



Department of Transportation and Infrastructure

Fleet Services Policy and Procedures Manual 2026



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1.0 – Introduction

1.1 Purpose

The purpose of this manual is to provide a reference document for all Government of Newfoundland and Labrador employees who use Government vehicles and equipment. The policies and procedures as outlined in this manual shall be adhered to by all employees of the Government of Newfoundland and Labrador. The policy and procedures manual is intended to ensure that consistent policies and practices regarding the acquisition, use, maintenance, and disposal of the Government's light-vehicle and heavy-equipment fleet are maintained.

Fleet Services defines a light vehicle as a self-propelled passenger vehicle, registered with Motor Vehicle Registration, bearing a government-issued license plate, and having a Gross Vehicle Weight Rating (GVWR) of less than 6,000 kg.

Fleet Services defines heavy equipment as any type of commercial motorized equipment that is not a light vehicle and is utilized in the maintenance and repair of provincial infrastructure, including roads, buildings, and other equipment.

Fleet Services defines Recreational Vehicles (RVs) as all types of All-Terrain Vehicles (ATVs), Utility-Terrain Vehicles (UTVs), boats, and snowmobiles. Responsibility for the operation and/or maintenance of RVs and other equipment (e.g., trailers, farm machinery) lies with the respective user departments.

1.2 Mission

To provide fleet management and vehicle maintenance services to the Government on an economical basis and according to established standards, to enable clients to deliver quality and efficient services to the public.

Fleet Services provides a full range of services with a mandate to maximize efficiencies. These services will include, but are not restricted to, the following:

- The purchase and disposal of vehicles and equipment
- The repair and maintenance of vehicles and equipment
- The procurement of parts and supplies
- The purchase and provision of fuel
- The provision of vehicle insurance coverage for clients
- The negotiation and approval of vehicle leases and rentals, both short-term and long-term, where appropriate
- The provision of a pooled vehicle system
- The generation of vehicle and equipment specifications and application to client departments

- The provision of Automated Vehicle Locators (AVLs)

1.3 Roles and Responsibilities

Fleet Services

Fleet Services has the responsibility and authority to administer aspects of the Government fleet of vehicles as follows:

- Maintain an accurate and up-to-date light vehicle and heavy equipment fleet inventory.
- Establish and maintain accurate records on vehicle history and operating costs.
- Acquire all vehicles and equipment.
- Maintain a complete set of vehicle specifications suitable to accommodate the needs of the Government.
- Establish and monitor disposal procedures for all Government vehicles and equipment in consultation with the Public Procurement Agency (PPA).
- Set up, monitor, and coordinate an adequate maintenance program.
- Whenever necessary, perform periodic audits within the various Departments to ensure adherence to policy guidelines.
- Administer the Government of Newfoundland and Labrador Fuel and Maintenance Card System for all equipment maintenance, repairs, gasoline, and other fuel purchases.
- Co-ordinate the handling of reports from the public on any misuse of Government vehicles or equipment.
- Undertake continuous review and development of improved methods, policies, and procedures, and implement new initiatives accordingly.
- Coordinate and monitor Fleet Services approved long-term rentals.
- Coordinate vehicle registration certificates and insurance cards (or copies of same) for all Government fleet vehicles and equipment.
- Maintain an accurate list of all Government vehicle/equipment operators.

User Departments

User departments shall be responsible for seeing that Government vehicles are operated in accordance with the policies and procedures outlined in the Fleet Services Policy and Procedures Manual. This will include, but not be limited to, the following:

- See that equipment/vehicles are operated appropriately with reasonable care and by valid operators.
- Advise Fleet Services of any significant change to equipment/vehicle performance, status, location, etc.
- Maintain vehicle usage logs, as well as fuel and maintenance receipts. Receipts to be submitted to Fleet Services every month.
- Abide by Operational Guidelines and Personal Use Guidelines as outlined in this policy.

Public Procurement Agency

The Public Procurement Agency (PPA) will ensure that the acquisition, maintenance/repair, and disposal of fleet assets are done in accordance with the Public Procurement Framework.

The PPA will coordinate with Fleet Services on the tendering of all vehicles.

2.0 – Light Vehicle Fleet Administration

2.1 Reporting Procedures

The Equipment Management System (EMS) is a fleet management system that contains information on all GNL's light vehicles, heavy equipment, and recreational vehicles. This inventory system contains the basic information associated with each vehicle at the time of purchase.

Operational information collected throughout the life of the vehicle (fuel costs, maintenance costs, odometer readings, etc.) is tracked and collected by Fleet Services. Usage data shall be obtained through the vehicle AVL (Automatic Vehicle Locator), for all light vehicles and heavy equipment owned and operated by the Government of Newfoundland and Labrador.

This information is used to generate statistics and reports on vehicle operating costs and usage. These reports will be used to support Fleet Services' decisions with respect to:

- Operating budgets;
- vehicle/equipment acquisitions;
- vehicle/equipment disposals;
- vehicle/equipment replacement;

- vehicle re-deployment;
- vehicle maintenance; and,
- fuel expenditures.

3.0 – Light Vehicle Fleet Operations

3.1 Numbering and Identification

Each vehicle is assigned a standard set of identification codes. The code set consists of:

1. Equipment number:

- A five-digit identification number (e.g., 05094) that is displayed on each fender and on the rear of most vehicles.

2. Provincial Government License Plate:

- Provincial Government Licence Plates are identified with “GP” as the first two letters on the plate; in certain circumstances, some vehicles may be issued a set of domestic plates not containing the “GP” prefix.
- In accordance with Policy, all Government vehicles must be identified and bear the appropriate markings as outlined. The exception to this policy is unmarked police and enforcement vehicles.

3.2 Operational Guidelines – Vehicle Usage

- Any person using a Government vehicle shall do so only with the proper Departmental authorization and in accordance with Fleet Services Policy. This includes completion of the Driver Data Form (Annex A) before operating Government vehicles/equipment.
- Persons operating a Government-owned vehicle must have a valid driver’s license appropriate for the type of vehicle they are operating.
- Persons operating a Government vehicle must maintain an accurate usage log, to be submitted to Fleet Services upon request in the event of an AVL failure. This includes completing a pre-trip and post-trip checklist and reporting any deficiencies. All fuel receipts shall be scanned and submitted to Fleet Services on a monthly basis. Failure to submit fuel receipts may result in the suspension and/or cancellation of the fuel card. Further details on the process for submitting fuel receipts are included in Section 3.4.

- Persons operating a Government vehicle must complete a bi-weekly checklist (Annex B) and submit it to Fleet Services on a monthly basis.
- Only authorized passengers shall be carried in a Government vehicle, i.e., persons on the Provincial Government Payroll. Should a GNL employee require a passenger to be carried in a Government vehicle, who is not a GNL employee, they are required to complete the Vehicle Passenger Authorization Non-Government Employee form (Annex C) and submit the form to Fleet Services for approval before carrying a passenger in a Government vehicle.
- No pets are permitted in any Government vehicles.
- Smoking is prohibited in all Government vehicles.
- All drivers shall comply with the rules and regulations of driving and traffic laws in the city or town where operating. Any traffic violations shall be the responsibility of the operator, and outstanding fines shall be paid immediately. In cases where this is not done promptly, the user department shall be responsible for the penalties.
- Drivers are to always comply with the posted speed limit. Government vehicles are equipped with Automatic Vehicle Locators (AVLs), which track vehicle location and speed. Employees who are found speeding may be subject to disciplinary action.
- Safety belts must be worn at all times when operating a Government vehicle.
- Operators shall be responsible for keeping assigned vehicles always clean and tidy. Operators using pool vehicles shall be responsible for tidying the vehicle after each use.
- Operators are required to comply with any maintenance schedules set out for the vehicle by Fleet Services. Drivers who have been assigned a dedicated vehicle shall comply with the maintenance schedules in the owner's manual or as prescribed by Fleet Services.
- Operators will not leave keys in an unattended vehicle/equipment for any reason. Fuel cards shall not be left in vehicles. The PIN must never be attached to the card.
- Operators will not idle the vehicle under any reasonable circumstances (i.e., only if required for operational purposes).
- Government vehicle operators are required to participate in driver training courses available through PS Access (see Section 3.7).
- Operators with a high accident rate (i.e., two or more at-fault incidents) may be required to participate in safe driving programs at their expense to continue driver privileges on a Government vehicle. This requirement shall be done through consultation with the General Insurance and Financial Analysis Division.

