



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: CNA VEHICLES

Procedure No.	FA-315-PR	Division	Finance and Administration
Supersedes	n/a	Board Policy Ref.	GP-RR-904
Related Policy	FA-315	Effective Date:	May 6, 2025 (R2)

PROCEDURE

1.0 Definitions

Authorized Personnel	Any manager, not included in Head of Campus definition, that may have a vehicle under their control.
Head of Campus	A CNA campus/site administrator, including, but not limited to: <ul style="list-style-type: none">• Senior Campus Director for campuses that have more than one Campus Director;• Campus Director or Campus Manager for campuses that only have one Campus Director/Manager; and• Senior Manager Administrative Services.

2.0 Vehicle Acquisition – Purchasing, Leasing, and Renting

2.1 Prior Approvals

- 2.1.1 A request for the purchase, lease, or long-term rental of vehicle(s) will be submitted by the Head of Campus or authorized personnel. These vehicle requests can be through the annual capital request process or as a special request if urgent and student-centred. Special requests are reviewed and initially approved by the respective Associate Vice President/Vice President prior to being sent to the Vice President (VP) of Finance and Administration for final approval.

Vehicle requests should clearly demonstrate the need for a vehicle including a cost/benefit analysis and funding availability. A request is required for the acquisition of new vehicles and replacing existing vehicles. Surplus vehicles within the existing fleet will be considered to fill the need identified in the vehicle request before a new unit is purchased. The final approval process by the VP of Finance and Administration will involve input from the Facilities Manager and Equipment Repair Supervisor to determine the required vehicle specification. Prior approval from the VP of Finance and Administration is required before proceeding to acquisition.

2.1.2 The request must contain the following information:

- Rationale;
- Type of vehicle requested;
- Specific specifications required;
- Purchase, lease, rental;
- New or used;
- Proposed source of funds;
- Period of lease or rental (if applicable);
- Estimated cost for purchase, lease, or rental;
- Source of funds for registration insurance, operation cost, and maintenance (if applicable);
- Period for which vehicle is required;
- Where the vehicle will be located; and
- Unit number of vehicle being replaced (if applicable).

2.1.3 Requests will consider sustainability in an effort to reduce the carbon footprint while still achieving the needed vehicle outcomes. Consideration will be given to minimum vehicle size and/or alternative powered vehicles such as hybrid or electric.

2.2 Purchase

2.2.1 Upon receipt of final approval, the requesting department will prepare the requisition to acquire the vehicle. Account code for purchase and vehicle unit number will be coordinated with the Department of Finance and Administration to ensure accuracy with the CNA fleet management system and Chart of Accounts.

2.2.2 The Facilities Manager and/or Equipment Repair Supervisor is responsible for review of the vehicle acquisition specifications and the limited call/request for quote or open call prior to it being released by the Procurement office.

2.2.3 Reference section 2.1.3 for vehicle purchase specifications prior to release of limited call/request for quote or open call.

2.3 Vehicle Fleet Review

2.3.1 The CNA vehicle fleet will be reviewed by the Facilities Manager and Equipment Repair Supervisor on an annual basis in consultation with Head of Campus or authorized personnel using the following criteria as a guide:

- Age of vehicle and number of kilometres/hours of use;
- Condition and safety;
- Cost of operation including fuel and repairs;
- Continued justification of need; and
- Obsolescence regarding training objectives.

2.4 Disposal

2.4.1 Vehicles will be disposed of in accordance with the Disposal of Assets Policy (CS-322). The Facilities Manager or designate will notify CNA's insurance company that the vehicle has been removed from the CNA vehicle fleet.

3.0 **Vehicle Insurance/User Requirements**

3.1 Insurance

3.1.1 Upon purchase, lease, or rental, the Facilities Manager or designate will ensure the vehicle is added to CNA's auto insurance policy.

3.2 Authorized User

3.2.1 The only persons allowed to use a CNA vehicle are faculty, staff, and students that have been authorized by the responsible department. CNA vehicles are only to be used for college business/operations, including the delivery of student user/operation training as indicated in CNA program training. Operators must hold valid driver's licence for the class of vehicle being operated.

