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## Use of University Fleet Vehicles Procedure

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<b>Policy Sponsor:</b>	Vice President, Finance & Administration
<b>Name of Parent Policy:</b>	<a href="#">Use of University Fleet Vehicles Policy</a>
<b>Policy Contact:</b>	Director, Facilities & Services
<b>Procedure Contact:</b>	Operations Administrator
<b>Effective Date of Procedures:</b>	July 21, 2014
<b>Review Date:</b>	Annually

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### **Purpose**

To outline the responsibilities and processes related to the use of university Fleet Vehicles.

### **Definitions**

<b>Authorized Driver</b>	A person who holds a Valid Driver's License and who has been approved by the 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 Authorized Driver 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.

## **Procedure**

### ***General***

Facilities & Services will process all Fleet Vehicle bookings on a *first come, first serve* basis and in accordance with Athabasca University Policy and this Procedure.

The Driver of Record must obtain the approval of the Director, Facilities & Services prior to permitting any individual who is not a Staff Member to ride in, or operate a Fleet Vehicle.

Facilities & Services reserves the right to refuse provision of a Fleet Vehicle to any Staff Member who has had their Fleet Vehicle privileges suspended, or who has been identified by the insurer for Athabasca University as having an excessive amount of demerits for motor vehicle violations.

The following situations constitute misuse of a university Fleet Vehicle and may result in the suspension of the Staff Member's Fleet Vehicle privileges:

- a. use of a Fleet Vehicle without appropriate authorization;
- b. unauthorized possession of a Fleet Vehicle beyond the approved rental period;
- c. use for transportation of unauthorized passengers or materials;
- d. unauthorized off-paved road use;
- e. use for towing vehicles or trailers;
- f. used other than for University business;
- g. carrying pets in the Fleet Vehicle, and
- h. smoking within the Fleet Vehicle.

The Driver of Record for the Fleet Vehicle assumes and is personally responsible for the liability, expense, or losses incurred resulting from but not limited to:

- a. misuse, unauthorized, or prohibited use of the Fleet Vehicle;



- b. towing, storage, or impound charges resulting from motor vehicle violations;
- c. vehicle damage, mechanical failure, or property losses resulting from driver negligence;
- d. missed reservations or connections.

Facilities & Services will forward any documentation in relation to **traffic infractions and fines** incurred during the Rental Period, to the Driver of Record, who is personally responsible for all payments.

Any **accident involving a Fleet Vehicle**, regardless of injuries or the dollar value of repair must be reported to the Director, Facilities & Services immediately. Any accidents involving injury to a Staff Member are to be reported to Occupational Health and Safety, Human Resource Department immediately.

#### *Driver Approval process*

Staff members wanting to operate a university Fleet Vehicle must comply with the following requirements in advance of making a vehicle reservation:

- a. possess a Valid Driver's License;
- b. provide a copy of that Valid Driver's License to Facilities & Services (*contact the Reception desk in Facilities & Services*);
- c. provide annual consent, giving authorization for Athabasca University's vehicle insurer to obtain a current Driver's Abstract. (*complete and submit the Drivers Abstracts Consent Form found at "myAU" under Facilities & Services*)
- d. have a current Driver's Abstract on file with the vehicle insurer for Athabasca University.

#### *'Booking' a Fleet Vehicle for Use*

Fleet Vehicles must be booked through Facilities & Services, using the online Fleet Vehicle Request form [<http://intra.athabascau.ca/depts/facilities/vehicleform.php>] found through the staff member's intranet "[myAU](#)" under Facilities & Services or obtained from the Reception desk in the Facilities & Services Department.

The Driver of Record will sign for the Fleet Vehicle they will be using. Their signature will attest that the driver(s) identified hold a Valid Driver's License and that information obtained from the Driver's Abstract is current and accurate at the time of booking. This signature will further attest that the driver(s) understands and agrees with the terms and conditions as outlined on the Fleet Vehicle Request Form [<http://intra.athabascau.ca/depts/facilities/vehicleform.php>]

#### *Vehicle Use Operator's Guidelines*

Fleet Vehicles which have been approved for a Rental Period are to be **picked up from and returned to** the Facilities & Services Department as noted below:

- a. **Athabasca:**



- Keys are to be picked up at the Front Reception between 8:30 AM and 4:00 PM, Monday to Friday.
- Fleet Vehicles are to be picked up from and dropped off on the east side of the main building in Parking Lot B.
- If the Fleet Vehicle return is to be made outside of the hours noted, the keys are to be deposited in the after-hours key drop box located outside the Facilities & Services office.

At the **end of each trip** it is the responsibility of the Driver of Record to ensure that:

- the Fleet Vehicle is returned with a full tank of gas;
- the Fleet Vehicle is returned to its designated location;
- all personal belongings and all road trip refuse are properly disposed of prior to returning the Fleet Vehicle to a designated parking area.
- the keys of the Fleet Vehicle are returned to Facilities & Services (see Vehicle Use Operator's guidelines – *above*);
- any maintenance items or vehicle service issues (e.g. spilled coffee, description of unusual sounds, performance issues, etc.) are reported to Facilities & Services.

### ***Vehicle Use Charges***

The cost center provided for each trip booked will be assessed a fee for vehicle usage and mileage costs as established and reviewed by Facilities & Services from time to time. The current fees applicable to the use of the Fleet Vehicle are documented on the [Facilities and Services intranet web site](#).

All expenses related to fuel for the Fleet Vehicle are the responsibility of the department using the Fleet Vehicle and are to be claimed by the Driver of Record through their department's travel and expense claim process. If the Driver of Record fails to fill up the Fleet Vehicle at the end of the trip, the cost of fuel will be added to the booking and charged back to the department of the Driver of Record.

### ***Fleet Vehicle Management***

Facilities & Services is responsible to ensure that all Fleet Vehicles are legally registered, appropriately insured and maintained in good working order.

Facilities & Services is responsible to ensure that a Vehicle Information Package is in the glove compartment of each Fleet Vehicle.

Facilities & Services is responsible to ensure that all Fleet Vehicles are also equipped with a roadside emergency kit prior to the Fleet Vehicle being used.

All expenses related to the maintenance and operation of the Fleet Vehicle are the responsibility of Facilities & Services. Any Fleet Vehicle operating expenses other than fuel which are incurred during the use of the Fleet Vehicle by the Driver of Record will be reimbursed through the University's [Travel and Expense Claim Policy](#).



## **Applicable Legislation and Regulations**

[Traffic Safety Act](#)

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

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

### [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

### [Travel and Expense Claim Policy](#)

## **History**

Executive Group July 21, 2014 (revised)

April 2008 – Executive Group (revised)

April 01, 2006 – Executive Group (revised)

Executive Group January 1, 2001 (approved)