# Table of Contents

Introduction.......................................................................................................................... 3  
1. Vehicle Use Requirements ............................................................................................ 4  
   1.1 Driving Purpose ........................................................................................................ 4  
   1.2 Driver Selection ........................................................................................................ 4  
   1.3 Driver’s Licence Verification ..................................................................................... 4  
   1.4 Athletic Team Driving Restrictions ......................................................................... 5  
   1.5 Voluntary Travel Waivers ....................................................................................... 5  
   1.6 Passenger Van Restrictions .................................................................................... 5  
   1.7 Designated Driving Territory ................................................................................... 6  
   1.8 Vehicle Inspections & Safety .................................................................................. 6  
2. Responsibilities ............................................................................................................... 6  
   2.1 Supervisor Responsibilities ..................................................................................... 6  
   2.2 Department Responsibilities ................................................................................... 7  
   2.3 Driver Responsibilities ........................................................................................... 7  
   2.4 Personal Insurance Coverage .................................................................................. 8  
   2.5 Tolls, Fines, and Penalties ...................................................................................... 8  
3. Road Conditions and Roadside Assistance ................................................................. 8  
   3.1 Emergency Roadside Programs ................................................................................. 8  
   3.2 Road Condition Websites ....................................................................................... 9  
   3.3 Winter Driving ........................................................................................................ 9  
   3.4 Emergency Winter Conditions ................................................................................ 9  
4. Off-Road Vehicle Use and Insurance ......................................................................... 10  
   4.1 Vehicles for Off-Road Use ....................................................................................... 10  
   4.2 Provincial/State Protocols ...................................................................................... 10  
   4.3 Insurance for Off-Road Vehicles ............................................................................. 10  
   4.4 Emergency Supplies .............................................................................................. 10  
   4.5 Additional Cleaning Charges .................................................................................. 11  
   4.6 Required Experience/Training for Off-Road Driving ............................................ 11  
   4.7 Road Maintenance .................................................................................................. 11  
5. Renting Vehicles (30 Days or Less) .......................................................................... 12  
   5.1 Renting Procedure .................................................................................................. 12  
   5.2 Insurance Rental Contracts .................................................................................... 12
5.3 Rental Booking ......................................................................................... 13

6. Leasing Vehicles (Longer Than 30 Days) .................................................... 13
   6.1 Leasing/Renting for Longer Than 30 Days .............................................. 13
   6.2 Documents Needed To Insure Leased Vehicles ...................................... 13
   6.3 Leasing through October ..................................................................... 13
   6.4 Returning a Leased Vehicle ................................................................. 13

7. Driving Vehicles Outside Of B.C. ................................................................ 14
   7.1 Insuring Vehicles Outside Of BC .......................................................... 14
   7.2 Insurance for Rental Vehicles Outside Of Canada/USA ......................... 14
   7.3 Leasing or Borrowing Vehicles Outside Of B.C ....................................... 14

8. Procedures for Theft or Damage of University Vehicles .............................. 16
   8.1 Emergency On-Site Reporting ............................................................. 16
   8.2 Post-Incident Reporting ..................................................................... 16
   8.3 Repairs to an SFU Insured Vehicle ...................................................... 17
   8.4 Total Loss of an SFU Vehicle ............................................................... 17
   8.5 Claim Document Submission ............................................................... 18
   8.6 Claim Reimbursement ........................................................................ 18

9. Purchasing an SFU Fleet Vehicle ................................................................. 19
   9.1 SFU Procurement Services .................................................................. 19
   9.2 Insuring New SFU Fleet Vehicles ....................................................... 19
   9.2 Decal Placement Information ............................................................. 19
   9.3 Operation Permits ............................................................................. 19

10. Disposal of SFU-Owned Vehicles ............................................................. 20
    10.1 Arranging for Disposal of an SFU Vehicle .......................................... 20
    10.2 Disposal Procedure ......................................................................... 20
    10.3 Vehicle Gifting Agreement ................................................................ 21

11. SFU’s Climate Action Responsibility ........................................................ 22

Appendix 1 — Rocky Mountain Forest District Protocol and Road Rules by the Ministry of Forests and Rangers ................................................................. 23
Appendix 2 — ICBC Territory Map .................................................................. 24
Appendix 3 — Vehicle Inspection Form (*For All Vehicle Types*) .................. 25
Appendix 4 — Forms Needed When Purchasing or Leasing a SFU Vehicle .... 26
Appendix 5 — Restricted Plate Program ........................................................ 27
Appendix 6 — Electric Bikes .......................................................................... 28
Appendix 7 — Driver’s License Verification .................................................... 29
Introduction

This document is intended for distribution to all users and supervisors of SFU rented, leased, or owned vehicles as well as those driving personal or borrowed vehicles on behalf of SFU. Please contact Safety & Risk Services' Risk Management department or consult our webpage at www.sfu.ca/srs/risk for the further information or updates to this document.
Vehicle Use

1. Vehicle Use Requirements

1.1 Driving Purpose
SFU owned, rented, leased, or borrowed vehicles are for SFU officially sanctioned use only. Any other use is subject to disciplinary measures including but not limited to personal responsibility for liability and property damage expenses. SFU vehicles are not to be used for daily commuting to or from a personal residence, nor for the extension of any other personal benefit including but not limited to parking at SFU. Please note that at-fault accidents may affect the driver’s private insurance rates regardless of the vehicle’s use at the time of the accident (See section 2.4).

