

Policy Title: Fleet Management Policy		Policy Number: P41	
Policy Category: Transportation and Transit			
Approval Date: February 28, 2005		Policy Owner: Planning and Development Services	
Approved by: Board		File Reference: 0340-50	

Purpose

1. To establish guidelines for the operation, maintenance and management of the Comox Valley Regional District (CVRD) fleet vehicles.

Scope

2. The policy applies to the CVRD fleet vehicles, which includes all motor vehicles and mobile equipment as well as boats and bicycles owned or leased by the CVRD, collectively referred to as “fleet vehicles”. For the purpose of this policy the following definitions apply:

“Bicycle”	is a vehicle consisting of a light frame mounted on wheels and pedals or a small motor by which it is driven.
“Boat”	refers to a vessel that travels on water.
“Fire apparatus”	refers to the firefighting equipment attached to a fleet vehicle such as fire appliances, fire tenders, water ladder, pumper and pump-ladder.
“Fleet manager”	is the Manager of Transit and Sustainability.
“Mobile equipment”	means a vehicle mainly used off public roads, on the property of the CVRD; designed with a seat for the operator; and may provide mobility for permanently attached equipment.
“Motor vehicle”	means a vehicle, designed to be self-propelled to travel on public roads.
“Shared fleet vehicle”	means a fleet vehicle, which is not assigned to one specific CVRD employee or department.

Guiding Principle

3. That the CVRD has a safe, effective and efficient fleet, where fuel usage, lifecycle costs, greenhouse gas (GHG) emissions and risks are minimized.

Policy Statements

Fleet Inventory

4. (1) The composition of fleet vehicles is determined by the operational requirements of each department in consultation with the fleet manager.
- (2) In support of the CVRD’s corporate objective of being carbon neutral and in recognition of a climate crisis, the composition of the fleet inventory will be designed to produce the least amount of GHGs.
- (3) The Financial Services Department will maintain a full inventory of all fleet vehicles in accordance with public sector accounting board requirements.

Acquisition and Disposal

5. (1) The acquisition of vehicles is conducted by individual departments in conjunction with the financial plan and in consultation with the fleet manager.
- (2) To demonstrate leadership and in accordance with the Comox Valley Regional Growth Strategy and the Corporate Energy Plan, where they can be shown to meet operational requirements, the CVRD will prioritize the purchase of zero emission vehicles (ZEV) rather than conventional gasoline engines. ZEV include battery electric, plug-in hybrid, hydrogen fuel cell and extended-range electric vehicles.
- (3) When purchasing a new vehicle the department manager responsible to oversee this purchase must complete the vehicle request form attached as Appendix A and consult with the fleet manager to ensure that the following criteria are considered:
 - (a) Right-sizing so that the vehicle is appropriate to its average anticipated use, based on the following:
 - i. Average load capacity
 - ii. Average passenger capacity;
 - iii. Average operational terrain; and infrequent vehicle needs that exceed the ability or capacity of a vehicle are to be met through vehicle sharing or renting.
 - (b) Life cycle cost taking into account the costs and environmental impacts of the vehicle while owned by the CVRD, that should include:
 - i. Capital costs of vehicle
 - ii. Service/maintenance costs of vehicle over six/ten years
 - iii. Fuel and energy cost over 100,000 km based on:
 1. Average local fuel or electrical charging cost at time of purchase plus 25 per cent to account for future increase.
 2. Average fuel/energy consumption data from Natural Resources Canada EnerGuide Fuel Consumption Guide or EPA sources.
 - iv. GHG cost per tonne of carbon dioxide emissions, as determined by the provincial government.
 - (c) Disposal of fleet vehicles shall be approved by the Chief Administrative Office (CAO) based on recommendations by the fleet manager working in co-operation with department managers. Taking into consideration the vehicle condition, resale value and available budget to replace a fleet vehicle, vehicles will be assessed for disposal if they meet any of the following criteria:
 - i. Six years old for conventional internal combustion engine vehicles or ten years for ZEV
 - ii. Reach 100,000 km
 - iii. Are considered underutilized
 - iv. Not appropriate to the operational requirements
 - v. Result in excessive fuel usage and GHG emissions

Vehicle Registration, Insurance and Accidents

6. (1) One of the following authorized personnel must sign all insurance and transfer documentation:
 - (a) The Chief Administrative Officer;
 - (b) The Chief Financial Officer;
 - (c) The Manager of Financial Planning; or
 - (d) The Corporate Legislative Officer.

