
SECTION 18

GOVERNMENT VEHICLES

18.06 OPERATION AND MAINTENANCE OF VEHICLES

AUTHORITY: TREASURY BOARD

ADMINISTRATION: DEPARTMENT OF TRANSPORTATION AND
INFRASTRUCTURE
PROCUREMENT SERVICES,
DEPARTMENT OF FINANCE
GOVERNMENT DEPARTMENTS

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18.06 OPERATION AND MAINTENANCE OF VEHICLES

(1) PURPOSE

It is the responsibility of the Deputy Head of each department to ensure that vehicles owned or leased by the Department are operated, maintained and managed in a cost-efficient manner. The full cooperation of all operators and employees involved in fleet management is required and a part of their day-to-day responsibilities.

A Fleet Management System has been developed to assist departmental managers and Procurement Services in monitoring fleet operations/costs. Each department is required to maintain a complete and accurate record of costs and other operational data on each vehicle. This information must be reported on a monthly basis and inputted into a Government-wide Fleet Management System. The specific procedures and requirements of the Fleet Management System are detailed in Section 18.09 of the Manual.

Crown corporations and agencies may not all use the Fleet Management System. They are nevertheless expected to manage their fleet in a cost-effective manner.

(2) APPLICATION

The application of this policy is referenced to the schedules of the *Financial Administration Act* (FAA) and applies as follows:

- Schedule “A” - Departments except the Legislative Assembly
- Schedule “B” - Crown corporations
- Schedule “C” - Education Authorities
- Schedule “D” - Commissions

except to the extent that their enabling legislation may incorporate alternate requirements such as Ministerial or Board Authority.

While this policy **does not apply** to the Legislative Assembly or Reporting Entities subject to alternate legislation, the **spirit and intent** of the policy should serve as a **guideline** for these entities in developing their own policies.

(3) PURCHASE OF FUEL AND SUPPLIES

(a) All fuel for the normal operation of Government vehicles, excluding those vehicles fuelled from Government-owned bulk tanks such as Provincial Highway Depots, is to be purchased from The Supplier with a Fleet Credit Card. Ministers are excluded from this requirement.

(b) Other lubricating products and miscellaneous supplies and services for the normal operation of Government vehicles should also be purchased on the Fleet Credit Card except where such are covered by lease agreements or warranties. Where capacity is available, the Department of Transportation and Infrastructure (TI) will also service Government vehicles and charge the Departments.

- (c) In emergency situations where a Government vehicle becomes inoperative, the Employee responsible for the vehicle at the time and the administrator should consider the options available and determine the most reasonable and cost-effective manner of having the vehicle repaired.
- (d) If it is determined that the most reasonable and cost-effective manner of having a vehicle repaired involves service at an outlet other than that of The Supplier, or TI, arrangements should be made for the Department/Agency to pay the invoice(s) directly.
- (e) Notwithstanding the above, Departments may approve the use of credit cards from other companies for the purchase of fuel in special circumstances (e.g., heavy equipment operators, chain saw crews, etc.). This should be done only when it is not practical and/or economical to purchase fuel on the Fleet Credit Card.

(4) VEHICLE MAINTENANCE

The objective of Government is to have vehicles maintained in a cost-effective manner. During the warranty period, regular maintenance would normally be done by the Dealer. Once the warranty period is over, other certified service centres may be selected. Departments should consult with the TI Light Fleet Manager in determining the best maintenance strategy. For repairs costing between \$1,500 and \$5,000 at least two quotes should be obtained in accordance with the *Procurement of Goods Act*.

TI garages will also maintain Government vehicles and charge the Departments.

(a) Regular Maintenance

The “Departmental Fleet Coordinator” or their delegate are required to keep updated maintenance records and schedules to ensure that the vehicles receive regular servicing as set out in the vehicle manual and to ensure any applicable warranty coverage is protected. Invoices are to be reviewed and submitted to the Light Fleet Manager prior to processing.

(b) Major Maintenance/Repairs

Major repair work beyond routine maintenance must not be undertaken without consulting the Light Fleet Manager and obtaining prior approval from the Departmental Fleet Coordinator.

(5) MONTHLY VEHICLE LOG REPORT

(a) Vehicle Logbook

A Vehicle Logbook is to be maintained (up-to-date) in all Government vehicles. The standard logbook is a 7” x 9” three-ring binder containing a number of two-part report forms.

(b) Report Format

In order to reduce the size of the logbook for convenience in the vehicle, the report form has been designed in two parts. Part A, which is the top part of the form, is intended to cover the first part of the month, while Part B is designed to cover the last part of the month. At the end of the month, assigned drivers or persons responsible for Government vehicles should not have to transpose the information to another form but take Part A and Part B and photocopy onto one 8½" x 11" copy and complete the additions and other sections at the bottom of the form. Each part of the form measures 8½" x 6" to permit overlap for photocopying purposes (See Attachment 18.06-I).

(c) Timing

The Vehicle Log Report must be submitted each month to the Departmental Fleet Coordinator or their delegate for each vehicle operated during the month.

(6) INTERPRETATION

In cases where an interpretation is required, such should be referred to the Department of Transportation and Infrastructure which will make an interpretation or refer the matter to Treasury Board if a Board decision is deemed necessary.