During a wide-spread emergency or disaster, SFU Fleet Vehicles may be required in order to assist with response and recovery efforts. Emergency response activities may take precedence over all other SFU official sanctioned uses.

1.2 Driver Selection
Drivers must have a valid driver’s licence for the operation of the assigned vehicle’s class.

Only drivers who possess an “N” (Class 7 Novice Licence) or full licence should operate SFU vehicles or any vehicle on behalf of SFU. Any driver, regardless of designation must be trained for the vehicle and conditions they will be driving in; for example, if driving on icy, snowy, gravel, or dirt roads please take the time to document that drivers are mentored on the techniques required for such conditions.

For rental vehicles, drivers must meet the minimum age requirements set by the rental agency. International driving permits may have other requirements or restrictions, which must be taken into consideration.

For all high occupancy vehicles, drivers must be at least 22 years of age. For further restrictions pertaining to passenger vans please see section 1.5.

1.3 Driver’s Licence Verification
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.

Regular SFU Drivers
Drivers who use SFU vehicles should provide a driver’s abstract to their supervisor as proof of their valid driver’s licence.

To obtain a British Columbia driver’s abstract the driver must:
1. Call ICBC at 604.661.2255 (or 1.800.464.5050)
2. Provide their driver’s licence number
3. Verify their identity with security questions
4. Provide an email or fax number to send the report to their supervisor
Holders of licences from other jurisdictions should plan ahead as a number of weeks may be required for SFU to receive the required documents.

The supervisor must read the 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. The University does not presently evaluate the driving offenses appearing on an abstract.

Supervisors should request an updated driver’s abstract annually. 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.

**Occasional SFU Drivers**
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 indicating that they have no restrictions that would prevent them from driving as required *(See Appendix 7)*. 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.

**1.4 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.

**1.5 Voluntary Travel Waivers**
For a voluntary trip longer than 24 hours involving any vehicle, each participant (including instructors) need to sign a waiver. Travel required as part of an SFU course or research is not considered voluntary. Please contact Risk Management to have the waiver document drafted. The original signed waivers must be stored for a minimum of two years. Completed waivers may be sent to Risk Management for storage.

**1.6 Passenger Van 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 license class restrictions may apply. See below.
Driver Requirements for Passenger Vans

Once a vehicle has 10 or more seats, 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 filled seats. International driving permits may have other requirements or restrictions.

<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>

* 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.

1.7 Designated Driving Territory

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).

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.

1.8 Vehicle Inspections & Safety

Vehicle inspections ensure that SFU employees and representatives who are driving 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. A sample inspection form is available in Appendix 3.

Further information and resources are available through WorkSafe BC on their road safety webpage: [www.roadsafetyatwork.ca/whats-new/resources/inspect-your-vehicle/](http://www.roadsafetyatwork.ca/whats-new/resources/inspect-your-vehicle/)

2. Responsibilities

2.1 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.
- 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 as per section 8.
• 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.

2.2 Department 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 log books and providing log data for environmental monitoring.
• Registering the vehicle through SFU Payment Services for any applicable toll bridges. (See section 2.5)
• Paying all charges related to departmental use including tolls, fines, and penalties.
• Paying any deductibles assessed by the vehicle’s leasing/rental company, or insurer.

2.3 Driver Responsibilities
Drivers are responsible for:
• Obtaining prior authorization before using a vehicle owned by or on behalf of SFU.
• Submitting appropriate driver’s licence verification (see section 1.3), 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 (see section 1.8) 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. (See section 8.2)
• Paying all charges due to traffic violations or other infractions including fines, penalties, and other fees imposed by law. (See section 2.5)
• 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 (See section 2.4)
2.4 Personal Insurance Coverage
ICBC bases its rates on the number of claims against a vehicle but private insurers such as Canadian Direct and Family Insurance base their rates on the driver history. This means that although a driver may have an ICBC history showing no claims within the last five years, an at-fault accident while driving any other vehicle would still be considered by a private insurer.

These "other" vehicles often include fleet vehicles while driving for the purposes of work. Unless a driver purposely causes damage, all costs pertaining to collision and liability are covered by SFU while driving a fleet vehicle for the purpose of work; however, increased private insurance costs due to at-fault accidents are not compensated. Drivers requiring further details are advised to contact ICBC or their private insurance provider.

2.5 Tolls, Fines, and Penalties

The department is ultimately responsible for ensuring that tolls, fines, and penalties incurred by the vehicle are paid in a timely manner. This will ensure that there is no disruption in service for other fleet vehicles registered under SFU’s ICBC account.

The driver is ultimately responsible for tolls, fines, and penalties incurred under their record.

Toll Bridge Registration

Departments may find cost savings by pre-registering their vehicles for frequently used toll bridges or routes. SFU’s TREO account for the Port Mann Bridge and Golden Ears Bridge is administered by Payment Services. Please contact their department for more information.

When planning a trip outside of the Lower Mainland please take into consideration similar toll situations that may exist along the route and ensure that the vehicle is registered appropriately.

3. Road Conditions and Roadside Assistance

3.1 Emergency Roadside Programs
Travel or emergency roadside programs will be at the expense of the department or grant holder. It is recommended that travelers conduct a risk assessment and obtain coverage that best suits the specific activities, location, and weather.

