



Core Policy and Procedures Manual - Amendment Summary June 2005

<p>11.0 Transportation</p>	<p>11.3.2 Privately Owned Vehicles – policy 4 provides for voluntary use of a bicycle under the following conditions:</p> <ul style="list-style-type: none">• Employee wears an approved bicycle helmet and has taken a safety course;• Bicycle is in good working order and employee has insurance covering loss of bicycle while on government business; and• Commuting time is comparable to other modes of transportation. <p>11.3.3 Government Vehicles – policy 11 provides ministries the option of purchasing bicycles where the number of employees choosing to cycle warrants the costs of ownership and administration. The following conditions apply:</p> <ul style="list-style-type: none">• Employee wears an approved bicycle helmet and has taken a safety course;• Regular bicycle maintenance is provided by a private bicycle shop; and• Ministry-provided bicycles are securely stored at all times.
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Transportation

Table of Contents

11.0	Transportation
11.1	Objective
11.2	General
11.3	Policy
11.3.1	General
11.3.2	Privately Owned Vehicles
11.3.3	Government Vehicles
11.3.4	Use of Government Vehicles
11.3.5	Short-term Rental Vehicles
11.3.6	Vehicle Accidents, Vandalism and Other Losses
	Government Vehicles
	Executive Lease Vehicles
	Rental Vehicles
11.3.7	Chartered Aircraft
11.4	Information and References
11.4.1	Purchasing Services

11.1 Objective

- Ensure that those who are conducting government business use the most appropriate and cost-effective mode of transportation that is available.

11.2 General

Common modes of transportation include public transportation, privately owned vehicles, government vehicles, rental vehicles and chartered aircraft (in a limited set of circumstances). Treasury Board Directive 3/98 authorized the establishment of a fleet management services arrangement between government and the private sector. The [Purchasing Services](#), Ministry of Citizen's Services provides guidelines on the use of various types of transportation.

Roles and Responsibilities

The director, Purchasing Services, Common Business Services, is the contract manager for government's vehicle agreements with PHH Vehicle Management Services (PHH). Purchasing Services provides advice to Treasury Board and ministries on transportation policies and management practices for:

- vehicle fleet planning, management, utilization, registration and licensing;
- acquisition, disposal, inspection and maintenance; and
- clean technology vehicles, alternative fuels and innovations in vehicle technology.

Purchasing Services also advises ministries regarding Master Standing Offers for the rental of light vehicles for periods ranging from 30 to 365 days.

Ministry Fleet Coordinators manage each ministry's vehicle fleet, including:

- communicating vehicle management policies and procedures within the ministry;
- ensuring that ministry vehicles are appropriately assigned, utilized and managed;
- developing the ministry fleet plan; and
- acting as the ministry contact with PHH and Purchasing Services.

PHH provides fleet management information, including vehicle inventory.

The Risk Management Branch, Ministry of Finance, advises Treasury Board, Purchasing Services and ministries on policies and management practices related to vehicle insurance and accident reporting.

11.3 Policy

11.3.1 General

1. An employee conducting government business must use the most cost effective and appropriate mode of transportation choosing from public transportation, use of a private, government or rental vehicle. Public transportation includes buses, taxis, ferries, trains, commercial flights and certain charter flights.
2. Use of a privately owned vehicle is to be considered where public transportation or a rental vehicle is not appropriate or cost-effective.
3. A government vehicle may be considered for use when public transportation or a privately owned vehicle is not available or cost-effective. (See also Government Vehicles, [policy 2](#), this chapter.)
4. The type of vehicle and the period of time that it is required determine whether a ministry may rent, lease or purchase the vehicle. Light vehicles must comply as follows:
 - less than 30 days – rented from rental companies holding a Daily Rental Master Standing Offer issued by the Purchasing Services;
 - more than 30 days and less than 365 days – rented from a rental company holding a Monthly Rental Master Standing Offer issued by the Purchasing Services; and
 - more than 365 days – leased from PHH.

For more information for light vehicles and other types of vehicles, refer to [Purchasing Services](#).

