

Standard

# Pool Fleet Vehicles

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Standard

## Pool Fleet Vehicles

### Purpose

To define terms and conditions for using a BCLC pool fleet vehicle.

### Scope

These Standards apply to all BCLC employees when using a BCLC pool fleet vehicle (“Vehicle”).

### Standards

BCLC leases a limited number of hybrid Vehicles for use by eligible persons, in accordance with the Use of BCLC Pool Fleet Vehicles section in BCLC’s Travel and Expense Standard. BCLC’s Vehicles are an economical and environmentally appropriate solution for employees’ short-term business travel needs (e.g., 1-5 business days).

The Pool Fleet Vehicles Standard (“Standard”) should be read in conjunction with BCLC’s [Travel and Expenses Policy and Standard](#).

### DRIVER ELIGIBILITY

Any person who meets the criteria as stated below may drive a Vehicle.

Persons are eligible to drive a Vehicle if:

- they are a BCLC employee,
- they hold a valid, class five (5) driver’s licence issued by the Province of British Columbia,
- they are not subject to a driving infraction that prohibits them from driving a vehicle or otherwise restricts their use of a vehicle in any way (e.g., an ignition interlock device is required), and
- their Vehicle use privileges are not suspended.

Eligibility criteria must be met at the time when a person intends to take Possession of a Vehicle.

The Director of Corporate Services and Facilities may deny an eligible person use of a Vehicle based upon information about that person’s licence status or driving performance that is obtained through a notification from ICBC or another source that is verifiable or credible (e.g., notice is received due to an infraction involving a Vehicle).

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## ADMINISTRATION

### Reservations and Cancellations

Vehicles must be reserved. Vehicles are available on a first-come, first-served basis and may be reserved in advance or on the day of need. Reservations should be made based upon when a Vehicle will be picked up and dropped off so that the Vehicle's availability is accurate and transparent to others.

Reservations must be made by the Authorized Driver who intends to drive, or do the majority of the driving, in order to facilitate pick-up requirements. An exception is permitted for reservations made by an Executive Assistant on behalf of the CEO, a Vice President or a Director.

Reservations may be changed or cancelled at any time by the Authorized Driver who made the reservation or by the Executive Assistant who made a reservation on behalf of another Authorized Driver. Cancellations should be made as soon as practicable so a Vehicle may be released for use by another person. The Fleet Coordinator may cancel a reservation when a Vehicle is not picked up at the commencement of a reservation.

Vehicles may not be available for reservation from time to time due to routine Vehicle maintenance. The Fleet Coordinator will advise impacted Authorized Driver(s) as soon as possible if emergency maintenance or repair of a Vehicle interferes with an existing reservation. Authorized Drivers will be responsible for making alternative travel arrangements.

Reservations and cancellations should be made in accordance with a procedure established by Corporate Services. Procedure details can be found on BCLC's intranet.

### Pick-up Requirements

Vehicles must be picked up at the date and time specified in a reservation. Vehicles may be picked up prior to a reservation commencing subject to availability. Reservations should be updated to reflect significant changes in pick-up dates and times (i.e. early pick-up occurs a day prior to a reservation commencing). Vehicles not picked-up at the commencement of a reservation are subject to the [Reservations and Cancellations](#) standard above.

The following persons must present themselves to Corporate Services' designated representative at the time of pick-up:

- the Authorized Driver:
  - who made the reservation, or
  - for whom a reservation was made by an Executive Assistant; and
- any other Authorized Drivers who intend to drive the Vehicle during the business trip.

Vehicles will only be released to the Authorized Driver indicated in a reservation.

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**Documenting Vehicle Use.** BCLC maintains logs of BCLC employees who use a Vehicle (as a driver or passenger) for audit and emergency purposes. The Authorized Driver who picks-up a Vehicle must notify BCLC of any other employees who travel within the Vehicle for BCLC business purposes (excludes incidental travel during a business trip). Notice must be given in accordance with a procedure established by Corporate Services. Procedure details can be found on [BCLC's intranet](#).

