

## **MOTOR VEHICLE POLICY**

**University Policy No:** AD2315

**Classification:** Administration

**Approving Authority:** Vice-President Finance and Operations

**Effective Date:** April, 2016

**Supersedes:** February, 2015

**Last Editorial Change:**

**Mandated Review:** February, 2022

### **PURPOSE**

- 1.00 The purpose of this policy is to provide for the economic acquisition, maintenance, replacement and operation of motor Vehicles used for University Business.

### **DEFINITIONS**

For the purposes of this policy:

- 2.00 **Hybrid** means a self propelled motor vehicle which uses a combination of gasoline and electricity as its fuel source.
- 3.00 **Neighbourhood Electric Vehicles (NEV)** means a self propelled low speed electric vehicle which may be operated under provincial legislation and bylaws in the municipality in which they are operating.
- 4.00 **Unit** means academic or administrative areas at the university, including but not limited to faculties, departments, divisions, offices, schools and centres.
- 5.00 **University Business** means activities conducted in the course of official or authorized business.
- 6.00 **Driver** means an employee of the university or other individual that has been authorized to operate a Vehicle.
- 7.00 **Vehicle** means a self propelled motor vehicle owned by the university. Includes but not limited to the Motor Vehicle Pool and vehicles operated under the authority of Research Services and Facilities Management.

### **POLICY**

All Vehicles required by university Units for casual, term, or continuing use shall be provided through the Motor Vehicle Pool unless they have specific exemption as authorized by the Vice-President Finance and Operations (or designate).

- 8.00 Campus Security is responsible for managing the university's Motor Vehicle Pool. The Director of Campus Security Services is responsible for the effective implementation of the Motor Vehicle Pool and its associated procedures.

- 9.00 All vehicles will be maintained to a standard consistent with manufacturers specifications.
- 10.00 All vehicles owned and operated by the University shall be white and identified as University vehicles in a common fashion between departments, include the fleet number and should comply with university brand standards and guidelines.
- 11.00 Vehicles may be used only for University Business and may be driven only by specifically authorized individuals holding a valid driver's license with the appropriate classification in compliance with the *British Columbia Motor Vehicle Act* and the Canada National Safety Code for Motor Carriers.
- 12.00 A Vehicle purchased with research grants or other special funds may remain in the control of the principal investigator until the project is completed, at which time it will revert to a Motor Pool vehicle as defined by this policy.
- 13.00 Insurance and vehicle registration on Vehicles will be arranged by the Risk & Insurance Analyst in accordance with university standards.
- 14.00 Where operationally feasible, low emission vehicles such as Hybrids and Neighbourhood Electric Vehicles (NEV's) will be purchased to support the goals of the university's Strategic Plan and its Sustainability Policy (GV0800).
- 15.00 When using a Vehicle, Drivers are personally responsible for:
- Limiting passengers of Vehicles to university employees or others on University Business and/or official guests.
  - Observing all traffic regulations and practicing normal safe driving habits.
  - Reporting accidents and damage involving university Vehicles to Campus Security in adherence to the Liability Insurance Policy (FM5300).
  - Traffic violations and criminal charges arising from failure to observe traffic regulations and reasonably safe driving practices.
  - Ensuring compliance with Part 17, Transportation of Workers (BC OHSR); and Transportation of Dangerous Goods (TDG) provisions for vehicles travelling on public roads while transporting hazardous materials.
- 16.00 The university will not respond in defense of an action or claim against Drivers who have operated a Vehicle contrary to legislation, municipal bylaws, or university policies and procedures.

#### **AUTHORITIES AND OFFICERS**

- I. Approving Authority: Vice-President Finance and Operations
- II. Designated Executive Officer: Vice-President Finance and Operations
- III. Procedural Authority: Vice-President Finance and Operations
- IV. Procedural Officer: Director of Campus Security Services

## **RELEVANT LEGISLATION**

*British Columbia Motor Vehicle Act*

Canada National Safety Code for Motor Carriers

Criminal Code of Canada

Bylaws for the jurisdiction having authority

Workers Compensation Act and BC Occupational Health and Safety Regulation

Transportation of Dangerous Goods Act and Regulations

## **RELATED POLICIES AND DOCUMENTS**

[Liability Insurance \(FM5300\)](#)

[Purchasing Services Policy \(FM5105\)](#)

[Sustainability Policy \(GV0800\)](#)

Chargeback Principles Policy

Motor Vehicle Pool Guidelines