

University of Prince Edward Island	Policy No. govbrdrmt0008	Revision No. 1
Policy Title: Vehicles Owned or Leased - UPEI Safety & Risk Management Policy		Page 1 of 4
Creation Date: Feb. 24, 2005	Version Date: October 8, 2015	Review Date: October 8 , 2020
Authority: Board of Governors	Responsibility: Vice-President, Admin. & Finance	Access: W

1. Purpose

- 1.1 The purpose of this Policy is to provide rules and guidelines governing the safe operation, management, maintenance and use of University vehicles, including trucks, vans, automobiles, trailers and other vehicles.

2. Scope

- 2.1 The Policy applies to all University staff, student and agents responsible for the operation, maintenance or use of University vehicles. The Policy is not intended to include rentals from private car rental agencies for staff on University business.

3. Responsibility

- 3.1 The Policy is approved by the Board of Governors.
- 3.2 The Policy is under the general authority of the Vice-President, Administration & Finance.
- 3.3 The Comptroller has general responsibility for risk management and is responsible for implementation, review and amendment of this Policy.
- 3.4 The Dean (or Vice-President, if applicable) and department chair/head shall be responsible for enforcement of this Policy within their jurisdiction.
- 3.5 The purchase of a University owned vehicle requires the approval of the Vice-President, Administration & Finance and the appropriate Dean or Vice-President.

4. Definitions

- 4.1 *University vehicles* mean University owned or leased vehicles that are licensed for road use as evidenced by the vehicle's title, registration, and license plate and un-licensed special purpose vehicles, regardless of the source of the funding the University used to purchase the vehicles.

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- 4.2 *Business Use* means use in support of the University’s mission of education, research and service and is directly related to duties or activities performed on behalf of the University and that fall within the scope of an employee’s appointment or an agent’s engagement. For purposes of this policy, students are deemed to be traveling on University business if the travel relates to taking part in any activity that is considered to be part of regular or extraordinary studies or research, and recreational activities connected with the University.
- 4.3 *Authorized person* means the faculty or department Dean, Chair, or Director.
- 4.4 *Vehicle Operations Coordinator* (“*Coordinator*”) means the employee appointed by the authorized person of each faculty and/or department that operates University vehicles.
- 4.4.1 The Coordinator is responsible for the day-to-day operation of University vehicles in his/her department or faculty under this Policy.
- 4.4.2 The Coordinator shall monitor the driving performance of persons operating departmental vehicles, and make recommendations to the department head and Dean (or Vice-President) concerning enforcement of this Policy.
- 4.4.3 Each faculty and/or department must provide a list of Coordinators at the beginning of each fiscal year in May to the Comptroller's Office.

5. **General Rules**

- 5.1 University vehicles are for business use only that is approved by the authorized person. Any personal use is strictly prohibited.
- 5.1.1 University vehicles must remain on University premises outside of normal business hours.
- 5.1.2 Subject to written approval of the appropriate authorized person, University vehicles used in specific University projects or for ongoing business use may be maintained off campus during periods that the work requires frequent off-campus travel and/or for safeguarding of vehicle contents.
- 5.2 **Driver Qualification** - All persons in positions which require the use of a vehicle must apply for approval to operate a University vehicle. Persons applying for approval to operate a University vehicle for road use must meet the Driver Qualification criteria and complete a UPEI Driver’s Approval Form (both documents are listed in the Vehicles Procedures documents). Applications must

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be approved by both the faculty's/department's Coordinator and by the Comptroller.

5.3 **Fleet Maintenance** - The departmental/faculty Coordinator shall be responsible for ensuring that the vehicles are regularly maintained. The Coordinator shall keep an up-to-date record of maintenance and repair for each vehicle under his/her authority, using a Vehicle Maintenance Record Sheet (listed in the Vehicles procedures documents) or an equivalent record-keeping system.

5.4 **Reporting Protocols for Vehicle Incidents**

5.4.1 In the event of an incident involving a University vehicle, the protocol as detailed in the Vehicles Procedures documents shall be strictly adhered to.

5.5 **Monitoring Drivers and Revoking Privileges**

5.5.1 The permission to operate a University vehicle is a privilege granted at the discretion of the University and may be revoked at any time without prior notice.

5.5.2 The Coordinator shall monitor the driving performance of persons operating departmental vehicles and bring to the attention of the Department Head and Dean/Vice-President any violations of this Policy.

5.5.3 The Coordinator shall have the authority to temporarily revoke a driver's privileges to operate a University vehicle for the reasons cited in Section 5.5.4.

5.5.4 The Dean/Vice-President or Department Head shall have the authority to revoke a driver's privilege to operate a University vehicle if in his/her opinion:

5.5.4.1 the driver has committed a violation of this Policy; or

5.5.4.2 there is a serious safety concern

5.6 **Rented Passenger Vans** - Coordinators or other authorized persons renting passenger vans for University use shall ensure:

5.6.1 that the vehicle is fully insured, including liability insurance in amounts recommended by the Comptroller, and

5.6.2 that the driver is in compliance with this Policy.

6 Review

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6.1 This Policy shall be reviewed at a minimum of every five (5) years.