



POLICY STATEMENT

Vehicles belonging to the Government of Nunavut and its Territorial Corporations (GN & TC) are assets that should be acquired, managed, and used consistently across the Territory. CGS is committed to providing a standard of management and use for all Government Vehicles helping to ensure safe, reliable, and cost-effective delivery of government programs and services.

1. PRINCIPLES

This Policy and the Motor Vehicles Management Guidelines are guided by Inuit Qaujimajatuqangit principles of:

Qanuqtuurniq – Being innovative and resourceful. This policy and guidelines ensure appropriate use of government resources establishing cost-effective approaches to plan, budget, acquire, and use Government Vehicles.

Inuuqatigiitsiarniq - Respecting others, relationships and caring for people. This Policy and accompanying Motor Vehicle Management Guidelines (Guidelines) ensures the safety of GNTC Employees and Contractors using Government Vehicles as well as all Nunavummiut.

2. APPLICATION

This policy applies to all GN Departments and Territorial Corporations as listed in Schedule B of the Financial Administration Act: Nunavut Housing Corporation, The Qulliq Energy Corporation, Nunavut Arctic College, Nunavut Business Credit Corporation, and Nunavut Development Corporation. QEC is exempt from section 4.5 of this policy and provisions related to central administration of group insurance coverage provided through department of Finance, Risk Management.

3. DEFINITIONS

Accident

Any incident involving a Government Vehicle that results in damage or injury to the Government Vehicle, the Eligible Driver, or a third party.

Contractor

Any company or individual who is under contract to provide services to the GN or a Territorial Corporation.

Deputy Head



COMMUNITY AND GOVERNMENT SERVICES

MOTOR VEHICLE POLICY

The non-elected head of a department of the Government of Nunavut, where the position is vacant or the Deputy Minister is absent or unable to act, includes the

person designated by the Minister responsible for the department to act as Deputy Minister under the Public Service Act.

Driver Information Coordinator

Public Servant designated by the Deputy head to store, access, use and dispose of personal information related to the administration of this policy.

Eligible Driver

An Employee or Contractor who is eligible to operate a Government Vehicle according to section 5.2 of this policy.

Eligible Driver – Supervisor

The direct supervisor of the Employee or Contractor responsible for operating a Government Vehicle.

Employee

An individual that is employed by the GN or its Territorial Corporation. This includes full-time, term, part-time or casual employees.

Government Vehicle

Any vehicle or mobile equipment which has been purchased, leased, or rented with GN funds. This includes but is not limited to passenger vans, pick-up trucks, all-terrain vehicles, snowmobiles, track vehicles, boats, and heavy equipment.

Ineligible to Drive

An Employee or Contractor who is unable to meet eligibility criteria set out in this policy. An employee or contractor who previously met the eligibility criteria set out in this policy but is now unable to meet the criteria.

Mechanical and Maintenance Issue

Any issue that could prevent a Government Vehicle from operating as intended or pose risk to the integrity of the asset.

Minister

The Minister of Community & Government Services.

Personal Use

Any use of a government vehicle for purposes other than to deliver government programs and services.



Territorial Corporation

An independent statutory body of the Legislative Assembly as listed in Schedule B of the FAA: Nunavut Housing Corporation, The Qulliq Energy Corporation, Nunavut Arctic College, Nunavut Business Credit Corporation, Nunavut Development Corporation.

Valid Driver's License

A driver's license or interim driver's license issued under *The Traffic Safety Act*, Part II, Section 66 (1) and (2)

Vehicle Administrator

Public Servant designated by the Deputy head to administer the usage of government vehicles in their department/territorial corporation.

4. ROLES AND RESPONSIBILITIES

4.1 Executive Council

This Policy is issued under the authority of the Executive Council. The authority to make exceptions and approve revisions to the Policy rests with the Executive Council.

4.2 Minister of Community & Government Services (CGS)

The Minister of CGS is accountable to the Executive Council for the implementation of this policy.

4.3 Deputy Minister of Community & Government Services

- a. The Deputy Minister is accountable to the Minister of CGS for the administration of this policy.
- b. Establishes specifications and standards for GN & TC's management and use of Government Vehicles.

