



PROCEDURE TITLE	VEHICLE ASSET MANAGEMENT PROCEDURE
Executive Sponsor	Vice-President Administration and Finance
Initial Approval Date	September 3, 2019
Date of Last Review	N/A

Related Documents	<ul style="list-style-type: none">• Policy on the Approval of Contracts and Designation of Signing Authority• Procurement Policy• Asset Declaration or Change Form• Authorization Form for the Management of Used or End-of-Life (U/EoL) Vehicles• Vehicle Acquisition Authorization Form• Minimum Standards for Vehicle Assets
--------------------------	--

PART I – PURPOSE AND SCOPE

The McGill University Vehicle Asset Management Procedure (“Procedure”) is a secondary document to the Procurement Policy, and is established, approved and issued under the authority granted thereunder to the Vice-President (Administration and Finance).

McGill University is committed to optimizing the lifecycle management of its assets and reducing the overall environmental impact associated with the management and operation of its fleet of Vehicle Assets. This includes strategic decision-making around fleet size, acquisitions, and decarbonisation, to align with the University’s long-term goal of being carbon neutral.

The Procedure defines the roles and responsibilities of University faculty and staff in relation to Vehicle Assets acquired by the University and prescribes the maintenance of a comprehensive inventory of Vehicle Assets suitable for data and process audits.

The lifecycle management of Vehicle Assets in accordance with the provisions herein complies with governmental and granting agency requirements. The Procedure applies to all Vehicle Assets acquired by the University, notwithstanding their source of funding and their location.

PART II – PROCEDURAL CONTENT

2.1 Definitions

2.1.1 Central Asset Management System

Asset Management tool sanctioned by the University for tracking and inventorying University Assets.

2.1.2 End-of-Life (EoL) Vehicle Asset

Any Vehicle Asset that can no longer be used in its current state, because it is too worn out, damaged, or unsustainable.

2.1.3 Minimum Standards for Vehicle Assets (“MSVA”)

The University’s evaluation criteria, specific to each Vehicle Asset category, applicable to the acquisition of all Vehicle Assets (refer to Appendix 2)

2.1.4 Used Vehicle Asset

Any Vehicle Asset that is still functional but no longer needed by its current Vehicle Asset Steward.

2.1.5 Vehicle Asset

Any motorized or non-motorized vehicle, including vehicle attachments, trailers or boats, acquired by the University for transporting people, equipment, animals or goods in the context of University-related activities.

2.1.6 Vehicle Asset Administrator

A designated University staff member responsible for administrative matters pertaining to Vehicle Assets, including the proper upkeep of Vehicle Asset information in the Central Asset Management System.

2.1.7 Vehicle Asset Management

Refers to the following stages of a Vehicle Asset’s lifecycle: (i) Acquisition, (ii) Use and Maintenance, and (iii) Used or End-of-Life Management.

2.1.8 Vehicle Asset Steward

A faculty member or an administrative unit head accountable for the custody of the Vehicle Asset. This individual must be a Fund Financial Manager (FFM) or their delegate, and may or may not be the same as the Vehicle Asset Operator.

2.1.9 Vehicle Asset Accessory

Vehicle accessory such as navigational equipment, shovel, sports-rack, carrying equipment and hitch, which can be attached or added to a Vehicle Asset but not considered as a Vehicle Asset itself or part of another asset category.

2.1.10 Vehicle Operator

University staff, faculty member, or in some cases student, authorized by the Vehicle Asset Steward to operate a Vehicle Asset. This person must have a valid driver’s license (for Vehicle Assets used on public roads) or a valid Pleasure Craft Operator Card, for the use of any motorized boat.

2.2 Ownership

Under the Procedure, the University is considered the owner (or lessee, as the case may be) of all Vehicle Assets. As such, no Vehicle Asset shall be given away or taken away for personal use or benefit, under any condition. Vehicle Assets cannot be resold internally, regardless of source of funding; they may only be donated across faculties or units.

2.3 Vehicle Asset Tracking and Tagging

All Vehicle Assets must be identified, tracked and recorded for inventory from the moment they are received by the University's staff or Faculty members

The Central Asset Management System is used for the collection and maintenance of all pertinent information relative to the Vehicle Assets, as prescribed in the Appendix 1: "UNIVERSITY VEHICLE ASSET INFORMATION REQUIREMENTS".

All Vehicle Assets must have an anti-theft engraving, without exception.

