

CVS POLICY & PROCEDURE MANUAL

Policy Area: Human Resources

Policy # & Name: 6.19 Transportation

Group: All Staff

Purpose:

To ensure program participants are safe while traveling in agency and personal vehicles of staff.

Policy Statement:

Staff members are expected to ensure they have adequate transportation (as defined by the job description) and, if necessary, alternate arrangements to attend work as scheduled.

All employees are expected to drive in a responsible, safe manner and to comply with all applicable legislation while operating a vehicle in the course of their work and must be professional and respectful in their manner.

Practice Standards:

General

CVS requires access to employee driving records and obligates the employee to notify **CVS** immediately of any driving violations or restrictions placed on his or her license. Employees will be asked to provide a Driver's Abstract if there are any concerns regarding the employees driving record. As well, annually a Driver's Abstract will be required from all employees. All new employees will be required to provide a Driver's Abstract as a condition of employment.

CVS will not assume responsibility for any parking fines, loss or damage to a vehicle or contents while being used for the organization's business.

a. Weather Conditions:

Where weather conditions are such that driving may be hazardous and place participants at undue risk, the program supervisor may determine cancellation

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Where an employee's automobile is damaged by a participant while the employee is carrying out his/her duties and where the damage is not covered by WCB, **CVS** will pay the insurance deductible amount. Reasonable proof must be provided that the damage was caused by a participant.

c. Cell Phones:

Cell phones must not be used while driving with a participant in the vehicle – if a call needs to be made or answered the employee must pull over.

d. Air Bags:

It is safe for short adults to be seated in the front passenger seat of a vehicle equipped with a passenger-side air bag. However, all passengers should be properly restrained, regardless of size. All front seat passengers (adults and children) should move the seat as far rearward as possible, and may tilt the seat back slightly to help maximize the distance between the passenger's chest and the instrument panel (to 10 inches or more).¹

Policy Audit: Annually as per Health & Safety Committee

Date Issued: March 2004

Date Revised: **October 2007**

Position Responsible: Executive Director, Occupational Health & Safety Committee

References:

Guidelines

USE OF PERSONAL VEHICLES

Policy:

Staff members requested to use their personal vehicles for their employer's business must ensure that their vehicle is safe, in good working order and has adequate auto insurance to cover the business insurance requirements of ICBC.

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Class 4 is required for a particular position, the employee must obtain it within 3 months of starting in that position.

Procedures:

To ensure the protection and safety of passengers while using society/agency vehicles, the following procedures shall be followed:

1. Prior to the operation of any society/agency vehicle, drivers must have been oriented to the loading and tie-down procedures for that particular vehicle.
2. There will be no personal use of society/agency vehicles at any time.
3. Staff is required to fill the tank when gauge indicates $\frac{1}{2}$ full and shall retain all receipts for reimbursement.
4. Vehicle mileage shall be documented stating destination, purpose, distance, on log sheets provided and submitted on a monthly basis.
5. Any damage, accident, or traffic violation incurred while a participant is in the vehicle will be reported to the program supervisor immediately.
6. Staff will ensure that Society and participants' vehicles are cleaned and tidied after use.
7. Staff members who drive vehicles owned by another agency are required to be familiar with and follow the policies of that agency.

Traffic Violations:

All employees are expected to drive in a responsible, safe manner and to comply with all applicable legislation while operating a vehicle in the course of their work.

Any fines resulting from violations of the *Motor Vehicle Act*, city by-laws (e.g. parking violations, intersection camera) or any other legislation will be the responsibility of the employee operating the Society/Agency vehicle at the time of the violation. The Employer requires employees to take responsibility for challenging and/or paying fines issued to a vehicle in their charge.

All vehicle violations committed while operating a Society/Agency vehicle, or any other vehicle where participants are passengers, must be immediately reported to the immediate supervisor or, in exceptional cases, within 24 hours of the violation.

Where a traffic violation is committed, the employee may be subject to discipline up to and including termination of employment.

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- ✍ Write down license numbers of drivers involved.
 - ✍ Write down names and addresses of owners, injured persons and witnesses.
 - ✍ Draw a diagram of the accident on the form in the Autoplan booklet.
2. Report the accident to program supervisor immediately. Complete an Incident Report and submit it to your supervisor within 24 hours.
 3. Report the accident to ICBC Dial-a-Claim within 24 hours. Have our vehicle's insurance papers and any other information with you when you make the call.
 4. If I.C.B.C. schedules an appointment for you to bring the vehicle in, let your program supervisor know or in case of other agency's vehicle, consult group home supervisor as well as your program supervisor and he/she will attend the appointment with you.