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## **POLICY**

Aurora College provides vehicles for use by authorized individuals who need them to carry out the business and education functions of the College. Authorized individuals who use College vehicles are required to follow this policy.

## **PRINCIPLES**

1. Aurora College is a post-secondary educational institution; its first priority is fulfilling its education and business functions.
2. Everyone at Aurora College shares the responsibility for safety at the College, both their own and the safety of others.
3. Aurora College vehicles are publicly owned, paid for by NWT taxpayers. Individuals using College vehicles should use them in an appropriate fashion, for College business only, and in keeping with best vehicle practices.

## **SCOPE**

This policy applies to Aurora College staff and students, as well as GNWT or Government of Canada employees, who have authorization to use vehicles owned, leased, or rented by Aurora College, except as noted below.

This policy does not apply to external researchers who are using Aurora Research Institute vehicles (see policy H.06 *Researchers' Use of Aurora Research Institute Resources*).

## **DEFINITIONS**

Vehicle – passenger vehicles (cars, light trucks, vans, buses), all-terrain vehicles, heavy equipment, and watercraft.

All-terrain Vehicle – a motorized vehicle that runs on wheels, tracks, skis, air cushions, or any combination thereof, and is designed for cross-country travel on land, water, snow, ice, marsh, swamp, or on other natural terrain and includes: amphibious vehicles, snow vehicles, and motorized vehicles mounted on three or more wheels. It does not include vehicles weighing more than 900 kg. (based on definition in *All-Terrain Vehicles Act*, R.S.N.W.T. 1988,C.A-3)

Heavy Equipment – Heavy-duty vehicles that are specifically designed to do construction tasks, usually involving earthmoving.

## **1 LICENSING AND INSURANCE**

- 1.1 Users of Aurora College vehicles will have all required licences and certification before operating a College vehicle.
- 1.2 Instructional staff and students will have all licences and certification required to provide instruction or receive instruction in the operation of vehicles.

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- 1.3 Aurora College may require users to demonstrate competency operating a vehicle before allowing the user to operate the vehicle.
- 1.4 Aurora College may require non-College drivers, or their employers, to sign an agreement taking responsibility for repairs in the event they are at fault for an accident.
- 2 PASSENGER VEHICLES**
- 2.1 Drivers of Aurora College passenger vehicles will be 18 years of age or older and appropriately licensed.
- 3 ATVs**
- 3.1 Drivers of snowmobiles and other ATVs will be 16 years of age or older, unless there is a local bylaw that prescribes a different age and issues a licence or permit.
- 3.2 If there is to be any travelling on or across a constructed ice road, drivers will be appropriately licensed.
- 3.3 If there is to be any travelling on or across a public highway outside of municipal limits, drivers will be appropriately licensed.
- 3.4 All participants should wear CSA<sup>1</sup> approved helmets while travelling on snowmobiles or ATVs; however, participants should follow on the land best practices, which may mean not wearing helmets in some circumstances (e.g. if wearing a helmet puts the participant at risk of frostbite).
- 4 WATERCRAFT**
- 4.1 All participants will wear personal floatation devices approved by one of Transport Canada, the Canadian Coast Guard, or Fisheries and Oceans Canada when travelling by watercraft, including boats, canoes, and kayaks.
- 4.2 The principal driver of a boat with a motor will be 16 years of age or older and will have the required certification and experience (see 1.3).
- 5 HEAVY EQUIPMENT**
- 5.1 Drivers of Aurora College heavy equipment will be 18 years of age or older and appropriately licensed.
- 6 ACCIDENTS**
- 6.1 Staff members will report all accidents whether or not there is another party involved, vehicle damage, or bodily injury.

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<sup>1</sup> CSA refers to the CSA Group, formerly the Canadian Standards Association.

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- 6.2 The staff member using the vehicle or supervising the student who is using the vehicle will notify their immediate supervisor as soon as possible. The immediate supervisor will notify their supervisor (if applicable), their senior manager, and the Director of Finance/CFO. If the immediate supervisor is unavailable, the staff member will notify the Director of Finance/CFO directly.
  - 6.3 The staff member will report the accident to the College in accordance with the Motor Vehicle Accident Procedure (forms and procedures are available on SharePoint). (This is for Risk Management.)
  - 6.4 The Director of Finance/CFO will report the accident to GNWT Risk Management.
  - 6.5 The staff member will report the accident to their supervisor for health and safety purposes (see *Incident Reporting Requirements* on SharePoint).
  - 6.6 The staff member will complete and submit to the WSCC a *Worker's Report of Injury*, if applicable (links to WSCC forms are available on SharePoint under Occupational Health and Safety).
  - 6.7 The staff member's immediate supervisor will submit an *Employer's Report of Incident* to the WSCC and copy it to the Director of Finance/CFO (links to WSCC forms are available on SharePoint under Occupational Health and Safety).

## **7 GENERAL**

- 7.1 Use of Aurora College vehicles will be in compliance with College policies and procedures and government legislation and policies, including but not limited to:
  - i. *Financial Administration Act*
  - ii. *Financial Administration Manual*
  - iii. *Safety Act*
  - iv. *Code of Conduct for the Employees of the Government of the Northwest Territories*
  - v. *Government Vehicle Use policy*
  - vi. *Government Vehicle Use – Winter Travel Guidelines*
- 7.2 All drivers will do a general vehicle inspection before using the vehicle (tires, gas, winter survival gear if travelling outside the community, registration and proof of insurance in the vehicle, etc.).
- 7.3 Contractors will not use College vehicles unless specifically authorized to do so in their contract with the College.
- 7.4 The Director of Finance/CFO may delegate the responsibilities for management of College vehicles (see *Fleet Management Procedure*).

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- 7.5 References to Aurora College staff members in authority (e.g. immediate supervisor or Director of Finance/CFO) may include a designee acting on her or his behalf.

**PROCEDURES, FORMS, AND RULES**

The Director of Finance/CFO (or designee) is responsible for managing the procedures, forms, and rules for this policy.

*Fleet Management Procedure*

*Incident Reporting Requirements*

*Motor Vehicle Accident Procedure*

*Passenger Vehicles – Driver’s Licence Requirements*

**RELATED POLICIES**

*C.22 Field Trips*

*H.01 Rental of Heavy Equipment*

*H.02 Use of Instructional Equipment*

*H.04 Use of College Property by Third Parties*

*H.05 College Use of Aurora Research Institute Resources*

*H.06 Researchers’ Use of Aurora Research Institute Resources*

**RELATED AURORA COLLEGE BYLAWS**

None

**FACT SHEET****DATES:**

2018-04-02

New policy issued.

Approved by the Public Administrator Ref.#Admin-05-2018

Implemented April 2, 2018.