

## DRIVER AND VEHICLE MANAGEMENT POLICY

### PURPOSE

The purpose of this policy is to communicate University expectations regarding safe and responsible use of vehicles for official University purposes. This policy sets out the requirements applicable to all drivers of University-owned (fleet) and University non-owned vehicles (rental vehicles) for University purposes to ensure that the risks to drivers, passengers, and the University are managed responsibly. This policy does not apply to personal vehicles used for official University purposes.

Together with the Driver and Vehicle Management Procedures, the goal of the Driver and Vehicle Management Policy is to provide direction for the effective, efficient, and safe use of 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 (rental) 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.

POLICY  
STATEMENT

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 driving privileges of any driver that does not meet the requirements of this policy.

*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 required to drive a University-owned vehicle as part of their employment or rent a University non-owned vehicle greater than two (2) times per calendar year must 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.

*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.

#### Changes to Authorized Driver status

Authorized Drivers must immediately report 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, need for medical review or corrective lenses, 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 changes to their driver's status may result in revocation of their authorization as an Authorized Driver or other forms of discipline.

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 rent a University non-owned vehicle for approved University purposes and meets all the criteria stipulated in the Driver and Vehicle Management Procedures.

**"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 that is rented for less than 30 days, in the name of the University.

#### 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.

Violations of this Policy will be subject to discipline in accordance with University policies, collective agreement and/or any other contractual conditions and obligations.

Policy Owner:	Vice-President, Administration
Policy Lead:	Associate Vice-President, Risk Management Associate Director, Enterprise Risk Management, and Insurance; and Operations Coordinator, University Risk Management
Policy Classification:	Operational
Approval:	Approved by the Brock University Executive Team
Effective date:	April 1, 2023
Next review:	Month yyyy
Revision history:	Adopted Month yyyy Revised Month yyyy (include all revision dates)
Related documents:	Travel, Meal and Hospitality Policy

	Alcohol Policy Smoking and Vaping Policy Purchasing Card Policy Procurement Policy University Risk Management Policy
Related legislation	Ontario Automobile Policy Highway Traffic Act Public Highways Act Motor Vehicle Safety Act Motor Vehicle Transport Act Off Road Vehicle Act Transportation of Goods Act Occupational Health and Safety Act