

Government of Saskatchewan

Vehicle Policy

Ministry of SaskBuilds and Procurement
Operations and Service Delivery Division
Central Vehicle Agency

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Government of Saskatchewan Vehicle Policy

1. Purpose

To provide direction and guidance on how the Government of Saskatchewan plans to meet its ground transportation needs safely, cost-effectively and sustainably.

Through the implementation of this policy government encourages:

- Vehicles that are most appropriate for the intended needs;
- Effectiveness in fleet investments and life cycle decisions;
- Lowering overall costs of operations and transportation;
- Cost-effective and efficient balance in the use of government-owned, commercial and personal modes of transportation;
- Sustainable transportation lessening environmental impact;
- A right-sized vehicle fleet with an optimum mix of vehicles; and,
- Informed decision-making and accountability in selecting, using and assessing transportation options.

2. Scope

This Policy applies to any approved Ministry and Agency of the General Revenue Fund, MASH Sector entity (Municipality, School Board, Health Region and Publicly-Funded Post-Secondary Institution), Non-Government Organization or Community-Based Organization that has an agreement with Central Vehicle Agency (CVA) for the use of a vehicle.

3. Authority

FAM – cost recovery section 3007

<http://applications.saskatchewan.ca/fam/pdf/3007.pdf>

Motor Vehicle Safety Act (S.C. 1993, c. 16)

<http://laws-lois.justice.gc.ca/eng/acts/M-10.01/>

National Safety Code Information

<https://taskroom.sp.saskatchewan.ca/Documents/National-Safety-Code-Program.pdf>

Public Works and Services Act

<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/P46-1.pdf>

Traffic Safety Act

<http://www.qp.gov.sk.ca/documents/english/Statutes/Statutes/T18-1.pdf>

The Traffic Safety (Hand-held Electronic Communications Equipment) Regulations, January 1, 2010

<http://www.qp.gov.sk.ca/documents/English/Regulations/Regulations/T18-1R7.pdf>

4. Background

Central Vehicle Agency

CVA was established in 1965 to provide centralized fleet management services to government departments and crown corporations. In support of this Policy's objective to meet the Government of Saskatchewan's ground transportation needs, CVA may provide and/or arrange for a full range of vehicle rental, leasing and fleet management services to

government and other public sector organizations. It manages the Government of Saskatchewan's vehicle assets through the vehicles' life cycle from acquisition and utilization to disposal of surplus assets.

Mission Statement:

CVA is dedicated to meeting the mobility needs of the Saskatchewan public sector in a way that adds value, is environmentally responsible and supports the Government's vision and goals.

CVA Fleet Management Responsibilities:

Good fleet management is a joint responsibility between the program area and the CVA. CVA is responsible for delivering the best possible fleet management services and options supporting the Government's financial and operational decisions. CVA provides advice for managing and controlling vehicle operations, acquisition, repairs and maintenance and disposal of surplus vehicles.

5. Policy Statements and Guidelines

5.1. Transportation Options

The Government of Saskatchewan has options for meeting its ground transportation needs safely, cost-effectively and sustainably. Options include using government-owned vehicles (CVA or non-CVA vehicles), leased vehicles, rental vehicles, public transportation and employee-owned vehicles.

Policy

An employee conducting government business is encouraged to use the most cost-effective and appropriate mode of transportation, choosing from the use of a government fleet, rental, public transportation or private vehicle. Public transportation includes buses and taxis.

The use of a privately-owned vehicle is to be considered after determining that the following modes of transportation are not appropriate or cost-effective:

1. government fleet vehicles;
2. rental vehicles; and,
3. public transportation.

To determine whether a ministry requires a government vehicle from the CVA fleet, either through rent or lease, depends on the length of time the vehicle is required. The following are the requirements for light vehicles:

- Less than 30 days – rented from a rental company with an agreement with CVA through the Ministry of SaskBuilds and Procurement (SBP); and,
- More than 30 days – owned vehicle obtained from CVA where an agreement with the Ministry/ Agency/Client is in place.

CVA will advise government and client organizations on the required fleet size and composition of their travel needs. This advice is to support the provision of safe transportation and minimize the life cycle costs and negative environmental impacts of the fleet while ensuring client needs are met.