4.4 Deputy Heads, GN Departments and Territorial Corporations



COMMUNITY AND GOVERNMENT SERVICES

MOTOR VEHICLE POLICY

- a. Ensure eligible driver supervisors in their department/territorial corporation have access to this policy.
- b. Ensure eligible driver supervisors in their department/territorial corporation understand their responsibilities under this policy.
- c. Designate a Public Servant to be the Driver Information Coordinator for their department/territorial corporation and ensure they have the resources they need for the collection, use and storage of the personal information required to implement this policy. (Appendix A - Securing Personal Information)
- d. Designate an employee to be the Vehicle Administrator for their department/territorial corporation and ensure they have the resources they need to administer the usage of departmental/corporation vehicles.
 - i. Note: The Driver Information Coordinator and Vehicle Administrator responsibilities may be assumed by the same employee at the Deputy Head's discretion.

4.5 Department of Finance – Risk Management

Shall administer the GN Government Vehicle Insurance program by:

- a. Ensuring adequate insurance coverage is maintained on Government Vehicles to protect the GN & TC from liability.
- b. Collecting driver information from departments on an annual basis to obtain and maintain appropriate insurance coverage.
- c. Set Departmental requirements for the provisions of employee Driver Abstracts as required by insurance provider

4.6 Eligible Driver – Supervisor

- a. Approves use of the vehicle as necessary for the eligible driver's work.
- b. Ensures each eligible driver has access to a copy of this policy and understands their responsibilities under this policy.
- c. Supports eligible drivers with reporting of accidents as required in this policy.
- d. Implement and enforce a disciplinary action plan for Eligible Drivers who violate this policy.
- e. Provide oversight to ensure:



COMMUNITY AND GOVERNMENT SERVICES

MOTOR VEHICLE POLICY

- i. Eligible Driver's manage and use Government Vehicle in accordance with this Policy and Guidelines.
- ii. Employee and Contractor maintain compliance with section 5.2
- iii. Risk management is informed of all Accidents

4.7 Eligible Driver

- a. Read and Comply with the obligations of this Policy and Accompanying Guidelines
- b. Maintain status as an Eligible Driver of Government Vehicles
- c. Immediately report Accidents and Mechanical Issues

5. PROVISIONS

5.1 Use of Government Vehicles:

- a. Eligible Drivers may use Government Vehicles for approved work purposes.
- b. Employees and Contractors that are Ineligible to Drive shall not use Government Vehicles.
- c. Government Vehicles shall not be operated for Personal Use.
- d. Vehicle use shall be recorded by the eligible driver under the direction of the Vehicle Administrator:
 - i. Vehicles are signed out including: Eligible Driver's name, date, departure time, destination
 - ii. Vehicles are signed in: Time Out, Estimated Time of Use
- e. Keys must be returned to the custody of a Vehicle Administrator
- f. The Vehicle Inspection Form must be completed weekly. The form should be updated at least once every 24 hours, beginning at the start of an Eligible Driver's shift or 8:00am whichever comes first.
- g. The Motor Vehicle Management Guidelines (Guidelines) shall be followed to manage the use of Government Vehicles.
- h. Government vehicles shall be used for the purpose of delivering government programs and services.



5.2 To be an Eligible Driver an employee or contractor must:

- a. Have permission from their Supervisor to operate a Government Vehicle.
- b. Possess a Valid Driver's License.
- c. Have a class of Drivers License appropriate to operate the type of vehicle they have been assigned, as required under section 66 of the Traffic Safety Act.
- d. Comply with restrictions found on their License.
- e. Have completed the Driver Information Collection Form and submitted it to the Driver Information Coordinator. (Appendix B)
- f. Update a Driver Information Collection Form each time there is a change to the information found on the employees Valid Drivers License: Expired, New Driver's License number.
- g. Update the Driver Information Collection Form when there is a conviction for Driving Under the Influence.
- h. Provide a Driver Abstract or written consent for the Government Vehicle Insurer to obtain an abstract at the request and discretion of the GN & TC.
- i. Consent to the Government sharing Personal Information found on their Driver Information Collection Form with Finance Risk Management and the Motor Vehicle Insurance Provider for the purpose of obtaining and or maintaining insurance.

5.3 If an Eligible Driver, Employee or Contractor, at anytime, is unable to meet provisions found in Section 5.2 they become Ineligible to Drive. Anyone who is Ineligible to Drive shall not operate a Government Vehicle. Refer to section 5.9 (a).

5.4 Government Vehicle Parking:

- a. Government vehicles are parked in government reserved spaces.
- b. Government Vehicles may be parked at residential locations where staff are on call or use is determined to be of approved work purposes, Section 5.1(a).



