Policy Name:	VEHICLE USAGE
Approved By:	President's Council
Approval Date:	October 28, 2025
Next Scheduled Renewal Date:	September 2030
Policy Holder:	VP, Corporate Services & CFO
Operational Lead:	AVP, Corporate Services
Policy Number:	FAC-006

VEHICLE USAGE POLICY

1.00 PURPOSE

1.1 The purpose of this policy is to ensure that vehicles belonging to Coast Mountain College (the College) are allocated and used in a safe, efficient, and equitable manner to support the instructional and operational activities of the College.

1.2 The policy provides a consistent framework for the assignment, booking, and management of College vehicles in accordance with institutional priorities and applicable legislation.

2.00 DEFINITIONS

2.1 **Assets Coordinator:** The College employee responsible for administering vehicle bookings, maintaining fleet records, coordinating maintenance and repairs, and ensuring compliance with this policy (FAC-006, *Vehicle Usage Policy)* and related procedures.

2.2 **Employee:** A person who is employed by the College in any capacity, including administrators, faculty, and staff. Employment may be full-time, part-time, regular, term, or on-call.

2.3 **Student:** An individual who is registered in a course or program at the College, including individuals who are registered in a course or program as a result of a partnership (e.g., dual credit or dual enrolment) or who are taking classes part-time.

2.4 **The College:** Coast Mountain College (CMTN).

3.00 SCOPE

3.1 This policy applies to all College fleet vehicles available for booking through the Assets Coordinator.

3.2 Non-fleet vehicles obtained through rental, or other contractual arrangements remain subject to the terms and conditions of those agreements as well as all applicable College policies.

4.00 USE OF VEHICLES

4.1 College vehicles are available for authorized use by Employees of the College for instructional, operational, and administrative purposes.

4.2 Non-profit organizations may apply to use a College vehicle for uses commensurate with the aims of the organization.

4.3 Vehicles will be used solely for authorized College business.

a. Personal use and the transport of unauthorized passengers are prohibited.

4.4 Drivers are expected to maintain vehicles in a clean and tidy condition, free of refuse, and ensure they are returned in good condition after use.

b. The cleanliness standards and vehicle care requirements governing the use of College vehicles are outlined in FAC-006P, *Vehicle Usage Procedure*.

4.5 While the College recognizes that unique operational needs may occasionally require alternative vehicle allocation solutions, exceptions to this policy will only be approved in extraordinary circumstances, with clear justification and approval from the Associate Vice-President, Corporate Services and the Vice-President, Corporate Services & Chief Financial Officer (CFO).

5.00 DRIVER ELIGIBILITY AND LICENSING

5.1 Drivers must hold a valid BC driver's licence of the appropriate class.

a. A Class 5 or Class 7N (Novice) licence is required for the operation of standard College vehicles.

i. Novice drivers may operate College vehicles only while strictly complying with ICBC novice restrictions.

b. A Class 4 (Unrestricted) licence is required for vehicles designed to transport 10 or more occupants.

c. A Class 1 (Commercial) licence is required for the operation of tractors and the mobile training unit.

5.2 Out-of-province drivers who are relocating to BC from another Canadian province or territory may continue to drive using their existing licence for up to 90 days.

a. After this period, a valid BC driver's licence must be obtained in accordance with the ICBC driver licensing requirements.

5.3 Drivers must carry their licence at all times and produce it upon request by the College or law enforcement.

6.00 ACCOUNTABILITY AND RESPONSIBILITY

6.1 The driver of the vehicle is accountable for its condition upon return.

6.2 Departments will be charged directly to the account code provided on the vehicle booking request form when vehicles are returned in a less than satisfactory condition.

6.3 The Dean, Director or Manager responsible for the department will be notified in writing by the Assets Coordinator of any associated charges.

6.4 Employees or Departments with a history of vehicle misuse or prior substantiated charges may be deemed ineligible for future vehicle bookings at the discretion of the Assets Coordinator.

7.00 NON-COMPLIANCE AND PROGRESSIVE DISCIPLINE

7.1 Employees or Students who fail to comply with established rules or cleanliness requirements may have their vehicle booking or access privileges temporarily suspended or permanently revoked.

a. Incidents involving Employees will be reviewed and addressed in accordance with HMR-001, *Employee Code of Conduct*.

b. Incidents involving Students will be reviewed and addressed in accordance with ADM-009, *Student Non-Academic Conduct Policy*.

8.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

8.1 ADM-009, *Student Non-Academic Conduct Policy*

8.2 FAC-006P, *Vehicle Usage Procedure*

8.3 HMR-001, *Employee Code of Conduct*

8.4 *Vehicle Booking Request Form*

9.00 OTHER SUPPORTING DOCUMENTS

9.1 BC *Climate Change Accountability Act*

9.2 BC *Motor Vehicle Act*

9.3 BC *Motor Vehicle Regulations*

9.4 *Climate Change Accountability Report*

9.5 ICBC Driver Licensing & ID

10.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Role	Approved By
Created	Sept. 3, 2019		President's Council
Revised	Oct. 28, 2025	Director, President's Office	President's Council