



<b>Category:</b>	<b>Health and Safety</b>
<b>Parent Policy:</b>	<b>Health and Safety Policy</b>
<b>Last Reviewed:</b>	<b>August 1, 2019</b>
<b>SOP Owner:</b>	<b>Institutional Compliance</b>

## DRIVING ON COLLEGE BUSINESS

**Purpose:** to ensure the safety of those who drive a vehicle on College business, and the safety of their passengers; to mitigate risk for the College.

**Scope and limits:** applies to every person driving a vehicle on College business, whether as a Student, an Employee or a volunteer, and whether the vehicle is owned, leased or rented by the College, or owned, leased or rented by the driver (or someone else) personally. A person's commute to and from work is not considered driving on College business.

**Definitions in addition to / different than those in the parent policy:**

**CLC** means College Leadership Council.

**References in addition to those listed in the parent policy:** National Safety Code for Motor Carriers Standard 13; Public Disclosure of Travel and Expenses Policy (Alberta); Traffic Safety Act and Regulations (Alberta); Travel, Meal and Hospitality Expenses Policy (Alberta); Travel, Meal and Hospitality Expenses and Public Disclosure Policy (College).

## STANDARD OPERATING PROCEDURE

1. Due to regulatory requirements, the following vehicles must not be driven by a Student, Employee or volunteer on College business (instead, these services should be contracted out):
  - a) vehicles weighing more than 4,500 kilograms if used to transport goods outside Alberta;
  - b) trucks weighing more than 11,794 kilograms, either on their own or in combination with a trailer; and
  - c) vehicles designed for more than 15 people (including the driver).
2. A person may only drive a vehicle on College business if the person:
  - a) is at least 18 years of age;

- b) has a valid driver's licence appropriate for the type of vehicle being driven, and abides by all conditions and endorsements noted on their licence;
  - *A valid driver's licence is a non-conditional Class 5 (non-probationary), 4 (required for vehicles designed for more than 10 people, including the driver), 3, 2 or 1 licence, or the equivalent in the jurisdiction where the driver holds a driver's licence, which has not been suspended, cancelled or allowed to expire.*
- c) has no more than six demerit points and no more than three moving violations;
  - *A driver who is licensed in Manitoba or a jurisdiction without a demerit-points system must not have the equivalent of six demerit points.*
- d) has been authorized to do so by the person's supervisor at the CLC level;
  - *Authorization need not be written. It is a driver's responsibility to obtain authorization for a particular trip. The President and CEO and members of the CLC are deemed to be authorized to drive a vehicle on College business.*
- e) has submitted all necessary paperwork to Institutional Compliance; and
  - *All drivers must submit a Driver's Declaration.*
  - *In addition, Employees who are hired for the primary purpose of driving passengers must submit a Driver's Application.*
  - *In addition, drivers who drive Students or minors, and Employees who are hired for the primary purpose of driving passengers, must submit a driver's abstract which is no older than three months before the date on which the driver first drives on College business. Employees who were hired before September 1, 2019 are exempt from this requirement.*
- f) complies with all applicable laws, regulations, and College policies.
  - *For example: the Alcohol, Tobacco and Cannabis Policy; the Distracted Driving Regulation; the Use of Highway and Rules of the Road Regulation; and the Vehicle Equipment Regulation.*

3. It is a driver's responsibility:

- a) to advise Institutional Compliance and, if applicable, their supervisor at the CLC level of any changes to their Driver's Declaration;
- b) to maintain their driver's licence and advise Institutional Compliance and, if applicable, their supervisor at the CLC level if their driver's licence is suspended, cancelled, allowed to expire, or becomes subject to new conditions; and

- c) where a person drives a vehicle not owned, leased or rented by the College, to ensure that registration and insurance are current and adequate.
    - *With budget approval, a driver may be reimbursed for the cost of adding a business endorsement and passenger endorsement to the driver's personal vehicle, up to \$250.*
4. When driving on College business, a driver must:
- a) keep their driver's licence, registration, and proof of insurance in the vehicle;
    - *The College's insurance covers vehicles owned, leased, and rented by the College. Therefore, drivers should decline insurance offered by rental agencies and, prior to renting, drivers should request a copy of the College's pink slip from Institutional Compliance. However, drivers are encouraged to purchase insurance offered by rental agencies if driving outside of North America; this expense is reimbursable up to \$250.*
  - b) keep a College-provided fire extinguisher and first-aid kit in the vehicle, if the driver is driving a vehicle owned or leased (but not rented) by the College;
  - c) ensure that the licence plate is visible;
  - d) wear their seat belt and ensure that all passengers wear their seat belts;
    - *A driver must never drive a vehicle with more passengers than seat belts.*
  - e) ensure that the cab, floor, and deck of the vehicle are free of hazards and that all equipment and materials are safely stored or restrained;
  - f) not drive carelessly or be distracted while driving;
  - g) not permit anything to obstruct the driver's vision or interfere with the driver's free and uninterrupted access to and use of the steering wheel, brakes, and other equipment; and
  - h) not hold, view or manipulate a cellphone or other communication device (except in hands-free mode) or a hand-held or wireless electronic device.
    - *A driver may use a GPS if it is pre-programmed or voice-activated and is safely and securely affixed to the interior of the vehicle.*
5. The driver of a vehicle that weighs more than 4,500 kilograms must:
- a) inspect the vehicle daily (on days it is driven) to ensure it meets the standards in National Safety Code for Motor Carriers Standard 13 Schedule 1; and
  - b) stop at active commercial vehicle inspection stations.

6. The driver of a vehicle designed for more than 10 people (including the driver) must:
  - a) inspect the vehicle daily (on days it is driven) to ensure it meets the standards in National Safety Code for Motor Carriers Standard 13 Schedule 2, keep the current inspection report in the vehicle, and forward the inspection report to the driver's business unit's administration for storage (for six months); and
  - b) stop at active commercial vehicle inspection stations.

A driver of such a vehicle is subject to sections 14, 15, and 16 of the *Commercial Vehicle Safety Regulation*. Institutional Compliance must obtain a Safety Fitness Certificate for all such vehicles prior to their use.

7. A driver towing a trailer must:
  - a) inspect the trailer daily (on days it is used) to ensure it meets the standards in National Safety Code for Motor Carriers Standard 13 Schedule 1; and
  - b) stop at active commercial vehicle inspection stations.
8. In the event of an accident, the driver must remain at the scene until directed by a peace officer, must render all reasonable assistance, and must exchange information with the other driver(s) and a peace officer. Information to be exchanged includes: the driver's name and address, the registered owner's name and address, the driver's licence number, and the vehicle's licence plate number. If the driver was driving a vehicle owned, leased or rented by the College, the driver must promptly notify Institutional Compliance (so that the College's insurer can be notified) and the supervisor who authorized the trip.
9. A driver is personally responsible to pay any fines and penalties, including parking tickets, incurred by that driver in the course of driving on College business. The College will not reimburse or compensate drivers for fines or penalties.
10. If a driver is to be compensated or reimbursed based on the number of kilometres driven on College business, a driver must complete an [Expense Claim form](#) and forward it to Finance.
  - *College employees who are appointed by the Government of Alberta under the Public Service Act must comply with the Government's Public Disclosure of Travel and Expenses Policy and Travel, Meal and Hospitality Expenses Policy.*
11. A person must not use a vehicle owned, leased or rented by the College for personal use unless prior arrangements have been made with Finance and the driver's supervisor at the CLC level.
  - *This applies to all Employees, including those on the CLC, except the President and CEO. However, the President and CEO must still consult with Finance to ensure proper accounting and reporting.*