

Complete Program Title: University Owned, Leased, or Rented Vehicle Program	Risk Management Manual (RMM) Number: 904
Approved by: _____ Vice-President, Administration _____ President and Vice-Chancellor	Date of Most Recent Approval: November 2016
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Responsible Executive: Vice-President, Administration	Enquiries: Environmental and Occupational Health Support Services (EOHSS) eohts@mcmaster.ca
DISCLAIMER: <i>If there is a discrepancy between this electronic program and the written copy held by the program owner, the written copy prevails.</i>	

1 PURPOSE

- 1.1 To provide safety procedures on the operation, use and maintenance of licensed motor vehicles owned, leased or rented by McMaster University.
- To ensure the users of McMaster University vehicles, owned, leased or rented, are trained and qualified to operate the vehicles in a safe manner, and to protect pedestrians and University property from injury and damage due to the use of said vehicles.
 - To ensure compliance with the Occupational Health and Safety Act, R.R.O. 1990; Ontario Highway Traffic Act, O.Reg. 455/07; Transportation and Dangerous Goods Act, SOR/2007-179; Technical Standards and Safety Act 2000 (Fuel); McMaster University Parking Regulations; applicable highway traffic regulations when driving outside of Ontario.

2 SCOPE

- 2.1 This program applies to all University departments and affiliated groups, who are responsible for the control and maintenance of University owned, leased or rented vehicles, and for the individual(s) who operate the vehicle(s).

3 Related Documents

- 3.1 Occupational Health and Safety Act, R.R.O. 1990; Industrial Regulation, O.Reg. 851
- 3.2 Ontario Highway Traffic Act, O.Reg. 455/07
- 3.3 Transportation and Dangerous Goods Act, SOR/2007-179
- 3.4 Technical Standards and Safety Act 2000 (Fuel)
- 3.5 McMaster University Parking Regulations
- 3.6 McMaster University Health and Safety Training Program, RMM #300
- 3.7 McMaster University Persons Working Alone Program, RMM #304
- 3.8 McMaster University Reporting & Investigating Injury/Incident/Occupational Disease Program, RMM #1000
- 3.9 Safety Audits & Inspections Program RMM #302
- 3.10 Preventative Maintenance Program RMM #406

4 DEFINITIONS

- 4.1 **Authorized Vehicle Operator** – person who holds a valid Ontario driver’s license, has received approved training, and is authorized by the supervisor to operate a specific vehicle(s).
- 4.2 **CVOR** – commercial vehicle owner registration (any vehicle over 4500 kg)
- 4.3 **GVWR** – gross vehicle weight registered
- 4.4 **Driver Abstract** – driver record of accidents or convictions, if no accidents or convictions the driver abstract will indicate ‘nil’
- 4.5 **MOT** – Ministry of Transportation
- 4.6 **Motor Vehicle** – includes automobiles, trucks, off-road and all-terrain vehicles; it excludes garden tractors less than twenty horsepower and riding lawn mowers
- 4.7 **Farm Equipment** – includes farm tractors, backhoe, skid steerer (bobcat), self-propelled implements of husbandry and off-road and all-terrain vehicles
- 4.8 **Farm Tractor** – a self-propelled vehicle designed and used primarily as a farm implement for drawing ploughs, mowing machines and other implements of husbandry and not designed or used for carrying a load
- 4.9 **Highway** – a common and public highway, street, avenue, pathway, driveway, square, place, bridge, viaduct, or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines
- 4.10 **License Classification** – minimum class G up to 11,000 kg provided the towed vehicle’s GVWR does not exceed 4,600 kg
- 4.11 **Trailer** – includes boat, snowmobile, livestock, and general-purpose utility trailers
- 4.12 **Z Air Brake Endorsement** – required on a driver’s license to operate any motor vehicle equipped with air brakes
- 4.13 **Class A License** – any tractor-trailer combination where the towed vehicle’s GVWR exceeds 4,600 kg
- 4.14 **Class B License** – any school purposes bus
- 4.15 **Class C License** – any regular bus