4.0 **Vehicle Operation**

4.1 CNA vehicles will be used for approved CNA business only. All personal use of CNA vehicles is strictly prohibited.

4.2 Head of Campus or authorized personnel will ensure that vehicle users are authorized and have an applicable licence, and keep vehicle usage logs up to date.

- 4.3 For the operation of certain CNA vehicles, a special licence and/or endorsement must be held. Licensing requirements will be in accordance with regulations as established by Motor Registration, Department of Digital Government and Service NL.
- 4.4 For the operation of certain CNA vehicles, a provincially certified drivers daily log is required to be completed, either in paper format or electronic logging device (ELD). These must be complete in accordance with regulations as established by Motor Registration, Department of Digital Government and Service NL.
- 4.5 Head of Campus or authorized personnel will ensure that vehicles are kept clean (i.e., interior and exterior) and look presentable. This includes the removal of all garbage from vehicles after each use. Cleaning products/tools will be provided to vehicle users to ensure vehicles are vacuumed and washed regularly (at least once per semester).
- 4.6 Vehicles are not permitted to be left running when unattended except during reasonable cold start idling time. Unoccupied vehicles, once up to operating temperature, must be turned off.
- 4.7 Prior to each use, vehicle users are to conduct a walk around visual check of the vehicle to ensure that the vehicle is safe to operate. Issues are to be documented in the vehicle usage log and brought to the attention of supervisor on site. Heavy equipment and commercial vehicles for student training require a documented pre-trip inspection prior to each use. Campuses will maintain a copy of their pre-trip inspections in their vehicles records and compliance checks will be done periodically.

5.0 Vehicle Maintenance

- 5.1 Head of Campus or authorized personnel will ensure that vehicle maintenance is performed as per manufacturers' recommendations. Generally, minor maintenance will be done at authorized service stations. Preventative maintenance is performed as per vehicle manufacturer recommendations or determined as appropriate by the Equipment Repair Supervisor.
- 5.2 Vehicles must undergo an annual motor vehicle inspection (MVI) by an Official Inspection Station that meets provincial standards. It is recommended that an MVI be conducted when vehicles are undergoing their seasonal tire change. It should be noted that some vehicles require semi-annual MVIs as per requirements established by Motor Registration, Department of Digital Government and Service NL.
- 5.3 When preventive maintenance and repairs are required, details of work done are documented as per section 5.4. All invoices and details of work

must record the CNA vehicle unit number and licence plate number. Before major maintenance/repair work is done, the Facilities Manager and/or Equipment Repair Supervisor will be contacted to determine an appropriate course of action.

- 5.4 Each campus maintains the original documents belonging to all vehicles under their control. Electronic copies of all original documents, and any other associated records, will be uploaded to CNA “Facilities / Vehicle Records / Vehicle files” within Microsoft Teams. Electronic folders are created per campus and per vehicles and will contain the following, but not limited to:

- Completed ANNUAL motor vehicle inspection (MVI) certificate for vehicles one model year or older from purchase date; and
- Up-to-date information on vehicle maintenance and repair (i.e., invoices).

6.0 Fuel Purchases

6.1 Fuel for Vehicles

CNA may contract with a major fuel supplier to provide fuel for CNA vehicles. A fleet fuel and maintenance card will be provided for each vehicle and the supplier will provide monthly billings for each card. It will be the responsibility of the Head of Campus or authorized personnel to ensure the requirements for purchase of fuel is followed by vehicle users.

6.2 Fleet Fuel and Maintenance Card Usage

6.2.1 Fleet fuel and maintenance cards are used solely for the purchase of fuel and maintenance for CNA owned or leased vehicles and are obtained and managed by Facilities Management.

6.2.2 Each vehicle is assigned a fuel and maintenance card that is only used for that vehicle. The vehicle unit number or licence plate number is normally indicated on the card.

6.2.3 When fleet fuel and maintenance cards are received at CNA Headquarters the following information is recorded in a spreadsheet:

- Card number;
- Campus to which the card is issued;
- Vehicle to which the card is issued;
- Licence plate number of vehicle to which the card is issued;
- Vehicle unit number of vehicle to which the card is issued; and
- Any other known information about the vehicle.