Travelers should also determine the extent of cellular phone coverage in the areas they will be traveling. 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.
3.2 Road Condition Websites
The following websites provide information on snow, debris, flooding, and construction delays:

- British Columbia:  [www.drivebc.ca](http://www.drivebc.ca)
- Yukon:  [www.511yukon.ca](http://www.511yukon.ca)
- Washington:  [www.wsdot.com/traffic/travelroutes](http://www.wsdot.com/traffic/travelroutes)
- Oregon:  [www.tripcheck.com](http://www.tripcheck.com)
- California:  [www.dot.ca.gov/hq/roadinfo/Hourly](http://www.dot.ca.gov/hq/roadinfo/Hourly)

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.

3.3 Winter Driving
When driving in winter conditions outside of the Lower Mainland, please be prepared for Provincial or State law 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.

3.4 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 disoriented 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.
4. Off-Road Vehicle Use and Insurance

4.1 Vehicles for Off-Road Use
All off-road excursions must use a 4 x 4 / AWD vehicle.

If renting or leasing a vehicle for off-road use, inform the rental/leasing company of your intentions. You must specify what kind of roads and conditions you plan to encounter in the field. This will enable them to provide you with both the proper type of vehicle and tires.

4.2 Provincial/State Protocols
Field research sites may have various protocols that must be followed. All drivers representing SFU must respect these protocols. Supervisors should be aware of any protocols that are applicable, and ensure that drivers are informed and capable of following these requirements.

B.C. Forest Road Radio Protocol
If an off-road trip involves forest roads, SFU drivers must read and follow the B.C. FOREST ROAD RADIO PROTOCOL. The full-text of this document is available in Appendix 1 or online at www.for.gov.bc.ca/drm/services/road-rules.htm.

4.3 Insurance for Off-Road Vehicles
If a vehicle is damaged during off-road use, the department is responsible for insurance deductibles; therefore, use of an off-road vehicle must be cleared by the Department Chair prior to use.

Rented/Leased Vehicles
The rental/leasing company must be informed of your intentions to use the vehicle off-road. Some agencies may not allow off-road use.

Enterprise and Zeemac have previously allowed SFU “leased” vehicles to be used off-road because SFU does not use the rental agency’s insurance. All leased vehicles should be insured through SFU’s Risk Management department.

Owned Vehicles
Please check the vehicle’s registration documents to ensure that it has the correct insurance coverage for the intended use. Consult with Risk Management if a change of insurance is needed.

Personal/Borrowed Vehicles
Use of personal or borrowed vehicles for off-road use is not recommended. In circumstances where using an SFU owned/leased vehicle is not feasible, the Department Chair must approve the use, and the owner of the vehicle must be informed of the intended use and be made aware of the risks involved. A written agreement outlining the responsibilities of each party is advisable.

4.4 Emergency Supplies
Consult with the supervisor about any required emergency supplies before off-road excursions. Vehicles should be equipped with all foreseeable emergency supplies and these should be secured within the vehicle.
Some supplies to consider taking on off-road trips:

- Spare tire
- First aid kit
- Regional guidebook
- Spare parts
- Packable foods
- Trail maps & guides
- Hydraulic jack
- Flashlight
- 1+ gallon of water per person
- Air compressor
- Blanket
- 8000 lbs. winch & winch kit
- Mobile/satellite phone
- Compass
- 8000 lbs. winch & winch kit

Conduct your own risk assessment to determine additional supplies that may be needed. Some departments may provide their own roadside safety kits, which may require supplementing; *please ensure that the original safety kit is NOT removed from the vehicle.*

4.5 Additional Cleaning Charges

Any fee assessed by the lease/rental agency for additional cleaning costs of an off-road vehicle will be charged to the department. The fee generally ranges from $150 to $250 for vehicles returned with an excessive amount of dirt and mud on the inside and under carriage.

To avoid this fee, departments may want to use seat covers when taking vehicles into the field and should wash vehicles prior to returning to the lease company.

4.6 Required Experience/Training for Off-Road Driving

All off-road drivers must have prior off-road experience. The amount of experience required is at the discretion of the supervisor.

Off-road driving lessons can be taken from a number of companies including:

- British Columbia Driving Centre  [www.bcdrivingcentre.com](http://www.bcdrivingcentre.com)
- Driving Unlimited  [www.drivingunlimited.com](http://www.drivingunlimited.com)

4.7 Road Maintenance

Before departing, drivers should be aware of the condition of the roads they are planning to encounter. Some roads are not maintained for prolonged periods of time and may produce problems in the field.
Renting and Leasing

5. Renting Vehicles (30 Days or Less)
Please see section 6 of this document, if a rental vehicle is required for more than 30 days.

5.1 Renting Procedure
When You Pick Up the Vehicle
Fully inspect the vehicle for any pre-existing damage and take clear photographs of all four sides. This helps prevent damages being assigned to you upon returning a vehicle and may be of assistance should a dispute arise.

Before You Return the Vehicle
Wash and 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.

When You Return the Vehicle
Obtain a 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.

