

## DRIVER AND VEHICLE MANAGEMENT PROCEDURES

### PURPOSE

The purpose of these Procedures is to provide instructions and support for Brock University's Authorized Drivers, including drivers of University-owned (i.e., fleet) and University non-owned (i.e., personal and rental vehicles) when driving for University purposes. The Driver and Vehicle Management 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.

These procedures must be followed by all Brock University faculty, professional librarians, staff, students, and volunteers who are using a University-owned or University non-owned vehicle for University purposes, pursuant to the Driver and Vehicle Management Policy.

The University is committed to protecting privacy 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.

These Procedures consist of four (4) parts:

- A. Approval procedure for University Members seeking to drive a University-owned vehicle for University purposes;
- B. Approval procedure for those University Members seeking usage of personal vehicles for University purposes;
- C. Approval procedure for University Members seeking to drive a University non-owned vehicle for University purposes; and
- D. Reporting procedure in the event of a driving accident or driving infraction.

**“Authorized Driver”** is an individual who is required to drive a fleet vehicle as part of their job requirements or a University employee/student who is approved by their immediate supervisor to use a University non-owned (personal or rental) vehicle for approved University purposes, and meets all of the eligibility criteria and procedures stipulated below:

- Is a University member (faculty, professional librarian staff, student, volunteer);
- Has met the minimum age requirement of nineteen (19) years of age;
- Possesses a valid Ontario driver’s licence, or equivalent from another province or jurisdiction, for the vehicle being driven;
- Has a valid driver’s licence that is not expired or suspended;
- Has a full Class ‘G’ licence; G1 and G2 drivers are not permitted;
- International employees must meet the driver requirements as specified by the Province of Ontario (<https://drivetest.ca/licences/exchanges-foreign-licences/>) and be required to maintain a valid and satisfactory driver’s licence from an approved country with an international driver reciprocity agreement;

- Has completed and submitted a Driver Authorization Form that has been approved by their supervisor;
- Any changes to the status of the Authorized Driver 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, etc. must be reported within WorkDay and a Driver Authorization Renewal and Attestation Form must be completed. This information must be communicated to University Risk Management at [riskmanagement@brocku.ca](mailto:riskmanagement@brocku.ca);
- Failure to notify the University of any changes to the status of the Authorized Driver may result in forfeiting the ability to drive a University-owned fleet vehicle;
- Must provide consent for University Risk Management to acquire a recent Driver Abstract, which will be collected every three (3) years by University Risk Management and retained centrally by URM staff to ensure safety of drivers, passengers, and property (costs will be absorbed by University Risk Management);
- All vehicle fines and penalties associated with the use of University-owned vehicles for University purposes are the responsibility of the Authorized Driver, including financial costs, impact on driving record, and any subsequent insurance premium increases to their personal vehicle insurance policies; and
- Has zero (0) Type A infractions and no more than three (3) Type B infractions on their Drivers Abstract within the last three (3) years, from the list below.

All driving violations are categorized as Type A and Type B infractions as follows:

- **Type A - Major or Criminal Infractions (zero permitted)**
  - Driving under the influence of alcohol or drugs;
  - Refusing to take a substance or breathalyzer test;
  - Driving with an open container (alcohol);
  - Careless or dangerous driving;
  - Exceeding the speed limit by 30 km/h or more over posted limit;
  - Texting while driving;
  - Failure to remain at the scene of a collision;

- Failure to stop when signaled or asked by a police officer;
  - Speeding in a school zone or failure to stop for a school bus;
  - Stunting/drag racing/speed contest;
  - Driving with licence suspended or revoked;
  - Vehicular assault; and
  - Homicide or manslaughter or using vehicle in connection with a felony.
- **Type B - Minor Infractions (maximum three permitted)**
- Speeding: 16-29 km/h over posted limit;
  - Erratic or improper lane change or turn;
  - Failure to yield right of way; and
  - Failure to obey traffic signs, lights, emergency vehicles, or other cautionary measures.

## PART A

### Approval procedure for University Members seeking to drive a University-owned vehicle for University purposes

#### *Step 1 - Application*

- All University Members required to drive a University-owned vehicle for University purposes are to provide their immediate supervisor and/or approving Department Chair with a completed Driver Authorization Form.
- Driver Authorization Forms will include:
  - Consent for University Risk Management (URM) to acquire a Driver Abstract, which will be collected and reviewed every three (3) years by URM staff;
  - A photocopy of the front and back of their valid driver's licence; and
  - An attestation that the information therein is complete and accurate and to ensure comprehension of requirements.

