



## Company Vehicle Operating Policy

Approved by the Board of Directors – July 26<sup>th</sup>, 2016

### **Purpose**

The purpose of this policy is to outline how NUSU employees shall operate the company vehicle appropriately.

### **Policy**

1. The company vehicle may be operated on company business to and from work tasks only.
2. Only NUSU employees who have been authorized by the Executive Committee shall be able to operate the company vehicle.
3. To be qualified as an operator of the company vehicle, an employee must:
  - Have at least a G2 license
  - Be insured with NUSU's vehicle insurance provider.
4. A copy of the employee's valid driver's licence must be kept in personnel file.
5. The company vehicle must be kept in proper, legal operating condition.
6. Authorized operators must be of safe physical and mental condition to operate the vehicle.
7. All operators must abide by all traffic laws, signals, and markings.
8. Operators and passengers shall not smoke in the company vehicle.
9. If a collision occurs the operator must inform the Director of Services, the Executive Committee, and the Police/Collision Centre immediately, while also filling out a NUSU Incident Report Form
10. A collision must be reported by NUSU to the Insurance provider as soon as possible as required by the law & noted on the incident report.
11. The Executive Committee reserves the right to revoke operating privileges from employees at any time with a rationale provided.
12. The fuel for company vehicle should be paid for with the company credit card. However, If an employee must use personal funds to fuel the company vehicle, they must produce an itemized receipt to NUSU for reimbursement.
13. A log book must be kept and maintained in the company vehicle, with the operator filling in the relevant information.
14. The operator must sign out the vehicle keys in the written log in the office with time and date. The operator must return the keys immediately after returning to the office.
15. The vehicle must be returned with no less than half a tank of fuel.
16. A Maintenance Report must be completed if you have noticed something wrong or in need of repair while using the company vehicle (ie: broken wiper blade, oil light on, flat tire, window won't open, etc.) and notify the Director of Services.