5.2 Insurance Rental Contracts
The Procedure AD 3.02 P1 pertaining to Business and Travel Expenses Policy AD 3.02 was updated in September 2012. Section 5.3 Rental Vehicles in the Procedure is as follows:

5.3.1. Rental vehicles are permitted to save time and reduce costs, not as a matter of personal convenience. Rentals must be non-luxury, with intermediate or smaller size vehicles utilized unless four or more persons are travelling together. CAUBO has negotiated preferential vehicle rental rates for all Canadian universities.

5.3.2. Insurance on rental vehicles is to be arranged by obtaining a Collision Damage Waiver (CDW) from the rental vehicle agency with the lowest possible deductible. For areas outside of Canada and the United States liability coverage must be included in the rental agreement. Any insurance coverage provided by use of a credit card is considered additional to the purchased collision coverage and is not to be relied upon as the sole insurance for the rental. Insurance for periods greater than 30 days may be arranged through Safety & Risk Services.

A Collision Damage Waiver (CDW) is an agreement between the driver and the rental company that states how much money the driver must pay for damage to the vehicle; the lower the deductible, the lower the amount that must be paid if the vehicle is involved in a collision.

Enterprise and National Car Rental offer a zero collision deductible for many locations across North America. As of October 2011, please refer to the SFU Corporate Code of XVC4161 for approved business rentals.
5.3 Rental Booking
For multiple drivers, please ensure that the rental agency is aware of any pertinent information for all potential drivers. There may be limitations or additional insurance requirements.

6. Leasing Vehicles (Longer Than 30 Days)

6.1 Leasing/Renting for Longer Than 30 Days
Leased vehicles, which include any vehicle rented for more than 30 days, must be obtained with an SFU Purchase Order through Procurement Services.

In BC, leased vehicles will normally 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 plates and install the SFU licence plates. At the conclusion of the lease, you are required to take the license plates and return them to Risk Management.

Please allow a minimum of 5 working days for insurance processing and plate delivery. An expedited delivery charge may apply for rushed service.

6.2 Documents Needed To Insure Leased Vehicles
For all auto insurance requests, please submit the following information to Risk Management:
- Department
- Contact Information for the Supervisor
- Contact Information for the Primary Driver(s)
- Specific Vehicle Use
- Specific Area of Use
- Insurance Date Range
- A Copy of the PO

For standard leases from a leasing company such as Enterprise, the leasing company will need to send the following to SFU’s auto insurance broker:
- Letter of Authorization from the Leasing Company
- Original Signed Vehicle Registration Slip

See Appendix 4 for more details regarding documentation needed for specific scenarios.

6.3 Leasing through October
SFU’s annual fleet renewal date is Oct. 31. If your lease term extends over this date, please ensure that you make arrangements with your department to obtain and apply the licence plate renewal decal.

6.4 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.
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.

7. Driving Vehicles Outside Of B.C.

7.1 Insuring Vehicles Outside Of BC
If planning a trip outside of BC, please contact Risk Management to ensure that the vehicle has the correct insurance for the specific vehicle use and area of use.

Insurance for SFU vehicles generally includes travel outside the designated territory for up to 30 days; however, if a vehicle is regularly driven outside of BC it may still need a change of insurance or vehicle endorsement.

7.2 Insurance for Rental Vehicles Outside Of Canada/USA
Risk Management highly recommends purchasing liability insurance in addition to collision coverage when renting a vehicle outside of Canada/USA. If a claim is made against you without having this insurance, you may be detained in the country until the claim is paid.

7.3 Leasing or Borrowing Vehicles Outside Of B.C.
This section only applies to vehicles leased (longer than 30 days) or borrowed outside of British Columbia. It does not apply to rentals (less than 30 days).

Required Documents
The following information is required for the purpose of obtaining insurance for a vehicle outside of the province of British Columbia. The information will be supplied to SFU’s insurance broker and forwarded to an insurer.

1. Vehicle Loan Agreement, which must include:
   - Signature of the lending party
   - Make
   - Model
   - Description of the vehicle
   - Vehicle Identification Number (VIN)
2. Copy of the Vehicle Registration for the leased/borrowed vehicle
3. Driver Abstract for each driver. See section 1.3 for information on obtaining an abstract.
4. Driver summary and vehicle information sheet, including the following:
   - Name as it appears on driver's licence
   - Birth date and year
   - Number of years licensed in Canada or USA and class of licence
   - Driver's occupation
   - Date and description of any automobile conviction during previous three years
   - Particulars of all vehicle accidents or claims during previous six years
   - Is the driver's current licence suspended, cancelled, or lapsed?
   - Has anyone refused to issue insurance to the driver within the previous three years?
- Is the driver subject to fainting spells, dizziness, or loss of consciousness?
- Has the driver ever suffered from a heart disorder, epilepsy, diabetes, vision, hearing or any other physical or mental disability which might affect the safe operation of a vehicle?
- Please specify the one-way distance (in km) to be used if applicable for commuting
- Estimate the total vehicle distance (in km) to be driven during the usage period
- Please identify if the vehicle has had any aftermarket modifications affecting the engine, interior roll cage, ground clearance, or tires
- Will the vehicle be used to carry explosives or radioactive material?

**Obtaining Insurance Documents**
Once the above documents have been submitted, Risk Management will prepare an auto insurance application and submit it to SFU’s auto broker for completion. The broker will obtain the insurance coverage from an insurer and send SFU the insurance cards. One of these cards must remain in the vehicle during the lease/borrowing period.