**Verifying Eligibility.** Corporate Services' designated representative must verify eligibility for the Authorized Driver responsible for reserving a Vehicle and any other known Authorized Drivers intending to drive a Vehicle. Eligibility may be verified by:

- requiring the person(s) who picks-up a Vehicle to present their driver's licence for review, and
- consulting BCLC's human resource information system (HRMS) to confirm a person is a BCLC employee.

**Release of Vehicle.** Vehicle keys and operational materials (e.g., Vehicle credit card, emergency information, Vehicle activity log, etc.) may only be provided once pick-up requirements are met.

### Pre-travel Inspection

Authorized Drivers must inspect their Vehicles at pick-up for damage, cleanliness, fuel levels, and the presence of a Vehicle credit card, tolling decals, and a parking pass. The odometer status at the start of a trip and any inspection issues with the Vehicle must be documented prior to leaving BCLC premises.

If a Vehicle is found damaged or in poor condition, the Authorized Driver must notify the Fleet Coordinator as soon as practicable and provide a detailed description of the damage. Visual documentation (e.g., photos, video, etc.) of the Vehicle condition should be provided along with the notification, if possible.

### Post-travel Inspection

Authorized Drivers must inspect their Vehicles upon drop-off for damage, cleanliness, fuel levels, and the presence of a Vehicle credit card, tolling decals, and a parking pass. The odometer status at the end of a trip and any inspection issues with the Vehicle must be documented prior to completing drop-off requirements.

### Drop-off Requirements

Vehicles must be returned to BCLC on time, in clean condition, washed if required, and with a full tank of fuel. Vehicles must be parked in their designated permanent parking spot when dropped off. Vehicle keys and operational materials must be returned to Corporate Services' designated representative.

If a Vehicle is damaged or in poor condition, the Authorized Driver must notify the Fleet Coordinator upon returning the Vehicle to BCLC premises. A detailed description of the Vehicle condition or damage must be provided. Visual documentation (e.g., photos, video, etc.) should be provided along with the notification, if possible. See the [Damage to Vehicles](#) standard below for more information.

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### Personal Safety and Check-In Procedure

Authorized Drivers must comply with personal safety measures and check-in procedures as described in BCLC's Travel and Expenses Standard and under the Working Alone and In Isolation Program, respectively.

### Expenses

Each Vehicle has a credit card assigned to the plate of the Vehicle in order to alleviate the need for a person to personally bear travel costs associated with using the Vehicle. The Authorized Driver is responsible for the use of this card. The credit card must be used to cover the following types of expenses:

- Fuel
- Lubricants/ Oil changes
- Mechanical repairs
- Car washes

No other expenses may be charged to this credit card. Receipts must be obtained for all expenses charged to the credit card and retained with the operational materials provided upon pick-up. Personal credit cards or other forms of payment should only be used for the above-mentioned expenses in the event the Vehicle credit card cannot be processed.

Any other Vehicle-related expenses not listed above, but admissible for reimbursement should be claimed in accordance with BCLC's Travel and Expenses Standard (see standard titled "Reimbursable Costs" under the sub-section "Other Transport Costs").

Authorized Drivers must report a lost or stolen Vehicle credit card to the Fleet Administrator immediately (available 24 hours a day, 7 days a week) and to the Fleet Coordinator as soon as practicable.

All expenses may be subject to audits for compliance with this Standard as well as BCLC's Travel and Expenses Policy and Standards.

### AUTHORIZED DRIVERS

There may be multiple Authorized Drivers during a trip. Driving by any person other than an Authorized Driver is not permitted, except in the event of a medical emergency where an Authorized Driver is incapable of driving. In this circumstance, any person with a valid, class five driver's licence issued by the Province of British Columbia may drive the Vehicle in order to resolve the emergency situation.

