

<b>Procedure Title:</b>	Fleet Use
<b>Procedure ID:</b>	#OP 4-432
<b>Manual Classification:</b>	Finance and Facilities
<b>Linked to Policy:</b>	4-432 Fleet Use
<b>Approved by Senior Management Team (SMT):</b>	December 12, 2024
<b>Effective Date:</b>	January 1, 2025
<b>Next Review Date:</b>	December, 2027
<b>Contact for Procedure Interpretation:</b>	Associate Vice President Finance and Policy Director, Facilities

## 1.0 – Purpose

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Fleming College owns and operates a fleet of vehicles used to conduct College Business, supporting daily operations and student learning. The purpose of this procedure is to outline the appropriate use of College Vehicles, and the required driver qualifications to operate College owned vehicles as well as exceptions in case of emergency.

## 2.0 – Definitions and Acronyms

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**Authorized Driver:** An employee of the College who has been authorized to operate a College Vehicle.

**College Business:** Activities that are conducted in the course of official or authorized College operations.

**College Employee:** An individual currently employed by the College in a support staff, faculty, administrative or other role.

**College Vehicles:** Assets including but not limited to: cars, trucks, boats, trailers, etc. that are owned by the College.

**Training Vehicle:** Assets owned by the College used to meet learning outcomes in an academic program, i.e. the ambulance used for the paramedic program.

## 3.0 – Guiding Principles

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This procedure supports the requirements set out in 4-432 Fleet Use policy. The intent of this procedure is to set out clear expectations and requirements for the use and maintenance of College Vehicles, promoting safety and compliance with associated policies and legislation.

## **4.0 – Scope**

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This procedure applies to all College Vehicles, those responsible for their oversight and those who operate them. Departments responsible for College Vehicles must ensure compliance with this policy and all necessary record keeping. The Finance department is responsible for maintaining up to date records for insurance needs based on information provided.

## **5.0 – Operating Procedure**

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### **5.1 – Requirements for Use of College Vehicles**

Only College Employees are permitted to operate College Vehicles (see 5.1 of 4-432). In addition, they must be qualified as an authorized driver.

#### **a) Authorized Driver Qualification**

To qualify as an Authorized Driver, a College Employee must:

- be at least 18 years of age
- possess a valid unrestricted G Class Ontario Driver's License
  - o In the case of specialized vehicles, a valid unrestricted license as required i.e. an Ontario Boating License
- Be reasonably expected to operate a vehicle in a safe and prudent manner in accordance with all Ontario laws
- Receive approval from their supervisor to use a vehicle
- Use vehicles only for College Business as outlined in 5.2 of 4-432 Fleet Use Policy
- Be registered with the Finance Department as a driver within the insurance portal

To register a driver within the insurance portal, their supervisor or delegate is responsible for providing a copy of an employee's license to the Finance Operations Officer. Departments are also required to notify Finance Operations Officer when an Authorized Driver no longer needs to be active on the insurance registry.

#### **b) Driver Responsibilities**

Any driver that has their license suspended or removed is required to inform Finance Operations Officer and is ineligible to drive College vehicles. Authorized Drivers who have been medically recommended to abstain from driving are not required to disclose their medical information but are asked not to operate College Vehicles for the recommended duration.

The College has a zero-tolerance approach to the use of alcohol or cannabis in respect of all vehicles and such substances are also prohibited from all vehicles. Authorized drivers who use any of these substances will be subject to discipline per the College Code of Conduct and applicable policies.

Drivers are responsible for following all applicable laws set out by the provincial and federal authorities and adhere to all Fleming Policies and Procedures as outlined in 4-432 Fleet Use.

Drivers are required to inspect vehicles prior to use, record this in the vehicle logbook, and report any issues to their supervisor. If there are safety concerns, the vehicles should not be used until these issues are resolved.

Vehicles must be returned to their campus of origin at the end of a working day. Drivers must gain prior approval in writing by their manager to use a vehicle overnight, such as in the cases where they are attending a multiple day event or training exercise.

### **c) Authorized Use of Training Vehicles**

The only exception where a student may operate a College Vehicle is where it is a Training Vehicle required by their program of instruction to meet learning outcomes, such as the Paramedic program use of an ambulance.

