Vehicle Use & Insurance Guide

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RISK MANAGEMENT
Simon Fraser University
Document Application

This guide is intended for distribution to all users (and their respective supervisors and Departmental Chairs) of rented, leased, or owned SFU vehicles as well as those driving personal or borrowed vehicles on behalf of SFU.

This document is for internal use only. Certain sections may require updating as legislation and websites change. Risk Management will endeavor to keep this guide as updated as possible, however, should you become aware of something that requires amendment, please reach out to risk_srs@sfu.ca.

For further information, please contact Safety & Risk Services.
## TABLE OF CONTENTS

### A: DRIVING A VEHICLE AT SFU
1. I want to drive a vehicle on behalf of SFU  
2. SFU driver requirements  
3. Driver’s Licences  
4. Carrying Passengers  
5. Supervisor Responsibilities  
6. Department Chair or Director Responsibilities  

### B: DRIVER SAFETY AND USEAGE
1. Obtaining an Abstract  
2. Tickets, Tolls and Penalties  
3. Vehicle Inspections & Safety  
4. Out of Province Use  
5. Field Vehicle Use  
6. Winter Driving  
7. Road Conditions & Emergencies  

### C: SFU VEHICLES AND INSURANCE
1. Types of Vehicles  
2. ICBC (The Insurance Corporation of British Columbia)  
3. Supervisor Insurance Responsibilities  

### D: VEHICLE INCIDENTS
1. Injuries & Damages  
2. Repairs  

### E: SHORT & LONG TERM RENTALS
1. Renting Vehicles (30 days or less)  
2. Vehicle Lease (Long term rental)  

### F: BUYING, SELLING & DISPOSAL OF VEHICLES
1. Purchasing  
2. Selling  
3. Donating the Vehicle  

### G: SFU VEHICLES & THE ENVIRONMENT
1. SFU’s Climate Action Responsibility  

### APPENDIX
1. Vehicle Incident Form  
2. ICBC Territories Map  
3. Forms Needed When Purchasing or Leasing a SFU Vehicle  
4. Driver’s Licence Confirmation Form  
5. BC Forest Service Roads
A: DRIVING A VEHICLE AT SFU

A – 1 I WANT TO DRIVE A VEHICLE ON BEHALF OF SFU

Vehicle Use by Faculty, Staff and Students

Vehicles owned, leased or rented by Simon Fraser University are for SFU official sanctioned use only. SFU vehicles are not to be used for any personal reason including daily commuting from a residence, personal sightseeing, or personal errands. All drivers operating SFU vehicles should be aware that vehicle accidents, regardless of being reported to the RCMP, may involve ICBC. In some instances, there may be impact to the driver’s personal driving record and/or personal vehicle insurance. SFU does not assume any responsibility for imposed charges, infractions, or penalties against a driver such as speeding tickets, parking violations or use of a cellphone.

A – 2 SFU DRIVER REQUIREMENTS

Drivers are responsible for:

- Abiding by the Motor Vehicle Act of British Columbia at all times, or while in any other jurisdiction the presiding law of the land.
- Obtaining prior authorization before using a vehicle owned or leased by or on behalf of SFU.
- Submitting appropriate driver’s licence verification and reporting any new violations, convictions, or licensing changes to their supervisor in a timely manner.
- Using SFU vehicles only for officially sanctioned university purposes. (If the intended purpose is not clearly SFU officially sanctioned, then obtaining a written document from the supervisor approving the activity.)
- Familiarizing themselves with the driving locations and road/weather conditions.
- Ensuring completion of the inspection report both pre and post trip and reporting any vehicle deficiencies that need or may need attention to the appropriate supervisor.
- Maintaining a log book indicating the date and time, name of driver, and vehicle odometer reading. (The completed log is to be kept afterwards by the department.)
- Assessing the safety of driving conditions and stopping or staying overnight in a safe place if needed. As a minimum requirement:
  - Each driver must not drive more than 8 hours in any 24-hour period
  - Each driver must not drive more than 4 hours without a break in ideal conditions or more than 3 hours in adverse conditions (e.g. poor weather, off-road, or evening/night-time).
- Reporting all accidents and vehicle damage in a timely manner.
- Paying all charges due to traffic violations or other infractions including fines, penalties, and other fees imposed by law.
- Paying for any liability arising out of personal, non-sanctioned, or non-approved use of SFU owned, rented, leased, or borrowed vehicles.
- Paying any premium increases to their personal insurance arising out of at-fault accidents.
- There is no smoking or vaping of any kind including Tobacco or Cannabis while inside or operating an SFU owned, leased, rented, or borrowed vehicle.
- No handheld devices of any kind may be used while operating a motor vehicle as per The Motor Vehicle Act.
• In most circumstances, SFU vehicles should not be operated by non-SFU individuals. Should staff contracted through another company, or partner in a research endeavor coming from another institution, organization or corporation be required to use an SFU vehicle, language on driver conduct and responsibilities should be built into the contract and reviewed by Legal/Risk Management.

A – 3 DRIVER’S LICENCES

Licences
Drivers must have a valid driver’s licence for the operation of the assigned vehicle’s class. For British Columbia licences, only drivers who possess an “N” (BC Class 7 Novice Licence- subject to the requirements outlined by this class ie- displaying the “N” at all times) or full licence are allowed to operate SFU vehicles or any vehicle on behalf of SFU. Out of province licences may be acceptable and are subject to the driver verifying to SFU that their licence is valid for the intended vehicle use.

Training
Any driver, regardless of their licence designation, must have the knowledge, skills, and abilities for the vehicle and conditions they will be driving in. As with any other piece of University equipment, the supervisor must make an assessment, and ensure training is documented as needed. If driving conditions are anticipated to include road surfaces consisting of ice, snow, gravel, or dirt, the experience should incorporate those conditions when possible.

Age Requirements
For rental vehicles, drivers must meet the minimum age requirements set by the rental agency. International driving permits may have other requirements or restrictions. For all high-occupancy vehicles (11 or more seats), drivers must be at least 22 years of age.

