

APPENDIX B – ANNUAL SIGN-OFF SHEET FOR LOCAL FLEET CO-ORDINATORS

Initial

- _____ 1. I confirm that I have read and understood the Policy on Fleet Management and all related policy instruments.
- _____ 2. I confirm that I have provided a copy of the Policy on Fleet Management and all related policy instruments (hard copy or electronic) to all drivers on _____ (date), and clearly communicated to them their responsibility to read, understand and comply with all policy documents.
- _____ 3. I confirm that I have validated that all fleet vehicles under my responsibility are properly registered.
- _____ 4. I confirm that I have carried out the annual maintenance plan for all fleet vehicles under my responsibility.
- _____ 5. I confirm that I have validated that all fleet vehicles under my responsibility meet provincial standards governing the use of the vehicle (e.g., vehicle load and size limits, driving time, load securing, dangerous substances, special permits, number of passengers, etc.)
- _____ 6. I confirm that I have validated all driver files, including verifying that all drivers maintain valid driver's licences and the proper driver's permits (where applicable) on an annual basis.
- _____ 7. I confirm that I have performed a monthly review of fleet credit card usage for all credit cards assigned to a vehicle and that any unusual activity has been investigated, resolved, and reported to the Corporate Fleet Senior Manager.
- _____ 8. I confirm that I have maintained a log of the usage I have approved of any fleet credit card that is not assigned to a vehicle.
- _____ 9. I confirm that I have a verifiable system in place to report usage of CBC/Radio-Canada fleet vehicles at all times.

(DD/MM/YEAR)

(Name - Printed)

(Signature)