

Policy and Procedures Manual

| | |
|---|--|
| Policy | #6-06 |
| Approved By: | Leadership Team |
| Effective Date: | November 18, 2015 |
| Date of Approval: | November 18, 2015 |
| Previous Version Approval Date(s): | December 11, 2002 September 20, 1995 |
| Date to be Reviewed: | November 2020 |
| Administrator Responsible: | Vice President, Finance & College Services |

COLLEGE VEHICLES**POLICY STATEMENT**

The purchase and use of North Island College vehicles will be in accordance with the principals established in this policy.

PURPOSE STATEMENT

To ensure that College vehicles are purchased and operated in a manner consistent with the College's mandate and financial responsibilities.

PRINCIPLES

1. The College encourages the use of rental vehicles or employees' personal vehicles for travel on College business in preference to maintaining a vehicle fleet.
2. Purchase of any vehicle requires approval of the Leadership Team and will take into consideration but will not be restricted to the following factors:
 - a. program requirements;
 - b. access;
 - c. cost/benefit analysis and accountability;
 - d. ability of the department to fund on-going costs of maintaining the vehicle;
 - e. contractual commitments;
 - f. remoteness of community; and
 - g. frequency and duration of travel requirements.
3. Where a vehicle has been purchased or donated for College use, it should be used whenever practical in preference to use of employee or rental vehicles.
4. College vehicles are to be used for College business only; use for personal purposes is not permitted.

5. Users are required to abide by the following rules when operating a College vehicle:
 - a. have a valid driver's license for the type of vehicle with them at all times while operating the vehicle;
 - b. operate the vehicle at or below posted speed limits and at speeds appropriate for road conditions;
 - c. operate the vehicle in a safe and responsible manner in accordance with motor vehicle legislation and regulations including, but not limited to, regulations regarding the use of seat belts and cellular devices while the vehicle is moving;
 - d. driving while under the influence of drugs or alcohol is strictly prohibited;
 - e. smoking is not permitted in College vehicles, and
 - f. at the discretion of the College, a driver's abstract may be required before operation of a College vehicle.
6. Users assume personal responsibility for any and all fines or traffic violations associated with his or her operation of a College-owned vehicle.
7. Users will report any accidents immediately to Facilities, who is responsible for Risk Management.

Guidelines:

1. When leaving a vehicle unattended, remove ignition keys and lock doors.
2. Before operation of a vehicle, do a visual inspection to ensure there are no obvious problems that could affect its safe operation.
3. Report any damage or maintenance issues to the vehicle to the person who has budget responsibility for the vehicle.
4. Always ensure that the vehicle is returned with at least one-half a tank of gas.

Limitations:

This policy does not apply to program vehicles which are not licensed for use on public roadways. If a vehicle that is not usually licensed is covered under a temporary insurance permit, Principles 4 through 7 and the Guidelines apply to its operation.

Cross Reference:

Reimbursement of Travel Expenses Policy #6-02