- In the case of accidents involving Government vehicles, operators must comply with practices outlined in Section 3.6, Insurance and Accident Reporting.
- All operators are required to perform a vehicle circle check, which involves a walk around the vehicle before each usage to ensure that there are no obvious defects/damage, or exterior hazards. Items to be included in the vehicle circle check are included in the GNL Fleet Services Vehicle Log Form (Annex D)
- Operators shall adhere to the Government Vehicle Reversing Policy (Annex E).
- Only authorized Government employees are permitted to drive Government vehicles. However, from time to time, permission may be given for exceptions, i.e., contractual employees or similar circumstances. If this is required, a Vehicle Use Authorization Non-Government Employee form must be completed (Annex F) and forwarded to Fleet Services for approval.
- Operators shall be responsible for seeing that the first aid kit is mounted in the vehicle and maintained properly.
- Use of cellular telephones while driving is strictly prohibited unless using a hands-free device. If it is necessary to make or receive a call, and a hands-free device is not available, the vehicle should be parked in a safe location on the side of the road, so as not to obstruct traffic, with the signal indicator on.

3.3 Personal Use

It is the policy of the Government that all Government-owned, leased, or hired vehicles/equipment be used for Government business only. Private use is strictly prohibited.

Permanently Assigned Location

All Government vehicles/equipment operated from a permanently assigned place of work are to be parked at that location at the end of each day.

Employees are not permitted to use a Government vehicle for daily travel between their residence and workplace unless specifically authorized by Fleet Services. Authorization must be documented, and the Department Head is responsible for maintaining a list of approved employees. This list must include:

- the employee's name,
- classification,
- home address,
- normal place of work,

- the justification for vehicle use,
- the authorization period,
- and the number of kilometres driven for personal use (including the distance between the employee's principal residence and their office).

The Request for Personal Use of Government Vehicle form is provided in Annex G.

Non-Government employees are not permitted to: (1) drive Government vehicles, or (2) be a passenger in a Government vehicle unless appropriate approvals are in place. Use of a Government vehicle by individuals other than employees, including employee family members, will result in immediate disciplinary action by the Department.

Drivers will be liable for any expenses incurred as a result of accidents occurring during such unauthorized use. Fleet Services and/or Deputy Ministers are authorized to take appropriate disciplinary action in cases where this policy is abused.

Government Vehicle Parking at Employee Residence

Government vehicles may be parked at an employee's residence only under the following circumstances:

- It is geographically advantageous for an employee on travel status to leave from their place of residence as opposed to the vehicle's assigned location; or
- The requirement for a vehicle at the employee's residence is essential to the performance of that employee's normal duties; or
- The employee, in effect, uses home as an office and/or operates the majority of the time directly from home; or
- The employee is "on call" to respond to emergencies or unpredictable requirements outside of normal working hours.

Client departments will advise Fleet Services annually of those employees authorized to park a Government vehicle at their personal residence. Each list will include the employee's name, address, vehicle equipment number, and the authorization period.

Personal use of vehicles other than for travelling between the employee's place of work and principal residence is strictly prohibited. Drivers may be liable for any expenses incurred as a result of accidents occurring during unauthorized use.

3.4 Fuel and Maintenance Card

The Government of Newfoundland and Labrador utilizes a fuel and maintenance charge card (fleet card) system with cards available for fuel and maintenance services (light vehicles) or fuel only (heavy equipment and recreational vehicles).

The fleet card is administered by Fleet Services, Department of Transportation and Infrastructure, in support of departments requiring those services under this program. The information on each card includes the vehicle number, license plate number, expiry date, and service provider. Charge cards shall only be used for the vehicle to which they are assigned. Using the card to make charges for a vehicle other than the one indicated on the card may result in card suspension/cancellation.

No service other than routine preventative maintenance up to and including a cost of \$100 in aggregate – i.e., oil changes, tire changeovers, wiper replacements- shall be completed on any light vehicle without authorization from Fleet Services.

Light Vehicle Maintenance Request Process

To obtain service/repairs on a government-owned light vehicle, the process is as follows:

- Vehicle Operator identifies need for service/repair.
- Operator brings the vehicle to a licensed repair facility (vendor).
- Operator presents the maintenance card to the vendor.
- Vendor shall diagnose the fault (if required) and prepare an estimate.
- Vendor submits an estimate to the card provider.
- Card provider submits estimate to GNL Fleet Services for approval.
- Upon approval, authorization to complete repairs is sent to the vendor by the card provider.
- Upon completion of work, the Operator shall sign the invoice to indicate work is complete and obtain a copy of the invoice.
- Operator shall email the invoice to Fleet Services for reconciliation against the card provider invoice.
- Additional details associated with the light vehicle maintenance process are outlined in Section 3.5.
- In addition to fuel and maintenance services, the following supplies may be obtained using the fleet card at any refuelling station/maintenance service center:
 - Oil and lubricants
 - Windshield solvent
 - Anti-freeze
 - Windshield wipers
 - Car washes

- Detailing (once per year unless otherwise authorized by Fleet Services)

Restrictions

Each card is issued to a specific vehicle. **Under no circumstances will supplies or services be dispensed to or installed in any vehicle other than the one identified on the card.**

Each card has a pre-defined limit for gasoline, diesel, and maintenance. **Under no circumstances shall purchases be split to keep within the card limit.**

The purchase of goods and/or services other than those outlined above is strictly prohibited and in contradiction of the policy; any deviation from this policy may result in disciplinary action.

Operators may request new, replacement, or additional cards by completing the New Card Request Form (Annex J). All new and replacement cards are subject to the approval of Fleet Services. Requests for new/replacement cards shall be sent to fleetcard@gov.nl.ca

User Responsibilities

- To comply with all procedures outlined in this policy.
- Only regular grade gasoline is to be used in Government vehicles.
- Ensure that all necessary information has been provided to the dealer and entered on the sales slip, and ensure that the sales slip is correct before signing.
- To ensure that only approved products (noted above) are purchased on the fleet card.
- A fleet card should never be left in an unlocked vehicle.
- All surplus, worn, or damaged cards must be returned to Fleet Services for cancellation or replacement.
- Comply with the Fuel Receipt Policy and Procedures (See Annex P)

Vendor Responsibilities

To ensure that the vehicle being serviced corresponds to the vehicle description on the card.

Enter the vehicle number and license number on the work order or sales slips for maintenance repairs.

Obtain a legible signature from the operator and, if necessary, ask for Government identification.

Provide a copy of the work order or sales slip to the vehicle operator.

To ensure that only approved products noted in the contract are purchased on the fleet card.

Gasoline/Diesel Purchases (Rented Vehicles)

Long-term rentals (> 30 days) that have been arranged or approved through Fleet Services will have a fuel card issued. Short-term rentals are not eligible for a government-issued fuel card since they are only operated for a period of less than 30 days.

The card will be issued only for the length of the agreement and will be cancelled on the day following the end of the rental agreement. and must be returned to Fleet Services within 30 days. An extension of the rental agreement and continued use of the card may be permitted, provided a request is submitted to Fleet Services, not less than 5 working days before the end of the original agreement.

The reporting procedures, referenced above under User Responsibilities, shall apply to long-term rental vehicles as well.

3.5 Maintenance/Repairs

Scheduled/Unscheduled Maintenance Process

It is the responsibility of the driver to ensure that their assigned vehicle is maintained properly.

For any scheduled maintenance (i.e., oil changes, tire changeovers, etc.) with an expected cost of \$100 or less, the vehicle driver can proceed to any garage that accepts the fleet card. If possible, operators should try to utilize different vendors in the area to ensure work is spread out across privately owned businesses as much as possible.

For maintenance/repairs with an expected cost of over \$100, including all tire purchases and glass repairs, Operators may proceed to any licensed vendor in the province that will accept the maintenance card for service. Repairs over \$100 will require Fleet Services approval before the completion of work, and as a result, may take longer to complete.

Drivers are required to ensure winter tires or all-terrain tires (for pickups) are installed on their assigned vehicle in accordance with the Government of Newfoundland and Labrador's public advisory each year (normally November 1 through April 30). Although non-studded tires are preferred, studded tires may be purchased with Fleet Services approval.

In emergencies, 24-hour roadside assistance may be obtained using the maintenance card.