**Incident Reporting**
If you have an incident, please notify the following entities:
1. Risk Management
2. SFU Security
3. Your Supervisor
4. The Vehicle Owner

**Vehicle Return**
Please notify Risk Management once your vehicle has been returned, so that the insurance can be cancelled or updated as needed.
Accident / Incident Reporting

8. Procedures for Theft or Damage of University Vehicles

8.1 Emergency On-Site Reporting
Follow your emergency action plan, if applicable.

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.

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

8.2 Post-Incident Reporting
Please follow all of the relevant accident/incident reporting procedures for any vehicles that are owned, rented, leased, or borrowed by SFU or for any personal vehicle being used for SFU business when an accident occurs.

For all accidents and incidents...

Please submit the Campus Security Incident Report number to Risk Management. If SFU Security did not attend, please ensure that you file a non-emergency report. Include a detailed description of the events and include any report numbers that are available. Campus Security may contact you to follow-up.

- By phone: 778-782-3100
- In person: Discovery 1 – 1300 OR Transportation Centre 050

For any incident involving theft or other unlawful act...

- If the police or RCMP attended please retain a copy of the Police Report and include the file number with all post-incident 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 a police/RCMP file number is required before plates/decals can be re-issued.

For all ICBC insured motor vehicle accidents...

File an ICBC Report: www.icbc.com/claims/how_claim
- Lower Mainland: 604.520.8222
- Canada or the US: 1.800.910.4222
- Online: www.icbc.com/claims/Pages/Report-a-claim-online.aspx. You will need to have your licence plate number and driver’s licence number ready.
For all SFU work related injuries or near-misses...


- **By phone:** 778-782-5935
- **Email:** ehs_sfu@sfu.ca
- **In person:** Discover 1 - 1300

For all employee injuries...

The Supervisor must complete a **WorkSafe BC Form 7 within 3 days of the injury.** Please contact Dennis Leung (HR) at email dennis_leung@sfu.ca or 778-782-9498 for assistance with filling out the WCB Form 7.

For non-ICBC related incidents...

Retain the driver and vehicle information from other parties as well as photographs, notes, or recordings and provide them to Risk Management.

For vehicles not owned by SFU...

If the vehicle you were driving belongs to a private individual or non-SFU organisation, you must contact the owner of the vehicle and provide all information relating to the accident including the above information.

**8.3 Repairs to an SFU Insured Vehicle**

After making an ICBC Report, ICBC will advise on how to proceed with the repairs. 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. Please see section 8.5 for information on submitting a claim for the repair deductible.

**8.4 Total Loss of an SFU Vehicle**

After making an ICBC Report, ICBC may deem repairs too costly and write the vehicle off as a total loss. Please submit claim documents #1-10 indicated in section 8.5 to Risk Management.

Upon approval of the claim, the effected department will be provided with funds equal to the retail value of the vehicle at the time of the loss, less any assessed deductible. Where training by the Driver’s Supervisor is documented and where all reasonable precautions were taken, Risk Management may cover the deductible.
8.5 Claim Document Submission
To make a claim regarding a vehicle incident, please submit the following to Risk Management:

1. Licence plate, year, & model of the vehicle
2. Department name
3. Name and contact information for the vehicle’s Supervisor, Driver, & Owner
4. Date of the damage (actual or estimated)
5. Location and circumstances of the accident/damage
6. SFU Campus Security Incident Report Number
7. Police or RCMP Report Number
8. Photographs of the incident site and/or damage
9. Documentation showing that the vehicle was being used for authorized SFU purposes
10. Documentation showing that the Driver’s abilities were assessed and adequate for the intended driving conditions (e.g. driver’s abstract, training, documented test drive)
11. The invoice/receipt for the repairs *(Please note that this must be paid by the department before any reimbursement will be issued)*
12. A FAST statement clearly showing the account number and GL expense amount

8.6 Claim Reimbursement
Once the above documentation has been received by Risk Management the claim will be assessed. Upon approval, 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. Process any claim including SFU-owned computers, furniture, other capital assets, or a total value over $10,000 Cdn through Procurement Services.
3. Process claimed expenses directly through an SFU account.
4. Submit receipts to Risk Management in a timely manner. *Please note that claims will generally be closed six months after the date of loss.*

In the case of a total loss, please see section 8.4 for the applicable reimbursement process.
## Purchasing & Selling Vehicles

### 9. Purchasing an SFU Fleet Vehicle

#### 9.1 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. They 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.

#### 9.2 Insuring New SFU Fleet Vehicles

For all SFU Fleet insurance requests, please submit the following documents:

- 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 specific situations, other documents may be required (i.e. Transfer Tax Form, CVIP, etc…). See Appendix 4 for more details.

Before being driven, some vehicles will require additional operation permits (see section 9.3).

#### 9.2 Decal Placement Information

- For passenger vehicles, the renewal decal is *always* placed on the rear plate.
- 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.

#### 9.3 Operation Permits

Operation permits are issued by the Burnaby RCMP and may be needed for travel on public highways if your vehicle is one of the following:

- Vehicles with restricted plates (0000X) to be driven on roads with a posted speed limit of 50km/h or more – with the exception of forklifts.
- Low-speed vehicles (e.g. electric vehicles) to be driven on roads with a posted speed limit of 40km/h or more.

