

Ch4-s5-04

College, Personal, Rental Vehicle Use

Responsible Authority:	Senior Director, Financial Services
Approval Authority:	Senior Team
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PURPOSE

Confederation College recognizes that employees may be required to travel on College business as part of their regular duties.

The objectives of this policy are to ensure that:

- Employees possess a current Ontario driver's license in good standing within their respective class for operating a personal or college vehicle;
- Travel is pre-authorized by a supervisor;
- Reasonable expenses and reimbursements are pre-authorized;
- Risk to the College and the employee is minimized by ensuring appropriate insurance coverage.

SCOPE

This policy applies to all employees, regardless of organizational level, who, as part of their College duties, travel from one place to another on College business. Also, this outlines the responsibilities of the College employees who use any vehicle for business purposes, whether it is College owned, College leased, their own, or rental vehicle.

DEFINITIONS

This includes an explanation of terms and abbreviations used within the policy and procedure.

Word/Term	Definition
College Business / Work	Authorized work performed on behalf of the College as a part of an employee's job function or as assigned by the employee's supervisor.
Condition of Employment	<ul style="list-style-type: none"> - Support Staff: as indicated in the Position Description Form (PDF) or as assigned and mutually agreed between an employee and the employee's supervisor. - Faculty: as indicated on their timetable and/or Standard Workload Form (SWF). - Administration: as indicated on the Job Fact Sheet (JFS) or as assigned and mutually agreed between an employee and the employee's supervisor.
Driver Abstract	Service Ontario driver's record showing driving and license details.
Vehicle	Car, van, SUV, truck, tractor

POLICY

This policy sets out the manner in which college-owned, personal, and rental vehicles shall be used and operated.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
<p>1. General Purpose</p> <p>1.1. This policy is to provide guidance to employees for use of college-owned, personal, and rental vehicles while on college business.</p> <p>1.2. Employees shall not use college-owned vehicles to conduct personal business. Generally, college-owned vehicles should not be taken home; however, exceptions may be granted where travel requires departures and/or arrivals outside of normal working hours and it does not interfere with other scheduled use. Approvals will be as follows:</p> <ul style="list-style-type: none"> a) Thunder Bay campus – Senior Team, or Dean, or Chair; b) Regional campuses – Regional Directors will review/approve requests from staff; c) The Dean will review/approve requests from Regional Directors. <p>1.3. Whether using college-owned, personal, or rental vehicle, employees are required to sign the attestation on the Request for Travel form (see Appendix 3).</p>	<p>Employees</p>
<p>2 College Vehicle Use</p> <p>2.1 All vehicles owned or leased by the College are insured under the College's plan.</p> <p>2.2 Approved drivers of College vehicles must hold a valid Ontario driver's license</p> <p>2.3 A completed Driver Abstract must be submitted to the office of Finance & Administration.</p> <p>2.4 If the status of an employee's driver's license changes, the employee is responsible to report the change to their supervisor.</p>	<p>Employer</p> <p>Employer</p> <p>Supervisor</p> <p>Employee</p>
<p>3 College Vehicle Insurance</p> <p>3.1 All vehicles owned by the College are insured under the College's plan. Drivers of College vehicles must hold a valid driver's licence and submit a copy for the College's files.</p> <p>3.2 If the status of an employee's driver's licence changes, the employee is responsible to report the change to their supervisor.</p> <p>3.3 The College's insurance company provides coverage for rental vehicles operated for College business by College employees.</p>	

- 3.3.1 If the rental is for seven (7) days or less, employees are to accept the rental company's Collision Damage Waiver (CDW) insurance.

4 Personal Vehicle Use

Employee

- 4.1 Approved drivers for use of personal vehicles must hold a valid Ontario driver's license, and submit a Driver Abstract to the office of Finance & Administration.
- 4.2 If the status of an employee's driver's license changes, the employee is responsible to report the change to their supervisor.

5 Personal Vehicle Use Insurance

Employee

- 5.1 It is the responsibility of the owner of the vehicle being used for College business to carry adequate insurance coverage for his/her protection.
- 5.2 Employees using their vehicle for College business must provide written proof of adequate insurance coverage annually to their supervisor.
- 5.3 Employees who intend to carry passengers for College business must confirm with his/her insurer that they are adequately insured to do so.
- 5.4 An employee's personal car insurance carrier is the primary insurance carrier when the employee is using a personal vehicle for College business.

