

Vehicles Owned or Leased Procedures (Effective October 2015)

University Of Prince Edward Island Driver Qualification

1. Criteria for approval to operate a University vehicle are as follows:
 - 1.1 Holding a valid Driver's License to operate a motor vehicle, including the class of license appropriate to the vehicle type and number of passengers, from PEI or another North American jurisdiction, or an International Driver's License;
 - 1.2 Agreement to a copy of the driver's motor vehicle driving abstract from the appropriate jurisdiction, upon request;
 - 1.3 A safe driving record;
 - 1.4 Training experience appropriate to the vehicle(s) that the driver is authorized to operate;
 - 1.5 A signed agreement by the driver to obey all laws and rules of the road governing the operation of motor vehicles on Prince Edward Island and in other jurisdictions.
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 Vehicle Coordinator. The Vehicle Coordinator shall report the results of this review to the Comptroller.
3. Casual drivers are employees or students of the University who are infrequently 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. The faculty or department through its Vehicle Coordinator shall ensure that each driver is qualified to operate the applicable motor vehicle, including:
 - 4.1 Assignment of the driver's training or experience with similar vehicles;
 - 4.2 An orientation session with each driver on driver safety and rules governing the use of the vehicle;
 - 4.3 Assessment of the driver's safety record, including accidents or violations during the past five years;
 - 4.4 Determination that the driver holds the proper class of license appropriate to the particular vehicle and the number of passengers to be transported.

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University Of Prince Edward Island Driver's Approval Form

Check one:

- Regular & Frequent Driver (**Employees who drive on a regular basis - daily/weekly**)
 Casual or Student Driver (**Employees or students who drive occasionally - once or twice a month/once every 2-3 months**)

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.*

- 1] Name: _____
- 2] Date of Employment: _____ University ID#: _____
- 3] Department: _____
- 4] Home Address: _____
- 5] Licence Number & Classification: _____
(Attach photocopy of Driver's Licence)
- 6] Date of Birth: _____
- 7] Number of Years Licence Held: _____
- 8] Have you had any accidents, and/or convictions in the past five years? Yes No
(If yes, give details - if insufficient space, attach a note): (circle one)
Date _____ Particulars _____

- 9] University Vehicles to be Driven -
Truck/ Auto / Van* - 7-Passenger 12-Passenger *15-Passenger (Circle)
Make, model and licence # _____

***NOTE: Fifteen (15)-passenger vans require a Class 4 Driver's Licence & completion of a separate approval form (attached). Five (5) or more years of driving experience is recommended to drive passenger vans.**

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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Driver Certification

I hereby certify that:

1. I have read and agree to abide by the UPEI policy on '*Vehicles Owned or Leased - UPEI's Safety & Risk Management Policy*'.
2. I agree to abide by the *Rules Governing Operation of a University Vehicle* as detailed on the next page.
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 of the PEI Department of Highways.
3. The information provided herein is a full and accurate disclosure of my driver's record.

Date

Signature

Authorization:

Vehicle Coordinator (for Dept. Involved) or Designate:

Application Approved

Application Rejected

Name

Signature

Date

Comptroller's Office:

Application Approved

Application Rejected

Name

Signature

Date

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Application For Approval To Drive A 15-Passenger Van, if applicable

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 of 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 '*Vehicles Owned or Leased - UPEI Safety & Risk Management Policy*', including the wearing of seatbelts by all persons in the van. _____ (initial)

I attest that the above information is complete and accurate

Applicant's Signature

Recommended by: _____
Vehicle Coordinator (Biology)

Approved by: _____
Comptroller's Office Official

Driver's Approval Form - Page 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. As well, the following rules also apply:

1. Drivers are not permitted to operate a University 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.
2. Drivers are not permitted to operate a University vehicle while under the influence of drugs or substances in violation of provincial laws.
3. Drivers are not permitted to operate a University vehicle while under the influence of medication that impairs driving ability.
4. Drivers shall not use a cell phone while driving, unless hands-free technology is utilized, and shall not send or read text messages while driving.
5. Drivers shall not transport passengers such as hitchhikers, family members or friends for unauthorized use.
6. Drivers shall not transport more passengers than the vehicle is equipped to handle, or more passengers than permitted by the class of license of the driver.
7. Drivers shall not drive the vehicle at speeds that are inappropriate for road conditions.
8. Drivers shall maintain a trip log for all off-campus travel, including trip locations, kilometers, and purpose of travel.
9. Drivers shall conduct regular 'visual' vehicle inspections (i.e. checking for damage, that lights, windows and mirrors are in working order, and that tire pressure is appropriate.)
10. Drivers shall immediately report to the department's Vehicle Coordinator any traffic violations while operating a University vehicle.
11. Drivers shall immediately park a University vehicle that is not operating properly or presents an unsafe condition and notify the Coordinator for further instructions.
12. Drivers shall not operate a University with any known medical condition that precludes the safe operation of a motor vehicle.
13. 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.
14. Drivers shall not permit an unauthorized person(s) to operate a University vehicle.
15. Drivers must lock University vehicles at all times prior to leaving the vehicle unattended.
16. Smoking is not permitted in University vehicles.

Vehicles Owned or Leased Procedures

Incident Reporting Protocol

In the event of an incident involving a University vehicle, the driver shall file a [University Incident Report and Investigation Form](#) (under “WCB” heading) with the department’s Coordinator, as soon as reasonably possible after the incident. In addition, where the incident involves a vehicle accident, the driver must complete a *Driver's Accident Form* for insurance purposes. *The University’s insurer has produced a sample Accident Report and a list of recommended procedures in the case of an accident. This information is available in the Comptroller’s office, but should also be in the glove compartment of each vehicle.* The minimum information that should be included in the *Driver's Accident Form* is:

- Description of the accident;
- The vehicle(s) involved;
- The individuals involved including any passengers in the UPEI vehicle;
- Confirmation whether the accident occurred during normal work;
- Description of damages to all vehicles involved;
- Immediate cause of the accident;
- Location, date, and time of the accident;
- Witness statements;
- Road/weather conditions;
- A copy of the most recent entries in the log book;
- Any other pertinent information as requested in the *Accident Report*.

In the event the driver is unable to complete either form, the Coordinator will undertake this exercise.

The Coordinator is responsible for ensuring that the forms are promptly filed - the *Incident Report and Investigation Form* with the Health and Safety Advisor in HR, and the *Driver's Accident Form*, along with a copy of the *Incident Report and Investigation Form* to the Comptroller's Office.

In the event the incident is of a more serious nature with the potential to attract publicity, the Coordinator must immediately provide a verbal update to his/her supervisor. The supervisor, in turn, will immediately notify his/her departmental Dean or Director (assuming the supervisor and Dean/Director are not one and the same). The Dean or Director will immediately notify the Vice-President, Administration and Finance. If contact information is not available at hand, this information can be obtained through Security Services at 902-566-0384.