



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: COLLEGE VEHICLES

<b>Procedure No.</b>	CS-315-PR	<b>Division</b>	Corporate Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	GP-RR-904
<b>Related Policy</b>	CS-315	<b>Effective Date:</b>	November 4, 2016 (R1)

## PROCEDURE

### 1.0 Acquisition – Vehicle Purchasing, Leasing & Renting

#### 1.1 Prior Approvals

- a) Application for the purchase, lease or long term rental of a vehicle(s) will be submitted by the Campus Director/Manager /senior manager to the Facilities Manager. The application should clearly demonstrate the need for a vehicle including cost/benefit analysis, as well as funding available for the acquisition. Approval is required to acquire new vehicles or replace existing. Surplus vehicles within the existing fleet will be considered to fill the need identified in the application before a new unit is purchased. The Facilities Manager will review the request with the user department to determine the specifications for the vehicle to be obtained. Once approved by the Facilities Manager, the application will be forwarded to the Director of Administration (Finance) for final approval.
- b) The application must contain the following information:
  - Introduction;
  - Rationale;
  - Type of vehicle requested;
  - Specifications;
  - Purchase or lease;
  - New or used;
  - Proposed source of funds;
  - Period of lease or rental (if applicable);

- Cost estimate for purchase or rental;
- Source of funds for license, insurance, operation cost, and maintenance;
- Period for which vehicle is required;
- Proposed disposition of the vehicle after intended use;
- Where the vehicle will be located; and
- Unit number of vehicle being replaced.

## 1.2 Purchase

- a) Upon receipt of approval from the Director of Administration (Finance) the requesting department will prepare the requisition to acquire the vehicle.
- b) The Facilities Manager is responsible for review of the vehicle acquisition tender prior to it being released by the purchasing office.

## 1.3 Vehicle Fleet Review

The College vehicle fleet will be reviewed by the Facilities Department on a semi-annual basis in consultation with Campus Director/Manager/senior managers using the following criteria as a guide:

- Age of vehicle and number of kilometres/hours of use.
- Condition and safety.
- Cost of operation including fuel and repairs.
- Obsolescence re training objectives.

## 1.4 Disposal

Units shall be disposed of in accordance with Disposal of Assets procedures, CS-306-PR.1. The Facilities Manager shall notify the College Insurance Company that the vehicle has been removed from the College fleet.

## **2.0 Insurance/Driver Requirements**

### 2.1 Insurance

Upon purchase, lease or rental, the Facilities Manager will ensure the vehicle is added to the insurance policy.

### 2.2 Authorized Driver

The only persons authorized to drive a College vehicle are those faculty, staff and students that have been authorized to use the vehicle by the

Department responsible for the vehicle details. Operators must hold valid driver's license for the class of vehicles being operated.

### **3.0 Operation**

- College vehicles shall be used for approved College business only. Personal use of vehicles is strictly prohibited.
- Campus Director/Managers/Senior Managers will ensure that vehicle users follow the operational requirements of the College, that a logbook for each vehicle is kept up to date, and drivers of College vehicles are authorized and have an applicable license.
- For the operation of certain College vehicles, a special license and/or endorsement must be held. License requirements shall be in accordance with regulations as established by Transportation and Works, Motor Registration Division.

### **4.0 Maintenance**

- A. Campus Director/Managers will ensure that vehicle maintenance is to be performed within College guidelines. Generally, minor maintenance will be done at the service stations authorized. Details regarding maintenance and service are as recommended by the vehicle manufacturer or as determined to be appropriate by the Facilities Manager.
- B. Vehicles must undergo an annual vehicle inspection by a qualified service station or authorized dealer. It is recommended that when vehicles are undergoing their seasonal tire change that at that time an inspection be conducted. Note that some vehicles require semi-annual inspections depending on Motor Vehicle requirements.
- C. When maintenance and service is required, details of work done are to be entered into the vehicle maintenance and repair summary. All invoices for repairs/service must record the College vehicle number and license number. Before major maintenance/repair work is done the Facilities Manager will be contacted so that the problem may be discussed and a course of action determined.
- D. A file for each college vehicle is to be maintained by the campus for each vehicle held in its fleet. Copies of such files may be requested periodically by the Facilities Manager. The file shall contain:
  - Completed vehicle inspection report for vehicles two model years or older for current year of use;
  - An up-to-date vehicle maintenance and repair summary;
  - Completed vehicle log sheets;

- A photocopy of the vehicle registration; and
- A photocopy of all invoices for work performed on the vehicle.

