



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	Operations
Parent policy	Travel and Business Expense Policy
Approval date	December 11, 2023
Effective date	December 11, 2023
Procedure owner	Vice President, Administration & Chief Financial Officer
Procedure administrator	Director, Campus Services

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.

Procedure

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

General Conditions

- The intention of this procedure is to provide governance related to ground transportation to and from established NorQuest College campuses. Ground transportation at a destination, such as out of province or out of country, can be coordinated with a car rental or travel agency as is appropriate at the destination.
- Members of Executive, Deans and Directors are to ensure that expenses incurred for vehicular travel also align with the requirements noted in the Travel and Related Expenses for Executive/Deans/Directors Procedure. In the event of a conflict or inconsistency between this procedure and the Travel and Related Expenses for Executive/Deans/Directors Procedure, the Travel and Related Expenses for Executive/Deans/Directors Procedure shall apply.
- College owned, and vehicles rented or leased 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 Class 5 Operator's License at minimum, insurance documents and be twenty-one years of age or older.
- 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, Campus Services.
- 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](#).

Vehicle Use Preference

- Employees who require the use of a vehicle for work related purposes are to use College Owned Pool Vehicles (COPV) or Rental or Leased Vehicles.
- Only when a college vehicle and a rental vehicle are not available may an employee use a privately-owned motor vehicle (POMV).

College Vehicles

- All employees must complete the [NorQuest Drivers Authorization Form](#) in order to operate a COPV. This form is completed by the employee and provided to Facilities at the time the vehicle is booked.
- Vehicles are to be kept in a clean and tidy condition with all personal belongings and waste removed upon return. Repeated neglectful use may result in loss of college vehicle privileges and the user's department being charged for the costs of cleaning or damages.
- Any problems or concerns with the operation or condition of the vehicle is to be immediately reported to Facilities at Facilities@norquest.ca.
 - Facilities will arrange for repairs. Vehicles shall be taken out of service until the repair has been completed.
- Safety items are provided in college vehicles for emergency purposes and are not to be removed. Users are to inform Facilities when the vehicles are returned if these items require restocking.
- College vehicles may only be used to transport passengers that are college employees, students, volunteers or donors.
- Booking occurs on a first come first serve basis. [Booking Guidelines](#) for vehicles are kept current on Connect.
- Where availability permits, vehicles may be booked overnight if required for late night or early morning use.
- Roadside Assistance is provided for all COPV. Information related to requesting roadside assistance is in the folio provided when the COPV is signed out.

- Fuel cards issued with the vehicles must be kept secure. Fuel cards are authorized for fuel and minor services only (i.e. car wash, windshield fluid, oil, etc.) Lost or stolen fuel cards are to be reported immediately to Facilities at Facilities@norquest.ca.

Rental Vehicles

- Employees wishing to rent a vehicle will coordinate directly with the rental company. Information related to [Vehicle Rentals](#) is available on Connect.
- 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 rental company provided roadside assistance is to be used, should it be required.
- A vehicle up to a standard size SUV may be rented. When a standard size SUV 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,
 - When transporting large or multiple items that would not otherwise fit in a standard size SUV, a larger vehicle with appropriate seating capacity may be rented.
- 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)

- Employees using a POMV assume all insurance responsibilities.
- Each time a POMV is used for college business, the employee must ensure they have adequate insurance coverage in place and 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.

- Employees are required to provide their own roadside assistance when using Privately Owned Motor Vehicles.
- Mileage will be paid out a rate of \$0.550/kilometer.
- 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 shall 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 Facilities at 780.644.6215 and complete the [Auto Accident Report Form](#).
 - Cooperate with law enforcement 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 immediately.

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 information

NorQuest College

- [Driver Authorization Form](#)
- [Fleet Vehicles - Booking Guidelines](#)
- [Rental Vehicle Booking](#)
- [Smoke Free Campus Policy](#)
- [Travel and Business Expense Policy](#)
- [Travel and Related Expenses for Executive/Deans/Directors Procedure](#)
- [Travel and Related Expenses Procedure](#)
- [Working Alone Procedure](#)

External

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

Next review date

November 2027

Revision history

Date	Version Number	Action
May 2018	V1	New (replaces Standard Practice 5.17: Vehicular Travel for College Business).
August 2019	V2 (published as V1-C)	Compliance Office template & reorganization update.
November 2019	V3 (published as V2)	Reorganization to Facilities update.
June 2023	V4	Updated procedure for new fleet vehicles, deadlines, and processes and added new links.
December 2023	V5	Updated the privately owned motor vehicle mileage allowance rate.