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- 4.16 **Class D License** – any truck with a GVWR exceeding 11,000 kg or combination provided the towed vehicle GVWR does not exceed 4,600 kg
- 4.17 **Class E License** – any school purposes bus, maximum 24 passenger capacity
- 4.18 **Class F License** – any regular bus, maximum 24 passenger capacity and an ambulance
- 4.19 **Class G License** – any car, van or small truck or combination of vehicle and towed vehicle
- 4.20 **Supervisor** – means a person who has charge of a workplace or authority over a worker

4.21 **Acronyms:**

CJHSC – Central Joint Health and Safety Committee

EOHSS - Environmental and Occupational Health Support Services

JHSC – Joint Health and Safety Committee

THSAO – Transportation Health & Safety Association of Ontario (recognized training agency by WSIB)

WSIB – Workplace Safety Insurance Board

5 RESPONSIBILITIES

5.1 Role of Senior Management (Vice President Administration): Senior Managers shall:

- provide the support and resources necessary to implement and maintain this vehicle program
- ensure all staff under their direction are aware of and follow this program.

5.2 Role of Supervisors (Academic and Administrative):

Supervisor shall:

- allow only trained and authorized individuals to operate vehicle(s);
- respond to reports of unsafe vehicle operation by investigating and documenting the incident, and the actions taken to correct depending upon the severity of the violation;
- record all incidents involving personal injury or property damage on an incident/injury report, and a vehicle collision report (Appendix D);
- ensure that the University individual having an at fault collision with a University vehicle successfully completes a driving evaluation test within 6 months of the collision. Note: Severity of the incident or infraction will determine corrective measures and may include revoking authorization to operate a University vehicle(s);

- ensure the McMaster University Driver Profile Form (Appendix B) is completed by the employee and kept on file for the term of employment. The information on the McMaster University Driver Profile Form is confidential;
- file a Driver Abstract on all individuals who operate a department vehicle(s).
Note: Severity of infractions will determine corrective measures and may include revoking authorization to operate a University vehicle(s);
- annually provide to EOHSS a list, including any changes as they occur, comprising of the following information:
 - a) vehicles (owned, rented or leased) covered by this program and under the control of the supervisor, including affiliated groups to the department,
 - b) all individuals who are authorized and trained to operate the vehicle(s);
 - c) rentals of vehicles by the department for 30 days or less does not require reporting as it is not covered under the University's automobile policy; and
- **NOTE:** the purchasing or renting of a 15 passenger van is not permitted by McMaster University; the purchase or renting of a 12 passenger van is strongly not recommended. In most cases a 12 passenger van is a 15 passenger van with a removal of row of seats. Therefore this vehicle has the same risks and should not be rented or operated by an occasional driver due to its center of gravity making it a tip hazard;
- ensure individual completes a daily vehicle circle check (Appendix A) at the start of the shift and submit to the supervisor at the end of the shift, should defects be found during the vehicle circle check, report immediately to the supervisor;
- ensure all vehicle keys are returned at the end of the shift or trip;
- during campus peak times, ensure a 2nd individual where possible is dedicated to assist with traffic control when backing up a University vehicle;
- ensure vehicle(s) are serviced and maintained in a safe operating condition, and maintain service records for audit purposes as described in the Preventative Maintenance Program, RMM #406;
- affix to all vehicles (excluding farming equipment or similar) a sign indicating the name of the department or the name of the department's affiliated group that is responsible for the control of the vehicle(s);
- ensure vehicle(s) are secured in an area approved by Security Services when not in use;
- University (owned, rented or leased) vehicles shall carry ownership information, CVOR permit if required, proof of insurance, accident reporting procedures, vehicle circle check form, windshield washer fluid and a snow brush/scraper;
- defensive driver training or equivalent is mandatory participation for all workers in order to qualify to operate a University vehicle(s), if this is an 'essential duty' of the job;
- defensive driver training or equivalent shall be provided within six months of hiring and all individuals shall repeat the training at a minimum not exceeding three years. All summer/seasonal students expected to operate a University vehicle shall successfully complete the defensive driving classroom training and a driving evaluation examination or equivalent, annually at the start of the season (i.e. May);

- maximum duration permitted to operate a vehicle in a one day shift is 12 hours with a 12 hour break prior to the next shift;
- shall ensure if applicable, workers successfully complete certification in TDG every three years, and placards be provided by the shipper; and
- shall provide for appropriate equipment operator competency training for equipment such as back-hoe, front end loader, tractor, skid steerer (bobcat). This type of equipment shall NOT be removed from the University property unless authorized by the supervisor.

