


POLICY: DRIVER POLICY			NUMBER: S-51
PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Andrew Konowalchuk	CLASSIFICATION: Safety Policy	EFFECTIVE: January 14, 2026 SUPERSEDES: June 19, 2023

PURPOSE:

To ensure the safe and legal operation of Facilities Management (FM) vehicles leased, rented or owned by Western University. All motor vehicles are included in this policy.

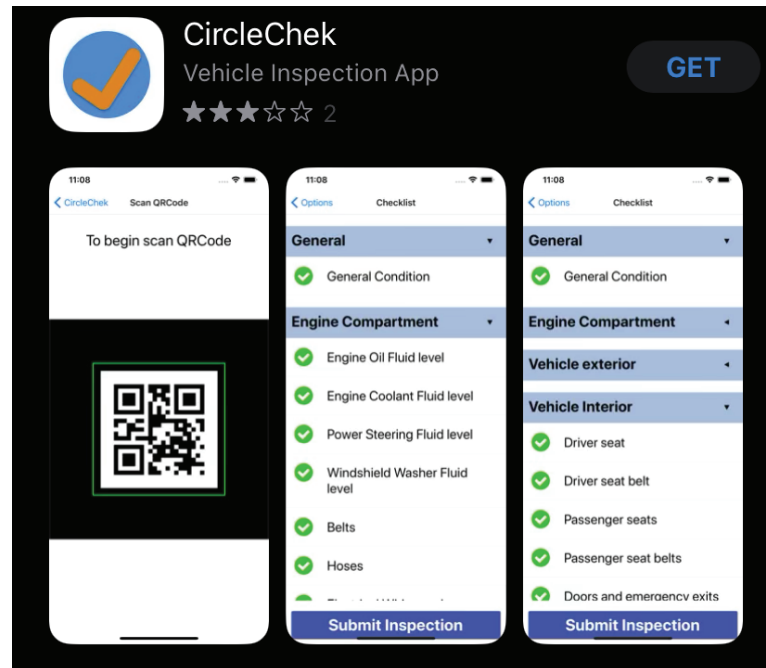
POLICY:

- Any employee who drives a vehicle owned, rented or leased by Western University shall possess a valid Ontario driver's license that is not under suspension and is appropriate for that equipment.
- FM vehicles are not to be used for any non-work related activities.
- A pre-use checklist shall be completed prior to use of a Western FM vehicle. (Appendix A)
- For those CUPE Local 2361 employees who choose to use a Western vehicle for the call-in assignment, refer to *Article 29.04: On- Call Vehicle* in the Collective Agreement. As noted, "... members will be permitted the use of a UWO vehicle for the sole purpose of attending to their call-in assignment and will not be used for personal business."
- Passengers, other than Western University employees, shall not be passengers at any time unless directly related to work that is being performed.
- FM drivers shall not permit anyone except authorized and appropriately licensed FM employees to drive or operate any vehicle which has been assigned to them unless approved by FM Management or Western University's Corporate Insurance department. FM will maintain a list of current FM authorized licensed employees. FM supervisors will be made aware of those employees who are not authorized or licensed.
- For those required to drive an FM vehicle the employee will provide a copy of their valid Ontario driver's license and driver's abstract (if required) to their supervisor. The '*University Corporate Insurance - New Drivers of University Vehicle*' form will be completed by the Manager and sent to the Administrative Assistant, Facilities Operations, who will then submit it to the Western University Corporate Insurance office. Provide an updated copy of a driver's license upon renewal.
- All infractions of the Highway Traffic Act or municipal bylaws, all fines for traffic offences and parking violations of a Western University vehicle are the responsibility of the driver.
- Traffic on the property of Western University is regulated pursuant to the University of Western Ontario Act MAPP 137 Procedure 11. The rules of the road are the same as elsewhere in the province of Ontario. All Ministry of Transportation rules and regulations and the Highway Traffic Act as noted above apply to this policy.
- FM drivers must notify their supervisor in writing immediately of:
 - Any summons received for a traffic violation while operating a Western University vehicle.

<p>POLICY:</p> <p>DRIVER POLICY</p>	<p>NUMBER:</p> <p>S-51</p>
<p>ii. Any change in license status (expiry, suspended, revoked, loss, change of conditions / restrictions).</p> <p>11. FM drivers must always carry their driver's license and be sure the vehicle permit, insurance card, and accident report kit are in the vehicle at all times.</p> <p>12. Defensive Driving training shall be completed by the employee.</p> <p><i>Accident Reporting</i> Any accident involving FM vehicles must be reported immediately to the Western Special Constable Service (WSCS) and the supervisor if the accident occurs on university property. For accidents occurring off university property, contact the local Police. See FM Policy S-21: <i>Vehicle Accident Reporting Procedures</i> for more detail. 'In Case of Accident Booklets' are provided in each vehicle's glove compartment and are to be used at the time of the accident off campus to provide information back to their supervisor.</p> <p><u>DEFINITIONS:</u> Motor vehicle: automobile, motorcycle, motor-assisted bicycle and any other vehicle propelled or driven other than by muscular power. Not included are the cars of electric or steam railways or other motor vehicles running only upon rails; motorized snow vehicles; traction engines; farm tractors; power-assisted bikes; or road-building machines.</p> <p><u>RESOURCES:</u> POLICY 1.37 – Parking & Traffic Regulations PROCEDURE FOR POLICY 1.37 – Parking & Traffic Regulations S-21 Vehicle Accident Reporting Procedures</p>	

