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Subject: 1501 Use of Passenger Vans
Category: Part 15 - Insurance and Risk Management

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Part 15 - Insurance and Risk Management

Use of Passenger Vans Policy POL 1501

Policy Type:	Management		
Policy Sponsor:	VP, Administrative Services	Effective:	Aug 1, 2006
Office of Administrative Responsibility:	AVP, Finance, Planning & Risk Services	Last Reviewed:	January 2011
Approver:	President's Executive Committee (PEC)	Approved:	Aug 1, 2006

A. INTRODUCTION

Mount Royal manages a small fleet of passenger vans for the transportation of its teams, students, visitors, staff, and/or faculty. In providing this means of transportation, Mount Royal has a duty of care to ensure that passengers are transported in a safe, responsible and courteous manner. This policy outlines the terms and conditions for the use of passenger vans whether they are obtained through Parking and Transportation Services or they are rented from a private rental agency. As with all vehicles, passenger vans have characteristics and risks when being operated.

B. SCOPE

This policy provides the conditions for qualifying drivers for using these vehicles and the standards of care in driving expected to meet Mount Royal's duty of care to its passengers for whom they are responsible. This duty of care is owed by Mount Royal generally, but also individually, by any employee or agent of Mount Royal working within the scope of their assigned duties. Mount Royal would like to ensure that this duty is met by having experienced and qualified drivers to transport passengers in Mount Royal vehicles and to ensure that they adhere to the following standards of care while in charge of vehicles and their passengers.

Please note: A Mount Royal vehicle is any vehicle leased or owned by the institution or rented for the purpose of Mount Royal business.

C. DRIVER QUALIFICATIONS

(1) To qualify, all drivers transporting passengers in Mount Royal vehicles must:

- (a) be an employee of Mount Royal (not a student, volunteer, etc.);
- (b) be at least 21 years of age or older;
- (c) possess a current, valid Canadian driver's license (equivalent to an Alberta *Class 4, 2 or 1* with full privileges, not suspended or revoked), medical restrictions are permitted provided operator's license requirements are met (medical, vision, etc.);
- (d) be authorized by their Dean or Director after completing a Driver Authorization Agreement Form and giving consent to Mount Royal to seek a driver's abstract at any time;
- (e) receive documentation from Mount Royal certifying that the driver has been trained and tested on passenger vans and trailers if applicable;
- (f) have a driving record which meets Mount Royal standards. This means the driving record/abstract cannot contain any of the following:
 - (i) any combination of at-fault (caused by your negligence) accidents and/or moving violations (non-parking related offence) totaling two within the previous three years;
 - (ii) more than 6 demerit points (see attached document) against the license;
 - (iii) more than three not-at-fault (caused by someone else's negligence) accidents in three years;
 - (iv) one or more serious violations (see attached document – demerit point schedule) such as: driving under suspension, driving under the influence or fleeing the scene of an accident.

D. STANDARDS OF CARE

(1) Once approved to drive, drivers must:

- (a) possess a valid Class 4, 2 or 1 driver's license and show that license each time they pick up a vehicle at the Mount Royal vehicle pool or any other location such as a rental agency;
- (b) obey all federal, provincial and local traffic laws;
- (c) ensure that seat belts are worn at all times by drivers and passengers;

- (d) operate vehicles in a safe and courteous manner that reflects favorably on Mount Royal;
- (e) use the vehicle only for its intended purpose within the operating limitations established by the manufacturer;
- (f) not have in Mount Royal vehicles at any time: controlled substances, un-prescribed or illegal drugs, or alcoholic beverages unless sealed and properly stored;
- (g) not operate vehicles under the influence of any controlled substances, un-prescribed or illegal drugs, alcoholic beverages or any prescribed medication which may adversely affect the operator's ability to operate the Vehicle safely. Violation may lead to disciplinary action up to and including an employee's immediate dismissal;
- (h) not smoke in vehicles or allow passengers to smoke in Mount Royal vehicles at any time;
- (i) be responsible for any traffic citations issued to them by any law enforcement agency, with no cost or recourse to Mount Royal. **This includes photo-radar tickets.** All citations must be reported to operator's immediate supervisor and Mount Royal's Parking and Transportation Services Manager;
- (j) be responsible for the security of the vehicle while it is in their possession. This includes ensuring that doors/windows are closed and locked, that keys are removed when the vehicle is unattended, no valuable items left in vehicle unattended and that any theft of vehicle, parts, keys, equipment or license tags will be reported to Mount Royal Security Services and the Parking and Transportation Services Manager;
- (k) not use Mount Royal vehicles for personal business or any other unofficial use:
 - (i) only persons on official Mount Royal related business will be transported in Mount Royal vehicles;
 - (ii) no hitchhikers are to be picked up at any time.
- (l) report all accidents, incidences or charges to the Dean or Director and Parking and Transportation Services, whether on personal time or on Mount Royal time, that may impact their driving record;
- (m) adhere to Parking and Transportation Services' Policies and Procedures regarding the reporting of accidents on Mount Royal business;
- (n) permit Mount Royal to order a driver's abstract at the discretion of the institution and as often as warranted as long as the employee is authorized to operate a Mount Royal vehicle.