5.3 Role of Employee/Individual:

Employee/Individual shall:

- participate and successfully complete the required training;
- report all incidents involving personal injury or property damage to the supervisor immediately. University employee/individual having an at fault collision with a University vehicle shall successfully complete a driving evaluation test no later than 6 months after the incident. Depending upon the severity of the collision or infraction may include revoking authorization to operate a University vehicle(s);
- abide by the Ontario Traffic Act and other traffic acts applicable to the area traveling;
- as described in the Safety Audits & Inspections program RMM #302 complete a vehicle circle check daily (Appendix A) at the start of the shift and ensure the University vehicle is safe for operation for the duration of the trip/shift. Submit the completed vehicle circle check to the supervisor at the end of the shift or upon return of the trip. Should defects be found at the time of the vehicle circle check, the supervisor shall be notified immediately;
- abide by all regulations when using a University vehicle(s) on University business;
- electronic devices such as cellular telephones, pagers not in conjunction with a hands free device, shall only be used when the vehicle is safely parked;
- if operating a University vehicle a McMaster University Driver Profile (Appendix B) is to be completed and an MOT Abstract will be filed annually for all employee/individual operators of the department's vehicle(s). Severity of infractions will determine corrective measures and may include revoking authorization to operate a University vehicle(s);
- use of University vehicle(s) on University business only. Personal use of any University vehicle is strictly prohibited unless declared and agreed to prior to use by the insurance carrier. Vehicle keys are not permitted to be taken home;
- the driver will be responsible for fines and tickets associated with the use of a McMaster University vehicle. Permission to use the 407 Toll Road must be obtained in advance from the department that will absorb the toll charges;
- successfully complete a defensive driving classroom and driving evaluation examination or recognized equivalent program as required by the department, minimum of once every three years. Individual will be entitled to a copy of the classroom and driving evaluation examination results;

- Summer/ seasonal employees employed to operate a University vehicle will be expected to successfully complete classroom and driving evaluation examination annually, at the start of the season (i.e. May.); and
- Individuals using their own vehicle for work purposes do so at their own liability, The Insurance Act does not allow for corporations to cover vehicles not owned by the University; and renting of vehicles in the name of the University is recommended in order to reduce any personal liability issues, as described in the Procedures section of this document. Employees who rent vehicles in Ontario under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody and control. Revisions to Ontario's insurance legislation have changed the priority of payments for liability losses, limiting the rental agency's liability. See Procedure section 6 for further information.

5.4 Role of Facility Services

Materials Handling & Trucking Supervisor shall:

- ensure that THSAO or equivalent association conducts the defensive driver training classroom and driving evaluation examination. All employees expected to operate a University vehicle will participate in this training a minimum once every three years, with all summer employees required to participate annually in May.

5.5 Role of EOHSS

EOHSS shall:

- review and audit this program (RMM 904);
- keep a record of all University vehicle(s), rented for a period of 30 days or more, leased or owned for insurance purposes; and
- maintain the list of all persons trained and authorized to operate a University vehicle, for insurance purposes.

5.6 Role of Security Services

Security Services shall:

- monitor and investigate irregular driving or violation of the McMaster Parking Regulations involving a University vehicle(s) rented, leased or owned; and
- check and follow up with the department's supervisor if the selected secured area is suitable for the storage of the vehicle(s) and give approval to the supervisor.

5.7 Role of Central Joint Health & Safety Committee (CJHSC)

CJHSC shall:

- review and audit the University Owned, Leased or Rented Vehicle Program

on a scheduled basis.

