

Subject: Licensed Vehicles

Approved: Don O’Leary, Vice-President, Finance, Administration & Risk

Distribution: All
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Purpose

To outline the departmental responsibilities associated with purchasing, leasing or renting a licensed vehicle, and the driver qualifications, operation and maintenance thereof.

Scope

This policy applies to all University of Guelph employees and students using or responsible for University owned, leased or rented licensed vehicles.

Definitions

Licensed Vehicles: Vehicles purchased, leased, rented by or given to the University, licensed by the MTO (Ministry of Transportation, Ontario) and used for the purpose of conducting University business.

CMV: A Commercial Motor Vehicle is a vehicle with a gross vehicle weight rating, registered gross weight or combined gross vehicle weight rating over 4,500 kg.

CVOR: Commercial Vehicle Operator’s Registration.

GVWR: Gross Vehicle Weight Rating.

Policy

All departments shall comply with the following as they pertain to purchasing, leasing or renting a licensed Vehicle.

1. Accident Reporting

In accordance with the Highway Traffic Act: Every person in charge of a motor vehicle who is directly or indirectly involved in an accident shall report the accident to the nearest provincial or municipal police office immediately. Police will respond to the accident and direct the operator/s to a reporting facility or complete the report over the phone.

1.1. In accordance with:

- University of Guelph Safety Policy 851.04.02 – Injury and Incident Reporting
- Workplace Safety and Insurance Act – R.S.O. 1997
- Workplace Safety and Insurance Board (WSIB)
- Occupational Health and Safety Act (OHSA) – R.S.O. 1990, Sections 51, 52

Every person in charge of or a passenger in a University owned, leased, or rented licensed vehicle directly involved in an accident shall follow the guidelines listed below.

Guidelines for Automobile Incident Reporting:

- 1) Stop
- 2) Investigate the incident
- 3) DO NOT ASSUME LIABILITY, responsibility or make statements to anyone except the Police, your supervisor or the Associate Director of Risk and Insurance

- 4) Remain at the scene of the accident
- 5) Aid injured persons
- 6) Contact local Police
- 7) Call for an ambulance if necessary
- 8) Obtain/exchange the following information upon direction of the Police Department:
 - Name
 - Address
 - Driver's License Number and Jurisdiction
 - Motor Vehicle Liability Insurance Policy Number and Insurance/Broker Name (Pink Slips)
 - Name and Address of the Registered Owner of the Vehicle
 - Vehicle Identification Number (VIN)
 - License Plate Number
- 9) Complete a **University of Guelph Licensed Vehicle Incident Report**, attach a copy of the Police Report, if applicable, and send the report to both the Associate Director of Risk and Insurance, and the Manager, Transportation Services, Physical Resources.

Associate Director of Risk and Insurance:

Fax: 519-836-3274, or

Email: sasha@uoguelph.ca

Manager, Transportation Services:

Fax: 519-837-0581, or

Email: bchar02@uoguelph.ca

- 10) Complete a **University of Guelph, Illness or Injury Incident Report**. Send the report to the University of Guelph, Occupational Health and Wellness department.

Occupational Health and Wellness:

Fax: 519-780-1796

- 11) Notify the driver's University of Guelph department supervisor.
- 12) Damage to shrubs, trees, poles, lights, signs, sod, highway borders or any other property on the highway (including shoulders, boulevards and other parts of the road allowance) shall be reported to the Police.

2. Use of University Owned, Leased and Rented Licensed Vehicles

- 2.1. University owned, leased or rented licensed vehicles are not to be used for personal business.
- 2.2. Only passengers on University business will be transported in University owned, leased or rented licensed vehicles. Permission, for the conveyance of a spouse, children or other guests of the University, must be obtained from the Dean, Director, Chair or Department Head to which the vehicle is assigned and the Associate Director of Risk and Insurance.
- 2.3. University owned, leased or rented licensed vehicles are not to be taken home. However, it is recognized that under exceptional circumstances, this will be necessary. Such circumstances require the written approval of the Chair or Department Head for occasional use, or the Dean or Director for continued use and approval from the Associate Director of Risk and Insurance. Current records of approval shall be filed and maintained by individual Departments.

Attaching Trailers

As per section 6, trailers shall be serviced and inspected according to University of Guelph standards, and service and inspection schedules.