5.2. Ownership of Vehicles

Policy

When it is deemed appropriate that an owned vehicle effectively fulfills the Government's transportation needs, a vehicle may be acquired by and owned by CVA.

Guidelines/ Information

CVA is responsible for and provides fleet management services for the Executive Government, whereas other approved clients requiring these services have the option to use CVA if it fits their program needs. As the fleet manager of the

Government's vehicle assets, CVA is also required to be the owner of those assets, where Government determines the need for a vehicle.

CVA is responsible for maintaining subject matter expertise in fleet and vehicle management. Government ministries do not own vehicles except in special circumstances where permission is given. In exceptional cases, other ministries may own specialized vehicles needed to meet unique program requirements where CVA cannot *meet Government's needs through CVA ownership*.

5.3. Vehicle Selection

Policy

In practice, the smallest, lowest-cost vehicle that meets work requirements should be selected. Climatic and geographical considerations may also affect the choice of vehicle.

Guidelines/ Information

Vehicle Specifications: With its vehicle and fleet management subject matter expertise, CVA will develop vehicle specifications that maximize the use of vehicles for multipurpose functions and meet client organizations' needs.

In consultation with client organizations, where warranted, CVA may establish vehicle specifications for individual or group job classes (meaning a specific type of work the vehicle will support, such as hauling gravel). CVA will make decisions that balance environmental responsibility with practical economic considerations.

5.4. Installation of Additional Equipment

Policy

Where additional and/or specialized equipment is needed to be affixed to vehicles to meet Government's program requirements, CVA, in consultation with the client organization, may include this equipment as part of the capital asset procurement following accounting practices outlined in the Government of Saskatchewan's Financial Administration Manual.

- All additional equipment, including law enforcement and emergency services equipment added to any vehicle, must meet all applicable road safety regulations and standards. CVA vehicles, such as cab and chassis orders, are delivered as incomplete vehicles to allow for the appropriate installation of specialized equipment. The equipment installation on incomplete vehicles must be performed by qualified suppliers holding Canadian Motor Vehicle Safety Standards (CMVSS) second-stage manufacturer certification.
- All additional equipment to be affixed to a vehicle or any modification of a vehicle at purchase and/or after the vehicle has been assigned or allocated to a client organization must be approved by CVA before installation or modification of the vehicle.
- CVA will not be responsible for any additional accessories or non-standard equipment purchased without authorization. If a client adds equipment to a CVA vehicle after delivery without notifying CVA, CVA will not reimburse for any maintenance and/or repairs to that equipment. If the installed equipment damages the vehicle or degrades the integrity of the vehicle, CVA may charge the related repairs to the client. Installation costs or vehicle damage associated with accessory installations may be charged back to the user agency.

5.5. Authorized Drivers

Policy

Authorized drivers, as approved by the client organization, may include employees, cost recoverable contractors¹, consultants/vendors, volunteers and others who may be required to use CVA vehicles to carry out their responsibilities and conduct authorized government business.

Authorized drivers must have a valid driver's licence for the class of vehicle they are driving and be authorized by their Permanent Head or designated to operate CVA vehicles.

Vehicle Assignment to Employees:

Client organizations may assign a CVA vehicle to an employee when the employee's position meets one or more of the following criteria:

- Annual travel on government business and job functions warrants assignment of a dedicated vehicle; or
- The driver's job requires a vehicle with permanently installed specialized equipment authorized by client organizations such as tools, electronic equipment, radios, telephones, stretchers or other equipment; or
- The job requires a vehicle to be on standby for emergency purposes that cannot be predicted at any given time; or
- The location or function of the job requires a vehicle, and no other form of transportation is available, cost-effective and/or practical.

Authorized Passengers:

- Authorized Passengers may include another Authorized Driver being transported in the performance of their duties, other Government employees, contractors or persons other than employees transported in connection with government business, and persons authorized in writing by an executive financial officer or designate of an Entity.

5.6. Expectations of Authorized Drivers

Policy

- Drivers of Government-owned vehicles are to comply with all traffic laws and regulations and ensure vehicles are maintained regularly so that the vehicle is in a safe and roadworthy condition and reflects a clean and professional image.
- Employees driving Government owned vehicles must recognize that the vehicle asset is the property of the Government of Saskatchewan and that the vehicle is provided for use on government business. **The vehicle is never to be considered a personal asset, nor is it provided as a perk of employment.**
 - The vehicle must be used for government business purposes only unless the client organization's Permanent Head has approved personal use privileges.²
 - The vehicle operator is responsible for driving the vehicle as the only 'authorized driver' or an alternate 'authorized driver' except in emergencies.

