



## Procedures

Policy Name	<b>Fleet Vehicle Usage</b>		
Policy #	<b>415</b>	Category	<b>Financial Services</b>
Policy Sponsor	<b>Associate Vice-President, Financial Services</b>	Previous Revision Date	<b>June 10, 2009</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>June 18, 2018</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>See Policy Review Date or As Required</b>

See the related [POLICY](#).

### DEFINITIONS

#### Fleet Vehicle

Saskatchewan Polytechnic owned, leased or rented vehicles which are 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.

### PROCEDURES

#### General

1. Drivers may not transport passengers unrelated to Saskatchewan Polytechnic business.
2. All drivers and passengers must abide by the rules and regulations of the road, and impaired driving is prohibited.
3. Smoking and vaping is prohibited in all fleet vehicles.

#### Registration and Insurance

1. Drivers are to ensure that the vehicle registration, rental documents (when applicable) and insurance documents are in the fleet vehicle before departing.
2. Additional insurance is not required for rental vehicles as you are covered through Saskatchewan Polytechnic's insurance policy (damage and liability).

## Citations

1. Drivers are responsible for paying all vehicle citations, in conjunction with Saskatchewan Polytechnic's Travel Allowances policy.
2. Upon receipt of the citation, Saskatchewan Polytechnic will request the employee to pay the charge directly to either the:
  - a) Governing body issuing the ticket; or
  - b) Saskatchewan Polytechnic (as the rental company will directly bill Saskatchewan Polytechnic for the citation).
3. The responsible driver may be subject to discipline as determined by Saskatchewan Polytechnic.

## Accidents

1. Drivers must immediately report all accidents involving fleet vehicles to the campus procurement department and submit a Health and Safety incident report.
2. It is also strongly recommended that, if appropriate, a police accident report be filed.

## Fuel

1. All fuel receipts expensed for Saskatchewan Polytechnic business should be attached to the employee's travel and expense claim.
2. It is recommended that with rental vehicles, they be returned with a full tank of fuel.

## Usage Costs

1. 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
2. The insurance deductible for accidents or damages caused by abuses is charged to the department to which the vehicle was assigned.

## Fleet Vehicle Usage Request Form for owned or CVA vehicles

1. Prior to any Saskatchewan Polytechnic owned or Ministry of Central Services CVA vehicle being released to the employee a Fleet Vehicle Request Form must be completed, and can be found online at mysaskpolytech under Financial Services Procurement area.

## Additional Instructions - Students

1. Certain Saskatchewan Polytechnic 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 the fleet vehicles. A list of exception programs can be requested from Procurement.
2. Students shall complete a "Student Fleet Vehicle Usage Request" form, as posted online at mysaskpolytech under Financial Services Procurement area, to the satisfaction of the campus Procurement Department prior to their use of the vehicle.

3. This Fleet Vehicle Usage policy shall apply to student usage of the fleet vehicles, with the following amendments:

- a) Instructors shall keep a log book of all student use of the 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 misuse of the vehicles, citations, damages and accidents to the campus Procurement Department.