

Policy for Procurement, Lease, Maintenance and Use of Motor Vehicles

Category: Operations

Approval: PVP

Responsibility: Risk Management, Finance (Purchasing)

Date: November 17, 2008, Last Revised February 1, 2018

Definitions:

Motor Vehicles mean any self-propelled vehicle designed to carry one or more human passengers and includes, but is not limited to, trucks, cars, vans, motorcycles, ATVs, airplanes, boats, snowmobiles, tractors and material handling equipment such as forklifts.

Purpose/Reason for Policy:

Trent University is committed to the safety of all employees and students. This policy provides employees and students with the necessary information and expectations to procure, maintain and safely operate Trent owned or leased motor vehicles.

Scope of this Policy:

This policy applies to any Trent employee responsible to procure or maintain a Trent owned or leased vehicle and any Trent employee or student authorized to operate a Trent owned or leased vehicle.

Policy Statement:

It is the policy of Trent University that all vehicles owned or leased by the University will be in good mechanical repair and will have valid third party liability insurance coverage in an amount determined by the Director of Risk Management. Vehicles licensed for use on public roads will be maintained to the appropriate Ministry of Transportation safety standards at all times. Departments are encouraged to have the Trent logo and other identifying information applied to Trent owned vehicles, in support of our external communications strategy, and should consult with Marketing and Recruitment to determine which identifiers are appropriate. Only authorized drivers will be permitted to operate Trent owned or leased vehicles, and only when in compliance with all requirements of the Drivers' Agreement and Information Form, available on the Risk Management Department website.

Due to the increased chance of rollover in an accident, vans purchased, leased or rented by Trent University that are larger than mini-van size (8 passengers) must conform to school bus safety standards as determined by the Ministry of Transportation.

Responsibilities:

Authorized Drivers are responsible to comply with all applicable legislation and all provisions of the Drivers' Agreement when operating Trent owned or leased vehicles.

Unit Heads and Supervisors Responsible for Trent Owned or Leased Vehicles are responsible to ensure vehicles are purchased, maintained and licensed in accordance with the provisions of this policy and procedure. They are responsible to authorize drivers, ensure their drivers have completed a Drivers' Agreement form annually and confirm that they are in compliance with the provisions of the Drivers' Agreement.

Director, Risk Management is responsible to ensure all Trent owned and leased vehicles are insured and licensed, to coordinate all motor vehicle accident claims with Trent's insurer and to provide up to date information regarding safe vehicle operation to the Trent community.

Purchasing Services Manager is responsible to provide advice and assistance in the procurement and lease of motor vehicles.

Associate Vice-President, Marketing and Recruitment is responsible to provide advice and direction on Trent identifiers and vehicle wrap designs to ensure they are consistent with and supportive of Trent's branding and marketing strategy.

Contact Officer:

Director, Risk Management

Date for Next Review:

February 2023

Related Policies, Procedures & Guidelines

- a) Procedure for Procurement, Lease, Maintenance and Use of Motor Vehicles
- b) Procurement of Goods and Services Policy
- c) Occupational Health and Safety Act
- d) Highway Traffic Act
- e) Motorized Snow Vehicles Act
- f) Boating Restriction Regulations
- g) Canadian Aviation Regulations

Policies Superseded by This Policy:

- a) N/A