



## MEMORANDUM

**To:** Brett Fairbairn, President

**From:** Steve Pottle, Director, Risk and Safety Services; Noah Arney, Policy Specialist

**Date:** May 28, 2025

**Subject:** Fleet Management Policy

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### Purpose & Background:

To propose a new policy governing the acquisition and use of university vehicles. TRU owns and operates a number of motor vehicles and up to now has done so with only procedures to guide the purchasing and use of them.

### Summary of Proposed Policy:

- Risk and Safety Services will be responsible for all TRU vehicles
- Setting standards for maintenance
- Clarifying that all vehicles will have GPS tracking devices for safety and security
- Allowing vehicles to be purchased with special funds and grants
- Allowing for control of vehicles by academic and administrative units
- Information regarding insurance and disposal
- Listing driver responsibilities

### Summary of Engagement:

- Risk and Safety Services
- Administration and Finance Division
- VP Administration and Finance
- Faculty currently using university vehicles for research purposes
- Legal

### Recommended Steps:

1. Review by Executive & PLG
2. Notice of Motion
3. Approval of the policy proposal

### Attachments:

- Fleet Management policy



<b>POLICY NUMBER</b>	ADM 33-0
<b>APPROVAL DATE</b>	(Leave blank; will be completed once approved)
<b>AUTHORITY</b>	President
<b>CATEGORY</b>	Administrative
<b>PRIMARY CONTACT</b>	Director, Risk and Safety Services
<b>ADMINISTRATIVE CONTACT</b>	Office of Risk and Safety Services

## **POLICY**

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The purpose of this policy is to provide for the economic acquisition, maintenance, replacement, and operation of Vehicles used for Thompson Rivers University (TRU) Business.

## **REGULATIONS**

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### **1 DEFINITIONS**

1. **Driver** means an employee of TRU or other individual who has been authorized to operate a Vehicle.
2. **Unit** means academic or administrative areas at TRU, including, but not limited to, faculties, departments, divisions, offices, schools and centres.
3. **University Business** means activities conducted in the course of official or authorized TRU business.
4. **Vehicle** means a self-propelled motor vehicle owned and operated by TRU. This includes, but is not limited to, the sustainability car share program and Vehicles operated under the authority of a Unit.

### **2 RESPONSIBILITIES**

1. Risk and Safety Services is responsible for oversight and optimization of all TRU Vehicles. The Director of Risk and Safety is responsible for the effective implementation of the fleet and its associated procedures.
2. Vehicles required by Units for casual, term, or continued use shall be arranged through Procurement Services to ensure good financial stewardship of TRU funds.
3. All Vehicles will be maintained by the Unit to a standard consistent with manufacturer's specifications. It will be the responsibility of the Unit to ensure that vehicle maintenance records are kept. Risk and Safety Services will audit these records from time to time to ensure Vehicles are safe to drive per the manufacturer's specifications.
4. All TRU Vehicles will comply with brand standards and guidelines, and identified as university Vehicles in a common fashion between Units, including an assigned fleet number through Risk and Safety Services.
5. Vehicles may be used only for University Business and may be driven only by authorized Drivers holding a valid driver's license with the appropriate classification in

compliance with the British Columbia Motor Vehicle Act and the Canada National Safety Code for Motor Carriers.

6. Units will be required to have a GPS tracking device installed in the Vehicle to ensure the Vehicle is used for University Business and to aid in the location of a Vehicle for safety and security reasons (i.e., in the event of an emergency; theft of the Vehicle, etc.)
7. A Vehicle purchased with research grants or other special funds may remain in the control of the principal investigator until the project is completed, at which time it will revert to their Unit or Risk and Safety Services.
8. Insurance and registration on Vehicles will be arranged by Risk and Safety Services in accordance with TRU standards.
9. Disposal of surplus Vehicles will follow TRU's surplus asset and disposal procedures.
10. Units will arrange for a fuel card through Procurement Services. Accountability for fuel card spending is the responsibility of the Units. Drivers must use the card in accordance with associated guidelines.
11. When using a Vehicle, Drivers are personally responsible for:
  - a. Inspecting the Vehicle and/or trailer to be towed by it for any damages and/or mechanical issues prior to the Vehicle's first trip of the day.
  - b. Limiting passengers of Vehicles to TRU employees or others on University Business and/or official guests.
  - c. Observing all traffic laws and regulations and practicing normal safe driving habits.
  - d. Reporting accidents and damage involving Vehicles to Risk and Safety Services.
  - e. Traffic violations and criminal charges arising from failure to observe traffic regulations and reasonably safe driving practices.
  - f. Ensuring compliance with Part 17, Transportation of Workers (BC OHSR); and Transportation of Dangerous Goods (TDG) provisions for Vehicles travelling on public roads while transporting hazardous materials.
12. TRU will not be responsible for any actions or claims brought against a Driver where the Driver was operating the Vehicle contrary to legislation, municipal bylaws, or university policies and procedures.

## RELEVANT LEGISLATION, POLICIES, AND DOCUMENTS

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### External

- [British Columbia Motor Vehicle Act](#)
- [Canada National Safety Code for Motor Carriers](#)
- [Criminal Code of Canada](#)
- [City of Kamloops Bylaws](#)
- [Workers Compensation Act](#) and [BC Occupational Health and Safety Regulation](#)
- [Transportation of Dangerous Goods Act and Regulations](#)

### Internal

- [Fraud Risk Management \(BRD 27-0\)](#)
- [Health, Safety and Environment \(ADM 5-0\)](#)
- [Purchasing \(BRD 2-2\)](#)
- [Procurement Card Guidelines](#)
- [Asset Disposal](#)