COMMUNITY AND GOVERNMENT SERVICES

MOTOR VEHICLE POLICY

- i. Damage to government vehicles while parked shall be reported to Eligible Driver – Supervisors and Vehicle Administrators as soon as possible.
 - ii. Government vehicles shall not create obstruction in shared residential spaces.
- c. Parking should be well lit and free from obvious hazard.
- d. When temperatures are -20C or below parked vehicles:
- i. Gas tank must be one quarter (1/4) full or greater.
 - ii. Must be plugged in. GN & TC are not responsible for electricity costs where GN vehicles are plugged in at non-GN buildings, including the residence of an eligible driver.

5.5 Government Vehicle Maintenance

- a. The Motor Vehicle Management Guidelines shall be followed to manage maintenance of Government Vehicles.
- b. If an Eligible Driver discovers a Mechanical or Maintenance Issue with a Government Vehicle, they must report the issue to their supervisor and the Vehicle Administrator.
- c. Vehicle Administrators shall act on reports from Eligible Drivers and Supervisors to ensure vehicles receive required service and maintenance.

5.6 Traffic Infractions and Accidents

- a. Eligible Drivers shall obey traffic laws when operating a government vehicle.
- b. GN & TC shall not provide compensation to Eligible Drivers of Government Vehicles who are responsible for fines and penalties because of Traffic and By-Law infractions.
- c. Fines issued against Government Vehicles are the responsibility of the Eligible Driver who possessed the vehicle at the time of infraction.
- d. Eligible Drivers using a Government Vehicle involved in an Accident shall:
 - i. Report “reportable incidents” as defined in Section 261 of the *Traffic Safety Act* to the appropriate authority – by-law or the RCMP.



COMMUNITY AND GOVERNMENT SERVICES

MOTOR VEHICLE POLICY

- ii. Report all accidents to their supervisor and Vehicle Administrator as soon as reasonably possible.
- iii. Complete a GN Vehicle Accident Report form – Risk Management. And return the form to Risk Management as soon as reasonably possible. If unable to complete the form the Eligible Driver – Supervisor will work with Risk Management to satisfy this obligation.

5.7 The Motor Vehicle Management Guidelines shall be followed to manage and administer Government Vehicles:

- a. GN & TC may lease vehicles where cost effective, and with written authorization of the Deputy Head.
- b. GN & TC may rent vehicles if it is pre-authorized by the Deputy Head.

5.8 Privately Owned Vehicles

- a. To use a Privately owned Vehicle to conduct regular government business the eligible driver:
 - i. Shall have personal business use coverage on their private vehicle insurance and authorization from their Deputy head.
 - ii. Should receive reimbursement for the use of privately owned vehicles on government business if pre-authorized by the Deputy Head.
- b. Use of a privately owned vehicle should be carried out in accordance with the provisions of the Nunavut Employees Union Collective Agreement, the Excluded Employees' Handbook, the Managers Handbook, Qulliq Energy Corporation Collective Agreement, and the Nunavut Teachers Association Collective Agreement.

5.9 Taxi Vouchers

- a. Where an Employee or Contractor is Ineligible to Drive, or an Eligible Driver does not have access to a Government vehicle and needs to travel within a



COMMUNITY AND GOVERNMENT SERVICES

MOTOR VEHICLE POLICY

community their supervisors should provide taxi vouchers to facilitate the delivery of government services and programs.

5.10 Applicable Acts, Policies, Procedures and Directives

- a. The implementation of the Motor Vehicle Policy shall be consistent with the following Acts, policies, or directives:
 - i. The *Traffic Safety Act*,
 - ii. The *All-Terrain Vehicle Act*,
 - iii. The *Financial Administration Act*,
 - iv. Financial Administration Manual Directive 820-1 Duty Travel,
 - v. The *Motor Vehicle Management Guidelines*,
 - vi. Local by-laws pertaining to snowmobile safety, and
 - vii. The *Canada Shipping Act and Regulations* pertaining to watercraft safety.

6. FINANCIAL RESOURCES

There are no financial resources required under this policy.

7. PREROGATIVE OF EXECUTIVE COUNCIL

Nothing in this policy shall in any way be construed to limit the prerogative of Executive Council to make decisions or act respecting GN motor vehicle usage outside the provisions of this policy.

8. SUNSET CLAUSE

This policy shall sunset on September 30, 2026.



It is expected that Government Bodies will store personal information, Motor Vehicles Policy, according to their office procedure on the network drive (Y:) or in physical storage. Office procedure must consider the following to ensure personal information is kept safe from breach and used within reason considering the purpose it was collected.