2.4 Vehicle Asset Categories

This Procedure distinguishes between the following categories of Vehicle Assets:

2.4.1 Passenger Vehicle

A Passenger Vehicle is primarily used for the transportation of people. Examples include:

- Cars
- SUVs and Crossovers
- Minivans with multiple seats (more space for passengers than cargo)

2.4.2 Bus

A Bus is primarily used for moving a large number of people. Examples include:

- Shuttle buses
- Varsity buses
- Coach buses

2.4.3 Transport/Utility Vehicle

A Transport/Utility Vehicle is primarily used for the transportation of goods, equipment or bulk items. Examples include:

- Light and heavy trucks
- Minivans (more space for cargo than passengers)
- Pick-ups

2.4.4 Maintenance, Farm, Forestry and Off-Road Vehicle

This category refers to a wide variety of motorized and non-motorized Vehicle Assets, used for digging, plowing, snow blowing, vacuuming, shovelling and harvesting as well as transporting tools, equipment, plants, compost, salt, stones and so on. They may be on wheels or on caterpillar treads. Examples include:

- Tractors
- Backhoes
- All-terrain vehicles (ATVs)
- Side-by-side ATVs and carts
- Snowmobiles
- Seeders, Tillers, ballers, manure spreaders, hay platforms and other tractor attachments

2.4.5 Adapted Vehicle

Any kind of Vehicle that is adapted for the transportation of persons with disabilities. Examples include:

- Para-transit Vehicles

2.4.6 Security Vehicle

Any Vehicle used by the University's Security Services unit.

2.4.7 Other Vehicles

This category encompasses all other forms of motorized or non-motorized Vehicle Assets that are excluded from the above categories. Examples include:

- Sailboats
- Yachts
- Watercrafts and jet-boats
- Vehicle attachments
- Trailers

2.5 Vehicle Asset Lifecycle Stages

This Procedure prescribes asset management activities for Vehicle Assets along the following lifecycle stages:

2.5.1 Acquisition: The proper lifecycle management of a Vehicle Asset starts with its initial acquisition via purchase, long-term lease, or donation / incoming transfer from a third party. Making the right choice at this time can have a significant and positive impact on the cost, environmental impact and process efficiency throughout the lifecycle of the Vehicle Asset. To achieve this objective, the following steps must be followed:

STEP I: NEEDS ASSESSMENT

A faculty member or staff member (Requestor) initiates a purchase or long-term lease request by completing **PART A** of the Vehicle Asset Acquisition Form. In this part of the form:

- a) The Requestor states the needs for a Vehicle Asset
- b) The Requestor provides information regarding Vehicle Asset trade-in, if any
- c) Budget amount is confirmed by the Fund Manager

The Requestor sends the Vehicle Asset Acquisition Form to Procurement Services.

STEP II: ACQUISITION SCENARIO OPTIMIZATION BY PROCUREMENT SERVICES

A Buyer from Procurement Services works with the Requestor to facilitate the selection of a contractor. It is the Buyer's responsibility to:

- a) Analyze the needs in light of the MSVA and engage the Requestor regarding necessary adjustments, as the case may be;
- b) Document the definitive needs and the procurement strategy (mutual agreement or tendering, trade-in or separate sale, etc.) in part B of the Vehicle Asset Acquisition Form;
- c) Obtain official proposals from the potential contractor(s) / donor;
- d) Calculate the total acquisition cost, including all the steps of the acquisition process under this Procedure;

The Buyer then returns the Vehicle Asset Acquisition Form to the Requestor for final approval.

STEP III: FINAL APPROVAL

The Requestor seeks final approval from the appropriate Signing Officer (or his/her delegate) as defined in the University's *Policy on the Approval of Contracts and Designation of Signing Authority* and documents this in Part C of the Vehicle Acquisition Form.

STEP IV: INSURANCE UPDATE

The Requestor follows the University's process for insuring the Vehicle Asset, with the assistance of the Risk Management and Insurance unit, before the vehicle is delivered. Additional information is available [here](#).

STEP V: DECAL & EQUIPMENT REMOVAL (APPLICABLE ONLY WHEN A VEHICLE ASSET IS USED FOR TRADE-IN)

- a) It is essential that any U/EoL Vehicle Asset used for trade-in have its decals removed. The Vehicle Asset Steward is responsible to see this carried out.
- b) Any Vehicle Accessory not readily transferred to the Vehicle Asset being acquired must be removed from the U/EoL Vehicle Asset before it is transferred, unless its inclusion in the trade-in is a key condition of the acquisition. Otherwise, the Vehicle Accessory is redeployed within the University, or transferred to the Asset Administrator for temporary storage.

