

TITLE

VEHICLE MANAGEMENT**SCOPE**

Provincial

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NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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OBJECTIVES

- To define and delineate the roles and responsibilities for the acquisition, management, operation and disposal of Alberta Health Services (AHS) **Vehicles**.
- To outline the obligations of **AHS People** with respect to AHS vehicles.

PRINCIPLES

AHS operates a large and varied fleet of motor vehicles that are utilized by all AHS departments and facilities in support of Province-wide healthcare activities. As some vehicles operate outside of Alberta, AHS is licensed Federally as an **Extra-Provincial Motor Carrier**. As an extra-provincial motor carrier, AHS shall comply with Provincial and Federal transportation regulations, particularly the *Traffic Safety Act (Alberta)* and the *National Safety Code (NSC)* for **Commercial Vehicles** and **Commercial Drivers**.

Alberta Health Services shall adhere to all applicable Provincial and Federal transportation legislation and regulations. AHS commits to sound fleet vehicle management practices including fleet planning, vehicle acquisition, registration, insurance, and to the safe maintenance and responsible disposal of vehicles.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

This policy is inclusive of all vehicles owned, leased and rented by AHS, except for **Emergency Response Vehicles**. Emergency response vehicles are managed and administered by Emergency Medical Services (EMS) using internal operating procedures and guidelines in

accordance with the *Emergency Health Services Act*. **Drivers** of AHS vehicles are administered using the *AHS Driver Management Policy*.

ELEMENTS

1. Fleet Oversight and Management

- 1.1 Overall fleet oversight: Fleet Services shall manage and oversee the administration of AHS vehicles according to AHS Policies and Procedures.
- 1.2 Policy and procedure compliance: Drivers, their managers and **Vehicle Managers** shall be knowledgeable about and comply with the AHS Policies and Procedures that apply to AHS vehicles.
- 1.3 Commercial fleet oversight: Fleet Services shall manage and oversee the AHS *Commercial Vehicle Safety and Maintenance Program* to ensure compliance with Federal and Provincial regulations with respect to commercial vehicles and commercial drivers.
- 1.4 Commercial vehicle policy compliance: In addition to being knowledgeable about and complying with the AHS Policies and Procedures that apply to all AHS vehicles, commercial drivers, their managers and commercial vehicle managers shall also be knowledgeable about and comply with the AHS *Commercial Vehicle Safety and Maintenance Program* with respect to the operation and management of commercial vehicles.

2. Financial Responsibility

- 2.1 Costs associated with vehicles: The costs of fleet vehicles (including acquisition, registration, insurance deductibles, fuel, and maintenance) shall be the responsibility of the department managing the vehicles. Drivers shall bear the financial responsibility for all violations that they incur.
- 2.2 Financial responsibility for violations: Vehicle managers shall forward any violation notices received regarding a vehicle to the individual who was responsible for the vehicle at the time and date of the infraction, and provide a copy to Fleet Services. If vehicle utilization records are insufficient to identify the driver of the vehicle responsible for the fine, the vehicle manager's operating functional centre shall assume the cost of the violation.

3. Roles and Responsibilities

- 3.1 Vehicle Managers:
 - a) Policy and procedure compliance: Vehicle managers shall be knowledgeable about and comply with the AHS *Vehicle Management Procedure* and the AHS *Vehicle Manager Manual*.

- b) Driver authorization: Vehicle managers shall verify that a driver is authorized by Fleet Services to operate the vehicle being requested prior to transferring custody of the vehicle to the driver.
- c) Financial responsibility: Each user department shall be responsible for all costs associated with acquiring, maintaining and disposing of vehicles under their management or supervision.
- d) Vehicle acquisitions and disposals: Vehicle managers shall work with Fleet Services on all vehicle acquisitions and disposals to ensure that all vehicles are acquired and disposed of appropriately and according to AHS policies and procedures. This includes informing Fleet Services when vehicles are reassigned to another vehicle manager.
- e) Vehicle utilization and reassignment: Vehicle managers shall ensure that vehicle utilization is sufficient to justify the cost to the organization. In the event a vehicle is determined to be underutilized, the vehicle manager shall notify and work with Fleet Services to consider reassignment of the vehicle elsewhere in AHS.
- f) Vehicle maintenance and repair: Vehicle managers shall ensure the safe operating condition of their vehicles, including scheduling, completion of and payment for all routine and other required maintenance and repair on the vehicles.
- g) Incident reporting: Vehicle managers shall immediately inform Fleet Services and AHS Insurance Services of incidents or collisions that occur with or without injury or property damage and shall ensure that the appropriate documentation is completed by the driver.
- h) Fleet cards: Vehicles managers shall utilize the fleet card program to perform maintenance and buy supplies and fuel for fleet vehicles and pay insurance deductibles. This represents significant savings to the organization.
- i) Recall notices: Vehicle managers shall manage any recall notices received regarding a vehicle and provide a copy to Fleet Services.

