



Northlands College Policy Fleet Vehicle Usage

Policy Statement

Northlands College will provide vehicles to its employees for the performance of their duties away from each of the College's main communities.

Guidelines

General Guidelines:

1. An employee who receives prior authorization from his/her supervisor to drive a personal vehicle from a location where a fleet vehicle is available may claim mileage up to one-way of the trip.
2. Employees who are required to travel for work purposes who do not have access to a fleet vehicle will be reimbursed for both ways of the trip.
3. Fleet cards may be used to generally purchase fluids for the vehicle, fuel, car washes, and any other direct automotive expense in order to continue to operate or maintain the vehicle. Purchases using the fleet cards beyond what is described in this policy is PROHIBITED and will be subject to discipline.
4. The use of College vehicles for activities that are personal in nature, illegal, or are deemed inappropriate by reasonable standards may result in disciplinary action by Northlands College.
5. The College SUVs are not intended for pulling trailers. Trucks and trailer hitches are available for this purpose.

Employee Responsibilities:

1. Employees are PROHIBITED from use of College vehicles until the Administrative Assistant to the Vice President of Finance and Operations provides documented (emailed) approval. To obtain that approval, employees will submit an email to Carlson.Donna@northlandscollege.sk.ca with the employee's name, and license/customer number and a driver's abstract if your license is from out-of-province. The PROHIBITION remains until the employee receives an email of approval (allow for 3 business days) indicating the employee is insurable. Please note: the College will only maintain a list of insurable employees with no other personal information for the purpose of protecting personal information.
2. The vehicle will be returned to the College in good working condition and free of garbage and full of fuel within the time-frame provided at the time of booking.
3. The binder, keys, fleet card, and receipts for fleet card purchases will be returned to the College within the time-frame provided at the time of booking.
4. Employees are prohibited from smoking or vaping in any College vehicle at any time.
5. Family members may be transported in College vehicles provided they do not drive the vehicle or that the vehicle is not used beyond what is required for work.
6. All passengers are subject to the same expectations as the employee driving.
7. Any traffic or parking violations that occur while driving a College vehicle will be paid by the employee and will not be the responsibility of the College. Should the College incur costs associated with personal misuse of the vehicle, the employee will be invoiced accordingly.



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8. Any issues with the vehicle's operation, cleanliness, or unexplained damages should be clearly written in the binder and communicated to the Inventory Controller at Stockdale.Aaron@northlandscollge.sk.ca.

Northlands College Responsibilities:

1. Vehicles will be maintained in good working order and with reasonable cleanliness.
2. Vehicles that are either more than 10 years old or have more than 250,000 kilometres on the motor will be cycled out of the fleet.
3. To minimize expenses for employees, a fleet card will be provided for the purpose of automobile related purchases.
4. Insurance coverage for the vehicles will be maintained.
5. A basic emergency kit, a spare tire, and a jack for each vehicle will be provided.
6. Each vehicle will include a binder that contains the following items:
 - a. Vehicle Registration,
 - b. Fleet card to purchase gas and automotive needs only,
 - c. Northlands College Guide for Fleet use,
 - d. Emergency contact information,
 - e. Check list to be completed by the driver before and after each use, and a
 - f. Vehicle Mileage Log that must be completed by the driver before and after each use.



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Appendix A

Procedure for Booking and Returning Vehicles

- A) When booking a vehicle in the College's Central Communities:
For new employees:
- You must be approved in advance to drive one of our fleet vehicles by submitting a copy of your driver's license to Donna Carlson at Carlson.Donna@northlandscollege.sk.ca. This process allows you to be added to our insurance. **No unauthorized individuals (including students) are allowed to drive our vehicles.**
 - Almost the entire fleet is housed at the Canoe Campus and vehicles are to be picked up and dropped off at that location. The one exception is the van which is housed at the Head Office/River Campus parking lot.
1. Email fleetbooking@northlandscollege.sk.ca with dates, times, etc. for the booking. For example, "Please book me a vehicle for pick up on Monday, Sept 9 at 9 am and drop off Wed, Sept 11 at 8 pm. I have a PPRA meeting in Saskatoon. Thanks so much, Cherise".
 - a. HELPFUL HINT: For those of you who need a room booked and require a vehicle, save time by emailing purchasing and fleet booking at the same time (with your supervisor's emailed authorization for travel that is required by purchasing, of course). These two processes require similar information. One email, two birds.
 2. Please no phone calls to book a vehicle. This may be more efficient for you, however this practice is causing issues on our end and does not allow for proper back up.
 3. An email confirmation of the booked vehicle will be sent back for your outlook calendar.
- B) When returning the vehicle:
1. The gas tank must be full.
 2. All receipts that were acquired because of use of the fleet vehicle credit card **MUST** be in the binder and the travel log must be filled in by the driver.
 3. Return vehicle to designated spots and leave keys and binder with front office staff (on their desk is fine).
 4. After hour drop offs are permitted. Check detailed procedure for more information. I believe there are detailed procedures available in the vehicle binders as well.
- C) When there are maintenance issues:
1. Email to Aaron Stockdale at Stockdale.Aaron@northlandscollege.sk.ca.
 2. Add a short note to the binder as well to help track patterns. However, the most important step is the email to Aaron.