A- 4 CARRYING PASSENGERS

General
Drivers with no license restrictions (restrictions include those with an “N” class of license) are encouraged to carpool/ride share when SFU vehicles are being used to carry colleagues to a location where multiple people are attending (ie- you are all attending a meeting at the Surrey Campus).

SFU vehicles are not intended for use other than attending SFU business. Therefore, if someone requests to ride in an SFU vehicle for any reason other than university related, this request should be declined (ie- you are attending a meeting at the Surrey campus and your colleague wishes to be dropped off at the Skytrain).

Vehicle restrictions
For all high occupancy vehicles drivers must be at least 22 years of age. The university no longer uses 15-passenger vans and does not permit them to be rented for university business under any circumstance. When renting a vehicle outside of British Columbia, please ensure that passenger vans have 12 or less seats including the driver.
Driver Requirements for Passenger Vans

Once a vehicle has 11 or more seats (including the driver’s seat), there are restrictions on who may drive it. Please note that the restrictions are based on the number of available seats, not the number of passengers. Below is a brief on these requirements:

<table>
<thead>
<tr>
<th>Vehicle Loading Scenarios</th>
<th>Class 4</th>
<th>Class 5</th>
<th>Class 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 person in an 11-seat van (i.e. driver only)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>sports team: 2 people in 10-seat van</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>sports team: 2 people in 11-seat van</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>business colleagues: 10 people in 10-seat van</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>business colleagues: 10 people in 11-seat van</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>*associates: 10 people in 10-seat van</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>*associates: 10 people in 11-seat van</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>family members: 10 people in 10-seat van</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>family members: 10 people in 11-seat van</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

X: not permitted with the identified class of BC Licence

* Associates means friends, acquaintances or invited persons who are not collectively members of a society, organized sport association, religious organization, or other group with a common interest.

Athletic Team Driving Restrictions

Personal and rental vehicles are only approved for athletic team use in the following scenarios:
- To/from the Vancouver, Abbotsford, or Bellingham airports
- To/from an off-campus training site within 50 km of vehicle home, hotel, or SFU
- To/from an off-campus home competition within 50 km of vehicle home, hotel, or SFU
- To/from campuses or clinics within 80 km of vehicle home, hotel, or SFU
- To/from a BC Ferries terminal within 80km after docking

For all other scenarios, coaches and student athletes are not permitted to be driving the same day as the athletic event; possible fatigue from the event creates an increased risk of an accident.

A – 5 SUPERVISOR RESPONSIBILITIES

The supervisor is responsible for:
- Verifying that an intended driver holds a valid driver’s licence
- Obtaining a driver’s abstract, keeping it on file, and updating it annually
• Ensuring and documenting that the driver has the knowledge and ability to safely operate the intended vehicle in the required conditions
• Consulting with Risk Management that a vehicle is insured properly for usage and Territory of use
• At insurance renewal, ensuring the new ICBC licence plate decal is put on the back plate, with the expired decal removed
• When deemed appropriate, ensuring that a supervised test drive is conducted and documented. The test drive must include similar conditions (e.g. off-road, towing, etc…)
• Allowing a sufficient amount of travel time and if necessary, assigning additional drivers for the travel conditions. As a minimum requirement:
  • Each driver must not drive more than 8 hours in any 24-hour period
  • Each driver must not drive more than 4 hours without a break in ideal conditions or more than 3 hours in adverse conditions (e.g. poor weather, off-road, or evening/night-time)
• Ensuring that the driver completes the log-book for all SFU owned or leased vehicles
• Assessing inspection reports and ensuring deficiencies have been rectified
• Ensuring that all accidents and vehicle damage have been reported to Risk Management/ICBC
• Reviewing all relevant sections of this document with the driver
• Providing a hard or soft copy of this document to the driver for future reference

_Driver’s Licence Verification and Abstract Review_

Supervisors are responsible for verifying that an intended driver of an SFU-owned, leased, rented, or borrowed vehicle has a valid driver’s licence that is appropriate for the intended vehicle and driving conditions.

The supervisor must read the driver abstract to ensure that all required endorsements are active for the vehicle type or driving conditions, and that driving restrictions will not interfere with the required vehicle use. As with the operation of any University equipment, a person’s ability to safely operate it is best evaluated by the supervisor.

Supervisors should request an updated driver’s abstract annually.

**A - 6 DEPARTMENT CHAIR OR DIRECTOR RESPONSIBILITIES**

The department is responsible for:
• Managing vehicles that are used on the department’s behalf and liaising with Risk Management to ensure that insurance is current, valid, and appropriate.
• Storing completed logbooks and providing log data for environmental monitoring.
• Ownership of all charges related to Departmental use including tolls, fines, and penalties.
• Paying any deductibles assessed by the vehicle’s leasing/rental company, or insurer.

**B: DRIVER SAFETY AND USEAGE**

**B - 1 OBTAINING AN ABSTRACT**

A driver’s abstract is a record showing the validity of a licence and any restrictions or endorsements; it also shows all driving offences within the previous five years. Drivers who use SFU vehicles (any vehicle owned or leased by SFU) should provide a driver’s abstract to their supervisor as proof of their valid driver’s licence.
The University does not presently evaluate any driving offenses appearing on an abstract.

Drivers should be aware that they will be held responsible for notifying their supervisor of any changes (including cancellations) to the restrictions or class of their licence.

Holders of licences from other jurisdictions should plan in advance, as it may take a number of weeks for SFU to receive the required documents. The abstract should show a minimum of five years’ worth of information and should be provided to the supervisor at least annually or whenever changes occur. If you will be driving a commercial vehicle, please also request the commercial driving record. SFU does not require your residential address history, nor your insurance or claims history.

British Columbia drivers can obtain an abstract by visiting: https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx and following the provided steps.

When abstracts not available in a timely manner

For one time vehicle use or when a driver’s abstract cannot be obtained in a timely manner, supervisors are permitted to photocopy the actual licence and have the driver complete and sign a document (Appendix 4) indicating that they have no restrictions that would prevent them from driving as required. The supervisor remains responsible for assessing the driver’s ability to safely operate the intended vehicle in the required circumstances. If the driver will continue to operate SFU vehicles a driver’s abstract should be requested and obtained as soon as processing allows.

