

VIU FLEET VEHICLE USE BEST PRACTICE

Department of Facility Services and Campus Development

2018

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1. INTRODUCTION

Vancouver Island University (VIU) operates a fleet of vehicles to meet instructional and business service needs. Fleet vehicles are provided to support the business activities of VIU. At VIU there are many departments that have fleet vehicles. The primary owner of our fleet is the department of Facility Services but there are other departments at VIU such as those in Trades and Applied Technology, Forestry Resource Technician, Resource Management and Protection, International Centre for Sturgeon Studies, etc. that own their own fleet vehicles (e.g.) and are under their direct control. Each VIU department is responsible for ensuring that the fleet from their own area operates in compliance with identified Laws and Regulations (Section 4), and this Best Practice document.

2. PURPOSE

This Best Practice document is intended for distribution to all Departments, Supervisors, and users where VIU fleet vehicles are owned or leased. It is recommended that individual departments follow this Best Practice. This may also apply to those individuals who are driving personal (non-fleet) vehicles on behalf of VIU. It is intended for internal use only.

3. SCOPE

This Best Practice document applies to all VIU Fleet vehicles in all VIU Departments when being used to conduct VIU business activities. VIU does not rent out fleet vehicles to non-VIU affiliated persons/groups/entities for non-VIU business.

4. APPLICABLE REGULATIONS

[National Safety Code](#)

[BC Motor Vehicle Act](#) and [Regulations](#)

[BC Occupational Health and Safety Regulations](#) - When you drive a vehicle for work, the vehicle is a workplace and all regulatory health and safety requirements apply.

5. RESPONSIBILITIES

Departments

The Department that has been assigned the VIU Fleet Vehicle is responsible for:

- Managing and maintaining vehicles that are used on the department's behalf
- Ensuring that insurance for the vehicle to be driven is current, valid, and appropriate.

- Storing completed log books.
- Paying all charges and fees related to departmental use including insurance and tolls (when applicable).
- Paying any insurance deductibles assessed by the insurer.
- Ensuring that the individuals that will be driving on behalf of the department are qualified to do so in advance of requesting a VIU Driving Permit by verifying a driver's ICBC Driving Abstracts and comparing to the licensing information set out below (Section 6A).
- Providing the following to On-call Bus Drivers:
 - Start Date/Return Date
 - Start Time/End Time driver is expected to drive for the department
 - Start Location
 - Destination information
 - Return Location (campus, hotel, other).

Supervisors of Drivers

The supervisor of a driver is responsible for:

- Verifying that an intended driver holds a valid BC driver's license as per the conditions set forth in this Best Practice document, initially and annually.
- Ensure that the VIU Driver's Permit process is completed prior to allowing an individual access to a VIU Fleet Vehicle.
- Witness the VIU Drivers Responsibility Form for the VIU Driver's Permit Applicant on behalf of the department in which the fleet vehicle will be used.
- Ensuring and documenting that the driver has the knowledge and ability to safely operate the intended vehicle in the required conditions.
- Allowing a sufficient amount of travel time and if necessary, assigning additional drivers for the travel conditions. As a minimum requirement:
 1. Each driver must not drive more than 8 hours in any 24-hour period
 2. Each driver must not drive more than 4 hours without a break in ideal conditions or more than 3 hours in adverse conditions (e.g. poor weather, off-road, or evening/night-time).
- Ensuring that the driver completes the log book for all VIU fleet vehicles
- Assessing inspection reports and ensuring deficiencies have been rectified.
- Ensuring that all accidents and vehicle damage are reported to you using the VIU Incident/Accident Report and Investigation Form.

Drivers

Drivers are responsible for:

- Complete the VIU Driver's Permit Application process to obtain authorization to drive on behalf of VIU **before** using a VIU Fleet vehicle including:
 1. Complete the VIU Driver's Responsibility Form (Section 9) and have your supervisor witness that you are driving for the intent of VIU business operations and submit completed form directly to safety@viu.ca for processing.

