



Policy Information	
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Approved by:	Executive Management
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Executive Responsible:	VP Finance
Administrator Responsible:	Manager, Facilities
Date of Last Review:	

USE OF COLLEGE VEHICLES POLICY

Purpose / Rationale

The College maintains a small fleet of vehicles to be used for College purposes only. This policy is to provide clarity around the use and operation of College owned vehicles.

Procedures / Guidelines

1. Use of a CNC vehicle must be approved by the applicable supervisor plus the Facilities department in Prince George or the Regional Director, or designate, at other campuses.
2. At the Prince George campus a Vehicle Reservation form (obtained from the Facilities Department) must be completed and approved by the applicable supervisor to confirm the reservation
3. The vehicle driver must present their valid BC driver's license of the appropriate class for the vehicle prior to being issued the vehicle's keys. Authorized College use is covered by insurance, provided the driver has the appropriate license
4. Drivers must have the appropriate driver's license and may be required to provide a driver's abstract of their driving record. Abstracts must be produced by any driver transporting students, or driving a commercial sized vehicle. Abstracts must be kept on file in the Facilities Services Department or the Regional campus office and updated every year. If the abstract shows traffic violations the driver may not be allowed to drive a CNC vehicle. This will be determined by the Director of Facilities Services, the Regional Director, the Vice-President Finance & Administration, or the President.
5. When a College fleet vehicle is permanently assigned to a Department or Campus, it is the responsibility of the Campus/Department Head to ensure individuals using the vehicle have the appropriate valid BC Driver's License and driver abstracts.
6. Drivers operating CNC commercial sized vehicles (buses, heavy equipment etc.) must follow all procedures related to commercial vehicle operation including but not limited to pre-trip inspection and driver's logs.

7. Drivers may only use the vehicle for approved official college business.
8. Smoking is not allowed in any College vehicle.
9. Drivers and passengers must follow all motor vehicle and government laws, rules and regulations. This includes the use of seat belts and obeying all posted road signs. Traffic fines (for example: a speeding ticket) and parking tickets are the responsibility of the driver not the College. All fines must be paid promptly.
10. Any accidents involving College owned vehicles must be reported immediately or as soon as reasonably possible to the Facilities Services department or the Regional Campus office. The Controller's office must also be informed of any accidents.
11. At times, other organizations which are College partners may be approved to use College vehicles by the Vice-President Finance & Administration or the President. This approval must be in writing and will be kept on file in the Facilities Services Department or the Regional Campus office.