

## **West Central Abilities Inc.**

**Section:** Operations

**Area:** Vehicles

### **Policy Title:** Vehicle Safety and Usage Policy

**Approval Date:** May 29, 2025

**Review Date:** May, 2030

#### **Policy Statement:**

The purpose of this policy is to ensure the safety of the clients and those individuals who drive, and to provide guidance on the proper use of company vehicles. Vehicle accidents or irregular maintenance and care are costly to our agency, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the employer endorses all applicable motor vehicle regulations relating to driver responsibility. The employer expects each driver to drive in a safe and courteous manner pursuant to the following safety rules and to maintain a good driving record. The attitude you take when behind the wheel is the single most important factor in driving safely.

#### **Definition of Terms:**

**Company vehicle** shall also refer to authorized use of personal vehicles for company business.

**Company business** is defined as driving at the direction or for the benefit of the employer. It does not include normal commuting to and from work.

**Driver** means employees and volunteers who have been authorized to operate company vehicles.

#### **Driver Authorization Criteria:**

1. Company vehicles are to be driven and/or operated by authorized employees or authorized volunteers only, except in case of repair testing by a mechanic.

2. All drivers will provide their current driver's license to the employer prior to driving a company vehicle for the first time. Upon expiry of their license, drivers will provide a copy of their new license to the Office Administrator within 7 days of the renewal.
3. Drivers whose license classification changes will provide their new license to the employer within 7 days of receipt of new license.
4. Drivers will ensure their driver's license is valid at all times. Any driver who has a driver's license that is invalid, revoked or suspended shall immediately discontinue operation of company vehicles. Employees will notify the Executive Director or designate, the next business day. Failure to do so may result in disciplinary action, up to and including termination of employment.
5. Upon request, drivers will supply the employer with a driver's abstract.
6. A list of Drivers is provided annually by the employer to the company's insurer. Upon notification from the insurer of any surcharges or exclusions of a driver(s), an employee may be suspended from driving company vehicles, when warranted, based on the individual's personal driving record. Such suspension may be subject to discipline up to and including termination of employment.
7. Drivers must report all ticket violations received during the operation of a company vehicle, or while driving a personal vehicle on company business\*, within 72 hours to the Office Administrator.

### **Driver Safety:**

1. The use of a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
2. Cell phone use while driving is forbidden and is sufficient cause for discipline, up to and including termination of employment. While driving, attention to the road and safety should always take precedence over conducting business over the phone. If absolutely necessary to use the phone, pull over to a safe spot and stop completely. In exceptional circumstances the use of a hands-free device while driving is permitted provided it does not cause undue distraction.
3. No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a company vehicle must wear seat belts.

5. All drivers must come to a complete stop at all stop signs.
6. All drivers must use turn signals when turning or changing lanes.
7. All drivers must obey the posted speed limit and will use extra caution and vigilance in school zones and construction zones.
8. All drivers must stop for school buses that are loading or unloading.
9. All drivers must pull to the right if possible and stop for fire, police and ambulances which are approaching from any direction with sirens and or lights flashing.
10. All drivers must slow to at least 60 km when passing police or emergency vehicles or tow trucks with lights flashing stopped on or at the side of the road.
11. All driving laws must be obeyed.
12. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

### **Defensive Driving Guidelines:**

- Aim high when looking ahead and scan the sides of the road for potential hazards.
- Head lights shall be used 2 hours before sunset and until 2 hours after sunrise, or during inclement weather or at any time when a distance of 150 meters ahead of the vehicle cannot be clearly seen.
- Drivers are required to maintain a safe following distance at all times. Drivers should keep at least a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions or poor visibility, the following distance should be increased to at least four seconds.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 65 km/hr.

- Radar Detectors are strictly prohibited in company Vehicles. Drivers are to drive at the speed of traffic and never to exceed the posted speed limit.
- When passing, or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Always check both ways before crossing a railway track even if it is a controlled crossing. Never stop on a railway track.
- Keep radio or music to a level that you can still hear sirens or other warning signs.
- Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.

\*Check behind your vehicle before backing.

\*Back to the driver's side. Do not back around a corner or into an area of no visibility.

