



ADMINISTRATION POLICY VEHICLE USE

EFFECTIVE: October 2007
REVISED: September 2010
REVIEWED:
RELATED POLICIES: [Smoking](#)

POLICY

A fleet of vehicles is provided for use by the College to enhance the ability of staff and other members of the College community to conduct College business and activities. Operation and use of College vehicles is limited to members of the College community and associated non-College members on official College business as authorized by appropriate College officials. Members of the College community may also use personal vehicles or rental vehicles to conduct College business, under certain guidelines.

PROCEDURE

Each NLC campus is assigned a certain number of College vehicles, based on an annual assessment of College vehicle needs by the Regional Facilities Manager and other appropriate members of College Administration.

Prior to booking and using a College vehicle, a copy of valid driver's license (appropriate to the class of vehicle) is to be submitted annually. The driver is required to notify his/her supervisor of any change in driving restrictions or other conditions that may be a factor in safe operation of a vehicle. A Driver's Abstract may be requested.

Use of College Vehicle

Authorized Uses

- Travel between the College and the place where official College business is being conducted;
- Travel to obtain appropriate food, accommodation, medical assistance or other professional services to sustain the health or welfare of the driver;
- Transport of College employees, officers, guests, or students when they are on official College business;
- Out-of-province travel when specifically authorized;
- Travel to and from any airport, when the vehicle will be left at the airport for a period of no longer than 24 hours.

Unauthorized Uses

- Transportation assigned to contractors or consultants;
- Transportation of unauthorized persons;
- Transportation of dangerous materials unless properly packaged and identified in accordance with the Transportation of Dangerous Goods Act and/or approved by the College's Health & Safety Environment Advisor;
- "Off road use";

- For personal business, unless authorized in advance by an appropriate College official;
- Travel to and from an airport in a community with an NLC Campus, where the College vehicle will be parked at the airport for longer than a 24-hour period.

Scheduling

Bookings are done on a first come, first served basis. Booking requests must include: Departure/return times, purpose of trip, and assigned driver. Bookings for the term may only be made for scheduled instruction. Where there are more requests than available vehicles, scheduling priority will be based on the following:

- Scheduled instruction (travel distance, and number of instructors travelling together may be considered);
- Non-instructional College business (travel distance, and number of staff members travelling together may be considered);
- Travel to/from an airport, where the vehicle will be left at the airport for a period not exceeding 24 hours.

Drivers are asked to be cognizant of keeping College vehicles available for use. Therefore, rather than booking a College vehicle that will be left at the airport for more than a 24-hour period in a community where there is an NLC Campus, the driver should use either a personal vehicle or make arrangements with Campus staff for drop-off and/or pickup at the airport.

Vehicle Pickup Procedures

- Pick up vehicle and/or keys, vehicle checklist, gas card (where applicable) and any necessary safety/first aid equipment from the appropriate campus staff member at the specified date and time;
- Perform a pre-start inspection (daily circle check) at start of each workday or trip, and complete the Safety Checklist.
- Deliver any materials left by a previous user to appropriate Campus staff member.

NOTE: Failure to pick up vehicle on time, or to notify of change in booking requirements, may result in action being taken by College Administration.

Etiquette/Guidelines while using Vehicle

- Make all reasonable efforts to protect the vehicle and its contents.
- Adhere to Smoking, Alcohol and Foreign Substance laws as defined in the Criminal Code of Canada, the laws of British Columbia, or College policies.
- Make all reasonable attempts not to violate College policies, or local, provincial and federal laws and regulations. If violation occurs, and fines or charges are levied, they are the sole responsibility of the driver.

Vehicle Return Procedures

- Ensure the vehicle is returned with a full tank of gas (either refuel at an authorized service station where the College has an account, or submit your credit card receipt for reimbursement).
- Record odometer reading (this is required for compliance with Canada Revenue Agency audit guidelines), return date and time on the vehicle checklist.
- Return vehicle to appropriate location and the key package to the designated campus staff member.

- Remove any trash or debris.

NOTE: Returning College vehicle with less than a full tank of gas, failing to record odometer reading at conclusion of use, or failure to return vehicle and/or keys on time may result in additional action being taken by College Administration.

In the event of Crash/Damage

- Contact local law enforcement **immediately**.
- Follow the instructions on the “Emergency/Accident Procedures and Information” packet in the glove compartment;
- Report any damage or loss to the designated Campus staff as soon as possible after the occurrence;

Use of Personal Vehicles

Any individual who drives his/her personal vehicle while on official College business is responsible for his/her safety and that of any passengers. The College is not liable for the operation or operating condition of personal vehicles and expects drivers to comply with provincial law regarding insurance coverage and to carry appropriate physical damage and liability insurance.

A staff member must obtain prior written authorization from his/her supervisor to use a private vehicle for conducting college business and provide copies of the following **prior to commencement of travel**:

- Current valid registration for the vehicle;
- Current comprehensive insurance policy for the vehicle (\$2 million minimum liability);
- Current valid driver’s license of the staff member;
- Consent to use of the vehicle (if owner is not the staff member);
 - In the event business travel exceeds the level set by ICBC, the employee is required to obtain Class 07 Business Insurance Coverage.

Reimbursement for the authorized use of a private vehicle on College business will be in accordance with the prevailing rates as indicated on the College’s In-Region Travel Claim form.

Use of Rental Vehicles

- Use of rental vehicles shall be limited to College business. Insurance coverage is not provided for losses that occur from accidents that do not involve college business. Those losses are the responsibility of the driver.
- All drivers renting vehicles on behalf of NLC or its student groups shall have approval of the appropriate College Administrator. Approved drivers should rent the vehicle in the College’s name with the approved designated driver as the main driver. No other person, other than “other employees” (as specified on the rental contract), shall operate the vehicle.
- Approved driver should not purchase a collision damage waiver (CDW), personal accident liability, or additional coverage from the rental agency.
- College Road Star package applicable.