

Draft Policy for Consultation
Fleet - University Owned or Leased Policy
Feedback can be sent to Policy@mun.ca

Authority:
The Vice-President
(Administration, Finance and
Advancement) through the
Associate Vice-President
(Facilities)

Fleet - University Owned or Leased

Purpose

To outline the authority, responsibilities and related procedures for the purchase, lease, rental, operation, or disposal of Memorial University's Fleet, ensuring it is managed in a safe, centralized, sustainable and efficient manner.

Scope

University-wide (includes all campuses/locations) and applies to all Fleet owned and/or operated by the University, including Fleet to be used in projects supported by grants.

Definitions

Authorized Operators:

- Have an appropriate and valid driver's license for the jurisdiction being operated in and for the Fleet Unit being operated;
- Have submitted a driving record (abstract) issued within the last 12 months;
- Meet the Driver Qualification Criteria as specified in the Procedure for Authorization of Driver Privileges;
- Have an approved Application for Driving Privileges Form on file with Facilities Management;
- Have completed the driver awareness training program as specified by the Fleet Management Program which focuses on safe and efficient driving habits;
- Are an "Authorized University Member" – see definition below.

Authorized Passenger: Any person(s) in the Fleet Unit at the University's request and is not actively operating the Fleet Unit. Examples of authorized passengers include University Members participating in approved field trips, off-campus events, visiting faculty/staff, visiting artists or speakers, government representatives, members of visiting athletic teams, or community organizations. All other passengers are prohibited from travelling in a Fleet Unit.

Authorized University Member: Any individual who is:

- Employed by the University or holds an appointment with the University, including paid, unpaid and/or honorific appointments (“Employee”);
- Registered as a student, in accordance with academic regulations.

Facilities Management: The Facilities Management department located at the St. John’s campus.

Fleet (or Fleet Unit): Vehicles, equipment or any means of conveyance owned, rented or leased by the University for business use.

Fleet Management Program: A program of policies, procedures, standards, schedules, guidelines and practices that provides a safe, centralized, sustainable and efficient system for the management University Fleet, in compliance with relevant legislative, regulatory and policy requirements.

Lease or Rental: Any vehicle lease or rental for longer than a 30-day period. Any vehicle lease or rental for periods less than 30 days are subject to *Travel - General policy*.

Operating Unit: The department/faculty within the University who has ownership over the Fleet Unit and is responsible for the operation, service, maintenance, inspection and accident reporting of the Fleet Unit.

Strategic Procurement Office (SPO): The Strategic Procurement Office, Department of Financial and Administrative Services, located at St. John’s campus.

Unit Head: Deans, Department Heads, Division Heads, Heads of Schools, Directors, Executive Directors, the University Registrar, Associate Vice-Presidents and Vice-Presidents, as applicable.

Unauthorized Operators are individuals who:

- Are not University Members, including the spouse, partner, children, family member, friend or neighbor of an Authorized Operator or a member of the general public;
- Do not meet the definition of an “Authorized Operator”;
- Are not listed on the rental contract;
- Do not have the authorization to rent in the name of the University.

Unauthorized Use: Operation of the Fleet which engages in activities not aligned with this policy, the Highway Traffic Act, Transport Canada’s policies and programs (or the relevant province/countries equivalent vehicle regulations) or, other University policies. Any unauthorized use of a Fleet Unit by an Unauthorized Operator is prohibited and may be subject to disciplinary action up to and including termination.

University — Memorial University of Newfoundland

Policy

Memorial University owns and operates a Fleet used by Authorized Operators when conducting University business. Facilities Management is responsible for the centralized coordination and successful operation of this policy through its Fleet Management Program. Authorized Operators,

under the supervision of their Unit Heads, must at all times operate and care for the Fleet in a safe, efficient and professional manner in accordance with current traffic regulations and the relevant University policy and procedures. Unit Heads ensure that policy is followed and the proper procedures are observed when purchasing, leasing, renting, operating and disposing of the Fleet in units under their jurisdiction. Unit Heads also determine what is considered authorized use for the Operating Unit.