Vehicle Inspections

In addition to scheduled and unscheduled maintenance, all light vehicles shall have a mechanical inspection completed every 2 years or as directed by Fleet Services once the vehicle reaches 5 years of age and/or 100,000 km.

3.6 Insurance and Accident Reporting

Insurance

Government provides insurance on Provincial Government-owned vehicles for “Third Party Liability”. This coverage protects the registered owner and the driver of the Government vehicle when an accident or damage occurs that is determined to be the fault of the Government driver. The insurance company will protect the insured (registered owner and the driver) against the liability imposed by law for loss or damage arising from the ownership or operation of the insured vehicle while on Government of Newfoundland and Labrador business.

Please note that any accident in which the Operator of a GNL-owned vehicle is found to be “at fault” may be reported to the Motor Registration Division and, as a result, may affect the Operator’s personal auto insurance policy.

This liability would result from bodily injury to or death of any other person or damage to property. This would also include any legal costs incurred should an action be brought against the Province arising from the accident.

Fleet Services is responsible for providing insurance cards for the Government fleet of vehicles and equipment.

Insurance on rental vehicles shall be the responsibility of the rental company for third-party liability. For rentals of less than 30 days, the Corporate Travel Card must be used. When using the corporate travel card, the rental must be made out in the employee’s name, and the card must be shown at the time of the rental. Extra insurance is not required for short-term rentals, except under special circumstances with Fleet Services approval.

Accidents and Vehicle Damage Reporting

Employees involved in an accident while operating a Government-owned or rented vehicle are required to comply with the following procedures and notify Fleet Services as soon as possible following the incident:

Comply with Sections 169 and 170 of The Highway Traffic Act, 1990. Particular attention should be given to Section 170, Subsection (1), which states that where an accident results in injury or death to a person or in property damage to an apparent extent of \$2,000 or more, the driver of the vehicle involved in the accident shall immediately make a report to the nearest peace officer having jurisdiction in the area where the accident occurs. It is each driver's responsibility to ensure they are acquainted with all requirements of The Highway Traffic Act, 1990 and comply with the same.

An employee who, while operating a Government vehicle or piece of equipment, is involved in an accident shall complete the General Insurance and Financial Analysis Division's Vehicle/Equipment Incident/Accident Report form (Annex H). The form can be completed electronically at: <https://www.intranet.gov.nl.ca/files/accidentreport.pdf>. The form should be completed within 24 hours of the accident.

When the accident report is completed, it shall be submitted to [fleet services](#).

Any employee involved in an accident with a Government vehicle shall:

- Not admit or in any way indicate responsibility for the accident.
- Do not try to negotiate a settlement with the third-party, third-party adjuster, or insurance company. This is the responsibility of the official Government Adjuster.
- Obtain the names and addresses of all witnesses in such a way as not to magnify the seriousness of the accident; obtain insurance information details from the other parties involved in the accident.
- Obtain photos of the vehicle accident.

Once the accident reporting procedure has been completed as outlined, no further action is required by the employee. The complete details with reference to the settlement procedures will be handled by the official Government Adjuster. The Adjuster may, however, require further statements or information from the employee, and full cooperation shall be given in this regard.

Other than any investigating police detachment, the employee shall not discuss the details of the accident with other persons or groups, but simply refer them to the official Government Adjuster.

In instances where vehicle damage is found to be a result of misuse, careless operation, or vandalism, the cost to repair or replace the vehicle will be that of the user department.

3.7 Driver Education

All Government employees who require the use of a Government vehicle for their job function are required to complete the following courses in PS Access:

- Winter Driving

- Defensive Driving
- Vehicle Reversing

Fleet Services, in conjunction with the Centre for Learning and Development, will offer additional instruction in certain aspects of driver education. The courses in this area will range from safe driving to operating heavy equipment.

3.8 Private Vehicles

Employees who are required by the employer, as a condition of employment, to provide a private automobile for use on Government business will be entitled to claim an enhanced mileage rate as outlined in the policy – “Automobile Requirement Reimbursement Policy”, Executive Council Human Resources Policy Manual.

This policy also applies to all employees in designated positions. Designated positions are those positions designated by the Deputy Minister to provide a private automobile for Government business. Bargaining unit employees in designated positions should also consult their respective collective agreement.

Responsibilities:

It is the responsibility of individual departments to:

- Determine which positions require a private automobile for use on Government business.
- Regularly reassess designated position requirements.
- Annually submit to Fleet Services a list of employees approved for private vehicle usage, including kilometre usage.

It is the responsibility of employees to:

- Always have a private vehicle available to them, and the use of a Government vehicle is not permitted under any circumstances.
- Submit to Fleet Services quarterly via fleetservices@gov.nl.ca usage reports. Use monthly Vehicle Log Forms and submit quarterly.
- Ensure their vehicle has the appropriate insurance coverage.
- Maintenance and repairs are the responsibility of the vehicle owner. This includes all consumable items.

Fleet Services will review the usage reports of all employees on private mileage annually. Those employees whose annual mileage is sufficient to justify a Government vehicle may be removed from private mileage.

3.9 Forfeited Vehicles

All forfeited vehicles to the Crown will become the property of the Government and may be placed in the fleet. Fleet Services will assess each vehicle, and if the condition warrants, the vehicle will be re-assigned to the fleet. All costs associated with this forfeiture will be paid by Fleet Services.

If the condition of the vehicle does not warrant future use in the fleet, the vehicle will be disposed of by Fleet Services through the auction process.

3.10 Pool Vehicles

Fleet Services offers a Government vehicle pool at major centers throughout the province. Requests for pool vehicles shall be secured by using the Government Vehicle Booking System (<https://access.psnl.ca/fleetmanagement/>). Prior to utilizing a pool vehicle for the first time, employees must complete a Driver Data Form (Annex A) and submit it to equipmentmaintenance@gov.nl.ca.

Upon pool vehicle return, drivers must complete and submit the daily log form to Fleet Services along with any fuel receipts. They must also ensure all personal items are removed at the time of return, including any garbage.

Government pool vehicles will not be used for commuting purposes or for other personal use. These vehicles are to be used only for Government business and must be returned/parked at the Department's designated pool location.

3.11 Electric Vehicles (EVs)

Electric vehicles (EVs) may include full-electric (battery-powered) vehicles, hybrid, or plug-in hybrid vehicles.

Fleet Services provides the most efficient and effective vehicles to its clients, which may include EVs. Fleet Services will examine each light-vehicle request to determine whether an EV is practical for the intended use/operation.

The GNL-issued fuel/maintenance card may be used at various charging stations located across the province. Charges relating to vehicle charging shall be treated the same as fuel for conventional vehicles; log sheets and receipts should be forwarded to Fleet Services every month.

It is recommended that GNL-owned EVs be charged to a maximum of 80%. There are charging stations located at various Government buildings across the province. GNL-owned EVs may use these stations to charge; however, once the vehicle's battery reaches 80% charge, the vehicle should be relocated to regular GNL vehicle parking, freeing up the charger for other EVs.

4.0 – Light Vehicle Acquisitions

All vehicle/equipment purchases in bulk or otherwise shall be completed by or coordinated through Fleet Services, in consultation with PPA.

Fleet Services has the authority to purchase light vehicles that fall within the normal annual budget process, as well as approve and issue long-term vehicle rentals.

4.1 Justification

The justification for establishing vehicle and equipment needs rests with Fleet Services. Departments are required to submit any vehicle requests (including justification for the request) by completing the Vehicle Request Form (Annex I) and sending it to Fleet Services for review.

Upon review of the request, if a new vehicle is warranted, Fleet Services shall determine whether to purchase, redeploy, or rent a vehicle to fulfill the request.

New or replacement vehicles will not be considered for purchase unless there is a demonstrated need for annual use of more than 20,000 km or in special situations where operational requirements are dependent on a vehicle or where a specialized vehicle is required. The kilometre criteria may be waived based on the approval of Fleet Services.

Vehicles required for seasonal use only (less than 6 months) shall be rented, unless they can be transferred from another location. Requirements for seasonal vehicles for periods of more than 30 days will be referred to Fleet Services for approval. If a rental is required, specific details relating to the vehicle requirement must be provided to Fleet Services to enable the preparation and submission of a request to Treasury Board to seek approval for a long-term rental. Departments requiring vehicles for less than 30-day periods may rent from existing PPA Standing Offer Agreements or by utilizing the GNL Travel Policy for vehicle rentals without the involvement of Fleet Services. Where vehicles are required, and usage is less than 20,000 km/year, the existing vehicle pool system may also be utilized.

