



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: CNA VEHICLES

<b>Policy No.</b>	FA-315	<b>Division</b>	Finance and Administration
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	GP-RR-904
<b>Related Procedure</b>	FA-315-PR	<b>Effective Date:</b>	May 6, 2025 (R2)

### 1. PURPOSE AND SCOPE

The purpose of the College of the North Atlantic's (CNA) Vehicles Policy (the Policy) is to establish guidelines and responsibilities for the acquisition, safe operation, maintenance, and disposal of CNA vehicles.

This Policy applies to any vehicle purchased, leased, or rented for use in training or support including but not limited to: heavy equipment, road tractors, heavy trucks, buses, service vehicles, pick-up trucks, passenger vans, and cars.

### 2. POLICY

It is the policy of CNA that:

- Approval is required before CNA vehicles can be acquired for training and/or support services.
- CNA vehicles are to be operated in a safe and responsible manner.
- CNA vehicles are to be inspected and maintained as per established guidelines.
- CNA vehicles are to be disposed of as per CNA's Disposal of Assets Policy (CS-322).

### 3. PROCEDURE

The Vice President of Finance and Administration shall ensure that procedures are developed and implemented in accordance with the Policy.

Approval History	
Approved by President	February 3, 2011
Revision 1	November 4, 2016
Revision 2	May 6, 2025