UNIVERSITY OF CALGARY QATAR
جامعة كالجاري قطر

Departmental Policy
Departmental Procedure
Instructions/Forms

UCQ
Driver Pool Policy

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Instructions/Forms 6 History 7
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	
Effective Date August 5, 2011	
Latest Revision August 5, 2011	

Purpose

1 The purpose of this policy is to describe the driver pool service offered to new Canadian-Hire Employees.

Scope

2 This policy applies to Canadian-Hire Employees.

Definitions

3 In this policy:

a) "Canadian-Hire Employee" means an individual employed by the University and working at UCQ. It does not include a Local-Hire Employee.

b) "Comprehensive Agreement" refers to the Comprehensive Agreement to Establish a Campus of the University of Calgary in Qatar between the State of Qatar and the University of Calgary, 2006.

c) "Local-Hire Employee" means an individual employed by UCQ to work at UCQ as defined in the Comprehensive Agreement.

d) "UCQ" means the University of Calgary – Qatar.

Policy Statement

4 **4.1** UCQ will provide new Canadian-Hire Employees with access to the driver pool for up to 30 days following their arrival in Doha.

4.2 The primary purpose of the driver pool during this period is to shuttle new Employees to and from work at the Al Rayyan Campus, and to and from shops to obtain groceries and supplies.

4.3 A driver will be available to new Employees from Saturday to Thursday between 7 AM and 4 PM with one hour off for lunch. The driver is not available on Friday.

4.4 During the month of Ramadan, the driver's hours are reduced. Human Resources will assist with alternate arrangements if necessary.

4.5 Employees are responsible for making arrangements and paying for transportation outside of these days and times.

4.6 UCQ will discontinue this service and initiate payment of the transportation allowance when:

a) the 30 day period has expired; or
b) the Employee has opted out of the driver pool by completing the Transportation Allowance Request Form –

whichever is earlier.

4.7 Human Resources will ensure that the cost for an Employee using the driver pool does not exceed that Employee's transportation allowance amount for the same time period.

Responsibilities **5** *Approval Authority*

- ensure appropriate rigour and due diligence in the development or revision of this policy.

Implementation Authority

- ensure that University staff are aware of and understand the implications of this policy and related procedures;
- monitor compliance with the policy and related procedures;
- regularly review the policy and related procedures to ensure consistency in practice; and
- sponsor the revision of this policy and related procedures when necessary.

Instructions/Forms **6** Transportation Allowance Request Form

History **7** *Approved:* accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

Effective: August 5, 2011