5.7. Payment of Traffic Fines/ Violations

As a part of the Executive Government, CVA is obligated to honour the laws of the Province and Federal Government, and it is the employees' responsibility to follow and uphold laws.

Policy

Payment of any fines, penalties or restitution payments, including any service charges, shall be prompt and paid within the timeframes identified by the issuing or law enforcement agency.

¹ A cost recoverable contractor is a person under contract with a ministry or a client organization for whom all expenses are reimbursed by the ministry or organization.

² See Guidelines for Personal Use. <https://taskroom.sp.saskatchewan.ca/Documents/CVA-Guidelines-for-Personal-Use.pdf>

Guidelines/ Information

- Impound charges, fines, service charges, handling charges and/or penalties are the responsibility of the driver who has committed the offence.
- In instances where a clear error/oversight was made, CVA will work to have the error corrected. **However, CVA will not contest a fine if there is a clear infraction, as documented in the trial documents.**
- The employee should pay the fine as soon as possible.
- Should the driver neglect to pay the fine, CVA will pay the fine and bill back to the employee's Ministry/Organization. Per FAM 4445.07, if SBP pays the fine, Ministries/Organizations must pay SBP and collect the amount from the employee.
- Repeated infractions that compromise the safety of the driver, other employees, the public or the vehicle asset may result in the immediate suspension of vehicle driving privileges, and CVA will, at the client organization's expense, remove the vehicle from the client.
- Any driver experiencing an accident while driving a CVA shall submit an Accident Report to CVA in accordance with the prescribed CVA procedures, in addition to an SGI report and a Police Accident Report where necessary. A driver experiencing an accident while on government business while driving a private rental vehicle obtained through a CVA arrangement shall submit an Accident Report to the client organization's Vehicle Coordinator.
- Where a driver has been subject to recurring accidents or repeated traffic infractions that impact the safety of the driver, other employees, the public or the vehicle asset, CVA reserves the right to suspend the driver's privileges to drive a CVA vehicle. CVA may prescribe actions the driver is required to take to restore driving privileges, including successful completion of driver training courses.

5.8. Preventative Maintenance and Reporting

Policy

Reporting and Preventative Maintenance, as CVA requires, should be done promptly and accurately.

Responsibilities related to the vehicle:

Vehicle drivers are responsible for:

- Becoming familiar with the CVA Operator's Handbook.
- Reporting travel distance as prescribed.
- Inspecting vehicles before departing on a trip and reporting any damages to CVA and the vehicle's insurer.
- Performing regular preventive maintenance and safety inspections on the vehicle according to the Operator's Handbook and/or lease agreements within required timelines.
- Ensures that vehicles are operated in accordance with all applicable provincial and federal rules and regulations.
- Informing their Vehicle Coordinator immediately if a driver's licence is revoked, suspended or restricted for any reason.
- Using vehicle fleet/credit cards only for their intended purpose.
- Reporting to their supervisor any traffic violation that may result in suspension or revocation of the operator's driving licence.

5.9. Overweight Vehicles and Use of Trailers

Policy

Client organizations may tow licensed trailers with a government-owned vehicle, where the vehicle has the capability of hauling the additional weight of the trailer and its load. All towing and trailers must meet all road safety regulations and standards.

- It is the driver's responsibility to ensure that they have the necessary driver's licence classification for any overweight vehicles and or if they will be towing trailers. A higher classification may be necessary when the weight of the vehicle or trailer and its contents exceeds certain limits.

- Client organizations must ensure proper overweight licencing to meet Highway Traffic Board requirements and standards. The organization must report to CVA any overweight, police use or special use to ensure the legislation's licencing and insurance are correct.

All drivers should be aware of the National Safety Code (NSC), including a review of overweight vehicles. Operators must follow the NSC regulations and ensure that required reporting is completed.

5.10. Responsibilities of Client Organizations

Vehicles represent a major capital expenditure and operating cost for Government; therefore, it is important that a senior manager representing the client organization's interest be responsible for establishing a strong business relationship between the client organization and CVA.