B - 2 TICKETS, TOLLS, & PENALTIES

Although Metro Vancouver bridge tolls were eliminated on September 1, 2017, automatic tolls do exist in other areas including Washington State. The Department is responsible for ensuring that tolls, fees, fines, and penalties associated with any SFU vehicle are paid in a timely manner; this will ensure that there is no disruption to ICBC services for other fleet vehicles. The driver is ultimately responsible for fees, fines, and penalties levied against their personal licence or driving record, and the Department is responsible for tolls, insurance deductibles, and other charges not paid by the driver. When planning a trip outside of the Lower Mainland please take into consideration similar toll situations that may exist along your route.

B - 3 VEHICLE INSPECTIONS & SAFETY (CVIP)

Commercial vehicle inspections ensure that SFU employees and representatives who are driving heavy vehicles for SFU purposes are doing so under safe working conditions. Both pre and post inspections should be done regardless of whether the vehicle being driven is SFU owned, rented, leased, or borrowed. Individual departments may have their own inspection procedures and forms. Typically the inspection request will go directly to the department or Risk Management. A copy of the inspection should be emailed to Risk Management for our files.

B - 4 OUT OF PROVINCE USE

Insurance for SFU vehicles includes travel outside the designated territory for up to 30 days. If a BC plated vehicle needs to be outside its regular designated territory for more than 30 continuous days, please contact Risk Management to request an insurance change. The designated territory
for a vehicle or trailer is shown on the vehicle registration as a letter that refers to the ICBC Territory map (Appendix 2).

**Vehicles Outside Of Canada/USA**

It is advised that Departments leasing or renting vehicles outside of Canada or the US consult with local contacts for assistance on questions of registration, plating and insurance in that specific country.

**B - 5 FIELD VEHICLE USE**

It is recommended that SFU owned vehicles used for fieldwork be equipped to meet whatever conditions you may encounter. If you will be outside the Lower Mainland for 30 days or over, it is up to you to notify Risk Management.

If renting or leasing a vehicle for off-road use, please inform the rental/leasing company of your intentions. You must specify what kind of roads and conditions you plan to encounter in the field as this will enable them to provide you with the proper type of vehicle and tires. Enterprise and Zeemac have previously allowed leased vehicles to be used off-road. All off-road excursions must use a 4WD or AWD vehicle. All leased vehicles must insured through SFU’s Risk Management department (see further information on Leases below).

**Provincial/State Protocols**

Field research sites may have certain protocols. Supervisors should be aware of any protocols that are applicable, and ensure that drivers are informed and capable of following any requirements. If an off-road trip involves forest roads, SFU drivers must read and follow the BC Forest Road Radio Protocol which can be found online [https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/resource-roads/radio-communications](https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/resource-roads/radio-communications). Appendix 5 contains further resources for BC Forest Roads’ practices.

**Emergency Supplies**

Supervisors should inform a driver about any required emergency supplies before off-road excursions. Vehicles should be equipped with all foreseeable emergency supplies. Conduct your own risk assessment to determine what additional supplies you may need. Some departments may provide their own roadside safety kits or satellite communication device.

**Road Maintenance**

Before departing, drivers should be aware of the condition of the roads they are planning to encounter. Some roads may not have regular maintenance, which could produce problems in the field.

**B – 6 Winter Driving**

When driving in winter conditions outside of the Lower Mainland, please be prepared for Provincial or State laws requiring the vehicle be equipped with winter tires and/or tire chains. Do not assume that roads will remain clear, as conditions can quickly deteriorate on roads, particularly in mountain passes.

Winter tires are generally branded with a mountain/snowflake symbol and must have no less than 3.5mm of rubber tread. Types of winter tires do vary and those responsible for equipping SFU vehicles are encouraged to research their tire options and make an informed decision.
SFU Burnaby is located on Burnaby Mountain, and due to its 370 meter elevation, snow will often fall on campus while rain falls in the surrounding areas. Please ensure that SFU vehicles used on the Burnaby campus are equipped with appropriate tires for these conditions.

**Emergency Winter Conditions**

If you are caught in a blizzard and it is not safe to drive, stop your vehicle and wait until conditions improve.

- **Stay in the vehicle** - Do not leave the vehicle unless help is visible within 100 meters. You may become disorientated in blowing snow.
- **Indicate that you need help** - Hang a flag from the radio antenna, use flares/flashlight, or raise the hood.
- **Occasionally run the engine to keep warm** – Turn the vehicle’s engine on for about 10 minutes each hour or every half hour in severe cold. While the car is running, turn on the heater and the dome light.
- **Find other heat sources** – Burn a candle in a fire-safe container. Use newspapers, maps, and even removable car mats for added insulation. If there are multiple passenger huddle together to keep warm.
- **Beware of carbon monoxide poisoning** – Keep the exhaust pipe clear of snow. Open a downwind window slightly for ventilation; be aware that freezing winds and wet snow can quickly seal windows. If possible, take turns sleeping.
- **Do minor exercise** – Keep up circulation by clapping your hands or moving your arms and legs occasionally. Try not to stay in one position for too long.
- **Avoid overexertion** – Cold weather puts an added strain on the heart.

**B – 7 ROAD CONDITIONS & EMERGENCIES**

**Road Condition Websites**

The following websites provide information on snow, debris, flooding, and construction delays:

- **British Columbia**: www.drivebc.ca
- **Yukon**: www.511yukon.ca
- **Washington**: www.wsdot.com/traffic/travelroutes
- **Oregon**: www.tripcheck.com
- **California**: https://roads.dot.ca.gov/

Other websites may provide further information for the intended area of travel. Please search for the appropriate resources and use all available information to plan the intended travel route.

*In the event of an emergency, please note that SFU Security Emergency Response (778-782-4500) will accept collect calls from anywhere in the world.*
C: SFU VEHICLES AND INSURANCE

C – 1 TYPES OF VEHICLES AND APPLICABLE INSURANCE

Insurance coverage will vary. The below is a brief overview. For setting up registration and insurance on new vehicles, used vehicles purchased by SFU, selling, donating or scraping an SFU registered/insured vehicle, please contact Risk Management prior to any transactions to ensure the correct procedure is followed.