- (2) Any employee involved in a serious accident may have their driving privileges revoked regardless of overall driving record.**
- (3) Violation of this policy is subject to disciplinary action which may result in loss of driving privileges.**

Part 15 - Insurance and Risk Management

Parent Policy: Passenger Vans
POL 1510

Passenger Van Procedures

Procedure Type:	Management		
Procedure Sponsor:	VP Administrative Services	Effective:	January 25, 2011
Office of Administrative Responsibility:	AVP, Finance, Planning & Risk Services	Last Reviewed:	January 2011
Approver:	President's Executive Committee (PEC)	Approved:	January 25, 2011

1. PROCEDURES

1.1 General

- 1.1.1 The purpose of this procedure is to provide a service to Mount Royal Departments; to protect Mount Royal's assets and to manage liability associated with the use of vehicles by Mount Royal employees.
- 1.1.2 Mount Royal vehicles are available for the use of all Departments and may be booked through Parking and Transportation Services.
- 1.1.3 Vehicles are to be used for official Mount Royal business only. They cannot be used for social events or personal use.

1.2 Procedure

- 1.2.1 Bookings may be made at anytime with Parking and Transportation Services. Confirmations of bookings will be made at least 6 weeks prior to the date that the vehicle is required.
- 1.2.2 Vehicles are available on a first come first served basis. When requests from different Departments are received for the same date, priority will be given in the following order:
 - (a) credit program activity;
 - (b) other core funded activities;
 - (c) non-credit activities;
 - (d) other earned revenue activities.

Parking and Transportation Services reserves the right to refuse a booking request, based on any previous violations of this procedure.

- 1.2.3 If Parking and Transportation Services does not have a vehicle available, it will issue a Vehicle Rental Authorization (VRA) number to the user group. To reduce the risk of miscommunication, the user group will make arrangements with Mount Royal's preferred rental agency, providing the VRA and charging the rental to a standing purchase order. The driver will be responsible for providing the VRA, official Mount Royal identification and a valid Alberta Class 4, 2 or 1 drivers license when picking the vehicle up. The user Department will be responsible for any damage to the vehicle caused by negligence.
- 1.2.4 A minimum of 48 hours notice is appreciated for cancellations.
- 1.2.5 Vehicles must not to be kept overnight at any individual's home unless prior permission has been obtained from Parking and Transportation Services. Permission will only be granted when arrival back at Mount Royal would be later than 9 p.m.
- 1.2.6 User Departments are responsible for all fuel costs and are expected to return the vehicle with a full tank of gas and remove all garbage and personal belongings. Failure to adhere with these procedures may result in cancellation of vehicle booking privileges.
- 1.2.7 Accidents
 - (a) Accidents or incidents on campus must be reported to Security Services immediately.
 - (b) Accidents off campus must be reported to the appropriate local police or RCMP where:
 - damage exceeds \$1000,
 - a stationary object is struck,
 - personal injuries are sustained.
 - (c) All accidents, incidents and damages that occur off campus, must be reported to Security Services upon return to Mount Royal and an incident report completed.
- 1.2.8 Drivers
 - (a) Drivers must be full-time or part-time continuing employees of Mount Royal. Drivers must have a completed and signed Driver Authorization Agreement Form for Passenger Vans and be familiar with the Use of Vehicle Policy for Passenger Vans;
 - (b) All drivers will be required to successfully complete a driver proficiency test demonstrating vehicle handling skills (driving,

turning, backing up, parking, etc). If the driver intends to tow a trailer, the proficiency test will also include towing skills;

- (c) It is the driver's responsibility to obey the Highway Traffic Act and any applicable laws or by-laws while a Mount Royal vehicle is in their care and possession;
- (d) Drivers are personally responsible for any tickets, fines or other charges incurred while using Mount Royal vehicles.
- (e) Departments shall be responsible for all damages incurred due to negligence.

1.3 Booking Procedure

1.3.1 A vehicle may be reserved, subject to availability, by completing a Booking Form for Passenger Vans. The completed form must be sent to Parking and Transportation Services. Incomplete forms will be returned to the Department.

1.3.2 Bookings will not be accepted by telephone.

1.3.3 All persons driving the vehicle must be included when booking the vehicle. The drivers must meet all the qualifications outlined in Section (2) (h) above. Also, a list of all passengers must be provided to the Parking and Transportation Services office prior to the vehicle keys being given to the driver.

1.3.4 Parking and Transportation Services will confirm the booking with the Department.

1.4 Vehicle Pick-up and Drop-off

1.4.1 Vehicle keys may be picked up from the Parking Office during normal business hours.

A Parking and Transportation Services employee will accompany the driver to perform an inspection of the vehicle, using a Fleet Vehicle Inspection form. When both parties are satisfied, the keys are signed over to the driver.

1.4.2 Upon return to campus, the van must be parked in the designated area and the keys returned, in person, to the Parking Office.

The vehicle must be returned clean and all garbage removed.

A Parking and Transportation Services employee will accompany the driver to perform an inspection of the vehicle, using the same Fleet Vehicle Inspection form that was used when the vehicle was signed out. When both parties are satisfied, the vehicle is signed over to Parking and Transportation Services.

FORMS

The following forms are to be used in conjunction with Policy 1501: Use of Passenger Vans:

Booking Form for Passenger Vans
Driver Authorization Agreement Form for Passenger Vans
Fleet Vehicle Inspection for Passenger Vans
Passenger List for Passenger Vans

The forms can be accessed, as follows:

In the "P" drive, open the "FORMS" folder. In the "FORMS" folder, open the folder entitled, "PASSENGER VANS".