6 Reimbursement for Personal Car Usage

Employee

- 6.1 Employees who use their personal vehicle for College business as a condition of employment are entitled to be reimbursed up to \$150 per year to cover the difference between private automobile coverage and business automobile coverage, if required by the employee's insurer. To claim this entitlement, the employee must present proof of the differential from their insurer. The employee's supervisor must endorse the claim.
- 6.2 Employees will be reimbursed for business usage of personal cars at the prevailing rate per kilometre as outlined in the Ch2-s2-01 Travel, Meals and Hospitality policy and Kilometric claim form (See Appendix 2 Kilometric Reimbursements).
- 6.3 The automobile kilometric allowance assumes coverage of all transportation and operating costs including gas, oil, and 'wear and tear' on the vehicle.
- 6.4 Employees will not be reimbursed for any of the following, even if these costs were incurred during business travel:
 - 6.4.1 Car repairs;
 - 6.4.2 Rental car costs during repair of personal vehicle;

- 6.4.3 Damage to personal vehicle;
- 6.4.4 Theft of personal vehicle or vehicle content.

7 Rented Vehicle Use

7.1 The College generally encourages employees to rent a vehicle for out-of-town travel. The College has a selected rental company for the best rates. Contact Purchasing Services at 475-6500 for the most current rental company contract.

Employee

- 7.1.1 Approved drivers of College vehicles must hold a valid Ontario driver's license and submit a Driver Abstract to the office of Finance & Administration.
- 7.1.2 If the status of an employee's driver's license changes, the employee is responsible to report the change to their supervisor.
- 7.1.3 Rentals for one week (7 calendar days) or less, employees are to accept the Collision Damage Waiver (CDW). Damages to vehicle with CDW are reported to the rental company.
- 7.1.4 For rentals longer than one week, the College's insurance remains in effect. Employees are required to report rental vehicle damages to Finance & Administration 807-475-6435. If the incident is outside of the College's regular business hours, employees are to dial the College's insurance 24-hour line (contact Finance & Administration prior to travel for the current recent telephone number or refer to the College's Purchasing website).

8 Liability

- 8.1 Employees using College, personal or rental vehicles are required to obey all traffic laws while operating any vehicle for College business.
- 8.2 College employees whose names appear on the rental agreement, are the only eligible drivers of the rented vehicle.
- 8.3 Employees are not permitted to carry passengers in rented vehicles who are not college employees (including but not limited to relatives, friends, and/or others). Car Pooling for the purpose of college business is permitted.
- 8.4 In the event that an employee is charged under the Highway Traffic Act, Criminal Code of Canada, or municipal traffic/parking by-laws while driving a College, personal or rental vehicle, the employee is solely responsible for payment of fines and/or their defense.
- 8.5 The College will not accept drivers who have Driver Abstracts noting any Major/ Criminal Code convictions or up to 3 minor convictions as outlined in Appendix 1.

Employee

Employee

Employee

SUPPORTING DOCUMENTATION

- Appendix 1 Convictions List
- Appendix 2 Kilometric Reimbursements / Claim Form
- Appendix 3 Travel Approval Form

RELATED POLICIES

Ch2-s1-01 Travel, Meals, and Hospitality

RELATED MATERIALS

College Purchasing Website

<http://www.confederationcollege.ca/purchasing-services/vehicle-rental-insurance>

Ontario Highway Traffic Act, R.S.O. 1990, c. H.8 <https://www.ontario.ca/laws/statute/90h08>

Service Ontario – Driver Abstract Record <https://www.ontario.ca/page/order-drivers-record>

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CONVICTIONS LIST

For the purposes of applying the rating rules, driving convictions are categorized as follows:

Serious/Criminal Code

Convictions for any of the following offences under the Criminal Code of Canada or under an Act governing highway traffic or under any other Act or for any offence substantially the same whether committed within or outside Canada or any conviction which appears on a Driver Record abstract identified as a Criminal Code conviction.

- Speeding 50 Kph or more over the speed limit
- Driving without insurance
- Operator motor vehicle – no insurance CAIA
- Criminal negligence committed in the operation or use of a motor vehicle
- Manslaughter committed in the operation or use of a motor vehicle
- Driving while licence under suspension
- Racing
- Careless driving
- Driving without due care and attention
- Driving without an interlock device where its installation is a requirement for licence reinstatement
- Dangerous driving
- Impaired driving
- Failure or refusal to submit to a breath or blood test
- Failure to stop/remain at the scene of an accident
- Failure to pass a breath or blood test
- Class G1/G2/M1M2 fail/refuse breath sample
- Class G1/G2/M1M2 drive with alcohol in blood

NOTE: If convictions for impaired driving and failure or refusal to take a breath or blood test relate to the same occurrence, they will be considered one conviction.

Major

Convictions for any of the following offences under any Act governing highway traffic or under the Compulsory Automobile Insurance Act (CAIA) or for any offence substantially the same committed within or outside Canada.

