

Section:	Finance (FN)
Subject:	Vehicles for SAIT Business Use
Legislation:	<i>Insurance Act (RSA 2000 cI-3); Traffic Safety Act (RSA 2000 cT-6).</i>
Effective:	June 4, 2020
Revision:	

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to ensure the safe and effective use of vehicles for SAIT business, in order to minimize risk.

PROCEDURE

DEFINITIONS

Authorized driver	A SAIT employee, contractor, volunteer or student who meets and adheres to this procedure's requirements.
Custody	The time from when the authorized driver accepts the vehicle's keys until the vehicle and keys are returned to the vehicle's regular custodian.
Personal vehicle	Any vehicle that an authorized driver owns and operates for SAIT business.
Private purpose	An activity unrelated to SAIT business in which an employee, contractor, volunteer or student engages.
Rental vehicle	Any vehicle that an authorized rental agency owns and that is temporarily used for SAIT business.

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SAIT business

An activity that SAIT sponsors or that occurs in relation to SAIT's employment activities.

SAIT vehicle

Any vehicle owned by or leased to SAIT.

GOVERNING PRINCIPLES

1. This procedure applies to a SAIT vehicle or a rental vehicle operated by employees, contractors, volunteers or students while conducting SAIT business.
2. This procedure does not apply to a personal vehicle operated by employees, contractors, volunteers or students while conducting SAIT business. Refer to procedure FN.17.1.2 Personal Vehicles.
3. The employee, contractor, volunteer or student is responsible for selecting the vehicle transportation option that is in SAIT's best interest both financially and from a time perspective.
4. A dean, director or designate of a school or department that owns a SAIT vehicle has the authority to authorize that vehicle to be used by an employee, contractor, volunteer or student, provided that:
 - a) The dean, director or designate is satisfied that the employee, contractor, volunteer or student is qualified and authorized to use a SAIT vehicle.
 - b) The employee, contractor, volunteer or student satisfies the criteria used to determine driver eligibility, as set out in section A of this procedure.
 - c) The vehicle will not be used for private purposes.

Contact the insurance coordinator, finance department, for information.

5. As per procedure AC.2.13.2 Study Abroad, study abroad participants and accompanying SAIT employees are not permitted to rent or operate a vehicle during a study abroad activity, unless exceptional circumstances exist and this has been approved in advance by the study abroad coordinator, Learner and Academic Services Department.

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PROCEDURE**A. Authorized Drivers**

1. An individual requesting to be an authorized driver must:
 - a) Be a SAIT employee, contractor, volunteer or student.
 - b) Disclose all major convictions and suspensions.
 - c) Have no more than six demerit points on that individual's driver's license.
 - d) Possess a valid Alberta driver's license with a class appropriate to the vehicle to be operated. If that individual holds a license from another province or territory, that individual must attach a current copy of the driver abstract from that other province or territory. If that individual subsequently obtains a valid Alberta driver's license, that individual must provide it to the insurance coordinator.
2. A new employee, contractor or volunteer who is required to drive a SAIT vehicle or a rental vehicle for the purposes of the SAIT position must initially provide a current copy of that individual's driver abstract to the school/department responsible for hiring the employee or contractor or obtaining the services of the volunteer, as applicable. The school/department's dean, director or designate will review that individual's driving record before that individual starts SAIT duties. Once the employee, contractor or volunteer starts work, the completed SAIT Authorized Driver Form and driver abstract must be forwarded to the insurance coordinator. Once the documents have been approved by the dean, director or designate, the individual will be accepted as a SAIT authorized driver, and no further paperwork will be required for subsequent trips, unless specifically requested by SAIT's insurer.
3. If a current employee, contractor, volunteer or student wishes to sign out a SAIT vehicle or obtain a rental vehicle for the first time:
 - a) That individual must provide a current copy of that individual's driver abstract and complete and provide a copy of the SAIT Authorized Driver Form, attached as Schedule A, an Associated Document to this procedure, to that individual's dean, director or designate at least five business days before the planned use.
 - b) The dean, director or designate will review the documents submitted and approve or disapprove them as per section C of this procedure. A copy of the documents shall be forwarded to the insurance coordinator no later than five business days before the planned use. In the case of an exceptional situation involving last-

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minute travel arrangements where the five-day deadline cannot be met, the dean, director or designate must contact the insurance coordinator as soon as possible.

