
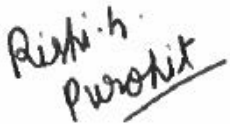
 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Policy No.: PL-ST-02 (Formerly I-C-07)	Approval Date: April 15, 2025 Last Revision: April 2025
	Responsible Executive John Metras, AVP Facilities	Owner Rishi Purohit, Manager Municipal Services, Fleet and Asset
	 <hr/> Signature	 <hr/> Signature
Policy Title: <p style="text-align: center;">FLEET MANAGEMENT POLICY</p>		
Policy Statement <p>UBC Facilities is committed to managing its fleet in a manner that ensures operational efficiency, regulatory compliance, environmental sustainability, and staff safety. All vehicle-related activities—procurement, usage, maintenance, disposal, fueling, and reporting—must align with this policy.</p>		

1. Background

The efficient management of fleet vehicles is critical for the smooth operation of the university. With a diverse range of vehicles used for various purposes, from light-duty cars to heavy-duty equipment, it is essential to establish clear guidelines to promote safe, sustainable, and effective operations. As the organization continues to grow and evolve, it faces increasing challenges in managing its fleet in a cost-effective and environmentally responsible manner. The UBC Facilities' Fleet Management Policy is designed to address these challenges by providing a framework for vehicle procurement, usage, maintenance, and sustainability.

2. Purpose

To align with the University of British Columbia's CAP 2030 and CAP 2035 initiatives, this policy also promotes long-term sustainability goals, focusing on reducing emissions and advancing cleaner transportation solutions through strategic vehicle procurement and fleet management.

The Fleet Management Policy aims to ensure the efficient, safe, and sustainable management of fleet vehicles and equipment to support the mission of the organization. This policy serves several key purposes:

- **Enhance Safety:** To promote safe driving practices and ensure that all vehicles are maintained in optimal working conditions.
- **Improve Efficiency:** To optimize vehicle usage and reduce operational costs through effective fleet management.
- **Support Sustainability:** To align with the organization's environmental goals by promoting the use of alternative fuels and reducing greenhouse gas emissions.
- **Provide Guidelines:** To establish clear protocols for vehicle acquisition, maintenance, operation, and disposal, ensuring compliance with all relevant laws and regulations.

All employees are expected to operate vehicles professionally and safely, adhering to the guidelines outlined in this policy.

3. Scope

This policy applies to all employees and personnel who are authorized to operate or manage the university's fleet vehicles. It covers the use, maintenance, procurement, disposal, and operation of all vehicles owned, leased, or rented by UBC Facilities, including:

- **Light and heavy-duty vehicles** used for transportation, logistics, and operations.
- **Electric vehicles** and related charging infrastructure.
- **Specialized equipment** such as tractors, sweepers, backhoes, and any other vehicles necessary for operational needs.

This policy is applicable across all locations where the UBC Facilities operates and for all departments utilizing fleet resources. It also outlines the responsibilities of drivers, managers, and the Fleet & Asset Manager in ensuring that the fleet is operated in compliance with local, provincial, and federal laws, as well as internal sustainability and safety goals.

4. Definitions

Fleet Vehicles: Vehicles owned, leased, or operated by UBC employees.

Manager Fleet & Asset: Individual responsible for overseeing fleet operations, fleet management and management of fuel stations.

Driver: Any employee authorized to operate a fleet vehicle.

Vulnerable Road User: a pedestrian or person on a cycle, motorcycle, animal or animal-driven vehicles, electric kick scooter or electric wheelchair, or a mobility scooter as defined by [BC Motor Vehicle Act](#).

5. Policy Overview

The UBC Facilities fleet vehicles are centrally managed to ensure optimal operations, safety, and

sustainability by the Manager Fleet & Asset, including:

- **Fleet Management**
- **Driver Responsibilities**
- **Fuel & Charging Infrastructure**
- **Shared Vehicle Program**
- **Driver Training & Anti-Idling**
- **Vehicle Branding**
- **Fleet Parking**
- **Health & Safety**
- **Data Collection & Privacy**

All vehicle operators are required to hold the appropriate certifications and adhere to both internal and external regulations.

