



THE UNIVERSITY OF WINNIPEG  
POLICY

NUMBER U-3

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INITIALS [Signature]

**TITLE:** UNIVERSITY VEHICLES

**EFFECTIVE DATE:** September 30, 1998

**AUTHORITY:** Vice-President (Finance and Administration)

**Purpose**

The purpose of this policy is to establish centralized control and coordination of the usage of any vehicle owned or leased by the University. This centralized coordination will facilitate optimum usage of University vehicles, including making them available to departments which require only occasional use of a vehicle.

**Scope**

This policy and the guidelines contained herein, as well as any procedures which are developed in accordance with this policy, shall apply to all users of vehicles which are either owned or leased by the University. For the purposes of this policy, the term lease shall apply to any lease or rental in excess of a 30-day period.

Vehicles purchased with funds from an external research grant are subject to all the provisions of this policy, with the exception of the following sections:

- a) Booking a Vehicle;
- b) Picking Up and Returning a Vehicle; and
- c) Vehicle Maintenance.

**Responsibility**

The Vice-President (Finance and Administration) is responsible for the communication, administration and interpretation of this policy.

**Policy**

**Booking a Vehicle**

- (1) Requests for the use of a vehicle must be submitted, in writing, to the Physical Plant Department. All such requests should be made as far in advance as possible and practicable, and should include the following minimum information: the name, department and telephone number of the employee making the request; the reason for the request, including the destination; the name of the principal driver; and the dates for which the vehicle is required.



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Picking Up and Returning a Vehicle

- (2) Once a booking request has been approved, appropriate arrangements must be made through the Physical Plant Department to pick up and return the vehicle.
- (3) When a vehicle is returned, the current mileage must be reported by returning the log book to the Physical Plant Department.
- (4) A vehicle may not be kept off campus after normal working hours but must be returned to campus for overnight storage (parking), unless prior authorization has been obtained.
- (5) A University vehicle may be used for University business only; personal use of a vehicle is not permitted.
- (6) A vehicle booking may be cancelled by notifying the Physical Plant Department by telephone, followed by a written confirmation of the cancellation.
- (7) Any department which reserves a vehicle and fails to notify the Physical Plant Department at least one hour prior to the reserved time and date that the vehicle is no longer required, may be charged a minimal rental rate.

Driver's Responsibilities

- (8) The individual designated by the user department as the principal driver is responsible for the vehicle until it is returned to the University. This individual must have a current, validated driver's licence.
- (9) The principal driver is responsible for ensuring that:
  - a) the vehicle is used only for the period requested, and is returned to the University on time;
  - b) the vehicle is used only for official University business, and is driven solely by an employee or contracted service employee of The University of Winnipeg;
  - c) the number of passengers carried in the vehicle at one time does not exceed the passenger load limit for the vehicle;
  - d) any passengers being transported are involved with the activity for which the vehicle was requested;
  - e) all passengers conduct themselves in a manner which will reflect favourably on the University;



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- f) the interior of the vehicle is kept in a neat and orderly state;
- g) the vehicle is secure at all times;
- h) the vehicle is driven in a safe and secure manner, and that all traffic laws are obeyed;
- i) the vehicle is kept in good running order for the duration of the trip;
- j) no alcohol or drugs are consumed or transported in the vehicle; and
- k) all personal possessions are removed from the vehicle when it is returned to the University.

- (10) All University vehicles are equipped with seat belts, the use of which is compulsory. The driver is responsible for ensuring that all passengers use their seat belts.
- (11) All University vehicles are designated non-smoking vehicles. Violation of this provision may result in the loss or suspension of a department's privileges with respect to renting a University vehicle.

Insurance Coverage

- (12) The registration and insuring of all University vehicles will be the responsibility of the Controller's Office. All vehicles will be registered in the name of The University of Winnipeg.
- (13) University equipment and any personal property in a University vehicle are not covered by the motor vehicle insurance policy.
- (14) In the event of an accident in which the driver of the University vehicle is deemed to have been either wholly or partially at fault, a portion of the insurance deductible may be charged to the user department.

Vehicle Maintenance

- (15) A charge card will be issued with the keys and log book when a vehicle is given out. Receipts for gasoline charges must be returned with the vehicle keys and log book. Any costs not associated with vehicle usage will be charged to the user department.
- (16) The Physical Plant Department will be responsible for routine vehicle maintenance and cleaning required due to normal vehicle use. Any excessive costs incurred to restore a vehicle to its condition prior to rental may be charged to the user department.



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- (17) If major repairs are required, or repairs are required as a result of mechanical trouble or breakdown, the Physical Plant Department will determine an appropriate course of action.

Parking and Traffic Violations

- (18) The operator of a University vehicle is personally responsible for any parking and/or traffic violations incurred while a University vehicle is in their custody. The University will not reimburse for any such violations, fines or penalties.

Accidents

- (19) In the event of an accident involving a University vehicle, the operator of the vehicle must report the incident to the Physical Plant Department, to Security Services at the University, to the appropriate law enforcement agency (if required), and to a Manitoba Public Insurance Corporation (MPIC) Claim Centre.

Promotional Materials

- (20) Any decals and/or promotional materials to be placed or displayed on a University vehicle require the prior approval of the Vice-President (Finance and Administration) or designate.

Procedures

- (21) Procedures related to this policy will be developed by the Director of Physical Plant, and modified from time to time as required.