Facilities Management will audit the Operating Units to ensure compliance with relevant policy and procedures. These audits will occur as deemed necessary by Facilities Management. Facilities Management retains the right to review all records maintained by the Operating Unit with regard to the Fleet Management Program.

The Fleet Management Committee is established to oversee and manage the Fleet Management Program, ensuring efficient and safe operation, maintenance, and compliance with relevant regulations and policies.

The University carries insurance on University owned Fleet (excluding boats) to cover public liability, public damage, (PL, PD), and specified perils (Specified perils include fire and theft). On Fleet leased by the University, collision coverage and comprehensive are carried in addition to the above (Comprehensive includes fire, theft, glass, etc). Boats are covered under the [Insurance Coverage – Property and Liability Policy](#)

Any request for provisions beyond those stated in this policy and procedures must be directed to the Vice-President (Administration, Finance and Advancement).

Related Documents

[Travel – General](#)

Fleet Acquisition Form (FAF)

Application for Driving Privileges Form

[Memorial University Traffic and Parking Regulations](#)

Fleet Management Committee - Terms of Reference

Procedures:

- General Procedures for Use of Fleet
- Procedure for Authorization of Operator Privileges
- Procedure for Acquisition of Fleet
- Procedure for Fuel Purchase for Fleet
- Procedure for Maintenance of Fleet
- Procedure for Safe Operation of Fleet
- Procedure for Replacement of Fleet
- Procedure for Reporting Accidents with Fleet
- Procedure for Fleet Disposal and Revenue Distribution from Sale of Surplus Assets

For inquiries related to this policy:

Department of Facilities Management, email Fleet@mun.ca

Sponsor:
Vice-President (Administration, Finance and Advancement)

Category:
Operations

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Draft Procedure for Consultation

Feedback can be sent to Policy@mun.ca

General Procedures for Use of Fleet

Approval Date: N/A
Effective Date: 2017-06-01
Responsible Unit: Facilities Management

Overview

This procedure establishes general standards which govern the use of the Fleet operated on behalf of the University.

1. Operating Units must:

- Ensure Fleet is purchased as specified in the [Procedure for Acquisition of Fleet](#);
- Ensure all employees who operate the Fleet have submitted an Application for Driver Privileges Form to Facilities Management and have received approval;
- Ensure that employees are aware of all procedures related to the use of University owned or leased Fleet;
- Ensure employees have completed the driver awareness training program and any other additional training as specified by Facilities Management. The cost of training is the Operating Unit's financial responsibility;
- Monitor usage of the Fleet by way of Global Positioning System (GPS) devices and associated software to ensure compliance with procedures and guidelines;
- Adhere to preventative maintenance schedules, inspection requirements and the keeping of maintenance records to ensure high standards of vehicle operation and efficiency;
- Ensure a Fleet Unit is disposed of in a safe and appropriate manner as per the Procedure for Fleet Disposal and Revenue Distribution from Sale of Surplus Assets. Operating Units are responsible for coordinating with Facilities Management to ensure removal of GPS devices, fire extinguisher, first aid kit, seasonal tires, etc.

2. Authorized Operators must:

- Comply with the applicable laws as set out by the [Highway Traffic Act](#), [Motor Vehicle Safety Act](#), [Motor Vehicle Transport Act](#), [Transport Canada](#) and [Transportation of Dangerous Goods Act](#);
- Comply with the policy for Fleet - [University Owned or Leased](#) and related procedures;
- Wear safety belts at all times while the Fleet Unit is in motion. Authorized Operators are expected to enforce this requirement and should not operate unless all Authorized Passengers have their safety belt on;