Operation permits are needed if any of the above vehicles are to be used on the public highways surrounding the Burnaby campus. Operation permits only allow the vehicle to be used within a designated area. For SFU vehicles this area generally includes the public highways that are adjacent to, or bisecting, the campus grounds. Further vehicle-specific information regarding the operating areas can be found in Appendix 5. Also note that due to the fast traffic surrounding
SFU, all vehicles with operation permits should use flashing lights to make drivers aware of their presence.

The department using the vehicle is responsible for renewing their own operation permits. Please send copies of the updated operation permit to Risk Management. This will assist if there is an incident involving the vehicle.

10. Disposal of SFU-Owned Vehicles

10.1 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
- Photographs, if available
- VIN (vehicle identification number)
- Odometer reading (in km)
- Drivable - Yes/No
- Keys available - Yes/No
- SFU decals removed (Recommended) - Yes/No
- Currently insured - Yes/No
- Air-cared - 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. Alternatively the vehicle may be considered for use as a trade-in.

If the vehicle’s value is too low to be considered for auction, it will be picked up and disposed of by a driving or 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.

10.2 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 2-3 business days for Risk Management to:
   - Obtain the original vehicle registration slip
   - Obtain an ICBC vehicle history report, if available
   - Fill out 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 1 – 1300.
10.3 Vehicle Gifting Agreement
In some circumstances, a department may wish to donate its vehicle to a high school or similar institution. 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.
Climate Action & SFU

11. 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 [www.sfu.ca/fs/Green-Services/GHG-Emissions](http://www.sfu.ca/fs/Green-Services/GHG-Emissions) & [www.env.gov.bc.ca/cas](http://www.env.gov.bc.ca/cas).
Appendix 1 — Rocky Mountain Forest District Protocol and Road Rules by the Ministry of Forests and Rangers

To view the latest version of this document visit www.for.gov.bc.ca/drm/services/road-rules.htm.

B.C. Forest Road Radio Protocol
Drivers with a radio should call the following if a frequency is posted, unless a sign indicates otherwise:

- **when**: starting, stopping, entering or leaving a road
- **at “must call”** signs
- **every km** or every fifth (5th) km if no oncoming traffic
- **“up”** with increase or **“down”** with decrease in km signs
- In order of road name, km, up/down, number of vehicles *(optional)*

No call if by another driver ahead in same direction within 1 km.
*(December 2009)*

Rules of the Road
1. Use your radio as an aid to prevent accidents, but do not depend on it to save lives – nearly all forest roads are radio-assisted not radio-controlled, so not all road users have a radio. For all users without radios it is recommended that you follow empty trucks when accessing area and loaded trucks when leaving.

2. All vehicles call a minimum of five (5) kilometers. Calling frequency to be increased to 1 kilometer when traffic warrants.

3. Up vehicles call when entering road system and every 5 (five) kilometers. Calling frequency to be increased to 3 kilometers when traffic warrants.

4. Both Up and Down vehicles call when leaving road systems or pulling off for any time period.

5. Do not use road channel for any purpose other than calling kilometers or emergencies. If need to chatter then pull off road, advise other traffic and use alternate channel. Always advise traffic when back on road.

6. Be specific when calling – use kilometres and road name only not general terms like “top landing”.

7. All traffic must drive on right side of road.

8. Switch channels only when you can see road frequency change sign or you are pulled off to talk to other users.

9. Empty vehicles use designated pullouts to clear loads and allow time to sit if necessary.

10. Use headlights at all times, but point them away from oncoming traffic in dark when in a pullout.

11. Always drive according to conditions, particularly hazardous ones such as dust, snow, soft sub grade, rain storms, or areas of high non-radio assisted traffic and always adhere to speed zones.

12. Expect and prepare for the unexpected – road conditions can change without warning. Drive defensively.

13. Be courteous and help travelling public understand the dangers and safety rules for using industrial roads.

14. All vehicles must be equipped with appropriate safety equipment and used as conditions dictate. i.e. tire chains
Appendix 2 — 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.

All islands lying west of the mainland of the province not connected by a bridge or tunnel, including the Queen Charlotte Islands, are in Territory W. This does not include the portion of Vancouver Island shown to be included in Territories X and Y.

Territory Z refers out-of-province coverage which includes to all other Canadian provinces and territories, and the entire United States.
## Appendix 3 — Vehicle Inspection Form (For All Vehicle Types)

<table>
<thead>
<tr>
<th>Inspection Date</th>
<th>Department</th>
<th>Driver</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contact Info</td>
<td>Contact Info</td>
<td>Contact Info</td>
</tr>
<tr>
<td>Licence Plate Number</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Pre-trip Inspection</th>
<th>Needs Attention</th>
<th>Post-trip Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>licence plates and valid decal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>tires (check for bulges, sidewall separation, cuts to cord, exposed belts)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>no missing or loose wheel nuts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>head lights and high beams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>turn signals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>brake lights (if able)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>windows clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>key for gas cap (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>seatbelts working</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>mirrors adjusted for driver</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>windows open and close</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>insurance papers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>log book</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hazard lights (four way flashers)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>spare tire and jack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>instrument panel gauges &amp; warning lights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fuel level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>horn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>windshield wipers and washer fluid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>heater/defroster</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>no peculiar engine sounds</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By signing below I verify that this vehicle has been inspected and is in safe operational order.