6 Procedures

- Only authorized users (licensed, trained and approved) may operate a University owned, leased or rented vehicle(s);
- Passengers may ride in a vehicle only when there is a fixed seat for that purpose.
- Seat belt(s) shall be worn;
- Electronic devices such as cellular telephones, pagers must be used in hands free manual in compliance with Highway Traffic Act;
- Material and equipment loads may only be carried on vehicles designed to carry loads and only to the load limit specified;
- Vehicles must never be left unattended with the key in the ignition;
- Vehicles described in this program must be stored in a secured area approved by Security Services;
- Vehicles of any description may not be driven on sidewalks or landscaped areas unless the operator receives approval from the immediate supervisor or Security Services;
- Farm equipment or equivalent may not be driven off campus unless authorized by the supervisor;
- Vehicles may not obstruct doorways and/or accessibility ramps at entrances to University building(s);
- Operators of vehicles described in this program shall always give pedestrians the right-of-way;
- Individual who has care and control of a vehicle described in this program must produce identification at the request of Security Services; and
- Authorized individual(s) operating a University vehicle rented, leased or owned, shall always back the vehicle up into the space allotted to store the vehicle.

6.1 Short Term Rentals

I. Introduction

When renting an automobile for less than 30 days on University business, the following procedures should be followed to protect University staff and faculty from incurring an uninsured loss.

II. Guidelines

(3rd Party Liability Coverage - Ontario Only) Revisions to Ontario's insurance legislation have changed the priority of payments for liability losses, limiting the rental agency's liability. Employees who rent vehicles under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody or control.

To reduce personal liability, the rental contract must clearly state it is between the University and the rental agency. Options include: setting up a corporate account between the University department and the rental agency (i.e., Biology Department); or whenever an employee signs a rental contract, the employee should clearly state, “as a n employee of McMaster University” or include “[employee’s name], McMaster University” and list the employee as driver only. The University carries an excess liability policy to respond in the event of a claim where an employee is using a rental vehicle for University business.

1. Procurement Services have negotiated preferred rates through Canadian Association of University Business Officers. For more details, visit the Procurement Services web site or www.caubo.ca.
2. Any additional drivers must be named on the agreement and all drivers must be of legal age to drive in the locality where the vehicle is being operated:

In Canada, drivers must be 21 or older; in many U.S. states, the age limit is 25 or over. The car rental agency should be contacted if there is any uncertainty as to what the legal age limit is in the area where the vehicle is being operated. It should also be noted that some car rental agencies have their own specific age restrictions which may exceed the provincial/state standards

1. Only passenger-type or light commercial vehicles (cars, light trucks or passenger vans) should be rented. There are special driver licenses required to operate larger vehicles.
2. The rental company must know where the vehicle will be used. If the vehicle will be driven in another province or state, this must be clearly indicated on the rental agreement.
3. Individuals are responsible for their own personal property left in the vehicle (including any University-owned property). Ensure that all valuables are locked in the trunk of the vehicle if they are required to stay in the vehicle.

III. Areas of Concern

There are three separate areas of concern when renting automobiles:

When renting in Canada:

- 1) **3RD PARTY LIABILITY COVERAGE (except Ontario):** The rental company, by law, must provide 3rd party liability coverage. McMaster University carries an excess policy that provides additional coverage beyond the rental car company’s insurance limits.

- 2) **COLLISION DAMAGE (all provinces and territories):** The McMaster University Corporate Travel Card (Diners Corporate Mastercard) provides collision damage coverage for most private passenger vehicles and standard mini-vans (expensive or exotic vehicles and larger vans are excluded). The insurance is only valid if the Cardholder is listed on the rental agreement as the primary driver (and drives the vehicle for the majority of the time during the coverage period). If there are secondary drivers, they should also be listed on the rental agreement. If they also have a Diners Corporate Mastercard, they would also be insured under the terms of the card agreement. Contact the Mastercard offices at (1-800-363-3333) for further details.

The University provides the Diners Corporate Mastercard to employees who travel. As a consequence, collision damage coverage need not be purchased. In normal circumstances, where the employee has a Diners Corporate Mastercard, this is a no cost alternative to purchasing the collision damage coverage.

