

POLICY 2.03	Corporate Vehicle	DOMAIN Stewardship
ELT Sponsor: Chief Administrative Officer Policy Lead(s): Senior Director, Financial Operations		Date Approved: June 23, 2026
		Date Effective: July 8, 2026
		Date of Next Review: July 2031

For further information please contact covenantpolicy@covenanthealth.ca

NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definition section

Policy Statement:

Covenant Health is committed to providing resources that benefit and enhance its strategic and operational objectives. Processes for the acquisition, management, operation and disposal of **corporate vehicles** reflect Covenant Health's responsibility for the sound financial management of funds and responsible stewardship of resources.

Exception: this policy does not apply to the management and operation of **emergency response vehicles**. Emergency response vehicles are managed and administered by Emergency Medical Services (EMS) using internal operating procedures and guidelines in accordance with the *Emergency Health Services Act*. This policy also does not apply to the operation of personal vehicles while on Covenant Health business.

Purpose Statement:

To outline the standards for assignment of Covenant Health vehicles, the rules that govern the use of such vehicles and the roles and responsibilities of the parties involved.

Applicability:

This policy applies to the acquisition, management, operation, and disposal of all vehicles owned or leased by Covenant Health.

Responsibility:

All Covenant Health facilities, staff, medical staff, students, volunteers and any other persons acting on behalf of Covenant Health.

1. Financial Operations is responsible for:
 - 1.1. The administration of corporate vehicles which include developing and implementing policies and procedures and maintaining a listing of all corporate vehicles.
 - 1.2. Overseeing the acquisition or renewal of lease vehicles on behalf of Covenant Health. Purchasing new vehicles is the responsibility of the Capital Planning Department.
 - 1.3. Overseeing vehicle registrations and maintaining the documentation thereof. Financial Operations shall be the custodian of the Alberta Health Services (AHS) Motor Vehicle Identification Number (MVID) and is the only authorized area to register or deregister vehicles on behalf of Covenant Health.

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- 1.4. Overseeing the disposal of all corporate vehicles.
- 1.5. Providing information about vehicle acquisitions and disposals to the Legal and Risk Management Department to ensure completeness of the Vehicle Insurance Policy.
- 1.6. Facilitating applications for a fleet card(s) for each corporate vehicle and ensuring the fleet card (both new and renewal cards) is delivered to the operations department on a timely basis.
- 1.7. Managing the contract and relationship with Fleet Service Providers to ensure that they meet the standards set out by Covenant Health, including those detailed in the Master Service Agreement.
- 1.8. Periodic inspections of the tracking of vehicle usage and fleet card expenses.
2. **Approvers** shall:
 - 2.1. Be knowledgeable about and comply with this policy and any related policies and procedures.
 - 2.2. Approve all vehicle acquisitions in accordance with the [DOAA \(Delegation of Approval Authority\) Matrix](#).
 - 2.3. Review and approve vehicle usage and fleet card expenses monthly in accordance with the *DOAA Matrix*.
 - 2.4. Ensure that vehicle utilization is sufficient to justify the cost to the organization. In the event a vehicle is determined to be underutilized, the approver shall notify and work with Financial Operations to consider reassignment of the vehicle elsewhere in Covenant Health.
3. **Drivers** and **Vehicle Coordinators** shall:
 - 3.1. Be knowledgeable about and comply with this policy, and any related policies and procedures including the *Vehicle Use Agreement* and *Vehicle Coordinator Checklist* respectively.
 - 3.2. In addition to being knowledgeable about and complying with the Covenant Health policies and procedures that apply to all corporate vehicles, **commercial drivers**, their managers and **commercial vehicle** coordinators shall also be knowledgeable about and comply with Federal and Provincial regulations for commercial vehicles and commercial drivers with respect to the operation and management of commercial vehicles.
 - 3.3. Work with Financial Operations and the approver on all vehicle acquisitions and disposals to ensure that all vehicles are acquired and disposed of appropriately and according to Covenant Health policies and procedures. This includes informing Financial Operations when vehicles are reassigned to another driver, vehicle coordinator and/or department/site.
 - 3.4. Track the vehicle usage and fleet card expenses on a monthly basis and submit electronic records and scanned itemized receipts, that have been approved in

accordance with the *DOAA Matrix*, to COVfleetservices@covenanthealth.ca.