Due to the following restrictions, permission must first be obtained from the Manager, Transportation Services prior to a trailer being purchased and attached to a University owned, leased or rented licensed vehicle for the first time:

- Licensed tow vehicles must be mechanically equipped to pull a trailer of a specific GVWR (Gross Vehicle Weight Rating).
- Vehicle operators shall possess and present the correct driver's license class to pull a trailer of a specific GVWR.
- If the GVWR of the licensed tow vehicle plus the GVWR of the trailer exceeds 4,500 kg then CVOR rules apply, refer to 3.13 below.
- Vehicle operators must have CVOR, trailer safety and load security training before operating a vehicle pulling a trailer. If trailer or towing vehicle load requirements increase, the Manager, Transportation Services shall be contacted to verify the trailer and towing vehicle capacities.

3. Driver Qualifications

3.1. Faculty and Staff Information Profile

Only authorized University of Guelph employees and students shall operate University owned, leased or rented licensed vehicles. Upon employment, and if an employee will be driving a vehicle, the Department Chair/Head or designate shall, on an annual basis, ensure a fully completed and authorized **Faculty and Staff Information Profile** (including the employee's driver's license number) is electronically sent to the Manager, Transportation Services.

It is the responsibility of the Department Chair/Head or designate to verify annually, that drivers have the appropriate license class for the vehicle(s) they will be driving, are trained and capable of handling the assigned vehicles, and that Faculty and Staff Information Profile forms are completed and submitted to the Manager, Transportation Services. The Manager will then forward the information by email to the Associate Director of Risk and Insurance. If licensing requirements are unclear, contact the Manager, Transportation Services or the MTO.

3.2. Vehicle User Updates

Physical Resources will maintain a complete record of all current University of Guelph vehicle users. The records will be forwarded to all departments with vehicle users on or before February 28th of each year. It is the responsibility of departments to review the record and inform the Manager, Transportation Services by the end of each fiscal year (April 30th) of any employees or students no longer authorized or required to operate a University owned, leased or rented licensed vehicle.

3.3. Driver Qualifications and License Classifications

All drivers who operate University owned or leased licensed vehicles shall be a minimum of 18 years of age and possess a valid, unrestricted Class G Ontario Driver's License (or equivalent) or required license classification as specified below. On an annual basis, the Department Chair/Head or designate shall conduct a review of each driver's credentials including driver's license expiry date and classification and maintain records of the review.

Class A Any tractor-trailer combination where the towed vehicle's GVWR exceeds 4,600 kg.

Class B Any school purposes bus.

Class C Any regular bus.

Class D Any truck with a GVWR exceeding 11,000 kg, or combination provided the towed vehicle GVWR does not exceed 4,600 kg.

Class E Any school purposes bus, maximum 24 passenger capacity.

Class F Any regular bus, maximum 24 passenger capacity and an ambulance.

Class G Any car, van or small truck or combination of vehicle and towed vehicle up to 11,000 kg provided the towed vehicle's GVWR does not exceed 4,600 kg.

Note: Class G1 and G2 licenses are not valid for the use of University of Guelph owned, leased or rented licensed vehicles or rented vehicles.

Note: "Z" Air Brake Endorsement is required on a driver's license to operate any motor vehicles equipped with air brakes.

- 3.4. Properly qualified (as per sec 3.3) and department-approved registered students may operate University owned or leased licensed vehicles upon completion of the [Student/Volunteer Use of University Owned/Leased Licensed Vehicle Approval Form](#). Completed forms are to be filed by departments.
- 3.5. In certain cases, properly qualified and department approved OMAFRA employees or associates of the University i.e. visiting professors or researchers on University-approved business may operate University owned or leased licensed vehicles upon completion of the [Student/Volunteer Use of University Owned/Leased Licensed Vehicle Approval Form](#). Forms are to be filed by departments.

3.6. **Operating the Vehicle**

Operators of licensed vehicles and trailers shall perform a pre-operational circle check prior to operating equipment. If applicable, completed circle-check forms shall be returned to and kept on file by the operator's supervisor. [Refer to the University of Guelph Fleet Vehicle Daily Circle Check Form](#).

Authorized operators of CMV/CVOR vehicles shall complete a Vehicle Inspection Report recording any defects found while inspecting the vehicle as per MTO Daily Inspection Schedule 1 stored in the vehicle.