### PASSENGERS

Only authorized passengers are permitted to travel in a Vehicle. Authorized passengers include the following persons:

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- BCLC employees, or
- individuals who have a business relationship with BCLC (e.g., contractors, vendors).

### PERSONAL USE

Personal use is defined as any use of a Vehicle for purposes not related to the performance of BCLC duties or employment. Vehicles must only be used for business purposes, except for limited personal use that is:

- reasonable and incidental during a business trip, or
- between an Authorized Driver's home and workplace before or after a business trip.

Vehicles are not to be used for personal use other than in the circumstances noted above.

Further guidance on what BCLC considers reasonable and incidental personal use may be sought from the Fleet Coordinator.

### ONE-WAY TRIPS

Vehicles must be returned to their designated home location at the conclusion of a trip. Use of a Vehicle to travel one way is not permitted. An exception may be granted by the Fleet Coordinator if an Authorized Driver makes alternative arrangements for a Vehicle to be returned to its designated home location.

### OUT OF PROVINCE AND INTERNATIONAL TRAVEL

Use of a Vehicle to travel outside the province of British Columbia or outside the country (international travel) is not permitted.

### PARKING

Vehicle may be parked:

- in its designated permanent parking spot at its home location (i.e. a BCLC office parkade),
- in an available parking spot when visiting another BCLC office location, or
- in a reasonably safe and secure location when not in use or during off-duty hours.

### Kamloops Parkade

Vehicles visiting the Kamloops office location may be parked in any available spot in the parkade, except for parking spots reserved for Kamloops pool fleet vehicles.

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### Vancouver Parkade

Vehicles visiting the Vancouver office location may be parked in any available spot in the parkade, except for parking spots reserved for Vancouver pool fleet vehicles.

A parking pass is required and must be displayed in order to use the parkade at the Vancouver office. Parking passes are supplied for the Vancouver parkade and should be found in all Vehicles. A parking pass should not be purchased, unless a pass cannot be found in a Vehicle. Authorized Drivers should notify the Fleet Coordinator as soon as practicable if a pass cannot be found in a Vehicle. The Authorized Driver who last used a Vehicle may be held responsible for any costs incurred by BCLC due to a Vehicle being improperly parked (i.e. without a parking pass, not in the designated parking spot, etc.).

### Parking Expenses

Authorized Drivers should refer to the section entitled “Other Transport Costs” within BCLC’s Travel and Expenses Standard for direction on the reimbursement of parking expenses.

### ROAD, BRIDGE, AND FERRY TOLLS

Vehicles are equipped with a tolling decal that is applicable to British Columbia’s toll zones in the lower mainland area (e.g., the Port Mann Bridge and Golden Ears Bridge). Toll expenses incurred while driving a Vehicle in these toll zones are automatically and directly billed to BCLC. Authorized Drivers should notify the Fleet Coordinator as soon as practicable if tolling decals cannot be found with the Vehicle.

Authorized Drivers should refer to the section entitled “Other Transport Costs” within BCLC’s Travel and Expenses Standard for direction on the reimbursement of other road tolls, bridge tolls, ferry tolls and reservation fees.

### UNAUTHORIZED USE

The following activities are prohibited:

- Use of a Vehicle:
  - by a driver that is not an Authorized Driver except in emergent situations as noted above,
  - for personal travel beyond what is permissible under Personal Use,
  - to transport unauthorized passengers,
  - to transport pets or animals,
  - that puts an individual at unreasonable risk of personal injury,
  - that puts the Vehicle at unreasonable risk of damage or increased maintenance,
  - that could result in a negative impact on BCLC’s brand/image,

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- by a driver who is impaired, including but not limited to drugs (prescription, non-prescription, or any other substance) or alcohol,
- smoking within the Vehicle,
- installation of a trailer hitch or any tow package,
- towing of recreational vehicles, and
- off-roading.

### ACCIDENTS

Accidents involving a Vehicle should be reported immediately to the appropriate emergency response team (e.g., 911) if injuries have resulted to any persons. Additional directions applicable in the event of an accident can be found in all Vehicles and should be followed by employees.