- (2) Those managers acquiring fleet vehicles, must provide at the time of the award, purchase or transfer between departments (as applicable), notice and other required documentation to the CVRD Financial Services Assistant to arrange for appropriate registration, insurance and recording in the fleet inventory.
- (3) Original documentation for the registration, inspection, warrantee, purchase or disposal of any vehicle or equipment shall be forwarded to the CVRD Financial Services Assistant.
- (4) Copies of insurance documents shall be carried in the vehicle at all times.
- (5) Boats must be registered and marked according to applicable legislation.
- (6) If a driver is involved in an accident they must:
 - (a) Contact 911 if there are injuries, if the vehicles block traffic, or if there is suspicion of driver impairment such as alcohol or drug use.
 - (b) Collect as much information as possible, including the date, time, sketch or photo of accident site, other driver information (license number, phone number), names and phone numbers of witnesses.
 - (c) Do not admit liability or fault for the accident.
 - (d) Report this to their department manager or supervisor as soon as possible who will complete a risk management form, available from the Financial Services Assistant, and report this to the Corporate Risk Manager and Fleet Manager.
- (7) An accident checklist and pen must be kept in all vehicles.
- (8) Accident damage should be repaired promptly by the applicable department.

Decals

7. (1) The *Motor Vehicle Act* requires that the name of the CVRD be displayed on both sides of the vehicle no less than five cm high, in a manner that makes the name clearly visible to the public.
- (2) All CVRD fleet vehicles, on the driver's door and the front passenger door, shall display the coloured corporate logo closely resembling the decal as shown below:



- (3) The Fleet Manager, or for fire service vehicles the Fire Chief, is responsible for determining the length of decal to be applied. There are three sizes to choose from: 12", 18" or 24" in length.
- (4) After the size of decal has been selected, the department manager responsible for the acquisition of the vehicle needs to make the necessary arrangements to have it displayed on the vehicle.
- (5) Unit number decals must be applied to all vehicles that travel on public roads. Where possible, decals should be applied to the front fenders and on the rear of the vehicle.
- (6) Wraps for public education opportunities may be used on fleet vehicles (such as on the tailgate of the water department vehicles), only with approval from the Fleet Manager and in consultation with the Chief Administrative Officer.

Maintenance

8. (1) The policy follows a decentralized approach for vehicle maintenance. The manager assigned to a fleet vehicle(s) is responsible to keep the vehicle(s) in a good mechanical state; to retain records pertaining to servicing and maintenance; and to forward applicable and relevant information to the financial services department for their records.
- (2) All vehicles should be maintained according to the manufacturer's recommendations.
- (3) The following minimum maintenance requirements must be adhered to:
 - (a) Oil changes
 - (b) Fluid levels
 - (c) Lubrication
 - (d) Inspection of tire condition
 - (e) Inspection of brakes
 - (f) Inspection of lights
 - (g) Inspection of windshield wipers
- (4) All authorized drivers are responsible to:
 - (a) Maintain fleet vehicles in a clean state
 - (b) Report to the Fleet Manager, when noticing that the odometer reading is close to the service mileage indicated on the service sticker

Safety

9. (1) Fleet vehicles shall comply with ICBC and WorkSafe BC's (WCB) safety requirements.
- (2) Managers responsible for fleet vehicles in their respective departments need to ensure that any required safety inspections are performed and applicable certificates are kept with the vehicles. This should be done in accordance with the requirements of the Commercial Vehicle Inspection Program (CVIP), the *Motor Vehicle Act* and regulation (MVAR), and relevant BC Motor Carrier licensing provisions.
- (3) For construction of new fire apparatus the applicable standards set by the National Fire Protection Association must be followed.
- (4) For the construction of used and rebuilt fire apparatus the applicable recommendations of the Fire Underwriters Survey and applicable standards set by the Underwriters Laboratories of Canada, must be followed.
- (5) All motor vehicles must carry the following equipment:
 - (a) Level I first-aid kit
 - (b) Triangle warning sign
 - (c) Blanket
 - (d) Flashlight
 - (e) High visibility vest
- (6) Motor vehicles travelling in areas that during severe winter conditions must use suitable tires and chains and bring additional safety equipment available from the winter emergency kit.
- (7) All cargo must be secured and transported in a safe manner.
- (8) All drivers must use seatbelts when operating a fleet vehicle and require their passengers to do the same.
- (9) Before using a fleet vehicle, the driver or operator shall do a visual inspection and report anything damaged or missing to the fleet manager as soon as possible.
- (10) Before using a fleet vehicle, the driver or operator must review the owner's manual and become familiar with the controls of the particular fleet vehicle.

