


Policy Name:	VEHICLE USAGE POLICY	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	September 3, 2019	
Next Scheduled Renewal Date:	August 2024	
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Facilities	
Policy Number:	FAC-006	

VEHICLE USAGE POLICY

1.00 PURPOSE

- 1.1 The purpose of this policy is to ensure that Coast Mountain College (CMTN) vehicles are assigned appropriately and used efficiently to accomplish the work of the College. The policy also delineates the principles by which assignments are made.

2.00 DEFINITIONS

- 2.1 None

3.00 POLICY STATEMENT

- 3.1 This policy applies to all fleet vehicles available for booking by departments through the Trades Department, as well as vehicles assigned to specific campuses.
- 3.2 Non-fleet vehicles are bound by contractual obligations.
- 3.3 This policy is not meant to preclude alternative prudent or necessary vehicle allocation solutions. However, exceptions to this policy may be made only in extraordinary circumstances, and the need for doing so must be clearly demonstrated.

4.00 PROCEDURES

- 4.1 [FAC-006P, Vehicle Usage Procedure](#)
- 4.2 This vehicle assignment policy will be evaluated on a recurring basis and will be revised as needed to ensure alignment with its stated purpose.

5.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 5.1 [FAC-004, Location of College Equipment and Assets Policy](#)
- 5.2 [FAC-005, Use of College Resources Policy](#)
- 5.3 [FAC-006P, Vehicle Usage Procedure](#)

6.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			