When renting in the USA:

- 1) **3RD PARTY LIABILITY COVERAGE:** Each of the states in the US has different rules for providing 3rd party liability coverage. For ease of handling, it is recommended that the liability coverage offered by the rental company be purchased. McMaster University carries an excess policy that provides additional coverage beyond the rental car company's insurance limits.
- 2) **COLLISION DAMAGE:** The McMaster University Diners Corporate Mastercard provides collision damage coverage for most private passenger vehicles and standard mini-vans (expensive or exotic vehicles and larger vans are excluded). The insurance is only valid if the Cardholder is listed on the rental agreement as the primary driver (and drives the vehicle for the majority of the time during the coverage period). If there are secondary drivers, they should also be listed on the rental agreement. Contact the Diners Corporate Mastercard customer service Centre (1-800-363-3333) for further details.

The University provides the Diners Corporate Mastercard to employees who travel. As a consequence, collision damage coverage need not be purchased. In normal circumstances, where the employee has a Diners Corporate Mastercard, this is a no cost alternative to purchasing the collision damage coverage.

When renting outside of Canada and the USA:

- 1) **3RD PARTY LIABILITY COVERAGE:** The maximum liability coverage offered by the rental car company should be purchased. **[See Note 1]**
- 2) **COLLISION DAMAGE:** All coverage offered by the rental car company should be

purchased as the Diners Corporate Mastercard Collision Damage Waiver provision is not available for rentals outside of North America.

Note 1: RENTALS OUTSIDE OF CANADA AND THE U.S.: As a means to further minimize liability exposures associated with renting automobiles outside of North America, other methods of transportation should be considered to include the use of taxis, hire buses and drivers (for larger groups), or arrange for other means of transportation with the host institution

In the event of an accident, contact the rental agency immediately and follow its instructions. If you rented with the McMaster Diners Corporate Mastercard or another premium credit card, notify the card company within 48 hours of the incident.

7 Records

- The departments and their affiliated groups, who are responsible for the control and maintenance of University vehicles and for the individual(s) who operate the vehicle(s), shall maintain a record of the list of vehicles, maintenance records and approved users described in this program. Training records shall be maintained for the period of employment;
- Results of the abstracts from the MOT shall be treated with confidence and a copy be provided to the worker upon request; and
- Results of the driving evaluation examination shall be provided to the worker and a copy kept on file by the supervisor.

8 Training

- All departments should arrange for class room defensive driver training and a driving evaluation examination or equivalent at a minimum of every three years. (Note: Facility Services, Grounds, and Hospitality Services use THSAO (Transportation Health & Safety Association of Ontario or equivalent safety association) to conduct the class room training and driving evaluation examination. THSAO is an approved agency by Workplace Safety Insurance Board; and
- Should results of the abstract indicate an infraction or because of an incident while operating a University vehicle, the individual shall attend and successfully complete a driving evaluation examination within 6 months of the happening. Summer/seasonal students hired by the department to operate a University vehicle shall annually at the start of the summer season (i.e. May) attend and successfully complete defensive driving classroom training and a driving evaluation examination using a University vehicle.

9 APPENDICES:

Appendix A - McMaster University Vehicle Circle Check

Appendix B - McMaster University Driver Profile Form

Appendix C - McMaster University Vehicle Collision Report

APPENDIX A

**McMaster University
Department of Facility Services
Daily Vehicle Circle Check**

**THIS CHECK TO BE COMPLETED BEFORE USING VEHICLE, KEPT IN VEHICLE DURING OPERATION
AND SUBMIT TO SUPERVISOR AFTER COMPLETION OF SHIFT.**

Please be considerate to others-Keep cab & cargo box clean!!

Light duty vehicles (car, van, pick-up) Trailer Trailer Number _____

Division: _____ Odometer/Hour meter Reading: _____ Vehicle Number: _____

Date: _____ Time: _____ Operator: _____

UNDER THE HOOD

- Engine oil level
- Radiator fluid
- Power steering level
- Brake fluid
- Windshield washer
- Auto trans. level
- Belts
- Hoses & connections

AROUND THE VEHICLE

- Body damage condition
- Mirrors
- Exhaust system
- Fuel system
- Springs tiedowns
- Shackles security
- Tires
- Hyd. tank
- Wheels
- Fasteners
- Pools under vehicle
- Backup alarm
- Backup lights
- Licence marker light
- Reflectors
- Lights operation
- Clearance lights
- Four way flashers
- Brake lights
- Yellow/blue lights
- Towing/coupling device
- Plate
- Dumpbox
- Tailgate
- Chains
- Tarp &
- Load

