

AQ1101 - Responsibility Code for Use of Interior Health Fleet Vehicles

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Däkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, syilx, and Tsilhqot'in Nations, where we live, learn, collaborate, and work together.

Interior Health recognizes that diversity in the workplace shapes values, attitudes, expectations, perception of self and others and in turn impacts behaviors in the workplace. The dimensions of a diverse workplace include the protected characteristics under the human rights code of: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, criminal or summary conviction unrelated to employment.

1.0 PURPOSE

To provide a framework for the use, safety, fiscal responsibility, and program administration of Interior Health (IH) Fleet Vehicles.

2.0 DEFINITIONS

| TERM | DEFINITION |
|--------------------------------|--|
| <i>Authorized Driver:</i> | <i>An individual responsible for operating a Fleet Vehicle and meets the requirements of Section 3.10.</i> |
| <i>Business Use:</i> | <i>Transportation required to perform assigned duties or deliver required programs or services to other IH offices or to the community at large. See Section 3.2.</i> |
| <i>Commercial Vehicle:</i> | <i>A Fleet Vehicle regulated by the Commercial Vehicle Safety and Enforcement (CVSE) branch of the Ministry of Transportation and Infrastructure and regulated with the National Safety Code (NSC).</i> |
| <i>Designated IH Worksite:</i> | <i>The worksite where an Employee would ordinarily perform their work when not at a Flexible Work Location.</i> |
| <i>Driver's License:</i> | <i>A valid Canadian license is one that is equivalent to a BC Class 5 (or the appropriate class license for the vehicle being driven) as issued by the Insurance Corporation of British Columbia (ICBC) or other provincial driving program.</i> |

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| <i>Employee:</i> | <i>Full-time, part-time, casual, and term-specific employees as defined by collective agreements and/or terms and conditions of employment for excluded staff and/or medical staff under contract.</i> |
| <i>Fleet Vehicle:</i> | <i>Any operable or towable piece of machinery or equipment that requires a license plate and/or ICBC insurance that is owned and/or leased by IH and is administered through the Fleet Coordinator.</i> |
| <i>Grey Fleet:</i> | <i>A vehicle that is owned, leased, or rented by an Employee and used as a method of transportation for Business Use.</i> |
| <i>Local Vehicle Coordinator (LVC):</i> | <i>An individual identified by IH management as the main contact for Fleet Vehicles at a specific site or within a specific program who is tasked with the coordination of the requirements as outlined in this policy and Local Vehicle Coordinator Procedure Guide.</i> |
| <i>Motor Vehicle Act (MVA):</i> | <i>This legislation defines BC road laws. It outlines laws that govern the operation of motor vehicles on BC roads and defines the rules of the road and related offences and sanctions.</i> |
| <i>Open Pool Fleet Vehicle:</i> | <i>A Fleet Vehicle that may be booked by any Authorized Driver.</i> |
| <i>Personal Use:</i> | <i>Use of a Fleet Vehicle for purposes not related to Business Use. See Section 3.3.</i> |
| <i>Restricted Fleet Vehicle:</i> | <i>A Fleet Vehicle that may be assigned or may only be booked by Authorized Drivers in a specific program or department.</i> |

3.0 POLICY

- 3.1 All Fleet Vehicles, including Grey Fleet, must be operated in accordance with the Motor Vehicle Act and all traffic and safety laws.
- 3.2 Fleet Vehicles are for Business Use only.
- Employees are not permitted to use Fleet Vehicles to travel from their Flexible Work Location to their Designated IH Worksite.

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- Fleet Vehicle use is not permitted if transportation reimbursement is part of an employment contract, offer letter or collective agreement.
- Fleet Vehicles can be used to attend employment-related education, vocational training, or conferences away from their Designated IH Worksite provided the total travel and training time is to a maximum of seven days.
- Employees are not permitted to use Fleet Vehicles for attending practicums.

3.3 Personal Use of Fleet Vehicles is only allowed during:

- Ancillary use by Authorized Driver, while on Business Use,
- Travel during off-duty hours authorized by collective agreements, and
- Any Personal Use that received approval from the individual's vice president (requested through the individual's manager).

