
Standard Operating Procedure: **Registration of Drivers of University
Owned/Leased Vehicles**

Approval Authority: **Director, Risk Management Services**

Effective Date: **March 2013 (revised March 2020)**

I. INTRODUCTION

All employees (including faculty) who operate University-owned or leased vehicles on approved University business must be properly registered with Risk Management Services.

II. GUIDELINES

1. All employees authorized to operate University owned/leased vehicles must complete a Driver Profile form (available on the Risk Management website).
2. Once the Driver Profile form is completed, it is acknowledged that the information contained therein is complete and accurate to the best of the employee's knowledge at the time of signing.
3. Once completed and signed by the employee and their supervisor, forward the original Driver Profile form to Risk Management Services (Finance Department) along with a three—year driver's abstract obtained by the department from the province/state that the driver's licence was issued by, and a front and back photocopy of the driver's licence.
4. Employees are required to provide their departments with an updated profile form when their driver's licence comes due for renewal.

III. DRIVER ELIGIBILITY

Eligible drivers must:

1. Be 18 years or older;

2. Have less than seven (7) demerit points against their licence (reminder that drivers start with zero [0] demerit points and accumulate points with driving infractions);
3. Have a valid driver's licence for the type of vehicle they are driving;
4. Ensure that they are qualified to drive in the country/province/state that they will be driving in; and
5. Not have a G1, G2, probationary, or motorcycle/moped only licence.

IV. RESPONSIBILITIES OF YORK DRIVERS

1. **All drivers must have a valid driver's licence and the proper class of licence to operate the motor vehicle assigned to them. Failure to maintain a valid driver's licence may invalidate coverage under York's automobile insurance policy should a claim arise and it is a punishable offence under the Ontario Highway Traffic Act, if convicted.**
2. All drivers should immediately inform their supervisors of a significant change in their status as a driver – including but not limited to: suspension of driver's licence, increase/reduction in demerit points, need for medical review, corrective lenses, etc. This information must be communicated to Risk Management Services as soon as possible so that appropriate action can be taken with York's insurers.

V. CONDITIONS OF USE OF UNIVERSITY VEHICLES

1. Use of University vehicles is limited to sanctioned University business only. Personal use of any University vehicle is strictly prohibited unless declared and agreed to prior to use by Risk Management Services.
2. Fines and tickets associated with the use of a York University vehicle are the financial responsibility of the driver.
3. Permission to use the 407 Toll Road must be obtained in advance from the Department that will absorb the toll charge.