SECTION 18

GOVERNMENT VEHICLES

18.09   FLEET MANAGEMENT SYSTEM

AUTHORITY: TREASURY BOARD

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

EFFECTIVE DATE: JUNE 2024

18.09   FLEET MANAGEMENT SYSTEM

(1)   GENERAL

As an integral part of this policy a computerized Vehicle Fleet Management/Information System has been developed for recording relevant information and producing management reports on **all Government-owned and leased vehicles (cars, trucks, vans, etc.) licensed for highway travel** with the exception of heavy equipment and large trucks (4-ton and larger). It should be noted that short-term leases are intended to be included in the information system. In general, all vehicles (and only those vehicles) whose applicable expenses are charged to 03203, 03204, 03205 or 03206 must be recorded in the Fleet Management System. The information will include a profile of the fleet, cost data and vehicle use data and will serve as the basis for determining insurance coverage.

(2)   CO-ORDINATION

The Fleet Coordinator in the Procurement Services office is responsible for the overall operation of the system. When a new vehicle is acquired, the Fleet Coordinator enters the standard information into the system. The Fleet Coordinator is also responsible for identifying problem areas, ensuring that the appropriate authorities (e.g., Department, Treasury Board, etc.) are aware of problems and suggesting the corrective action required.

(3)   DEPARTMENTAL RESPONSIBILITIES

Departments are responsible to ensure that the required monthly data on all vehicles is entered into the Fleet Management System prior to the 20th of each month following. This includes the immediate entry of any changes to the composition of the fleet, e.g., vehicles deleted from the fleet as well as acquisitions (leases and purchases).

Departments are responsible for producing their own vehicle management reports and for managing their fleet.

(4)   SYSTEM DETAILS/PROCEDURES

The specific details of the Fleet Management System and the necessary procedures and controls are included in the Fleet Management System Administrators User's Manual.

(5)   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.