

FN.17.1.2 PERSONAL VEHICLES	
Section:	Finance (FN)
Subject:	Vehicles for SAIT Business Use
Legislation:	<i>Insurance Act (RSA 2000 cl-3); Traffic Safety Act (RSA 2000 ct-6).</i>
Effective:	June 4, 2020
Revision:	April 12, 2023

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

Licensed driver	A SAIT employee who carries a minimum of an Alberta Class 5 Drivers License and meets and adheres to this procedure’s requirements.
Personal vehicle	Any vehicle that a licensed driver owns and operates for SAIT business.
Rental vehicle	Any vehicle that an authorized rental agency owns and that is temporarily used for SAIT business.
SAIT business	An activity that SAIT sponsors or that occurs in relation to SAIT’s employment activities.
SAIT employee	A person employed on SAIT’s payroll, whether paid by annual salary or hourly wage.
SAIT vehicle	Any vehicle owned by or leased to SAIT.

GOVERNING PRINCIPLES

1. This procedure applies to a personal vehicle operated by a licensed driver while conducting SAIT business.

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2. This procedure does not apply to a SAIT vehicle or a rental vehicle operated by a licensed driver while conducting SAIT business. Refer to procedure [FN.17.1.1 SAIT Vehicles and Rental Vehicles](#).
3. The licensed driver is responsible for selecting the vehicle transportation option that is in SAIT's best interest both financially and from a time perspective.

PROCEDURE

1. SAIT's insurance policy does not cover the licensed driver's personal vehicle. According to Alberta's *Insurance Act*, no insurance policies are available that allow SAIT to include insurance coverage for operating a personal vehicle for SAIT business. Accordingly, any claims made or costs incurred due to loss or damage while operating a personal vehicle are governed by the licensed driver's personal automobile insurance policy. This includes bodily injury and property damage to the licensed driver and any passengers or third parties.
2. An individual operating a personal vehicle for SAIT business (including attending off-campus meetings) is required to carry a minimum of \$1,000,000 third-party liability insurance on their personal vehicle. An annual declaration for all SAIT employees driving personal vehicles on SAIT business is required. It is also strongly advised that individuals notify their insurance carrier advising of business use of the personal vehicle. Failure to report material changes to the insurance carrier may result in an insurance claim being denied.
3. A licensed driver of a personal vehicle for SAIT business is personally responsible for all traffic and parking violations incurred while driving that vehicle for SAIT business. SAIT will not assume responsibility for or reimburse the licensed driver for violations, fines or penalties.
4. A SAIT employee may not carry a student as a passenger in the employee's personal vehicle.

POLICY/PROCEDURE REFERENCE

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| FN.17.1 | Vehicles for SAIT Business Use policy |
| FN.17.1.1 | SAIT Vehicles and Rental Vehicles procedure |

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