

Original Approval Date: April 20, 2009

Most Recent Approval Date: November 30, 2018

Parent Policy: [Vehicle Management and Driver Safety Policy](#)

Vehicle Fleet Services Procedure for University Owned and Long-Term Leased Vehicles

Office of Administrative Responsibility:	Operations and Maintenance – Vehicle Pool
Approver:	Vice-President (Facilities and Operations)
Scope:	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories) ; undergraduate, graduate and Faculty of Extension students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Overview

Motor vehicle transportation is essential to many University operations necessitating the use of University owned vehicles from the University Vehicle Pool, department long term leased vehicles supplied by commercial rental, and leasing agents under a lease agreement with the University through the Vehicle Pool Office.

Purpose

- Details the vehicle rental process of University owned and long-term leased vehicles for **authorized drivers** requiring vehicles for **University business**.
- Guidance for vehicle rentals from other external rental agencies and not through the Vehicle Pool Office (see the link to the Travel Process and Expense Procedure below).

PROCEDURE

1. GENERAL INFORMATION

Driver authorization requirements apply to all **University vehicles** including those rented by the Vehicle Pool Office from a **commercial rental agent** under a long-term lease agreement.

Without exception, University owned, rented or leased vehicles, or vehicles rented in the name of the University can only be used on University business.

University of Alberta registered vehicles shall only be operated within Canada or the United States.

The automobile insurance for University owned and leased vehicles (under a lease agreement with the University and administered by the Vehicle Pool Office) are valid only in Canada and the United States. Coverage is not extended at any time for personal belongings/contents within the vehicles.

2. VEHICLE POOL RENTAL OFFICE:

- a. Administers University owned and long-term leased Vehicle Pool rentals
- b. Maintains and supplies a pool of University vehicles for use by University units.
- c. Ensures drivers listed on pool vehicle requests have met University authorization requirements.
- d. Coordinates chartered buses and motor coaches (includes a driver) for field trips and special events upon request by University units.
- e. Arranges for specialty vehicles on request. Additional charges may apply.

3. TERMS AND CONDITIONS OF RENTAL:

Pool vehicles are rented to University **units** for terms ranging from one day to one year.

For more information on renting a University owned vehicle, such as fleet, rental rates, rental policies, driver regulations, collision, incidents and fines, visit their website or contact the **Vehicle Pool Office** by email or telephone. Vehicle rentals require approximately five business days' notice prior to the rental date.

Costs for cleaning excessively dirty vehicles, repairing any damages to tires and glass are not covered by insurance or repairs caused by abuse or negligence will be transferred to the department, research director or holder of special funds, responsible for renting the vehicle.

Vehicles must be returned with all standard and any additional **vehicular equipment** supplied by the Vehicle Pool. The cost of replacing missing items will be billed to the department, research director or holder of special funds who rented the vehicle.

4. GUIDELINES FOR AUTHORIZED DRIVERS

University of Alberta authorized drivers must submit a *Request for Pool Vehicle Form*, authorized by the proper signing authority, and submitted to the Vehicle Pool prior to the vehicle being released. Review the Driver Authorization Procedure under "Related Links"

5. FINES AND PENALTIES

Fines and penalties issued on University owned or long term leased vehicles are the responsibility of the individual driver that rents the vehicle from the Vehicle Pool office. For further information on fines and penalties on University vehicles, consult the *Vehicle Management and Driver Safety Manual* under "Related Links". All traffic violations received while operating or in attendance of a University of Alberta vehicle are the responsibility of the driver. The fine payment must be remitted by the operator prior to the court date but is a non-reimbursable expense.

The University automobile insurer will defend an action or claim against University authorized drivers who have operated a motor vehicle on University's business.

No insurance protection is available for any claims arising from criminal and/or illegal activity.

**VEHICLES OWNED BY INDIVIDUALS ARE NOT COVERED UNDER THIS PROCEDURE OR
UNIVERSITY OF ALBERTA INSURANCE**

DEFINITIONS

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

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

Authorized Driver	An individual who is “legally authorized by law, holds a valid drivers license” and has met the University of Alberta’s minimum safety requirements and meets the requirements of the <i>Driver Authorization Procedure</i> . A link for this procedure is located below under “Related Links”.
University Business	Activities conducted in the course of official or authorized business.
University Vehicle	Cars, trucks, vans and other licensed and /or motorized equipment owned, or leased by the University of Alberta and registered in the name of the Governors of the University of Alberta.
Vehicle Pool Office	The University of Alberta department responsible for managing and maintaining all University owned and long term leased general use vehicles .
Vehicular Equipment	Items such as quads, trailers, RV’s or other miscellaneous pieces of equipment necessary to conduct university business or research. Such equipment can be owned, rented or leased by the University.
Authorized University Passengers	Persons permitted by the department as part of the-University activity for which the vehicle is rented through the Vehicle Pool Rental Office.
Commercial Rental Agent	A business that supplies vehicles or equipment to the University through the Vehicle Pool Office or other department.
General Use Vehicle	Cars, trucks, vans and trailers owned by the University and managed by the Vehicle Pool Office.
External Vehicle Rentals	Vehicles rented from other external rental agencies and not through the Vehicle Pool Office.
Units	University of Alberta faculties, departments, centres and institutes.

FORMS

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

[Request for Pool Vehicle Form](#)

RELATED LINKS

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

[Driver Authorization \(formerly U Drive\)](#) (University of Alberta)

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

[Driver Authorization Procedure](#)

[Insurance and Risk Assessment – Insurance for University owned vehicles](#)

[Travel Expense Procedure](#)