STEP VI: VEHICLE PREPARATION

- a) Vehicle registration:
 - i) is processed by the dealership
 - ii) *In the case of boats*, the Vehicle Asset Steward is responsible for obtaining a “Non-Pleasure Vessel” Official Number, with Transport Canada. The boat must also have a Hull Serial Number and a Canadian Compliance Notice.
- b) Back-up alarm is installed and anti-theft engraving is done by the dealership
- c) The Vehicle Asset is delivered to the Requestor

STEP VII: VEHICLE ASSET IDENTIFICATION

Procurement Services Buyer shares transaction information with the Vehicle Asset Administrator. The Vehicle Asset information, including all relevant information pertaining to the acquisition of the Vehicle Asset and/or trade-in Vehicle Asset (see Appendix 1), is entered into the Central Asset Management Tool.

STEP VIII: VEHICLE LETTERING

- a) The Requestor contacts the office of Graphic Design for the creation of the adequate vehicle markings.
- b) Graphic Design sends the customized vehicle markings to the contracted lettering service provider.
- c) The Requestor is responsible for ensuring that the vehicle is lettered according to the University’s Trademark Policy.

2.5.2 Use and Maintenance of Vehicles

The upkeep of Vehicle Assets is the responsibility of the Vehicle Asset Stewards. Vehicle Assets must undergo regular maintenance, as prescribed by the original manufacturer's maintenance manual and the University's preventative maintenance program. The Vehicle Asset Steward must document such maintenance activities.

An annual (i.e. upon every anniversary period of the acquisition) inspection report which documents odometer readings, or hours of usage, must be submitted to the Vehicle Asset Administrator by the Vehicle Asset Steward for Vehicle Asset fleet lifecycle management purposes and the compilation of the related greenhouse gas emissions.

Location or Stewardship changes: The Vehicle Asset Steward is responsible to communicate all changes related to the location to which the Vehicle Asset is registered as well as any stewardship changes within a unit or department. This is achieved by completing and submitting an "Asset Declaration or Change Form". Similarly, any major modification or addition to a Vehicle Asset must be declared/filed by using the same form. The Asset Management Administrator will continuously update the Central Asset Management System based on the reported changes.

2.5.3 Management of Used or End-of-Life (U/EoL) Vehicle Asset

This section defines all steps required for the management of Used or End-of-Life Vehicle Assets, including reuse at the University, external sale, or recycling.

U/EoL Vehicle Assets used for the purpose of research must be managed according to the Research Asset Management Procedure.

STEP I: IDENTIFICATION OF U/EOL VEHICLE AND DEPARTMENTAL/UNIT CONFIRMATION

- a) The U/EoL Management process is initiated by the Vehicle Asset Steward. To do so, the Asset Steward must complete Part "A" of the Authorization Form for the Management of U/EoL Vehicle Assets ("U/EoL Form"), which captures the Vehicle Asset's information, and submit the form for approval to the Dean, Chair or unit head.
- b) The appropriate written approval confirms that the Vehicle Asset is eligible for the U/EoL Management process.

STEP II: U/EOL MANAGEMENT SCENARIO OPTIMIZATION BY PROCUREMENT SERVICES

- a) The Buyer from Procurement Services collects additional information about the U/EoL Vehicle Asset, determines the residual value and if the Vehicle Asset meets the MSVA for possible redeployment at the University.
 - If the Vehicle Asset meets the MSVA, the Buyer makes it available to other Vehicle Asset Stewards, who must prepare a Vehicle Asset Acquisition Form if they are interested in acquiring the Vehicle Asset for their Faculty, Department or unit.

- If the Vehicle Asset does not meet the MSVA, or if no Vehicle Asset Acquisition Form is submitted to request the transfer, it can be sold externally, by Procurement Services, for reuse or recycling:
 - i) Used Vehicle Assets must be sold through the Centre de Services Partagés du Québec (CSPQ);
 - ii) End-of-life Vehicle Assets are sold and removed in collaboration with the Québec Auto and Trucks Recyclers' Association.
- b) The Buyer completes Part B of the U/EoL Form by indicating the selected U/EoL Management scenario, detailing the proposed financial arrangement (if any).

STEP III: TRANSACTION

- a) The Buyer prepares and executes the internal transfer, external sale, or recycling transaction.

Sale proceeds are collected by the Buyer for deposit in the GHG Emissions Offsetting FOAPAL. Internal transfers (across units and/or departments) are free of charge.

- b) The U/EoL Form is shared with the Vehicle Asset Coordinator for documentation, inventory update and processing.

