

Section:	Finance (FN)
Subject:	Vehicles for SAIT Business Use
Legislation:	<i>Insurance Act (RSA 2000 cI-3); Traffic Safety Act (RSA 2000 cT-6).</i>
Effective:	June 4, 2020
Revision:	

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to ensure the safe and effective use of vehicles for SAIT business, in order to minimize risk.

PROCEDURE

DEFINITIONS

Authorized driver	A SAIT employee, contractor, volunteer or student who meets and adheres to this procedure's requirements.
Personal vehicle	Any vehicle that an authorized driver owns and operates for SAIT business.
Private purpose	An activity unrelated to SAIT business in which an employee, contractor, volunteer or student engages.
Rental vehicle	Any vehicle that an authorized rental agency owns and that is temporarily used for SAIT business.
SAIT business	An activity that SAIT sponsors or that occurs in relation to SAIT's employment activities.
SAIT vehicle	Any vehicle owned by or leased to SAIT.

The official controlled version of this document is held in the Board of Governors Office.



GOVERNING PRINCIPLES

1. This procedure applies to a personal vehicle operated by employees, contractors, volunteers or students while conducting SAIT business.
2. This procedure does not apply to a SAIT vehicle or a rental vehicle operated by employees, contractors, volunteers or students while conducting SAIT business. Refer to procedure FN.17.1.1 SAIT Vehicles and Rental Vehicles.
3. The employee, contractor, volunteer or student is responsible for selecting the vehicle transportation option that is in SAIT's best interest both financially and from a time perspective.

PROCEDURE

1. SAIT's insurance policy does not cover the authorized driver's personal vehicle. According to Alberta's *Insurance Act*, no insurance policies are available that allow SAIT to include insurance coverage for operating a personal vehicle for SAIT business. Accordingly, any claims made or costs incurred due to loss or damage while operating a personal vehicle are governed by the authorized driver's personal automobile insurance policy. This includes bodily injury and property damage to the authorized driver and any passengers or third parties.
2. An individual operating a personal vehicle for SAIT business (including attending off-campus meetings) is strongly advised to notify that individual's insurance carrier. Failure to report material changes to the insurance carrier may result in an insurance claim being denied.
3. An authorized driver of a personal vehicle for SAIT business is personally responsible for all traffic and parking violations incurred while driving that vehicle for SAIT business. SAIT will not assume responsibility for or reimburse the authorized driver for violations, fines or penalties.
4. An employee may not carry a student as a passenger in the employee's private vehicle.

POLICY/PROCEDURE REFERENCE

- FN.17.1 Vehicles for SAIT Business Use policy
FN.17.1.1 SAIT Vehicles and Rental Vehicles procedure

The official controlled version of this document is held in the Board of Governors Office.

The official controlled version of this document is held in the Board of Governors Office.