

# Fleet Safety

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## 1.0 Introduction

- 1.1 University faculty and staff are eligible to operate University vehicles for the purpose of conducting University business. Authorized individuals will be at least 18 years of age, hold an appropriate and valid Newfoundland and Labrador driver's license for the vehicle being driven, have reasonable experience driving the type of vehicle being used, and will be expected to operate the vehicle in a safe and prudent manner.
- 1.2 Compliance with Newfoundland and Labrador Highway Traffic Act and Memorial University's Fleet Safety Program is required for any eligible driver to be authorized to use a vehicle.

## 2.0 Definitions

- 2.1 **Authorized Driver:** Any full-time Memorial employee operating a University owned or leased vehicle for business purposes, including administrative staff, faculty, temporary workers, and researchers. Authorized drivers are NOT consultants or vendors, students or faculty/staff visiting from other colleges, visiting artists or speakers, members of special event groups, government representatives, members of visiting athletic teams, members of visiting student groups, or members of visiting community organizations.
- 2.2 **Non-Preventable Vehicle Accident:** an accident in which the driver did everything reasonable under his or her control that would have prevented the accident from happening.
- 2.3 **Preventable/At-fault accident:** Accidents in which driver behavior is the primary cause of the accident or infraction as determined by the police report or other formal investigation report.

## 3.0 Approved Uses

- 3.1 University vehicles may be used solely for the purpose of conducting University business. Examples of approved uses include:
  - Conducting departmental business
  - Business errands
  - Educational field trips
  - University-related, sponsored, or approved conferences/meetings/events
  - Conducting research under the supervision of a University employee

## 4.0 Responsibilities - Authorized Drivers

- Each full-time driver must complete the Authorized Driver Application form with their supervisor before being permitted to drive a University owned or leased vehicle.
- Each employee operating a University vehicle must have a current Newfoundland and Labrador driver's license.
- All drivers will be subject to review of their motor vehicle record throughout the

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terms of their employment at any time, as determined by the Director of the Department of Health & Safety, in consultation with the Procurement Officer.

- Practice defensive driving to help protect themselves, other employees, and the public from accident/injury.
- All authorized drivers must report unsafe vehicle conditions immediately to their supervisor. Vehicles with steering or braking defects shall not be driven and will be towed to an authorized motor vehicle repair shop.
- In the event of an accident, follow the procedures outlined in the Vehicle Accident Reporting requirements.
- Never operate a vehicle while under the influence of prescription or over-the-counter drugs that may impair driving skills. Use of alcohol and/or illegal drugs while operating University vehicles will be basis for disciplinary action.

## **5.0 Driving Record Reviews and Driving Standards**

Memorial University reserves the right to periodically review the driving record of current University employees.

## **6.0 Departmental Programs & Student Drivers**

- 6.1 Departments may authorize student drivers of University or departmental vehicles for transporting students to conferences, meetings, or other programs when all the following criteria are met:
- The event or program is directly related to the academic program in the department, and the student travelers are currently registered students in that academic program. Approved drivers license must be confirmed.
  - The students' attendance at the event/program is at the request of the department head, and the trip is financially supported by the department.
  - An authorized Primary Driver shall be designated and hired by the department to be responsible for providing information to drivers and passengers regarding vehicle use policies, securing the vehicle during the trip, performing head counts, assigning drivers, and determining rest stops.
  - The vehicle shall only be used for normal transportation to and from the event or program, not for personal purposes or unauthorized side trips.
  - Written departmental authorization must be provided to the Department of Health & Safety or Financial and Administrative Services for prior review and approval. (Contact the Department of Health & Safety or Procurement Officer for forms).
  - All student-drivers will be presented with Memorial's defensive driving standards by the Department of Health & Safety.