All drivers of a CMV/CVOR vehicle must complete CVOR training before operating a vehicle. Contact the Manager, Transportation Services regarding training requirements. Also see Appendix A for information regarding CMV/CVOR regulations.

- 3.7. Departments shall ensure assigned vehicles deemed not safe for operation, whether upon inspection or during operation, are immediately taken out of service and contacting Transportation Services for further instruction.

Departments are responsible for ensuring assigned vehicles not deemed safe for operation are taken out of service and not returned to service until fully repaired. Vehicles deemed unsafe as per MTO Daily Inspection Schedule 1, a pre-operational circle check or if discovered to be unsafe during operation shall be locked out of service as per the individual department's procedure for declaring a vehicle unsafe to operate.

Vehicle key issue and control is the responsibility of the Department Chair/Head or designate. This includes the replacement of all keys required to operate vehicles and ensuring the keys to a locked out vehicle are stored in a securely locked location as per their individual department's procedure on declaring a department vehicle/trailer unsafe to operate. Refer to the University of Guelph standard operating procedure [1.2.25 A – Declaring a Vehicle/Trailer Unsafe to Operate](#).

3.8. Each vehicle shall be equipped with all of the following:

- Reflective University of Guelph logo and pin stripe;
- Fire extinguisher (heavy commercial vehicles with a reflector kit);
- First aid kit; and
- Folder in the glove compartment containing:
 - Ownership;
 - Insurance liability card;
 - Automobile Incident Procedures card;
 - Commercial Vehicles Operators Registration if required.

Note: If any of the above documents are missing contact Transportation Services.

3.9. Drivers and passengers shall wear seatbelts in compliance with the Highway Traffic Act. The driver is responsible for ensuring there is a seatbelt for each passenger. Passengers are prohibited from riding in the back of trucks. Any violations will be the responsibility of the driver.

3.10. Smoking is prohibited in all vehicles. Those in violation will be charged a standard cleaning fee of \$250.00.

3.11. Drivers shall not operate cellular phones in a vehicle unless the vehicle has been removed from the flow of traffic and is at a full stop or is equipped with a handsfree device.

3.12. Dangerous goods shall be carried in compliance with the Transportation of Dangerous Goods Act and regulations and the driver must carry a valid Dangerous Goods Training Certificate. Prior to carrying dangerous goods, the Associate Director for Risk and Insurance should be contacted to ensure that there is adequate insurance coverage for carrying dangerous goods. Also refer to the University of Guelph Transportation of Dangerous Goods policy which can be downloaded at <https://www.uoguelph.ca/hr/policies/transportation-dangerous-goods-policy>. For more information contact the University's Environmental Health and Safety Department at extension 53282.

4. Record Retention

The Department Chair/Head or designate is responsible for ensuring vehicle operator supervisors maintain required records pertaining to vehicle use i.e., daily circle check forms if required, and the service and inspection records for vehicles if assigned to a satellite campus, research station or other unit affiliated with the University.

5. Procurement, Replacement, Costs and Expenses

Transportation Services, in consultation with the department will be responsible for the selection, specification, and procurement of any approved owned or leased licensed vehicle. For short term leasing or renting contact Purchasing Services directly. All vehicle procurements will be conducted according to University of Guelph, Financial Policy FI 18 – Purchasing Policy.

For safety reasons, the purchase, lease or rental of 10 to 15 passenger vans for University business is banned (effective January 01, 2009).

5.1. Vehicle Costs:

- 5.1.1. The costs of operating, maintaining and replacing vehicles purchased from University funds, including grants will be charged to user departments. All costs will be charged to the appropriate research grant, ancillary or other department funds.
- 5.1.2. All departments assigned a licensed vehicle will be charged on a monthly basis for maintenance and repair services provided by Transportation Services.
- 5.1.3. Replacement provision costs are not included in the service charge out rates. Upon elimination of the vehicle from the fleet, the vehicle will be returned to Transportation Services. Any residual value will be returned to the funding unit.
- 5.1.4. Departments requiring additional vehicles must obtain authorization from the Vice-President, Finance, Administration and Risk by completing a **Request to Purchase a Vehicle to be Added to the University of Guelph Fleet Form**. Vehicles to be purchased from research grant funds will require the approval of the Office of Research. Transportation Services will determine, in consultation with user departments, when vehicles are to be replaced.