- c) Once the documents have been approved by the dean, director or designate, the individual will be accepted as a Sait authorized driver, and no further paperwork will be required for subsequent trips, unless specifically requested by Sait's insurer.
 - d) As per Sait's rental agreement, students driving rental vehicles must usually be at least 21 years old. Any exceptions must be approved by both the insurance coordinator and the rental agency.
4. An employee whose job requires the operation of a Sait vehicle must notify that employee's dean, director or designate if the employee's license is suspended or is no longer valid. Failing to notify the dean, director or designate of the suspension or loss of a driver's license and/or operating a Sait vehicle without a valid driver's license will result in disciplinary action up to and including dismissal, as per procedure HR.4.1.1 Corrective Action Procedures.

B. Authorized Driver Responsibilities

- 1. An authorized driver of a Sait vehicle or rental vehicle is personally responsible for all traffic and parking violations incurred while the vehicle is in that individual's custody. Sait will not assume responsibility for or reimburse that individual for violations, fines or penalties.
- 2. An authorized driver is responsible for the safe operation and security of the Sait vehicle or rental vehicle, paying particular attention to traffic laws in the jurisdiction in which the vehicle is being operated.
- 3. An authorized driver who has accumulated more than six demerit points or whose driver's license has been suspended must notify the dean, director or designate. Failure to do so may result in disciplinary action at the discretion of the dean, director or designate, as per procedure HR.4.1.1 Corrective Action Procedures.
- 4. An authorized driver shall not permit unauthorized drivers to operate the vehicle while the vehicle is in that individual's custody.
- 5. An authorized driver must report all safety, maintenance or malfunction issues relating to the vehicle to the vehicle's regular custodian while the Sait vehicle or rental vehicle is in that individual's custody.

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6. An authorized driver must report all accidents or incidents involving a SAIT vehicle or rental vehicle while it is in that individual's custody. Alberta's *Traffic Safety Act* requires accidents resulting in injury, death or combined damages in excess of \$2,000 to be immediately reported to the police. When traveling outside of Alberta, the authorized driver should report accidents to the local authorities and the rental agency, if applicable. The authorized driver must report all accidents to the Safety and Community Services department and the insurance coordinator upon return to campus.

C. Vehicle Rental

1. For trips requiring use of a rental vehicle, SAIT recommends bookings be made through SAIT's approved rental agencies. For information on approved rental agencies, see <https://saitnow.ca/everyday-at-sait/sait-business-travel/>. For bookings that must be made through a non-approved rental agency, contact the insurance coordinator.
2. The authorized driver must comply with the rental agency's policies and procedures.
3. When an individual is renting a vehicle in Canada or the USA for a period of less than 30 days, SAIT's approved rental agencies automatically include coverage for collision damage waiver and windshield damage as part of the rental rates. The authorized driver is not required to purchase additional insurance. For rentals made through a non-approved agency, contact the insurance coordinator to discuss insurance requirements.
4. When an authorized drive is renting a vehicle in Canada or the USA for a period of 30 days or more, the authorized drive must notify the insurance coordinator, so that the vehicle can be added to SAIT's automobile policy.
5. If a SAIT employee wishes to rent a vehicle outside of Canada or the USA, the employee must:
 - a) Contact the insurance coordinator, to discuss the insurance implications for SAIT and the employee.
 - b) Obtain approval from Executive Management Council to do so, as this is a business decision.

ASSOCIATED DOCUMENTS

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Schedule A SAIT Authorized Driver Form

POLICY/PROCEDURE REFERENCE

FN.17.1 Vehicles for SAIT Business Use policy
FN.17.1.2 Personal Vehicles procedure

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PROCEDURE