



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: COLLEGE VEHICLES

Policy No.	FA-315	Division	Finance & Administration
Supersedes	n/a	Board Policy Ref.	BP-FA-305B
Related Procedure	FA-315-PR	Effective Date:	February 23, 2011

1. PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and responsibilities for the acquisition, safe operation, maintenance and disposal of College vehicles.

This policy applies to any vehicle purchased, leased or rented for use in training or support not limited to but including: heavy equipment, road tractors, heavy trucks, buses, service vehicles, pick-up trucks, passenger vans, and cars.

2. POLICY

It is the policy of the College that:

- Approval is required before College vehicles can be acquired for training and/or support services.
- College vehicles are to be operated in a safe and responsible manner.
- College vehicles are to be inspected and maintained as per established guidelines.
- College vehicles are to be disposed of as per the College's Fixed Asset Disposal Policy, FA-306.1.

3. PROCEDURE

The Vice-President, Finance and Administration shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	February 3, 2011
Next Review	February 2014