

# Facilities Ancillary Services Best Practice

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## VIU Fleet Vehicle Record Retention

### **INTRODUCTION (Purpose and Importance)**

Fleet Vehicle Records must be retained by the FSCD Office for the durations outlined in this document. Compliance with this practice will help keep vehicle files at a manageable size and ensure pertinent documents are available if required.

### **Hard Copy Files**

- The current year insurance documents for each fleet vehicle issued by ICBC – original kept in office files and copy in vehicle
- Transfer papers must be kept for 7 years in office files
- Trip inspections/Drivers Logs – booklets provided by the BC Trucking association are to be placed in each passenger vehicle. 30 days previous records are to be kept in the vehicle and 6 months in the office
- GVI's – government vehicle inspections are to be kept in the office for 7 years.
- Incident Reports – in the event of an accident or vehicle damage, all pertinent information must be kept for 4 years.

### **Electronic Files**

- Trip inspections/Drivers Logs for passenger vehicles – copies of the last 30 days must be kept in the vehicle and 6 months in the office
- Maintenance Records – 3 years of records/receipts to be kept on file. These are already saved electronically by Accounts.

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