- Not operate a Fleet Unit while under the influence of drugs, alcohol or medications that may cause impairment;
- Not transport any alcohol or drugs unless it is being transported for an approved University activity. In which case, it must be sealed, covered and if possible locked in the Fleet Unit's trunk;
- Not use any electronic devices while operating the Fleet Unit;
- Complete all required Fleet safety inspections and checklists, as required in the Procedure for Safe Operation of Fleet;
- Ensure that the insurance card and registration card are in the Fleet Unit;
- Wear appropriate personal protective equipment where designated by the University and/or applicable legislation/best practice;
- Refrain from using a Fleet Unit for personal use. Fleet is to be used for business use only which has been preapproved by the Unit Head and/or supervisor;
- Complete the Facilities Management recommended driver awareness training program and any other additional training recommended by Facilities Management;
- Report and provide to the Unit Head and/or supervisor and Facilities Management any ticket issuances, accident reports and commercial inspection reports within 24 hours of an incident with a Fleet Unit;
- In the event of having their driver's license suspended, immediately discontinue use of a Fleet Unit and notify the Unit Head and/or supervisor and Facilities Management immediately;
- Ensure that the Fleet Unit being operated is permitted by the class type on their driver's license;
- Be aware that they are personally responsible for all infractions and penalties that result during the course of operating a Fleet Unit while under their control/responsibility;
- Follow guidelines for reporting accidents as outlined in procedure "[Reporting Accidents with University Owned Vehicles](#)";
- Be aware that any accidents involving Fleet that are reported to the police will generate a report that is made available to local insurance companies and the driver's personal vehicle insurance premiums may increase. The University takes no responsibility for any such increase;
- Keep the Fleet Unit clean and tidy at all times;
- Ensure maintenance binders in the Fleet Unit are up to date for Fleet over 4500kg, as outlined in the Procedure for Fleet Maintenance;
- Comply with the Fuel program and follow any guidelines for fuel conservation including avoiding idling wherever possible and taking the most direct route to minimize vehicle mileage;
- Avoid aggressive driving, harsh acceleration, sharp cornering, and sudden stops whenever possible;
- Not smoke or vape in a Fleet Unit;
- Not vandalize, tamper, damage or otherwise alter the Fleet Unit including not using a GPS jammer.

3. Facilities Management will:

- Support Operating Units in the acquisition, operation, maintenance, and disposal of a Fleet Unit through its Fleet Management Program;
- Evaluate Application for Driver Privileges Forms submitted by employees seeking driving privileges and an authorized Facilities Management representative will notify the employee and the Operating Unit, if approved;
- Ensure new Fleet are equipped with decals, appropriate registration, fuel and maintenance cards, safety equipment, proof of insurance, GPS tracking devices with tamper proof cases, key fobs and Winter Tires. - at a cost to the Operating Unit;
- Request, collect and maintain the driver abstract records for operators of the Fleet as per the Procedure for Authorization of Driver Privileges;
- Provide ongoing support for Fleet Units including annual registration, replacement of fleet and maintenance cards, GPS replacement and maintenance and key fob replacement and maintenance;
- Monitor fuel usage, frequency of vehicle idling, maintenance and inspection records and other metrics to ensure the successful administration of the Fleet Management Program;
- Conduct regular safety audits of the Fleet as per the Fleet Management Program;
- Confirm that any references to Memorial University, including decals, have been removed prior to a sale and/or disposal of Fleet;
- Prioritize the replacement of older inefficient Fleet Units with higher fuel efficiency rating units and features which ensure reduced fuel consumption;
- Recommend establishing alternative fuel infrastructure where feasible, including electric vehicle charging stations. Additionally, during Fleet refreshes, conduct both upfront and long-term cost analyses comparing electric vehicles to their gasoline counterparts.

Policies using this procedure:

Fleet - University Owned or Leased

Procedure for the Authorization of Operator Privileges

Responsible Management	Unit: Facilities
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Draft Procedure for Consultation

Feedback can be sent to Policy@mun.ca

Overview

This procedure outlines the operator authorization requirements and describes the authority of Facilities Management to suspend or revoke the operating privileges of anyone operating a Fleet Unit while conducting University business.

