

| VEHICLE USE POLICY | | | |
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| Effective Date | February 22, 2017 | Policy Type | Administrative |
| Responsibility | Director Facilities - Maintenance and Operations | Cross-Reference | 1. Clean Air Policy 2. Freedom of Information and Protection of Privacy Act 3. Parking Policy 4. Student Travel Policy 5. Traffic Safety Act and Regulations 6. Travel and Related Expenses Policy |
| Approver | Executive Council | | |
| Review Schedule | Every 5 years | | |
| | | Appendices | 1. Occurrences that Could Lead to Withdrawal of Authorized Driver Status 2. Driver Logbook Requirements 3. Additional Safety Information |

1. Policy Statement

- 1.1. Grande Prairie Regional College (“GPRC” or the “College”) seeks to establish the safe and efficient use of its vehicles to ensure the safety of all members of the College community.

2. Background

- 2.1. GPRC operates a fleet of vehicles for the purpose of enabling authorized personnel to carry out business and education functions on behalf of the College.

3. Policy Objective

- 3.1. The objective of this policy is to establish priorities for the use of vehicles and assist in their safe operation through the control of vehicle drivers.

4. Scope

- 4.1. This policy applies to all College faculty, staff, students, and visitors or organizations requesting the use of a College vehicle.

5. Definitions

- 5.1. “Accident” is defined as any event that results in damage to a vehicle or property or injury to an individual or animal.
- 5.2. “Alberta Transportation” is the authority that governs the permissions of the College fleet under the provisions of the Traffic Safety Act.
- 5.3. “Authorized driver” A person who has a valid driver’s licence, has submitted an abstract to the Facilities – Maintenance and Operations department, and who agrees to abide by this policy.
- 5.4. “Impairment” is defined by any altered condition of the body’s sensory, cognitive, or motor functions due to alcohol, drugs, medical prescriptions, or other controlled substances.
- 5.5. “College business” is defined as an action required as a representative of GPRC duly authorized and supported by GPRC.

- 5.6. “Official GPRC Guest” is any person or group that is defined as having business associated with GPRC through an invitation by one of its staff / faculty. Immediate family members may be included in this definition. The Director, Facilities – Maintenance and Operations must be informed of family members travelling in fleet vehicles.
- 5.7. “Vehicles” are all College owned or leased fleet vehicles including cars, trucks, vans, buses, transports and trailers.
- 5.8. “Training Vehicles” are all College owned, leased, or loaned vehicles designated specifically for instructional use (e.g. transports and trailers at Continuing Education, motorcycles in motorcycle programs, etc.).

6. Guiding Principles

- 6.1. Alberta Transportation is the authority that governs the permissions of the College fleet under the provisions of the *Traffic Safety Act*. All persons requesting the use of a College vehicle must comply with relevant legislation issued by Alberta Transportation.
- 6.2. Departments using College vehicles are expected to supply their own driver. All drivers must be authorized by the College to drive a vehicle within their licence class.
- 6.3. Departments using vehicles shall pay all normal operational costs incurred during any trip for their Department unless waived by the Director, Facilities – Maintenance and Operations.
- 6.4. Priority of use for College vehicles will be given in the following order:
 - 6.4.1 GPRC educational activities
 - 6.4.2 Administrative use
 - 6.4.3 Recognized GPRC recreation and GPRC student and collaborative student groups
 - 6.4.4 Professional DevelopmentLow priority user bookings may be cancelled in favour of higher priority groups up to two weeks prior to the date of departure of the pre-empted party.
- 6.5. In the event that no fleet vehicles are available, the requesting Department will be responsible for renting or paying mileage for private vehicle use as per the Travel and Related Expenses Policy.
- 6.6. People using their own private vehicles for GPRC business are not covered by GPRC's insurance. It is the individual's responsibility to notify and be covered by their personal insurance provider if they are using their private vehicle for College business. Additional business insurance is required for the private vehicle. Any remuneration for travel using a private vehicle has to be pre-approved as per the Travel and Related Expenses Policy.
- 6.7. Authorized drivers of a vehicle bear full responsibility for limiting passengers of GPRC vehicles to staff, students and official GPRC guests. GPRC guests under 18 years of age require parental or guardian consent. Drivers are expected to report inappropriate behaviour to their Supervisor.
- 6.8. All drivers must consent to a yearly driver's abstract and be registered through the office of Facilities – Maintenance and Operations. Costs for abstracts are a Departmental cost. Drivers with seven or more demerits and / or drivers with a history of traffic violations (three or more traffic violations in the past three years) may be denied driving privileges, at the discretion of the Director, Facilities – Maintenance and Operations.