STEP IV: VEHICLE END-OF-LIFE DOCUMENTATION (APPLICABLE ONLY WHEN A VEHICLE ASSET IS SENT TO RECYCLING)

- a) The Vehicle Asset Steward must have the Vehicle Asset license plate removed.
- b) The Vehicle Asset Steward must retain the document(s) proving the removal of the Vehicle Asset by the recycler ("*Attestation de transaction avec un commerçant*").
- c) For all Vehicle Assets registered with the Société de l'assurance automobile du Québec (SAAQ), the Asset Steward must contact the SAAQ to confirm the discarding of the Vehicle Asset and obtain a partial refund on registration or license fees, if any.

2.6 Enforcement

Compliance with this Procedure will be audited on a regular basis by the University's Internal Audit unit. Non-compliance with this Procedure will be escalated for remediation to the appropriate dean or to the Office of the Vice-President, Administration and Finance.

APPENDIX 1: UNIVERSITY VEHICLE ASSET INFORMATION REQUIREMENTS

1. Vehicle Model/Description
2. Vehicle Model Year
3. Vehicle Asset ID
4. Vehicle Asset Steward
5. Last registration date (if any)
6. Faculty, Department, or Unit
7. Location
8. Supplier
9. License Plate Number or Transport Canada Official Number (for boats)
10. Engine size
11. Type of fuel
12. Loading capacity Passenger/Cargo Ratio
13. Vehicle Identification Number (VIN) or Hull Serial Number (for boats)
14. Antitheft marking number
15. Purchase Order number
16. Warranty information
17. Approximate Net Cost
18. Assigned Value
19. Odometer reading at moment of acquisition by McGill (new vehicles) or transfer

APPENDIX 2: MINIMUM STANDARD FOR VEHICLE ASSETS

	Passenger Vehicles	Buses	Transport / Utility Vehicles	Maintenance, Farm and Other Off-Road Vehicles	Adapted Vehicles	Security Vehicles	Boats	Other Vehicles and Attachments
Original paint	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Color	White	White	White	White or neutral colours	White	Red	Any neutral colours	White or neutral colours
Safety equipment	Back-up alarm	Back-up alarm	Back-up alarm	Back-up alarm	Back-up alarm	Back-up alarm + top lights	Canadian Compliance Notice + 1 PFD per person	No
Anti-theft engraving	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Engine (only applies to motorized vehicles)	1. Electric or hybrid unless projected annual use <4,500km or incompatible with projected applications	1. Electric or hybrid unless incompatible with projected applications	1. Electric or hybrid unless projected annual use <4,500km or incompatible with projected applications	1. Electric or hybrid unless projected annual use <4,500km or incompatible with projected applications	1. Electric or hybrid unless projected annual use <4,500km or incompatible with projected applications	Hybrid, unless available vehicles are incompatible with Security Vehicle needs	1. Must be electric, for use on small lakes and rivers. Gas engines only allowed for use on Richelieu, St-Lawrence and other large open waters.	1. Engines should be electric or hybrid unless incompatible with projected applications
	2. Top-5 NRCAN fuel economy for model year and vehicle category	2. Most sustainable and fuel efficient model	2. Top-5 NRCAN fuel economy for model year and vehicle category	2. Most sustainable and fuel efficient model	2. Top-5 NRCAN fuel economy for model year and vehicle category		2. Most sustainable and fuel efficient model	2. Most sustainable and fuel efficient model
Prior usage restrictions	Unless internal reuse: must not have been accidented, model no older than 3 years, odometer at less than 75,000 km.	Unless internal reuse: must not have been accidented, model no older than 3 years, odometer at less than 100,000 km.	Unless internal reuse: must not have been accidented, model no older than 3 years, odometer at less than 75,000 km	Unless internal reuse: must not have been accidented, model no older than 3 years and odometer at less than 50,000 km, or model no older than 10 years with less than 4,000 hours of use	Unless internal reuse: must not have been accidented model no older than 3 years, odometer at less than 50,000 km	Cannot be purchased used	Must not have been accidented. Engine no older than 3 years, must have a valid Hull Serial Number and a Canadian Compliance Notice	na
Inspection	SAAQ inspection not required, unless internal reuse older than 8 years, accidented or odometer >100,000 km	SAAQ inspection (if used)	SAAQ inspection for heavy duty trucks. Inspection required for internal reuse, if older than 8 years, accidented or odometer >100,000 km	Not required, unless internal reuse older than 8 years, accidented or odometer >100,000 (or with >4,000 hours of use)	Not required, unless internal reuse older than 8 years, accidented or odometer >100,000 km	Not required	Must be inspected by a boat dealership.	na