6. Responsibilities

Manager, Fleet & Asset	Oversee all aspects of fleet operations, approve vehicle procurement/disposal, manage fuel and charging infrastructure, ensure compliance.
Supervisors	Ensure drivers are authorized and trained; verify and submit driver license information; monitor compliance.
Drivers	Operate vehicles safely, follow all procedures (inspections, reporting, fueling, idling), maintain cleanliness, and comply with all driving regulations.
Facilities Garage	Maintain and service fleet vehicles, perform inspections, manage repair documentation.

7. Fleet Operations

7.1 Acquisition, Replacement and Disposal

- **Vehicle Procurement:** All vehicle purchases must consider the appropriate type and sizing to ensure operational efficiency and cost-effectiveness. ([UBC Purchasing Policy – FM2](#))
- **Priority Vehicle Types:** Priority is given to electric, Compressed Natural Gas (CNG), hydrogen, propane, and hybrid vehicles for new fleet purchases, supporting CAP 2030 and CAP 2035 sustainability goals.
- **Approval Authority:** The Fleet and Asset Manager has final approval on all vehicle purchase, lease, or rental decisions.
- **Conflict of Interest:** Sale of fleet vehicles to UBC employees or students is strictly prohibited to prevent conflicts of interest.
- **Internal Sales:** Sales within UBC academic and administrative departments are allowed, with the selling price subject to approval authorized departmental representatives.

Vehicle procurement will follow a sustainable approach in line with the organization's goals to reduce greenhouse gas emissions. Priority is given to electric and alternative fuel vehicles, in alignment with climate action goals.

Surplus vehicles will be disposed of through approved methods, including trade-ins or auctions, with a strict prohibition on selling vehicles to employees or students.

7.2 Maintenance, Licensing, and Insurance

The Facilities Garage maintains all owned and leased vehicles, handling routine repairs and preventive maintenance. Costs for special requests, like shelving or roof racks added after purchase, will fall to the user shop through a special agreement.

All employees operating UBC vehicles must hold a valid BC driver's license for their role. Drivers must verify their license annually with their manager, sign the Driver's Licence Verification List ([Appendix #2](#)), and report any suspension or invalidation immediately. Managers must submit signed verification lists to the Fleet & Asset Manager by June 30 of each year. Further, employees holding L (Learners) driver's license is not allowed to drive UBC vehicles. Employees holding a valid Canadian driver's license from outside British Columbia have up to 90 days to convert it to a British Columbia driver's license. During this period, they may continue to operate vehicles using their existing valid license.

Employees with international driver's licenses may be permitted to drive UBC vehicles with prior approval from their manager. In such cases, driver licensing guidelines established by the Insurance Corporation of British Columbia (ICBC) will be strictly followed.

UBC vehicles are insured for third-party liability via ICBC. Collision and comprehensive coverage are provided by the University Self-Insurance Fund or insured under a specific insurance policy that is administered by UBC Safety & Risk Services.

8. Driver Responsibilities

8.1 Safe Operation

Drivers must operate vehicles safely, adhering to the Motor Vehicle Act, and organizational policies, including, but not limited to:

- Obeying speed limits and traffic signs.
- Using caution around vulnerable road user.
- Refraining from any distractions (e.g., use of electronic devices while driving is not allowed under any circumstances)
- All vehicles (except specific electric and waste management vehicles) must be backed into parking stalls to minimize blind spots and ensure safety when exiting.
- When parking outside conventional stalls, traffic management measures must be applied (e.g., safety cones must be placed around the vehicle or having a colleague guide the driver into the space).

- Before each shift, perform a thorough vehicle walkaround inspection. In addition to the standard vehicle inspection outlined in ([Appendix #1](#)), check for visible damage, assess tire conditions, and identify any other potential safety concerns. Report any issues promptly. For all light duty trucks and cars vehicle users are required to conduct **weekly inspections** following the Vehicle Inspection Checklist, with completed checklists submitted weekly to the Head Mechanic.
- For vehicles regulated under the **National Safety Code** (e.g., garbage trucks, recycling trucks, mowers, sweepers, backhoes, skid steers, excavators), drivers must complete **daily inspections**, retain the inspection paperwork in the vehicle, and submit it weekly to the Head Mechanic.

8.2 Accident Reporting

All incidents or accidents must be reported to the Head Mechanic in the Garage and relevant Supervisor ([Appendix #4](#)).