1. Application for Authorization

To obtain approval for operating a Fleet Unit, an individual must complete and submit an Application for Driving Privileges form to Facilities Management. Prior to submission the form must be approved by the applicable Unit Head. This form provides consent for the University to obtain a driver abstract from the Department of Motor Registration on behalf of the applicant. Operators licensed outside of Newfoundland and Labrador must obtain and submit a driver abstract from the issuing province upon application.

The information requested on this form is collected under the authority of the Access to Information and Protection of Privacy Act, 2015 (SNL2015 Chapter A-1.2) and will be used strictly by Facilities Management to administer the Fleet Management Program and for no other purpose. It will be held securely by Facilities Management and will not be disclosed except as required by law. Costs associated with obtaining driver abstracts are at the Operating Unit's expense.

2. Operator Qualification Criteria

To be eligible for approval as an Authorized Operator of the University Fleet, the following operator qualification criteria must be met:

- Be an authorized University Member
- Hold a valid driver's license to operate a motor vehicle, including the required class of license appropriate to the Fleet type, from Newfoundland and Labrador or the required jurisdiction;

- Have fewer than seven demerit points and fewer than three moving traffic violations during a five-year driving history
- Submission of an Application for Driving Privileges form approved by the applicable Unit Head
- Attend and provide a certificate of completion for the specified driver awareness training program which focuses on best driving practices.

3. Approval of University Driving Privileges

Facilities Management will evaluate the Application for Operator Privileges Form submitted by employees seeking operating privileges and an authorized Facilities Management representative will notify the employee and the Operating Unit if approved. If approved, the employee will be set up with a key fob enabling them to operate a Fleet Unit.

4. Suspension of University Driving Privileges

The permission to operate a Fleet Unit is a privilege granted at the discretion of the University and may be revoked at any time without prior notice.

Facilities Management, in consultation with the Unit Head, shall have the authority to revoke an operator's privilege to operate Fleet if:

- The Authorized Operator has committed a violation of University policy and/or procedures;
- There is a serious safety concern.

Operating Units should monitor the driving performance via the University's driver monitoring software (GPS) of departmental Fleet Units and bring to the attention of the Unit Head and Facilities Management for any violations of this Policy.

5. Review/Reapplication Process

Any individual who is at risk of having their operator privileges revoked as per the criteria established in Section 2, will be subject to review and final decision by the Fleet Management Committee.

Any individual who has had their Authorized Operator privileges revoked will be required to take a safe driver course at their own expense and provide a certificate of successful completion along with a new Application for Driver Privileges form in order to be reconsidered for privileges. The Fleet Management Committee is responsible for reviewing any applications from drivers who have had their privileges revoked and is ultimately responsible for a decision as to whether a driver will be granted privileges or not.

Policies using this procedure:

Fleet - University Owned or Leased

Procedure for Acquisition of Fleet

Responsible Management	Unit: Facilities
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Draft Procedure for Consultation

Feedback can be sent to Policy@mun.ca

Overview

This procedure outlines the requirements to purchase, lease or long-term rental of a Fleet Unit.

Purchase

1. A Fleet Acquisition Form (FAF), approved by the applicable Unit Head, must be submitted to Facilities Management for the purchase, lease, or long-term rental of a Fleet Unit (including boats) from University or grant funds. Facilities Management will work with the requesting unit and the Strategic Procurement Office to confirm detailed equipment specifications and determine an estimated cost. Facilities Management will forward to the Vice-President (Administration, Finance and Advancement) for approval.
2. Once approval is received in Facilities Management by the Vice President (Administration, Finance and Advancement), the FAF, along with the specifications required will be sent to the Strategic Procurement Office. The Strategic Procurement Office will proceed with the purchase based on the [Purchasing Policy](#).
3. Once the purchase is confirmed, Strategic Procurement will advise the Operating Unit to create a purchase requisition and Strategic Procurement will create the purchase order. Strategic Procurement will provide Facilities Management and the Operating Unit with updates on lead times and other information as required.
4. Facilities Management will coordinate delivery of the Fleet Unit with Strategic Procurement and the Operating Unit and arrange for sign off on all documentation required.

