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## Vehicle Management and Driver Safety Policy

<b>Office of Accountability:</b>	Vice-President (Finance and Administration) and Vice-President (Facilities and Operations)
<b>Office of Administrative Responsibility:</b>	Risk Management Services (Office of Insurance and Risk Assessment) and Operations and Maintenance – Vehicle Pool
<b>Approver:</b>	Vice-President (Finance and Administration) and Vice-President (Facilities and Operations)
<b>Scope:</b>	Compliance with this university policy extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) in addition to Volunteers, Professors Emeriti, Undergraduate Students, Graduate Students and Post-Doctoral Fellows.

### Overview

The *Post-Secondary Learning Act* of Alberta 2003, in conjunction with the *Traffic Safety Act* of Alberta, gives the University the authority to manage its transportation options, as well as the vehicle travel practices of members of the University community.

Providing necessary transportation options is integral to effective business practices, as well as to the mission and core values of the University of Alberta. As a leading research institution with a global perspective and an international presence, the University of Alberta facilitates travel and transportation on a local, national and global scale. The University's distinct, geographically separate campuses also necessitate comprehensive arrangements for the physical transport of people, equipment and goods. The University is committed to the safe, courteous and efficient operation of vehicles.

The University supports and facilitates safe, cost-effective, expeditious transportation through vehicle management and maintenance services, comprehensive driver training and education programs, a variety of procurement procedures including preferred vendor agreements, and risk management initiatives.

### Purpose

This policy explains how and by whom vehicles may be operated while on University of Alberta business. It establishes methods for procurement, operation, maintenance and service of **university vehicles**.

### POLICY

The University of Alberta owns and operates a fleet of vehicles for use by the University community when conducting university business.

The **Vehicle Pool Office** coordinates the purchase of new or used cars, trucks, vans or trailers to obtain the most appropriate, efficient and cost-effective vehicle. This applies to all university vehicles purchased with unrestricted or restricted university funds.

University vehicles are purchased using the appropriate Supply Management Services procurement procedure.

Some university vehicles are reserved for the exclusive use of specific departments or units. University vehicle management and driver safety requirements extend to these department-specific vehicles, and compliance with university policies and procedures is the responsibility of the department or unit.

The Vehicle Pool Office also manages, maintains and provides university vehicles and services on a cost recovery basis at competitive rates.

Members of the university community who drive university vehicles in the course of conducting business must be **authorized drivers** – see the *Driver Authorization Procedure*. Driver authorization provides everyone driving on university business with comprehensive training to ensure their own safety, as well as that of authorized passengers and of others using the roads. The University of Alberta imposes specific authorization requirements in addition to those required by Canadian law.

While operating university vehicles in Canada, authorized drivers are bound by the *Criminal Code of Canada*, the *National Safety Code for Motor Carriers*, Provincial Traffic Acts and Regulations, Municipal Bylaws and University Policy and Procedures. While operating vehicles outside of Canada, authorized drivers must continue to comply with all university policies and procedures, while observing all applicable laws and regulations of their current geographical location.

Authorized drivers must operate and care for university vehicles in a safe, efficient and professional manner at all times, ensure the safety of authorized passengers and maintain the integrity of any cargo.

Drivers of university vehicles are prohibited from using hand held or hands free **telecommunications devices** while the vehicle is in motion. Drivers must safely stop and park, prior to using telecommunication devices.

Two-way radio communication is permitted while the vehicle is in motion. Conversations must be kept brief.

To support the university's commitment to sustainability, university vehicles are turned off if the vehicle is idling for more than 3 (three) minutes in outdoor air temperatures greater than -10 degrees Celsius (-10°C) to prevent unnecessary vehicle emissions and to promote efficient fuel use.

Exceptions include:

- ensuring safe operation/clear windows
- transporting medically fragile people
- transporting temperature sensitive research materials
- emergency vehicles engaged in operational activities
- vehicles assisting in emergency activities
- situations where engine power is necessary for an associated power need such as electrical or hydraulic power generation, inverter or tool use, hoist, liftgate or boom operation
- motor vehicles that are motionless for brief periods of time, not to exceed 3 minutes
- for the purpose of servicing or repairing the vehicle
- vehicles that operate on electric power or those without internal combustion engines
- to cool down or warm up a turbo-charged engine for a period not to exceed five minutes, or longer as necessary to be in accordance with the vehicle manufacturers specifications
- university transport vehicles that are transporting and waiting for passengers may require longer idling for the safety of the occupants (also applicable in temperatures that exceed + 27 °C)

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>University Vehicles</b>	Cars, trucks, vans and other licensed and/or motorized equipment owned, rented or leased by the University of Alberta.
<b>University business</b>	Activities conducted in the course of official or authorized business.
<b>Vehicle Pool Office</b>	The University of Alberta Office responsible for managing, maintaining

	and providing university vehicles and services.
<b>Authorized drivers</b>	Individuals who have met the University of Alberta's minimum safety requirements and who has been granted driving privileges.
<b>Telecommunications Devices</b>	A communication device using cellular, satellite or other technologies, used for voice or electronic data communications, transmission and/or receiving purposes.

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Class 4 Driver's License](#) (University of Alberta)

[Commercial Coverage - Automobile](#) (University of Alberta)

[Driving Personal Vehicles on University Business – Information Document](#) (University of Alberta)

[Ethical Conduct and Safe Disclosure Policy](#) (UAPPOL)

[Fleet Safety Committee Terms of Reference](#) (University of Alberta)

[Occupational Health and Safety Act](#) (Government of Alberta)

[Office of Insurance and Risk Management](#) (University of Alberta)

[Post-Secondary Learning Act](#) (Government of Alberta)

[Traffic Safety Act](#) (Government of Alberta)

[U Drive](#) (University of Alberta)

[Vehicle Pool Office](#) (University of Alberta)

[Vehicle Management and Driver Safety Manual](#) (University of Alberta)

## **PUBLISHED PROCEDURES OF THIS POLICY**

[Driver Authorization Procedure](#)

[Vehicle Fleet Services Procedure for University Owned and Long-Term Leased Vehicles](#)