

York University Driver Procedures

1. Purpose

This document specifies the procedures applicable to York University Drivers when operating York University fleet vehicles (here in known as York fleet vehicles). It outlines the requirements for acceptable use to promote the safe operation of York fleet vehicles. These procedures do not apply to the operation of a personal vehicle while performing York business.

2. Definitions

- 2.1. York fleet vehicles – plated motor vehicles owned or leased by York University.
- 2.2. York owned vehicles – all vehicles owned or leased by York University, including all plated and unplated vehicles
- 2.3. Driver's Abstract or MVR Abstract – a three-year search by driver's licence number to acquire a list from ServiceOntario of all convictions, discharges, and other actions including demerit points.
- 2.4. CVOR Abstract – Commercial Vehicle Operator's Registration is a five-year search by driver's licence number to acquire a list from ServiceOntario of all events, including any infractions and deficiencies, while driving a commercial vehicle.
- 2.5. York business – an action required as part of the duties as a Driver of York University at the request of, or with the permission of the respective supervisor.
- 2.6. Driver – a driver could be a faculty, staff, or student who meets requirements set by Risk Management Services, is registered with Risk Management Services and is approved by Risk Management Services to operate a fleet vehicle.

3. General

- 3.1. York University has the right to:
 - 3.1.1. suspend a Driver's York fleet vehicle driving privileges at any time;
 - 3.1.2. check the driving record of any Driver at any time;
 - 3.1.3. inspect any York fleet vehicle at any time; and,
 - 3.1.4. install any equipment deemed necessary on a York fleet vehicle for identification, safety, security, or vehicle performance purposes.

4. Driver Licencing

- 4.1. Every Driver of a fleet vehicle is required to possess, at all times, a valid driver's licence, class G or greater, in good standing for the type (class) of vehicle the Driver will be operating.
- 4.2. Risk Management Services will maintain a list of current valid driver's licence numbers for all Drivers of York fleet vehicles.
- 4.3. Risk Management Services will review York fleet vehicle privileges for any Driver who has an accident or violation history. Decisions about whether to continue a

Driver's York fleet vehicle privileges will be made on a case-by-case basis. Please see Appendix A.

- 4.4. Drivers who must have a valid driver's licence as a requirement of their position will report any change in the status of their licence in writing to their supervisor - by the beginning of their next scheduled shift.
- 4.5. York University reserves the right to deal, as appropriate with any Driver who is found to have violated these procedures, or who becomes unlicensed or uninsurable which may include reassignment, discipline or such other action as the University deems appropriate.
- 4.6. Every Driver is required to complete a York Annual Fleet Vehicle Acknowledgement statement to maintain coverage under the University's insurance policy. Please see Appendix B.

5. Driver Responsibility

- 5.1. Drivers must hold a minimum G class license, novice drivers are not permitted to operate York University fleet vehicles.
- 5.2. Drivers are representatives of York University, and their actions/behaviours are reflective of York. Drivers are required to obey the rules of the road as posted and legislated by the Ministry of Transportation, the *Highway Traffic Act* and federal, provincial and municipal law. Examples include, but are not limited to:
 - 5.2.1. smoking being prohibited in all York fleet vehicles;
 - 5.2.2. wearing a seat belt at all times, and ensuring that any authorized passengers have fastened their seat belt;
 - 5.2.3. Drivers will not be under the influence of alcohol, drugs or recreational cannabis while operating a York fleet vehicle; and,
 - 5.2.4. Drivers will not operate a handset to engage in cell phone conversations while driving a York fleet vehicle. If a cell phone conversation is necessary, the Driver must use hands free or park the vehicle in a safe location before making or receiving a cell phone call.
- 5.3. Drivers will be responsible for any tickets, convictions and fines attributable to their operation of a York fleet vehicle, such as exceeding the speed limit or parking tickets. Drivers must immediately report any traffic infractions or parking tickets incurred while operating a York fleet vehicle to their supervisor.
- 5.4. York University does not authorize Drivers to access toll routes unless pre-approved by the applicable supervisor.
- 5.5. Drivers must be aware of weather and road conditions and adjust speed accordingly during conditions that affect visibility, stopping distance or safe handling of the vehicle.
- 5.6. Drivers must carry their driver's licence and advise the Facilities Fleet Manager or Risk Management Services if copies of the vehicle ownership and insurance slip are not in the vehicle. Risk Management Services will be centrally responsible for annual licence plate renewal for York fleet vehicles.
- 5.7. Drivers and their Department must monitor the mechanical functionality of the fleet vehicle, as well as:
 - 5.7.1. report any issues that arise and require immediate attention;

