



PROCEDURES

Policy Name	Vehicle Usage for Saskatchewan Polytechnic Business		
Policy #	415	Category	Financial Services
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	June 18, 2018
Policy Approved by	President & CEO	Revision Date	November 1, 2024
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	November 2029

See the related [POLICY](#).

DEFINITIONS

Fleet Vehicle: Saskatchewan Polytechnic owned or leased vehicle which are available for use by employees and students for Saskatchewan Polytechnic business travel.

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 Saskatchewan Polytechnic business.

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.

PROCEDURES

Fleet Vehicles

1. Drivers are prohibited from transporting passengers unrelated to Sask Polytech business in a fleet vehicle.
2. Prior to any Saskatchewan Polytechnic (Sask Polytech) owned or leased vehicle being released to an employee, a Fleet Vehicle Request Form must be completed. Fleet vehicle use shall be charged to the employee's department at the rate that reflects the recovery of all operating and maintenance costs of the vehicles.
3. Drivers are to ensure that the vehicle registration and insurance documents are in the vehicle prior to departing.
4. A fleet/gas credit card may be supplied as requested for fuel and small expenses such as washer fluid, oil, etc. It is the responsibility of the authorized driver to ensure the security of the credit card.

5. The authorized driver must ensure the vehicle is always secure.
6. Smoking and the use of e-cigarettes and other vaping products is prohibited in all fleet vehicles.

Additional Instructions - Students

1. Certain Sask Polytech programs including, but not limited to the Natural Resources Technology programs, require students to demonstrate competency in the use of vehicles. In such instances, students may be allowed the use of fleet vehicles. A list of exception programs can be requested from the Shipping & Receiving department.
2. Students shall complete a Student Fleet Vehicle Usage Request form to the satisfaction of the Shipping & Receiving department prior to their use of the fleet vehicle.
 - a) Instructors shall keep a logbook of all student use of fleet vehicles, noting mileage in and mileage out and any incidents that occur during student use, and the same shall be noted on the Student Fleet Vehicle Usage Request form.
 - b) Instructors shall report all incidents of student fleet vehicle misuse, citations, damages, and accidents to the Shipping & Receiving department.

Rental Vehicles

1. Employees must obtain email approval from their supervisor before renting a vehicle. For trips requiring use of a rental vehicle, Sask Polytech recommends bookings be made through Sask Polytech's approved rental agency. For information, see [Vehicle Rental Process](#).
2. The authorized employee (the "authorized driver") must comply with the rental agency's policies and procedures.
3. When a vehicle is being rented in Canada or the USA for a period of less than 30 days, Sask Polytech's approved rental agency automatically includes coverage for collision and damage waiver as part of the rental rates. The authorized driver is not required to purchase additional insurance. If a rental vehicle must be booked through a car rental company other than our approval rental agency, collision and damage waiver insurance should be purchased.
4. When an authorized driver is renting a vehicle outside of Canada/USA or renting for a period of 30 days or more within Canada/USA, the authorized driver must notify the procurement department to ensure the appropriate insurance coverage is applied.
5. Authorized drivers are to ensure that the vehicle registration and rental documents are in the vehicle prior to departing.
6. For rental vehicles, it is recommended they be returned with a full tank of fuel to minimize total expenses.
7. An authorized driver must report all safety, maintenance or malfunction relating to the rental vehicle to the rental agency, if applicable.
8. Smoking and the use of e-cigarettes and other vaping products is prohibited in all rental vehicles.

Personal Vehicles

1. Employees may use their personal vehicle on Sask Polytech business if they are appropriately licenced, the vehicle is legally registered and is in a safe, roadworthy condition. The employee should inform their insurance company when a personal vehicle is being used for business purposes and seek advice on any changes to his/her insurance coverage based on this use. Employees should also consult with their insurance provider before transporting other passengers. Employees are responsible for paying all (if any) associated costs in the premium. Sask Polytech is not responsible for these additional premium costs. Employees driving their own vehicle on Sask Polytech business are recommended to carry a minimum of \$1 million vehicle liability insurance. Sask Polytech does not provide physical damage coverage for personal vehicles when used on business. Sask Polytech is not responsible for deductibles under the employee's personal auto insurance policy.
2. Employees who are authorized drivers will be reimbursed by Sask Polytech for business-related expenses in accordance with Policy 411 Travel, Hospitality, and Other Expenses.
3. Sask Polytech has no liability with respect to claims arising from injury, death, loss, or property damage associated with the use of personal vehicles on Sask Polytech business.
4. Sask Polytech advises against employees transporting students in personal vehicles. If an employee chooses to transport students in their private vehicle, Sask Polytech will not be liable for any claims arising from such student transport.

Citations for Fleet or Rental Vehicles

1. Drivers are responsible for paying all vehicle citations which may be incurred during their use of a fleet or rental vehicle, in conjunction with Sask Polytech's Travel, Hospitality and Other Expenses Procedures document.
2. Upon receipt of the citation, Sask Polytech will request the employee to pay the charge directly to the governing body issuing the ticket, rental agency, or to Sask Polytech.

Accident Involving Fleet or Rental Vehicles

1. Authorized drivers must immediately report all accidents involving fleet or rental vehicles to the Shipping & Receiving department, the manager of payroll, and submit a Health and Safety incident report to their local manager of health & safety. A police report will be required to be filed.
2. The insurance deductible for accidents or damages will be charged to the department to which the vehicle is assigned.

Requirements for Transporting Students

1. It is a requirement to take the Saskatchewan Safety Council's Defensive Driving Course prior to transporting a student. Employees transporting students must get approval from their out-of-scope supervisor prior to registering for the Saskatchewan Safety Council's Defensive Driving Course.
2. Documentation showing the completion of the course must be submitted to an out-of-scope supervisor for record retention.