### **Accident Procedures:**

All accidents in company vehicles, regardless of severity, must be reported to the police and the office. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on company business\* must follow these same accident procedures. Accidents involving the employee's personal injury must be reported to Office Administrator for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
2. Call for medical aid if necessary.
3. Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
4. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
5. Complete the form located in the Vehicle Accident Packet. Pertinent information to obtain includes: license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.
6. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Do not argue with anyone.
7. Provide the other party with your name, address, driver's license number, and insurance information.
8. Immediately report the accident to the office. Provide a copy of the accident report and/or your written description of the accident to the office ASAP.
9. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

### **Safety Supplies:**

All company vehicles will be equipped with the following items:

- Blanket
- Booster cables
- Fire extinguisher
- First aid kit
- Flashlight
- Ice scraper/ snow brush
- Road Pylons
- Salt/sand/Kitty litter

- Survival kit/ dry food items

### Vehicle Maintenance:

1. Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.
2. Routine inspections or safety checks of critical items, such as brakes, lights, tires, wipers, etc., must be done every 24,140 kilometers or sooner if a problem arises.
3. Oil changes and tire rotations are due every 8,050 kilometers.
4. Every 48,280 kilometers, vehicles should have a tune-up, transmission service, cooling system service, brake service, AC service, etc.
5. The vehicle must be cleaned (interior and exterior) regularly to help maintain its good appearance for you and the agency. A clean vehicle makes a good impression.
6. Prior approval from the Executive Director is required on any vehicle repairs needed.
7. All maintenance performed for the month must be listed on the vehicle maintenance reports. The appropriate mileage form and gas logs will be completed by the employee and submitted as required. A binder with these forms will be kept in each vehicle and replenished as needed.
8. Fuel will be purchased/charged at Beck's Gas & Wash and/or Co-op Gas Bar. Authorized employees will ensure the appropriate card is being used when charging. Employees will sign receipts and retain a copy to be attached to the Gas Log sheet in the vehicle.
9. At month end, it will be the responsibility of the Residence Manager(s) from each Group Home to submit all forms and receipts, from the vehicle(s) that is assigned to their Group Home.
10. Employees will treat agency vehicles with utmost care and they shall be driven accordingly with care and attention.
11. Daily and weekly Circle checks will be completed, as specified, by employees prior to operating.
12. All drivers must immediately report and document any accidents, damages, problems, or concerns using the proper forms and submitted directly, without delay to their immediate supervisor. The supervisor will follow-up with the office personnel

within 24 hours of any serious incidents. Please refer to Serious Incident Reporting Agency Flow Chart.

### **Personal Automobiles:**

1. Corporate non-owned auto insurance coverage only covers liability on the corporation for damage to a third party automobile or personal injury while the automobile is being used by the employee for company business. Damage to employee owned personal autos, as well as injury to family members, friends, etc., will not be covered by the corporate coverage and therefore, is the sole responsibility of the employee.
2. Those employees who occasionally use their personal vehicle for company business will be reimbursed for mileage pursuant to regulations. Approval from the Executive Director must be obtained in advance of using a personal vehicle. Reimbursed mileage is defined as mileage driven over and above the employee's normal commuting mileage. Employees will record on approved forms the km driven and reason for use of personal vehicle. Mileage expense claims will be submitted to the office for payment.
3. When an employee is authorized to use their own personal vehicle for company use by the Executive Director or designate; the owner/operator is responsible to maintain their vehicle to the same standards of the agency and will follow all applicable policies and procedures.

### **Personal Use and Passengers**

1. Company vehicles are to be driven by authorized drivers only, or in case of repair testing, by a mechanic. Spouses, other family members, or other non-employees, are not authorized to drive company vehicles.
2. Passengers are generally limited to those individuals who need to ride in the vehicle to conduct employer business, such as other employees, clients, volunteers, etc. No unauthorized personnel are allowed to ride in company vehicles.
3. Personal use of company vehicles is restricted to Day Program Staff who drive clients to the day program in company vehicles and therefore do not have a personal

vehicle available to leave for a lunch break. They will be allowed to use the company vehicles to leave for and return from their lunch break, remaining within Town of Kindersley limits. It is expected that company vehicles will not be used to run personal errands while on their lunch break.