

 <p>Confederation COLLEGE COLLEGE PRACTICE</p>	Number: 2-4-01	# of Pages: 3
	Originator:	Innovation & Regional Operations/Administrative Services
	Approved By:	President's Committee
	Effective Date:	94-06-04
	Replaces:	NEW
LONG-TERM LEASED VEHICLES		

MANAGEMENT DIRECTIVE

Confederation College recognizes the need to provide leased vehicles for those departments which would otherwise incur high costs for the use of personal vehicles. This operating practice is to ensure that vehicles are acquired, operated and maintained in accordance with college policy.

GUIDELINES

1 LEASING ARRANGEMENTS

- 1.1 Approval from the appropriate Division Head and the Vice President, Administrative Services will be required prior to making any arrangements for the long-term lease of vehicles.
- 1.2 Arrangements for the vehicle will be made through the Purchasing Services Department.
- 1.3 The make of vehicle and options will conform to specifications in current use.

2 VEHICLE LICENSING

- 2.1 Leased vehicles will be licensed by the lessor upon delivery.
- 2.2 The Purchasing Services Department will arrange for the license plate renewal of leased vehicles with the lessor, and will provide a copy of the registration document for each leased vehicle.

3 INSURANCE COVERAGE

- 3.1 The College provides through its Vehicle Insurance Policy insurance for long-term leased passenger vehicles used on approved College business only.
 - 3.1.1 The policy provides liability coverage of \$10,000,000 and collision or upset damage protection with a deductible of \$250 and comprehensive protection with a \$50 deductible.
 - 3.1.2 There is no glass coverage. Glass damage is paid from the college insurance contingency. This is more cost effective.
- 3.2 Proof of insurance coverage is available from the Administrative Services Division.
- 3.3 Current proof of insurance cards must be carried in each vehicle when it is being operated.

4 CREDIT CARDS

- 4.1 Credit cards will be issued by the Accounting Department for the purchased of gas/oil for College leased vehicles.

- 4.2 Receipts for credit card purchases are to be coded by the department and forwarded to Accounting for processing.

5 SIGNAGE

- 5.1 All leased college vehicles will be properly signed, as per the college guidelines regarding vehicle signage.
- 5.2 Community and Media Relations, Thunder Bay will act as the purchasing and coordinating agency for vehicle signage to maintain consistency.

6 AUTHORIZED DRIVERS

- 6.1 College leased vehicles may be operated by any college employee who possesses a valid driver's license and an acceptable driving record.
- 6.2 Driver's license numbers for personnel authorized to drive a college-leased vehicle must be reported to the Administrative Services Division.
- 6.2.1 Updated lists of authorized drivers are required by the Administrative Services Division on an annual basis.
- 6.3 Drivers are required to give immediate notice to the Administrative Services Division in the event of a suspension of license. It is the responsibility of drivers to renew their licenses on expiry. Failure to renew will prohibit driving of college vehicles until driver's license is reinstated.
- 6.4 Vehicles are not to be driven by persons external to the college.
- 6.5 Vehicles must be made available to the greatest number of potential qualified users.

7 PASSENGERS

- 7.1 Persons who are not college employees may be carried as passengers in college vehicles when this use is consistent with the purpose for which the vehicle was acquired.
- 7.2 The number of persons permitted to ride in the vehicle must not exceed the seating/seat belt capacity of that vehicle.

8 PERSONAL USE

- 8.1 College leased vehicles must only be used on college business. They are not to be operated for personal use.
- 8.2 Vehicles will be returned and left overnight to the campus or office at the end of the day. Exceptions must be approved in principle by the appropriate Division Head.

9 CARGO

- 9.1 Vehicles must not be loaded beyond the manufacturer's rated capacity or manufacturer's rating for the vehicle's individual components (gross axle weight rating, springs, tires, etc.)

10 VEHICLE LOGS

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- 10.1 Vehicle records must be maintained on all leased vehicles.
- 10.2 The person driving the vehicle is responsible for recording the following entries for each trip or day in the log book:
- Date
 - Starting location
 - Destination
 - Gas/oil purchase or usage
 - Odometer

11 ACCIDENTS

- 11.1 Every driver involved in an accident must stop and remain at the scene of the accident to provide necessary information to police and anyone sustaining loss or injury. The law requires all accidents involving injury or damage to property in excess of \$700 to be reported to the police having jurisdiction.
- 11.2 The driver should make no statements to anyone other than a police officer or a college representative.
- 11.3 The accident must be reported immediately to the Administrative Assistant, Administrative Services Division at the college. A copy of the accident report should be faxed as soon as possible.

12 EMERGENCY KIT

- 12.1 Each vehicle will be equipped with a car survival kit.

13 MAINTENANCE

- 13.1 All leased vehicles must be maintained in safe and good mechanical operating condition.
- 13.2 All reported problems will be corrected quickly and properly.
- 13.3 The principal driver shall be responsible for establishing a maintenance schedule in accordance with the manufacturer's specifications.
- 13.4 Vehicles must be scheduled for regular cleaning in order to maintain a clean and good appearance.
- 13.5 Vehicles must be returned at the end of the lease in good mechanical condition with no repairs required, otherwise a charge will be levied by the lessor.

14 WARRANTY

- 14.1 Should a vehicle require repair or servicing during the warranty period, it is imperative that it be taken to an authorized dealer for the same make of vehicle. The dealer may be located anywhere in Ontario, depending on the location of the vehicle at the time. Failure to have repairs done at an authorized dealer will void the chances of a settlement under the warranty.
- 14.2 The Purchasing Services Department shall be advised of any major repairs not covered by warranty.