IN THE CAB

- Adjust seat lights
- Seat belts
- Ownership
- Mirrors
- Steering wheel (4500 GVW >)
- Clutch
- Brake Pedal
- Windows
- Windshield
- Wipers
- Defroster
- Heater
- Extinguisher (when applicable)
- Horn
- Oil
- Temp.
- Charging system
- Accelerator operation
- Flares (when applicable)
- Dash
-
- Insurance
- CVOR
- F.A. Kit

Defects Found: Yes No **Defects reported:** Yes No **Repairs done:** Yes No

Repair Date: _____ Supervisor: _____

Defects Found On Circle Check:

ANY DEFECTS FOUND ARE TO BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR



APPENDIX B
McMaster University
Driver Profile Form
(PERSONAL AND CONFIDENTIAL)

DRIVER: Please complete and present this form to your immediate supervisor. Once you have been added to the approved Driver's List, you will be insured any time that you are driving a McMaster University vehicle (rented, leased or owned) that is being driven on University business.

Supervisor/Department Head: Authorize this form and return a copy to EOHSS.

DRIVER INFORMATION

Name of Driver: _____ **Department:** _____

Driver's License Number: _____ **Province Issue:** _____

Expiry: (mm/dd/yyyy) _____ **Class:** _____

Type(s) of University vehicles driven (private passenger/van/truck/bus/other):

DRIVER RECORD

Number of years driving: ()

Current # of demerit points on your license: ()

Have you been involved in any automobile accidents in the previous 3 yr period? Yes () No ()

Do you have any impending driving infractions? Yes () No ()

Has your license ever been suspended? (If yes, please provide a brief explanation on the nature of suspension below.) Yes () No ()

I certify the information contained herein is accurate to the best of my knowledge. I am aware McMaster University will file a Ministry of Transportation Abstract.

Driver's Signature: _____ **Date Signed:** _____

THIS FORM MUST BE SIGNED BY A DEPARTMENT SUPERVISOR/DEAN/CHAIR/DIRECTOR AND NOTIFICATION FORWARDED TO EOHSS FOR INSURANCE AND RISK MANAGEMENT.

Department Signature For Authorization: _____ **Date Signed:** _____

Expiry Date for this Driver Approval (if applicable): (mm/dd/yyyy) _____

The personal information collected on this form will be used to ensure there is a record of pertinent insurance information on file in the event of an accident or incident resulting in a claim. If you have any questions about the collection or use of the information on this form, contact EOHSS.

Conditions of Use of McMaster University vehicle(s), owned, leased, rented):

1. Use of University vehicle(s) is limited to sanctioned University business only. Personal use of any University vehicle is strictly prohibited unless declared and agreed to prior to use by the insurance carrier, EOHSS.
2. Fines, and tickets associated with the use of a McMaster University vehicle are the financial responsibility of the driver.
3. Permission to use the 407 Toll Road must be obtained in advance from the department that will absorb the toll charges.



APPENDIX C
MCMASTER UNIVERSITY VEHICLE COLLISION REPORT

Driver's Information

Name of Driver: _____ Employee #: _____

Address of Driver: _____

Driver's License #: _____

Department/Team: _____

Vehicle Information

Vehicle #: _____ Year: _____ Make: _____ Model: _____

Vehicle Insurance Number: _____ License #: _____

Insurance Company: _____ Policy #: _____

Damage to McMaster Vehicle

Nature And Extent Of Damage:

Damage To Property Of Others

Name/Address of Owner: _____

Name/Address of Driver: _____

Vehicle Year: _____ Make: _____ Model: _____

Vehicle Insurance Number: _____ License #: _____

Insurance Company: _____ Policy #: _____

Nature And Extent Of Damage:

The Accident

Date: _____ Time: _____ Roadway Was WET _____ DRY _____

Location: _____ Weather Conditions: _____

Rate Of Speed: _____ km/hr Direction Traveling: _____

Side Of Street: _____ Direction Of Other Party: _____

Was alcohol involved? YES ___ NO ___

Name And Number Of Policy Officer: _____

Witness

Name: _____ Address: _____

Others: _____

Driver's Statement

Date Completed: _____

Signature: _____

