

Transportation and Vehicle Safety

Number:	1.4.8
Responsible Executive:	President
Approval Authority:	Senior Team
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Revised Date:	
Category:	Administration

PURPOSE

This policy establishes requirements for the safe and appropriate use of vehicles for College-related activities, including the transportation of students and employees.

SCOPE

This policy applies to transportation arranged, provided, or authorized by the College, including the use of College-owned or leased vehicles and employees authorized to drive for College business.

This policy does not apply to personal transportation independently arranged by students or employees, where such transportation is not organized, authorized, or supervised by the College.

POLICY STATEMENTS

1. The College is committed to the safety and well-being of students, employees, and others in the planning and use of transportation associated with College activities.
2. Transportation will be planned and carried out in a manner that reflects the nature of the activity, associated risks, and applicable College policies and procedures.
3. The College may restrict or prohibit transportation arrangements where safety, insurance, or compliance concerns arise.

PROCEDURES

General

4. Employees seeking approval as an Authorized Driver or Volunteer Driver must submit the required Driver Approval Form and any supporting documentation required by the College. The President or designate grants approval and may restrict or revoke approval at any time.
5. Approved drivers must promptly notify the College if their driver's licence is suspended or restricted, or if they are otherwise unfit to drive.
6. Any collision, breakdown, injury, or near miss involving College-related transportation must be reported to the College as soon as practicable.
7. College vehicles will be inspected and maintained in a safe and roadworthy condition and removed from service if safety concerns are identified.

Authorized Drivers

8. College-owned vehicles will be insured in accordance with applicable legal and insurance requirements.
9. Only employees approved by the College may operate College-owned vehicles.
10. Authorized Drivers must:

- a. hold a valid and appropriate driver's licence for the vehicle being operated;
- b. comply with all licence class restrictions and conditions;
- c. be fit to drive and free from impairment;
- d. comply with applicable traffic laws and College requirements; and
- e. provide a current Driver's Abstract.

Third-Party Transportation Providers

11. Where third-party transportation and/or drivers are used, the College will select providers that meet applicable safety, legal, licensing, and insurance requirements.

Volunteer Drivers

12. Transportation of students in personal vehicles is permitted only for College-related activities and where approval as a Volunteer Driver has been granted.
13. Volunteer Drivers must:
 - a. provide a current Driver's Abstract;
 - b. provide proof of valid personal vehicle insurance that meets the minimum required coverage levels determined by the College; and
 - c. ensure the vehicle is maintained in a safe and roadworthy condition.

Records

14. Records related to driver approvals, supporting documentation, and reported incidents will be retained and managed in accordance with the College's Records Management Policy.

DEFINITIONS

College-Owned Vehicle: A vehicle owned, leased, or otherwise controlled by the College for College-related purposes.

Authorized Driver: An employee approved by the College to operate a College-owned or leased vehicle.

Volunteer Driver: An employee approved by the College to use a personal vehicle to transport students for a College-related activity.

RELATED RESOURCES

- Driver Approval Form
- Off-Campus Activity Involving Students Policy 1.1.3
- Records Management Policy 1.2.2