It is the policy of the Government to implement a vehicle right-sizing process when purchasing vehicles for the provincial Government fleet. The provincial government has committed to “Reduce GHG emissions from the Provincial Governments’ vehicle fleet through incorporating fuel economy specifications into the procurement of vehicles, and right-sizing for their intended use and function.”

4.2 Additional Vehicle Requests

Additional vehicles required by Departments will be arranged through Fleet Services. Requests for additional vehicles to the fleet by departments must be sent to Fleet Services for review and consideration. Requests must include the following information:

- Justification for additional vehicle
- Estimated annual usage
- Description of vehicle usage
- Type of vehicle requested, including any special requirements

Fleet Services will determine the means to assign the required vehicle (i.e., purchase, rental, re-assignment). Fleet Services will review each request and decide based on a review of the overall fleet.

4.3 Purchasing Procedure

Fleet Services will arrange standing offer purchase prices early in the fiscal year, based on the estimated acquisition requirement for the fiscal year, or at other times when Fleet Services obtains the most advantageous pricing for the Government.

The majority of Government vehicles/equipment will be obtained through the bulk purchasing process.

Fleet Services will review vehicle requests received and determine the most appropriate means to make a vehicle available.

In situations where a vehicle is written off due to an accident, Fleet Services may reassign/purchase a replacement vehicle if the department provides sufficient rationale.

4.4 Receiving Procedure

All Government vehicles, before being delivered to the user Department, shall undergo a thorough inspection arranged by Fleet Services to ensure compliance with specifications and the purchase contract.

To effectively carry out this inspection, Regional Transportation and Infrastructure depots have been designated as receiving locations for all Government vehicles. These depots will receive a complete copy of vehicle specifications and other relevant information so that they may verify that vehicles received comply with the conditions of the orders.

In addition to the initial inspection, these locations will also perform the following functions:

- Ensure that the vehicle is properly licensed (Provincial Government plates).
- Vehicle Receiving Report - will be used for entry on the EMS computerized inventory system.

- Apply vehicle identification: vehicle reference numbers and Government of Newfoundland and Labrador decals.
- Install Automatic Vehicle Locator (AVL).

Upon completion, the user Department will be notified to take possession of the new vehicle.

4.5 Vehicle Re-assignment

Vehicles/equipment may be reassigned by Fleet Services based on operational requirements.

Certain factors, however, will be considered before re-assignment

- Department's complement of vehicles
- Suitability to the requirements
- Mechanical condition
- Operational needs

The final decision on re-assignment shall rest with Fleet Services.

4.6 Rental Vehicles

Prior to making other arrangements, such as short-term rentals or private vehicle usage, employees are to check Fleet Services' online booking system to determine Government vehicle availability. If no Government vehicles are available, a short-term rental may be acquired.

In cases where Fleet Services determines a long-term rental vehicle (longer than 30 days) is required, Fleet Services shall arrange the rental vehicle for the user Department. Any damages to rental vehicles, repairs required as a direct result of misuse, or rentals obtained without proper approval shall be the responsibility of the renting Department. Fleet Services shall also issue a fuel card to accompany the rental.

Standing Offer Agreements for long-term vehicle rentals are established by Fleet Services with several rental agencies around the Province. Rental arrangements will be completed by Fleet Services. Departments requiring rentals must indicate the period required, justification, and type of vehicle. Fuel cards will be provided by Fleet Services for long-term rentals.

Short-term rentals arranged by the user department must follow the GNL [Transportation Policy](#). Short-term rentals are not eligible for a government-issued fuel card because they are operated for less than 30 days.

Users are advised that the rental companies' extra rental insurance options must be declined at the time of rental for travel within the country. In cases of rental vehicles for travel outside the country, contact the Insurance Division for instructions.

Departments are to submit logbook information and fuel receipts for approved long-term rental vehicles to Fleet Services on a monthly basis via the electronic log form, just as they would for a GNL-owned vehicle.

5.0 – Light Vehicle Disposals

5.1 Disposal Policy

The disposal of all Government vehicles and equipment shall be determined through Fleet Services and coordinated through the Public Procurement Agency. Vehicles/equipment shall become candidates for disposal for any of the following reasons:

1. Vehicle Condition:

A vehicle or piece of equipment that either experiences significant downtime or needs extensive repairs and is deemed uneconomical to maintain shall be considered a candidate for disposal. Decisions on disposal will be made by Fleet Services, and all decisions are final.

2. Surplus:

A vehicle or piece of equipment that is no longer needed to fill an operational need regularly shall be considered a candidate for reassignment or disposal.

5.2 Disposal Process

Fleet Services will make all decisions with respect to when and if a vehicle will be removed from service. The decision to decommission and dispose of a vehicle will be made based on vehicle age, condition, and cost of repairs. All decisions made by Fleet Services with respect to the decommissioning and disposal of a vehicle are final.

Once a driver has been notified that their assigned vehicle is scheduled for decommissioning and disposal, Fleet Services will coordinate the transfer of the vehicle to the nearest Transportation and Infrastructure depot. As part of this process, the driver will be required to complete and sign the Old Vehicle/Equipment Return Form (Annex J) to confirm the vehicle's receipt by the depot and to facilitate its formal disposal.

6.0 - Recreational Vehicles

6.1 Recreational Vehicles

Same processes as listed previously for light-duty vehicles, with the following exceptions:

- Recreational vehicles (snowmobiles, all-terrain vehicles, utility-terrain vehicles, boats) will be issued a fuel-only card. Government Departments will be responsible for fuel costs and for arranging and procuring repairs/maintenance for any recreational vehicles in their fleets.
- Government Departments will need to request appropriate funding in their annual budget submissions to account for the costs associated with fuel and maintenance of any recreational vehicles within their fleets.
- All new acquisitions of snowmobiles and all-terrain vehicles for use in GNL operations shall require a Treasury Board submission. If a new acquisition is approved, the purchasing Department may contact Fleet Services to assist in the tender/purchase process.
- New acquisitions of boats do not require a Treasury Board submission and approval; however, they will need to be tendered through the Public Procurement Agency.
- All recreational equipment must be marked with Government of NL decals unless used in surveillance operations. If this is the case, details of the equipment must still be provided to Fleet Services so that it is maintained in the Equipment Management System (EMS). Government identification decals will not be applied to surveillance-approved equipment.
- Fleet Services will contact Departments with recreational vehicles in their fleet on an annual basis, requesting verification of the operational status of each vehicle, the current assigned location, and the employee contact responsible for the vehicle. Departments are to provide this information on time upon request.

7.0 – Heavy Equipment

7.1 Heavy Equipment

Same processes as listed previously for light-duty vehicles, with the following exceptions:

- Bi-weekly inspections are required on all heavy equipment as per the attached Operator Equipment Servicing Checklist/Biweekly form (Annex K). Once completed, these forms are to be given to the Unit/Mechanical Clerk in the region so they can be filed electronically using HP Records Manager (HPRM).
- Annual inspections are required on all heavy equipment as per the attached Medium and Heavy Trucks Annual Inspection form (Annex L). Once completed, these forms are to be given to the Unit/Mechanical Clerk in the region for filing electronically via HPRM. All Medium and Heavy Trucks are required to have an Official Inspection Sticker applied. Annual inspections can be completed at a Transportation and Infrastructure depot or at an outside garage, as determined by the region's Superintendent of Equipment. If an annual inspection is completed by an outside

inspection station, the inspection station will be responsible for providing and applying the sticker.

- All operators are required to complete a Daily Vehicle Pre-trip/Post-trip Inspection Report (Annex M). This report is contained in a carbonless copy book that is to be kept in the vehicle at all times. One copy of the pre-trip report is to be given to the Supervisor upon completion, and another upon completion of the post-trip report. A third copy of these reports is to be left in the book and kept in the vehicle for a minimum of 20 days after the inspection has been completed. Once this time period has expired, these forms are to be given to the Unit/Mechanical Clerk in the region.
- As required by Fleet Services and the Department of Government Modernization and Service Delivery (GMSD), Hours of Service data is to be collected and recorded by equipment operators. Fleet Services will provide Hours of Service report forms on an annual basis, which must be used to record the required information. This information must be forwarded to Fleet Services by May 31 of each year.
- Slow-moving heavy equipment must abide by the current Slow Moving Vehicle Permit (Annex N), always issued by GMSD.
- Heavy equipment idling times are to be reduced to the absolute minimum to prevent unnecessary fuel consumption and greenhouse gas emissions.