Employees involved in an accident while traveling in a Vehicle must within 24 hours (or as soon as practicable in the event of serious injury requiring hospitalization):

- report their accident and any injuries to their manager and Human Resources,
- report their accident to the Fleet Administrator and Fleet Coordinator, and
- complete a WorkSafe Form 6A – “Worker’s Report of Injury or Occupational Disease to Employer” and submit it to Human Resources.

For more information, visit the [Your Safety](#) page on BCLC’s intranet to find WorkSafe Form 6A and instructions on [reporting an accident or incident](#). Contact Human Resources for assistance, if necessary.

Note: BCLC’s Human Resources department retains a copy of the completed WorkSafe Form 6A to help with the claim process in the event that an employee submits a claim for injury later on, and the cause of the injury is attributed to an accident involving a Vehicle.

### SECURITY AND THEFT

BCLC employees must take prudent measures to protect all BCLC Assets in their possession when using a Vehicle. Authorized Drivers are responsible for securing a Vehicle in their Possession when it is not in use. Securing a Vehicle may include, for example: closing all windows, locking all doors, removing items of value (even items of nominal value such as sunglasses, loose change, etc.) or securing them out-of-sight within the Vehicle, and, if applicable, arming a Vehicle’s security system.

Authorized Drivers must report a theft or break-in as soon as practicable so that appropriate steps may be taken to ensure the safety and security of the persons, assets and Vehicle involved. Theft and break-ins must be reported to



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the Fleet Coordinator. Theft must also be reported to Security in accordance with BCLC's [Corporate Security Incident Reporting Procedure](#).

### DAMAGE TO VEHICLES

BCLC covers damage incurred during authorized use of a Vehicle (through its vehicle insurance coverage). BCLC may hold Authorized Drivers responsible for damage and losses related to their unauthorized use of a Vehicle.

Authorized Drivers must report any hit and run damages, including damage incurred while the vehicle is unattended, as soon as practicable to ICBC, RCMP and the Fleet Coordinator.

### TRAFFIC VIOLATIONS AND FINES

The Authorized Driver will be held responsible for traffic violations and fines incurred while a Vehicle is in their Possession. The Authorized Driver must pay fines upon receipt or as soon as practicable. BCLC does not provide reimbursement for costs related to fines or traffic violations.

If a Vehicle is impounded or towed due to a traffic or parking violation, any costs incurred to obtain the release of the Vehicle, including legal costs, will be the responsibility of the Authorized Driver. BCLC does not provide reimbursement for such expenses.

### SUSPENDED OR REVOKED LICENCE

An Authorized Driver who has his or her driver's licence suspended or revoked while in Possession of a Vehicle is prohibited from continuing to operate the Vehicle. The Authorized Driver must contact the Fleet Coordinator as soon as possible to make alternate arrangements for the return of the Vehicle to BCLC premises.

Any costs incurred to make alternate travel arrangements may be the responsibility of the Authorized Driver. Any costs incurred to return a Vehicle to BCLC premises may also be the responsibility of the Authorized Driver.

### VEHICLE MAINTENANCE AND MECHANICAL REPAIRS

BCLC endeavours to keep each Vehicle appropriately maintained, cleaned, serviced, and equipped. Each Vehicle comes with appropriate tires for road and weather conditions and an emergency kit. Vehicles are routinely scheduled for service and maintenance.

In the event of a mechanical breakdown or equipment failure (e.g. flat tire, broken head light, etc.) during use, Authorized Drivers must arrange for repairs to be undertaken immediately by any licensed mechanic shop. If the Vehicle is inoperable and unable to be repaired in a timely manner, BCLC will provide coverage for employees to make alternate travel arrangements. The Authorized Driver must notify the Fleet Administrator in the event a Vehicle cannot be returned to BCLC (available 24 hours a day, 7 days a week).

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Refer to the [Expenses](#) standard above for direction regarding covering mechanical repair costs.

