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**POLICY:**

Passenger vehicle transportation required for use by employee on Corporation business may be provided by fleet pool, rental or privately-owned vehicles.

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**PROCEDURE:**

1. Time available, costs, nature of requirement and availability of fleet pool vehicles or public transportation shall be considered when determining the means of transportation to be used.
  - 1.1 Authorization for the use of a passenger vehicle on Corporation business must be obtained on a Vehicle Request (Form No. 20-2637) for a fleet pool vehicle or a Travel Authorization (Form No.70.006 P & P EMR 11) for a rental vehicle.
  - 1.2 For personal safety, drivers and their passengers shall use seat belts where provided while on Corporation business.
  - 1.3 Employees operating fleet pool, rental or privately-owned vehicles on Corporation business shall be responsible for the payment of tickets and penalties in respect to the violation of Provincial or Municipal traffic regulations.
2. FLEET VEHICLES

**Transportation Supervisors**

- 2.1 Fleet pool vehicles, for which the Corporation pays all operating costs, are maintained and are made available to employees by the Transportation Sections in St. John's and Bishop's Falls.

**Travel Clerk/ Designated Area Employee**

- 2.1.1 When a car is required in locations where the Corporation may have a fleet vehicle, the Travel Clerk/Designated Area Employee will check with the Transportation Section to determine whether it is practical and economical to use a fleet vehicle.
- 2.2 Where operationally and economically practicable, fleet pool vehicles shall be used on Corporation Business.

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## Travelling Employee

- 2.3 Personal use of the fleet pool vehicle is not permitted except when on extended trips away from established headquarters. Only reasonable personal usage within the vicinity of temporary lodging is permitted.
- 2.4 Corporation vehicles may not be used by unauthorized persons unless an emergency situation exists.
  - 2.4.1 Permission to convey a passenger(s) who is not a Corporation employee(s) must be obtained on a properly approved "Request to Convey Passengers" (Form No. 20-2532).
- 2.5 Credit cards and receipts from credit cards assigned to fleet vehicles shall be retained in the vehicle glove compartment. Each fleet vehicle has an assigned credit card. Receipts from expenses incurred in the operation of the vehicle shall be submitted to the Transportation Supervisor/Designate Area Employee at the end of each trip for fleet pool vehicles and each month for assigned fleet vehicles.

## 3. RENTAL VEHICLES

- 3.1 Where circumstances warrant the use of a rental vehicle, a request shall be made on an approved Travel Authorization (Form No. 70-006 P & P EMR 11)
- 3.2 Rented vehicles used on Corporation business must be rented in the Corporation's name. Where practical, compact units will be rented.
- 3.3 The Collision Damage Waiver shall not be purchased on cars rented in the name of the Corporation as the Corporation maintains its own coverage for such needs.
- 3.4 Terms of rental agreements generally prohibit operation of the vehicle by drivers under the age of twenty-one (21) years.
- 3.5 Employees shall use their Corporate Purchasing Card to pay vehicle rental invoices. Vehicle rental invoices should be attached to the monthly Purchasing Card statement. Rented Vehicles are not to be charged to an employee's personal credit card except in cases of an emergency.

## 4. PRIVATELY-OWNED VEHICLES

- 4.1 Procedures regarding the use of Private Vehicles on Corporation business are set out in P & P EMR 11.

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**POLICY:**

The Hydro Group of Companies maintains a fleet of vehicles to facilitate the conduct of the Corporation's business.

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**PROCEDURE:**

**Vice-President**

1. General Stipulations with regard to the Operation of Fleet Vehicles.
  - 1.1 Employees will use fleet vehicles for the purpose of conducting Hydro business only.
    - 1.1.1 Hitch-hikers and fare paying passengers may not be transported in Hydro fleet vehicles.
    - 1.1.2 Non-Hydro personnel engaged in company related business may be transported in fleet vehicles.
    - 1.1.3 At the discretion of the driver, a fleet vehicle may be used to provide emergency transportation. (i.e. at the scene of an accident or vehicle breakdown). The driver should recognize the transportation of non-Hydro employees has potential liability for Hydro and the driver.
  - 1.2 For personal safety, drivers and passengers shall use seat belts where they are provided.
  - 1.3 The operator of a fleet vehicle shall be responsible for the payment of tickets and penalties in respect of the violation of provincial or municipal traffic regulations.

**Vice-President or Designate**

2. Assigned Fleet Vehicles
  - 2.1 Where it is considered essential for an employee to be "on-call", he may be assigned a fleet vehicle to provide transportation to him outside normal work hours.
    - 2.1.1 Such assignment requires the employee to drive the assigned vehicle to and from his place of residence so that it will be available should he be called out to work.

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- 2.1.2 The vehicle will be assigned only during the "on-call" schedule.
  - 2.1.3 During normal working hours, the vehicle shall be made available for its regular usage.
  - 2.2 Vehicles may be permanently assigned to individuals as deemed necessary for maintaining system operations and security. All such assignments shall be reported to the Transportation Supervisor - Hydro or the Services Maintenance Superintendent - CF(L)Co.

### **Transportation Supervisor/Garage Supervisor/or Designate**

- 3. Maintenance
  - 3.1 The Transportation Supervisor - Hydro, and Garage Supervisor - CF(L)Co is responsible for the maintenance of all fleet vehicles. In areas not directly under his control, all or part of this responsibility may be delegated.
  - 3.2 The operator shall keep the vehicle clean and report any mechanical difficulties immediately.
- 4. Safety Equipment
  - 4.1 All fleet vehicles with "C" license plates shall be equipped with the following:
    - a) fire extinguisher
    - b) first aid kit
    - c) flare kit
    - d) back-up alarms - if the vehicle GVW is 4,500 kilograms or over.
    - e) beacon light - if required

### **Transportation Supervisor/ Garage Supervisor/ User Department**

- 4.2 Vehicles will be issued to user department with safety equipment installed. The user department will be responsible for maintenance on, and replacement of, safety equipment.

### **Transportation Supervisor/Garage Supervisor**

#### 5. Seasonal Equipment

5.1 All fleet vehicles will be equipped with the following when required:

- (a) snow tires
- (b) snow shovel
- (c) windshield scraper
- (d) tire chains

### **Transportation Supervisor/Garage Supervisor User Department**

5.2 The Transportation Supervisor - Hydro, Garage Supervisor - CF(L)Co is responsible for supplying all snow tires. The user department shall supply all snow shovels, windshield scrapers, and tire chains.

#### 6.0 Credit Cards

6.1 All fleet vehicles shall be supplied with appropriate credit cards.

### **Transportation Supervisor**

6.2 Credit cards shall be issued for new vehicles and replaced as required.

6.3 The number and types of credit cards for each vehicle shall be determined by the Transportation Supervisor in consultation with the User Department.

### **User Department**

6.4 The User Department shall be responsible for the security of credit cards.