- 6.9. Any driver with more than two moving violations in a GPRC Vehicle, within the last 12 months; and/or more than one at fault collision within the last 6 months, will likely be denied use of a vehicle. A variety of methods may be used to determine suitability for driving a GPRC fleet vehicle.
- 6.10. Please see Appendix 1 for further examples of occurrences that could lead to withdrawal of authorized driver status.
- 6.11. For minivans, cars, and ½ ton trucks a Class 1, 2, 3, 4 or 5 driver's license is acceptable. Completion of a professional driver improvement training course is recommended.
- 6.12. Drivers of GPRC fleet vehicles must be registered with the College's insurance company prior to operation of College vehicles. GPRC's insurance will cover all College personnel and students traveling on College business in GPRC fleet vehicles.
- 6.13. The College has secured insurance coverage, covering: collision, theft, fire and other hazards together with public liability. The College's insurance covers all College personnel, students, and authorized guests traveling in GPRC fleet vehicles on College business.
- 6.14. Unauthorized passengers are not permitted in GPRC fleet vehicles at any time.
- 6.15. In the event of a vehicle request departure time being earlier than regular office hours of Facilities - Maintenance and Operations, drivers may pick up Vehicle Request Form, keys, and gas card prior to the approved departure date. The vehicle may not be removed from the stall/ Grounds until the departure time stated on the Vehicle Request Form.
- 6.16. The authorized driver assumes responsibility for any vehicle violations and parking tickets during their booking.
- 6.17. All College vehicles or vehicles rented with College funds must be used for College business only. Booking a College vehicle specifically for personal use is prohibited.
- 6.18. Animals are not permitted in College vehicles, unless the animal is a service animal, or the animal is part of an education program.
- 6.19. All vehicles will be equipped with an Emergency Kit. See Appendix 3.
- 6.20. All fleet vehicles are permitted to park without a permit on College parking lots. Please refer to the College's Parking Policy for details.
- 6.21. Impaired driving is strictly prohibited. No alcoholic beverages are to be consumed, or illegal substances conveyed in College vehicles.
- 6.22. Smoking in College vehicles is prohibited as per the College's Clean Air Policy.
- 6.23. Drivers under any medical treatment requiring prescription medication that may affect their driving ability are not permitted to drive.
- 6.24. The use of radar detection devices is prohibited.
- 6.25. The driver will ensure that the vehicle is properly maintained and that any maintenance requirements are reported. Any accidents are to be reported to Facilities - Maintenance and Operations.
- 6.26. The driver will refuel the vehicle at half a tank or less, remove all garbage from the vehicle and return it to the designated stall at the completion of each trip.

- 6.27. Out of province trips for 21 passenger buses require a special operating permit (Extra or Inter Provincial Operating Authority Certificate) from Alberta Transportation.
- 6.28. The use of GPRC vehicles for out of province travel requires approval from their respective Vice President prior to booking the vehicle. All out of country travel requires approval from the President prior to booking the vehicle. Please refer to the College's Travel and Related Expenses Policy for details.
- 6.29. The maximum period for which any one individual may book a vehicle is five days unless special arrangements have been approved by the Director, Facilities - Maintenance and Operations.
- 6.30. A valid license from outside Alberta is acceptable for the first three months of residency only at which time the driver must obtain an Alberta driver's license.
- 6.31. All vehicles owned by GPRC will be serviced as required. All minor maintenance and repairs will be performed by qualified staff (e.g. replacing headlights, taillights and lenses for such lamps, oil changes and lube, motor and heater fans, belts, wipers, batteries and fluids). A certified mechanic will complete major work.
- 6.32. Should a vehicle require minor repairs; such as towing, tire repairs, fuel pumps, water pumps, etc., while on a trip, the driver should locate the most suitable repair shop at the location and have the work completed. Costs for the repairs can be paid for using the fleet credit card or the driver can pay and be reimbursed at the return of the trip.
- 6.33. Major mechanical problems must be left to GPRC to repair. This may require towing and or pickup of the vehicle from the out of town location.
- 6.34. The 21 passenger buses are required to have a Government Safety Inspection completed every 6 months by an approved Government Vehicle Inspection Service Center.
- 6.35. All drivers of 21 passenger buses must complete a Pre-Trip Inspection Report which is required by Alberta Transportation for each trip and will be attached to their vehicle request form for completion.
- 6.36. 21 Passenger Buses - Drivers must have a class 1, 2, or 4 license to drive a 21-passenger bus. Class 4 drivers may be required to take a Corporate Evaluation and / or additional training prior to using the 21 Passenger Bus as determined by Facilities – Maintenance and Operations. The comments of the evaluating instructor will also be taken into account and if Facilities - Maintenance and Operations is aware of circumstances or information that is averse to a driver's record, or if there is sufficient evidence to determine that there is an increased risk to the College, then driving privileges will be denied.
- 6.37. Drivers of vehicles greater than 4500 kg (including 21 passenger buses) must complete and update a driver's log book as per Alberta Transportation regulations. See Appendix 2.
- 6.38. Problems with vehicles (e.g. mechanical, cleanliness, etc.) must be reported when the keys are returned. All issues will be assigned for repair.
- 6.39. Vehicle abuse and vandalism by the users are the responsibility of the user group at the time and will be reported to their Dean or Director as well as the Director, Facilities - Maintenance and Operations, along with associated costs for repair. Departments may be charged a fee for:

