

<b>STATEMENT OF POLICY AND PROCEDURE</b>			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	5
Subject:	<b>NLLS Company Vehicles &amp; Equipment</b>	Revised Date:	Mar 2, 2019
			Sec 1, 1R Appendix Q/R/S
		Reviewed:	Jan 30, 2019

## **NLLS COMPANY VEHICLES**

### 1. Overview

- a. NLLS has several vehicles which employees may be permitted or required to drive while performing their jobs, at the Company's sole discretion. Employees must be eighteen (18) years of age or older.
- b. All employees who operate a company vehicle must possess a minimum of a valid Class 5 GDL, Class 5 Alberta licence or other Canadian province/territory equivalent.
- c. Any employee who may use a company vehicle must sign a driver abstract consent form. NLLS company representative will request abstracts once a year. Appendix S – Driver Abstract Consent form.
- d. All new hires who will be driving with less than five (5) years driving experience must supply a five (5) year loss experience letter. This is a "Claims Experience Letter" requested from their insurance company.
- e. Employees must notify NLLS immediately of any change in the status of their driver's licence or their insurability. Failure to do so may result in disciplinary measure, up to and including termination.
- f. Only authorized NLLS employees are authorized to operate or travel in a company vehicle without Executive Director's approval.

### 2. Usage

- a. All Employee(s) must complete vehicle tracking sheet.
- b. Employee(s) may start or end to closer destination (headquarters or home) when using NLLS vehicle outside normal business hours.

- c. NLLS vehicle usage must be approved by department manager or executive director with paper or electronic approval. Vehicle must be signed out via calendar.
  - d. NLLS vehicle usage by the Executive Director must be approved by the Board Chair with paper or electronic approval. Vehicle must be signed out via calendar.
  - e. Employees are responsible for adhering to the rules of the road and for ensuring the vehicle is operated in a safe manner in accordance with local laws and regulations, including those related to speed limits and parking. Employees are personally responsible for any fines related to parking, speed or other traffic infractions incurred while in control of the vehicle.
3. Fleet Replacement - Appendix Q
- a. NLLS shall replace all fleet vehicles in accordance with the Fleet Replacement Plan.
  - b. NLLS shall replace company vehicles at 150,000km or five (5) years whichever comes first. Vehicles may be replaced earlier if within budget and at Executive Committee's discretion.
4. If trade in value is less than blue book value, then NLLS may opt to tender out vehicles or equipment for private sale.
5. NLLS will seek the highest return value on our vehicles by putting it out to public tender with a reserve bid. Reserve bid will be based on current fair market value. Unsuccessful tender will result in NLLS selling the vehicle through alternative means.
6. Equipment Replacement – Appendix Q Fleet Replacement - UPDATED
- a. NLLS shall replace all equipment in accordance with the Equipment Replacement Plan.

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NLLS Executive Board Chair

Mar 2, 2019  
Date of Approval

## APPENDIX Q – Fleet Replacement



### NLLS FLEET REPLACEMENT CHART

Vehicle Type	Vehicle Year	Original Cost	Replacement Mileage	Replacement Date	Replacement Cost
Chev Uplander Van	2009		150,000	2014	
Jeep Patriot	2016	\$27,583.76	150,000	2021	
Dodge Journey	2016	\$33,962.56	150,000	2021	
Dodge Grand Caravan Crew Plus	2017	\$36,096.11	150,000	2022	
Ford Transit Van	2018	\$27,258.04	150,000	2022	

## APPENDIX R – Equipment Replacement



### NLLS EQUIPMENT REPLACEMENT CHART

Equipment Type	Equipment Year	Original Cost	Replacement Hours	Replacement Date	Replacement Cost
Digitization Machine	2017	30,000	TBD	n/a	
NAO Robot	2019	15,000		n/a	

## Appendix S – Driver Consent Form



## Driver Abstract Consent

In accordance with s. 33(c) of the *Freedom of Information and Protection of Privacy Act*, the *Traffic Safety Act*, and the *Access to Motor Vehicle Information Regulation*, specific personal information is collected to confirm the identity of the consenting individual, to uniquely identify the consenting individual on the Registrar's system to produce the information product, and to confirm the identity of the recipient and of the authorized employee of the recipient (if the recipient is an organization). The information is collected to monitor and audit the release of information and to conduct investigations if the Registrar receives complaints about the release. Questions about the collection of this information can be directed to a Service Alberta Information Officer at 780-427-7013, toll free 310-0000 within Alberta. Alternatively, questions may be mailed to Box 3140, Edmonton, AB T5J 2G7, attention Data Access and Contract Management Unit (DACMU).

A "Driver Abstract" is the product name under which the Alberta Government releases specific information from a person's driving record, which contains:

- Name
- Address
- Date of Birth
- List of violations (Descriptions, Demerit / Merit Points and Suspension Term)
- A Commercial Driver Abstract (CDA) includes Commercial Vehicle Safety Alliance Inspection (CVSA) information and all of the above information with the exception of date of birth, height, weight, and sex.
- Height
- Weight
- Sex
- Class
- Issue Date
- MVID Number
- Licence Number
- Current Demerit Points
- Suspended Status
- Expiration Date
- Reinstatement conditions (if any)

### PART 1

I, \_\_\_\_\_ of \_\_\_\_\_,  
Full Name Full Address

declare that my Driver's Licence Number is: \_\_\_\_\_, my Date of Birth is: \_\_\_\_\_,  
month by name, day, year

and I give consent for my:  3 Year,  5 Year,  10 Year Driver Abstract (SDA),  
 3 Year,  5 Year,  10 Year Commercial Driver Abstract (CDA),

to be released, for the period specified under the subsection 5(1)(a), 5(1)(b)(iii) or 5(1)(b)(v) of AMVIR listed below.

to \_\_\_\_\_ of \_\_\_\_\_.  
Name of the person / organization receiving the driver's abstract Full Address

In accordance with the *Alberta Motor Vehicle Information Regulation (AMVIR)* (choose one of the following subsections):

**5(1)(a) driver's abstract released to a person known by myself**

I acknowledge that the above individual is personally known to me, is not acting as an agent or employee of any other person in this transaction, and is not compensated in any manner for receiving or transferring the driver's abstract to myself.

NOTE: This consent is valid for one month after the consent is dated and the information product released cannot be faxed by the registry agent.

**5(1)(b)(iii) driver's abstract released to my employer or prospective employer**

NOTE: This consent is valid for three months after the consent is dated if it is used by a prospective employer. This consent is valid for three years from the date it is dated or for the length of the employment whichever is shorter if it is used by the current employer. The information product released can be faxed by the registry agent only to the Employer signing PART 2.

**5(1)(b)(v) driver's abstract released to a lawyer representing me**

NOTE: This consent is valid for three months after the consent is dated. The information product released can be faxed by the registry agent only to the Lawyer signing PART 2.

I agree that Alberta Registries and/or the registry agent are not liable for any damages or losses however caused, in respect to any defect, error or omission in the driver's abstract, or use of the driver's abstract by the person receiving it.

\_\_\_\_\_  
Date Signature

### PART 2 - Declaration for Faxing (This does not apply to subsection 5(1)(a) above)

I / We, \_\_\_\_\_ of \_\_\_\_\_,  
Name of Employer or Lawyer Address

request the driver's abstract, as mentioned above, to be faxed to \_\_\_\_\_.  
Fax Number (include area code)

I/We agree that Alberta Registries and/or the registry agent are not liable for any privacy breach after the driver's abstract has been faxed to the above number.

\_\_\_\_\_  
Date Signature of Employer or Lawyer