


Procedure Name:	VEHICLE USAGE	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	September 3, 2019	
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Procedure Holder:	VP, Corporate	
Operational Lead:	Director, Facilities	
Procedure Number:	FAC-006P	

VEHICLE USAGE PROCEDURE

1.00 PURPOSE

- 1.1 The purpose of this procedure is to ensure that Coast Mountain College (CMTN) vehicles are assigned appropriately and used efficiently to accomplish the work of the College.

2.00 DEFINITIONS

- 2.1 None

3.00 BOOKING A VEHICLE

- 3.1 When a vehicle is required, a [Vehicle Booking Request Form](#) must be completed and sent to the College Employee assigned to fleet management or their Designate.
- 3.2 A confirmation email will be sent to the person who has made the request.
- 3.3 Drivers MUST submit a driver's abstract to fleet management personnel BEFORE driving any College vehicles.
 - a) Driver's Abstracts can be obtained in person at any Service BC Centre or online at <https://onlinebusiness.icbc.com/cliio/>.
- 3.4 Keys need to be picked up at the WTCS office (Room 1118 – Cedar Building).
 - a) The vehicle will be parked in a designated spot.
 - b) Note that high-visibility vests may be required if the vehicle is in the compound.

4.00 VEHICLE ALLOCATION

- 4.1 Vehicle allocation will be based on the following order of priorities:
 - a) Instruction
 - b) Student Services
 - c) Operations
 - d) Administration
 - e) College participation in community events.

- 4.2 The Assets Coordinator will develop and maintain procedures and guidelines to ensure the following:
- a) Vehicle assignment is in accordance with [FAC-006, Vehicle Usage Policy](#).
 - b) Drivers are appropriately licensed for the vehicle they intend to drive.
 - c) A risk assessment is conducted, and any possible risk management protocol implemented, where a driving record indicates that more than three driver penalty points have been accrued by an individual in the preceding 12 months; or where more than six driver penalty points have been accrued in the preceding 36 months.
 - d) As well as meeting all the other driver requirements, Student Drivers are permitted subject to a minimum age of 25 years and a minimum of five years driving experience.
 - e) Non-profit organizations may apply to use a College vehicle for uses commensurate with the aims of the organization.
 - i. A College employee MUST be a part of the organization and accompany the vehicle on the trip.
 - ii. Such use should be exceptional in nature and permission may only be granted by the President & CEO.
 - f) Personal use of a College vehicle is incidental in nature and a consequence of the use of the College vehicle for work-related purposes.
- 4.3 [FAC-006, Vehicle Assignment Policy](#) and this procedure will be evaluated on a recurring basis and will be revised as needed to ensure alignment with their stated purpose.

5.00 PRE-TRIP INSPECTIONS

- 5.1 The user MUST do a pre-trip inspection before leaving and record notes in the logbook provided in each vehicle.
- 5.2 The pre-trip inspection includes:
- a) Check and record tire pressure. A tire pressure gauge will be provided in each vehicle.
 - b) Check that all the mirrors are working and free of cracks and chips.
 - c) Check that all the lights are in working order.
 - d) List any damage showing on the vehicle, such as large dents or scratches, or chips and cracks in the windshield.
 - e) Check the parking and service brake.
 - f) Check that the horn works.
 - g) Check that a first aid kit is present in the vehicle.
 - h) Record the pre-trip kilometres.
- 5.3 The vehicle fluid levels will be checked regularly by the fleet management staff.
- 5.4 During the winter, snow brushes will be provided in each vehicle from October to March and ice cleats will be provided to drivers to prevent slips and falls.

- 5.5 The vehicles are inspected when returned by the Fleet Management Staff, but pre-trip inspections must still be performed.
 - a) Any damage found by Fleet Management that is not recorded on a pre-trip will be charged to the department of the last user.

6.00 RETURNING VEHICLES

- 6.1 Record the post-trip kilometres.
- 6.2 When the vehicle is returned during regular hours (8:00-16:00), park it at the location it was picked up from and bring the keys to the Workforce Training office.
- 6.3 When returning a vehicle outside regular hours, park it in the back TRADES parking lot by the Daycare and place the keys in the Drop Box located left of the doors at the east entrance.
- 6.4 The user must ensure that the vehicle is returned refueled and clean (i.e., no items or garbage left in vehicle, floor mats shaken off, spills cleaned).
- 6.5 Departments will be charged if Fleet Management Personnel are required to clean or refuel the vehicle.

7.00 IN THE EVENT OF AN ACCIDENT

- 7.1 If the user gets into an accident, they will follow the process as they would for their own vehicle:
 - a) Contact RCMP.
 - b) Get insurance information from the other driver if another vehicle is involved.
 - c) Contact the Fleet Management Staff Person.
 - d) The Fleet Management Personnel will process insurance claims and coordinate transporting the vehicle if it is unable to be driven.

8.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 8.1 [FAC-006, VEHICLE USAGE POLICY](#)
- 8.2 [Vehicle Booking Request Form](#)

9.00 HISTORY

Created/Revised/Reviewed	Date	Author's Name and Role	Approved By
Created			