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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.

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- 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