

## **DRIVER AND VEHICLE MANAGEMENT POLICY**

### **PURPOSE**

The purpose of this policy is to communicate University expectations regarding the safe and responsible use of vehicles for official University purposes. This policy sets out the requirements applicable to all drivers of University-owned (i.e., fleet) and University non-owned vehicles (i.e., personal and rental vehicles) for University purposes to ensure that the risks to drivers, passengers, and the University are managed responsibly.

Together with the Driver and Vehicle Management Procedures, the goal of the Driver and Vehicle Management Policy is to provide direction for the effective monitoring and oversight of those employees who, as part of work requirements, drive University-owned and University non-owned vehicles. At the same time, the policy seeks to achieve balance in the management of risk to drivers and passengers, while minimizing the risk of losses, damages, and claims against the University. In addition, the policy and related procedures will achieve the following objectives:

- Promote and support safe driving practices;
- Ensure drivers are authorized to drive a University-owned or University non-owned vehicle, for University purposes;
- Clarify and articulate insurance coverage to ensure the purchase of sufficient and appropriate coverage;
- Establish a process for University-owned vehicles and authorized vehicles rented in the name of the University; and
- Provide support with respect to managing accidents by identifying and documenting priorities, procedures, responsibilities, and resources.

### **SCOPE**

This Policy applies to all Brock University faculty, professional librarians, staff, and students who operate, or wish to operate, a University-owned or University non-owned vehicle for official University purposes.

If any provision of this Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the Policy provision is required by law, in which case the Policy provision will prevail.

Any unauthorized use of a University-owned vehicle or the operation of a University-owned vehicle by an unauthorized driver is prohibited and may be subject to disciplinary action up to and including termination.

The University reserves the right to deny or revoke the Brock University Driver Authorization status of any driver that does not meet the requirements of this policy.

### **POLICY STATEMENT**

The University is committed to protecting privacy of all employees and will collect, use, access, disclose, and retain all Driver Records and Information in accordance with the Access to Information and Protection of Privacy Policy and Freedom of Information and Protection of Privacy Act (FIPPA).

Personal information related to driver history and driver status will be collected in accordance with FIPPA and the Access to Information and Protection of Privacy Policy.

Personal information collected will be used to determine whether an employee or student can be approved as a Brock University Authorized Driver.

By completing the Driver Authorization Form employees and students consent to the use of Driver Records and current driver status including the acquisition of a Driver Abstract from the Province of Ontario.

Brock University will not disclose any personal or confidential information collected during the Driver Authorization Process to any third parties. Information will not be shared with management or supervisors of Brock employees.

Employees have the right to request that erroneous information contained within their driving records be corrected or removed.

#### *Use of vehicles for University purposes*

Any use of a University-owned or University non-owned vehicle for University purposes must comply with this Policy and the Driver and Vehicle Management Procedures and any related Standards.

#### *Driver approval process*

Any University Member that drives a University-owned vehicle as part of their employment or uses a University non-owned vehicle greater than three (3) times per calendar year is required to submit a completed Driver Authorization Form and receive approval from University Risk Management. Only drivers who meet the eligibility criteria set out in the Driver and Vehicle Management Procedures are eligible for approval as an Authorized Driver.

### Authorized Driver eligibility criteria

An Authorized Driver must meet the eligibility criteria as set out in the Driver and Vehicle Management Procedures.

### Responsibilities of Drivers

Any University Member who drives a University-owned or University non-owned vehicle for University purposes must:

- a. Comply with applicable laws as set out by the province/state Ministry governing highway/roadway laws such as but not limited to the Highway Traffic Act, Public Highways Act, Motor Vehicle Safety Act, Motor Vehicle Transport Act, Transportation of Dangerous Goods Act;
- b. Comply with all requirements of this Policy, the Driver and Vehicle Management Procedures, and any other related standards;
- c. Report any changes in their eligibility status, as further described below;
- d. Participate in any automobile training and driving courses, if required by the University; and
- e. Assume responsibility for any vehicle fines and penalties associated with the use of University-owned vehicles for University purposes, including payment of any fines and any impacts on driving record and subsequent insurance premium increases to their personal vehicle insurance policies.