5. Before the new Fleet Unit is turned over to the Operating Unit, Facilities Management will arrange for the installation of University decals and identification numbers as well as supplying (at the cost to the Operating Unit) the Fleet Unit with:

- a fire extinguisher;
- emergency markers (for Fleet Units over 4500 kg);
- tire gauge;
- first aid kit;
- GPS tracking device with tamper-proof casing;
- key fob;
- winter tires.

Facilities Management will advise Strategic Procurement of receipt of goods to complete the procurement process. Facilities Management will maintain all necessary records pertaining to the Fleet purchase on file as part of the Fleet Management Program.

6. Before handover to the Operating Unit, Facilities Management will advise the Enterprise Risk Management group of the details of the Fleet Unit so that the necessary adjustments to be made to the University insurance policies. The applicable insurance will be confirmed, coinciding with the annual registration renewal.

Rental

1. For rental of Fleet (excluding boats) for a period of greater than 30 days (rentals up to 30 days are covered in the *Travel - General* policy), a Unit Head Approved FAF should be forwarded Fleet@mun.ca outlining the duration of the rental and purpose for which the rental is being requested. Facilities Management will forward to Strategic Procurement who will make the arrangements for the long-term rental.

2. When lease or long-term rental of a vehicle for a unit is approved in accordance with this policy and arranged by Facilities Management, Facilities Management will ensure and verify that the full insurance coverage required by the University is obtained.

Policies using this procedure:

Fleet - University Owned or Leased

Draft Procedure for Consultation

Feedback can be sent to Policy@mun.ca

Procedure for Fuel Purchase for Fleet

Responsible Management	Unit:	Facilities
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Overview

This procedure outlines the requirements to purchase fuel for Fleet.

Procedure

The University has a contract with a vendor to provide fuel services for the University Fleet. A Fleet card will be provided for each Fleet Unit, and the vendor will provide monthly billings for each Fleet Unit. Fuel will be available at any authorized fuel retailers. Facilities Management will provide detailed guidelines for fuel purchases to the Operating Unit. It will be the responsibility of Unit Heads to ensure the requirements for purchase of fuel are followed by Fleet users. Researchers who operate Fleet through funding provided by a grant must apply for a Fleet card for fuel for any Fleet operated under the grant.

Policies using this procedure:

Fleet - University Owned or Leased

Procedure for Maintenance of Fleet

Responsible Management	Unit:	Facilities
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Draft Procedure for Consultation

Feedback can be sent to Policy@mun.ca

Overview

The purpose of this procedure is to ensure that all Fleet are kept in good working condition, safe to operate, and compliant with regulatory standards. Fleet maintenance includes regular inspections, preventive maintenance, and necessary repairs to prevent breakdowns and extend the lifespan of the vehicles. The goal is to minimize downtime, reduce operating costs, and ensure compliance with safety and regulatory standards.

Procedure

1. The University has a contract with a vendor to provide maintenance services for the University Fleet. A Fleet card will be provided for each Fleet Unit, and the vendor will provide monthly billings for each Fleet Unit. Facilities Management will provide detailed guidelines for maintenance to the Operating Unit. Unit Heads will ensure that Fleet maintenance is performed within the University guidelines. Operating Units should be aware of the manufacturer's warranty coverage before proceeding with repairs and maintenance.
2. Automated reminders will be sent out to Operating Units to notify of any upcoming maintenance needs which should be acted upon promptly.
3. Motorized Equipment in excess of 4,500 kilograms maximum gross mass may be subject to a highway inspection by officials of the Department of Transportation and Works. It is compulsory that the vehicle's maintenance binder as supplied with the Fleet Unit be completed and kept up to date.