Purchased:

- Vehicles are owned by SFU and assigned to a particular department
- The department is responsible for a vehicle’s maintenance and expenses
- The registration documents will show SFU as the owner with department noted secondarily
- If you are taking an SFU owned vehicle outside of BC for more than 30 days, please advise Risk Management
- Risk Management pays for the annual insurance premium
- SFU’s Insurance will cover liability on all vehicles and may cover Collision (self damage)* or Comprehensive (fire, theft, vandalism, windshield, animal impact)*
- For handling of claims see the “Vehicle Incidents” section below in Appendix 1

* Please refer to the latest copy of a vehicle’s insurance documents to check if this coverage is in place, or contact Risk Management

Leased:

- Provided through a rental or leasing company with arrangements made by SFU’s Procurement office
- Intended for long-term use between one month and many years
- The vehicle is insured under SFU’s ICBC insurance, however the registration documents show the leasing company as the Lessor and SFU as the Lessee
- In addition to general vehicle care, departments are responsible for adhering to responsibilities outlined in the lease
- For leased vehicle claims, see the below “Vehicle Incidents” in Appendix 1

Rented:

- Vehicles with planned use of under 30 days
- Use is generally for short term trips (under 5 days) when user is outside the Lower Mainland
- Procurement has 2 Programs in place with Enterprise-Rent-A-Car. Arrangements are best made through this department
- Useage is strictly for business (no personal trips or side trips allowed) for insurance purposes
- Rental programs offer primary insurance to legal limits of province or state
- The renter pays the rental fees
- If an insurance deductible is assessed for a collision (physical damage) or comprehensive claim, the renter will be responsible for payment
Personal Vehicle:

- SFU employees using their personal vehicle for SFU business will have *Excess* liability insurance
- The driver's own vehicle liability insurance will be *primary* (the first to respond) in the event of a liability claim (a claim that causing property damage or injures others)
- **There is no insurance or coverage for damage to your vehicle or your personal contents.**
- **SFU does not have insurance policies offering coverage for students using personal vehicles**
- Subject to distance-use reimbursement as per SFU Finance policies

Borrowed:

- These are vehicles owned by another organization, but legally assigned to SFU to insure for a defined period
- These arrangements may occur in areas where it may be difficult to obtain a particular vehicle type
- A borrower’s agreement should be obtained stipulating responsibilities

CarShare:

- To date SFU does not have a formalized policy. Some departments may choose to look into this option, however bear in mind that insurance would not be offered through Simon Fraser University as the service provider generally arranges this. As such, Risk Management would be unable to pay insurance costs or offer claims’ assistance.

C-2 ICBC (THE INSURANCE CORPORATION OF BRITISH COLUMBIA):

In British Columbia it is mandated by law that any BC plated vehicle registered, driven, or parked on a public street has ICBC basic insurance coverage.

All SFU vehicles have third party liability coverage through ICBC. SFU also has excess liability coverage through private insurers.

ICBC has very specific rules around vehicle ownership, transfer, disposal of a vehicle, claims and changes to insurance. Any questions related to this, should be directed to Risk Management.

C-3 SUPERVISOR INSURANCE RESPONSIBILITIES

Renewals:

SFU’s vehicle fleet insurance expires October 31st. In the month prior to renewal, you will be contacted by Risk Management. In order to prepare for the renewal, the Department Manager should:

- Provide the odometer reading if you believe the vehicle will qualify for ICBC’s low kilometer discount (less than 5,000 km annually)
- Inform of any vehicles (including trailers) that will not be used and require a storage permit
- Any changes in use of the of the vehicle to determine if the Rate Class should be changed
- Any changes as to where the vehicle is predominantly used (if it was in the Lower Mainland but will be going to Bella Coola for November and beyond)
If a user in your Department is outside of the Lower Mainland, provide the decal and copy of the registration papers to them in advance of the insurance expiry.

Plates, decals and registration paper copies will be available for pick up at the Safety and Risk offices. The decals must be applied to the licence plate prior to the insurance expiry. Note that once several years of decals have built up, they become a target for thieves as they become easier to remove from the plate. Do not allow more than 3 years of decal build up to the license plates. Scrape and remove these. If you find it difficult, isopropyl alcohol or an acetone based product (such as nail polish remover) can loosen the adhesive.

**Decal Placement Information**

- For passenger vehicles, the renewal decal is **always** placed on the rear plate with a date sticker "31" to the right
- For a commercial vehicle with a Gross Vehicle Weight of 5,500 kg or less, the renewal decal is placed on the rear plate
- For a commercial vehicle with a Gross Vehicle Weight of more than 5,500 kg, the decal is placed on the front plate

**Midterm Changes to Insurance Policy:**

Certain ICBC transactions can be done throughout the year. The below indicate the changes you can make at any time. These are crucial to keep accurate as should a claim occur, ICBC may deny it if the information is found to be incorrect.

- **Change of Rate Class.** This is how a vehicle is being used. Unless a specialty vehicle, most SFU vehicles fall under one of three main classes: Business Use (ie-a vehicle used in the field), Artisan Use (ie- Facilities plumb vehicle) and Delivery (ie-campus mail)
- **Change of Territory.** This is where the vehicle is predominantly driven (illustrated in Appendix 2). Most SFU vehicles are rated for “Territory D” and have up to 30 days to drive in another location without necessitating a change. If a vehicle is leaving the Lower Mainland (or has been away from the Lower Mainland and is now returning), please advise Risk Management at least 1 week in advance of the departure to allow us time to make this change with our insurance broker.

**D: VEHICLE INCIDENTS**

**D – 1 INJURIES AND DAMAGES**

**Incident Reporting**

If you have an incident, please notify the following entities:

1. Risk Management (risk_srs@sfu.ca)
2. SFU Security
3. Your Supervisor
4. The Vehicle Owner

A vehicle incident report form has been provided in Appendix 1. This form is available online and with the vehicle registration documents (which should be kept in the glovebox).