- 6.39.1. Excessive wear and tear or damage to a fleet vehicle as well as repairs resulting from negligence
- 6.39.2. Cleaning unusually dirty vehicles as well as special detailing to remove spills, smells etc. will be subject to a service charge or up to billing amount incurred
- 6.39.3. Replacement of lost keys
- 6.39.4. Cleaning up after transporting animals that are part of a GPRC program
- 6.39.5. Wilful damages may result in loss of vehicle use privileges
- 6.40. For the purpose of administering this policy, it may become necessary for GPRC to release personal information to authorities as it relates to resolving offences. Such release of information shall be done in the strictest confidence in consultation with the College's Privacy Information Officer. A current list of registered drivers will be kept on file in Facilities - Maintenance and Operations. This information is kept in the strictest confidence as per FOIP.
- 6.41. For GPRC employees, a current copy of the Vehicle Use Policy will be read and an acknowledgement will be signed stating they understand and are willing to abide by the Vehicle Use Policy at the same time a Driver Abstract has been requested. For drivers who are not GPRC employees, they will be required to sign the acknowledgement stating they have read, understood, and will abide by the GPRC Vehicle Use Policy prior to driving any GPRC vehicle.
- 6.42. The driver will be responsible for passenger conduct while traveling.
- 6.43. The driver is responsible for vehicle compliance with the rules of road safety and applicable provincial laws.
- 6.44. When a vehicle is taken out, the driver will be given an approved Vehicle Request Form where the mileage and vehicle problems can be recorded. The start and end mileage must be recorded by the driver. A space for recording any problems with the vehicle is on the bottom of the sheet.
- 6.45. Fleet vehicles are equipped with a GPS tracking device and an online administration system. The GPS cellular modem can track vehicle location, km driven, hours of operation, if the vehicle is on or off and its speed. Information from the modem is saved up to a year. Daily information from a trip may be forwarded to the booked driver or the booking authorizer of that trip.
- 6.46. In the event of an accident:
 - 6.46.1. Notify a person on the afterhours emergency contact card.
 - 6.46.2. Do not assume responsibility / fault or sign any type of release form.
 - 6.46.3. Complete an accident report form as supplied and stored in the vehicle booking package.
 - 6.46.4. It is strongly recommended that a copy of the police accident report be filed with the Accident Report. If this is not possible, then obtain the name of the attending police officer and file number. In the event of an accident that is too minor for police involvement, the driver is to ensure an accident report is submitted to Facilities - Maintenance and Operations within 24 hours from returning from the trip. This report should include full detail such as describing other vehicle(s), drivers, passengers, witnesses, insurance information, etc.

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6.46.5. All vehicle accidents will be reviewed by the Manager, Enterprise Risk for recommendations on possible avoidance of similar accidents or recommended training.

6.46.6. See Appendix 3 for additional safety information.

7. Roles and Responsibilities

| STAKEHOLDER | RESPONSIBILITIES |
|--|---|
| Executive Council | <ul style="list-style-type: none">• Approve and formally support this policy |
| Director, Facilities – Maintenance and Operations | <ul style="list-style-type: none">• Oversee the implementation of this policy |
| Facilities - Maintenance and Operations | <ul style="list-style-type: none">• Oversee scheduled use and maintenance of fleet vehicles and assigned service vehicles |
| Departments with Training and Assigned Service Vehicles | <ul style="list-style-type: none">• Oversee scheduled use and maintenance of training and assigned service vehicles |
| Authorized Drivers | <ul style="list-style-type: none">• Comply with Traffic Safety legislation and this policy |

8. Exceptions to the Policy

8.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice-President Administration.

