

| | |
|--|---|
| Policy Title: | Fleet Use |
| Policy ID: | 4-432 |
| Manual Classification: | Finance and Facilities |
| Approved by Board of Governors (BoG): | TBA |
| Effective Date: | TBA |
| Next Policy Review Date: | TBA+3CY |
| Contacts for Policy Interpretation: | Associate Vice President Finance and Policy Director, Facilities |

1.0 - Policy Overview

Fleming College owns and operates a fleet of vehicles used to conduct College Business, supporting daily operations and student learning. This policy outlines 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 - Purpose

This policy provides direction on the use of College Vehicles and Training Vehicles, outlining appropriate use and who may operate and travel as passengers in College Vehicles.

3.0 - Definitions and Acronyms

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.

4.0 - Scope

This policy 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 – General Principles

5.1 – Requirements For Use of College Vehicles

Only College Employees are permitted to operate College Vehicles, and they must be an Authorized Driver to do so. Please see section 5.1 of OP 4-432 regarding qualifications and the process for becoming an Authorized Driver.

All College assets will be returned to their home campus at the end of the workday. For clarity, it is not acceptable to take a College vehicle home overnight and then return it the subsequent day. Exceptions are permitted where College Business requires the overnight use of a vehicle for an event or training exercise.

a) Passengers

Where required for College Business, other College Employees are permitted to be passengers in College Vehicles. Students are permitted to be passengers where directly related to academic delivery.

Except where authorized under College Business (see 5.2), or in case of an emergency (see 5.3) Authorized Drivers cannot include students, family members, pets, significant others, friends or any other individuals who are not employees as passengers while operating a College Vehicle.

b) 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. Please see section 5.1 of OP 4-432 regarding authorized use of training vehicles.

5.2 – Appropriate Use of College Vehicles

a) College Business

College vehicles are only to be used for College Business, defined as activities that are conducted in the course of official or authorized College operations. Passengers who are not employees are allowed where the individual is undertaking a task for college business.

b) Driver Responsibilities

Authorized drivers are responsible for following all applicable laws set out by provincial and federal authorities, including but not limited to:

- 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

Authorized drivers are required to adhere to all Fleming College policies and procedures, including but not limited to:

- 4-412 Health and Safety
- 4-413 Smoking and Tobacco Use
- 4-429 Cannabis Use and Possession
- OP 4-432 Fleet Use

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.

In the event of a critical accident, emergency services are to be contacted immediately. See OP 4-432, 5.4 for additional information on incident reporting.

5.3 – Emergency Use of College Vehicles

In case of emergency, an unauthorized driver may operate a vehicle so long as they are obeying all relevant laws and license requirements to the operation of the vehicle. Passengers who are not College Employees or undertaking College Business are also permitted in the vehicle as passengers in cases of emergency.

College vehicles may be used for matters not considered College Business in the case of an emergency.

All emergency uses of a vehicle must be reported to the supervisor responsible for oversight of the vehicle as soon as possible. The supervisor will advise of further steps as needed.

5.4 – Restricted Use Vehicles

There are certain College vehicles that are of restricted use that may not leave College premises without express permission. Such vehicles will be flagged as restricted use. Examples include heavy operations equipment and the training ambulance.

5.5 Key Management

The Department responsible for a vehicle is responsible for maintaining its keys in a secure fashion, with a system in place for tracking vehicle use. See OP 4-432 section 5.2 b for further information.

College Security will hold custody of a secondary set of keys for each vehicle, in case of emergency.

6.0 - Related Documents

- 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

History of Amendments/Reviews

| Date Approved | Approved By | List of Approved Amendments / Review |
|---------------|--------------------|--------------------------------------|
| TBA | Board of Governors | NEW |