This document provides advice on what to do in various scenarios, and it is advised SFU drivers be aware of it and read it prior to driving an SFU vehicle.
Note this form is separate from the EHRS Incident Report, which may be required to be completed separately, and does not collect information for filing through ICBC.

**Emergency On-Site Reporting**

For thefts, multiple-vehicle accidents, vandalism, or any motor vehicle incident involving an injury or unlawful behavior, please contact the RCMP or the local police where the theft or damage occurred. Please retain a copy of the Police Report and include the file number with all post-incident reports.

If you don't know what to do, call SFU Campus Security: 778-782-4500. They will accept collect calls from anywhere in the world.

**Post-Incident Reporting**

Follow the accident/incident reporting form for any vehicles that are owned, rented, leased, or borrowed by SFU, or for any personal vehicles used for SFU business. Provide to risk_srs@sfu.ca within 72 hours of the incident.

**For incidents involving theft or other unlawful act**

If the police or RCMP attended the scene please retain a copy of the Police Report and include the police file number with all reports. If the police did not attend please file a non-emergency report with the local police jurisdiction where the theft or damage occurred.

Note that the SFU Department responsible for the vehicle must provide a police/RCMP file number before lost plates or decals can be re-issued.

Note there is no coverage for personal property or property where a loan agreement applies (such as an item borrowed from an SFU library) stolen from a vehicle.

**For employee injuries**

The Supervisor must complete a WorksafeBC Form 7 within three days of the injury.

**D – 2 REPAIRS**

**Repairs to SFU Insured Vehicles**

If a repair falls under insurance coverage, ICBC will advise on how to proceed. Where training by the Driver’s Supervisor is documented and where all reasonable precautions were taken, SFU may reimburse the deductible charge to the department. Note that not all repairs will be covered by ICBC. Mechanical breakdown, wear and tear and flat tires are among the items not covered by insurance.

**Windshield repairs**

Ensure windshield chips are promptly repaired, as vehicle vibration or moisture freezing and expansion can often cause chips to expand into cracks; For vehicles with Comprehensive coverage, ICBC will cover this cost with no deductible. Contact Risk Management to find out whether your vehicle is eligible.
and how to proceed with a claim. Do not leave cracks un repaired as this may lead to requiring a full windshield replacement, the costs of which will be the responsibility of the Department.

**Total Loss of an SFU Vehicle**

When damage to a vehicle exceeds a certain threshold, it may become uneconomical to repair a vehicle meaning it is “a total loss”. Where there is ICBC involvement (for vehicles damaged by third parties or at-fault when there is Collision coverage), an ICBC insurance adjuster will determine if the vehicle is to be written-off as a total loss. ICBC will settle a depreciated value for the vehicle and issue a cheque. Risk Management will receive the cheque and reimburse the affected Department for the settlement amount.

Note some older vehicles (over 10 model years) may not have Collision coverage due to the depreciated value of the vehicle and unlikelihood of repairs being made in the event of physical damage.

As with any vehicle claim, total losses must be reported to Risk Management as soon as possible.

**Claim Documents**

To make a claim regarding a vehicle incident, please submit the below noted Incident Form (Appendix 1) to Risk Management.

**Claim Reimbursement**

Once Risk Management has received the incident form and applicable receipts, the deductible reimbursement will be assessed. If approved, Risk Management will reimburse the affected department by way of a Journal Voucher. **Charges must have already been incurred before reimbursement will be issued.**

To expedite the reimbursement process please:

1. Obtain preapproval for repairs/purchases by submitting a quote with or shortly after your claim submission.
2. Any claim with a total value over $10,000 CDN must go through Procurement Services for replacement as it will be a capital asset.
3. Process claimed expenses directly through an SFU account.
4. Submit receipts to Risk Management as soon as possible.

*In the event of an emergency, please note that SFU Security Emergency Response (778-782-4500) will accept collect calls from anywhere in the world.*
E: SHORT AND LONG TERM RENTALS

E – 1  RENTING VEHICLES (30 DAYS OR LESS)

Picking Up the Rental Vehicle

For any vehicle, inspect the interior and exterior for pre-existing damage, particularly any larger than a loonie. Take photographs of all sides of the vehicles and retain these for at least a month following the rental period. This record will help prevent damage claims being assessed against you once the vehicle has been returned. If there is a dispute, your photos will be very useful.

Returning the Vehicle

If the vehicle is quite dirty inside or outside, wash and/or vacuum the vehicle before it is returned. This ensures that the return inspection can be conducted accurately and helps you and your department avoid excess charges for damages or cleaning. Take photographs of the vehicle from all sides as well as close-up photographs of any damage. If you can, obtain a report indicating the status of the vehicle regarding any damage. If there is no agent to check-in the vehicle, you are advised to request that the report be sent to you.

Rental Contracts

It is recommended for vehicles rentals in Canada and the United States, which will strictly be used for SFU business only, you contact Procurement Services to arrange your rental. Procurement has arrangements with Enterprise-Rent-a-Car, that include basic rental coverage including physical damage. Rentals for periods greater than 30 days are considered Leases. Insurance for this will be arranged through Risk Management, provided the rental is in British Columbia.

Multiple Drivers

Please ensure that the rental agency has the pertinent information for all potential drivers as there may be limitations or additional insurance requirements and costs.

E – 2  VEHICLE LEASE (LONG TERM RENTAL) PROCESS

Leases normally apply to vehicles obtained for more than 30 days, and must be arranged for and obtained with an SFU Purchase Order through Procurement Services. You can also arrange to have special equipment added to the vehicle such as off-road tires, canopies, or special lights. Leased vehicles have their insurance paid for by the University, but Departments remain responsible for payment of damage deductibles.

Leased Vehicle Insurance Process

Vehicles leased in BC for university business need to be insured under SFU’s fleet plan. This means that SFU will request that a new set of licence plates and insurance papers be sent to the leasing company prior to you picking up the vehicle. The leasing company will remove their own licence plates and install the SFU plates. At the conclusion of the lease, you are required to remove the SFU plates and return them as soon as possible to Risk Management. Please advise Risk Management when your lease has ended so the vehicle insurance can be cancelled immediately.
Standard leases from companies such as Enterprise or Zeemac, require the exchange of documentation. Procurement Services and Risk Management will work together with the leasing company to ensure this is accurately done. Please allow a minimum of seven business days for insurance processing and license plate delivery.

