

Procedure for Authorizing Usage of NSAC / NSDA (Government) Vehicles

To ensure insurance coverage, authorization is required for any/all usage of NSAC/NSDA (government) vehicles by the following groups:

- graduate students
- undergraduate students
- technical students
- casual employees
- coaches
- AAFC employees
- non-civil servants of the province of Nova Scotia

All drivers of NSAC/NSDA (government) vehicles must:

- be a civil servant of the province of Nova Scotia working for NSAC or NSDA or receive prior authorization by completing the process outlined below
- have a valid Nova Scotia driver's licence - Regular, Class 5 (see Note below)
- be 19 years or older; if aged 19-25, they must have taken a defensive driving course (see 4. below)

Authorization is valid for a maximum of one year (12 months).

To apply for authorization to drive NSAC/NSDA (government) vehicles, please follow the procedure below:

1. Complete the form entitled "Authorization for Usage of NSAC/NSDA (Government) Vehicles." All sections of the form must be completed, including your supervisor's signature at the bottom (Authorized Supervisor/Manager).
2. Obtain a copy of your driver's abstract from the Registry of Motor Vehicles at Service Nova Scotia. The current fee for an abstract is \$16.30 (April 2009). Individual departments may/may not compensate you for this fee. Consult your supervisor or Department Head.
3. Photocopy both sides of your driver's licence.
4. If the individual requesting authorization to drive NSAC/NSDA (government) vehicles is under 25 years of age and has not completed a Defensive Driving course as part of the Nova Scotia Graduated Licensing System, a Defensive Driving course is mandatory (attach a copy of certificate if not taken as a component of the Graduated Licensing System). Additional information on Nova Scotia Graduated Licensing System is available at <http://gov.ns.ca/snsmr/rmv/licence/gradlic.asp>. Employees aged 19-25 who have obtained their Nova Scotia driver's licence through the Nova Scotia graduated licensing program will be considered eligible to drive without presenting a defensive driving certificate. Drivers with a new 'N' licence may only be considered for eligibility to drive if they are permanent employees. They must submit a defensive driving certificate and have suitable driving experience. This privilege will be reviewed on an individual basis.

5. Return all of the above completed paperwork to the Office of the Vice President, Administration for signature and processing.
6. Should your driver's abstract/record not be acceptable, you will not be authorized to drive NSAC/NSDA (government) vehicles.

Note: Non-Nova Scotia residents and international students may only use an out of province licence for 90 days from their initial arrival date in Nova Scotia. After 90 days they are considered a Nova Scotia resident and must obtain a valid NS licence.

- Those possessing a class 5 licence from another Canadian province, the United States, or Germany may transfer it to a Nova Scotia licence without an exam, costing \$21.90. To be eligible for this licence transfer rate students are required to provide proof of full-time student status. Drivers from New Brunswick and Prince Edward Island may be charged a lesser rate according to Registry of Motor Vehicles guidelines.

- Drivers from other countries will be required to take the standard written and driving tests in order to obtain their Nova Scotia Licence.

These rules are adapted from the Registry of Motor Vehicles, and may be viewed at:
<http://www.gov.ns.ca/snsmr/paal/rmv/paal269.asp#appprocessgp4>

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Please complete this form, attaching a copy of your driver's licence and driver's abstract, and submit to the Office of the Vice President Administration for approval.

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1. Name of Primary Operator (usual custodian of vehicle)

2. Details required for operators:

a. Full name _____

b. Date of birth _____

c. Driver's licence Master Number _____

d. List of convictions/infractions (if any) _____

3. a. Specific purpose for use of NSAC/NSDA (Government) Vehicle _____

b. Vehicle Identification _____

c. Duration of authorization (not to exceed 12 months) _____

Vehicle User _____ Date _____

Authorized Supervisor/Manager _____ Date _____

Vice President Administration _____ Date _____