Policies using this procedure:

Fleet - University Owned or Leased

Draft Procedure for Consultation

Feedback can be sent to Policy@mun.ca

Procedure for the Safe Operation of Fleet

Approval Date: N/A
Effective Date: 2017-06-01
Responsible Unit: Facilities Management

Overview

This procedure outlines the requirements of Unit Heads and Authorized Operators with regards to the safe operations of Fleet Units.

Procedure

1. Unit Heads will ensure that Authorized Operators comply with University policy, related procedures and applicable laws such as the:

- [Highway Traffic Act](#),
- [Motor Vehicle Safety Act](#),
- [Motor Vehicle Transport Act](#),
- [Transport Canada](#),
- [Transportation of Dangerous Goods Act](#).

Unit Heads must ensure that Authorized Operators complete a driver awareness training program which focuses on safe and efficient driving habits and any necessary refreshers or related training as specified by Facilities Management.

2. Operators are to complete a Daily Driver's Vehicle Inspection form at the beginning of shift and at the end of shift when operating a Fleet Unit.

3. Winter tires are strongly recommended they are specifically designed to provide better performance and safety in cold weather conditions.

4. For the operation of certain Fleet Units, a special license and/or endorsement must be held. For example:

- In order to operate a minivan or bus carrying eleven passengers including the driver or a maximum of twenty-four passengers, the driver must have a valid class 4 driver's license.
- To operate a tractor type Fleet Unit (e.g., Dozer, Excavator), the operator must have a minimum of a class 5 driver's license with a traction engine endorsement. If the tractor or the Fleet Unit is equipped with air brakes, an air brake endorsement must also be held. Authorized Operators of Fleet Units with air brakes are required to take an air brake certification course. When the job requirement necessitates an upgraded license and a medical is required to obtain that license, the University will cover cost of the medical, driving test fee, and difference of cost between a class 5 and the class license required and/or required endorsements for one time only.
- Fleet Units are required to carry a valid insurance card and registration at all times. Emergency markers (flares, reflectors) must also be carried if the Fleet Unit has a maximum gross mass in excess of forty-five hundred kilograms (4,500) for the purpose of warning the travelling public of an emergency breakdown. It is the responsibility of the Authorized Operator to ensure these items are in the Fleet Unit.
- Fleet Units in excess of 4,500 kilograms maximum gross mass may be subject to a highway inspection by officials of the Department of Transportation and Works. It is compulsory that the maintenance binder supplied be completed and up to date.
- Off-road Fleet includes any motor vehicle designed or adapted for off-road use. These include: all-terrain vehicles (ATVs), snowmobiles, amphibious vehicles, utility vehicles, side-by-sides, dune buggies and dirt bikes. Helmets are mandatory for all off-road Fleet. Operating Units must ensure that appropriately certified helmets are available and used at all times.
- Vessels /Boats – Unit Heads will ensure all Authorized Operators are familiar with and abide by all safety requirements and any local restrictions directed by the [Government of Canada's Department of Fisheries and Oceans Canada](#), [Transport Canada](#), or the [Government of Newfoundland and Labrador's Department Fisheries, Forestry and Agriculture](#) or other jurisdictional authority. Unit Heads will ensure all necessary certifications required by the above regulatory bodies are kept on file with Facilities Management

Further information on special licenses or endorsements may be obtained from [Facilities Management](#).

Policies using this procedure:

Fleet - University Owned or Leased

Draft Procedure for Consultation

Feedback can be sent to Policy@mun.ca

Procedure for Replacement of Fleet

Approval Date: N/A
Effective Date: 2017-06-01
Responsible Unit: Facilities Management

Overview

This procedure details the required steps to replace a Fleet Unit.

Procedure

1. Fleet used under normal operating conditions would be subject to the following replacement schedule:

- Full-size or mid-size passenger cars or station wagons - 130,000 km or 5 years.
- Compact and subcompact passenger cars and station wagons - 100,000 km or 5 years.
- Cargo vehicles - pickups, parcel or carryall vans and 4-wheel drives (less than 4540 kg GVW) - 130,000 km or 6 years.
- Units over 4540 kg GVW usually have a longer life expectancy and shall be replaced depending on general condition. Such units would be subject to inspection before disposal is approved.