5. Group transportation alternatives (e.g., ride sharing, government or rental vans/buses, group airfare rates) must be considered over individual vehicle travel for groups of employees who are required to travel to the same business location.
6. Ministries must ensure that all vehicles, including daily rentals and privately owned vehicles, are suitable for the intended purpose and use. Government vehicles must be properly maintained and defects corrected promptly.
7. The vehicle operator must pay parking fines, traffic violation fines, and impoundment and towing fees when driving a privately owned, government, rented or leased vehicle on government business.

11.3.2 Privately Owned Vehicles

1. Government employees are [reimbursed for mileage costs](#) for privately owned vehicles such as automobiles, sport utility vehicles and light trucks, but not bicycles. Generally, when daily travel exceeds approximately 150 kilometres (or 13,000 kilometres annually), a leased government vehicle becomes more cost-effective and should be used.
2. Ministries must not use employees' privately owned aircraft or boats. Ministries must use recognized commercial or licensed charter companies for all employee transportation in aircraft or boats.
3. The vehicle owner is responsible for purchasing and maintaining valid third-party insurance in an amount not less than \$2 million. Government employees transporting government property, other employees, contractors or clients in privately owned vehicles in the course of government business are not required to carry higher limits. The vehicle must be rated for business use if it will be used for business purposes more than six (6) days per month. Ministry expense authorities must ensure compliance with this policy before authorizing the use of a privately owned vehicle for government business.

4. Government employees may voluntarily use a privately owned bicycle for government business travel provided:
 - the employee wears an approved helmet (i.e., ASTM, ANSI or SNELL) and are encouraged to take a cycling safety course or read approved instructional material (i.e., Bike Sense, The British Columbia Bicycle Operators Manual") [Bike Sense](#). 
 - the bicycle is in good working order and employees have adequate insurance should their bicycle be lost, stolen or damaged during business travel; and
 - commuting time is comparable to other means of travel (i.e., motor vehicle, public transit).
5. Damage to an employee's privately owned vehicle is reimbursable if the damage occurs in the course of government business:
 - as a result of an accident; or
 - by a ward or client of the province.

In general, the ministry must reimburse the employee the lesser of the costs of repairing the vehicle or the cost of the vehicle's insurance deductible. The government will not pay any additional insurance premiums arising from the loss of safe driver discounts resulting from an accident. See the BC Public Service Agency's Appendix 1, section 4, [Vehicle Damage Reimbursement](#) for reimbursable costs.

[Procedure Requirements - C.5](#)

11.3.3 Government Vehicles

The government's fleet of vehicles is intended for use wherever it is the most appropriate and/or cost-effective mode of transporting employees and delivering programs. The fleet is comprised of vehicles that are leased, owned or rented for more than 30 days. Government vehicles are insured through the Insurance Corporation of British Columbia (ICBC) for public liability and are self-insured for fire, theft, collision and comprehensive.

1. Fleet vehicles must be managed according to an annual fleet plan approved by each ministry's executive financial officer. The plan must include performance benchmarks such as vehicle operating costs per kilometre, a vehicle disposal and replacement schedule, and total projected operating costs.
2. Fleet vehicles must be pooled within the ministry rather than assigned to an individual employee on a continuous basis. The executive financial officer or designate can authorize the assignment where the employee:
 - travels more than 13,000 kilometres on government business annually; or
 - requires a vehicle for the performance of job duties for which the use of a pool vehicle is inappropriate or not feasible.
3. Fleet vehicles may be used on a seasonal basis, but only when this is the most economical option. The costs of seasonal use of vehicles must be evaluated annually by the program manager based on information available from the Purchasing Services and PHH.
4. All drivers of government vehicles must hold a valid BC driver's licence for the type of vehicle. A contractor must have written authorization from the executive financial officer or designate to operate a government vehicle. The contract must contain a provision respecting the operation of the government vehicle.
5. Government vehicles must only be used for business purposes. Exceptions for limited personal use are for:
 - incidental use while on travel status;
 - travel during off-duty hours authorized by collective agreements; or
 - travel between an employee's home and workplace when this is a condition of employment.

Any additional personal use requires approval from the executive financial officer or designate.