8.1.1. Policy exceptions must describe:

8.1.1.1. The nature of the exception

8.1.1.2. A reasonable explanation for why the policy exceptions are required

8.1.1.3. Any risk created by the exceptions to this policy

8.1.1.4. Evidence of approval by the Vice President, Administration.

9. Inquiries

9.1. Inquiries regarding this policy can be directed to the Director, Facilities - Maintenance and Operations.

10. Amendments (Revision History)

10.1. Amendments to this policy will be published from time to time and circulated to the College community.

APPENDIX 1 – OCCURRENCES THAT COULD LEAD TO WITHDRAWAL OF AUTHORIZED DRIVER STATUS

1. This is not a definitive list and there can be other examples:
 - Failure to report / being in a crash or incident.
 - Careless operation of a vehicle.
 - Careless operation of a vehicle resulting in a crash.
 - Multiple customer complaints or driving infractions, including photo radar tickets.
 - Irresponsible cargo handling.
 - Falsification of records.
 - Unauthorized passengers.
 - Refusing to cooperate in providing information during an investigation.
 - Driving under the influence of drugs and / or alcohol.
 - Violations of the Traffic Safety Act and other applicable legislation (e.g. Schedule 1 of the Demerit Point Program and Service of Documents Regulation)
 - History of abuse to vehicle, i.e. dirty interior, late returns, inadequate receipts, etc.

APPENDIX 2 – DRIVER LOGBOOK REQUIREMENTS

The “drivers log book” must be filled out by the driver of a 21 passenger Minibus when the trip exceeds a 160 km radius of the driver’s home terminal or exceeds 15 hours of trip time from start of trip to end of trip. The driver is responsible to carry the white copies of the current trip as well as copies covering the preceding 7 to 14 days.

WARNING: It is against the law to make more than one daily log or to falsify your log.

1. Elements of a Driver’s Log (These below information meet both Canadian and U.S. requirements)

- 1.1. Motor carrier must ensure that for each work day (24 hour period), a daily log is completed in duplicate by every driver used by that motor carrier.
- 1.2. The following information must be entered in each daily log:
 - 1.2.1. A duty status, in the form of a graph grid, shows the following: OFF DUTY time, SLEEPER BERTH time, DRIVING time, and ON-DUTY time other than driving. A ruled continuous line must be drawn between the appropriate time markers.
 - 1.2.2. The date (Month/Day/Year)
 - 1.2.3. The odometer reading at the commencement of the work shift.
 - 1.2.4. Starting point, destination or turn-around point.
 - 1.2.5. Total Distance driven during the work day.
 - 1.2.6. Truck/Tractor Trailer numbers, or license plate numbers, of vehicle operated during the work day.
 - 1.2.7. Name(s) of motor carrier(s) worked for during the work day. If driver works for more than one carrier during the same day, the beginning and finishing time of each carrier must be shown after each carrier’s name.
 - 1.2.8. The address of the home terminal and principle place of business of each motor carrier that used the driver during the work day.
 - 1.2.9. Driver’s signature.
 - 1.2.10. Driver’s printed name.
 - 1.2.11. Starting time of work shift.
 - 1.2.12. Names of other vehicle operator (Co-drivers).
 - 1.2.13. Total number of hours in each duty status (must equal 24 hours).
 - 1.2.14. Shipper or Bill of Lading number.
 - 1.2.15. Explanation of excessive hours.
 - 1.2.16. Location of fuel purchase and quantity.

2. Instruction on Completing a Driver’s Daily Log

- 2.1. Draw a continuous line between the appropriate time marker to record the periods of time spent: Off Duty, in a sleeper berth, Driving, On-Duty other than driving.

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Appendix 2



- 2.2. Record the following under "Remarks":
 - 2.2.1. The name of the city, town, village or highway location and the province or state where each change of duty occurs.
 - 2.2.2. The name of the city, town village or highway location and the province or state where fuel was obtained. Also, record the quantity of fuel.
- 2.3. Record the total number of hours of off-duty time, time spent in a sleeper berth, driving time and on-duty time other than driving time. The aggregate of these hours must also be recorded.
- 2.4. Explain excessive hours.
- 2.5. Example: At 8:00 A.M. the volley ball coach, Bill Smith, reported to class. Classes ended at 12 noon and the coach left on a trip to Edmonton. After three hours of driving he stopped in Whitecourt for a 45-minute lunch break. At 3:45 P.M. he resumed driving arriving in Edmonton at 7:30 P.M.