### Changes to Authorized Driver status

Authorized Drivers must immediately report through WorkDay any changes to their driver's status including, but not limited to, change of address, change in driver's licence expiry date, suspension of driver's licence, increase/reduction in demerit points, by submitting a completed Driver Authorization Renewal and Attestation Form to their immediate supervisor for approval. All completed and approved forms are to be forwarded to University Risk Management to ensure all insurance policies are updated.

Failure by an Authorized Driver to report any Type A incidents and changes, specified in the Driver and Vehicle Management Procedures, to their driver's status may result in revocation of their authorization as an Authorized Driver.

All drivers are required to possess a valid driver's licence, acceptable driver records, and appropriate levels of insurance.

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Any University Member that drives a University-owned vehicle as part of their employment or rent a University non-owned vehicle greater than three (3) times per calendar year are required to submit a completed Driver Authorization Form and receive approval from their immediate supervisor. Only drivers who meet the eligibility criteria set out in the Driver and Vehicle Management Procedures are eligible for approval as an Authorized Driver.

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licence expiry date, suspension of driver's licence, increase/reduction in demerit points, by submitting a completed Driver Authorization Renewal and Attestation Form to their immediate supervisor for approval. All completed and approved forms are to be forwarded to University Risk Management to ensure all insurance policies are updated.

Failure by an Authorized Driver to report any Type A changes (as noted in the Driver and Vehicle Management Procedures) and changes to their driver's status may result in revocation of their authorization as an Authorized Driver.

All drivers are required to possess a valid driver's licence, acceptable driver records, and appropriate levels of insurance.

## DEFINITIONS

**“Authorized Driver”** is an individual who is required to drive a University-owned vehicle as part of their job requirement or a University Member who is approved from an immediate supervisor to use a University non-owned vehicle for approved University purposes and meets all the criteria stipulated in the Driver and Vehicle Management Procedures. Non-owned vehicle includes a rental and personal vehicle.

**“University Member”** is an individual who is:

- A faculty member, professional librarian, or staff member employed by the University or holding an appointment with the University, including paid, unpaid, and/or honorific appointments (“Employee”); or
- Registered as a student, in accordance with the academic regulations of the University (“Student”).

**“University-owned Vehicle”** is an authorized vehicle owned or leased in the name of the University used for University purposes.

**“University Non-owned Vehicle”** is an authorized non-owned vehicle, including a vehicle rented for less than 30 days in the name of the University, and a personal vehicle.

## COMPLIANCE AND REPORTING

This Policy is under the jurisdiction of the Vice-President, Administration and is led by the Associate Vice-President, Risk Management, who is responsible for monitoring compliance, overseeing the implementation, administration, and interpretation of this Policy, and making recommendations to the Brock Executive Leadership team for final approval prior to implementation.

University Risk Management will act as the liaison between Brock's insurance provider(s) and Authorized Driver(s), and will be responsible for the creation, administration, maintenance, and implementation of educational materials regarding this Policy.

Final decisions related to this Policy will be made by the Brock Executive Leadership Team, where required.

## **POLICY DETAILS**

### **Policy Owner**

Vice-President, Administration

### **Administrative Responsibility**

Associate Vice President, Risk Management

Director, Enterprise Risk Management and Insurance,

Operations Coordinator, University Risk Management

### **Policy Classification**

Operational

### **Approval**

Approved by the Executive Team.

### **Effective Date**

October 1, 2023

### **Next Review**

October 2026

### **Revision History**

N/A

### **Related Documents**

- Travel, Meal and Hospitality Policy
- Alcohol Policy
- Smoking and Vaping Policy
- Purchasing Card Policy
- Procurement Policy
- University Risk Management Policy