To setup a secure folder to store Motor Vehicle Records the departmental driver information coordinator shall:

- Create a folder on the Y drive called 'Motor Vehicle Secure Folder' (don't store records here yet)
- Go to Help Desk Service Now portal and access the service catalog task to restrict access to folders.
 - [Restrict Y:Drive Folder - Service Portal \(gov.nu.ca\)](#)
- Complete the required fields:
 - Users that need access
 - Include the account name and role of the Departmental Driver Information Coordinator, their Manager, Director, Deputy Head.
- Once the ticket has been closed by a Help Desk agent the folder is ready to be used to store Collection Forms and Driver Abstracts as necessary.

- 1) Records containing personal information should be protected from unauthorized access. Permission to access folders containing personal information must be restricted to specific users whose role it is to process this information as required by the policy.
 - i. Digital Record Keeping:
 - a. Restrict folder access to users whose role requires use of the information.
 - b. Revoke access when employee's role changes.
 - c. Do not have help desk copy user accounts to create new account permissions.
 - d. Consider a regular audit of security group members associated with the folder.
 - Right click the folder containing personal information and open properties. Go to the security Tab. Record 'Groups and User Names' and provide to Help Desk asking for a list of members in each group. Ensure only the appropriate groups and users have access to personal information being stored under this policy. Report Privacy Breaches.
 - ii. Physical Record Keeping
 - a. Maintain several layers of physical security. Records should be in a locked filing cabinet. Records should be returned to the locked filing cabinet while not in use.
 - Locked filing cabinets containing personal information should be in a room with restricted access that can be locked when the record administrator is not there.
 - b. Keys to the locked filing cabinet should only be accessible to those with permission to use the information for the purpose expressed in the policy.
 - c. Keys should be collected from employees when roles change. Limit the duplication of keys.
- 2) Records containing personal information should only be accessed/used for the purpose they were collected. It's expected that this information is only handled to administer Motor Vehicles Policy requirements.
 - i. Digital Record Keeping
 - a. If the program manager suspects that information has been inappropriately handled request an audit of access to contents in a specific folder. Access should always be justified by a requirement of the policy's administration.
 - ii. Physical Records Keeping
 - a. Monitor use and frequency of access to locked filing cabinets.



Securing Personal Information Government of Nunavut – Motor Vehicle Policy

- 3) When Personal Information is considered transitory it should only be kept if it's needed to perform the requirements listed in the policy. When personal information constitutes an official record, it should be disposed of according to GN procedure strictly adhering to timelines assigned to the record in approved retentions schedules. Speak with the Custodians of this policy to determine appropriate retention for these records.
 - i) Follow record retention schedules.
 - ii) Review personal information holdings and dispose of information as soon as possible.
- 4) Employee should limit the replication of records containing personal information.
 - a) Records containing personal information should have a designated storage location and shouldn't be moved, transferred, copied, emailed, duplicated, or used for any other purpose then what is set out in the Motor Vehicle Policy.
 - b) Don't create copy's, print, or save to external devices, desktops, or multiple network folders
- 5) Employees should limit the transmittal of records containing personal information.
 - a) Consider that when records containing personal information are sent via email that personal information is now also stored in users Inbox, Sent Box, Deleted Box or File Recovery Bin. Consider that records containing personal information should not be stored anywhere where access is not designated and strictly controlled including all forms of communication channels including instant messaging applications and email accounts.
 - b) Detail proper handling in office procedure to ensure records with personal information are not inadvertently stored in multiple locations



APPENDIX B

Driver Information Collection Form
Government of Nunavut – Motor Vehicle Policy

This form contains Personally Identifiable Information.

Instructions:

1. Read the Motor Vehicle Policy.
2. Complete 'Part A' providing your driver license information and required history.
3. Allow your supervisor to review the details of your license and complete 'Part B'
4. Sign the acknowledgement, 'Part C),' agreeing to the terms of the Motor Vehicle Policy and Guidelines.
5. Submit completed form to departmental vehicle administrator as directed by your supervisor.

Part A)

Employees Name			
Driver's License Number			
Issuing Jurisdiction			
Expiry		Class	
Endorsements		Restrictions	

Have you ever been convicted of Driving Under the Influence? Yes No

Was the conviction within the last five years? Yes No

Part B)

Supervisor Acknowledgement – I am the direct supervisor of the above employee and I have reviewed the information on the employee's driver's license and confirm it's consistent with 'Part A')

Supervisor Name			
Supervisor Position			
Supervisor Signature		Date	

Part C)

I, _____ have read and understand the requirements of the Motor Vehicle Policy. I give the GN permission to share my personal information with insurance providers and Finance Risk Management, for the purpose of administering vehicle insurance. I agree to consent to provide my driver abstract to the GN or consent for the GN insurance provider to collect my abstract at the discretion of the GN.

Signature of the Employee

Date