



POLICY STATEMENT

Policy Name	Vehicle Usage for Saskatchewan Polytechnic Business		
Policy #	415	Category	Finance
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	June 10, 2018
Policy Approved by	President & CEO	Issue or Revision Date	November 1, 2024
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	November 2029

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to minimize risk to Saskatchewan Polytechnic (Sask Polytech) by promoting the safe and authorized use of vehicles.

SCOPE

This policy applies to all employees and students who utilize vehicles to travel on Sask Polytech business.

GUIDING PRINCIPLES

In its oversight and use of vehicle management, Sask Polytech is committed to the following:

1. Abiding by all relevant legislation, regulations, and bylaws.
2. Ensuring the safety of those who travel in a vehicle for Sask Polytech business.
3. Encouraging its' employees and students to use cost effective and environmentally friendly modes of transportation whenever possible (e.g., carpooling).

POLICY

1. Sask Polytech employees operating a vehicle for business purposes must meet the following requirements:
 - a. Hold a current, subsisting drivers' licence.
 - b. Must be 18 years of age or older when operating a Sask Polytech fleet or rental vehicle or when transporting others.
 - c. Must abide by all relevant Criminal Code, Saskatchewan Traffic Safety Act, and relevant municipal bylaws.
2. Sask Polytech is not responsible for traffic violations committed by drivers on Sask Polytech business. Fines or penalties for infractions of the law by a driver who is on Sask Polytech business are the personal responsibility of the driver and Sask Polytech assumes no obligation.
3. Drivers are prohibited from transporting passengers unrelated to Sask Polytech business in a fleet vehicle.

4. Prior to transporting any students for Sask Polytech sanctioned activities, employees must have documented proof of having taken the Saskatchewan Safety Council's Defensive Driving Course within the last ten (10) years in addition to proof of a valid driver's license. Sask Polytech advises against employees transporting students in personal vehicles. If an employee chooses to transport students in their personal vehicle, Sask Polytech neither directs nor authorizes this and states that the employee is responsible for ensuring they have their own vehicle package policy. Sask Polytech will not be liable for any claims arising from such student transport.
5. Misuse or unauthorized use of a fleet or rental vehicle on Sask Polytech business may result in the suspension of vehicle use privileges (for an indefinite period), discipline up to and including suspension or termination of employment.
6. Sask Polytech employees may use their personal vehicle on Sask Polytech business.

DEFINITIONS

Fleet Vehicle: Sask Polytech owned or leased vehicle available for use by employees for Sask Polytech Business.

Rental Vehicle: Any single vehicle hired under a short-term contract from a vehicle rental agency.

Personal Vehicle: Any vehicle that an authorized driver owns and operates when on Sask Polytech business.

Sask Polytech Business: Approved activities in support of Sask Polytech's mission. Included within the definition of Sask Polytech Business are those activities undertaken in partnership and/or integrated with Sask Polytech programming, student associations and/or recreational program activities.

RELATED POLICIES/DOCUMENTS

504b	Management Authorities Grid
405	Fraud Prevention and Reporting
411	Travel, Hospitality and Other Expenses
703	Code of Conduct
704	Conflict of Interest