3.4 Prioritize Open Pool Fleet Vehicles for long-distance travel and manage bookings to support this priority.

3.5 IH is not responsible for personal items in the Fleet Vehicle that are lost, stolen or damaged.

3.6 Traffic violations, parking fines, towing/impoundment fees, and any associated fees are the sole responsibility of the Authorized Driver and are not reimbursable by IH.

3.7 For alternate travel methods, including using Grey Fleet, please refer to [AP0300 - Travel and Meeting Expense Policy](#).

3.8 Failure to comply with this policy or associated standard operating procedures may result in a temporary or permanent ban on Fleet Vehicle use, and/or disciplinary action up to and including termination of employment.

3.9 Fleet Vehicle Descriptions

3.9.1 IH operates an Open Pool of Fleet Vehicles to provide any Employee with a vehicle for Business Use, prioritizing long distance travel.

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3.9.2 IH operates Restricted Fleet Vehicles, including Restricted Commercial Fleet Vehicles, for program services.

3.9.3 IH uses Grey Fleet as a last resort when no Fleet Vehicles are available. Grey Fleet vehicle use must follow [AP0300 - Travel and Meeting Expense Policy](#).

3.10 Authorized Drivers

3.10.1 Authorized Drivers must hold a valid Driver's License for the type of Fleet Vehicle they are operating.

- Class L (Learner) and Class 7 (Novice) must not drive Fleet Vehicles.
- The driver must not be driving contrary to any license restrictions, such as interlock devices, etc.

3.10.2 Authorized Drivers of Fleet Vehicles include:

- IH Employees,
- IH medical staff,
- External agency Employees i.e. Provincial Health Services Authority (PHSA),
- Volunteers with authorization from IH management, or
- Contractors and external agencies (i.e. security services) with authorization from the IH Fleet Program or designate.

3.11 Authorized Passengers

3.11.1 Authorized passengers in Fleet Vehicles include, but not limited to:

- IH Employees,
- IH medical staff,
- Partner or dependent(s) accompanying Employees,
- IH contractors,
- IH students,
- Volunteers, and
- Employees of other BC health authorities.

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3.11.2 IH patients/clients/residents must only be transported in Restricted Fleet Vehicles. The program must complete a risk analysis and create operating procedures for patient/client transport that have been approved by the program's senior leadership. Please reference [Infection Prevention & Control Policies](#) and/or [MHF0400 – Transportation of MHSU Clients](#).

3.12 Booking Fleet Vehicles

- 3.12.1 Any Authorized Driver, from any office, can book an Open Pool Fleet Vehicle for Business Use.
- 3.12.2 Bookings are subject to audit. Bookings with missing, incomplete, or incorrect information may be cancelled.
- 3.12.3 Bookings may be bumped to prioritize long-distance travel.
- 3.12.4 Local Vehicle Coordinators have the authority to bump anyone at any time for repairs or maintenance work.
- 3.12.5 Refer to the [Fleet Vehicle Booking Procedure Guide](#) for information.

3.13 Maintenance, Repairs and Safety

- 3.13.1 All Fleet Vehicles, including Grey Fleet, must be maintained as per manufacturer recommendations and in accordance with the Motor Vehicle Act regulations.
- 3.13.2 All Fleet Vehicles require regular maintenance in accordance with the posted [maintenance schedule](#) or as required by the vehicle manufacturer for heavy duty or Commercial Vehicles.
- 3.13.3 Commercial Fleet Vehicles must meet all National Safety Code regulations or other regulatory criteria that is mandatory for the class of vehicle, including Commercial Vehicle Inspection Program (CVIP) inspections.

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3.13.4 Authorized Drivers must report any safety or operational issues with the Fleet Vehicle to the Local Vehicle Coordinator immediately. The Local Vehicle Coordinator will remove the Fleet Vehicle from service until repairs are complete.

3.13.5 Consult the Fleet Coordinator for major repairs or vehicle replacement.

3.13.6 Fleet Vehicles must use winter tires between October 1st and April 30th.

3.13.7 Fleet Vehicles must have emergency kits and first aid kits.

3.13.8 Contact the Roadside Assistance line at 1-855-446-4274 for maintenance alerts or mechanical issues while on the road.