The responsibility for establishing the necessary funds for replacement is with the Unit Head.

Replacement Fleet Units should demonstrate an improved fuel efficiency rating in comparison to the Fleet Unit being replaced. When determining replacement Fleet Units, the upfront and long-term cost analysis must be completed comparing an equivalent electric vehicle versus the gasoline vehicle alternative.

2. In certain circumstances where Fleet was purchased by funding from a grant and where the grantee, because of the use of the Fleet Unit for field work, may prefer to retain the Fleet Unit beyond the time or mileage when Fleet would normally be replaced. Facilities Management will evaluate those facts in consultation with the grantee before making a recommendation regarding replacement of the Fleet Unit.

3. There may be other instances where, because of specialized usage, certain departments may

have authorization to replace Fleet on a regular basis outside the above listed guidelines, e.g. security patrol vehicles, maintenance vehicles, subject to above normal wear and tear.

4. Please see Procedure for Fleet Disposal and Revenue Distribution from Sale of Surplus Assets.

Policies using this procedure:

Fleet - University Owned or Lease

Draft Procedure for Consultation

Feedback can be sent to Policy@mun.ca

Procedure for Reporting Accidents with Fleet

Approval Date: N/A
Responsible Unit: Facilities Management

Procedure

1. The [Highway Traffic Act](#) requires that all accidents, where injury or death to person(s) is involved, must be reported to the police within 24 hours. (R.C.M.P. or R.N.C. have headquarters in all areas of the Province in their respective areas of jurisdiction). Accidents where combined damages to vehicles and/or property to an apparent extent of \$2,000.00 or more must be reported to the respective police force. Campuses located outside of Canada must follow the equivalent legislation.
2. Any accident involving a Fleet Unit, regardless of the dollar value of repair, must be reported immediately to the Unit Head and/or supervisor. An [Automobile Accident Report form](#) must be completed by the Authorized Operator and returned to Enterprise Risk Management.
3. The supervisor must complete an Accident/Incident Report form and forward it to Environmental Health and Safety, immediately following notification of the accident/incident. The supervisor must also notify Facilities Management via fleet@mun.ca and the applicable Campus Enforcement and Patrol Office (CEP) within twenty-four hours of the accident/incident occurring.
4. Facilities Management will work with the Strategic Procurement Office to advise and assist with accident reports, inspection of the vehicle, establishing cost of damages, and obtaining repair estimates.
5. Authorized Operators of Fleet should be aware that when accidents are reported to the police, the report will be available to local insurance companies. The implications of this will be that the driver's personal vehicle insurance premiums may be affected. The University accepts no responsibility for the effect an accident involving a Fleet Unit may have on personal insurance premiums.

6. All Authorized Operators are personally responsible for all infraction and penalties that result during the course of operating a university fleet unit while under Authorized Operators control/responsibility.

Policies using this procedure:

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Procedure for Fleet Disposal and Revenue Distribution from Sale of Surplus Assets

Responsible Unit: Facilities Management
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Overview

This procedure details how Fleet should be disposed of and how the sale of surplus assets is directed.

Procedure

1. Facilities Management directs all amounts generated from the disposal of Surplus Assets to the originating Operating Unit's operating budget when the amount, less the disposal costs, exceeds \$1,000. The amount is recorded by journal entry.
2. Certified cheques or cash are required for external sales.
3. If the disposal is for a surplus asset purchased with research grants or contract funding, any applicable guidelines for distribution of proceeds must be followed.
4. Fleet disposal by trade, sale, or auction will be handled by Facilities Management at each campus in consultation with Facilities Management, St. John's Campus, and in accordance with the [*Procedure for Declaration and Disposal of Tangible Assets*](#).
5. Facilities Management will arrange the cancellation of Fleet Unit insurance.

Policies using this procedure:

Fleet - University Owned or Leased

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