2. Submit an ICBC Driver's Abstract on initial permit application to safety@viu.ca for retention and processing.
 - Reporting any new violations, convictions, or licensing changes to their supervisor immediately.
 - Using VIU Fleet vehicles for officially sanctioned university business only.
 - Following the VIU Procedures for Operating a VIU Fleet Vehicle (Section 6)
 - Assessing the safety of driving conditions and stopping or staying overnight in a safe place if needed. As a minimum requirement:
 1. Each driver must not drive more than 8 hours in any 24-hour period
 2. Each driver must not drive more than 4 hours without a break in ideal conditions or more than 3 hours in adverse conditions (e.g. poor weather, off-road, or evening/night-time).
 - Reporting all incidents, accidents and vehicle damage immediately to their supervisor using the [VIU Incident/Accident Report and Investigation Form](#).
 - Paying all charges due to traffic violations or other infractions including fines, penalties, and other fees imposed by law.

Health and Safety Services

Health and Safety Services are responsible for:

- Inputting ICBC driving record information into the VIU Driver's Permit Database on receipt.
- Retaining the ICBC abstract on a secure VIU server.
- Verifying information required on the VIU Driver's Responsibility Form is complete.
- Retaining the VIU Driver's Responsibility Form on a secure VIU server.
- Requesting Nation Safety Code annual licensing for Class 4 driver's licenses on an annual basis.
- Updating the VIU Driver's Permit Database on an annual basis for Class 4 driver's

6. PROCEDURES FOR OPERATING A VIU FLEET VEHICLE

The driver of any Vancouver Island University vehicle must be:

1. a VIU employee authorized by the Department in which the fleet vehicle resides (e.g. Facilities Services, Faculty of Science and Technology [RMAP, Forestry Resource Technician, etc.], Trades and Applied Technology [HEO, Horticulture, etc.], etc.); or
2. a student authorized by the Department in which the fleet vehicle resides (e.g. Facilities Services, Faculty of Science and Technology [RMAP, Forestry Resource Technician, etc.], Trades and Applied Technology [HEO, Horticulture, etc.], etc.); or
3. a VIU coach as defined by VIU Athletics; or
4. a Westpark and/or Commissionaires employee that is authorized to drive the License Plate Recognition Program vehicle owned by Facility Services.

A. Approved Driver's License Classes

The driver must have a current, valid BC driver's license. Acceptable classes include:

Class 1

- Semi-trailer trucks
- All other class 1-5 motor vehicles or combination of vehicles
- Motorcycles not allowed

Class 2

- Buses, including school buses, special activity buses and special vehicles
- Any vehicle allowed in Class 4 and 5

Class 3

- Trucks with more than two axles, such as dump trucks and large tow trucks but not a bus carrying passengers
- A tow car towing a vehicle of any weight
- A mobile truck crane
- Any vehicle in Class 5

Class 4 (Unrestricted)

- Buses with a maximum seating capacity of 25 persons (including the driver), including school buses, special activity buses and special vehicles used to transport people with disabilities
- Taxis and limousines
- Ambulances
- Any vehicle in Class 5

Class 5

- Cars, vans, trucks, motorhomes, construction & utility vehicles (2 axles maximum) and motorhomes (may exceed 2 axles)
- Tow trailers or vehicles up to 4,600kg
- Ride a limited speed motorcycle or an all-terrain vehicle (ATV)
- Ride 3-wheeled vehicles but does not include 3-wheeled motorcycles (trikes) or motorcycle/sidecar combinations

B. Obtaining a VIU Driver's Permit

At VIU we require the same verification process be followed for all license classes. VIU Health and Safety Services maintains a confidential file for all drivers. Each file contains the following:

1. A [VIU Driver's Responsibility Form](#), signed by the driver and witnessed/signed by the Department in which the driver will drive. This allows Vancouver Island University to have on file the acknowledgment that the driver accepts personal responsibility for any fines and penalty points resulting from violations when the fleet vehicle is in his/her care; and
2. The official driving record (abstract) as provided by the Insurance Corporation of BC (ICBC). The employee may obtain this driving record by:
 - Calling [ICBC \(1-800-950-1498\)](tel:1-800-950-1498) or

- Online at <https://onlinebusiness.icbc.com/clio/>

The original copy must be provided to Health and Safety Services (safety@viu.ca) within two weeks of the date of issue.

A VIU Driving Permit (the Permit) is required prior to operate VIU fleet vehicle. The Permit identifies the type of vehicle allowed and is on the basis of the class of driver's license held. The Permit details are retained in a database overseen by Health and Safety Services. Copies of the Permit are distributed to the driver and the driver's immediate supervisor by email. The Permit is valid to the end of the calendar year in which it was issued provided no additional penalty points accrue or a suspension or prohibition of the driver's license occurs, which may cause the Permit to be revoked.