- **Accident Reporting (CAIRS):**
 - **UBC Driver with Third Party Involvement:** Report to ICBC ([Appendix #3](#)) and CAIRS.
 - **UBC Driver with No Third-Party Involvement:** Report to CAIRS only.
- **Vandalism:**
 - Report to the RCMP and Report to ICBC.
- **Repairs:** Damages not covered by ICBC third-party liability insurance will be charged to the **vehicle user's cost center program**. All repairs, cosmetic or otherwise, must be completed within one month of the incident.

8.3 Vehicle Use

Under no circumstances should UBC vehicles be used for personal purposes. Vehicle use for personal activities is strictly prohibited, both during and outside of working hours.

9. Fuel and Charging Station Infrastructure

The UBC Facilities maintains a comprehensive fuel and charging infrastructure that includes gasoline, biodiesel, compressed natural gas (CNG), and electric vehicle (EV) charging stations. These facilities are critical for supporting daily operations and meeting sustainability goals. The following details outline the key components:

9.1 Gasoline and Biodiesel Fueling Stations

Station Maintenance: Facilities is responsible for the maintenance of fuel stations (gas, biodiesel, e/v, and CNG).

- **Location:** The organization operates a fueling stations, accessible to the campus community, for gasoline and biodiesel at the University Services Building. Vehicles must use RFID fobs linked to their specific vehicle for fuel access.
- **Fuel Tracking:** The consumption of gasoline and biodiesel is tracked per vehicle to monitor usage, efficiency, and environmental impact. Reports are generated regularly to ensure optimal performance and adherence to sustainability targets.

9.2 Compressed Natural Gas (CNG) Station

- **Location:** A CNG station is located at the South Campus Warehouse, supporting fleet vehicles equipped to use this alternative fuel.
- **Tracking Usage:** CNG fuel consumption is monitored for each vehicle, and usage data is recorded for efficiency and emission reporting.

9.3 Electric Vehicle (EV) Charging Stations

- **Charging Infrastructure:** EV charging stations are located at the University Services Building and restricted for operational vehicles. Each EV in the fleet is assigned a unique charge card valid for use across the USB's charging network.
- **Charging Protocols:** Facilities' drivers are required to plug in their vehicles after use, particularly when the **charge is below 50%**, ensuring they are always ready for the next operation. Charging sessions are tracked for monitoring energy consumption and efficiency.
- **Maintenance:** The Fleet & Asset Manager is responsible for ensuring that all charging stations remain operational, with regular inspections and repairs as needed.
- **Rebate Tracking:** The Fleet & Asset Manager will track and apply for available rebates related to charging stations and electric vehicle purchases.

9.4 Access, Fueling and Charging Compliance

- **Authorized Use:** Only fleet vehicles authorized by the Fleet & Asset Manager may refuel or recharge at stations. Personal or unauthorized vehicles are prohibited.
- **Monitoring and Reporting:** The organization closely monitors fuel and energy consumption to optimize fleet operations and achieve sustainability goals, with regular data analysis on fuel efficiency and greenhouse gas emissions.
- **Sustainability Focus:** Efforts are continuously made to transition the fleet toward low-emission alternatives, such as electric and alternative fuel vehicles, to meet climate action goals and reduce the organization's carbon footprint.

10. Shared Vehicle Program

Enforcement: The Manager, Fleet, and Asset is authorized to revoke access if shared vehicle program policies are not adhered to.

The Shared Vehicle Program is designed to maximize vehicle usage efficiency, particularly for short-term transportation needs. This program helps reduce the number of vehicles required on campus and supports sustainability goals.

10.1 Guidelines for the Shared Vehicle Program:

- **Supervisor Authorization:** To use a shared vehicle, employees must be authorized by their supervisor. The supervisor will submit the employee's driver's license and employee number to the Fleet & Asset Manager for approval.

- **Key Pickup and Return:** Employees must collect vehicle keys no more than 30 minutes before their scheduled trip. After completing their trip, employees must return the key immediately to the designated key cabinet (Prox Safe lock box).
- **Vehicle Inspection:** Inspections must be conducted before each use and submitted either to the box located below the key system or in the garage.
- **Designated Parking and Charging:** Ensure the vehicle is parked in its designated stall upon return. For electric vehicles, **if the battery is below 50%**, plug in the charging nozzle after parking.
- **No Long-Term Use:** The shared vehicles are intended for short-term transportation. Long-term parking at a site or keeping keys on a desk for extended periods is prohibited.
- **Cleanliness:** Remove all personal items and garbage after each use. Vehicles must be kept clean and ready for the next user.
- **Program Compliance:** Users who repeatedly fail to follow these rules may have their access to the shared vehicle program revoked by the Fleet & Asset Manager.

