

VEHICULAR TRAVEL PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Finance
Parent Policy:	Travel and Business Expense Policy
Approval Date:	November 5, 2019
Effective Date:	November 5, 2019
Procedure Owner:	Vice President, Corporate Services and Finance
Procedure Administrator:	Director, Facilities

Overview:

NorQuest College (college) recognizes the need for employees to travel via motor vehicle on college business in the performance of academic or administrative duties.

This procedure provides employees with information regarding the booking of vehicles along with conditions when employees use vehicles for college business.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Employees who are required to travel for college business purposes may use vehicular transportation as specified below.

General Conditions

- College owned, and rented or leased vehicles in the name of the college may only be used for college business.
- Employees operating a motor vehicle to conduct college business are required to have in their possession a valid Operator's License and insurance documents.
- Vehicles are to be operated in a safe and responsible manner, and in compliance with traffic laws.
- Drivers who have a history of traffic violations, do not abide by traffic laws or this procedure may be denied driving privileges, at the discretion of the Director, Facilities.
- The most direct and practical route to the destination, without deviations for non-business related activities, is to be taken.
- The most cost effective method of vehicular travel, given the circumstances, is to be utilized.
- When required to support academic activities, students may be transported in college owned or rental vehicles only.
- Smoking, including the use of electronic cigarettes or other similar battery operated devices, is not permitted in college vehicles or in Privately Owned Motor Vehicles (POMVs) on college property as per the [Smoke Free Campus Policy](#).
- All employees travelling alone must comply with the [Working Alone Procedure](#).

College Vehicles

- Employees must complete the Vehicle Operator Agreement in order to operate a college owned vehicle. The completed agreement is to be submitted to Facilities at facilities@norquest.ca.

- The college is required to maintain current driver information and will request regular users to complete an updated Vehicle Operator Agreement at a minimum of once every three years.
- A driver's abstract may be requested by Facilities for drivers of a leased vehicle, drivers who travel frequently, or where the college is aware of traffic violations. Costs for abstracts are a Departmental cost.
- A Vehicle Sign-Out Form is to be completed with a representative from Facilities prior to each use of a college vehicle (only applies to general staff use vehicles).
- Vehicles are to be kept in a clean and tidy condition. Failure to do so may result in loss of college vehicle use privileges, and/or the department being charged for the costs of cleaning or damages. In these instances, the Manager, Facilities Operations & Maintenance will advise the department manager of the charge.
- All problems or concerns with the operation of the vehicle must be immediately reported to Facilities at facilities@norquest.ca.
 - Facilities will arrange for repairs. Vehicles are not to be used until the repair has been completed.
- Safety items are provided in college vehicles for emergency purposes and are not to be removed.
- College vehicles cannot be used to transport passengers who are not college employees, students, volunteers or donors.
- Additional requirements for vehicles that are available for general staff use include:
 - Booking of college vehicles occurs on a first come first serve basis through [EnCampus Enterprise](#) on the Q.
 - College vehicles, where availability permits, may be booked overnight if required for late night or early morning use.
 - Fuel cards issued with college vehicles must be kept secure. Fuel cards are authorized for fuel and minor services only (i.e. windshield fluid, tire repair, etc.) If lost or stolen, the credit card must be reported immediately to Facilities at facilities@norquest.ca and the fuel card company noted in the Vehicle Information Package.

Rental Vehicles

- Vehicles are to be rented in the college's name.
- In Canada, additional liability and insurance premiums offered by the rental agency are to be declined. Outside of Canada, additional liability and insurance premiums are to be accepted.
- Government rates should be requested.
- The college funds the rental of subcompact, compact, mid and full size cars. When a full size car does not suit the business need, other rental options can be considered as per below:
 - When travelling in groups of five or more, a larger vehicle with appropriate seating capacity may be rented,
 - Transporting large or multiple items that would not otherwise fit in a full size car.
- The college will not pay for the rental of a premium or other higher cost vehicle type. However, if an upgrade is offered at no additional cost to the college, it is permissible to rent the vehicle.

Privately Owned Motor Vehicle (POMV)

- Each time a POMV is used for college business, the employee must ensure they have adequate insurance coverage in place.

- Employees using a POMV assume all insurance responsibilities.
- The college requires that employees who use a POMV ensure that the insurance they have meets the following criteria:
 - Hold coverage indicating they are insured for business use appropriate to meet their expected travel requirements, either under their existing personal use insurance or with added Business Use Insurance coverage.
 - Hold a minimum of \$1 million in liability coverage.
- Mileage will be paid out at a rate of \$0.505/kilometre.
- Travel from an employees' residence to their regular place of work, or from the employee's regular place of work to their residence is ineligible for reimbursement.
- When a motor vehicle accident involving a POMV has occurred, the personal insurance on the POMV will be required to respond first to any damages incurred in the accident.

Incidents

- Should you be involved in an accident:
 - Report the accident to authorities as appropriate to the situation (emergency personnel, police, etc.).
 - Exchange contact and insurance information with the other party or parties.
 - Secure contact details from any witnesses, and any attending medical/emergency personnel.
 - Do not admit fault or liability or offer your opinion of fault or liability to anyone.
 - Do not offer to compensate anyone.
 - If possible, take pictures of damaged property.
 - As soon as possible, report the incident along with all details to Assistant Controller at 780-644-6765.
 - Cooperate to complete any necessary reports.
- Should a driving violation occur:
 - Traffic violations received while operating any vehicle on college business are the sole responsibility of the operator; criminally, legally and financially.
 - Traffic violations obtained while using college vehicles must be reported to Facilities at facilities@norquest.ca as soon as possible.

Definitions:

College Vehicle: vehicle/s owned or leased by the college.

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

Driving Violation: the receipt of a verbal or written warning, fine, ticket or violation related to highway or traffic infraction, accident, illegal substance, criminal activity, traffic or parking violation, issued either directly (in person) by police or an authority having jurisdiction or indirectly through the use of cameras, photo-radar, electronic devices, etc.

Regular place of work: any work location at which or from which the employee regularly reports for work in connection with employment related duties.

Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

- [Smoke Free Campus Policy](#)
- [Travel and Business Expense Policy](#)
- [Travel and Related Expenses Procedure](#)
- [Vehicle Operator Agreement](#)
- [Vehicle Sign-out Form](#)
- [Working Alone Procedure](#)

- [Alberta Motor Vehicle Information Regulation \(AMVIR\)](#)
- [Traffic Safety Act](#)

May 2022

May 2018: new (replaces Standard Practice 5.17: Vehicular Travel for College Business)
 August 2019: Compliance Office template & reorganization update
 November 2019: reorganization to Facilities update