- 5.7.2. arrange regular maintenance of the vehicle including, but not limited to, oil changes, tune-ups, brakes, alignments, pressure checks and tire wear; and,
- 5.7.3. arrange for appointments as assigned by a work order (e.g. summer/winter tire changes).
- 5.8. Drivers are responsible for ensuring that unattended York fleet vehicles:
 - 5.8.1. are locked;
 - 5.8.2. are not left idling as per the Idling Control By-Law Chapter 57 of Municipal Code and By-Law 775-2010; and,
 - 5.8.3. that any equipment (e.g. computers, cell phones, etc.) or valuable items (e.g. money, charge cards, etc.) are not left in plain view.
- 5.9. Drivers are not permitted to use York fleet vehicles for personal use unless prior written approval is provided by Driver's supervisor.
- 5.10. At the end of use, Drivers are required to park York fleet vehicles at the location designated by the Driver's supervisor.
- 5.11. Drivers must maintain York fleet vehicles in a clean and orderly condition including the front cab and the stock/storage area.
- 5.12. Drivers are not permitted to transport unauthorized persons, including hitch hikers, family members, students or friends unless prior written approval is provided by Driver's supervisor. Drivers may transport York employees in a York fleet vehicle only as required for authorized York business purposes.
- 5.13. Section 6.1 of the Transport of Dangerous Goods (TDG) Regulations, states that a person who handles, offers for transport, or transports dangerous goods must be adequately trained and hold a training certificate. Drivers who are required to transport dangerous goods, as defined in the TDG Act, must complete the TDG certification training and renew this certification every three years.
 - 5.13.1. TDG Certified Drivers must always carry the TDG certificate while operating a York Fleet vehicle.
 - 5.13.2. if a TDG inspector asks a TDG certified Driver to provide their TDG training certificate, they must do so immediately upon being requested.
- 5.14. Drivers shall adhere to the following safety procedures when fueling York fleet vehicles:
 - 5.14.1. do not leave the vehicle running while refueling;
 - 5.14.2. do not smoke within the designated area of the fuel pump(s);
 - 5.14.3. do not jam the pump nozzle open with any device or material when fueling;
 - 5.14.4. do not leave the pump unattended while refueling;
 - 5.14.5. do not operate a cell phone, as they may be a potential ignition source;
 - 5.14.6. drive slowly around fuel pumps as pedestrian traffic may be present;
 - 5.14.7. ensure gas cap is properly fitted and secured after refueling; and,
 - 5.14.8. if a spill occurs, report to the gas station attendant.

6. Accident/Incident Reporting

- 6.1. By law, any collision resulting in injuries or damage to vehicles or other property that exceeds \$5,000 must be reported to police at the nearest collision reporting centre.
- 6.2. Drivers are required to immediately report any accident, vandalism or vehicle damage to their supervisor.
- 6.3. Drivers must complete the [York Automobile Accident Reporting Form](#) and submit to their supervisor and Risk Management Services.
- 6.4. If the York fleet vehicle is driveable, the Driver should move it to a safe location to collect the information listed below with the other driver(s);
 - 6.4.1. name;
 - 6.4.2. address;
 - 6.4.3. telephone number;
 - 6.4.4. driver's licence number;
 - 6.4.5. insurance company name and policy number; and,
 - 6.4.6. year/make/model and plate number of the vehicle.
- 6.5. Drivers should take photos of the vehicles involved in the accident and any damage to property as soon as it is safe to do so. Include these with the [York Automobile Accident Reporting Form](#).
- 6.6. If the vehicle is not driveable, the Driver is to contact their Supervisor to make arrangements for a tow truck to take the York fleet vehicle to the collision reporting centre.
- 6.7. Drivers should not accept responsibility or admit liability for the accident.
- 6.8. Drivers should obtain contact information from any witnesses who observed the accident.

