


POLICY:			NUMBER: WP - 63
DRIVER POLICY			Page 1 of 2
PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Elizabeth Krische	CLASSIFICATION: Safety	EFFECTIVE: September 1, 2021
			SUPERSEDES: November 1, 2008

Purpose

To ensure the safe and legal operation of Facilities Management (FM) vehicles leased or owned by The University of Western Ontario. All licensed and unlicensed vehicles (tractors, etc.) are included in this policy.

Procedure

1. Any employee who drives a vehicle owned or leased by The University of Western Ontario shall possess a valid Ontario driver's licence that is not under suspension and is appropriate for that equipment.
2. FM vehicles are not to be used for any personal purpose or personal transportation.
3. For those CUPE Local 2361 employees who choose to use a Western vehicle for the call-in assignment, refer to *Article 29.04: On - Call Vehicle* in the Collective Agreement. As noted, "..., members will be permitted the use of a UWO vehicle for the sole purpose of attending to their call-in assignment and will not be used for personal business."
4. Passengers, other than University of Western Ontario employees shall not be carried at any time unless directly related to work being performed.
5. FM drivers shall not permit anyone except authorized and appropriately licensed FM employees to drive or operate any vehicle which has been assigned to them unless approved by FM Management or The University of Western Ontario's Insurance Department. FM will maintain a list of current FM authorized licensed employees. FM Supervisors will be made aware of those employees who are not authorized nor licensed.
6. For those positions that require a licence, the employee will provide a copy of their valid Ontario driver's licence and Driver's Abstract (if required) to their Supervisor. The "University Corporate Insurance - New Drivers of University Vehicles" form will be completed by the Manager and sent to the Administrative Assistant, Facilities Operations, who will then submit it to the University Insurance office. Driver abstracts will be maintained for all FM employees who drive a University of Western Ontario vehicle.
7. All infractions of the Highway Traffic Act or municipal bylaws, all fines for traffic offences and parking violations of a Western vehicle are the responsibility of the driver.
8. Traffic on the property of The University of Western Ontario is regulated pursuant to the Highway Traffic Act of Ontario through the University of Western Ontario Act. Rules of the road are the same as elsewhere in the province of Ontario. All Ministry of Transportation rules and regulations and the Highway Traffic Act as noted above apply to this policy.

POLICY: <p style="text-align: center;">DRIVER POLICY</p>	NUMBER: WP - 63
	Page 2 of 2

9. FM drivers must notify their Supervisor in writing immediately of:
 1. Any summons received for a traffic violation while operating a University of Western Ontario vehicle.
 2. Any change in licence status (expiry, suspended, revoked, loss, change of conditions / restrictions).
10. FM drivers must always carry their driver’s licence and be sure the vehicle permit, insurance card, and accident report kit are in the vehicle at all times.

Circle Checks

1. A circle check of each vehicle is required each day at the start of the work shift and prior to operating the vehicle. This check is performed by the first driver using the vehicle. The second driver should make sure that the Check List has been completed for that day. Follow the instructions for using the “*CHECK LIST BOOK*”
2. Any problems with the vehicle should be reported to the FM Vehicle Repair Shop by telephoning Extension 88709 or in person at the Support Services Building Garage between the hours of 7:00 a.m. and 3:30 p.m. Use the top copy (white) as a reference for the Vehicle Mechanics to complete the repair. If there are no problems with the vehicle, the top copy (white) will be submitted to your Manager.
3. The *Check List Book* will remain in the vehicle inside the pouch provided. If a new book is required, please contact the Vehicle Repair Shop and a new one will be provided.
4. If a vehicle cannot be driven, advise the Vehicle Repair Shop immediately. During off-hours, post a “Do Not Use” tag and report it to the Vehicle Repair Shop the next business day. Tags are available in Stores and in the vehicle circle check book.

Accident Reporting

1. Any accident involving FM vehicles must be reported immediately to the Western Special Constable Service (WSCS) and the Supervisor if the accident occurs on University property. For accidents occurring off University property, the local Police are to be notified. See FM Policy S-21: Vehicle Accident Reporting Procedures for more detail. “In Case of Accident Booklets” are provided in each vehicle’s glove compartment and are to be used at the time of the accident off campus to provide information back to their Supervisor.