#### *Step 2 - Approval*

- Completed Driver Authorization Forms are to be approved and signed by the immediate supervisor and forwarded, along with all supporting documentation, to University Risk Management at [riskmanagement@brocku.ca](mailto:riskmanagement@brocku.ca) for insurance reporting purposes.

### *Step 3 - Update of any changes*

- Any changes to the status of the Authorized Driver 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, need for medical review, corrective lenses, etc. must be reported through WorkDay and a Driver Authorization Renewal and Attestation Form must be completed. This information must be communicated to University Risk Management at [riskmanagement@brocku.ca](mailto:riskmanagement@brocku.ca) as soon as possible so that appropriate action may be taken to update Brock University's automobile insurance policy.
- Failure to notify the University of any changes to the status of the Authorized Driver may result in forfeiting the ability to be a University Authorized Driver.

### *Step 4 - Renewal Process*

- Completed and approved Driver Authorization Renewal and Attestation Forms are forwarded annually via WorkDay, along with all supporting documentation, to University Risk Management at [riskmanagement@brocku.ca](mailto:riskmanagement@brocku.ca) for insurance reporting purposes.

## **PART B**

### **Usage of personal vehicles for University purposes**

- University Members driving their own vehicles for University purposes will have collision and third-party liability coverage under the Brock University corporate insurance policies after they have exhausted their personal vehicle insurance coverage. In the event of an accident, the employee's personal auto insurance policy provides primary coverage for both collision and liability and the employee must pay the deductibles required by his/her personal auto insurance policy. Brock University is not responsible for deductibles owing under the employee's personal auto insurance policy or any premium increases they may incur.

- Brock University accepts no liability for any loss, damage or injury that may result from the utilization of a personal vehicle for University purposes.
- Employees choosing to drive their own vehicles for Brock sanctioned purposes should maintain a policy with \$2 million in liability and should notify their insurer if they are driving passengers.

## PART C

### Procedure for University Members seeking to rent a University non-owned (rental) vehicle for University purposes

- If renting a University non-owned (rental) vehicle for University purposes greater than three (3) times per calendar year, University Members must comply with the Procedures in Part A stipulated above.
- University Members seeking to rent a University non-owned (rental) vehicle for University purposes are strongly encouraged to use a Brock University Purchasing Card when renting a vehicle for University purposes. If the individual does not have a Purchasing Card, departmental cards can also be used.
- The rental vehicle must be rented in the name of Brock University and the university name should appear clearly on the rental agreement.
- Authorized Drivers are to be listed on the vehicle rental agreement and comply with the rental agency's age requirements.
- If renting within Canada, Authorized Drivers are not required to purchase additional liability or collision insurance coverage from the rental agency.
  - Brock University's VISA Purchasing Card and Marsh Non-Owned Automobile insurance policies apply.
  - If vehicle is rented within Ontario but used outside of Canada, Ontario rental agency insurance coverages will still apply.
- If renting outside of Canada, Authorized Drivers should purchase additional liability and collision insurance coverage from the rental agency, especially if travelling with passengers.
- Rental periods are not to exceed 30 days as per the University's current Non-Owned Automobile insurance policy.
- Brock University Pcard and Non-owned Auto Policies but require that staff select the most economical and

practical size, considering the purpose for the rental, number of occupants, and safety considerations (including weather). Any rental that is not a compact/economy car must be approved by your supervisor prior to the rental, whenever possible.

- Brock University prohibits the rental of vehicles within the luxury vehicle category and exceed \$85,000.
- If renting, additional costs may be required if under twenty-five (25) years of age;
- Students under 25 are discouraged from driving with passengers. Questions can be directed to University Risk Management.

## PART D

### Procedure in the event of a driving accident or driving infraction

#### *Vehicle Accident Form & Reporting Process*

- Authorized Drivers must report any accident in a timely manner, regardless of damage, to local law enforcement authorities, the Authorized Driver's immediate supervisor, University Risk Management [riskmanagement@brocku.ca](mailto:riskmanagement@brocku.ca) and [besafe@brocku.ca](mailto:besafe@brocku.ca).
- As per the Vehicle Accident Form, all accidents involving a University non-owned vehicle rented with a Brock Purchasing Card must be reported to Scotiabank within 24 hours of the incident occurring.
- Reports should be completed using the Vehicle Accident Form available on the University Risk Management website.