Annex A – Driver Data Form



Department of Transportation and Infrastructure Vehicle Fleet Management

Driver Data Form

To be completed by all employees using government vehicles or equipment:

Name: _____	Address (bus): _____
Division: _____	_____
Dept. _____	_____
Position: _____	_____
Driver's License #: _____	Class: _____ Endorsements: _____
Restrictions (Indicate type if any): _____	Expiry Date: _____
How many years have you held a driver's license? _____	
Are you required to use a government vehicle?	YES NO
Do you operate heavy equipment for government?	YES NO
Have you been convicted of a criminal code driving charge in the past?	YES NO
If yes, please provide date of conviction: _____	

Collision / Accident Data

Have you been involved in an accident in the past six years? YES NO
Government Vehicle: YES NO
Have you ever been required to take a driver improvement course? YES NO
If you answered yes to any questions in this section, please provide explanation below:

I acknowledge that a valid driver's license is required to operate any government vehicle. I hereby certify that all answers given are true and I will notify my employer immediately should a change occur in my driving status. By signing this form, I provide consent for my employer, Government of Newfoundland and Labrador, to confirm my driver's license status details through the Motor Registration Division at any time while employed by Government.

Driver's Signature

Date

Phone #

Annex B – Bi-Weekly Checklist



**Department of Transportation and Infrastructure
Operator Light Vehicle Servicing Checklist / Biweekly
All Regions**

Driver: _____ Date: _____ Depot: _____
 P.M. Due at: _____ Kms: _____ Equip #: _____
 Annual Inspection Due Date: _____ Model/Make: _____
 Request for Service (RFS) #: _____

Please place a in the appropriate box to indicate if component is in good working order or defective. If a component is designated defective it should be noted in the comment section below and a (RFS) Request for Service form must be completed and forward to the Supervisor. If not applicable mark N/A.
 The Request for Service number must be placed in the above RFS field if service is required

Servicing	Good	Defect	Servicing	Good	Defect
Brakes			Wheel Lug Nuts		
Steering			Tires - Tread / Condition		
Engine for noise or leaks			Tire Proper Inflation		
Transmission for noise or leaks			Spare Tire Tread / Condition		
Differential for noise or leaks			Wheel Lug Wrench		
Safety Seat Belts			Vehicle Lift Jack		
Warning Lights in Instrument Panel			First Aid Kit		
Wipers			Triangle Warning Kit / Traffic Cones		
Headlights - High Beam			Emergency Lighting		
Headlights - Low Beam			Arrow Board		
Turn Signals			Warning Whip (with flag) - if required		
Brake / Park / Tail Lights			Pickup Box Clean & Tidy		
Plate ID Light			General Body Condition		
Doors - Closing and Opening Properly			Cleanliness Condition Inside		
Windows / Windshield / Glass			License Plate (Front and Rear)		
Heater / Air Conditioning					
Radio (am/fm)					
Horn					
Mirrors			Documentation:		
Back-up Alarm			Registration		
Engine Oil Level			Insurance		
Brake Fluid Level			Daily Log Form		
Coolant Level			Daily Log Form being Utilized		
Comments					

Operator's Signature

Supervisor's Signature

Annex C - Vehicle Passenger Authorization Non-Government Employee Form



Department of Transportation and Infrastructure Vehicle Passenger Authorization by a Non-Government Employee

This form must be completed and signed prior to being a passenger in a Government vehicle.

Name of Passenger: _____

Company/Institution of Passenger: _____

Department:	Division:
Vehicle #:	License #:

Reason: _____

Length of Agreement: _____ to _____

Requested by: _____ Date: _____
(Division Director)

Terms and Conditions:

1. It is understood that non-government employees are not permitted to operate (drive) government owned or leased vehicles.
2. Copies of this authorization must be submitted to the Insurance Division, Treasury Board Secretariat, and Vehicle Fleet Management prior to approval.

Annex D - GNL Fleet Services Vehicle Log Form



SUBMIT

GNL FLEET SERVICES VEHICLE LOG FORM

PRE-DEPARTURE CHECKLIST:

- | | |
|---|--|
| <input type="checkbox"/> TIRES (VISUAL CHECK) | <input type="checkbox"/> CHECK ENGINE LIGHT (OFF) |
| <input type="checkbox"/> WIPERS (VISUAL CHECK) | <input type="checkbox"/> VISIBLE DAMAGE |
| <input type="checkbox"/> WASHER FLUID LEVEL | <input checked="" type="checkbox"/> FIRST AID KIT |
| <input type="checkbox"/> TURN SIGNALS | <input type="checkbox"/> CHECK WWW.NL511.CA FOR CURRENT DRIVING CONDITIONS |
| <input checked="" type="checkbox"/> HEADLIGHTS / TAIL LIGHTS | |
| <input type="checkbox"/> FUEL TANK $\frac{3}{4}$ FULL (MINIMUM) | |

TRIP INFORMATION:

VEHICLE EQUIP NO.: FUEL PURCHASED: L
DRIVER'S NAME: DEPARTMENT:
DATE OUT (DD-MM-YR): TIME OUT: METER OUT: KM
DATE IN (DD-MM-YR): TIME IN: METER IN: KM
ORIGIN: DESTINATION:
DEFICIENCIES:

VEHICLE DROP OFF CHECKLIST:

- | | |
|---|---|
| <input type="checkbox"/> FUEL TANK $\frac{3}{4}$ FULL (MINIMUM) | <input type="checkbox"/> RETURN KEYS, FUEL CARD, FUEL RECEIPT(S), AND LOG SHEET TO PICK UP LOCATION |
| <input type="checkbox"/> TAKE ALL BELONGINGS | <input type="checkbox"/> REPORT ANY DEFICIENCIES |
| <input type="checkbox"/> REMOVE ANY GARBAGE | |

It is strongly advised not to engage the Cruise Control system during winter season

Annex E - Government Vehicle Reversing Policy

Policy Statement

To reduce the risk of accidents, improve the safety of employees and the public, as well as to protect Government assets, the Government of Newfoundland & Labrador (GNL) has instituted the following reversing policy.

Application

This policy applies to all drivers operating a motor vehicle for the purpose of Government business. It applies whether the vehicle is GNL-owned, rented by or on behalf of GNL, or a privately owned vehicle being used for GNL business.

Responsibilities

Employees shall adhere to the following:

1. Prior to getting in and starting the vehicle, the operator shall perform a circle check of the vehicle to ensure there are no obvious defects, obstructions, or hazards that may affect or otherwise impede the operation of the vehicle. In the case of heavy equipment, a Pre-trip inspection form shall be completed. This includes, but is not limited to, ensuring all windows and mirrors are clear of snow, mud, or other obstructions; and that the path behind or in front of the vehicle (depending on direction of travel) is clear and unobstructed.
2. Prior to moving the vehicle, the operator shall ensure that all rear-facing mirrors have been properly adjusted and cleaned to provide the most unobstructed field of view possible. If the vehicle is equipped with a rear-facing camera, the view on the screen should be clear and unobstructed. If the image/view appears obstructed, the operator shall ensure the vehicle is in PARK and get out and remove any mud, snow, or other obstructions from the camera lens or mirror as required.
3. Whenever available, a spotter shall be used to aid in reversing. The spotter shall don PPE appropriate for the task at hand, which could include, but is not limited to, a high-visibility safety vest or garment, safety footwear, safety glasses, and a hard hat as appropriate. The spotter should locate themselves in a position that allows them to clearly see the path to the rear of the vehicle while maintaining visual contact with the operator to permit the use of hand signals. In low-light conditions, a flashlight or other illuminated signaling device shall be used. The spotter shall always remain aware of their position and ensure they do not put themselves at risk of injury by standing in the path of the moving vehicle.
4. Prior to moving the vehicle, the operator shall give 2 short blasts on the vehicle's horn to warn any nearby pedestrians and indicate they are about to reverse. This shall be done whether the vehicle has an operable backup alarm or not.

