

<b>Selkirk College Policies and Procedures</b>		Title and number	<b>9800 College Vehicles</b>		
		Replaces	R9090.2		
		Effective	2003-02-01	Next review :	2011-02-02
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2008-09-03	
Director of Human Resources	Director of Human Resources	Recommended/Approved by Education Council		NA	
		Approved by President		2008-09-22	

## 1 POLICY

- A. The driver of any College vehicle, who may be an employee or a student, will be expected to operate the vehicle in a safe manner, observing the laws and rules of the road. The driver must have a valid driver's license of the appropriate class and have maintained a reasonable driving record as set out in Part C. Any employee or student may be refused access to a College vehicle if there is reasonable doubt based on the driving record, actions or attitude of the driver. College vehicles shall not be used for personal use.
- B. The College fleet may contain vehicles which require the driver to have a Class 4 license, or better. Class 4 or better license holders are subject to special requirements prescribed in the National Safety Code, legislated in British Columbia on January 1, 1989. The Code requires the College to ensure that each license holder meets the prescribed standards. Drivers who do not meet these standards must attend the next available instruction safety course as provided by the College.

The College shall maintain a confidential file for each authorized driver (both employees and students) holding Class 4 licenses or better. Each file will be updated annually and shall contain the following:

- 1) A consent form, signed by the driver, allowing the College to obtain and update, on an annual basis, a copy of that person's National Safety Code "N" copy driving record from the Motor Vehicle Branch.
- 2) The official National Safety Code "N" copy driving record provided by the Motor Vehicle Branch.
- 3) A record of authorization to operate College vehicles according to the class of license held, issued by the driver's supervisor and the Vehicle Coordinator. (Copies of the record of authorization will be distributed to the driver and the Director of Human Resources.)
- 4) Any record of denial or removal of authorization issued by the driver's supervisor/Vehicle Coordinator. (Copies of this record will be distributed to the driver and the Director of Human Resources.)
- 5) A record of any training or instruction related to compliance with the Code which the driver has received from the Vehicle Coordinator, or as otherwise provided by the College.

C. The conditions that every driver must always meet in order to operate a College vehicle are as follows:

- 1) The driver must hold a valid British Columbia license of the appropriate class. Students who plan to return to the province wherein they hold their license of the appropriate class to operate a given college vehicle without a BC license may maintain that province's license, as long as they state that they are planning to return to that province when they have completed their education."
- 2) The driver must have College authorization to operate a College vehicle;
- 3) The driver can have no more than nine cumulative penalty points on his/her current Motor Vehicle Branch driving record;
- 4) The driver can have no alcohol or drug impairment related driving offenses within the past three years;
- 5) It is the driver's responsibility to conform fully to the requirements appropriate to the class of license held, including but not limited to, pre-and post-trip inspection of the vehicle and maintenance of the journey log.

Any driver who has failed to meet the conditions in **C3** or **C4** must attend an instructional safety course approved by Selkirk College before being authorized.

It is the responsibility of a driver to report to the driver's supervisor/Vehicle Coordinator any event which will have a subsequent effect on his/her Motor Vehicle Branch driving record. The event may include the addition or subtraction of penalty points or the restoration or suspension of a driving license. The driver's supervisor/Vehicle Coordinator will record the new information in the driver's file and this may result in the issuance of a record of authorization to operate a College vehicle, or a record of denial or removal of authorization. Failure to inform the driver's supervisor/Vehicle Coordinator of such an event will result in the issuance of a record of denial or removal of authorization, and may result in disciplinary action.

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**Other relevant policies:**

**Key words:** .....

Driver, fleet, safety, vehicle, training, license

**SELKIRK COLLEGE  
DRIVER'S PERMANENT RELEASE FORM**

**Driver's Surname:**

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**Given Name as It Appears  
On Driver's License:**

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**Address:**

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**City/Province:**

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**Postal Code:**

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**B.C. License #**

**Class**

I hereby give consent to the British Columbia Motor Vehicle Branch to release my driving record to Selkirk College for the purpose of complying with the National Safety Code. I understand this release may be used at least annually to update details on my driving record while an authorized driver for the College.

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*Driver's Signature*

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*Date*

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*Witness (Current College Employee)*

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*Date*

## SELKIRK COLLEGE VEHICLE USE AGREEMENT

I, \_\_\_\_\_ understand and agree that by taking possession of Selkirk College vehicle unit # \_\_\_\_\_ (Plate # \_\_\_\_\_), I agree that this vehicle will be operated in accordance with Selkirk College's policies and procedures.

This policy includes, but is not limited to:

- using the vehicle only when, where and how it was requested and assigned, and carrying only those passengers that the vehicle was assigned to carry; and
- obeying all rules of the road and Ministry of Transport Regulations while operating this vehicle; and
- I understand that college vehicles shall not be used for personal use.

I understand that any failure to comply with these conditions will result in immediate revocation of my permission to book and/or operate Selkirk College vehicles in the future.

Signed at \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_

Van Driver/Requisitioner

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Selkirk College Vehicle Coordinator

Signature \_\_\_\_\_

Print Name \_\_\_\_\_