4. Legal and Risk Management is responsible for:
 - 4.1. Ensuring that the Vehicle Insurance Policy is complete and accurate and that the necessary payments are made on a timely basis.
 - 4.2. Adding and deleting vehicles from the Vehicle Insurance Policy.
 - 4.3. Overseeing the accident claims process and determining whether the damages from an accident should be submitted through insurance.
 - 4.4. Authorizing which individuals may operate or drive vehicles owned or leased by Covenant Health. This includes evaluation of reinstatement requests for drivers who had their driving privileges revoked.
 - 4.5. Overseeing the driver's abstract management and ensuring that driver's abstracts are reviewed every 3 years at minimum and drivers are notified of any changes to their driving status with Covenant Health.

Principles:

1. Fleet Oversight and Management
 - 1.1. Covenant Health commits to sound fleet vehicle management practices including vehicle acquisition, registration, insurance, and to the safe **maintenance** and responsible disposal of vehicles and shall adhere to all applicable transportation legislation and regulations.
2. Financial Responsibility
 - 2.1. The costs of corporate vehicles (including acquisition, registration, insurance deductibles, fuel, and maintenance) shall be the responsibility of the department managing the vehicles. All vehicle expenses shall be approved by an approver with financial authority on the functional centre and in accordance with the *DOAA Matrix*.
 - 2.2. Drivers shall bear the financial responsibility for all violations incurred while in possession of a corporate vehicle.
3. Vehicle Use
 - 3.1. All drivers of Covenant Health vehicles shall:
 - a) Review, sign and abide by the Vehicle Use Agreement and Fleet Cardholder Agreement prior to using a corporate vehicle. Drivers are to submit a signed copy to the Legal and Risk Management Team every 3 years. (CovLegal@covenanthealth.ca).
 - b) Submit a driver's abstract consent form to the Legal and Risk Management Team every 3 years (CovLegal@covenanthealth.ca).
 - c) Maintain a valid driver's license.

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- d) Abide by all applicable Covenant Health policies, including but not limited to, *Occupational Health and Safety Policy* and *Reporting of Incidents, Injuries, Illness and Near Misses Policy*.
- e) Abide by all federal, provincial and local motor vehicle laws and regulations, including but not limited to, the *Traffic Safety Act* and Alberta's Distracted Driving Laws.

Definitions:

Approver means a person who has the authority in accordance with the [DOAA \(Delegation of Approval Authority\) \(IV-15\) Matrix](#) to approve the cost of the corporate vehicle and related vehicle expenses. This is often also the driver or vehicle coordinators manager.

Commercial Driver means a driver of a commercial vehicle.

Commercial Vehicle means a motor vehicle that is in excess of 4,500 kilograms, or a motor vehicle designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10 people (including the driver).

Corporate Vehicle means a motor vehicle that is owned or leased by Covenant Health and meets the definition of motor vehicle in the *Traffic Safety Act* (Alberta). This term is inclusive of commercial and non-commercial vehicles.

Driver means personnel that have been authorized by their manager and the Legal and Risk Management Department to drive or be in control of a corporate vehicle. This term is inclusive of commercial and non-commercial drivers.

Emergency Response Vehicle means ambulance under section 2(1)(a) of the Emergency Health Services (Interim) Regulation.

Maintenance means both routine maintenance (e.g. oil changes, tire swaps and tire purchases, regular services, etc.) and repairs i.e. unexpected damages that are incurred to the vehicle that need to be fixed (e.g. accident damages, weather damages, etc.).

Manager means the direct report of the driver and/or the vehicle coordinator.

Vehicle Coordinator means a Covenant Health employee with the responsibility for managing and administering the day-to-day use of corporate vehicles on behalf of Covenant Health. Where a vehicle is assigned to a specific employee, the employee is considered the vehicle coordinator as well as the driver.

Relevant Covenant Health Policy and Policy Support Documents:

A. Policies:

IV-15 [Delegation of Approval Authority](#)

II-130 [Occupational Health and Safety Policy](#)

II-135 [Reporting of Incidents, Injuries, Illness and Near Misses](#)

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B.	Procedures:
C.	Guidelines:
D.	Job aids: 2.03.JOBAID.1 Vehicle Use Agreement Corporate Vehicles CompassionNET Covenant Health
E.	Standards:
Keywords: Driving, driver, fleet	
References:	
Past Revisions: October 4, 2019 – <i>previously numbered I-55</i>	