



POLICY STATEMENT

Policy Name	Fleet Vehicle Usage		
Policy #	415	Category	Finance
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	June 10, 2009
Policy Approved by	President & CEO	Issue or Revision Date	June 18, 2018
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	June 2023

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to:

- promote the safe and authorized operation of Saskatchewan Polytechnic vehicles, and to
- ensure employees and students are offered the highest standard of safety when on approved travel,

whether these are owned, leased, or rented vehicles.

SCOPE

This policy applies to all students, staff, and faculty who utilize Saskatchewan Polytechnic fleet vehicles to travel on Saskatchewan Polytechnic business.

GUIDING PRINCIPLES

In its oversight and use of fleet vehicles, Saskatchewan Polytechnic is committed to the following:

1. Abiding by all relevant legislation, regulations and by-laws;
2. Ensuring the safety of those who travel in Saskatchewan Polytechnic fleet vehicles; and
3. Encouraging its community members to use environmentally friendly modes of transportation whenever possible (e.g. carpooling, transit).

POLICY

Minimum Standards for Driving a Saskatchewan Polytechnic Fleet Vehicle

1. Only Saskatchewan Polytechnic employees, on Saskatchewan Polytechnic Business, may drive fleet vehicles and may do so only if the following minimum standards are met:
 - a) Must have a valid driver's license;
 - b) Must be 18 years of age; and

c) Must meet any other requirement to operate the particular motor vehicle pursuant to *Saskatchewan's Vehicle Classification and Registration Regulations* and *The Driver Licensing and Suspension Regulations, 2006*.

2. Fleet vehicle usage must relate to Saskatchewan Polytechnic business.
3. Saskatchewan Polytechnic is not responsible for traffic violations by drivers of Saskatchewan Polytechnic fleet vehicles. Fines or penalties for infractions of the law by a driver of a Saskatchewan Polytechnic vehicle are the personal responsibility of the driver and Saskatchewan Polytechnic assumes no obligation.
4. All drivers and passengers must abide by the rules and regulations of the road, and driving impaired is prohibited.
5. Prior to transporting any students for Saskatchewan Polytechnic program related activities, employees must have documented proof of having recently taken either the Saskatchewan Safety Council's Defensive Driving Course or the Canada Safety Council's Course (information available online).
6. Misuse or unauthorized use of a Saskatchewan Polytechnic fleet vehicle may result in the suspension of vehicle use privileges (for an indefinite period), discipline up to and including suspension or termination of employment.

DEFINITIONS

Fleet Vehicle Saskatchewan Polytechnic owned, leased, or rented vehicles available for use by employees for Saskatchewan Polytechnic business travel.

Saskatchewan Polytechnic Business

Approved activities in support of Saskatchewan Polytechnic's mission. Included within the definition of Saskatchewan Polytechnic business are those activities undertaken in partnership and/or integrated with Saskatchewan Polytechnic programming and student associations and/or recreational program activities.

RELATED POLICIES/DOCUMENTS

- 504b Management Authorities Grid
- 405 Fraud Prevention and Reporting
- 411 Travel Allowances – Vehicle, Lodging, Meals and General Expenses
- 703 Code of Conduct
- 704 Conflict of Interest