5. Where possible, the operator shall position themselves in such a way that they can see out of the back window of the vehicle while still being able to routinely check the rear-facing mirrors and camera screen when available.
6. When performing a reversing maneuver, the operator shall proceed at a speed that is comfortable to the operator but not exceeding 5 km/h.
7. While reversing, the operator shall perform frequent checks of the rear-facing mirrors, rear-facing camera (when available), and the front of the vehicle, as it behaves differently when reversing and will swing to the side when steered in reverse. The operator shall keep in mind that depth perception is very different when looking through rear-facing mirrors, making distances hard to judge. If any obstructions should appear in the field of view or path of the vehicle, the operator should stop and take a closer look at the clearances or wait for the obstruction to clear prior to proceeding.
8. When parking a vehicle, the operator shall position the vehicle in a location and manner that avoids reversing. If reversing is required, it is preferable to reverse into a parking space to avoid reversing out of the parking space, limiting the risk associated with reversing into higher traffic areas. When reversing into the parking space, and where safe to do so, the same procedures above shall be followed.
9. Once the vehicle is safely in the parking space, the operator shall ensure the front wheels (steering wheel) are straight, if on level ground; turned toward the curb stop if the vehicle is facing down a grade; or out from the curb stop if facing up a grade. Prior to turning off or exiting the vehicle, the operator shall ensure the vehicle is securely in PARK.

June 2019

Annex F - Vehicle Use Authorization Non-Government Employee Form



Department of Transportation and Infrastructure Vehicle Passenger Authorization by a Non-Government Employee

This form must be completed and signed prior to being a passenger in a Government vehicle.

Name of Passenger: _____

Company/Institution of Passenger: _____

Department:	Division:
Vehicle #:	License #:

Reason: _____

Length of Agreement: _____ to _____

Requested by: _____ Date: _____
(Division Director)

Terms and Conditions:

1. It is understood that non-government employees are not permitted to operate (drive) government owned or leased vehicles.
2. Copies of this authorization must be submitted to the Insurance Division, Treasury Board Secretariat, and Vehicle Fleet Management prior to approval.

Annex G - Request for Personal Use of Government Vehicle



Department of Transportation and Infrastructure

Vehicle Fleet Management Request for Personal Use of a Government Vehicle

Department: _____
Division: _____
Employee's Name: _____
Classification: _____
Place of Work: _____
Home Address: _____
Distance from Residence to Place of Work (in kms): _____
Reason for Personal Use Request: _____

Period for Which Usage is Requested: _____ to _____

Estimated Usage (in kms) for the Period Requested: _____

Approved By: _____
Deputy Minister Date

This is to be completed and forwarded to Vehicle Fleet Management for possible referral to the Office of the Comptroller General in compliance with the Income Tax Act – re taxable benefits.

Annex I - Vehicle Request Form

Fleet Services Vehicle Request Form

1. Is the Department seeking an additional vehicle or to replace a vehicle currently in operation?

Additional Vehicle

Replacement Vehicle

If replacement vehicle, please provide the Unit number of the vehicle you are seeking replacement for: Unit#

If replacement vehicle, please outline the reason for replacement (i.e. age, condition, result of accident, etc.)

2. Please provide the location of the requested vehicle:

3. Please indicate the type of vehicle being requested (i.e. sedan, SUV, pickup truck, etc.)

4. Is the vehicle required seasonally or year-round?

Seasonally

Year-Round

If seasonally, please provide the date range the vehicle is required for:

5. How often is the vehicle required to be used?

Daily

1-3 times per week

Less than once per week

6. What is the anticipated usage per month (kilometres)?

7. What is the anticipated purpose of the vehicle usage:

8. How many occupants will the vehicle regularly carry?

1-2

3-4

5+

9. Will the vehicle be used for carrying cargo?

Yes

No

If yes, please describe the frequency and anticipated type of cargo:

10. Will the vehicle be used for towing a trailer?

Yes

No

11. Is any specialized equipment required (i.e. truck cap, back rack, arrow board, etc.)?

Yes

No

If yes, please describe the equipment required:

12. Will the vehicle be used for off-road (i.e. unpaved, unserviced dirt roads)

Yes

No

If yes, please describe frequency and extent of off-road driving anticipated:

Annex J - New Card Request Form

Department of Transportation & Infrastructure			
Vehicle Fleet Management			
Credit Card Application for Government Owned Vehicles			
Department:	_____		
Division:	_____		
Billing Address:	_____		
Contact Person:	_____	Light vehicle card limit \$ 150 <input type="checkbox"/>	Heavy equip card limit \$ 500 <input type="checkbox"/>
Vehicle No:	_____	Model Year:	_____
Vehicle Make:	_____	Licence Plate No:	_____
Vehicle Model:	_____		
SERIAL # (VIN #)	_____		
New Card:	<input type="checkbox"/>	Replacement Card:	<input type="checkbox"/>
Breakdown Code	_____		
Please select card required			
<input type="checkbox"/> Fuel Only Card			
<input type="checkbox"/> Fuel Maintenance Card			
If this is a replacement card, please state reason why: _____			

Requester:	_____	Phone Number:	_____
		Date:	_____
Dept. Approval	_____	Fleet Management Approval	_____
	Date		Date

User and Location Information. Please Complete.			
Principal Driver:	_____	Position:	_____
Assigned Location:	_____	Phone Number:	_____
Address:	_____	Fax Number:	_____

For Fleet Management Use Only			
Card Ordered:	_____	Received:	_____
	Date		Date
Credit Card No.	_____	Expiry:	_____
			Date
Account Code:	_____		
Distribution Date:	_____	Received By:	_____
			Signature
NOTE : LOST OR STOLEN CARDS MUST BE REPORTED TO FLEET MANAGEMENT IMMEDIATELY OLD CARDS MUST BE RETURNED BEFORE NEW CARDS ARE ISSUED.			

Annex K - Old Vehicle/Equipment Return Form



Department of Transportation and Infrastructure

Vehicle Fleet Management

Old Vehicle / Equipment Return Form

Received from the department of: _____

Division: _____

Unit Number: _____

Serial Number: _____

Make: _____

Model: _____

Year: _____

Description: _____

Return Location: _____

Returned by: _____

Print Name Here: _____

Annex L - Operator Equipment Servicing Checklist/Biweekly Form



Department of Transportation and Infrastructure
Operator Light Vehicle Servicing Checklist / Biweekly
All Regions

Driver: _____ Date: _____ Depot: _____
 P.M. Due at: _____ Kms: _____ Equip #: _____
 Annual Inspection Due Date: _____ Model/Make: _____
 Request for Service (RFS) #: _____

Please place a in the appropriate box to indicate if component is in good working order or defective. If a component is designated defective it should be noted in the comment section below and a (RFS) Request for Service form must be completed and forward to the Supervisor. If not applicable mark N/A. The Request for Service number must be placed in the above RFS field if service is required

Servicing	Good	Defect	Servicing	Good	Defect
Brakes			Wheel Lug Nuts		
Steering			Tires - Tread / Condition		
Engine for noise or leaks			Tire Proper Inflation		
Transmission for noise or leaks			Spare Tire Tread / Condition		
Differential for noise or leaks			Wheel Lug Wrench		
Safety Seat Belts			Vehicle Lift Jack		
Warning Lights in Instrument Panel			First Aid Kit		
Wipers			Triangle Warning Kit / Traffic Cones		
Headlights - High Beam			Emergency Lighting		
Headlights - Low Beam			Arrow Board		
Turn Signals			Warning Whip (with flag) - if required		
Brake / Park / Tail Lights			Pickup Box Clean & Tidy		
Plate ID Light			General Body Condition		
Doors - Closing and Opening Properly			Cleanliness Condition Inside		
Windows / Windshield / Glass			License Plate (Front and Rear)		
Heater / Air Conditioning					
Radio (am/fm)					
Horn					
Mirrors			Documentation:		
Back-up Alarm			Registration		
Engine Oil Level			Insurance		
Brake Fluid Level			Daily Log Form		
Coolant Level			Daily Log Form being Utilized		
Comments					

