

7.2 Vehicle Policy

Policy Statement

The Nova Scotia Government will demonstrate leadership and a commitment to sustainable development by choosing fuel efficient and environmentally responsible vehicles while maintaining long-term fiscal responsibility. Government operated vehicles will be maintained and operated in a manner that maximizes fuel efficiency and minimizes air pollutants.

Applicability

This policy applies to the acquisition, lease, rental and operation of on-road vehicles for individual or fleet vehicles. Specifically, the policy applies to the acquisition of certain types of vehicles.

Vehicle Selection and Procurement (including purchase or lease)

Fuel efficiency and environmental impact must be key-decision making factors when procuring vehicles for government use.

When choosing a vehicle, consideration must be given to the vehicle's intended uses and the proportion of time it will be needed for such uses. Purchasers shall take into consideration that intermittent transportation needs can be met through rental and sharing of pooled vehicles.

Of the Purchasing Specifications for Nova Scotia Government Vehicles, only those that meet or exceed the air pollution and fuel efficiency thresholds will be selected for purchase or lease by the Nova Scotia Government. Vehicles listed are those that represent the top 20% of their class in terms of fuel efficiency.

Maintenance

Maintenance schedules recommended by the vehicle manufacturer shall be followed for as long as the vehicle is owned by the department.

A vehicle log book shall be maintained for every government owned or leased vehicle. The log book must, at a minimum, include daily distance travelled, fuel purchase quantities and cost, maintenance performed, driver's name, oil changed, and destination.

Training

All operators of government vehicles must be trained in fuel management techniques including driving behaviour and driver safety, and vehicle maintenance.

Fiscal Responsibility

Evaluation of tenders will include life-time cost accounting.

Accountability

All directors and managers with purchasing authorities are responsible for applying the policy to procurement activities.

Procurement officers with the Nova Scotia Department of Economic Development – Procurement Services are responsible for ensuring that only vehicles that meet the air pollution and fuel efficiency thresholds are purchased. Procurement officers are also responsible for evaluating tender bids on the basis of life time costs.

Managers must ensure that staff making purchasing recommendations are informed of this policy and specifications relevant to their activities.

The Procurement Office is responsible for updating the Purchasing Specifications for Nova Scotia Government Vehicles annually. This office is also responsible for ensuring the rightsizing requirement has been followed by departments requesting (a) vehicle(s). This information will be distributed to all Directors.

Departmental managers who are responsible for vehicles are responsible for maintaining vehicles and maintaining log books in accordance with this policy.

Monitoring

Departmental managers who are responsible for vehicles must submit monthly and annual monitoring information to Nova Scotia Environment and Labour (Towards a Sustainable Environment Program).

Enquiries

Program Administration Officer, Conserve Nova Scotia, (902) 424-8174

Approval date: August 15, 2007

Manual release date: November 22, 2007

Approved by: Executive Council

Most recent review: March 14, 2008