Guidelines/ Information

The client organization's management is responsible for:

- Working in a collaborative partnership with CVA to manage the client organization's transportation needs, fleet size and composition;
- Ensuring service requests to CVA to obtain a vehicle are approved in accordance with this Policy and the client organization's policies and transportation needs;
- Designating a lead Vehicle Coordinator and backup capacity to manage requests and interactions with CVA;
- Ensuring the client organization and its employees adhere to this Policy and deals with any escalated matters;
- Addressing non-compliance by employees within the existing performance management framework; and,
- Providing documentation, when asked, regarding corrective action for traffic violations/policy violations where repeat violations exist.

Vehicle Coordinator

The Vehicle Coordinator represents the client organization. They are the principal point of contact, and their responsibilities include fulfilling day-to-day administration within the fleet management process.

Fleet Management Responsibilities:

- Act as the principal client contact with CVA, including being the central point of contact for annual, semi-annual and periodic fleet review or right-sizing initiatives;
- Ensures drivers acquire regular vehicle maintenance, repairs and safety inspections for vehicles they are responsible for and are aware of and take appropriate action to respond to the vehicle and other recall notifications. Where maintenance, repairs, safety inspections or other recalls are not completed promptly, escalation of these neglectful actions are required within the client organization for resolution and remediation;
- Establishes processes to ensure reporting to and from CVA promptly, including reports detailing distance travelled, damage to vehicles and maintenance inspection status;
- Facilitates vehicle requests and submits the client organizations' approved requests to CVA;
- Proactively identifies any service issues to CVA;
- Establishes and administers processes to ensure that vehicles are operated within the framework of the National Safety Council (including correct licensing, training, and keeping of travel records/logs) in accordance with relevant legislation; and,
- Ensure that vehicles are properly secure and fleet credit cards are also kept secure.

Note: Fleet management is an important part of fleet ownership. If a vehicle is returned before the Treasury Board approved vehicle lifecycle, CVA has the authority to establish a settlement relating to the remaining net book value of the vehicle.

Driver Administration Responsibilities:

- Establishes processes within the client organization to ensure drivers of government vehicles possess a valid driver's licence for the class of vehicle to be driven on government business.
- Becomes familiar with and provides drivers with the CVA Operator's Handbook, policies and procedures established by CVA.
- Administers the client organization's list of approved drivers by identifying which employees are authorized to rent and drive vehicles from CVA's short-term rental vehicles and ensuring that employees' names are removed from the

approved list as soon as an employee is no longer employed by the client organization or when their authorization has been concluded.

- Ensures processes are in place to ensure drivers promptly pay all parking tickets and/or other fines. If not paid promptly, arranges payment, seeks employee reimbursement and escalates to senior management if necessary.
- Establishes processes to ensure compliance with Government's Vehicle Policy.
- Promotes safe driving and assists drivers in accessing safe driver training programs.

Financial Process Responsibilities:

- Oversees the client organization's use of any CVA payment process (e.g. fleet credit card) and manages receipts, reports or other documents for fuel, maintenance, or other supplies.
- Establishes processes to ensure payments to CVA.
- Provides training and support to the client organization's managers and employees who use CVA's fleet information system.
- Administers processes dealing with personal use privileges of CVA vehicles.
- Where issues arise, escalate within the client organization.
- The client organization may assign other responsibilities.

6. Evaluation

The Central Vehicle Agency representatives may evaluate this policy annually to ensure it meets the Executive Vehicle user's requirements.

All procurement activities may be subject to audit (per FAM 4130.04).

7. Accountability

The Government's Central Vehicle Agency is responsible for administering this Policy in collaboration with its clients to ensure it effectively promotes its objectives.

CVA will develop processes and procedures to support the administration of this Policy.

7.1. Permits/ Forms needed

Vehicle Requisition Form

<https://taskroom.sp.saskatchewan.ca/Documents/CVA-Vehicle-Requisition-Form.pdf>

Personal Use/ Take Home Privilege Reporting Form

<https://taskroom.sp.saskatchewan.ca/Documents/Personal-Use-Take-Home-Privilege-Data-Collection-Form.pdf>

8. Definitions

Authorized Driver/ Vehicle Driver: The Ministry/Agency/Client's employees, volunteers or contractors subject to personal services agreements with a valid driver's license who their Fleet Supervisor authorizes to operate the CVA vehicles to conduct authorized government business.