- (11) Employees may use a cellular phone or smartphone while operating a vehicle provided that the following conditions are met:
 - (a) It is not held in their hand.
 - (b) It is secured on their body or within the vehicle in such a way that it does not impede sight lines to mirrors or vehicle windows.
 - (c) It is configured for use with a hands-free device that is operated using voice recognition or by pressing a single button – only once - to accept or initiate communication.
 - (d) If a hands-free device is in the form of a headset, the headset must be in place prior to operation of the vehicle, and may only be attached to one ear, not both.
- (12) The department manager responsible for any boats must ensure that the vessel conforms to relevant regulations and has all the mandatory equipment on board.
- (13) When travelling to remote or distant destinations or where severe road conditions will be experienced, at the discretion of the drivers manager or supervisor, minimum requirements for checking in while using a fleet vehicle will be utilized as follows:
 - (a) Prior to departure the driver will check in with their administrative staff and identify expected time of arrival at destination. The driver will check in again upon arrival at destination.
 - (b) This applies to departure and return trips from the office or home.

Authorized Drivers and Passengers

10. (1) Only authorized drivers are allowed to operate fleet vehicles and must comply with all legislative requirements and the provisions of the fleet management policy.
- (2) The following are considered to be authorized drivers:
 - (a) CVRD directors
 - (b) CVRD staff
 - (c) CVRD fire chiefs, deputy chiefs, officers and members of fire departments
 - (d) Contractors and consultants, only as required, and for the term of a current agreement with the CVRD with written permission of the CAO. Written permission may include additional conditions of use and shall be forwarded to the applicable manager to ensure conditions are met and to the Financial Services Assistant for insurance purposes.
- (3) Prior to operating a fleet vehicle, authorized drivers must submit the following information as permitted in the *Freedom of Information and Protection of Privacy Act*, which will be kept confidential and used only for the purpose of determining access to fleet vehicles:
 - (a) Proof of having a valid driver's licence, with the understanding that such licence is issued by the government of any province and/or territory of Canada, and that non-residents may use approved international driving permits.
 - (b) A copy (at the expense of the driver) of their driving record for the past six months.
 - (c) Motor vehicle forms MV2520 and MV2610 (signed at least once) to allow the CVRD to request a driver's abstract.
 - (d) Employees who use a fleet vehicle and do not have a vehicle licensed and insured in B.C. are encouraged to obtain a "Drivers Policy" (A Drivers Policy is offered thru ICBC and provides third party liability coverage for persons who wish to protect themselves for liability while driving non-owned vehicles. This would apply to a person who does not own a vehicle that is licensed and/or frequently drives vehicles belonging to someone else). Should employees who

- submitted a copy of such a policy change insurance companies; it is the responsibility of the driver to update the CVRD financial services assistant.
- (e) For boat operators, any applicable certificates required.
- (4) The following are permitted as passengers in a fleet vehicle:
- (a) CVRD directors, staff and fire department members
 - (b) Staff from other levels of government
 - (c) Volunteers or consultants and contractors as required to conduct CVRD business
 - (d) Those with the written permission of the CAO including partners and family members of authorized drivers while accompanying them to a conference or similar event which is out of town and more than one day long. Written permission may include additional conditions of use and shall be forwarded to the applicable manager to ensure conditions are met, and to the Financial Services Assistant for insurance purposes.
- (5) Drivers are responsible for reporting all violation ticket or convictions of driving related offences within 15 days of the event to their managers or supervisors. All costs associated with violations, convictions or offences are the responsibility of the individual driver. Drivers may be required to undertake additional driver training.
- (6) A valid driver's or operator's license/certificate with a class designation appropriate (under the *Motor Vehicle Act* and or *Canadian Shipping Act* as the case may be) must be carried while driving or operating a fleet vehicle. People with learners or novice licenses will not be authorized to use fleet vehicles without written permission from the Corporate Risk Manager. No employee shall drive a fleet vehicle when:
- (a) The driver's license has been suspended, terminated or otherwise revoked or invalidated.
 - (b) The driver is aware of any medical condition that would cause their driver's license to be suspended, terminated or otherwise revoked.
 - (c) The driver's license is the subject of a driving prohibition.

Logbooks and Personal Usage of Vehicles

11. (1) A log book assigned to a vehicle must be kept in the glove box of the vehicle.
- (2) Drivers are responsible for recording personal use mileage. Keeping an ongoing log of activity provides support of personal versus business use if a Canada Revenue Agency audit was to occur. If the vehicle is normally only used for business purposes, make a note of this in the logbook and record only personal use mileage.

