

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

Purpose

1. The purpose of this procedure is to identify the minimum standards required to operate University owned or leased vehicles ("*University vehicles*"), in accordance with Section 5.2 of the [Vehicles Owned or Leased - UPEI Safety & Risk Management Policy](#) ("*Policy*"). It also sets out the responsibilities of the Fleet Administrator and Vehicle Coordinators when assessing the driving qualifications of potential drivers.

Procedure

IMPORTANT – Any misrepresentation on the UPEI Driver Approval Form, failure to report accidents and/or violations (*whether with personal or University vehicle*) or failure to follow this procedure or the [Vehicles Owned or Leased - UPEI Safety & Risk Management Policy](#) could result in being uninsured under the University's automobile insurance policy and may result in personal liability of the driver in the event of an accident.

Application

1. All individuals in positions which require the use of a vehicle must apply for approval to operate a *University vehicle* using the UPEI Driver Approval Form.
2. The applicant must indicate if they are applying as a Frequent or Casual driver and follow the requirements related to that particular category of driver, as indicated below:
 - a. Frequent drivers are employees of the University who are regularly required to operate a *University vehicle*. Frequent drivers must apply for approval annually before April 30th each year.
 - b. Casual drivers are employees of the University who are infrequently authorized to operate a University vehicle for designated period of time with a specified end date. The use of causal drivers will be strictly controlled and be permitted only when necessary for program delivery or for other appropriately relevant University activities.

Driver Qualification Criteria

3. In order to be approved to drive a *University vehicle*, an individual must meet all of the following requirements:

- a. hold a valid Driver's License to operate a motor vehicle, *including the required class of license appropriate to the vehicle type and number of passengers*, from Prince Edward Island or another Canadian jurisdiction;
- b. be at least 23 years of age;
- c. have 5 years of driving experience;
- d. have a suitable driving record, which is assessed in accordance with *Motor Vehicle Record Grid* below;
- e. authorize the University to obtain a copy of the driver's motor vehicle driving abstract from the appropriate jurisdiction;
- f. have the requisite training experience appropriate to the vehicle(s) that the driver is authorized to operate; and
- g. approval of the UPEI Driver's Approval Form by the applicable Vehicle Coordinator and the Comptroller's Office.

Assessment of Driving Record

4. The applicable Vehicle Coordinator will assess the driving record of each applicant in accordance with this section, as required by Section 3.d.
5. The Motor Vehicle Record (MVR) Grid provides a tool to assess the suitability of each applicant's driving record. The assessment includes a review of the driver's accident and moving violation history over the previous three (3) years, as reported by the applicant on the UPEI Driver Approval Form.

Motor Vehicle Record (MVR) Grid

Number of Violations	Number of Accidents					
	0	1	2	3+	Any Major	
0	Clear	Acceptable	Poor	Poor	Poor	
1	Acceptable	Acceptable	Poor	Poor	Poor	
2	Acceptable	Poor	Poor	Poor	Poor	
3+	Poor	Poor	Poor	Poor	Poor	
Any Major	Poor	Poor	Poor	Poor	Poor	

- a. Suitable Driving Record - In order to be considered suitable, the applicant must be classified as Clear or Acceptable, in accordance with the MVR Grid. For clarification, the applicant must meet all of the following to have a suitable driving record:
 - i. No serious/major moving violations
 - ii. No more than two (2) minor moving violations
 - iii. No drug/alcohol-related offenses
 - iv. No major accident or more than one (1) minor accident
 - v. No more than two (2) minor violations or minor accidents combined
- b. Unsuitable Driving Record - Applicants identified as Poor will not obtain Driver Qualification and shall not be permitted to drive a University owned or leased vehicle.
- c. Violation Types: The following are examples of the different types of motor vehicle violations. Non-moving motor vehicle violations do not need to be reported (ie. parking in a no-park zone).
 - i. Minor Violations:

1. Speeding < 30 kmh over speed limit
 2. Failure to obey sign
 3. Failure to yield
 4. Illegal turn
- ii. Major Violations:
1. Leaving the scene of an accident
 2. Driving under the influence of drugs or alcohol
 3. Racing or excessive speed (>30 kmh over speed limit)
 4. Reckless, negligent or careless driving
 5. Indictable offence involving the use of a motor vehicle
 6. Any of the following driving offences causing death: dangerous driving, criminal negligence, failure to stop for police, street racing, impaired driving, and hit and run.
 7. License suspension or revocation resulting from accidents or moving violations
 8. Following too closely or tailgating
 9. Erratic lane-changing
 10. Attempting to elude a police officer

Violation/Accident Reporting Requirements

6. Any individual, who has been granted driver approval under the Policy, must report to the Vehicle Coordinator and Contract and Insurance Office any motor vehicle violations or accidents, whether it occurs with a *University vehicle* or personal vehicle.
7. Each report of a violation or accident shall cause both the applicable Vehicle Coordinator and Fleet Administrator to reassess the driver's driving record using the MVR Grid.
8. If the approved driver's driving record status changes to Poor, as identified in the MVR Grid, then the driver's approval as a qualified driver shall be immediately revoked, in accordance with Section 5.5 of the [Policy](#).
9. Failure to report a violation or accident, with either a *University vehicle* or personal vehicle, may result in the immediate revocation of the driver's approval as a qualified driver, in accordance with Section 5.5 of the [Policy](#).

Reapplication

10. Any individual who has been previously denied driver approval or have had their driving approval revoked as a result of an unsuitable driving record shall be required to take a safe driving course or defensive driving course, at their own cost, and provide a copy of a certificate of successful completion of the course with a new driver approval application.
11. All reapplications in connection with section 10 will be submitted to the University's insurer for approval.