Pick up of Leased Vehicles

In order to minimize costs to the university (and by default our stakeholders), pick up of leased vehicles should be arranged for the afternoon. ICBC does not allow insurance to be issued for an advanced date, and is only effective on the date it is processed (if you set up a policy on Friday, even though your lease does not begin until Monday, the insurance is effective Friday). Our ICBC broker must process the insurance in the morning (weekdays only) in order to courier the licence plates to the leasing company the same day.

Documents Needed To Insure Leased Vehicles

For all auto insurance requests, please submit the following information to Risk Management: See Appendix 4 for more details regarding documents needed for specific scenarios.

- Department
- Contact Information for the Supervisor
- Contact Information for the Primary Driver(s)
- Specific Vehicle Use
- Specific Area of Use (BC region/other province or US State)
- Vehicle pick-up and return dates
- SFU Purchase Order

Leasing in October

SFU’s annual fleet renewal date is October 31st. If your BC lease term extends over this date, please ensure that you make arrangements with your department to obtain the decal and copy of the insurance papers. The decal must be applied before expiry of the policy.

Returning a Leased Vehicle

Wash and vacuum the leased vehicle before it is returned. This ensures that the return inspection can be conducted accurately and helps you and your department avoid excess charges. When you return the vehicle, the leasing company will complete an inspection. Please obtain a copy of the report indicating the status of the vehicle regarding any damage. Take photographs of the vehicle from all four sides as well as close-up photographs of any damage. You are required to remove the SFU plates along with the original Signed Vehicle Registration Slip and the letter of authorization from the leasing company to SFU’s auto insurance broker. Please provide these to Risk Management once your vehicle has been returned, so that the insurance can be cancelled or updated as needed.

Licence Plates

If the vehicle’s insurance papers indicate “SIMON FRASER UNIVERSITY LSE” under owner, then you must ensure both licence plates are removed and returned to the Risk Management Department. This
will ensure that the remaining insurance is cancelled in a timely manner. Failure to remove and return the plates may result in your department being charged for the additional incurred insurance costs.

**F: BUYING, SELLING AND DISPOSAL OF VEHICLES**

**F – 1 PURCHASING**

**SFU Procurement Services**
Please contact Procurement Services at 778.782.6840 for help purchasing a new SFU vehicle. All purchases involving capital assets such as vehicles must be conducted through Procurement Services. Procurement will help ensure that the purchase meets SFU’s responsibilities as a publically funded institution, as well as ensure that all required paperwork is in order.

**Registering and Insuring Vehicles in the Name of SFU**
For all SFU Fleet insurance requests, please submit the following documents to Risk Management:
- Your Department
- Contact Information for the Supervisor
- Contact Information for the Primary Driver(s)
- Specific Vehicle Use
- Specific Area of Use
- Date Insurance Needed
- A Copy of the PO, Contract, and/or Invoice
- Original Signed Vehicle Registration Slip OR New Vehicle Information Statement

For some purchases, additional documents may be required such as the Transfer Tax Form, or CVIP. Originals of each form are required by the insurance broker. Please also note that some vehicles will require additional operation permits.

**F - 2 SELLING**

**Arranging for Disposal of an SFU Vehicle**
If you are considering disposing (selling) an SFU vehicle please contact Risk Management. We will require the following information:
- Year, Make, Model, & Colour
- VIN (vehicle identification number)
- Odometer reading (in km)
- Drivable - Yes/No
- Keys available - Yes/No
- SFU decals removed *(Recommended)* - Yes/No (Yes only if vehicle is no longer being used)
- Currently insured - Yes/No

If the vehicle is in a sellable condition, it will likely be sent to public auction. The department generally will receive the proceeds of the sale, less any expenses such as cleaning, towing, transport, and selling fees. If the vehicle’s value is too low to be considered for auction, the University may decide to have it disposed of by a towing service. The department will receive any proceeds less any expenses; if the vehicle has no salvageable value, this may result in a disposal fee being charged to the department.
Alternatively, an SFU vehicle may be used as a trade-in towards the purchase of a new vehicle. This process must follow SFU Procurement procedures. In addition, Risk Management requires that the dealership signs a written statement indicating that the name of Simon Fraser University will not be used as a selling feature for the trade-in.

SFU personnel interested in obtaining a previously used SFU vehicle for their private use are welcome to bid on the vehicle at the public auction.

**Disposal Procedure**

Once the means of disposal has been agreed upon and arranged:

1. Request the Original Vehicle Registration Slip from Risk Management.
2. Please allow 3-5 business days for Risk Management to:
   - Obtain the original vehicle registration slip
   - Obtain an ICBC vehicle history report, if available
   - Prepare an ICBC Transfer Tax Form APV9T
   - Authorize the disposal
3. Once the documentation has been arranged, remove the SFU Plates and exchange them for the required documents at our offices in Discovery One – Room 1300.

**F – 3 DONATING THE VEHICLE**

**Vehicle Gifting Agreement**

In some circumstances, a department may wish to donate its vehicle to a high school or charitable organization. In such a case, please contact Procurement and Risk Management to ensure a document is prepared that properly protects the University and the department staff from liability.

**G: SFU VEHICLES AND THE ENVIRONMENT**

**G – 1 SFU’s Climate Action Responsibility**

As part of BC's carbon neutral public sector, SFU is required to submit a Carbon Neutral Action Report (CNAR) to the BC Climate Action Secretariat (Ministry of Environment) and the BC Ministry of Advanced Education. The Report summarizes SFU’s annual greenhouse gas emissions (GHG) in several areas. As an SFU Fleet Vehicle user, you may be asked to report the vehicle’s odometer reading in order to facilitate compiling of this mandatory report.