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Appendix B

Northlands College Guide for Fleet Use

For any questions relating to our fleet vehicles, please contact the Inventory Controller at 306-425-0488 or the Admin Assistant for Finance & Operations at 306-425-4390

1. Pick up vehicle binder from the appropriate location:

La Ronge, Buffalo Narrows, and Creighton Campuses:	Front Reception
Air Ronge Head Office:	Donna Carlson
2. Record odometer reading in binder before leaving.
3. Check vehicle for damage before leaving. Note any damage in binder, and report it to your Campus Manager or the Inventory Controller.
4. Smoking is prohibited in all college owned vehicles.
5. Fuel Card Usage
 - a. Purchase only regular grade gasoline unless it is stipulated in the vehicle manufacturer's Owner's Manual.
 - b. The credit card found in the binder can be used to purchase gas, windshield wipers, vehicle fluid, exterior carwashes, and minor tire repairs. Any other emergency purchases must be first approved by the Inventory Controller (306-425-0488), the Admin Assistant for Finance & Operations (306-425-4390), or the Director of Finance & Operations (306-420-9493).
 - c. Retain all receipts made with the credit card and store them in the binder.
 - d. Please report lost or stolen cards to Card Services at 1-800-743-3990.
 - e. If the card does not work and cannot be processed you may have to pay for the purchase yourself and receive reimbursement from the college. If you are unable to pay yourself, please phone your supervisor to arrange for an alternate payment method.
 - f. Fraudulent use of fleet card is a criminal offense.
6. If your dashboard displays a red engine warning light, pull over and shut vehicle off immediately. Refer to the "If your vehicle breaks down" section of this guide.
7. Make sure fuel tank is full before returning vehicle.
8. Make sure vehicle is clear of garbage before returning.
9. Check vehicle for damage after returning vehicle. Note any damage in binder, and report it to your Campus Manager or the Inventory Controller.
10. Record odometer reading in binder after returning.

If your vehicle is involved in an accident

1. Ensure your own safety first. Do not attempt to move an injured person unless they are in danger of further injury.
2. Call police immediately if the accident involves:
 - a. Physical injury or death
 - b. A hit and run
 - c. An impaired driver



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- d. A vehicle sustaining damages severe enough that it must be towed
- e. An out of province vehicle
- f. Damage caused by vandalism, theft, or attempted theft
- 3. Cooperate with law enforcement and provide factual information regarding the accident. Limit responses to questions asked.
- 4. Obtain the driver's name, address, and plate number, and the name and address of the owner if the driver is not the owner.
- 5. Do not discuss details of the accident with or admit fault to parties other than law enforcement.
- 6. Report the accident to nearest SGI Claims Centre. Arrange for damage estimate and have vehicle towed to SGI compound if it is not driveable.
- 7. Report the incident to the Inventory Controller (306-425-0488).

If your vehicle breaks down

- 1. If your vehicle is still under warranty phone Roadside Assistance at:
 - a. GM 1-800-268-6800
 - b. Ford 1-800-665-2006
 - c. Chrysler 1-800-363-4869
 - d. Toyota 1-800-869-6828
- 2. If your vehicle is not under warranty, refer to the included Towing Service Phone Number List or phone 411 to have the vehicle towed.
- 3. The vehicle's fuel card is authorised for emergency towing situations, so please use this card to pay for the towing service.
- 4. Report incident to Inventory Controller (306-425-0488).

If you become stranded

- 1. Each vehicle is equipped with an emergency survival kit. Inside each kit is a guide with valuable information on how to survive being stranded.
- 2. Each vehicle is also equipped with a small shovel. In the Tundras, these shovels are stored under the rear seat.
- 3. If you are stranded in an area with no cell service, use the satellite phone to contact a towing service. Each phone comes with an operation manual. Refer to the Towing Service Phone Number List for a list of towing services or phone 411.
- 4. Report incident to Inventory Controller (306-425-0488).

Policy Originated: February 2017	Approved by: Board of Directors
Last Approved: November 1, 2019	Signature: 