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| **UPEI Student Union** | **Policy No.**  UPEISU |  **Revision No.** * 1
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|  **Policy Title:**Panther Patrol |  **Page:**1 of  |
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|  **Authority:** UPEISU Council |  **Responsibility:**General Manager & VP Finance and Administration |

**Preamble**

The Panther Patrol is a service for students to provide a safe ride home after UPEISU events, transport students to various locations throughout Charlottetown based on the services of the day. Additionally, the vehicle will be used for UPEISU Executive and FullTime staff for transportation to conferences or to pick up supplies for UPEISU purposes.

**Procedures**

1. The Panther Patrol shall be used specifically for Student Union operations such as safe drive program, errands, conference travel, and other services and operations as necessary.
2. Only Staff and Executive Members of the UPEISU with a valid driver's license will be given privileges to drive the van. All executive members and full time staff, with a valid driver’s licence and clear driver abstracts, will be insured on the vehicle.
3. The UPEISU reserves the right to request the abstract of any driver given access to the SU vehicle.
4. The UPEISU vehicle is to be parked in the designated parking spot. Only during conferences and meetings off-campus will the vehicle be permitted to not be kept in its parking spot overnight.
5. Failure to abide by the policies may result in loss of driving privileges.
6. Any parking, speeding, or failure to obey traffic sign tickets will be at the expense of the driver operating the vehicle at the time, and not the responsibility of the UPEISU.
7. All drivers must be covered under the UPEISU’s insurance policy while operating a vehicle owned by the UPEISU.
8. If damages occur to the vehicle, the driver must report to the General Manager immediately.
9. The general manager will routinely check the vehicle for damage and ensure that all routine maintenance is done.
10. If there is an instance of major collision or the vehicle breaks down, Roadside Assistance must be called.
11. All drivers operating the UPEISU vehicle must return the key to the general manager after each use and complete the log book. Employees returning from conferences must return keys within 12 hours after arrival.

**Vehicle Operation**

1. The Operation of the Panther Patrol will fall subject to and adhere to the provision in the Prince Edward Island Highway Traffic Act
	1. Drivers are not permitted to operate the Panther Patrol while under the influence of alcohol. For greater clarity, the permissible blood alcohol limit is zero, and there is zero tolerance for the driver being under the influence of alcohol during the operation of the UPEISU-owned vehicle.
	2. Drivers are not permitted to operate the UPEISU vehicle while under the influence of drugs or substances in violation of provincial laws.
	3. Drivers are not permitted to operate the UPEISU vehicle while under the influence of medication that impairs driving ability.
	4. Drivers shall not use a cell phone while driving, unless hands free technology is utilized, and shall not send or read text messages while driving.
2. Drivers shall not transport passengers such as hitchhikers, family members or friends for unauthorized use.
3. Drivers shall not transport more passengers than the vehicle is equipped to handle, or more passengers than permitted by the class of license by the driver.
4. Drivers shall not drive the vehicle at speeds that are inappropriate for road conditions
5. Drivers shall maintain a trip log for all off campus travel, including trip locations, kilometers and purpose of travel
6. Drivers shall conduct regular “visual” vehicle inspections (i.e. checking for damage, the lights, windows, and mirrors are in working order.
7. Drivers shall immediately report to the department’s Vehicle Coordinator of any traffic violation while operating the UPEISU vehicle
8. Drivers shall immediately park the UPEISU vehicle that is not operating properly or presents unsafe conditions, and notify the Coordinator for further instructions.
9. Drivers shall not operate the UPEISU with any known medical condition that precludes the safe operation of a motor vehicle.
10. Drivers shall not transport dangerous goods unless such dangerous goods are properly packaged for transport by certified personnel. Drivers who transport dangerous goods must be certified under TDG Clear Language Regulations and must be trained on how to handle dangerous goods in the case of an emergency.
11. Drivers shall not permit an unauthorized person(s) to operate the UPEISU vehicle
12. Drivers must lock the UPEISU vehicle at all times prior to leaving the vehicle unattended.
13. Smoking is not permitted in the UPEISU vehicle, by both drivers and passengers.