

**COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL**

SUBJECT: Motor Vehicle Policy	POLICY NO.: 2.17 PAGE 1 of 4
FILE UNDER SECTION: 2 – Health and Safety	EFFECTIVE DATE: October 2009 REVISION DATE: June 2019

POLICY:

Community Living Brant is committed to the prevention of occupational illness and injuries in the provision of human service. The goals of this policy are to increase employee awareness of the risks associated with work related driving, provide information to maintain safe vehicles and reduce the frequency and severity of motor vehicle accidents.

PURPOSE:

Community Living Brant is committed to providing a safe and healthy working environment for all the employees and people receiving services. Community Living Brant is committed to providing financial, physical and human resources to reduce the risks of injury from operating motorized vehicles, including agency vehicles and personal vehicles. Community Living Brant is committed to annually reviewing, evaluating and improving the policy in consultation with the Multi Site Joint Health and Safety Committee.

SCOPE:

The Motor Vehicle Policy applies to those employees who operate Community Living Brant owned/ leased or personally owned/leased vehicles for Agency business.

DEFINITIONS:

Driver

A driver is an employee whose job responsibility requires the use of a company /personal vehicle for Agency Business.

Agency Vehicles

To be used by authorized employees only for the purpose of carrying out the operations of Community Living Brant.

Personal Vehicles

All motorized vehicles that belong to employees and who have sole responsibility for its care, maintenance and operation

Motor vehicle

A motor vehicle is a vehicle driven on public roads (does not include a fork lift)

RESPONSIBILITIES:

- 1.0 The responsibilities for ensuring a safe workplace rest with all employees of Community Living Brant as well as the Agency itself. Through this joint responsibility, the workplace will be made safe and healthy for all.

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1.1 Employer

- Provide resources to develop, implement, maintain and continually improve the Safe Driving Program
- Ensure employees are aware of the Safe Driving Program through training at orientation and annually thereafter
- Require completion and sign off of pre-trip agency owned/ leased vehicle inspections (Transportation/Travel Section 3.7)
- Remove any agency owned/ leased vehicles with identified problems from service
- Approve the policy and procedures and annually review the Safe Driving Program in consultation with the Multi Site Joint Health and Safety Committee
- Enforce the policy, procedures and program
- Ensure Community Living Brant's agency owned/leased vehicles are maintained to the standards of the Highway Traffic Act, Ministry of Transportation and the manufactures recommendations
- Ensure that the agency owned/ leased vehicles have all required safety features and standard safety features such as driver and passenger airbags, daytime running lights ABS brakes and seat belts
- Ensure drivers carry appropriate insurance on personal vehicles
- Ensure employees have a valid driver's license
- Ensure employees provide a 3- Year Drive Abstract at time of hire and thereafter the completion of annual self-declaration. Community Living Brant reserves the right to verify the annual self-declaration.
- Taking every reasonable precaution for the protection of the employee

1.2 Managers/Supervisors

- Ensure employees report hazards proactively and to report accidents and incidents to the supervisor immediately
- Respond promptly to employee reports
- Ensure that motor vehicle accidents are investigated
- Remove any agency owned/ leased vehicles with identified problems from services
- Monitor work load to ensure realistic schedules to allow employees to obey speed limits
- As required, identify driving hazards on RACE Hazard Risk Registry with identified controls
- Take every reasonable precaution for the protection of the employee
- Present annually the Safe Driving Program to employees

1.3 Employees

- Have a valid driver's licence
- Participate in training at orientation and annually
- Comply with policy and procedures at all times
- Drivers are expected to conduct themselves in a professional and safe manner and to adhere to the rules and regulations stipulated by the Ministry of Transportation, the

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Highway Traffic Act and Community Living Brant Policy and Procedures.

- Maintain personal vehicles used for work purposes in good working order
- Operating vehicles in accordance with the Ontario Highway Traffic Act, the Agency Safe driving Program (using seat belts)
- Provide required driving-related documentation as required
- Report incidents and accidents
- Report agency owned/ leased vehicle defects immediately to the supervisor/designate
- Report any change in their driving status to their supervisor

1.4 Multi Site Joint Health and Safety Committee

- Support the Safe Driving Program
- As part of the Safe Driving Program at least twice a year the Multi Site Joint Health and Safety Committee will send out information Agency wide (for example a flyer an article to read, a web site to view). The information sent out will either be seasonal related or addressing any concerns, and ways to provide education to prevent future incidents
- Periodically review the video being used for the Safe Driving Program and make recommendations for changes as required
- Every June set out what topics or focus the Safe Driving Program will take for that upcoming year.
- Consult in the development and review of the Safe Driving Program and Training
- Participating in critical injury and fatality investigations as required by the Occupational Health and Safety Act
- At every meeting and annually review incident/accident data related to motor vehicle incidents
- Review the Motor Vehicle Policy and Safe Driving Program annually using incident reports to see if the risks are suitably controlled, have incident statistics changed and are incidents increasing or decreasing
- Make recommendations in writing to management as necessary

1.5 Training

- All employees who routinely operate a motor vehicle for work related purposes will participate in a Safe Driving Program as part of orientation and annually thereafter. (Safe Driving Orientation added to the Transportation Orientation checklist Transportation/Travel Section 3.7))
- Each employee will read the Motor Vehicle Policy and complete the Safe Driving Program as part of the training
- Failure to operate a vehicle in compliance with the Highway Traffic Act and within the established Safe Driving Program or significant changes in driving status may result in additional training, restricting driving privileges, and discipline up to and including discharge.

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Community Living Brant
Transportation Orientation

Name: _____ Employee Number: _____

Location: _____ Date: _____

Transportation Orientation	Completed √
1. Review Transportation/Travel Policy and Procedure	
2. Review Motor Vehicle Policy	
3. Review Vehicle Operation	
4. Review Licensing and Insurance Requirements	
5. Review Completion of Vehicle Log Record	
6. Review Vehicle Circle Check Procedures	
7. Review Accident Procedures including Accident/Injury Incident Investigation Policy and completion of the Vehicle Accident Report	
8. Review and demonstrate use of mechanical lifts	
9. Review and demonstrate loading and unloading of people supported in wheelchairs from vehicle	
10. Review Q-Straints Video	
11. Review use of Cellular Phone	
12. Complete Safe Driving Program	
13. View Safe Driving Video	

Employee's Signature: _____ Date: _____

Trainer's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

*Forward Original to Human Resource Department *