If the status of a VIU Driver's permit changes (revoked, declined), this will be shared by Health and Safety Services with the driver and the driver's supervisor by email immediately.

C. Conditions for Obtaining a VIU Driver's Permit:

The conditions which every driver must meet in order to operate a Vancouver Island University fleet vehicle are as follows:

1. The driver must hold a current, valid British Columbia Driver's license of the class appropriate to the vehicle being operated and its use;
2. The driver must have a current and valid Record of Authorization (VIU driving permit) to operate a Vancouver Island University vehicle;
3. The driver can have no more than nine (9) penalty points on his/her Insurance Corporation of BC (ICBC) driving record/abstract in the twenty-four (24) months immediately prior to the issue of the driving record;
4. The driver can have no alcohol or drug impairment related driving offences, violations or infractions within the past three (3) years;

D. Class 4: Annual Verification of Driver's License status

A driving record search for all permit holders with a British Columbia Class 4 Driver's License, as per the National Safety Code, is conducted in January of each year by Health and Safety Services. Health and Safety Services reviews all abstracts for changes in driving records and where changes in a driving record occur, a VIU driving permit may be revoked.

E. Safe Operating Procedures

1. Prior to operating a vehicle, complete the daily, weekly, or monthly checklists as required. Once complete, submit the checklist to your supervisor or department administrator for retention. (Section 8: Tools and Resources Available to the VIU Community)
2. Vehicles must be operated in strict compliance with all motor vehicle laws and regulations. This compliance includes, but is not limited to:
 - a. Drivers and passengers must wear seat belts when the vehicle is in operation, on or off campus.
 - b. Cellular telephones, two-way radios, or other electronic devices that distract drivers are not to be used while operating a vehicle.
 - c. Vehicles are not to be driven while impaired by any medications (prescription or otherwise), drugs, or alcohol.
 - d. Posted speed limits must be adhered to at all times.
3. Fines for parking, moving violations, towing or impoundment charges are the personal responsibility of the vehicle operator. Such fines will not be paid for by VIU nor the responsible department.
4. Smoking is not permitted inside a VIU fleet vehicle.
5. Idling of vehicles is to be limited to a two (2) minute maximum; with the exception of defrosting vehicles in winter conditions.
6. For VIU Facilities Fleet vehicles: During winter months (November through to February) endeavor to keep fuel levels above half of a tank to facilitate emergency snow clearing operations.
7. All motor vehicle accidents (MVA's) must be reported immediately using the VIU Incident/Accident Report and Investigation Form.
8. Keep vehicles locked, and windows up when the vehicle is not being used, and you are out of line of the sight of the vehicle.

F. Operating a Vehicle Off-Campus

1. When operating a fleet vehicle off-campus, notify the Department responsible for the fleet vehicle with the following information:
 - a. The reason for vehicle use
 - b. The intended destination
 - c. The estimated time to reach destination
 - d. The estimated time of return to campus

If the primary purpose for the trip is not for VIU business, please seek written approval from your supervisor prior to the trip.

G. Overnight Parking

1. Upon leaving a vehicle, roll up the windows and lock all doors
2. Where practical, park vehicles in a secured and fenced compound
3. Vehicles occasionally require being parked at a private residence overnight, (an early morning trip to another work location, or prior to an anticipated snowfall). Prior approval must be received in writing from a supervisor.

H. Emergency Situations

In the case of an emergency requiring actions outside the stated intentions of this best practice, employees are encouraged to use their discretion.

I. Reporting Incidents and Accidents

All incidents are to be reported immediately using the [VIU Incident Report and Incident Investigation Form](#). Forms are emailed directly to safety@viu.ca, cc'ing your immediate supervisor and the Administrator of the Department that administers the VIU Fleet Vehicle (e.g. Facility Services, Faculty of Science and Technology, Cowichan Campus, etc.).

7. TRAINING AND EDUCATION REQUIREMENTS

The following licensed vehicles require equipment-specific training prior to use:

- a. Skid steer
- b. Mowers
- c. Cranes
- d. Forklifts
- e. Trailers

8. TOOLS AND RESOURCES AVAILABLE TO THE VIU COMMUNITY

[VIU Driver's Responsibility Form](#)

[VIU Incident Report and Incident Investigation Form](#)



DAILY VEHICLE CHECK LIST
→ PLEASE PRINT CLEARLY ←

Date _____

Vehicle Number _____ Km's _____

Driver's Name _____

**Important
Instructions**

1. Vehicle checks are to be performed prior to each use.
2. If driver is unable to resolve deficiencies, please see the Front Reception staff immediately, for assistance.
3. Return completed form to the Facilities Services & Campus Development office by the end of the inspection work day.
4. Put a mark in the box [or] next to each item as completed.