### Roles and Responsibilities

**BCLC employees** are responsible for:

- Understanding and complying with these Standards and applicable sections within BCLC's Travel and Expenses Policy and its Standard, and
- Complying with all relevant laws and regulations regarding the use of a motor vehicle.

**The Fleet Administrator** is a third party service provider that has been contracted to lease a fleet of vehicles to BCLC and is responsible for:

- Administering Vehicles, related services and individual Vehicle records,
- Renewing insurance and distributing decals and insurance papers,
- Providing instructions to BCLC for the use of the Vehicle's credit card,
- Providing applicable Vehicle maintenance instructions to BCLC, and
- Fielding inquiries 24 hours a day, 7 days a week from Authorized Drivers and vendors (e.g. repair shop, ICBC, etc.).

**The Fleet Coordinator** is a BCLC employee who is appointed by the Director, Corporate Services and Facilities and is responsible for:

- Being a BCLC contact person for Vehicle issues,
- Administering and maintaining BCLC's Pool Fleet Vehicle program,
- Liaising with the Fleet Administrator for the purpose of maintaining continuity of the pool fleet, including co-ordinating new Vehicle leases and disposal of Vehicles,
- Following the Fleet Administrator's instructions regarding insurance renewals (e.g., applying licence and decals prior to expiry date),
- Obtaining tolling decals and ensuring each Vehicle is equipped with valid decals, and
- Arranging for the maintenance and service of Vehicles in accordance with maintenance and service instructions provided by the Fleet Administrator.

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The Corporate Services’ designated representative is a person(s) who is appointed by the Director, Corporate Services and Facilities and is responsible for:

- Administering pick-up and drop-off procedures and requirements, and
- Maintaining an accurate and complete log record for each Vehicle.

## Compliance

Exceptions to the Standards may be granted by the Fleet Coordinator. Requests for an exception must be submitted in writing.

Failure to comply with these Standards may result in:

- disciplinary action, up to and including termination of employment,
- suspension of Vehicle use privileges for an indefinite period,
- additional conditions that must be met in order to restore or retain Vehicle use privileges (e.g., an employee may have to complete a driving course or other training program at the employee’s expense), and/or
- personal liability of the Authorized Driver.

The Director of Corporate Services and Facilities has authority to determine which of the above responses is appropriate in the event of non-compliance with these Standards.

## Definitions

<b>Assets</b>	Means the same as in BCLC’s <u>Standards of Ethical Business Conduct</u> .
<b>Authorized Driver</b>	Refers to a person who meets the eligibility criteria as stated in these Standards and drives a Vehicle.
<b>Possession</b>	Means control of a Vehicle. An Authorized Driver is in possession of a Vehicle between when a Vehicle is picked-up and dropped-off. In the event of multiple drivers, the last Authorized Driver to use a Vehicle is in possession of the Vehicle.



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APPROVED

## Pool Fleet Vehicles

### Standard Ownership

<b>Contact Position</b>	Fleet Coordinator
<b>Standard Owner</b>	Director, Corporate Services and Facilities
<b>Approving Body</b>	Vice President, Finance and Corporate Services

### Revision History

Version	Effective	Approved by	Amendment
2.1	Jun 26, 2019	Vice President, Finance and Corporate Services	Replaced reference to Working Alone or in Isolation Policy with a link to the Working Alone or in Isolation intranet page. Removed reference to the Progressive Discipline Policy.
2.0	Nov 27, 2015	Vice President, Finance and Corporate Services	Major amendments to various sections to reflect change in policy or to clarify existing policy, including changes to: eligibility criteria, permitted passengers, reservations, out-of-province travel, mechanical breakdowns and equipment failure, roles and responsibilities and policy ownership.
1.0	Jul 17, 2015	Vice President, Finance and Corporate Services	Inaugural standards. These standards reflect BCLC's new program and supersede the Allocation and Use of Fleet Vehicles Policy.