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## 7.0 Accident Reporting

- 7.1 Memorial's Accident/Incident reporting policy, G-001, must be followed as per that policy.
- 7.2 The Highway Traffic Act requires that all accidents, where injury to person(s) is involved, must be reported to the police within 24 hours. (RCMP or RNC have headquarters in all areas of the Province in their respective areas of jurisdiction.) Also, accidents where combined damages to vehicles exceed \$1,000.00 plus taxes must be reported to the respective police force.
- 7.3 Any accident involving a University vehicle, regardless of the dollar value of repair, must be reported to the Director of Financial and Administrative Services via the Department of Health & Safety.
- 7.4 The Procurement Officer must immediately be advised of an accident in order that he may advise and assist with accident reports, inspection of the vehicle, establishing cost of damages, and obtaining repair estimates.
- 7.5 Any vehicle accidents occurring on Campus must also be reported to the Campus Enforcement and Patrol Office (CEP) within twenty-four hours. (Reference section 1.5 of the Memorial University Traffic and Parking Regulations).

(NOTE: The police should always be contacted in the case of all automotive accidents and damage over \$1,000.00. See 7.2). All inquiries by outside agencies (attorneys, insurance companies, etc.) must be referred to Procurement Officer.

## 8.0 Inspection, Service, and Maintenance

- 8.1 University vehicles licensed for operation on public roads are to be serviced and maintained in accordance with the Highway Traffic Act.
- 8.2 Vehicle inspections shall focus on areas of the vehicle that directly affect its safe operation including steering, tires, brakes, glass, lights, emissions system and horn. The inspector will provide a written, signed report of the areas/equipment/items inspected, including the date, name of facility and inspector, vehicle make/model and identification number, mileage, and notations of operating deficiencies. Provided the vehicle has no operating deficiencies, it shall be deemed to have passed the inspection and may be returned to normal usage. Correction of any operating deficiency must be completed within seven calendar days of the inspection. Repairs are to be performed at Fleet Services' maintenance facility or as otherwise approved in this policy.

## 9.0 Seat Belt Use

- 9.1 All occupants of University vehicles are required to comply with applicable motor vehicle laws of the province, including laws that require occupants of a vehicle's

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front seat(s) to use seat belts. A person who operates a vehicle or a person who is a passenger in a vehicle shall wear the complete seat belt assembly in a properly adjusted and securely fastened manner.

9.2 Seat belt use does not apply to:

- A person who holds a certificate signed by a qualified medical practitioner certifying that the person is, for the period stated in the certificate, unable for medical reasons to wear a seat belt assembly, or because of size, build, or other physical characteristic, unable to wear a seat belt assembly;

## 10.0 Cell Phone Use

10.1 Cell phones are made available for business and emergency use in selected University vehicles. Cell phone use is restricted while driving, in compliance with the requirements of the Highway Traffic Act. Although recognizing that circumstances will not always permit strict adherence, it is recommended that the University driver safely stop and park the vehicle to use a cell phone.

10.2 Use of a hand-held cellular phone is prohibited, except under the following guidelines. A person shall not use a hand-held cellular phone while driving a motor vehicle unless the following guidelines are observed:

- Place calls from a stopped vehicle if at all possible.
- Allow a passenger, not the driver, to handle phone calls if possible.
- Alternatively, allow incoming calls to go into to voice mail, if available.
- Avoid other activities such as eating, drinking, or adjusting non-critical vehicle controls while driving.
- Use of a hands-free phone or head set.

## 11.0 Defensive Driving Training

11.1 Memorial is committed to the safety of its employees who operate motor vehicles, and training on defensive driving will be conducted for all employees who are required to operate a university owned or leased vehicle. (This will include cars, passenger vans, tractors, etc.).

11.2 Every employee who operates a vehicle shall attend a defensive driving course at least once every three years. It is the responsibility of each department and faculty to insure that the employees under their supervision comply with this requirement. Assistance and coordination on the presentation of a defensive driving course will be provided by the Department of Health & Safety.

11.3 Trade and skill specific training will be provided on select pieces of mobile powered equipment (e.g., tractors, ride-on mowers, forklifts, backhoe, etc), and this training will be identified and coordinated through the Department of Health & Safety.

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**Legislative reference:** OH&S Act Section 5, OH&S Regulations Section Part XII 251 (1) and (4), 252 (a) and (b), and 253 (1); Part XII 281, 284 and 285. Newfoundland and Labrador Highway Traffic Act

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