Fuel Use and Idling

12. (1) If a fuel purchasing card has been assigned to a vehicle, it must be kept in the glove box of the vehicle. Prior to travelling check that the card is in the vehicle and if not, follow-up with the most recent driver. Immediately report any missing cards to the Financial Services Department.
- (2) Only use other means of payment if an assigned fuel purchasing card cannot readily be used.
- (3) When the fuel tank is below half full at the end of a trip, fill the fuel tank before parking the vehicle.
- (4) Fuel data must be tracked by the Financial Services Department and managed to enable the consistent analysis of energy and GHG costs, and to facilitate accurate reporting of fuel use for carbon tax and offset purposes.
- (5) The CVRD will provide educational material and or training to authorized drivers of fleet vehicles to maximize fuel efficiency.

- (6) While understanding that this policy does not override vehicle manufacturer's specification for warm-up and shut down requirements; idling should be minimized, since excessive idling is rarely required and can lead to increased wear and maintenance in addition to increased fuel costs and air pollution. Therefore all authorized drivers shall:
 - (a) Not unnecessarily idle the engine for more than 30 seconds after starting the vehicle once the windows are clear.
 - (b) Once a vehicle has been started, not unnecessarily idle the engine for more than 10 seconds unless the vehicle is in traffic; is in the course of performing a specific duty that requires the vehicle to be left running; or if the temperature is below -10 degrees Celsius and doing so would compromise human safety or the mechanical integrity of the vehicle.
 - (c) When the engine must be left running for any reason, the operator must remain with the vehicle.

Trip Planning and Vehicle Booking

13. (1) Before using a fleet vehicle, all drivers must take into account the following considerations:
 - (a) The distance and potential opportunities to use active transportation, such as walking or cycling
 - (b) The most efficient route to follow
 - (c) Opportunities to car pool
 - (d) Opportunities to consolidate multiple trips
 - (e) Trip reduction strategies, such as coordinating work scheduling and using telephone conference calls or webinars
 - (f) The vehicle that has the lowest fuel emissions, such as a hybrid or 4-cylinder engine or a vehicle that uses alternative fuels, while being the most suitable for the proposed trip
 - (g) When travelling off road and in winter conditions give priority to vehicles with 4-wheel or all-wheel drive capabilities.
- (2) Book shared fleet vehicles through the appropriate program and for safety purposes provide the following information: the full name of department followed by driver's name and the location(s) of the trip.

Regulations for Use

14. (1) Smoking is prohibited in fleet vehicles.
- (2) Upon return to the main office after the completion of a trip using a shared vehicle, authorized drivers are responsible to return the keys immediately.
- (3) The CVRD will not be responsible for any personal items left in a fleet vehicle.

Parking of Shared Fleet Vehicles at the CVRD Corporate Facilities

15. (1) When not in use, all fleet vehicles kept at the CVRD's corporate office and other facilities are to be parked in designated parking spots.
- (2) Before leaving a fleet vehicle, ensure that the vehicle is locked and that all tools and equipment are secured.
- (3) Always back fleet vehicles in to the parking space.
- (4) When using a shared fleet vehicle for more than one day, the parking spot vacated may be used for the parking of a private vehicle overnight, owned by the authorized driver or passenger, with the understanding that the CVRD will not take responsibility for the security of that private vehicle.

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping
November 23, 2021	Board	To pursue zero emissions vehicles where practical

APPENDIX

Appendix A - Vehicle Requirements Form

Department: _____
Contact person: _____
Contact telephone
and email _____

In accordance with the CVRD's Fleet Management Policy, consideration must be given to a fleet vehicle's average anticipated use. Infrequent transportation needs can be met through sharing of fleet vehicles and potential rental. The objective is to obtain the right vehicle for the job while maximizing fuel efficiency and reducing life cycle cost.

Describe what the vehicle would be typically used for:
Describe the average expected operational terrain (eg: dirt roads, highway, in city, at facility site):
Describe the average expected passenger capacity (ie: how many people):
Describe the average expected load capacity of the vehicle (eg: how much of and what you would carry) :
Type of vehicle required - pickup, SUV, car, van, specialty (eg: fire truck, dump truck), other:
Special features required (eg: vinyl floor, 4-wheel or all-wheel drive, tow package, canopy)
Describe how vehicle is consistent with CVRD's corporate energy plan and sustainability strategy goals:

Manager requesting the purchase of a new vehicle:

Department: _____	Name: _____	Signature: _____	Date: _____
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