

Policy Name	CENTRAL VEHICLE AGENCY (CVA) / COLLEGE VEHICLES		
Policy #	201	Category	300: FINANCE
Steward	Director, Human Resources	Date Approved	May 16, 2024
Next Review Date		Date Reviewed or Revised	

POLICY

This policy outlines the procedures, process, and guidelines for booking, utilizing, and returning a Central Vehicle Agency (CVA) and / or College owned vehicles.

PRINCIPLES

1. To book and use a CVA / College vehicle, there must be a legitimate College business reason for it.
2. The driver must be registered as an accepted insurable person with SGI, and it is the responsibility of the driver to ensure they are on the list of approved drivers.
3. Under no circumstances may a College vehicle be used for personal reasons.
4. In-scope staff has priority in booking CVA / College vehicles.
5. Vehicle assignment will be based on a variety of factors including duration and location of trip and number of occupants traveling in the vehicle.
6. Every effort must be made to use a College vehicle for College business. If there is no CVA available, mileage may be claimed as per policy #706- *Travel and Accommodations*.
7. Drivers must leave from and return the vehicles to their designated spots in the College parking lot.
 - a. If the vehicle is needed for departure before the College opens and if the vehicle is available, you can get the keys the night before; However, employees must leave the vehicle in the College parking lot until needed.
 - i. If a driver needs to take a vehicle off the lot overnight for early departure the next morning, it must be booked accordingly and an email sent to Manager, Facilities to notify that it will be taken home for the night.
8. If an employee accepts employment away from their home location, unless provided by

the employment conditions, the employee is responsible for arranging their own travel to and from the training site or other Campus.

9. Any vehicle(s) booked for a program / course that extends beyond two consecutive weeks is required to have approval from Manager, Facilities to determine if a dedicated vehicle needs to be requested from the Ministry CVA pool.

SCOPE

This policy applies to all Suncrest College employees who have been confirmed as authorized drivers in accordance with applicable insurance requirements.

DEFINITIONS

Authorized Driver(s): College employees who have met the College's requirements and have been added to the College's automobile insurance policy and who have been granted driving privileges.

Central Vehicle Agency (CVA): Vehicle fleet leased by the College from the Ministry of Central Services.

College Business: refers to activities conducted in the course of official or authorized College business.

College Vehicle(s) refers to cars, trucks, vans, and other license-plated vehicles owned or leased by the College.

Corporate Fleet Card: a credit card assigned to CVA's / College vehicles that allows authorized drivers to charge authorized expenses associated with driving the vehicles. With the exception of fuel, the fleet card can be used for up to fifty (50) dollars for car washes and solvents (windshield washer fluid, oil top-up (not changes), if needed).

PROCEDURES

1. Bookings for CVA's / College Vehicles are done through the Reception team at each Campus location. Email the respective Campus Reception team with details on your booking including departure and return date, destination, and reason.
2. The booking will be confirmed by reception where you pick up the keys for the vehicle as well as the clipboard that has the log sheet on it. You are required to fill out the log during the use of the vehicle daily by entering the date, current kilometers, the destination and your name. If the current distance on the odometer is not the same as the end distance in the previous line, leave a line blank to help us identify that there is a

missing log entry. Notify Manager, Facilities, or reception as soon as possible if there is an odometer discrepancy.

3. Respect your fellow colleagues who may use the vehicle next and remove all garbage and debris that you or your passengers brought into the vehicle. This includes water bottles, papers, personal belongings, and anything else.
4. If you are bringing the vehicle back early, or you have decided you do not need the car, notify reception so your booking can be changed for others can use it if needed.
5. **Fuel:** There is a corporate fleet card in every vehicle along with the registration in the glove box. It is requested that the car is returned with a full tank so the next person does not have to refuel before travelling to their destination. The current PIN numbers are the last 4 digits of the VIN, which can be found on the registration of the vehicle in the same wallet as the credit card. The card will only work in a certified Fuel Dealer. It may not work at a convenience store that sells gas.
6. Every fuel purchase must be substantiated with a receipt. Please write the kilometers when you filled up on the back of the receipt and sign it.
7. When returning the vehicle, park it in the assigned parking space, complete the log sheet, and return the keys, clipboard, and fuel receipt(s) to reception. Be sure to unplug the block heater before you drive away and plug it back in when you return the vehicle in the winter months.
8. There is a *Quick Reference Card* in the glove box of each CVA. It outlines what to do if you experience a breakdown. If a warning light comes on during the time you are driving a vehicle or if there is any mechanical problem with the vehicle, but you are able to drive it back to its home base, notify the Manager, Facilities immediately. The vehicle will be taken out of service if need be.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

- Saskatchewan Regional Colleges Collective Bargaining Agreement

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- [Policy 706: Travel and Accommodations](#)
- Government of Saskatchewan – [CVA Operator's Handbook](#)