


Policy Name:	Vehicle Usage Procedures	
Approved By:	President's Council	
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Amendment Date:		
Insert Date:		
Policy Holder:	Facilities	
Policy Number:	FA-002	

## VEHICLE USAGE PROCEDURES

1. When a vehicle is required, a Vehicle Booking Request Form must be completed and sent to the college employee assigned to fleet management or their designate.
2. A confirmation email will be sent to the person who has made the request.
3. Drivers **MUST** submit a driver's abstract to fleet management personnel **BEFORE** driving any college vehicles.
4. Keys need to be picked up at the WTCS office (Room 1118 – Cedar Building). The vehicle will be parked in a designated spot, note that high-vis vests may be required if vehicle is in the compound.
5. The user **MUST** do a pre-trip inspection prior to leaving and record notes in the logbook provided in each vehicle. This would include the following:
  - a) Check and record tire pressure. A tire pressure gauge will be provided in each vehicle.
  - b) Check that all the mirrors are working and free of cracks and chips
  - c) Check that all the lights are in working order
  - d) List any damage showing on the vehicle such as large dents or scratches, or chips and cracks in the windshield
  - e) Check the parking and service brake
  - f) Check that the horn works
  - g) Check that there is a first aid kit present in the vehicle
  - h) Record the kilometers pre and post trip
6. The vehicle fluid levels will be checked by the fleet management staff regularly.
7. During the winter, there will be snow brushes provided in each vehicle from October-March and ice cleats will be provided to drivers to prevent slips and falls.
8. The vehicles are inspected when returned by the fleet management staff, but pre-trip inspections are still required to be performed. Any damage found by fleet management that is not recorded on a pre-trip will be charged to the department of the last user.

9. If the vehicle is returned during regular hours (8:00-16:00) please park the vehicle back where it was picked up from and bring the keys to the Workforce Training office.
10. If the user is returning the vehicle outside regular hours, please park the vehicle in the back TRADES parking lot by the Daycare and place the keys in the Drop Box located left of the doors at the east entrance.
11. The user must ensure that the vehicle is returned refueled and clean (i.e. no items or garbage left in vehicle, floor mats shaken off, spills cleaned). Departments will be charged if fleet management personnel are required to clean or refuel the vehicle.
12. If the user gets into an accident, they will follow the process as they would for their own vehicle;
  - a) Contact RCMP
  - b) Get insurance information from the other driver if other vehicle involved
  - c) Contact the fleet management staff person
  - d) The fleet management personnel will process insurance claims and coordinate transporting the vehicle if it is unable to be driven.
13. Vehicle allocation will be based on the following order of priorities:
  - a) Instruction
  - b) Student Services
  - c) Operations
  - d) Administration
  - e) College Participation in Community Events
14. The Assets Coordinator will develop and maintain procedures and guidelines to ensure the following:
  - a) Vehicle assignment is in accordance with this policy
  - b) Drivers are appropriately licensed for the vehicle they intend to drive
  - c) A risk assessment is conducted, and any possible risk management protocol implemented, where a driving record indicates that *more* than three (3) driver penalty points have been accrued by an individual in the preceding twelve (12) months; or where *more* than six (6) driver penalty points have been accrued in the preceding thirty six (36) months
  - d) As well as meeting all the other driver requirements; student drivers are permitted subject to a minimum age of twenty five (25) years and a minimum of five (5) years driving experience
  - e) Non-profit organizations may apply to utilize a College vehicle for uses commensurate with the aims of the organization. A College employee **MUST** be a part of the organization and accompany the vehicle on the trip. Such use should be exceptional in nature and permission may only be granted by the President.
  - f) Personal use of a College vehicle is incidental in nature and a consequence of the use of the College vehicle for work related purposes
15. Vehicle assignment policy will be evaluated on a recurring basis and will be revised as needed to ensure alignment with its stated purpose.
16. Refer to Appendix 1: Vehicle Usage Policy
17. Driver's Abstracts can be obtained in person at any Service BC Centre or online via <https://onlinebusiness.icbc.com/clio/>