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## Use of University Fleet Vehicles Policy

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<b>Policy Sponsor:</b>	Vice President, Finance & Administration
<b>Policy Contact:</b>	Director, Facilities & Services
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	July 21, 2014
<b>Approval Group:</b>	Executive Group
<b>Approval Date:</b>	July 21, 2014
<b>Review Date:</b>	Annual review
<b>Procedure:</b>	<a href="#">Use of University Fleet Vehicles Procedures</a>

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### **Purpose**

To define the authority and the Policy to be adhered to with respect to the pool of fleet vehicles which Athabasca University has available for use by Staff Members on Athabasca University business.

### **Definitions**

<b>Authorized Driver</b>	A person who holds a Valid Driver's License and who has been approved by Athabasca University to operate a university Fleet Vehicle.
<b>Driver's Abstract</b>	A printed report obtained from Alberta Registries which confirms information from an individual's driving record that includes: name, address, Valid Driver's License number and expiration date, class, as confirmation of the individual's Valid Driver's License.



<b>Driver of Record</b>	The <i>Authorized Driver</i> who has signed accepting responsibility for a Fleet Vehicle and who is thereby responsible for compliance with the Use of University Fleet Vehicle Policy.
<b>Fleet Vehicle</b>	An Athabasca University owned or leased vehicle which is available for use by Staff members as Authorized Drivers for University business travel.
<b>Rental Period</b>	Specified date/time of pickup and return of a Fleet Vehicle.
<b>Staff Member</b>	Individuals who are currently employed by Athabasca University.
<b>University business</b>	Approved activities in support of Athabasca University's mission.
<b>Valid Driver's License</b>	A driver's license of the appropriate class which is in good standing and valid in the Province of Alberta.
<b>Vehicle</b>	a new or used car, truck, van or trailer.
<b>Vehicle Information Package</b>	located in every university Fleet vehicle and containing operator information as well as instructions, forms, and contact information useful in the event of vehicle break-down, damage, accident, or maintenance requirements.

## **Policy Statements**

Athabasca University owns and operates a fleet of vehicles for use by Authorized Drivers when conducting University business.

Athabasca University will insure, maintain, and manage the use of all Fleet Vehicles owned by and licensed, or leased in the name of, Athabasca University.

Authorized Drivers must operate and care for Fleet Vehicles in a safe, efficient and professional manner in accordance with current Traffic Regulations at all times, for their own safety, as well as that of authorized passengers and others using the roads.

Misuse or unauthorized use of a university Fleet Vehicle may, result in the suspension of vehicle use privileges for an indefinite period, or discipline up to and including suspension or termination of employment, and the incurrence of personal liability directly to the Authorized Driver and/or Driver of Record.

Except where authorized for University business purposes, family members, significant others, friends, and individuals who are not Staff Members, or pets are not permitted to ride in, or operate a Fleet Vehicle.



Facilities & Services is responsible for the operation and maintenance of the Fleet Vehicle program including acquisitions, disposals, and expenses relating to insurance and repairs.

### **Applicable Legislation and Regulations**

[Traffic Safety Act](#)

[Freedom of Information and Protection of Privacy Act](#)

### **Related References, Policies, Procedures and Forms**

[Expense Reimbursement Policy](#)

[Use of University Fleet Vehicles Procedures](#)

Facilities and Services Forms, Procedures & Guidelines

NOTE: *Except where an on-line link is provided below, the forms are found at the staff ["myAU"](#) web-site under the [Facilities & Services Department](#).*

- [Fleet Vehicle Request Form](#)
- Drivers Abstracts Consent Form
- Fleet Vehicle Rates
- Driver Information Form
- On-line Fleet Vehicle Booking Form

### **History**

Executive Group July 21, 2014 (revised)

April 2008 – Executive Group (revised)

April 01, 2006 – Executive Group (revised)

Executive Group January 1, 2001 (approved)