In order to assist SFU in reaching its sustainability goals, please keep greenhouses gasses in mind when using SFU vehicles. Methods to cut back on vehicle GHG emissions include:

- Walk, bike, & use transit
- Carpool
- Combine trips
- Eliminate idling time
- Ensure your vehicle is running efficiently
- Remove unnecessary weight from the vehicle
- Use gentle acceleration
- Use cruise control
- Keep your tires properly inflated
• Invest in alternative energy vehicles
• Encourage sustainability in your department

Remember that choosing to implement these sustainable practices will not only help reduce GHG emissions, but they also reduce fuel consumption which will save you money. For more information on climate action at SFU please visit the Provincial website.
## APPENDIX 1

Simon Fraser University Fleet Vehicle Incident Report

**ALL incidents involving SFU vehicles must be reported to Risk Management by the driver and/or the department.**

Additionally, advise EHS & report the incident online: [http://srs-qsi01.its.sfu.ca/QSi/OHSACCRP.NSF/Incident_Report_Form.xsp](http://srs-qsi01.its.sfu.ca/QSi/OHSACCRP.NSF/Incident_Report_Form.xsp)

On campus incidents should be reported immediately to Campus Security at **(778)782-4500**.

This form must be completed, signed by the department head and submitted to SFU Risk Management within **72 hours of the accident**. Complete, scan the document and forward to: risk_srs@sfu.ca.

### 1. SFU Vehicle Information

<table>
<thead>
<tr>
<th>Driver’s Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department, School, or Faculty and Campus</td>
<td></td>
</tr>
<tr>
<td>Contact Number/ Email for Driver</td>
<td></td>
</tr>
<tr>
<td>Phone of Supervisor Managing Claim (other than self)</td>
<td>Supervisor Contact</td>
</tr>
<tr>
<td>Driver’s License Number</td>
<td>Vehicle License Plate Number</td>
</tr>
<tr>
<td>Make of Vehicle</td>
<td>Name(s) and Contact Information of Passenger(s)</td>
</tr>
<tr>
<td>Model of Vehicle:</td>
<td></td>
</tr>
<tr>
<td>Year of Vehicle:</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Other Involved Vehicle’s Information (if applicable- note take a photo of their registration papers to help)

<table>
<thead>
<tr>
<th>Driver’s Name</th>
<th>Driver’s Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s License Number</td>
<td>Vehicle License Plate Number</td>
</tr>
<tr>
<td>Make of Vehicle</td>
<td>Model of Vehicle</td>
</tr>
<tr>
<td>Year of Vehicle</td>
<td></td>
</tr>
<tr>
<td>Name and contact information of passenger (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

*For vehicles that do not have a BC license plate, the following information is required*

<table>
<thead>
<tr>
<th>Plate Province/State/Territory:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Company name</td>
</tr>
<tr>
<td>Contact for Insurer:</td>
</tr>
</tbody>
</table>
3. **Witness Information (if applicable)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Address</td>
<td>Phone number</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Incident Details**

<table>
<thead>
<tr>
<th>Date of accident</th>
<th>Time of accident (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of accident (city/road/intersection)</th>
<th>Was anyone injured?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Yes  □ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was this a Single Vehicle Incident?</th>
<th>□ Yes  □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was this Vandalism/Crime Related?</th>
<th>□ Yes  □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weather/road conditions at time of accident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Describe what happened in detail, including purpose of SFU vehicle use at time (use 2nd page if space limited):

5. **Damage Details**

<table>
<thead>
<tr>
<th>Damage to SFU vehicle</th>
<th>Location of Damage on vehicle</th>
<th>Percentage of Damage to vehicle (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes  □ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Damage to 3rd Party vehicle(s)</th>
<th>Location of Damage on vehicle</th>
<th>Percentage of Damage to vehicle (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes  □ No □ Multiple (how many? ______)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Damage to Other Property</th>
<th>What was damaged?</th>
<th>Owner notified? Provide details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes  □ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. **Reporting**

<table>
<thead>
<tr>
<th>Was accident reported to ICBC?</th>
<th>If yes, ICBC Claim number</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes  □ No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was accident reported to police?</th>
<th>If yes, attach police report</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes  □ No</td>
<td></td>
</tr>
</tbody>
</table>

If damages are crime related (e.g. vandalism) please report this to the police.

<table>
<thead>
<tr>
<th>Signature of Department Head</th>
<th>Signature of Driver</th>
<th>Date</th>
</tr>
</thead>
</table>
Emergency Contacts

Police
Ambulance
Fire

ICBC Dial-a-Claim  604-520-8222 or 1-800-910-4222
Burnaby RCMP
Non-Emergency  604-646-9999
Vancouver Police
Non-Emergency  604-717-3321
Surrey RCMP
Non-Emergency  604-599-0502

Tips on What to do After an Incident:

Single Vehicle Incident (ie-a car hits a post in a parking lot, vandalism to vehicle, stolen vehicle)

- If applicable, stop the vehicle, turn off engine and turn on 4-way Flashers.
- Investigate situation and assess the damage to the property and SFU vehicle
- Take photos showing from as many angles as possible showing the vehicles, damages and location and provide to Risk Management
- If vandalism or other criminal incident has occurred, contact campus security (if on school property) and police/RCMP non-emergency to file reports. Submit your reports to Risk Management. In incidents where the continued safety of the vehicle is at risk (ie- smashed windows, broken locks) the onus is on the department to secure the vehicle to prevent further damages from taking place.
- In instances where an SFU vehicle has sustained damage through driver error (ie-, submit these photos and report to Risk Management for assessment. SFU Risk Management will make the determination as to whether a claim will need to be filed.

