



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>University Motorized Vehicles</b>
<b>Effective Date:</b>	
<b>Revised Date:</b>	Under Review
<b>Review Date:</b>	
<b>Approving Body:</b>	Vice-President (Administration)
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Director of Physical Plant
<b>Application:</b>	All Staff

A policy of central control and coordination of the purchase and leasing of all University passenger vehicles is described below. Passenger vehicles are defined to include cars, vans and buses. The implementation of this policy is expected to reduce the costs to departmental and research accounts by eliminating the initial cost of purchasing the vehicles and offering a reasonable rental charge. In addition, central coordination will facilitate optimum usage of University passenger vehicles and will make vehicles available to departments which require only occasional use.

Because many passenger vehicles are presently owned by departments, this policy will be phased in over several years. Passenger vehicles which are presently owned by departments will continue to be controlled by those departments until replacement becomes necessary, at which time new vehicles will be acquired centrally and leased to the departments as required.

Trucks and vehicles other than passenger vehicles are covered by the former policy which is reiterated in Section II below.

### **Section I: Passenger Vehicles**

All leases or purchase of passenger vehicles by the University are under the control of the Vice-President (Administration). No purchases or arrangements for leases of passenger vehicles may be made by any other department.

Arrangements for using University passenger vehicles must be made at the vehicle dispatch office. Vehicles may be driven only by qualified licenced drivers. Vehicles may not be kept off campus after normal working hours but must be returned to the campus for overnight storage unless prior authorization has been given. University vehicles are to be used for University business only. Personal use of vehicles is not allowed.

Any University staff member requiring a passenger vehicle for University business may make arrangements by contacting the dispatch office. Vehicles will be provided on a first-come first-serve basis. Users of vehicles will be required to complete a vehicle work ticket indicating hours of use, destination, purpose of use, servicing obtained and the account number to be charged. Users of vehicles will be billed at the end of each month. Rates for occasional use vary according to the number of miles driven and are determined by the Office of the Vice-President (Administration).

If a department requires a vehicle for extensive use, arrangements may be made to lease a vehicle from the vehicle pool on a weekly, monthly or annual basis. Charges for vehicles leased by the week or the month will vary according to the type of vehicle, length of the lease, maintenance arrangements, etc. Users of the leased vehicles will be required to maintain a record of vehicle usage through entries in a log book. Leases of passenger vehicles may be arranged from commercial agencies if sufficient or suitable vehicles are not available from the central pool. Such leases must be arranged through the Office of the Vice-President (Administration).

Any tickets for traffic violations which are issued to a staff member while driving a University vehicle are the responsibility of that staff member. The University will not assume responsibility for any traffic violations.

Vehicles may be fuelled at any service station which accepts the University's credit cards.

All credit cards will be issued in the name of The University of Manitoba. The credit cards may be used for fuel purchases and emergency minor maintenance for University owned vehicles. No other use of these credit cards is permitted. The licence number for the vehicle serviced must be recorded on the credit card receipt. All receipts must be returned with the credit card to the dispatch office.

Maintenance and repair of University passenger vehicles will be the responsibility of the dispatch office. Normal maintenance and minor repairs will be handled in the vehicle maintenance shop on the Fort Garry Campus. Maintenance of vehicles while under warranty must be handled at the appropriate dealership. All receipts for any emergency servicing or maintenance of vehicles must be returned to the dispatch office.

All major repairs will be carried out by an authorized dealer. All purchase orders for major repairs will be approved by the Office of the Vice-President (Administration).

An accident report form will be kept in the glove compartment of each University vehicle at all times. Should one of the vehicles be involved in an accident, this form must be completed and submitted to the Office of the Vice-President (Administration). Should the

University vehicle involved in the accident be immobilized, call 474-9312 and a tow truck will be dispatched.