11. Driver Training and Anti-Idling Procedures

11.1 Driver Training

All drivers must undergo training, including refresher courses every three years. Special training is provided for operating specific heavy-duty equipment. Online training is available upon request for modules such as harsh braking, acceleration, driving in adverse weather conditions, and more.

11.2 Anti-Idling Policy

To reduce emissions and conserve fuel, drivers must comply with Motor Vehicle Act's anti-idling rules (i.e., idling less than three minutes in any 60-minute period unless exceptions apply (e.g., defrosting the windshield)).

12. Vehicle Branding / Decal

Uniform Branding: All UBC Facilities vehicles will have similar branding and decals to maintain a consistent organizational identity.

All fleet vehicles will be branded in accordance with the organization's identity guidelines. This includes:

- **Logo Placement:** The organization's logo will be displayed on the driver and passenger side doors of all passenger, medium, and heavy-duty vehicles.
- **Rear Branding:** The rear of each vehicle will display the organization's website and contact number for service inquiries.
- **Decal Standards:** Only the Fleet & Asset Manager is authorized to approve and apply decals. No personal stickers, flags, or unauthorized modifications to the vehicle's exterior are permitted.
- **Consistency:** All branding must be approved by the organization's marketing and brand guidelines prior to installation.

13. Fleet Parking

13.1 Designated Parking Areas

All fleet vehicles must be parked in designated parking areas owned or leased by the organization. These include:

- **Operational Work Yards:** Vehicles are to be parked in their assigned stalls at operational work yards or designated facilities.
- **On-Campus Parking:** Vehicles should utilize reserved parking spaces on campus, with specific areas designated (signed) for operational and service vehicles,

13.2 Parking Restrictions

Fleet vehicles must not be parked in restricted areas, including:

- **Fire Lanes or Hydrant Zones**
- **Loading Bays**
- **Reserved or Unauthorized Parking Spots**

Any vehicle receiving parking violation tickets for unauthorized parking will have the fines charged to the respective employee.

14. Health and Safety

The UBC Facilities is committed to the safety of its employees and vehicle operators. This includes regular vehicle inspections, training, and adherence to safety regulations. Accidents and incidents will be investigated to improve safety and prevent future occurrences.

15. Data Collection and Privacy

Fleet is integrated with GPS and telematics systems to monitor vehicle usage, emissions, and driver safety. Information collected is used solely for operational needs, such as dispatching during extreme weather events, and is handled in compliance with privacy regulations. Dashboard cameras, or other technologies, may be added for operational reasons.

- GPS tracking is used during extreme weather events to monitor the operation of vehicles, plows, briners, and salters, enhancing fleet management efficiency.

16. Review Schedule

This policy will be reviewed every **three years** or sooner if:

- Regulatory changes occur.
- Internal audits identify gaps.
- Updates to CAP 2030/CAP 2035 or operational requirements necessitate adjustments.

Next Review Due: **April 2028**

17. Contact for Clarification

Manager, Fleet & Asset

UBC Facilities

Email: rishi.purohit@ubc.ca

Phone: 604.822.9827


18. Appendices

- **Appendix 1:** Vehicle Inspection Checklist
- **Appendix 2:** Driver's Licence Verification List
- **Appendix 3:** Accident/Damage Reporting Form
- **Appendix 4:** UBC Fleet Motor Vehicle Accident / Damager Report

Appendix 1: Vehicle Inspection Checklist

Vehicle Inspection Form

Inspection Form

 UBC Facilities	Pre-Trip Km:	Date:
	Pre-Trip Hours:	Unit:



Smart Car & Electric		Car & Truck	
Body Damage		Walk Around	Backup Camera or Alarm
Tire Pressure		Body Damage	Check Gauge
Lights or Turn or Brake		Tire Pressure	Warning Light or Dash
Wiper Blades		Oil Leaks or on Ground	Seat Belts
Gauges or Charge Level		Check Lights or Signal	Mirrors
Horn		Oil Level	Cleanliness Cab or Vehicle
Park Brake		Brake Fluid	Hydraulic Level or Operation
Keys or Remotes		Power Steering	Lift Gate or Operation
Oil, Coolant on Ground		Washer Fluid or Wipers	Keys & Remotes
Warning Lights		Coolant or Reservoir	Horn
Messages		Belts	Park Brake

Report All Faults to UBC Garage	
Comments:	Driver's Signature:

National Safety Code Vehicle Inspection Form (Applicable to Large Waste and Recycling Units).