Multiple Vehicle Accident: Scenario 1, Parked Vehicle
• If you are driving an SFU vehicle and have damaged another vehicle that is parked and unoccupied, leave a note giving your name, address, license plate number and driver’s license number.
• If the SFU vehicle was damaged, but no other driver identified, follow as per below:
• Take photos of damage to vehicle(s) involved
• Ask if there were any witnesses
• File a report with ICBC
• Notify Risk Management

**Multiple Vehicle Accident**

• Stop immediately (when it is safe), turn off engine and turn on 4-way Flashers.
• If you are not injured, investigate situation and assist any other injured persons. Call 9-1-1 if emergency assistance required.
• Provide your name, address, license plate number and driver’s license number to the other party whether requested or not.
• Record the same concerning the other party, including (if possible) names of passengers.
• Record name, phone number and address of witness(es)
• Take photos of the location/accident scene and damages if safe to do so.
• DO NOT ADMIT LIABILITY
• DO NOT immediately discuss accident with anyone other than Campus Security, Police, representatives of ICBC and Risk Management.
• Contact ICBC in instances where injuries have occurred and/or if property of others is damaged.
• If the SFU vehicle is undriveable, this is to be reported to ICBC immediately
• If minor or superficial damages have been sustained to an SFU vehicle that is safe to drive, submit photos and the incident form to Risk Management for review to determine whether a claim needs to be filed with ICBC.

*Please note issues of a mechanical nature or general roadside assistance do not require Risk Management be contacted and are the responsibility of the Department and/or driver.*
ICBC Territory Map

*Note: This map is only a representation of the rating territories. Please refer to the Autoplan Manual Volume 2 for detailed information.

Territory Z refers out-of-province coverage which includes to all other Canadian provinces and territories, and the entire United States.
### APPENDIX 3

#### Forms Needed When Purchasing or Leasing a SFU Vehicle

<table>
<thead>
<tr>
<th>Used Vehicles</th>
<th>New Vehicles</th>
<th>Leased Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B.C.</strong></td>
<td><strong>Canada</strong></td>
<td><strong>U.S.</strong></td>
</tr>
<tr>
<td><strong>(check for</strong></td>
<td><em>(Outside</em>*</td>
<td></td>
</tr>
<tr>
<td><strong>certain</strong></td>
<td><strong>B.C.</strong></td>
<td><strong>U.S.</strong></td>
</tr>
<tr>
<td><strong>exemptions)</strong></td>
<td><strong>Canada</strong></td>
<td><strong>(check for</strong></td>
</tr>
<tr>
<td><strong>U.S.</strong></td>
<td><strong>certain</strong></td>
<td><strong>exemptions)</strong></td>
</tr>
</tbody>
</table>

- **ICBC Transfer/Tax Form**
  - [ ] B.C.
  - [ ] Canada (check for certain exemptions)
  - [ ] U.S.
- **Signed Vehicle Registration**
  - [ ] B.C.
  - [ ] Canada (Outside B.C.)
  - [ ] U.S.
- **A “Passed” Inspection Report**
  - [ ] B.C.
  - [ ] Canada (Outside B.C.)
  - [ ] U.S.
- **Federal Safety Inspection**
  - [ ] B.C.
  - [ ] Canada (Outside B.C.)
  - [ ] U.S.
- **Manufacturer’s Certificate of Origin** OR **New Vehicle Information Statement**
  - [ ] B.C.
  - [ ] Canada (Outside B.C.)
  - [ ] U.S.
- **The B3 Canada Customs Coding Form**
  - [ ] B.C.
  - [ ] Canada (Outside B.C.)
  - [ ] U.S.
- **Photographs**
  - [ ] B.C.
  - [ ] Canada (Outside B.C.)
  - [ ] U.S.
- **Bill of Sale or Invoice**
  - [ ] B.C.
  - [ ] Canada (Outside B.C.)
  - [ ] U.S.
- **Letter of Authorization from leasing company**
  - [ ] B.C.
  - [ ] Canada (Outside B.C.)
  - [ ] U.S.

For more information, please refer to:
- ICBC [www.icbc.com](http://www.icbc.com)
- Registrar of Imported Vehicles: [www.riv.ca](http://www.riv.ca)

---

1 Must be the original signed copy; must include the seller’s PST/HST/GST registration number; form # APV9T
2 Must be the original signed copy; in BC this is the bottom portion of the ICBC insurance document.
3 Commercial Vehicle Inspection Program Report (CVIP) for vehicles with a GVW over 8200kg OR Provincial Safety Inspection Report for vehicles with a GWV less than or equal to 8200kg.
4 The Registrar of Imported Vehicles inspection (RIV) is done on all vehicles purchased out of Canada in addition to the provincial inspection. It ensures that the vehicle meets Canadian standards. Once the vehicle has passed the RIV inspection, the inspection centre will stamp your Vehicle Import Form - Form 1. Keep the stamped copy of your Vehicle Import Form.
5 This is provided by a customs officer to the person/company transferring the vehicle through the border, showing the tax paid and the assigned value in Canadian dollars.
6 Must be the original signed copy; provided by a customs officer to the person/company transferring the vehicle.
7 A minimum of five (5) photographs in total including a close up of the VIN (vehicle identification number) and one photograph of each side (i.e. front, back, left, & right).
8 Must be the original signed copy, signed by both the seller and the purchaser. In most cases, the purchaser is the departmental authority who authorizes the expenditure for the vehicle.
APPENDIX 4

Driver’s Licence Confirmation Form

This document is to be used by personnel who hold a driver’s licence from a location other than British Columbia. This document is to be completed and kept on file until an abstract can be obtained by the Department.

Signing this document is not a substitute for requesting an abstract. The driver’s abstract must still be provided and a supervisor may request proof that an abstract request has been made.

I have provided a photocopy showing the front and back of my valid driver’s licence and confirm that the licence has not been tampered with or altered in any way and is of a status equal to or greater than the British Columbia “Novice” driver.

I possess a valid driver’s licence issued to me from the following Province/State/Country:

I verify that I have the following medical or legal restrictions:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

OR □ I verify that I have no medical or legal restrictions.

I verify that I am permitted to drive under the following conditions:

□ At freeway speeds
□ During hours of darkness
□ Towing a trailer
□ Carrying passengers
□ Any distance
□ Any location
□ With airbrakes

Provide specific information as applicable

Printed Name..................................................................................................................

Address..........................................................................................................................

Signature.......................................................................................................................}

Date..............................................................................................................................
APPENDIX 5

BC Forest Service Road Use Regulations

Special Provisions could be applicable to Field Vehicles taken on BC Forest Service Roads within BC.

Refer to the full regulations under the Forest and Range Practices Act below:

BC Forest Service Roads