3.13.9 Report all accidents immediately, refer to the [Accident Reporting Procedure Guide](#) for instructions.

3.13.10 Fleet Vehicles must be properly registered and insured for Business Use.

3.14 Identification of Open Pool and Restricted Fleet Vehicles

3.14.1 Fleet Vehicles are to be identified with a minimum of:

- the unit number, and
- “How’s My Driving” phone number.

3.14.2 Identify Commercial Fleet Vehicles in accordance with National Safety Code (NSC) and Commercial Vehicle Safety and Enforcement (CVSE) identification requirements.

3.15 Operating Costs

3.15.1 All operating costs of Open Pool or Restricted Fleet Vehicles are the responsibility of the department to which the vehicle is assigned. Operating costs consist of, but are not limited to:

- fuel,
- glass repairs,

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- insurance,
- interior/exterior washing/cleaning,
- oil changes,
- preventative maintenance,
- safety equipment,
- tires,
- transmission and body shop repairs,
- windshield washer fluid and wipers, and
- 24-hour emergency roadside assistance by calling 1-855-446-4274.

3.15.2 All operating costs of a Fleet Vehicle must be processed through the Fleet Card assigned to that Open Pool or Restricted Fleet Vehicle. In the unusual case where charges are not processed on a fleet card, follow up with the Local Vehicle Coordinator as to how to code charges.

3.15.3 Use of the fleet card for personal expenses (i.e. purchasing fuel for Personal Use, performing maintenance on a personal vehicle, or purchasing vehicle accessories ex. Phone chargers) will be treated as an act of theft and will result in disciplinary action up to and including termination of employment as per policy [AU4000 – Theft, Fraud and Corruption](#), as well as possible administrative penalties.

3.15.4 There is no need for Authorized Drivers to keep fuel receipts if the fuel purchase was processed on the fleet card.

3.16 Requesting a Fleet Vehicle

3.16.1 All Fleet Vehicle requests require justification of need, business operation review and confirmation of capital funding and operating budget. Refer to the [Fleet Vehicle Request Procedure Guide](#) for more information.

3.16.2 Restricted Commercial Fleet Vehicles are requested through the annual capital prioritization process through the Capital Planning

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Steering Committee. Refer to the [Capital Procurement Process](#) for more information.

3.16.3 Restricted Fleet Vehicles can be obtained through an operating lease and will be funded through program operating funds. The program will take on all operational responsibilities for the Restricted Fleet Vehicle and remain within the oversight of the IH Fleet Program. Refer to the [Fleet Vehicle Request Procedure Guide](#) for more information.

3.16.4 Restricted Fleet Vehicles which are program-specific equipment (such as tractors), are the responsibility of the program to obtain funding for purchases.

3.17 Fleet Vehicle Replacement

3.17.1 Review Fleet Vehicles annually and replace as necessary. Replacement is prioritized based on mileage, age of vehicle, maintenance record, location, serviceability, safety, local user needs and fuel consumption of the Fleet Vehicle.

3.17.2 Fund Fleet Vehicle replacements through an annual capital allocation for Fleet Vehicles.

3.17.3 Restricted Commercial Fleet Vehicles are prioritized for replacement through an annual capital prioritization process through the Capital Planning Steering Committee.

3.17.4 Restricted Fleet Vehicles which are program-specific equipment (such as tractors), are the responsibility of the program to prioritize for replacements.