6. Operators are responsible for damages resulting from unauthorized use of a government vehicle. Unauthorized use of a government vehicle is subject to disciplinary action, and should be reported to the executive financial officer for resolution.

7. All government vehicles, unless exempted by the ministry's executive financial officer or designate, must display a decal according to government standards. Refer to [Purchasing Services](#) for more information.
8. Vehicles do not have to be insured or registered if they are subject to the *Motor Vehicle (All Terrain) Act*.
9. All executive lease vehicles must be acquired in accordance with Treasury Board Orders 204, 209 and 231, and the [Official Duties Expense Regulation](#) (BC Reg 226/2001 as amended). Purchasing Services must acquire executive lease vehicles on behalf of all ministers, deputy ministers and equivalents.
10. All executive lease vehicles must be insured by ICBC for full collision and comprehensive coverage and for \$2 million third party liability coverage.
11. Bicycles may be purchased or leased for business travel use if the number of employees choosing to cycle warrants the costs of ownership. Ministries must ensure the following conditions are in place:
 - safety equipment is provided (i.e., ASTM, ANSI or SNELL-approved helmets, lights and reflective accessories);
 - regular bicycle maintenance provided by a private bicycle shop;
 - employees are encouraged to take a cycling safety course or read approved instructional material (i.e., Bike Sense, The British Columbia Bicycle Operators Manual")
 - [Bike Sense](#) 
 - ensure the safekeeping of ministry provided bicycles; and
 - commuting time is comparable to other means of travel (i.e., motor vehicle, public transit).

11.3.4 Use of Government Vehicles

1. Vehicles that are leased from PHH must be acquired, maintained, managed and disposed of in accordance with the Operating Lease and the Fleet Management Services Agreement.
2. Ministries must report to PHH each month the current odometer reading for each PHH lease vehicle and executive lease vehicle.
3. Where there is personal use of a government vehicle by an employee, the value of the taxable benefit derived from personal use and availability of the vehicle must be included in the employee's income. Distance in kilometres that is a personal benefit must be separately shown on odometer reports submitted to PHH to assist with the calculation of the taxable benefit.
4. Authorized passengers in government vehicles must only include:
 - government employees transported in the performance of their duties;
 - spouses or children accompanying government employees on travel status;
 - contractors or persons other than employees transported in connection with government business; and
 - persons authorized in writing by the executive financial officer or designate.
5. A PHH Service Card is issued for each government vehicle and selected equipment and marine vessels. Ministries must ensure that the inventory of service cards maintained by PHH is accurate and complete. Expired cards and cards no longer required must be destroyed or returned. The vehicle operator must immediately report lost or stolen cards to PHH (1 888 681-5426) and the ministry chief financial officer or delegate.
6. The PHH Service Card must be used for all purchases of fuel, lubricants and incidental items for vehicles, equipment, marine vessels and aircraft. Alternate purchasing methods are only permissible in communities where the service card is not accepted.
7. When not in use or during off-duty hours, government vehicles must be parked:
 - in safe and secure locations, and locked with all windows closed; and
 - at or near the office location.

Exceptions to this policy may be approved by the executive financial officer or designate and recorded by the ministry Fleet Coordinator for reporting purposes.

8. Employees must take prudent measures to protect all government assets in their possession. Items of value are to be

removed from the passenger compartment and secured in the trunk of the vehicle or in the employee's accommodation.

11.3.5 Short-term Rental Vehicles

1. Employees renting vehicles must not purchase:
 - the Personal Accident Insurance option (work-related accidents are covered by Workers Compensation benefits both inside and outside of BC);
 - the Collision Damage Waiver option when renting the vehicle through a government master standing offer with the rental firm or using the corporate travel card (The corporate travel card provides for collision damage insurance coverage that is valid worldwide.); and
 - Cargo Insurance or Personal Effect Insurance.

When the employee does not have the corporate travel card and there is no rental outlet with a [corporate supply arrangement \(CSA\) with government](#), employees must purchase and claim Collision Damage Waiver (CDW) when renting a vehicle.