All registration and insurance for passenger vehicles will be handled by the Office of the Treasurer. All vehicles will be registered in the name of The University of Manitoba. In all cases, the Office of the Treasurer will arrange to transfer or cancel the registration and insurance when vehicles are sold, scrapped or traded.

Purchase requisitions to trade or sell passenger vehicles which are presently owned by departments must be processed through the Purchasing department and approved by the Vice-President (Administration). The year, model and licence number of all vehicles to be traded must be indicated on the purchase requisition so that proper procedures may be followed for transfer of registration and insurance. For all University of Manitoba passenger vehicles the name of the University of Manitoba shall be printed on both sides.

## **Section II: Trucks and Motorized Vehicles (other than Passenger Vehicles)**

The University policy regarding purchasing procedures must be followed at all times; i.e. properly authorized purchase requisitions indicating complete specification requirements must be forwarded to the Purchasing Department so that price quotations, etc. may be obtained and an authorized Purchase Order issued.

The purchase requisition should state the year, model and licence number of all vehicles to be traded so that proper procedures may be followed for transfer of registration and insurance. Private sale of vehicles must be handled through the Purchasing Department.

All registration and insurance for motor vehicles will be handled by the Office of the Treasurer. All vehicles will be registered in the name of The University of Manitoba. In all cases, the Office of the Treasurer will arrange to transfer or cancel the registration and insurance when vehicles are sold, scrapped or traded.

All leases concerning motor vehicles must be supported by an authorized purchase order arranged through the Purchasing Department.

University vehicles are to be used for University business only. Personal use of vehicles is not allowed. Prior authorization of the department head must be obtained if the University vehicle is to be kept off campus after normal working hours and not returned to campus for overnight storage. Vehicles may be driven only by qualified licenced drivers.

When vehicles are used within the City of Winnipeg, fuel must be obtained from the depot situated between the Agricultural Engineering and Crop Research Buildings. No. 2 gasoline purple gas (for farm vehicles), and diesel fuel are available at the depot, which is open between 8:00 and 9:00 a.m. and 12:45 and 1:30 p.m. daily, Monday through Friday. Vehicles used at the Glenlea Research Station will be serviced at Glenlea.

Out of city fuel purchases and arrangements for emergency minor maintenance work within Winnipeg may be made through the use of oil company credit cards which are

available from individual department offices. The licence number and mileage reading for the vehicle serviced must be recorded on the credit card receipt. Each department office must provide a list of all existing credit card numbers, vehicle licence numbers, and authorized users to the Director of Purchasing. When existing cards are renewed, or new ones required, the request should be forwarded to the Director of Purchasing so that an authorized purchase order can be issued. All credit cards will be issued in the name of The University of Manitoba and the appropriate department.

Normal maintenance and minor repairs will be carried out either at the University vehicle maintenance shop or at a local garage.

Standing purchasing orders have been issued to these garages and the numbers must be given when a vehicle is taken in for work. The appropriate order numbers can be obtained from Central Stores (local 9193). The garage work-order must include the vehicle license number, the department requesting the work, the operating or grant account number to which the work is to be charged and the signature of the user, both for authorizing the work and indicating its completion. A signed copy of the work order must be forwarded to the Purchasing Department immediately upon completion. Payment will be made through the University Purchasing Department.

All major repairs will be carried out by an authorized dealer following the issuing of an authorized purchase order. Requests should be forwarded to the Purchasing Department on a purchase requisition.

A record of vehicle usage must be maintained at all times through entries in a log book. It is the responsibility of each user to record the necessary data in the log book, which will be subject to audit by either the University's Internal Audit Department or the Provincial Auditors. When a vehicle is sold or traded, the log book must be sent to the Purchasing Department. A new log book will be issued along with the necessary registration slip and the vehicle licence plates when a new vehicle is delivered.

Should a department wish to scrap a vehicle rather than to trade or sell it, a request should be forwarded to the Purchasing Department along with the licence plates and log book.

For all University of Manitoba vehicles the Name "The University of Manitoba" shall be printed on both sides.