

University of Prince Edward Island		Version No. 1
Procedure:	Rules Governing Operation of a University Vehicle	
Policy:	Vehicles Owned or Leased - UPEI Safety & Risk Management Policy	
Effective Date:	April 1, 2021	Review Date:
Authority:	Vice President, Administration and Finance	
Responsibility:	Comptroller's Office	

## Purpose

To provide the University's approved drivers with clear rules that they must follow in order to be approved and maintain approval as an approved driver. Failure to follow these rules may result in the immediate revocation of the driver's approval as a qualified driver, in accordance with Section 5.5 of the [Vehicles Owned or Leased - UPEI Safety & Risk Management Policy \("Policy"\)](#). The Vehicle Coordinator is responsible to ensure that all approved drivers review this procedure annually.

## Rules Governing Operation of a University Vehicle

1. **Compliance with Laws** - The University's approved drivers and passengers shall obey all laws and rules of the road governing the operation of motor vehicles in Prince Edward Island (PEI Highway Traffic Act) and in other jurisdictions in which I am authorized to use a University Vehicle. Said rules include but not limited to driving within posted speed limits, and the wearing of seat belts by the driver and all passengers.
2. **University Policies & Procedures** – Drivers must comply with all other applicable University policies or procedures which may relate to University vehicles.
3. **Business Use Only** – University vehicles are for business use only in accordance with Section 5.1 of the Policy.
4. **Travel Outside Canada** – University vehicles are not permitted to be driven outside of Canada.
5. **Speed, Weather & Road Conditions** - Drivers shall not drive the vehicle at speeds above the posted limits or that are inappropriate for weather or road conditions. Drivers are responsible for monitoring weather and road conditions and adjusting their travel accordingly.
6. **Alcohol** - Drivers are not permitted to operate a University vehicle while under the influence of alcohol. For greater clarity, the permissible blood alcohol limit is zero, and there is zero tolerance for the driver being under the influence of alcohol during the operation of a University owned or leased vehicle.
7. **Drugs** - Drivers are not permitted to operate a University vehicle while under the influence of drugs or any substances which may violate any applicable law or regulation.
8. **Medications** - Drivers are not permitted to operate a University vehicle while under the influence of medication that impairs driving ability.
9. **Medical Conditions** - Drivers shall not operate a University with any known medical condition that precludes the safe operation of a motor vehicle.
10. **Cell phones** - Drivers shall not use a cell phone while driving, unless hands-free technology is utilized, and shall not send or read text messages while driving.

11. **Trip Log** - Drivers shall maintain a trip log for all off-campus travel, including trip locations, kilometers, and purpose of travel.
12. **Number of Drivers & Long Trips** - When possible and especially for longer trips, there should be a minimum of two drivers per vehicle. The upper daily limit on driving per individual driver is 8 hours per day with regular breaks.
13. **Unauthorized Drivers** - Drivers shall not permit an unauthorized person to operate a University vehicle. The Comptroller's Office maintains a list of all approved drivers.
14. **Unauthorized Passengers** - Drivers shall not transport passengers such as hitchhikers, family members or friends for unauthorized use.
15. **Maximum Passengers** - Drivers shall not transport more passengers than the vehicle is equipped to handle, or more passengers than permitted by the class of license of the driver.
16. **Accidents, Parking and Traffic Violations** - Drivers shall immediately report to the Faculty or Department's Vehicle Coordinator and the Fleet Administrator, (located in the Procurement Office), any traffic violations or accidents while operating a University vehicle. The Driver will be solely responsible for all parking and traffic violations, including any fines.
17. **Vehicle Inspections** - Drivers shall conduct regular 'visual' vehicle inspections (i.e. checking for damage, that lights, windows and mirrors are in working order, and that tire pressure is appropriate).
18. **Mechanical Issues** - Drivers shall immediately park a University vehicle that is not operating properly or presents an unsafe condition and notify the appropriate Vehicle Coordinator for further instructions.
19. **Securing Vehicle** - Drivers must lock University vehicles at all times prior to leaving the vehicle unattended.
20. **Vehicle Cleanliness** - Drivers shall ensure the vehicle remains tidy and clean. Drivers shall return the vehicle to the University in the same state in which they first received it.
21. **Smoking** - Smoking is not permitted in University vehicles, in accordance with the [Smoke-Free Campus Policy](#).
22. **Dangerous Goods Transportation**- Driver shall not transport dangerous goods unless such dangerous goods are transported in the authorized vehicle and properly packaged for transport by certified personnel. Drivers who transport dangerous goods must be certified under *TDG Clear Language Regulations* and must be trained how to handle dangerous goods in the event of an emergency.