PRIVATELY OWNED VEHICLES BPE 3

INTENT

Privately owned vehicles will be maintained and operated with the safety of clients and mitigation of risk to the Society being paramount.

POLICY

In order to provide services to our clients and carry out business activities the Society often relies on the use of personal vehicles. Program Directors will assess and authorize appropriate use. It is the authorized operators' responsibility to: maintain their vehicles in a mechanically safe condition; carry adequate insurance (upgrades costs are reimbursed by the Society); have a valid driver's license and appropriate class; operate their vehicle in a safe, responsible and courteous manner; comply with all Motor Vehicle Act laws and Municipal Bylaws; and follow established practices in the event of an accident or emergency.

PROCEDURE

Staff and volunteers review this policy/procedure with the Program Director of the program prior to receiving authorization to use their personal vehicle for Society business.

DOCUMENTATION

1. Any employee who transports clients will annually submit copies of her/his current driver's license and abstract, current insurance including $5M Third Party Liability and Business Use coverage and vehicle safety waiver to the HR department to be included in his/her personnel file.
2. Any changes to the status of license or insurance will be reported within 48 hours to the Program Director, Manager/Supervisor and Human Resources.
3. Documents and forms (i.e. accident reports, critical incident reports, vehicle damage reports, etc.) are to be submitted to the Program Director, Manager/Supervisor and Human Resources.
4. Should the documentation involve a safety issue the Program Director will forward a copy to the Health and Safety Committee or in the case of a WorkSafeBC claim the Director will forward a copy to payroll.

VEHICLE CONDITION

1. Authorized operators will follow a regular maintenance schedule for their vehicle and will have necessary repairs done in a timely fashion.
2. Operators will not knowingly operate a vehicle in poor mechanical condition and will sign the Vehicle Safety Waiver verifying that their vehicle is in good condition.
3. Operators will keep their vehicles in a reasonably clean presentable state.
4. Vehicles used must be suitable to the accessibility needs of the person served.
5. Program Directors and/or Managers/Supervisors are responsible for operator compliance with these requirements.

SAFETY

1. The Society will supply first aid kits and hazard warning equipment to all vehicle operators who use a personal vehicle to transport clients.
2. The kit and equipment are to be kept in that vehicle when in use on Society business.
3. Vehicles will be kept free of potential hazards such as storage of combustible material.

4. Vehicle operators are expected to be familiar with safety features of their vehicle such as hazard warning lights.
5. Use of cell phones is prohibited by law when driving unless using a hands-free device; however, SCCSS encourages operators to pull over when making any calls even those that are hands-free.
6. Employees transporting clients will be provided with an emergency backup.
7. The Society maintains a list of all operator cell phone numbers indicating that everyone has access to the use of a cell phone in the event of an emergency.

ACCIDENTS

1. An employee, student or volunteer involved in an accident while on Society business must immediately report the accident, regardless of how minor the extent of damage or injury is, to their Program Director or Manager/Supervisor (or designate) within twenty-four (24) hours. It is the responsibility of the Supervisor to notify the Executive Director or designate of all vehicle accidents and to provide backup assistance to the vehicle operator to address any client needs.
2. The operator will contact emergency services by dialling 911 to arrange for medical treatment and police involvement if required. If the operator is incapacitated contact information for their immediate supervisor will be given to emergency personnel.
3. If possible, the vehicle operator must ensure that appropriate transportation arrangements are made for any clients involved in the accident including ambulance to hospital or alternative transportation to home. Help from the immediate supervisor must be requested in situations where it is not possible to provide this client service.
4. Within twenty-four (24) hours of the accident the vehicle operator must complete a Critical Incident Report and submit to the supervisor. The supervisor is responsible for this documentation in the event that the operator is incapacitated.
5. A WorkSafeBC form 6A must be completed by the employee or their designate. The immediate supervisor is responsible to follow up and report to payroll.
6. The accident must be reported to ICBC (Dial-a-Claim) by the operator or designate.
7. All documents to be kept in employee medical file.
8. Operators are solely responsible for any legal action brought about as a result of the accident if found partly or entirely at fault. With the provision of a signed Release SCCSS will provide documentation as required by the operator's legal counsel.
9. Further disciplinary action may result in the event that client safety may have been compromised by negligence on the part of the operator.

TRAFFIC VIOLATION

1. All motor vehicle violations during the course of the employee's shift will be reported to the Program Director, Manager/Supervisor or designate within 24 hours of knowledge of the violation.
2. Fines and/or penalty points for violations are the sole responsibility of the employee. These violations will go on the employee's record and may be considered during the employee's performance evaluation or be the subject of disciplinary action.

EFFECTIVE: Dec. 1, 2015	**APPROVED BY: Executive Director**	
REPLACES: April 1, 2014	**MONITORING: Executive Director**	**FREQUENCY: Annually**