



# Operating a University Vehicle

## Summary of Procedures and Forms

### ❖ **Driver Qualification Procedure:**

This Procedure is to identify the minimum standards required to operate a University owned or leased vehicle, in accordance with the *“Vehicles Owned or Leased – UPEI Safety & Risk Management Policy”*. This also details the responsibilities of Vehicle Coordinators, and those of the Fleet Administrator when assessing driving qualifications of potential drivers.

### ❖ **UPEI Driver Approval Form**

Any individual that wishes to drive a motor vehicle owned or leased by the University must receive approval in accordance with the *“Vehicles Owned or Leased – UPEI Safety & Risk Management Policy.”* To receive approval, applicants must complete a UPEI Driver Approval Form, attach a clear copy of your driver’s license (front and back), and obtain approval from the appropriate Vehicle Coordinator in your Department or Faculty, as well as the Fleet Administrator.

### ❖ **UPEI Driver Record Update**

Individuals who are authorized to drive a vehicle owned or leased by the University must report any motor vehicle accidents and/or moving violations (i.e., speeding, distracted driving, impaired driving), whether in a University or personal vehicle in accordance with the *“Vehicles Owned or Leased – UPEI Safety & Risk Management Policy.”* Completed forms must be submitted to the Vehicle Coordinator in your area and to the Fleet Administrator by emailing [drivers@upei.ca](mailto:drivers@upei.ca)

### ❖ **Rules Governing Operation of a University Vehicle**

There are clear rules that must always be adhered to in order to obtain and maintain approval to operate a University vehicle. This form clearly details those rules. Failure to follow these rules may result in the immediate revocation of the driver’s approval as a qualified driver, in accordance with the *“Vehicles Owned or Leased – UPEI Safety & Risk Management Policy.”*

### ❖ **Incident Reporting Protocol:**

In the event of an incident involving a University vehicle, the driver shall file a University Incident Report and Investigation Form, located here [Incident Report & Investigation Form](#). All forms should be emailed to [incident@upei.ca](mailto:incident@upei.ca) or dropped off in person to the Health, Safety & Environment Department, located in Kelley Memorial Building, Room 309 or 310. If the incident involves a vehicle accident, the driver must complete a *“Driver’s Accident Form”* for insurance purposes. These forms should be located in the glove compartment of all UPEI vehicles. For further information, please refer to the *“Vehicles Owned or Leased Procedures.”*

### ❖ **Vehicle Maintenance Record Sheet**

On an as-needed basis, vehicles must undergo regular scheduled maintenance. Details of such maintenance are to be documented on the [Vehicle Maintenance Record Sheet](#). Completed forms must be submitted to the Vehicle Coordinator in your area and to the Fleet Administrator by emailing [drivers@upei.ca](mailto:drivers@upei.ca)