

VEHICLE USE POLICY

Policy Name Vehicle Use	Responsible Owner VP Finance and Corporate Services	Created 2007 October
Policy Number A-1.03	Approval Body NLC Policy Committee	Last Reviewed/Revised 2024 April
Category Administration	Replaces N/A	Next Review 2030 April

TABLE OF CONTENTS

- PURPOSE
- SCOPE
- DEFINITIONS
- POLICY STATEMENTS
- SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- RELATED ACTS AND REGULATIONS
- RELATED COLLECTIVE AGREEMENTS

PURPOSE

Authorized Northern Lights College (NLC) users will have access to safe and clean NLC fleet, booked and used as efficiently as possible to allow each staff equitable access.

SCOPE

This policy applies to all authorized users outlined below who use an NLC motor vehicle.

DEFINITIONS

Authorized Users: NLC Employees, NLC contractors and NLC Students (with the approval of the Director of Facilities)

NLC Student: Student currently enrolled at Northern Lights College at the time of vehicle use

NLC Contractor: Vendor on a current general services agreement with NLC as the time of vehicle use

Off Road Use: Cross country travel without a road

Unauthorized Users: Any person not on College business. Ex: spouse or child

POLICY STATEMENTS

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.

Each NLC Campus is assigned a certain number of fleet vehicles, based on an annual assessment of fleet needs completed by the Director of Facilities in consultation with the Campus Administrators.

Scheduling priority will be based on the following:

- Scheduled instruction
- Non-instructional College business
- Travel to/from airport, where the vehicle will be left at the airport

Drivers must make all reasonable efforts to protect the vehicle and its contents. Must adhere to Smoking, Alcohol and Foreign Substance laws as defined in the Criminal Code of Canada, the laws of British Columbia, or College policies. If violations occur, and fines or charges are levied, they are the sole responsibility of the driver.

In accordance with Canada Revenue Agency, a log book must be completed for all NLC fleet vehicles.

Authorized Uses

- Travel between the College and the place where official College business is being conducted
- Travel to obtain appropriate food, accommodations, medical assistance or other professional services to sustain the health or welfare of the driver
- Transport of College employees, officers, guest, or students when they are on official College business

Unauthorized Uses

- Transportation of unauthorized persons
- Transportation of dangerous materials unless property packaged and identified in accordance with the Transportation of Dangerous Goods Act and/or approved the College's Health and Safety Advisor
- Off Road Use
- For personal business

SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

F-3.10 Travel

Off Campus Student Activities (new policy under development)

Vehicle Use Procedures (under development)

RELATED ACTS AND REGULATIONS

N/A



RELATED COLLECTIVE AGREEMENTS

N/A