## 5.0 Fuel Purchases

### 5.1 Fuel for Vehicles

The College may contract with a major fuel supplier to provide fuel for College vehicles. A credit card will be provided for each vehicle and the supplier will provide monthly billings for each card. Fuel will be available at any of the supplier's outlets. It will be the responsibility of the Campus Director/Manager/senior manager to ensure the requirements for purchase of fuel is followed by vehicle users.

### 5.2 Credit Card Usage

Credit cards are used solely for the purchase of gasoline for College-owned or College-leased vehicles as outlined below:

- a) Each credit card is assigned to an individual vehicle and used only for that vehicle. The vehicle license plate number is normally indicated on the card.
- b) When credit cards are received at Headquarters the following information is recorded in a spreadsheet:
  - Card number;
  - Campus to which the card is issued;
  - Vehicle type to which the card is issued;
  - License number of vehicle to which the card is issued;
  - Fleet number of vehicle to which the card is issued; and
  - Any other known information about the vehicle.
- c) To ensure tracking capability, cards will be couriered to the employee in each campus who is assigned responsibility for the vehicles at that campus. That employee is required to sign for the cards and return a receipt to Headquarters indicating that the cards were received and the license numbers are correct.
- d) At the campus level, the employee responsible for the vehicles keeps a log indicating by whom a vehicle was used, driver's license number and class, date, mileage, trip details, and gas purchased. At the time a purchase is made, the license plate number of the vehicle is written on the receipt. All gas receipts are kept at the campus with the vehicle log until the credit card statement is received.
- e) Each month the Accounts Payable department will send a copy

of the credit card statement to the employee responsible for the vehicles in each campus. That employee will match the receipts to the statement for his/her campus and forwards the receipts to Accounts Payable. This ensures that all receipts are accounted for on a monthly basis.

- f) The credit card statement details show the date and time of the transaction, the card number and quantity of the product bought.
- g) These details are cross-referenced to the vehicle log and license plate number to ensure the card is being used properly.

## **6.0 Reporting Accidents**

- A. The Highway Traffic Act requires that all accidents, where injury to person(s) is involved, must be reported to the police within 24 hours. This will be either the R.C.M.P. or R.N.C. depending on the respective area of jurisdiction. Also, accidents, where combined damages to vehicles exceed \$1,000.00 plus taxes, must be reported to the respective police force.
- B. Any accident involving a College vehicle, regardless of the dollar value of the damage, must be reported to the Facilities Manager. An accident/incident report must be completed either electronically or manually and forwarded to the employee's supervisor as well as any others indicated on the form.

## **7.0 Driver Responsibility**

Drivers of College vehicles should be aware that all vehicle accidents, when reported to the police, will be available to local insurance companies. The College will take no responsibility for the effect an accident involving a College vehicle may have on personal insurance premiums.

Under no circumstances will passengers be permitted to travel in a College vehicle unless proper seating and seating restraints are in place.

Smoking and pets are strictly prohibited in all College vehicles.

The person to whom a College vehicle is released is responsible for:

- a) Ensuring the completion of a log book of journeys made.
- b) Ensuring that the vehicle is used only for College business.
- c) Ensuring the security and safe operation of the vehicle.

- d) Reporting any accidents involving College vehicles to the Facilities Manager and if the damages exceed \$1,000.00 combined damage plus taxes and/or cause injury, to the local police within 24 hours.
- e) Limiting passengers of a College vehicle to employees, others on College business and local guests.
- f) Observing all traffic regulations. The driver is personally responsible for all infractions and penalties.
- g) Returning vehicles to the custodian in good condition and the interior clean and free of garbage. The custodian shall conduct inspections and note any misuse of the vehicle.
- h) Returning the keys for the vehicle, receipts for gas or fuel purchased using the College credit card, and the log book to the custodian immediately upon completion of travel.
- i) Ensuring the vehicle is used on approved College business only.

**8.0 Cost Monitoring**

At the campus, the employee responsible for vehicles shall ensure that the vehicle usage log is signed by the Campus Director/Manager and sent to Headquarters at the end of every month.

Information contained in the vehicle log, together with vehicle operating and maintenance costs, is used to calculate per kilometer cost for each vehicle on a monthly basis. This information is used to monitor vehicle usage and to assist in disposal or replacement decisions.

Approval History	
Approved by President	February 23, 2011
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