Client: Any approved Ministry, Agency, MASH Sector entity, Non-Government Organizations or Community-Based Organization.

Fleet Credit Card: The credit card that the CVA may provide with a vehicle leased to the Ministry/Agency/Client for use by the Ministry/Agency/Client for the fueling of the vehicle and the charging of certain expenses as authorized by the CVA as set out in the Operator's Handbook.

Ministry refers to an Executive Government Ministry including managers and employees of the Ministry.

Permanent Head:

- in the Public Service Act, 1998 “permanent head means “a deputy minister or other official in charge of a ministry who is directly responsible to a member of the Executive Council.”
- in The Crown Employment Contracts Act, “permanent head” means “(i) a permanent head as defined in The Public Service Act, 1998; or (ii) in the case of a Crown employer that is a Crown corporation or body corporate, the chief executive officer of the Crown employer.”

Short-Term Rental: The use of any non-assigned vehicle reserved from the pool of vehicles operated by the CVA for a period typically of less than 14 days.

Vehicle Definitions

Vehicles: Any vehicle that is intended for and is licensed for transportation on public roads, including any highway, expressway, street, avenue or roads that require a vehicle to be licensed by the province. Vehicles include passenger automobiles, vans, utility vehicles, pick-up trucks, light, medium and heavy-duty vehicles and other vehicles intended for use on public roads.

Assigned Vehicle: Any vehicle owned by the CVA that is subject to a lease arrangement, either full-maintenance or non-maintenance.

Executive Vehicles: An Executive Vehicle is any vehicle assigned to a senior official pursuant to the *Executive Vehicle Policy* or other policy of the Government.

- A senior official may be provided with a CVA-owned vehicle when it is deemed appropriate that an owned CVA vehicle best fulfills the need.
- This Policy does not include any policy direction or guidance regarding who is entitled to an Executive Vehicle, the administration of or the use of an Executive Vehicle.

Rental Vehicles: To meet the short-term transportation needs of Government programs and/or supplement the Government’s fleet of vehicles, CVA has negotiated standing offer contracts for the rental of vehicles from the private sector.

- In accordance with Government’s procurement policies, CVA may establish Standing Offers and other mechanisms for clients to rent.
- Ministries shall use processes established by CVA to provide for short-term travel needs and supplement vehicle inventory (use private rental companies).
- Ministries may directly rent vehicles when conducting government business in other provincial jurisdictions or countries.
- If appropriate, CVA may provide or establish processes to obtain vehicles for government business on a short-term or temporary basis in other jurisdictions.

Short-term Vehicles available from CVA: CVA may provide a vehicle for up to 30 days when private sector Rental Vehicles are unavailable, or a program requires a specialized vehicle.

Public Transportation: Government employees may use public transportation such as municipal bus services and/or taxis when those options can effectively meet their transportation needs.

Employee-Owned Vehicles: Employee use of privately owned vehicles on government business is subject to the Government’s Human Resource Manual Section 600: Travel and Other Payment Policies.

Vehicle Lifecycle: The estimated useful life of a vehicle, based upon mileage and age of the vehicle, as approved by the Government of Saskatchewan.

9. Related Policies and/or Procedures

CVA Operator's Handbook

<https://taskroom.sp.saskatchewan.ca/Documents/CVA-Operator's-Handbook.pdf#search=operator%27s%20handbook>

HR Manual

<http://www.cs.gov.sk.ca/HRmanual/>

Guide to Vehicle Replacement and Right-Sizing

<https://taskroom.sp.saskatchewan.ca/Documents/CVA-Vehicle-Replacement-and-Right-Sizing.pdf>

FAM – cost recovery section 3007

<http://applications.saskatchewan.ca/fam/pdf/3007.pdf>

Income Tax Information: Canada Revenue Agency

<http://www.cra-arc.gc.ca/menu-e.html>

Executive Vehicle Policy

Contact Executive Council corporate services for policy.

10. Contact Information

MINISTRY OF SASKBUILDS AND PROCUREMENT
CENTRAL VEHICLE AGENCY
500 MCLEOD STREET
REGINA, SK S4N 4Y1
PHONE: (306) 787-6902
PHONE: 1-877-787-6902