3.17.5 Underutilized Fleet Vehicles may be redistributed elsewhere within IH.

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3.18 Grey Fleet

- 3.18.1 All Grey Fleet drivers are required to follow the policies and procedures as outlined in AQ1101 - Responsibility Code For Use Of Interior Health Fleet Vehicles while operating a Grey Fleet Vehicle for Business Use.
- 3.18.2 Grey Fleet Vehicles must be operated in accordance with the Motor Vehicle Act and all traffic and safety laws.
- 3.18.3 Grey Fleet Vehicles must be maintained as per manufacturer recommendations and in accordance with the Motor Vehicle Act regulations (ex. winter tires for highway winter travel).
- 3.18.4 Vehicle must be properly registered and insured for Business Use. If a personal vehicle is required for Business Use, to such an extent that it requires additional insurance coverage as identified by ICBC, it is the Employee's responsibility to secure additional coverage. Refer to [Vehicle Insurance](#) premiums.
- 3.18.5 IH may complete vehicle spot checks to confirm the Grey Fleet Vehicle is being properly inspected, maintained, and insured.
- 3.18.6 Emergency kits and first aid kits are required for all Grey Fleet Vehicles.
- 3.18.7 IH is not responsible for:
- Traffic and parking fines; towing/impoundment fees,
 - Personal items that are lost, stolen or damaged, and
 - Vehicle deductibles.

4.0 PROCEDURES

4.1 Roles and Responsibilities

- 4.1.1 Employee or Authorized Driver
- Book the Fleet Vehicle and update/cancel the booking if travel plans change.

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- Authorized Drivers must report any safety or operational issues with the Fleet Vehicle to the Local Vehicle Coordinator immediately.
- All Authorized Drivers must follow the [Driver's Procedure Guide](#).

4.1.2 Fleet Coordinator

- Coordinate with the site Local Vehicle Coordinators on maintenance, repairs and odometer requirements.
- Coordinate the annual insurance renewal of all Fleet Vehicles.
- Complete the annual review process of Fleet Vehicles and recommend replacement Fleet Vehicles.
- Document public complaints received on the 'How's My Driving' line regarding the operation of a Fleet Vehicle and forward to the Authorized Driver and their manager. The Fleet Coordinator may offer online training courses as remedial training if applicable.
- Manage policies and procedures related to the management of the Fleet Vehicle program.

4.1.3 Local Vehicle Coordinator (LVC)

- Ensure all maintenance requirements, recalls and repairs are completed in a timely fashion.
- Fleet Vehicles with identified safety or operational issues are to be removed from service until repairs are complete.
- Responsible for secure management and distribution of Fleet Vehicles and keys.
- Audit vehicle bookings for missing, incomplete, or incorrect information.
- All Local Vehicle Coordinators must follow the [Local Vehicle Coordinator Procedure Guide](#).

4.1.4 Site or Program Managers

- Assign a Local Vehicle Coordinator for the Fleet Vehicles at a site or for a program.
- Ensure the Local Vehicle Coordinator is coordinating regular maintenance in accordance with the posted maintenance

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schedule or as required by the vehicle manufacturer for heavy duty or commercial Fleet Vehicles.

4.1.5 Director, Supply Chain

- Approve relocation of underutilized Fleet Vehicles.
- Reserves the right to temporarily suspend or permanently restrict an individual from being an Authorized Driver. Any such decision may be appealed to the Corporate Director of Facilities Management and Operations.

4.1.6 Corporate Director of Facilities Management and Operations (FMO)

- Approve the additional or replacement Fleet Vehicle purchases.

5.0 REFERENCES

1. [Accident Reporting Procedure Guide](#)
2. [AP0300 - Travel and Meeting Expense Policy](#)
3. [AU1300 – Flexible Work Location Policy](#)
4. [AU4000 – Theft, Fraud and Corruption](#)
5. [Fleet Vehicle Booking Procedure Guide](#)
6. [Fleet Vehicle Request Procedure Guide](#)
7. [FM10 - Pre & Post Trip Inspection](#)
8. [FM11 - Driver's Log](#)
9. [FM11EV - Driver's Log for Electric Vehicles](#)
10. [FM13 - Local Vehicle Coordinator Procedure Guide](#)
11. [FM14 - Fleet Vehicle Driver's Procedure Guide](#)
12. [FM22 – Emergency Safety Kit Item Request Tag](#)
13. [Infection Prevention & Control Policies](#)
14. [MHF0400 – Transportation of MHSU Clients](#)
15. [Motor Vehicle Act](#)
16. [Road Safety at Work](#)
17. [Vehicle Insurance Premium Packages](#)

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