- Exterior Walk Around – Checking for vehicle damage, visual check on tires, insurance decals, obstacles around the vehicle & fluid leaks under and around the vehicle
- Visual Interior Check – Checking for loose items in cabin and damage to interior
- Test the brake pedal function and emergency brake function prior to leaving the Facilities Services & Campus Development parking lot

Note Any Damage:

Please use other side of this document if necessary

Other Comments

Please use other side of this document if necessary

THANK YOU.



WEEKLY VEHICLE CHECK LIST
➔ PLEASE PRINT CLEARLY ➔

Date _____

Vehicle Number _____ KM (Mileage) _____

Driver's Name _____

**Important
Instructions**

1. Vehicle checks are to be performed Every Monday or on the first day of use thereafter (*whichever applies*).
2. If driver is unable to resolve deficiencies, please see the Fleet Coordinator immediately, for assistance.
3. Return completed form to the Fleet Coordinator's office by the end of the inspection work day.
4. Put a mark in the box [or] next to each item as completed.

- Check Engine Oil
- Check Transmission Oil Level (*Automatic*)
- Check Washer Fluid Level
- Check Radiator Coolant Level
- Visual Check For Leaks (*Water, Oil, Fuel*)
- Check Emergency Brake Lever Operation
- Check Feel Of Brake Pedal
- Check Air Pressure And Condition Of All Tires & Spare
- Check All Lights (*Operation And Lens Condition*)
- Check Horn And Back Up Beeper
- Check All Windows And Mirrors
- Check For Charged Fire Extinguisher
- Check For First Aid Kit
- Check For Two (2) High Visibility Vests
- Check For One Roll Of Caution Tape.
- Visual Inspection Of Vehicle Exterior And Interior
- Licence Plate – Check
- Check for tire wrench and Jack

Note Any Damage:

Please use other side of this document if necessary

Other Comments

Please use other side of this document if necessary

THANK YOU.



WEEKLY VEHICLE CHECKLIST

UNIT # _____ - GATOR

**Important
Instructions**

1. Vehicle checks are to be performed Every Monday or on the first day of use thereafter (*whichever applies*).
2. If driver is unable to resolve deficiencies, please see the Facilities Manager immediately, for assistance.
3. Return completed form to the Facilities Manager office by the end of the inspection work day.
4. Put a mark in the box [or] next to each item as completed.

Inspection and Maintenance:

ITEM
Engine oil level
Transmission oil level
Hydraulic / Hydrostatic fluid level
Engine air filter / check air system for damage or leaks
Engine coolant level / radiator coolant / system for damage or leaks
Check / Clean radiator screen
Visual check for leaks
Tires for wear or damage and correct air pressure
Check all lights / turn signal warning lights / brake lights (Operation and Lens Condition)
Loose or broken parts
Check horn and back up beeper
Check all windows and mirrors
Check for charged fire extinguisher
Visual check of vehicle exterior and interior
Test for CO - monthly
Comments:

Date: _____ Operator: _____

Hour Meter: _____

CHECKLIST

UNIT # 536– CHIPPER

Important Instructions

1. Before start-up, perform walk around safety check of equipment
2. Note any deficiencies to Manager, Facilities Services
3. Return completed form to the Facilities front office by the end of the inspection work day
4. Put a mark in the box [or] next to each item as completed

Inspection and Maintenance:

✓	ITEM	DAILY	MONTHLY	ANNUALLY
	Ensure the feed table and chipper housing is free of all foreign objects	●		
	Confirm the discharge chute is clear and directed away from people	●		
	Look under the chipper for signs of an oil leak	●		
	Ensure all fasteners are in place and secure	●		
	Check oil	●		
	Check coolant	●		
	Check belts	●		
	Check fuel level	●		
	Check rotor blades and cutter bar - a) Ensure blade wedge bar and cutter bar bolts are in place b) Examine blades and cutter bar for nicks and dull edges. See manual if dull			●
	Check drive belt tension			●
	Inspect crankcase breather			●
	Check governor oil level		●	
	Check battery levels and cables		●	
	Check clutch lubrication			●
	Change engine oil			●
	Comments:			

Date: _____ Operator: _____

Hour Meter: _____