


Policy Name:	Vehicle Usage Policy	
Approved By:	President's Council	
Approval Date:	September 3, 2019	
Amendment Date:		
Insert Date:		
Policy Holder:	Facilities	
Policy Number:	FA-002	

## VEHICLE USAGE POLICY

### 1.0 PURPOSE

1.1 The purpose of this policy is to ensure that College vehicles are assigned appropriately and used efficiently to accomplish the work of the college and delineates the principles by which assignments are made.

### 2.0 DEFINITIONS

2.1 This policy applies to all fleet vehicles available for booking by departments through the Trades Department as well as vehicles assigned to specific campuses.

2.2 Non-Fleet vehicles are bound by contractual obligations.

### 3.0 POLICY STATEMENT

3.1 This policy applies to all fleet vehicles available for booking by departments through the Trades Department as well as vehicles assigned to specific campuses. This policy is not meant to preclude alternative prudent or necessary vehicle allocation solutions. However, exceptions to this policy may be made only in extraordinary circumstances, and the need for doing so must be clearly demonstrated.

### 4.0 PROCEDURES

4.1 Appendix 1: Vehicle Usage Procedures

4.2 Vehicle assignment policy will be evaluated on a recurring basis and will be revised as needed to ensure alignment with its stated purpose.

### 5.00 RELEVANT LINKS & RESOURCES

5.1 [Location of College Equipment & Assets](#)

5.2 [Use of College Resources](#)