or serious violations of this policy.
- 4.6.3 The Vice-President/Dean, Department Head or Comptroller shall have the authority to revoke a driver's privilege to operate a University vehicle if in his/her opinion:
  - a) the driver has committed a serious violation of this policy;
  - b) the driver has committed multiple violations of this policy;
  - c) there is a serious safety concern; or
  - d) the intended use of the vehicle is inappropriate or unauthorized.
- 4.6.4 The Coordinator shall have the authority to temporarily revoke a driver's privilege to operate a University vehicle for the reasons cited in paragraph

**4.7 Rented Passenger Vans** - Coordinators or other authorized persons renting passenger vans for the University use shall ensure:

- 4.7.1 that the vehicle is fully insured, including liability insurance in amounts recommended by the Comptroller, and
- 4.7.2 that the driver is in compliance with this policy.

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**UNIVERSITY OF PRINCE EDWARD ISLAND**  
**Driver's Approval Form (Appendix "A")**

**Check one:**

- Regular & Frequent Driver (Employees who drive on a regular basis all year)**
- Casual or Student Driver (Employees who drive occasionally, or students who drive for 2-3 months of the year.)**

**All university staff who drive university owned motor vehicles are required to provide the following information. Upon completion, return this form to your department head or chairperson or vehicle coordinator for authorization. Only employees of the University , its agents or students are permitted to drive University owned vehicles. Drivers of 15-passenger vans must also complete a separate form: *Application for Approval to drive a 15-passenger van.***

<b>Part 1</b>							
1]	<b>Name</b> _____						
2]	<b>Date of Employment</b> _____ <b>University ID#</b> _____						
3]	<b>Department</b> _____						
4]	<b>Home Address:</b> _____						
5]	<b>License Number &amp; Classification</b> _____ (attach copy of license)						
6]	<b>Date of Birth</b> _____						
7]	<b>Number of Years License Held:</b> _____						
8]	<b>Have you had any accidents, and/or convictions in the past five years? Yes No</b> (If yes give details, if space insufficient use an attachment): (circle one)						
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><b>Date</b></td> <td style="width: 50%; text-align: center;"><b>Particulars</b></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	<b>Date</b>	<b>Particulars</b>	_____	_____	_____	_____
<b>Date</b>	<b>Particulars</b>						
_____	_____						
_____	_____						
9]	<b>University Vehicles to be Driven -</b> <b>Truck/ Auto / Van* - 7-Passenger    12-Passenger    *15-Passenger    (Circle)</b>						
	_____						
	<b>Make, model and licence #</b> _____						
	_____						
<p><b>*NOTE: Fifteen (15)-passenger vans require class 4 license &amp; completion of a separate approval form (attached). Five (5) or more years of driving experience recommended to drive passenger vans.</b></p>							

**Confidentiality: The information provided herein is confidential. It is solely for the purpose of controlling the use and operation of University vehicles and shall not be used for any other purpose.**

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## Drivers Approval Form

### Driver Certification

I hereby certify that:

1. I have read and agree to abide by the UPEI policy on ‘University Owned or Leased Vehicles- Safety & Risk Management Policy’.
2. I authorize the University of Prince Edward Island’s Comptroller’s Office to obtain a copy of my driver’s record from the Motor Vehicle Branch PEI Department of Highways.
3. The information provided herein is a full and accurate disclosure of my drivers record.

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Date	Signature
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### Authorization

Department Head or Designate:

Application Approved                       Application Rejected

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Name	Signature	Date
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Comptroller’s Office:

Application Approved                       Application Rejected

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Name	Signature	Date
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**UNIVERSITY OF PRINCE EDWARD ISLAND**  
**Application for Approval to Drive a 15-passenger Van**

The operation of a 15-passenger van requires experience and training specific to the operation of this type of vehicle. Specific issues have been identified concerning the safe operation of 15-passenger vans, including stability of the vehicle, handling, changes in the centre of gravity, and increased risk of skids and rollovers. Minimum requirements for approval to drive a 15-passenger van is a class 4 license, at least 5 years driving experience, and previous experience or training in the operation of a 15-passenger van or large commercial passenger vehicles.

Please complete the following:

Name: \_\_\_\_\_ Department \_\_\_\_\_

(1) I have the following experience and training in the operation of a 15-passenger van or large commercial passenger vehicle: (Describe)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) I am aware to the safety concerns specific to the operation of 15-passenger vans. \_\_\_\_\_  
(initial)

3) I agree to strictly abide by and enforce among all passengers the 'UPEI University Owned or Leased Vehicles- Safety & Risk Management Policy', including the wearing of seatbelts by all persons in the van. \_\_\_\_\_ (initial)

I attest the above information is complete and accurate

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_

Recommended by: \_\_\_\_\_  
Vehicle Coordinator (Biology)

Approved by: \_\_\_\_\_  
Comptroller

