



Association for Workplace Tragedy Family Support

**Policy: Transportation and Driver Safety**

Policy No: TM-HS-02	Issued: 15-Oct-2007	Revised: 18-Oct-2019	Pages: 4
Applicable to: Board members, staff, and volunteers		Date of Last Review: 08-Dec-2020	

**POLICY:** Staff and volunteers regularly use their own vehicles when engaged in work that supports the operational goals of Threads of Life. Staff and volunteers required to travel by any means for Threads of Life business are required to follow specific procedures. Those who drive are required to regularly provide specifics regarding their personal insurance coverage and driver licensing information.

**RATIONALE:** The personal safety of Threads of Life staff and volunteers is of the utmost importance. As Threads of Life does require staff and volunteers to travel to fulfill a variety of duties and commitments, this policy outlines Threads of Life’s expectations for safe transportation for staff and volunteers.

**PROCEDURE:** It is the policy of Threads of Life to allow staff and volunteers to use their own private vehicles when engaged in work that supports the operational goals of Threads of Life. They must have their own personal car insurance and must regularly provide proof of insurance and drivers’ licence information. A minimum of \$2 million in personal liability coverage is required if another staff member or volunteer will or may ever be a passenger in his or her vehicle. If they are certain that this will never happen, a minimum of \$1 million liability coverage is acceptable.

The safety of our staff and volunteers when travelling on behalf of Threads of Life is very important. Therefore, staff and volunteers are expected to:

- Drive a car that ensures the safe transportation to and from a site.
- Have all vehicle safety equipment (including blinker lights, brake and back-up lights, seat belts, tires and brakes) in good operating condition.

A signed copy of the Annual Review Documentation is required to be provided. If a volunteer or staff member is not able to provide this background information then Threads of Life reserves the right to withhold or refuse reimbursement for mileage expenses normally covered under PA-02 Travel and Reimbursement until the Annual Review Documentation is completed. In certain circumstances, where a personal vehicle is not available or is not safe to operate as outlined in this policy, an individual may be asked to rent a vehicle and submit expenses for this as part of their work with Threads of Life.



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Staff and volunteers are required to advise their Manager or the Executive Director immediately of any change in status of their driver's licence, auto liability insurance coverage, their access to or availability of their primary vehicle, or any collision they are involved in while on Threads of Life business.

For the protection and safety of staff driving for Threads of Life business, it is required that all staff who drive for Threads of Life business will hold membership with a Roadside Assistance Program, such as that offered through the Canadian Automobile Association (CAA). Threads of Life will cover the cost of the staff member's individual annual membership. Costs above and beyond that of the single membership (i.e. for additional coverage for a spouse or children), will not be reimbursed.

### **Driver Safety Best Practices**

Threads of Life staff and volunteers who are expected to drive, or who may be reasonably expected to drive a personal or rented vehicle are expected to respect and adhere to the following best practices of driver safety:

1. Ensure that any personal vehicle used for Threads of Life business be road-safe and reliable, and have functional head, tail, reverse and signal lights, and seat belts, tires and brakes in good functional condition.
2. Follow the manufacturer's suggested schedule for preventive maintenance, including regular inspection of safety-critical systems such as brakes, fluid levels and steering.
3. Abide by all driving laws applicable to where you are driving, use headlights and seat belts at all times.
4. Never use a cellular phone or attempt to operate any other technological gadgets (e.g. MP3 players, GPS, etc.) while navigating a vehicle. Use of such devices is permitted by passengers, provided it will not cause distraction to the driver of the vehicle.
5. Do not answer or place a phone call, even on handsfree. The margin of safety offered from using a handsfree device is minimal. If you must make a phone call, pull over at a safe location to place the call.
6. Carry appropriate identification, including your driver's license and provincial health card, in case of an emergency.
7. Do not take any medication or other substances that may impair your ability to safely operate a vehicle.
8. When renting a vehicle for work, do not accept a vehicle that you are not comfortable driving. If you are not comfortable driving a large SUV or a full-sized sedan, do not accept this as a rental.



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Prior to driving, Threads of Life expects that all staff and volunteers will,

**1. Plan your driving route and arrival times.**

- a) Check the current and expected weather and road conditions along the anticipated driving route.
- b) Ensure a staff member, family member or friend is expecting to hear from you at your anticipated arrival time. Provide the name and contact phone number of your Manager, Executive Director, or another staff member to your contact and ask them to phone if they do not hear from you and are unable to contact you by the scheduled arrival time.
- c) Immediately contact your Manager or the Executive Director if you are uncomfortable driving in the road conditions expected along your route. Your Manager or the Executive Director will work with you to come up with the best course of action in the circumstance.
- d) Inform your manager or volunteer supervisor and the Threads of Life office if you are forced to cancel or alter travel plans.

**2. Prepare for the expected and unexpected.**

- a) Plan your trip with enough extra time to allow for minor delays resulting from construction, traffic, or bad road conditions. If an impending weather-front can be avoided by leaving earlier in the day, or even a day early, discuss with your Manager.
- b) Keep an extra supply of washer fluid in your vehicle and keep your gas tank full in case you are ever temporarily stranded due to mechanical issues, weather, or a collision.
- c) Consider keeping a first aid kit and emergency kit in your car, especially in the winter.

**3. Be Patient**

- a) Drive according to conditions and within the posted speed limit.
- b) Do not follow other drivers too closely.
- c) Do not crowd a snowplow – the operator has limited visibility and may not be able to see your vehicle. The safest place to be is on the freshly cleared road behind a snowplow, but maintaining a following distance of 150 metres or more.



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### **Transportation Safety**

Where you will be a passenger in another vehicle, such as an airport shuttle bus, city bus, or taxicab, only take transport in vehicles operated by a licenced professional driver.

If a flight or other transportation is cancelled for weather or other reasons, contact your manager or volunteer supervisor to come up with the best course of action in the circumstances. Keep your manager informed of any decisions you've made in these situations. Staff should also inform the Threads of Life office of any changes in travel plans.

**GUIDELINES:**

**TOOLS:**

**REFERENCED**

**DOCUMENTS:**

- PA-02 Travel and Reimbursement
- Annual Review Documentation