Inspection performed by: ___________________ ___________________
Print Name                      Signature

This document must remain with the vehicle during the trip and filed with the originating department/supervisor upon return.
### Appendix 4 — 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>B.C. Canada (Outside B.C.)</td>
<td>U.S. B.C. Canada (Outside B.C.)</td>
<td>U.S.</td>
</tr>
<tr>
<td>Specify Vehicle Use</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Specify Area Use</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ICBC Transfer/Tax Form</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Signed Vehicle Registration</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>A “Passed” Inspection Report from a Designated Inspection Facility</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Federal Safety Inspection</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Manufacturer’s Certificate of Origin OR New Vehicle Information Statement</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Net Vehicle Weight</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Seller’s PST/HST/GST Registration Number</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>The B3 Canada Customs Coding Form</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Transport Canada Vehicle Import Form (Form 1)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Photographs</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Bill of Sale or Invoice</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Letter of Authorization from leasing company</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

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)

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1. To determine the appropriate insurance class please submit a description of the type of vehicle and its intended use.
2. Usage around SFU (Lower Mainland) is considered Territory D. See Appendix 2 for further details.
3. Must be the original signed copy; must include the seller’s PST/HST/GST registration number; form # APV9T
4. Must be the original signed copy; this is the bottom portion of the ICBC insurance document.
5. 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.
7. 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. Canadian Tire and a number of independent centres across Canada have been authorized to perform RIV inspections. For more information visit [www.riv.ca/RIVInspection.aspx](http://www.riv.ca/RIVInspection.aspx)
8. This may already be shown on the Certificate of Origin. If not, then a weigh scale ticket will be required. The weigh scale nearest to SFU Burnaby is Hwy 1 just east of the Port Mann Bridge. Please note if you have made changes to the vehicle, by adding or changing equipment, the vehicle will require reweighing in order to show the correct net vehicle weight.
9. The Seller’s PST/HST/GST Registration Number is different than the Dealer Registration Number. This number might be shown in the middle section of the Transfer Tax Form (APV9T) or on the invoice.
10. 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 in order for ICBC to assess the 7% of HST payable.
11. Must be the original signed copy; provided by a customs officer to the person/company transferring the vehicle.
12. 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).
13. 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 5 — Restricted Plate Program

### Restricted Plate Program

The Restricted Plate Program provides a licensing option for vehicles designed for off-highway use or light special purpose utility vehicles that do not conform with federal and provincial standards for unlimited on-highway use. Vehicles licensed with a restricted plate under this program are limited in their permitted uses and areas of operation. Restricted plates can be issued for vehicles under 1,601 kg as well as forklifts of any weight. An operation permit (MV1815) may be required and, where required, is issued by the local police department detachment.

### Vehicles

<table>
<thead>
<tr>
<th>Use</th>
<th>Operating Areas</th>
<th>Operation Permit MV1815</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farming</td>
<td>Vehicles may be operated with or without a load:</td>
<td>Not required for:</td>
</tr>
<tr>
<td>Industrial</td>
<td>• Across a highway</td>
<td>• Forklifts</td>
</tr>
<tr>
<td>Landscaping</td>
<td>• Within a designated area (any distance)</td>
<td>• Public works operations on highways</td>
</tr>
<tr>
<td>Maintenance</td>
<td>• Along the traveled portion or shoulder of a</td>
<td>with a speed limit of 50 km/h or less.</td>
</tr>
<tr>
<td>Law enforcement</td>
<td>a highway (limited to within 100 metres of a</td>
<td>• Law enforcement</td>
</tr>
<tr>
<td></td>
<td>worksite)</td>
<td>• Operation on highways within a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>designated area; university or college</td>
</tr>
<tr>
<td></td>
<td></td>
<td>campus if operated by or on behalf of the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>owner.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Golf carts crossing from one part to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>another part of the same course.</td>
</tr>
<tr>
<td>Work Utility</td>
<td>Along the untravelled portion of a highway (any</td>
<td>Required for:</td>
</tr>
<tr>
<td></td>
<td>distance)</td>
<td>• Operation on or across a highway with a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>speed limit of 50 km/h.</td>
</tr>
<tr>
<td>Forklift</td>
<td></td>
<td>• Operation in and adjacent to</td>
</tr>
<tr>
<td>Work Utility</td>
<td></td>
<td>designated areas; universities and college</td>
</tr>
<tr>
<td></td>
<td></td>
<td>campuses if not operating by or on behalf</td>
</tr>
<tr>
<td></td>
<td></td>
<td>of the owner.</td>
</tr>
<tr>
<td>Work Utility</td>
<td>Limited access (isolated) island.</td>
<td>• General transportation on an isolated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>island if speed limit is over 20 km/h.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All snowmobiles and snow vehicles, except</td>
</tr>
<tr>
<td></td>
<td></td>
<td>where a person drives or operates a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>snowmobile or snow vehicle across a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Highway in a straight line at right angles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to the traveled portion of the highway</td>
</tr>
<tr>
<td></td>
<td></td>
<td>from a point where the traffic crossing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the Highway is controlled by a stop sign</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or a traffic control signal where the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Highway has a speed limit of 100 km/h or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>less, or from a point where traffic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>crossing the Highway is controlled by a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>traffic control signal if the Highway has</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a speed limit of over 100 km/h.</td>
</tr>
</tbody>
</table>