- 6.2.4 To ensure tracking capability, cards will be couriered by Facilities Management to the employee in each campus who is assigned responsibility for the vehicles at that campus. That employee is required to sign for the card(s) and return a receipt to CNA Headquarters indicating that the card(s) were received and the licence plate number(s) are correct.
- 6.2.5 At the campus level, the employee responsible for the vehicles keep a vehicle usage log indicating by whom a vehicle was used, driver's licence reference number, and class date, mileage, trip details, and fuel purchased. All fuel receipts are kept at the campus with the vehicle usage log. At the end of every month all vehicle usage logs and fuel receipts must be sent to CNA Headquarters Facilities Division for records retention.
- 6.2.6 The vendor will send the fleet fuel and maintenance card statement to the Finance and Administration Department each month. This monthly statement will be entered into a payment request in PeopleSoft Financial Services and matched to each CNA vehicle Chart of Accounts code. This payment request is reviewed for accuracy and approved within PeopleSoft Financial Services to ensure that all receipts are accounted for on a monthly basis by CNA Headquarters Facilities Division.

7.0 Reporting Accidents

- 7.1 The *Highway Traffic Act* requires that all accidents, where injury to person(s) is involved, must be reported to the police within 24 hours. This will be either the RCMP or RNC depending on the respective area or jurisdiction. Also, accidents, where combined damages to vehicles exceed \$1,000.00 plus taxes, must be reported to the respective police force.
- 7.2 Any accident involving a CNA vehicle, regardless of the dollar value of the damage, must be reported to the Facilities Manager. Form 1 must be completed as per the Occupational Health and Safety - Incident Reporting and Investigations Procedure (HR-405-PR-3).
- 7.3 CNA vehicle users should be aware that all vehicle accidents, when reported to the police, may be available to local insurance companies. CNA will take no responsibility for the effect an accident involving a CNA vehicle may have on personal insurance premiums.

8.0 Vehicle User Responsibility

- 8.1 CNA vehicle users will operate vehicles in a responsible and respectful manner and in compliance with the *Highway Traffic Act*.

8.2 CNA vehicle users are responsible for:

- 8.2.1 Obtaining a driver's licence reference number from Campus Administration.
- 8.2.2 Recording of all travel in the vehicle usage log;
- 8.2.3 Recording/storing of all fuel purchases/receipts in the vehicle usage log for monthly reporting purposes;
- 8.2.4 Noting their assigned driver's licence reference number in the relevant vehicle usage logs;
- 8.2.5 Using the vehicle for CNA business purposes only;
- 8.2.6 Safe and secure operation of the vehicle;
- 8.2.7 Reporting any accidents involving CNA vehicles to the Facilities Manager. If the damages exceed \$1,000.00 combined damage plus taxes and/or cause injury, report accidents to the local police within 24 hours;
- 8.2.8 Limiting passengers to employees, students, others on CNA business, and local guests;
- 8.2.9 Proper use of driver and passenger seating and seating restraints;
- 8.2.10 Observing all traffic regulations. The vehicle user is personally responsible for all infractions and penalties including, but not limited to: speeding tickets, parking tickets, seat belt infractions, and cell phone use while driving;
- 8.2.11 Observing all idling requirements as per section 4.6;
- 8.2.12 Returning vehicles to the campus in good condition with the interior clean and free of garbage. The campus will conduct inspections and note any vehicle misuse;
- 8.2.13 Returning the vehicle keys to the campus immediately upon completion of travel; and
- 8.2.14 Prohibiting smoking and the transport of pets (with the exception of animals used for teaching purposes) in all CNA vehicles.

9.0 Cost Monitoring

- 9.1 At each campus, the employee responsible for vehicles will ensure that the vehicle usage log is signed by the Head of Campus or authorized

personnel and sent to CNA Headquarters Facilities Division at the end of every month. Copy to be retained for campus records.

- 9.2 Information, including vehicle usage logs and vehicle operating and maintenance costs, is used to monitor vehicle usage and to assist in disposal or replacement decisions.

Approval History	
Approved by President	February 23, 2011
Revision 1	November 4, 2016
Revision 2	May 6, 2025