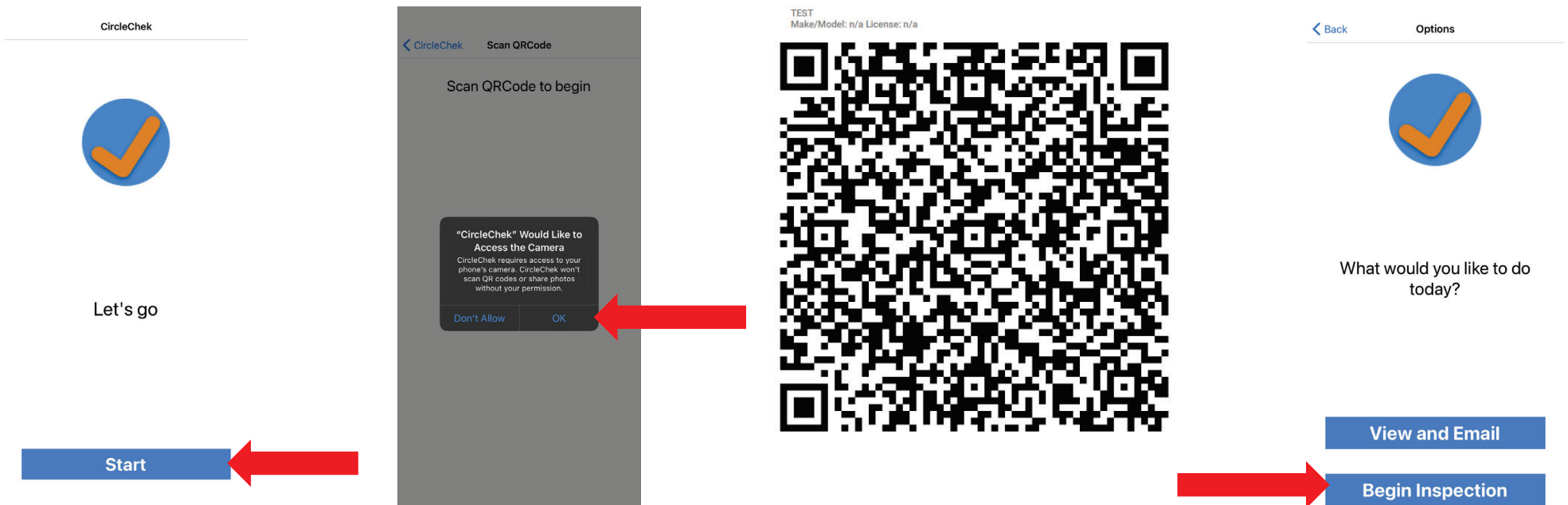
Mobile CircleChek App

- Install the CircleChek app from the app store on your mobile device



Scanning a QR-Code

- Open the CircleChek App and click the start button
- *If it is the first time you are using CircleChek, you will need to allow the app camera access.
- Scan the QR on the vehicle
- Press the 'Begin Inspection' button



Filling out an inspection

[< Back](#) Checklist

General ▼

☐ General Condition

Inspection Items ▼

☐ Headlights

☒ Good
☐ Monitor
☐ Broken

☐ Hazard lights

☐ Signal lights

Submit Inspection

Option to add comments

Option to add an image

Information on what you should be checking for

Comment:

Click here to add comments

[Clear](#) [Done](#)

Photo:

[Pick Image](#)

[Clear](#) [Done](#)

[Pick an Image](#)

[Take Photo...](#)

[Choose from Library...](#)

[Cancel](#)

Look For:

Both headlights functioning.

[Done](#)

Select the current item you are inspecting

Select the condition of that item

When the inspection list is complete

Filling out an inspection part 2

[< Back](#)

Odometer

123456

1	2	3
4	5	6
7	8	9
<-	0	.

Submit

[< Back](#)

Name & Location

Name

Employee name

Full name

Location: Town, City, or Highway

Location of vehicle

Location of inspection

Tip: Tap the Mic icon on the keyboard for talk to text

✓

2

3

4

Checklist & odometerDetailsOperatorSignature

Submit

[< Back](#)

Operator Name

Operator Name

Shop name

Operator Name

✓

✓

3

4

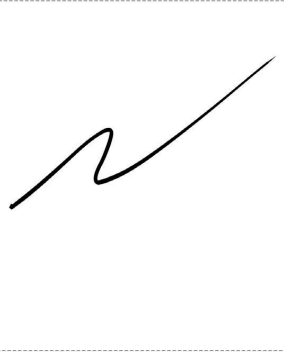
Checklist & odometerDetailsOperatorSignature

Submit

[< Back](#)

Signature

Signature required




Reset

Submit

Verify

I confirm that this vehicle has been inspected in accordance with the applicable requirements.



No defects have been found. Vehicle is in good standing.

Submit