Under the oversight of the Dean and Chair of the School, Program faculty are responsible for ensuring students operating a vehicle are:

- Of appropriate age
- Possess a valid active license at the level determined by the program for the vehicle being operated
  - o Students must be advised when applying to a program of study if any licenses are required and when proof must be provided
  - o Copies of these licenses and expected end dates must be provided to the Finance Operations Officer to ensure that students are added to the College insurance list
- Reasonably expected to operate a vehicle in a safe and prudent manner

Student authorized drivers are responsible to:

- Provide a copy of their valid, active licence as required for the vehicle in operation to their faculty per deadlines
- Only operate a vehicle as approved by program faculty, in approved locations
- Operate a vehicle in a safe and prudent manner in accordance with all applicable laws set out by provincial and federal authorities

### **d) Restricted Vehicle Use**

Some vehicles are designated as restricted use, only to be operated on College property.

The Administrator of the Department responsible for a restricted use vehicle will designate who is permitted to take vehicles off of College property – for needs such as maintenance. The Driver will notify their manager in advance of any trip off campus.

## **5.2 – Department Responsibilities**

### **a) Record Keeping**

Departments that operate vehicles are responsible for keeping accurate and up to date records of who uses their vehicles and for what purpose in the pursuit of College Business as defined in section 5.2 of 4-432 Fleet Policy.

Each department must be able to produce a record of vehicle use – including the driver, purpose, and approximate time of use. Departments are responsible for ensuring that a logbook is available in each vehicle for drivers to complete documentation in.

Departments must ensure that copies of insurance, ownership, and any other necessary documents are kept in each vehicle at all times.

### **b) Key Management**

Departments are required to manage keys securely and maintain a list of who has access to keys, and where they are housed. Keys should be kept in a locked location, with restricted access.

College Security will maintain a set of keys for all vehicles for use in case of emergency. These will be available at their respective Campus security offices.

### **c) Maintenance**

The department which manages a vehicle is responsible for its maintenance, and the planning of budget to reasonably consider required upkeep and replacement or repair. Where replacement requires significant expense, departments may be eligible for capital request funding per the budget cycle.

Departments are also responsible for scheduling maintenance, and any annual inspections required for Commercial Vehicle Operator's Registration (CVOR) or insurance purposes, as directed by the Finance department.

Departments owning vehicles are also required to work with the Finance Operations Officer to ensure that information is relayed related to insurance, CVOR fleet registration, and any requirements under asset retirement or acquisition.

## **5.3 – Emergency Vehicles Use**

As outlined in 4-432 section 5.3, unauthorized drivers are permitted to operate a vehicle in case of emergency, and any persons may be taken as passengers. Drivers must act responsibly and follow all applicable laws.

Following the emergency use of a vehicle, a staff member involved must report the use as soon as possible to their supervisor – who will provide further direction as needed. Emergency use of the vehicle will also require an accident report to be completed, see section 5.4.

## **5.4 Accidents and Reporting**

In the event of an accident, emergency services are to be contacted immediately, and drivers are to follow all directions from first responders and law enforcement.

Where an accident takes place on College property, security can be reached at 4444 from any campus phone or from the Fleming Safe App, and will provide first aid and send emergency responders to the location, saving valuable response time.

All accidents must be reported to your supervisor as soon as you are able.

All accidents involving referral to a health care professional or lost time for students or employees are to be reported using the [Employee Accident/Incident Report](#). More information on accident reporting and instructions can be found on the [Occupational Health and Safety Department website](#).

In the event of a “Near Miss” defined by the Occupational Health and Safety Department as “an incident in which no property was damaged, and no personal injury was sustained, but where given a slight shift in time or position, damage or injury easily could have occurred”, this should also be reported to your supervisor, and a [Near Miss report](#) completed.

## 6.0 – Related Documents

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- Ontario Automobile Policy
- Highway Traffic Act
- Public Highways Act
- Motor Vehicle Safety Act
- Motor Vehicle Transport Act
- Off-Road Vehicle Act
- Transportation of Goods Act
- Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1
- 4-412 Health and Safety
- 4-413 Smoking and Tobacco Use
- 4-429 Cannabis Use and Possession
- 4-432 Fleet Use

## 7.0 – History of Amendments & Reviews

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Date Approved	Approved By	List of Approved Amendments / Review
December 12, 2024	SMT	NEW