7. Global Positioning System (GPS)

- 7.1. All York Fleet vehicles will be equipped with a GPS device to ensure the safety and security of Drivers and vehicles.
- 7.2. Information gathered by the GPS, such as vehicle travel, stop, idling, speed and location, will be stored in a database while York owns the York Fleet vehicle.
- 7.3. Online access to the data will be restricted to Facility Services and dispatch maintenance staff or as authorized under the [Electronic Monitoring Policy](#).
- 7.4. Supervisors are responsible to generate reports/notifications using the GPS software procured by York. The reports will be reviewed frequently by the vehicle operators' supervisors to ensure the vehicles have been operated in a safe and environmentally responsible manner.

Appendix A

Type of Infraction	Driver Eligibility
No Convictions or Demerit Points	Approved.
One minor conviction, or up to three demerit points	Approved.
Two minor convictions, or up to four demerit points	Existing York fleet Driver approved. Warning letter sent. MVR Abstract required at approval time, and on 1 year anniversary. If a new hire, subject to review by Risk Management Services and the University's insurance provider.
Three minor convictions, or five or more demerit points	Not approved. Driver may reapply once record has improved and is subject to underwriting review and approval by the University's insurance provider. Insurance provider may exclude the driver from the insurance policy for up to 36 months beyond the date of conviction. MVR abstract required.
One Major/Criminal conviction and any number of demerit points	Not approved. Driver may reapply once conviction is off the record and driver has completed any remedial requirements deemed necessary for insurability. Driver is subject to underwriting review and approval by the University's insurance provider. Insurance provider may exclude the driver from the insurance policy for up to 36 months beyond the date of conviction. MVR abstract required.
Any vehicle accidents in past 5 years	Will be assessed to determine eligibility.

Appendix B

Annual YorkU Fleet Vehicle Acknowledgement

To ensure the safe operation of York University fleet vehicles, all Drivers must be aware of and comply with the regulations and laws set out by the federal, provincial, and municipal governments.

By signing this acknowledgment, I am confirming that I have reviewed the [York University Driver Procedures](#).

I am aware that I must have a valid driver's licence for the class of vehicle(s) I am driving (minimum class G). I am aware that I must renew my licence on time and complete any additional applicable requirements for the class of licence I possess.	Initials
I am aware that a Driver's Abstract and a Commercial Vehicle Operators Registration (where necessary) will be requested by York University each year (at the University's expense).	Initials
I agree to report any minor moving violations received while operating a vehicle, including private vehicle operation violations, to my manager/supervisor as the frequency and accumulated demerit points of these infractions may impact my insurability under the York fleet vehicle policy.	Initials
I agree to report any major moving violations received while operating a vehicle, including private vehicle operation violations, to my manager/supervisor immediately as these infractions may impact the status of my licence, and my insurability under the York fleet vehicle policy.	Initials
I am aware the cost of any violations/tickets or infractions attributable to my operation of a York University fleet vehicle are my sole responsibility.	Initials
I understand that York University has a zero-tolerance policy regarding being under the influence of drugs, alcohol and recreational cannabis use while operating a York University fleet vehicle.	Initials
I understand that the York University fleet vehicle(s) I operate has a Global Positioning System (GPS) which is able to locate the vehicle at all times and that it may not be tampered with or removed from the vehicle. Data gathered by the GPS is electronic data for the purposes of the Electronic Monitoring Policy .	Initials
I am aware of and familiar with the vehicle accident reporting procedure .	Initials
I am aware that distracted driving is a chargeable offence under the Highway Traffic Act.	Initials
I am aware that I am not permitted to use any York University fleet vehicle for personal use, unless prior written approval is given, nor am I to transport other passengers unless required for the job and with the direction from a supervisor.	Initials

Driver's Name (*Print*)

Supervisor's Name (*Print*)

Driver's Signature

Supervisor's Signature

Date: _____

Date: _____