3.2 Fleet Services:

- a) Vehicle administration responsibility: Fleet Services shall have overall responsibility for the administration of all AHS vehicles that are not emergency response vehicles. Administration includes developing and implementing policies, standards, procedures and guidelines. This includes overseeing legislative compliance for AHS vehicles through accurate vehicle licensing, inspection, maintenance and documentation as well as providing guidance to other AHS departments in this regard.

- b) Vehicle acquisitions and disposals: Fleet Services shall be consulted on all vehicle acquisitions (purchase, replacement, lease, or long term rental of 30 days or more) and disposals on behalf of AHS, in accordance with the *Corporate Contracting Policy* suite.
- c) Vehicle utilization and reassignment: Fleet Services shall regularly monitor vehicle utilization across AHS and ensure that AHS vehicles are being utilized to their maximum capacity. Fleet Services shall work with vehicle managers to reassign underutilized vehicles.
- d) Vehicle registration: Fleet Services shall be the custodian of the AHS *Motor Vehicle Identification Number (MVID)* and is the only authorized area to register or deregister vehicles on behalf of AHS.
- e) Vehicle insurance: Fleet Services shall provide information about vehicle acquisitions and disposals to AHS Insurance Services so that vehicles are added to and removed from the *Vehicle Insurance Policy*.

3.3 AHS Insurance Services:

- a) Vehicle insurance: AHS Insurance Services shall be responsible for adding and deleting vehicles from the *Vehicle Insurance Policy* once the information is received from Fleet Services.

DEFINITIONS

AHS People means Alberta Health Services employees, members of the medical and midwifery staffs, Students, Residents, Volunteers, and other persons acting on behalf of AHS (including contracted service providers as necessary).

Commercial Driver means a driver of a commercial vehicle.

Commercial Vehicle means a motor vehicle that is in excess of 4,500 kilograms, or a motor vehicle designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10 people (including the driver).

Driver means AHS People who drive or are otherwise in control of an AHS vehicle. This term is inclusive of commercial and non-commercial drivers.

Emergency Response Vehicle means ambulance under section 2(1)(a) of the *Emergency Health Services (Interim) Regulation*.

Extra-Provincial Motor Carrier means a motor carrier that conducts an extra-provincial motor carrier undertaking under section 2(1) of the *Motor Vehicle Transport Act (Canada)*.

Vehicle means a motor vehicle that is owned, leased, or rented by AHS and meets the definition of motor vehicle in the *Traffic Safety Act (Alberta)*. This term is inclusive of commercial and non-commercial vehicles.

Vehicle Manager means AHS People with the responsibility for managing and administering vehicles on behalf of AHS.

REFERENCES

- Alberta Health Services Governance Documents:
 - *Corporate Contracting Policy (#1152) and suite*
 - *Driver Management Policy (1179)*
- Alberta Health Services Resources:
 - *Driver Manual*
 - *Vehicle Management Manual*
 - *Commercial Vehicle Safety and Maintenance Program*
- Non-Alberta Health Services Documents:
 - *Canadian Council of Motor Transport Administrators Vehicle Inspection Handbook*
 - *Commercial Vehicle Inspections in Canada Maintenance Standards*
 - *Emergency Health Services Act (Alberta)*
 - *Motor Vehicle Transport Act (Canada)*
 - *National Safety Code for Motor Carriers*
 - *Occupational Health and Safety Act (Alberta)*
 - *Traffic Safety Act (Alberta)*

VERSION HISTORY

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