2. Employees must comply with the operating restrictions in the vehicle rental agreement. Before taking possession of the vehicle, employees must inspect the vehicle for exterior and interior damage, and report any damage to the rental firm.
3. Employees must not accept any charges for damages to a rental vehicle. Refer the rental firm to the Risk Management Branch.
4. Employees are expected to protect government property while in their possession by locking and securing the rental vehicle when not in use. An extraordinary loss of personal property may be reimbursed. If the corporate travel card was used to pay for the vehicle rental, the loss of personal property secured in the vehicle may be claimed. For personal property loss or insurance information, contact the Risk Management Branch.

11.3.6 Vehicle Accidents, Vandalism and Other Losses

a. Government Vehicles

1. All vandalism and theft incidents over \$100 must be reported to the ministry fleet coordinator and the local police, within 24 hours of discovery. See also CPPM L, [Loss Reporting](#).
2. Every accident must be reported to PHH Vehicle Accident Services and the ministry Fleet Coordinator (or his/her staff) within 24 hours. ICBC must be informed of an accident within 24 hours when it involves:
 - a second vehicle;
 - a pedestrian;
 - damage to the property of others; or
 - hit-and-run where damages exceed \$350.

The local police must be informed of an accident within 24 hours when it involves:

- damage exceeding \$1,000;
- a person who has sustained injury or death;
- hit-and-run with damages; or
- vandalism or theft of government property.

An operator involved in an accident must not admit liability and will provide only the information required by the investigating police officer.

3. All accidents, with the exception of those involving ambulances, must be reported to PHH Vehicle Accident Services at

1 877 874-4862. A Vehicle Accident Services Driver's Report may be obtained electronically via email at bcgov@phh.com. Accidents involving ambulances must be reported by the ambulance driver according to policy and procedures established by the BC Ambulance Service.

4. Before repairs are made to an accident-damaged light vehicle, PHH must be consulted to ensure that:

- competitive estimates have been obtained;
- the work is cost-effective, given the life expectancy and condition of the vehicle; and
- good quality bodywork and mechanical repairs are carried out.

b. Executive Lease Vehicles

1. Any accident (including hit and run) or incident (including vandalism) must be reported to ICBC Dial-a-Claim at 1 800 910-4222 within 24 hours, by the operator, regardless of who is at fault. A Vehicle Accident Services Driver's Report may be obtained electronically via email at bcgov@phh.com and must be filed with PHH Vehicle Accident Services.

c. Rental Vehicles

1. All accidents must be reported to:

- the rental agency within 24 hours; and
- the employee's supervisor and/or manager, who in turn must report it to the Risk Management Branch and the ministry Fleet Coordinator.

The local police must be informed within 24 hours when:

- damages exceed \$1,000;
- a person has sustained injury or death; or
- there has been a hit-and-run accident with damage.

An operator involved in an accident must not admit liability and provide only the information required by the investigating police officer.

2. If the rental vehicle is stolen, the theft must be reported to the local police and the rental firm immediately. All damage resulting from vandalism or theft must be reported to:

- the rental company within 24 hours; and
- the local police (before the vehicle is moved, if possible).

11.3.7 Chartered Aircraft

1. For the use of chartered aircraft by ministers, [Travel](#), section 10.3.6. policy 1, must be followed.
2. For the use of chartered aircraft by employees, [Travel](#), section 10.3.6. policy 2, must be followed.

11.4 Information and References

11.4.1 Purchasing Services

[Purchasing Services' website](#) details government's fleet vehicle policy and procedures, and vehicle agreements with PHH Vehicle Management Services. Topics covered include the following:

- [Approved Service Centre List](#)
- [Frequently Asked Questions](#)
- [Guide for Vehicle Operators](#)
- [Daily and Monthly](#) Vehicle Rentals

Transportation

- [Branch Vehicle Contacts](#)
- [PHH Interactive](#) and [PHH Contacts](#)
- [Fuel](#)
- [Repair and Maintenance](#)
- [Accident Reporting](#)
- [Driver Tool Kit](#)
- [CVIP](#) – Commercial Vehicle Inspection Program
- [Payload \(GVW\) Limits](#)