DRIVER'S DAILY VEHICLE INSPECTION REPORT

PRE-TRIP POST-TRIP

CARRIER	LOCATION OF INSPECTION	TRACTOR/TRUCK LIC. PLATE #	JURISDICTION
ADDRESS	INSPECTION DATE	INSPECTION TIME	TRAILER #1 LIC. #
CITY	VEHICLE MAKE / MODEL	ODOMETER (MILES / KM)	TRAILER #2 LIC. #

No Defects Found I declare that the vehicle(s) shown above has (have) been inspected in accordance with the applicable requirements of Schedule 1 and / or jurisdiction legislation.

Inspector / Driver's Name Print _____ Inspector / Driver's Signature _____ Driver's Signature (if different from Inspector) _____

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER REMARKS REFER TO ACCOMPANYING SCHEDULE 1 TO IDENTIFY DEFECTS

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DEFECTS EN ROUTE _____

REMARKS _____

Vehicle Load: Height/Width
(MB Reg. 95/2008)

Above defects corrected Above defects need not be corrected for safe operation of vehicle

Signature of Authorized Repair Person	Date	Driver's Signature	Date
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PRINTED IN CANADA

Backhoe inspection form.

What are you inspecting?		✓	What are you looking for?		✓	Operator Comments	
FROM THE GROUND							
Loader Bucket, Teeth, Retainers			Wear, Damage, Cracks				
Loader Bucket Cylinder & Linkage			Excessive Wear, Damage, Leaks				
Backhoe Bucket, Teeth, Retainers			Wear, Damage, Cracks				
Backhoe Cylinder & Linkage			Excessive Wear, Damage, Leaks				
Backhoe Stick			Damage, Cracks				
Backhoe Boom, Cylinders			Wear, Damage, Leaks				
Backhoe Pivot			Wear, Damage, Leaks, Grease				
Underneath Machine			Leaks, Damage, Loose Bolts				
Steps, Handles, Stabilizers, Pads			Condition and Cleanliness				
Lights			Damage, Cleanliness, Direction				
Overall Machine			Loose Nuts, Bolts, Guards				
Tires, Wheel Hubs			Cracks, Nails, Cuts, Leaks				
ON THE MACHINE							
Windshield Wipers, Washers			Wear, Damage, Fluid Level				
Engine Coolant			Fluid Level				
Radiator or Air Flow			Fin Blockage, Leaks, Blowout				
Hydraulic Oil Cooler			Debris, Leaks				
Hydraulic Oil Tank			Fluid Level, Damage, Leaks				
Fuel Tank			Fuel Level, Damage, Leaks				
Fire Extinguisher			Charge, Damage				
Mirrors, Cab Glass			Damage, Cracks, Cleanliness				
ENGINE COMPARTMENT							
Engine Oil			Fluid Level				
All Hoses			Cracks, Wear Spots, Leaks				
All Belts			Tightness, Wear, Cracks				
Batteries & Hold Downs			Cleanliness, Loose Bolts & Nuts				
Air Filter, Exhaust			Restriction Indicator, Leaks				
Overall Engine Compartment			Trash, Dirt Buildup, Leaks				
INSIDE CAB							
Seat			Adjustment				
Seat Belt & Mounting			Damage, Wear, Adjustment				
Gauges, Brake Pedal, E-Brake			Working, Functioning				
Horn, Backup Alarm, Lights			Proper Function				
Overall Cab Interior			Cleanliness				
POST TRIP							
Clean Unit			Wash				
Blow Out Radiator							
Grease			Grease Every 10 Hours				
Finishing Hours:			Signature:				

Appendix 2: Driver's Licence Verification List

Purpose: To ensure all Facilities drivers annually verify possession of a valid B.C. driver's license appropriate for their position.

Instructions:

1. Each driver must present their license to their Manager/Director for verification.
2. The driver must sign this form to confirm compliance.
3. The Manager/Director must inspect and sign off on each license.
4. Completed forms must be submitted to the Manager, Fleet and Asset by June 30th of each year.