The funding unit, in consultation with the Manager, Transportation Services and in accordance with the Broader Public Sector Procurement Directive, will have the final decision on the choice of vehicle. However, the Manager, Transportation Services will make all efforts to encourage a proper choice based on need and least environmental impact. Transportation Services has final authority regarding removal of University owned or leased licensed vehicles from service.

- 5.1.5. The full replacement costs of the vehicle will be borne by the appropriate funding source at the time of replacement.

5.2. Expenses:

- 5.2.1. Drivers who incur out of pocket expenses related to the operation of a University vehicle will be reimbursed through their department on presentation of an invoice or sales slip for that vehicle. A copy of the invoice shall be sent to Transportation Services for file.
- 5.2.2. The driver of a University vehicle shall be personally responsible for the payment of all summonses or fines incurred while operating the vehicle.

6. Scheduled Vehicle Service and Inspections:

- 6.1. Vehicles are an extension of the workplace and shall be serviced and inspected according to University of Guelph standards, and service and inspection schedules.
- 6.2. Approval shall be obtained from Transportation Services prior to installing aftermarket equipment or making modifications or changes to University owned, leased or rented licensed vehicles.
- 6.3. Transportation Services is responsible for the on-campus supply of fuel and lubricants for University owned, leased or rented licensed vehicles.
- 6.4. Transportation Services is solely responsible for the servicing and inspection of University owned, leased or rented licensed vehicles except as otherwise indicated.
- 6.5. Guelph main campus departments with assigned vehicles will be notified by email in advance of a scheduled service or inspection date. It is the responsibility of the department Chair or Head to

ensure that the vehicles are delivered to Transportations Services on the scheduled date or that Transportation Services is contacted to determine an alternative date.

- 6.6. Regional campuses, research stations and other units affiliated with the University are responsible for scheduling service and inspections with a local service centre, and retaining records for all vehicles in their possession in accordance with Transportation Services service and inspection schedules.
- 6.7. Annually, regional campuses and research stations and other units affiliated with the University shall submit a maintenance log for each vehicle used. The log shall confirm the compliance with the University's licensed vehicle service and inspection schedules. The log shall be forwarded to the Manager, Transportation Services.
- 6.8. A copy of the [University of Guelph Licensed Vehicle Service and Inspection Schedules](#) is available for download and is outlined below.

University of Guelph Licensed Vehicle Service and Inspection Schedules

All licensed vehicles used by University of Guelph main campus departments, satellite colleges and research stations shall be serviced and inspected according to the applicable Transportation Services vehicle service and inspection schedule.

Service Cars and Light Trucks

Vehicles must be serviced every three (3) months and includes:

- Oil change interval for gas vehicles every 8,000 kilometers.
- Oil change interval for diesel vehicles every 12,000 kilometers.

Vehicles must have a full inspection every twelve (12) months.

CMV/CVOR Vehicles

Completed service records, inspection records and invoices shall be forwarded to Transportation Services as per University of Guelph Record keeping policy and legislative requirements.

1. GVWR Less than 4,500 kilograms

Vehicles must be serviced every three (3) months and includes:

- Oil change interval for gas vehicles every 8,000 kilometers.
- Oil change for diesel vehicles every 12,000 kilometers.

MTO (yellow sticker) Inspection is performed every twelve (12) months. Inspection includes:

- Inspection, measurement and recording of brake readings.
- Retorquing of wheels to manufacturer's specifications.

2. GVWR Greater than 4,500 kilograms

A Service: Vehicles must be serviced every three (3) months and includes

- Adjustment of brakes.
- Re-torquing of wheels to manufacturer's specifications.

B Service: Vehicles must be serviced every six (6) months including:

- Oil change interval for gas vehicles every 8,000 kilometers.
- Oil change interval for diesel vehicles every 12,000 kilometers.
- Adjustment brakes and retorquer wheels to manufacturer's specifications.

MTO (sticker) Inspection: Vehicles must be inspected every twelve (12) months including:

- Inspection, measurement and recording of brake readings.
- Retorquing of wheels to manufacturer's specifications.

3. Trailers MTO (sticker)

Trailers must be serviced every three (3) months.

Inspection every twelve (12) months including:

- Inspection, measurement and recording of brake readings.
- Retorquing of wheels to manufacturer's specifications.