1 The Restricted Plate Program does not apply to — golf carts or industrial utility vehicles owned or leased by golf course owners and/or operators when the vehicles are used at the golf course as stated in AutoPlan Bulletin 2011-14, or to any mobile equipment, regardless of ownership, or use as stated in AutoPlan Bulletin 2011-16.
2 Some work utility vehicles weighing more than 1,600 kg may qualify for a restricted plate with approval from ICBC (there is no weight limit on forklifts).
3 Industrial uses include mining, forestry, trades, business, production, construction, and building and construction.
4 Rate Class 035 only provides liability coverage when the vehicle is operated on a highway. Own damage coverage is not available.
5 Untreated portion of highway is any area adjacent to the roadway/shoulder that is included in the legal definition of Highway (e.g., ditch, grassy boulevard and the sidewalk) provided the municipality allows operation on a sidewalk. Outside of municipal highway can include the ditch and adjacent area provided for future roadway expansion, typically up to a fence line – the regional office of the Ministry of Transportation can advise on the legal highway boundary.
6 Also not required on highways bordering or adjacent to these areas if the speed limit is 50 km/h or less.

### Definitions

- **Designated area**: private property, parking lot, campground, airport, ferry terminal, golf course, marina.
- **Worksite**: location where a vehicle is being used for the utility purpose for which it was designed. For a sidewalk sweeper or plow, the worksite is the continuous area that is being swept or plowed immediately beneath the vehicle; for all other vehicle types, operation on the traveled portion of a highway is limited to a maximum of 100 continuous meters from the worksite.
- **Public works**: operation of a motor vehicle owned, leased, or rented by the Province, a municipality, a regional district, a transportation authority, a health authority, or a school district, for maintenance, landscaping, or industrial purposes.

### Statement of Limitation

This guide is intended to provide a quick reference and is not intended to provide legal or professional advice; you should follow the applicable Motor Vehicle Act provisions and regulations even if they contradict the wording and requirements set out in this guide.
**Appendix 6 — Electric Bikes**

**Different rules for electric bikes and mopeds/scooters**

Some motor-assisted cycles look a lot like mopeds and scooters (also known as limited-speed motorcycles—LSMs). However, the rules for operating MACs and LSMs aren’t the same.

Make sure you’re riding legally. Check the table below to see which rules apply to you.

<table>
<thead>
<tr>
<th>Description</th>
<th>Motor Assisted Cycles</th>
<th>Limited Speed Motorcycles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Combine the pedal power of bicycles with the power assistance of an electric motor.</td>
<td>Are low-powered motorcycles (that is, mopeds and scooters). LSMs rely on motor power and are generally not equipped with bicycle-style pedals.</td>
</tr>
<tr>
<td>Source</td>
<td>See Section 151 of the Motor Vehicle Act: Motor Assisted Cycle Regulation</td>
<td></td>
</tr>
<tr>
<td>Power</td>
<td>Electric motor of 500 watts or less and bicycle-style pedals for manual propulsion.</td>
<td>Gas engine 50 cc or less or electric motor less than 1,500 watts.</td>
</tr>
<tr>
<td>Maximum speed</td>
<td>32 km/h on level ground without pedalling.</td>
<td>70 km/h on level ground.</td>
</tr>
<tr>
<td>Vehicle registration, licensing and insurance</td>
<td>None required. (Insurance may be available under a homeowner’s policy.)</td>
<td>An LSM must be registered, licensed and insured as a motor vehicle.</td>
</tr>
<tr>
<td>Driver</td>
<td>No driver’s licence is needed. You must be at least 16 years old.</td>
<td>You must have a driver’s licence of any class. You can not operate on a learner’s licence other than a Class 6 or 8 motorcycle learner’s licence.</td>
</tr>
<tr>
<td>Helmet</td>
<td>Must wear a bike helmet.</td>
<td>Must wear a motorcycle helmet.</td>
</tr>
<tr>
<td>Rules of the road</td>
<td>Subject to the same rights and duties as the driver of a motor vehicle, such as obeying all traffic lights and control devices. As well, bicycle safety rules should be followed.</td>
<td>Subject to the same rights and duties of a motor vehicle, such as obeying all traffic lights and control devices. In some areas, highway use is restricted. For details, please contact your local police.</td>
</tr>
<tr>
<td>Manufacturer’s label</td>
<td>As a condition of initial sale, all commercially manufactured MACs must have a label stating that the vehicle is a &quot;power-assisted bicycle.&quot;</td>
<td>As a condition of initial sale, all commercially manufactured LSMs must bear a permanently affixed compliance label. On this, or on another separate label, a statement must appear that the use of the vehicle may be restricted by provincial authorities to certain roads.</td>
</tr>
</tbody>
</table>
Appendix 7 — Driver’s License Verification

For personnel holding a driver’s licence from a location other than British Columbia and for which the time delay in obtaining the abstract would delay research or other critical University activity, the document below may be completed and kept on file until the abstract arrives.

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 “new” 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:

Provide specific information as applicable

□ At freeway speeds

□ During hours of darkness

□ Towing a trailer

□ Carrying passengers

□ Any distance

□ Any location

□ With airbrakes

Printed Name

Address

Signature

Date