



<b>SUBJECT:</b>  Fleet Vehicle Usage	<b>CATEGORY:</b>  Operations & Administrative Services – Finance	<b>NO.</b>  O-1.10
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**PREAMBLE**

By acquiring vehicles in large quantities and operating a central fleet, the Ministry of Government Services (MGS) achieve savings on new, quality, reliable vans and cars. SIAS, as a publicly-funded organization has access to the Ministry of Government Services (MGS) Central Vehicle Agency (CVA) fleet. SIAS also maintains its own fleet of vehicles, the use of which shall be subject to this policy. Both categories of vehicles shall be referred to collectively and severally, where the context permits, as “fleet vehicles”. This policy is used in conjunction with the Travel policy O-1.5 and the Use of SIAS Equipment and Resources policy O-1.2.

**POLICY**

Fleet vehicle usage must relate to SIAS business, primarily in the delivery of education and training to students. Included within the definition of SIAS business are those activities undertaken in partnership and/or integrated with SIAS programming and student associations and/or recreational program activities.

**PROCEDURES****Minimum standards for driving a SIAS Fleet Vehicle**

Only SIAS employees may drive fleet vehicles and may do so only if the following minimum standards are met:

- Must have a valid driver’s license;
- Must be 21 years of age;
- Must have documented proof of having taken either the Saskatchewan Safety Council’s Defensive Driving Course or the Canada Safety Council’s course (available online at <http://www.solutions.ca/gddc-cep/2007/home.htm>) prior to transporting any students for SIAS program related activities; and,

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- Must meet any other requirement to operate the particular motor vehicle pursuant to Saskatchewan's *Vehicle Classification and Registration Regulations* and *The Driver Licensing and Suspension Regulations, 2006*.

Fleet Vehicle Request Form

Employees shall complete a Fleet Vehicle Request Form (attached) prior to any fleet vehicle being released to the employees for SIAST business use.

Fuel

All fleet vehicles have an assigned vehicle credit card which allows SIAST employees to fuel at no cost to the SIAST employee. Receipts must be turned in with the user's copy of the log sheet when the vehicle is returned.

Usage Costs

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 including the costs for major repairs. The insurance deductible for accidents or damages caused by abuses is charged to the department to which the vehicle was assigned.

Citations

Drivers are responsible for promptly paying all vehicle citations, in conjunction with SIAST's Travel policy O-1.5. Failure to pay traffic violation tickets immediately results in late fees and may result in MGS receiving the citation. Upon receipt of the citation SIAST will either request the employee to pay the charge or deduct the amount from the employee's payroll account which may include extra charges. The responsible driver may be subject to discipline as determined by SIAST.

Registration and Insurance

Drivers are to ensure that the vehicle registration and insurance documents are in the fleet vehicle before departing.

Accidents

Drivers must immediately report all accidents involving fleet vehicles to the campus materials management coordinators within 24 hours from returning from the trip.

It is also strongly recommended that, if possible, a police accident report be filed.

General

Operators may not transport spouse, children, animals or hitchhikers in fleet vehicles.

All occupants must wear properly fastened seat belts whenever traveling in fleet vehicles.

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Smoking is prohibited in all fleet vehicles.

Additional Restrictions

- The “minimum standards” for driving fleet vehicles and other applicable procedures of this policy apply to rental vehicles; and,
- Employees may not transport students in personal vehicles.

Limited Exceptions

Certain SIAST programs including, but not limited to, the Natural Resources Technology programs, require students to demonstrate competency in the use of vehicle. In such instances, students may be allowed the use of the fleet vehicles.

Students shall complete a “Student Fleet Vehicle Usage” form, attached, to the satisfaction of the materials management coordinator (Procurement Services) prior to their use of the vehicle.

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

- (a) The minimum age for operation of a fleet vehicle is 18 years of age.
- (b) Students shall not be required to fuel the vehicles, nor shall they be responsible for usage costs.
- (c) 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 form”.
- (d) Instructors shall report all incidents of student misuse of the vehicles, citations, damages and accidents to the materials management coordinators (Procurement Services).
- (e) Students are prohibited from transporting other students in fleet vehicles.

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## Fleet Vehicle Usage Request

**FORM MUST BE COMPLETED THREE WORKING DAYS IN ADVANCE OF DATE  
REQUIRED AND SUBMITTED TO THE PROCUREMENT DEPARTMENT AT YOUR CAMPUS**

Date: \_\_\_\_\_

Program \_\_\_\_\_

Org Number \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Driver(s) \_\_\_\_\_

Destination \_\_\_\_\_

Number of People Traveling \_\_\_\_\_

### DEPARTURE AND RETURN DATA

Needed: Date and Time \_\_\_\_\_

Return: Date and Time \_\_\_\_\_

Comments \_\_\_\_\_

### VEHICLE REQUIRED

Sedan (4/5 passenger)       Sprinter van (12 passenger)

Saturn Vue (4/5 passenger)       Mini Vans (7 passenger)

**NOTE: PERSONAL USE OF FLEET VEHICLES IS PROHIBITED!!!**

WINTER SURVIVAL KIT      Yes       No

Operator's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Valid Driver's License       Saskatchewan Safety Council One-Day  
Defensive Driving Course

Over 21 years of age       Canada Safety Council online course

**NOTE: Minimum charges 1/2 day - \$25.00      Full day - \$52.00  
If the vehicle is not cancelled and not utilized \$52.00/day**

### ATTACH TO EXPENSE CLAIM

Unit Number \_\_\_\_\_ Mileage Out \_\_\_\_\_ Mileage In \_\_\_\_\_

Total Mileage \_\_\_\_\_

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# Student Fleet Vehicle Usage Request

Date: \_\_\_\_\_

Program / Course: \_\_\_\_\_

Student Driver Name: \_\_\_\_\_

Nature of Use: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

**Please provide a copy of your driver's license with this form.**

By signing below, you are certifying as follows:

1. The above information is true to the best of your knowledge;
2. You hold a valid driver's license and are thereby entitled to operate a motor vehicle in Saskatchewan;
3. You are at least the full age of eighteen (18) years;
4. You have read and understand the Fleet Vehicle Usage policy of SIAST, being policy No. O-1.10, and agree to be bound by the same.

Student's Signature: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

**FOR INSTRUCTOR COMPLETION ONLY**

Vehicle #	Date of Use	Purpose	Mileage In	Mileage Out	Incidents

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