

VEHICLE USE POLICY			
Effective Date	March 11, 2025	Policy Type	Administrative
Responsibility	Director Facilities - Maintenance and Operations	Cross-Reference	<ol style="list-style-type: none"> 1. Travel and Related Expenses Policy 2. Parking and Traffic Management Policy 3. Traffic Safety Act and Regulations
Approval Authority	Executive Council	Review Schedule	5 years

1. Policy Statement

- 1.1. Northwestern Polytechnic (“NWP” or the “Institution”) seeks to establish the safe and efficient use of its vehicles to ensure the safety of all members of the Institution.

2. Scope

- 2.1. This policy applies to all Institution faculty, staff, students, and visitors or organizations requesting the use of an NWP vehicle.

3. Reason for Policy

- 3.1. NWP operates a fleet of vehicles for the purpose of enabling authorized personnel to carry out business and education functions on behalf of the Institution.

4. Definitions

- 4.1. “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.
- 4.2. “Institution business” is defined as an action required as a representative of NWP duly authorized and supported by NWP.
- 4.3. “Official NWP Guest” is any person or group that is defined as having business associated with NWP through an invitation by one of its staff / faculty. Immediate family members may be included in this definition if approved by the travel authorizer.
- 4.4. “Fleet Vehicles” are all Institution owned or leased vehicles including cars, trucks, vans, buses, transports, and trailers.

5. The Policy

- 5.1. Alberta Transportation is the authority that governs the permissions of the Institution fleet under the provisions of the *Traffic Safety Act*. All persons requesting the use of a fleet vehicle must comply with relevant legislation issued by Alberta Transportation.
- 5.2. Departments using fleet vehicles are expected to supply their own driver. All drivers must be authorized by the Institution to drive a vehicle within their licence class.
- 5.3. Departments using fleet vehicles shall pay all normal operational costs incurred during any trip for their department unless waived by the Director, Facilities – Maintenance and Operations.

- 5.4. Priority of use for fleet vehicles will be given in the below order. Low priority bookings may be cancelled in favour of higher priority bookings.
 - 5.4.1 NWP educational activities
 - 5.4.2 Administrative use
 - 5.4.3 Recognized NWP recreation and NWP student and collaborative student groups
 - 5.4.4 Professional Development
- 5.5. Information and approval processes for travel via personal vehicle or car rentals can be found in the Travel and Related Expenses Policy.
- 5.6. Authorized drivers of a fleet vehicle bear full responsibility for limiting passengers of NWP vehicles to staff, students, and official NWP guests. NWP guests under 18 years of age require parental or guardian consent through signing a waiver. The driver will be responsible for passenger conduct while traveling and are expected to report inappropriate behaviour to their supervisor. Unauthorized passengers are not permitted in fleet vehicles at any time.
- 5.7. 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. Any driver with more than two moving violations in a fleet 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 fleet vehicle.
- 5.8. The fleet vehicles may not be removed from premises until the departure time stated on the authorized travel. Key packages can be picked up during Facilities – Maintenance and Operations' office hours. If keys are required early, please schedule the booking for the key pickup time.
- 5.9. The driver is responsible for vehicle compliance with the rules of road safety and applicable provincial laws and assumes responsibility for any vehicle violations and parking tickets during their booking.
- 5.10. All fleet vehicles must be used for Institution business only. Booking a fleet vehicle specifically for personal use is prohibited.
- 5.11. Animals are not permitted in Institution vehicles, unless the animal is a service animal, or the animal is part of an education program.
- 5.12. Impaired driving is prohibited.
- 5.13. Smoking or vaping in NWP vehicles is prohibited.
- 5.14. Facilities – Maintenance and Operations will oversee scheduled use and maintenance of fleet vehicles and assigned service vehicles except when a vehicle is assigned to a department, then it is the department's responsibility for scheduled use and maintenance.
- 5.15. During a booking, the driver will ensure that the fleet vehicle is maintained and that any maintenance requirements are reported. Any problems with a fleet vehicle or vehicle accidents are to be reported to Facilities – Maintenance and Operations.
- 5.16. 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.
- 5.17. 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.

- 5.18. 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.
- 5.19. During a booking, should a fleet 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.
- 5.20. Drivers of a vehicle (or a vehicle / trailer / load combination) weighing greater than 11,794 kg must comply with NWP's National Safety Code safety and maintenance program for commercial transportation.
- 5.21. 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:
 - 5.21.1 Excessive wear and tear or damage to a fleet vehicle as well as repairs resulting from negligence.
 - 5.21.2 Cleaning unusually dirty vehicles as well as special detailing to remove spills, smell, etc.
 - 5.21.3 Replacement of lost keys.
 - 5.21.4 Cleaning up after transporting animals used as part of an NWP program
- 5.22. For NWP 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 NWP employees, they will be required to sign the acknowledgement stating they have read, understood, and will abide by the NWP Vehicle Use Policy prior to driving any NWP vehicle.
- 5.23. In the event of an accident, notify Facilities – Maintenance and Operations. Do not assume responsibility / fault or sign any type of release form. Complete an NWP incident report. If police are notified of the accident, a copy of a police accident report should be filed with the incident report. If this is not possible then obtain the name of the attending police office and file number.

6. Revision History

- 6.1. Amendments to this policy will be published from time to time and circulated throughout the Institution.
- 6.2. Post-Implementation Approval: December 18, 2018
- 6.3. Revised March 11, 2025