Department: _____

Division/Shop: _____

Manager/Director/Management Supervisor: _____

Driver Verification List

Driver's Name	Licence Class	Licence Valid? (Y/N)	Driver's Signature	Manager's/Director's Signature	Verification Date

Appendix 3: Accident/Damage Reporting

UBC Vehicle Fleet Accidents

1. Reporting to ICBC

The driver must report an accident to ICBC (Dial-a-Claim: 604-520-8222) if it:

- Involves another vehicle not owned by UBC,
- Causes injuries, or
- Damages property belonging to others.

If the damage involves only the UBC vehicle due to the sole negligence of the UBC driver, ICBC insurance does not apply, and no ICBC report is needed.

2. Reporting to Police

Drivers must report to the police in person if the accident:

- Causes injuries, or
- Results in combined damages estimated over \$1,000.

3. UBC Fleet Vehicle Accident Report

Drivers must complete a "UBC Fleet Vehicle Accident Report" (Appendix #4), available at the Garage: 604-822-9822) and submit it with the ICBC claim number to the Garage or Manager, Fleet & Asset.

4. UBC Staff Incident Report

Departments operating the vehicle must complete a UBC CAIRS Report. All incidents must be reported to the supervisor/manager immediately. If medical attention is needed, report to First Aid or call 604-822-4444.

Appendix 4: UBC Vehicle Accident/Damage Report

ALL accident damage incidents must be reported by the UBC department/driver. This report must be completed, signed by the Department Head, and submitted to the Manager, Insurance & Loss Prevention in the Safety & Risk Services department within 48 hours.

1. UBC VEHICLE

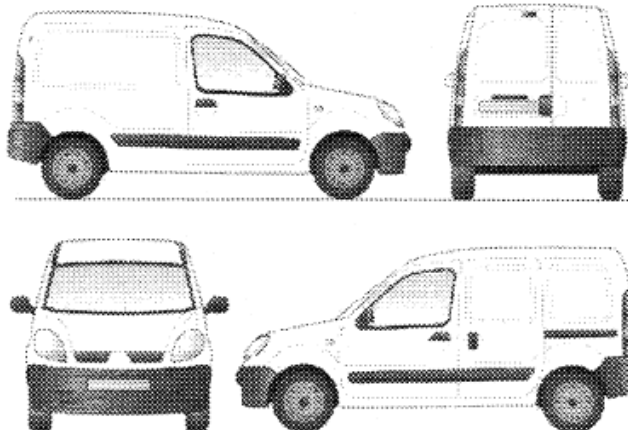
Name of Driver _____ Dept. _____ Position _____ Phone _____
 Driver's Licence No. _____ Licence Plate No. _____ Year _____ Make/Model _____
 Name of Passenger _____ Phone _____ Address _____
 Name of Passenger _____ Phone _____ Address _____

2. ANOTHER VEHICLE (if applicable)

Name of Driver _____ Address _____
 Phone (W) _____ (H) _____ Driver's Licence No. _____
 Licence Plate No. _____ Year _____ Make/Model _____
 If not B.C. Plate complete the following: State/Province _____
 Insurance Company _____ Policy No. _____
 Agent _____ Phone _____
 Name of Passenger _____ Phone _____ Address _____
 Name of Passenger _____ Phone _____ Address _____

3. DETAILS OF ACCIDENT/DAMAGE

Date _____ Time _____ Place _____
 Was anyone injured? Yes _____ No _____ Weather conditions? _____
 What happened? Complete diagram on the reverse page and explain below. Use additional pages if necessary.



4. WITNESS

Name of Passenger _____ Phone _____ Address _____
 Name of Passenger _____ Phone _____ Address _____
 Name of Passenger _____ Phone _____ Address _____

5. ESTIMATED DAMAGE

UBC Vehicle \$ _____ Other Vehicle \$ _____ Property (other than vehicle) \$ _____

6. OTHER DATA

Was accident reported to ICBC? Yes _____ No _____ If yes, ICBC Claim No. _____
 Was accident reported to Police? Yes _____ No _____ If yes, attach copy of Police Report.

if damages are crime related, e.g. vandalism, please report to the police AND, if on UBC campus, to UBC Campus Security.

 Signature of Department Manager

 Signature of Driver

 Date Signed