 Operator's Signature

 Supervisor's Signature

Annex M - Medium and Heavy Trucks Annual Inspection Form



**Department of Transportation and Infrastructure
Vehicle Fleet Management
Medium & Heavy Trucks Annual Inspection**

Equipment #: _____ Date: _____
Meter Reading: _____ S.R.O. #: _____

Engine Check	Driver Train Check
Steam Clean	Check Clutch and perform adjustment
Grease, Oil & Filter if due	Check transmission linkage
Check condition of air filter	Check transmission/differential/u-joints/seals/bearing/vents/shafts/yokes
Check all fluid levels	Cab & Body Check
Check for oil & fuel leaks	Check cab/glass/hood/windshield/wipers/washers
Check engine mounts	Check fire extinguisher/first aid kit
Check exhaust	Check fenders/mudguards
Check radiator & colling devices	Check mirrors/seats/air horn
Check Belts/Pulleys/Tensioner	Accessories Check
Brake/Wheel Check	Check Sub-chassis/frame/guards/shields
Remove & inspect tires & rims	Check spreader chain/sprockets/bearings/tensioner
Check wheel spacers/hubs/studs/nuts/locks	Check chain gear box/oil level
Replace wheel seals	Lubricate Chain/chassis/dump/attachments, etc.
Check brake drums	Check dump/side dump/hinge
Check brake shoes & hardware	Hydraulic Check
Check brake adjusters	Check hydraulic tank mounting/hoses/fittings
Check brake boosters & air lines	Check hydraulic cylinders/operation/leaks
Check condition of air tanks/valves/dryer	Check Operation of spreader controls
Steering Check	Attachment Check
Check steering linkage/tie rods/drag links/king pins	Perform necessary repairs to blade/wing/attachments
Check steering box/pumps/hoses	Extras
Suspension Check	Rust Check vehicle
Check springs – front/rear	Install inspection sticker/P.M. Sticker
Check shocks/shackles/brackets/crossmembers/hangers	Perform Road Test
Electrical Check	
Check batteries & cables	
Check alternator/starter	
Check horn/lights/alarms/gauges	
Check junction boxes/wiring	
Lubricate terminals & junction box	
Check Mobile Radio Operation	
Comments	

Heavy Equipment Technician _____ Equipment Repair Supervisor _____ Sticker # _____

Annex N - Pre-Trip/Post-Trip Inspection Form



Department of Transportation and Infrastructure Pre-Trip / Post-Trip Operator Inspection Form

Unit Number: _____
 Operator's Name: _____
 Odometer Reading: _____ km
 Driver use an X if defect found and describe below

Date (DDMMYR) / Time (24hr): _____
 Location (Unit Name): _____
 Request for Service Number (if applicable) _____
 Technician use ✓ when corrected and initial

Truck			Trailer		
Inspection Item	Driver	Tech	Inspection Item	Driver	Tech
General (Visual Condition / Cleanliness)			General		
Tailgate Seal/ Mudflaps (Damaged/Missing)			Air Brake System		
Lights (Head, Tail, Plow, Wing, Strobes)			Tires		
Exhaust System (Leaks, Odor of Fumes, Sounds)			Wheels, Hubs, Fasteners		
Fluids (Level, Condition)			Suspension System		
Check Belts & Hoses (Condition, Routing, Contact)			Coupling Devices		
Battery / Electrical Cables (Condition, Routing, Contact)			Lamps / Reflectors		
Fluid Leaks (Visual, Smell)			Dangerous Goods		
Cutting Edges/Shoes, Wing Arm, Safety Chains			Frame and Cargo Body		
D-Sign/Chevron (Operation, Condition)			Cargo Securement		
Tires & Rims (Visual Damage or Wear)			Hydraulic Brakes		
Wheel Nuts (Missing, Damaged, Indicators)			Electric Brakes		
Inspect Snow Clearing Attachments/Dump Box			Documentation		
Fuel System (Level, Leaks, Smell of fuel)					
Steering (Smooth Operation)					
Braking System (Smooth Operation)					
Driver Controls / Gauges (Operation, Warning Lights)					
Heater / Defroster (Operation)					
Cab Doors (Operation / Unobstructed)					
Seat / Safety Belts (Operation/Condition)					
Cab (Condition / Cleanliness)					
Driver Seat / Headrest (Condition / Function)					
Glass (Cleanliness / Damaged)					
Windshield Wipers / Washer / Horn / Mirrors					
Emergency Equipment / Safety Devices					
Documentation					

Operators are reminded to pay very close attention to the condition and routing of hoses and cables to ensure they do not come in contact with components that may vibrate, chafe, or otherwise damage them.

Post Trip (To be done during five-minute idling cool down)					
Truck			Trailer		
Inspection Item	Driver	Tech	Inspection Item	Driver	Tech
Fuel System (Level, Leaks, Smell of fuel)			Air Brake System		
Windshield Wipers / Washer / Horn / Mirrors			Tires		
Cab (Condition / Cleanliness)			Wheels, Hubs, Fasteners		
Tires & Rims (Visual Damage or Wear)			Suspension System		
Wheel Nuts (Missing, Damaged, Indicators)			Coupling Devices		
Lights (Head, Tail, Plow, Wing, Strobes)			Lamps / Reflectors		
Fluid Leaks (Visual, Smell)			Frame and Cargo Body		
Cutting Edges/Shoes, Wing Arm, Safety Chains			Hydraulic Brakes		
Shut Down / Plug In			Electric Brakes		
D-Sign / Chevron (Operation, Condition)					
Inspect Snow Clearing Attachments / Dump Box					

- No Defects Found
- Defects Found – Safe to Operate
- Defects Found – Out of Service
- Defects Rectified

Comments: _____

Operator's Name (Print) _____ Operator's Signature _____ Date _____
 Technician's Name (Print) _____ Technician's Signature _____ Date _____

Annex O - Slow Moving Vehicle Permit



Government of Newfoundland and Labrador
Department of Service NL
Motor Registration Division

Slow Moving Vehicle Permit

Permit is effective on July 23, 2014, and is valid unless cancelled or revoked

Permission is hereby granted to:

Department of Transportation & Works
Vehicle Fleet Management
Confederation Building
P. O. Box 8700
St. John's NL
A1B 4J6

To operate slow moving vehicle/s on the Outer Ring Road portion of the Trans-Canada Highway and Pitts Memorial Drive, to perform general maintenance operations such as, but not limited to, highway signage installation, guide rail post installation, culvert installations, sweeping operations, etc. The slow moving vehicle must be transported by float, at the beginning of the day, to the site where maintenance operations will begin and must be transported from the site where the last maintenance operation was performed, by float at the end of the work day. Movement within the designated areas of operation must not exceed 3 kilometers and the slow moving vehicle must not be operated between the hours of 6:00a.m. and 9:00 a.m., nor 4:00 p.m. and 7:00p.m., or after daylight hours, or on any weekend or public holiday.

This permission extends to vehicles operated under contract, on behalf of the Department of Transportation & Works. Permit holders contracted by the Department of Transportation & Works may be requested to show proof of same.

WHERE THE VEHICLE/S AUTHORIZED BY THIS SPECIAL PERMIT ARE OVERWEIGHT AND/OR OVERDIMENSIONAL, THE NECESSARY SPECIAL PERMIT/S MUST BE CARRIED IN THE VEHICLE, IN ADDITION TO THE SLOW MOVING PERMIT.

ALL LIMITATIONS AND CONDITIONS ATTACHED TO SPECIAL PERMITS ARE TO BE FOLLOWED BY THE PERMIT HOLDER. THE VEHICLE OPERATOR IS RESPONSIBLE FOR BEING AWARE OF, AND COMPLYING WITH, ALL LIMITATIONS AND CONDITIONS.

ALL SPECIAL PERMITS ISSUED IN RESPECT OF THIS VEHICLE, MUST BE IMMEDIATELY PRESENTED FOR INSPECTION UPON THE DEMAND OF ANY POLICE OR TRAFFIC OFFICER.

THE PERMIT HOLDER IS RESPONSIBLE FOR COMPLIANCE WITH ALL PROVISIONS OF THE *HIGHWAY TRAFFIC ACT* AND ASSOCIATED REGULATIONS, INCLUDING, BUT NOT LIMITED TO, DISPLAY OF A SLOW MOVING MOTOR VEHICLE WARNING DEVICE.


CAROLYN BURGGRAAF
Registrar of Motor Vehicles

Annex P - Fuel Receipt Policy and Procedures



Department of Transportation and Infrastructure

Fuel Receipt Policy and Procedures

Revision	Owner	Document Number	Effective Date
0	Transportation and Infrastructure	DOC/2024/00630	October 14, 2025

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1. Overview

The Equipment Maintenance Division of the Department of Transportation and Infrastructure (TI) is responsible for the management of the provincial government's fleet of over 1,700 vehicles, including light vehicles and heavy equipment.