3. Hours of Duty

- 3.1. All that period from the time a vehicle driver begins work (8:00 A.M.)
- 3.2. "Hours on Duty" include the time you spend:
 - 3.2.1. Inspecting, loading, repairing, starting or driving your vehicle.
 - 3.2.2. Riding as a passenger
 - 3.2.3. Waiting at vehicle check points or customs
 - 3.2.4. Waiting enroute because of an accident, or other unplanned occurrence.
 - 3.2.5. Performing any other work in the capacity or employ of the college (e.g. instruction, learning, preparing course material, etc.)
 - 3.2.6. All hours not covered under the on duty definition becomes off duty.
- 3.3. The authorized driver cannot drive unless they have had (8) eight consecutive hours off duty.

4. Conditions and Regulations for Maintaining Driver Daily Logs

- 4.1. These conditions and regulations have been extracted from the Canadian MOTOR VEHICLE TRANSPORT ACT. Similar conditions and regulations can be found in the American FLEET SAFETY COMPLIANCE MANUAL.
- 4.2. A driver must maintain no more than one daily log for each calendar day. He must carry a copy of a daily log covering his current trip as well as copies covering the preceding 7 or 14 days.
- 4.3. The log must be maintained in duplicate for each 24 hour period including days off, and filed regularly at the driver's terminal, or the carrier's principal place of business.
- 4.4. Any number of consecutive days off can be entered on one duty log.
- 4.5. All daily logs must be kept on record by each driver and motor carrier for at least 6 months.

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- 4.6. Every driver, at all times during their shift, must have available for inspection all bills of lading and other shipping documents, and all fuel and lodging receipts to verify information recorded in the log.
- 4.7. Drivers are not required to complete a daily log if they operate within a radius of 160 km of their home terminal and if they do not work more than 15 hours and return to the terminal upon completion of their work assignment. The carrier must also maintain for a period of 6 months a daily record of drivers' starting and finishing times.

5. Standard Hours of Service Regulations

- 5.1. Under normal circumstances, a driver shall not exceed the following hours of service:
 - 5.1.1. 13 driving hours during a work shift after 8 hours of rest (Can.). 10 driving hours during a work shift after 8 hours rest (U.S.)
 - 5.1.2. 15 hours of duty during a work shift
 - 5.1.3. 60 hours of duty during a period of 7 consecutive days
 - 5.1.4. 70 hours of duty during a period of 8 consecutive days
 - 5.1.5. 120 hours of duty during a period of 14 consecutive days (permitted in Canada only)
 - 5.1.6. 24 hours of continuous off-duty time must be registered anytime before accumulating 75 hours on duty.
- 5.2. 8 hours of off-duty is prescribed before a work shift. If a vehicle has a sleeper berth, the 8 hours can be divided into two periods providing neither is less than 2 hours and the total hours of driving before and after either rest period must not exceed 13 hours.
- 5.3. Please note that certain jurisdictions in the United States have developed their own standard hours of service regulations which are slightly different from the Federal regulations outline above.

APPENDIX 3 – Additional Safety Information

1. Fleet Vehicle Emergency Equipment

- 1.1. Fleet vehicles (excluding Facilities – Maintenance and Operations service vehicles) shall be equipped with at least the following items:
- Flashlight
 - First aid kit
 - Survival blanket
 - Candles
 - Snowbrush
 - Fire extinguisher

2. Animal Collisions (for vehicle collisions that involves a large animal (e.g. deer, moose, bear, etc)).

- 2.1. If the animal leaves the scene of the collision, then the Fish and Wildlife Office does not need to be called.
- 2.2. If the animal is too injured to leave the scene of the collision, then the Fish and Wildlife Office must be called.
- 2.3. If the animal is dead on the side of the road, then the Fish and Wildlife Office must be called for statistics collection.
- 2.4. If the animal dies and is creating a public safety hazard due to its location, then the animal should be moved to the side of the road but only if it is safe to do so. Then the Fish and Wildlife Office must be called for statistics collection.
- 2.5. If the animal dies and is creating a public safety hazard due to its location and it is not possible to safely move the animal, then the Fish and Wildlife Office must be called.
- 2.6. If the damage from the collision with the animal is over \$1,000 then the driver must go to the police station and complete a Collision Report Form.

| Local Fish and Wildlife Office Phone Numbers | |
|---|----------------|
| Grande Prairie | 780-538-5265 |
| Fairview | 780-835-2737 |
| After Hours (Grande Prairie and Fairview) | 1-800-642-3800 |