- Failing to report damage to highway property
- Failure to stop on request of or obey directions of a police officer
- Failing to report an accident
- Failing, in the event of an accident, to give name and licence number to the policy or any other person entitled to such information
- Fail to obey school crossing stop sign
- Improper passing of a school bus
- Improper passing/speeding in a school or playground zone
- Stunting
- Produce false evidence CAIA
- False statement re insurance MVACA
- Produced false insurance MCACA
- Make false statement CAIA
- Ontario Graduated Licence
 - Permit novice drive in contravention of conditions and/or restrictions
 - Class G1 accompanying driver – fails or refuses to provide a breath or blood test
 - Class G1 accompanying driver has excess blood alcohol
 - Class G1 driver unaccompanied by a qualified driver
 - Class G1 drive with front seat passenger
 - Class G1/G2 drive with excess passengers
 - Class G1 drive on prohibited highway
 - Class G1/M1 drive at unlawful hour
 - Class M1 drive motorcycle with passenger
 - Class M1 drive motorcycle on prohibited highway

Minor

Convictions of any moving traffic offences (offences related to the operation of a vehicle), other than those listed as Serious or Major, under an Act governing highway traffic or Compulsory Automobile Insurance Act (CAIA) or for any offence substantially the same committed within or outside Canada including but not limited to:

Fail or refuse to surrender licence CAIA
 Fail to produce evidence of insurance CAIA
 Fail to carry insurance card CAIA
 Fail to carry evidence of insurance CAIA
 Fail to have insurance card CAIA
 Fail to disclose particulars CAIA
 Fail to notify police
 Fail to make written report
 Backing up – unsafe/illegal/improper – any type
 Brakes – none/inadequate/improper – any type
 Crowding driver's seat
 Door opening – illegal/obstructing traffic – any type
 Emergency vehicle – operating with no regard for safety
 Driving imprudently
 Driving off roadway (including shoulder/sidewalk/medium) – any type
 Flagman – disobeying
 Following too closely (including tailgating)
 Headlights/parking lights – improper/lack of use – any type
 Lack of control of vehicle – any type
 Motor-assisted bicycle – carrying passengers
 Motorcycle – operating with only an instruction permit
 Motorcycle – failure to wear helmet
 Passing infraction – any type except school bus or school/playground zone
 Pedestrian crossing violation – any type
 Radar warning device in motor vehicle – if illegal in province/territory
 Railway crossing – any type
 Safety zone violation – any type
 Seatbelt – any offence
 Signaling offences – any type
 Slow driving – endangering others – other type
 Smokescreen device on vehicle
 Speeding – any type, except when listed as major or serious
 Squealing tires
 Stopping – illegal/improper – any type
 Tires – defective/worn – any type
 Towing – prohibited/unsafe – any type
 Traffic signals/regulating light – any type
 Traffic signs – disobeying any legal sign except parking regulations
 Trailer – improper attachments/improper towing
 Turns – illegal/improper – any type
 Unlicensed driver – any type including improper licence class
 Unsafe move
 Unsafe vehicle – any type
 Wrong side of road/wrong way – any type
 Yield, failing to – any type including failing to yield to a public bus

NOTE: These are generic lists and will not, in all cases, match the exact wording printed on the Driver Record Abstract.

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KILOMETRIC REIMBURSEMENT RATES

For use of a personal vehicle on College business, employees must complete a Kilometer Expense Claim form. The excel form is available on the Financial Services Accounting Forms web page and attached in this appendix for reference:

<http://www.confederationcollege.ca/college-services/accounting-forms>

***Employees must track their cumulative kilometres driven per year, and use the appropriate rate on each claim.*

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FORM TRAVEL, VEHICLE USE REQUEST and APPROVAL

Approval for (Name & Title): _____

Travel Type (check all that apply):

Air Travel College Vehicle Personal Vehicle

Destination: _____

Travel Dates: _____

Explanation for travel: _____

Permission Approved by:

Supervisor

Print Name _____ Signature _____ YYYY MM DD

Vice-President

Print Name _____ Signature _____ YYYY MM DD

President/Board Chair

Print Name _____ Signature _____ YYYY MM DD

Approvers:

- Ontario (Supervisor)
North America (Vice President)
International (President)

President's Travel: to be approved by the Chair, Board of Governors

Employee Attestation:

I am aware of and have read the College's "Travel, Meals & Hospitality policy ch2-s2-01" as well as the "College, Personal, Rental Vehicle Use ch4-s5-04" policy.

Employee

Print Name _____ Signature _____ YYYY MM DD