This policy will be reviewed and updated as required by the Department's Roads Branch and the IM Services and submitted for approval to the responsible Assistant Deputy Minister.

2. Purpose

This Fleet Management Policy establishes guidelines and procedures for the submission of the following: Fuel Receipts, Maintenance Invoices, and Vehicle Logs. Employees must promptly submit all paperwork whenever they use a Fuel Card to purchase fuel for any vehicle owned, leased, rented, or maintained by the organization.

To ensure efficient and consistent compliance with this policy, Government of Newfoundland and Labrador (GNL) supervisors are responsible for informing the administrative employees they oversee about their roles and responsibilities regarding fuel receipts.

3. Scope

This policy applies to all staff, contractors, consultants, partners, students, temporary workers, volunteers, vendors, agents, third parties and other persons working on behalf of the GNL (hereafter may be referred to as "individuals").

4. Policy

Employees and their supervisors must follow specific steps to ensure that individuals have the necessary knowledge and resources to prepare and submit fuel receipts for Fleet Services.

These steps are crucial for facilitating a smooth transition from the submitting source to the Fleet Services area. Additionally, it is important to ensure that all records generated during the employee's time with the department are retained, accessible, and properly managed.

5. Compliance

Supervisors will use the approved Fuel Receipt Process and ensure Naming Conventions are properly adhered to, to ensure all necessary steps are completed in a timely fashion. The management and protection of information created and collected by employees of the Government of Newfoundland and Labrador are subject to the requirements set out in the Management of Information Act (MOIA), The Rooms Act and the Access to Information and Protection of Privacy Act (ATIPPA).

Note: The use of a GNL fuel card to purchase fuel for any vehicle, including rental vehicles, recreational vehicles, or units not officially assigned, is strictly prohibited.

6. Procedure

1. Prepare Your Documents
 - a. Ensure fuel receipts include the following:
 - Unit Number
 - Driver's Name
 - Odometer reading (Kilometres/KMs)
 - b. Tape fuel receipts to 8.5" x 11" or 8.5" x 14" paper for easier scanning, OR
 - c. If available, scan receipts directly on the scanner glass.
 - d. Ensure maintenance invoices include the Unit Number and Driver's Name.
 - e. Vehicle Logs should follow the same preparation process as fuel receipts.
2. Scan and save your document(s)
 - a. Separate documents into appropriate record series (e.g., Vehicle Logs, Fuel Receipts, Maintenance Invoices), organized by unit.
 - b. All fuel receipts for a single unit should be scanned as one document per calendar month.
 - c. Maintenance invoices must be scanned and submitted as individual documents, as each will be processed separately.
 - d. Scan all documents to your own email in PDF format. Do not scan directly to Fleet Services.
 - e. This allows you to rename the file(s) appropriately. Documents with incorrect or unclear titles will not be accepted.
 - f. Save the document(s) from your email to your local system or shared drive.
 - g. Rename the scanned file(s) according to the approved naming conventions (see Section 3B).
 - h. Once saved and renamed, delete the scanned email you sent to yourself. This email is now considered a transitory record (see Step 5 below).
3. Prepare your email
 - a. Send all finalized documents to: fleetservices@gov.nl.ca
 - b. Update the email subject line using the standard format outlined below to ensure accurate and efficient processing.
 - c. Include the Unit Number, record type, and month/date in the subject line. Examples:
 - 7086 – Fuel Receipt – June 2025
 - 7086 – Maintenance Invoice – CPC Fabrication – June 1, 2025
 - 7086 – Vehicle Logbook – June 2025
4. Attach Scanned Documents (from Step 2).

- a. Attach all related PDF documents to the email that match the subject line.
- b. Click Send.

5. Disposal of Original Paper Records

Once the email is successfully sent and received by Fleet Services, the paper documents are considered transitory records. Fleet Services retains the official record.

When beginning the next month's submissions, you may safely dispose of the previous month's documents (e.g., shred them), as the payment process should be complete.

Notes:

1. Do not use ALL CAPS when titling documents or composing email subject lines.
2. For Vehicle Logs, even if there is no activity in a given month, submit a log indicating no usage. This prevents gaps in reporting.
3. You cannot submit fuel receipts or vehicle logs for the current month. Records must be submitted after the month has ended.
 - Example: January records can be submitted starting February 1st.
4. When submitting fuel receipts, scan all receipts for one vehicle and month as a single PDF document. Do not submit individual receipts. This reduces processing time for everyone.
 - Need help scanning? Contact TIIInfoManagement@gov.nl.ca or your department's Information Management (IM) team for support.
5. Fuel cards are assigned to specific government vehicles. Using a card to fuel rental vehicles, recreational vehicles, or any unassigned units is strictly prohibited.

7. Roles and Responsibilities

Managers/Supervisors:

All Managers and Supervisors at GNL are responsible for ensuring that every employee, both new and existing, understands the process and adheres to the procedure for collecting and promptly submitting all fuel receipts to Fleet Services.

Fleet Services:

Reviews this policy regularly and makes updates as required.

Information Management Services:

Reviews this policy regularly and provides information management advice as required.

8. References

- Management of Information Act
<https://www.assembly.nl.ca/Legislation/sr/statutes/m01-01.htm>
- Rooms Act
<https://www.assembly.nl.ca/Legislation/sr/statutes/r15-1.htm>
- Access to Information and Protection of Privacy Act, 2015
<https://www.assembly.nl.ca/legislation/sr/statutes/a01-2.htm>
- Government of Newfoundland and Labrador Employees' Intranet
<https://www.intranet.gov.nl.ca/>

9. Contacts

Manager, Fleet Services

Transportation and Infrastructure

fleetservices@gov.nl.ca

10. Definitions and Acronyms

Directive: Directives provide specific direction to the Government and derive their authority from the Information Management & Protection Policy (IM&P). The OCIO has the authority to develop and release directives related to this policy. Compliance is mandatory for all employees.

Employee: Refers to all staff, contractors, consultants, partners, students, temporary workers, volunteers, vendors, agents, third parties, and other persons working on behalf of the Government of Newfoundland and Labrador, including all departments and other public bodies as defined under the Management of Information Act (MOIA).

Employer Vehicle: Any motor vehicle owned, leased, or rented by GNL.

Government: Refers to public bodies as defined under the Management of Information Act (MOIA) and, in some cases, may be used interchangeably with the term “departments and other public bodies”.

Guideline: Guidelines represent recommended actions, general approaches, and operational behaviours often used as templates to write procedures. Guidelines support policy and directives by providing a “how-to” approach. The OCIO has the authority to develop and release guidelines related to this policy.

Individual: Refers to all staff, contractors, consultants, partners, students, temporary workers, volunteers, vendors, agents, third parties, and other persons working on behalf of the Government of Newfoundland and Labrador, including all departments and other public bodies as defined under the Management of Information Act (MOIA).

Information Management: Information Management (IM) is the field of management responsible for establishing and implementing policies, systems,

and procedures to capture, create, access, distribute, use, store, secure, retrieve, and ensure disposition of an organization’s records and information. (Source: ARMA)

Information Protection: Information protection (IP) is an area of practice focused on the protection of information from inappropriate access or use, using a variety of means, including, but not limited to, policy and standards; physical and electronic security measures; and compliance monitoring and reporting. IP represents the point at which the management of information converges with security policy and measures. In the Government of Newfoundland and Labrador, departments and other public bodies are required to protect information as part of their accountability under Section 6 of the MOIA.

Policy: A policy is a high-level, strategic statement, authorized by the executive management, which dictates what type of position the organization has taken. Compliance is mandatory for all employees of this department.

Procedure: A procedure is a detailed step-by-step, task-level definition of actions required to achieve a certain result. The procedure answers the "How" question and is generally used in an operating environment. This is mandatory for all employees of this department.

Standard: A standard is a mandatory requirement that supports policies and directives and dictates uniform ways of operating by providing tactical blueprints for implementation. Compliance is mandatory for all employees.

The table below includes common abbreviations used by GNL as well as acronyms found within this document.

Abbreviation	Description
ATIPPA	Access to Information and Protection of Privacy Act
ECM	Electronic Content Manager
GNL	Government of Newfoundland and Labrador
HPRM (also known as TRIM).	Hewlett-Packard Records Management
IM	Information Management
IT	Information Technology
MOIA	Management of Information Act
OCIO	Office of the Chief Information Officer
TI	Transportation and Infrastructure