

## PATHWAYS ABILITIES SOCIETY

### **POLICY: TRANSPORTATION AND VEHICLES**

**Applies to:** All Personnel

#### **PREAMBLE**

Pathways Abilities Society employees, as part of their terms of hire, are required to transport individuals.

Pathways Abilities Society is committed to ensuring the safe keeping of all persons served, staff and volunteers using vehicles. Vehicle accidents are costly, but more importantly they may result in injury to self or others. It is the driver's responsibility to operate a vehicle in a safe manner and to drive defensively to prevent injuries and property damage. Pathways Abilities Society endorses all applicable provincial motor vehicle regulations. Pathways Abilities Society expects each driver to drive in a safe and courteous manner and adhere to safety rules. The attitude taken when behind the wheel is the single most important factor in driving safely.

The purpose of this policy is to ensure the safety of those individuals who drive Society vehicles and/or their own vehicles. Implementation of the following measures and procedures are required in order to uphold a safe and practiced level of efficiency in their use.

#### **POLICY**

A class 4 driver's license is a condition of employment for all employees other than administrative personnel. Employees are strictly forbidden from transporting individuals without a class 4.

Pathways Abilities Society vehicles will be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members are not authorized to drive Pathways Abilities Society vehicles.

The use of a Pathways Abilities Society vehicle or an employee's own vehicle to conduct Pathways Abilities Society business while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline up to and including dismissal.

No driver shall operate a Pathways Abilities Society vehicle when his/her ability to do so safely has been impaired by illness, fatigue, and injury or prescription medication.

All federal, provincial and local driving laws must be obeyed.

All accidents, regardless of severity, will be reported as stated in the Pathways Abilities Society Motor Vehicle Accident and Vehicle Damage Reporting policy and procedures. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action up to and including dismissal.

Drivers must immediately report to the executive director in writing all summonses received for moving violations during the operation of a Pathways Abilities Society vehicle or while using their own vehicle to conduct society business. Employees are liable for traffic violations incurred while on duty.

Any employee who has a driver's license revoked or suspended shall immediately notify the executive director, and will not transport individuals or conduct society business. Failure to do so may result in disciplinary action up to and including dismissal.

Motor Vehicle Records will be ordered in the month of January to assess employees' driving records. An unfavorable record will result in a loss of the privilege of driving a Pathways Abilities Society vehicle and could result in the loss of employment.

The following system will be used to determine eligibility to operate a Pathways Abilities Society vehicle:

All type "A" violations (as defined below) will result in termination of driving privileges for employees. Any drivers (employees or applicants) showing one of the following will be restricted from driving Pathways Abilities Society vehicles or conducting Pathways Abilities Society business:

- One (1) or more type 'A' Violations in the last 3 years.
- Three (3) or more accidents (regardless of fault) in the last 3 years.
- Three (3) or more type 'B' violations in the last 3 years.
- Any combination of accidents and type 'B' violations that equal four (4) or more in the last 3 years.

Type 'A' Violations:

- Driving while intoxicated,
- Driving while under the influence of drugs,
- Negligent homicide arising out of the use of a motor vehicle (gross negligence),
- Operating during a period of suspension or revocation,
- Using a motor vehicle for the commission of a felony,
- Aggravated assault with a motor vehicle,
- Operating a motor vehicle without the owners authority (grand theft),
- Permitting an unlicensed person to drive,
- Reckless driving,
- Speed contest (racing),
- Hit and run (bodily injury or property damage).

Type 'B' Violations

- All Moving Violations not listed as type 'A' Violations.

All drivers and passengers operating or riding in a Pathways Abilities Society vehicle or conducting Pathways Abilities Society business must wear seat belts. Pathways Abilities Society staff must ensure individuals wear seatbelts. Individuals and/or staff refusing to wear seatbelts are prohibited from operating or being transported in a Pathways Abilities Society vehicle and/or from conducting Pathways Abilities Society business.

No unauthorized personnel (e.g. hitch-hikers) are allowed to ride in Pathways Abilities Society vehicles or employee vehicles when conducting society business.

Smoking, eating and cellphone use is strictly forbidden when operating a society vehicle or the employee's own vehicle to conduct society business.

Drivers are responsible for the security and cleanliness of Pathways Abilities Society vehicles assigned to them. Drivers must complete a pre-trip inspection prior to using a Pathways Abilities Society Vehicle. The vehicle engine must be shut off, ignition keys removed, steering wheel locking device placed and vehicle doors locked whenever the vehicle is left unattended. All garbage must be removed.

Headlights shall be used 1/2 hour before sunset and 1/2 hour after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.

Vehicle inspection checklists are to be completed prior to each trip.

Pathways Abilities Society vehicles contain first aid kits, emergency kits and binders with relevant transportation policies and procedures.

Employees transporting individuals to conduct society business must sign in and sign out "To Go Bag" which contain first aid kits, emergency kits and binders with relevant transportation policies and procedures.

Vehicle Content Checklists for agency vehicles and To Go Bags are completed twice per year in the month of January and June. Missing or expired items are replenished and replaced.

Pathways Abilities Society employees are responsible for documenting the date, destinations (to and from) and the exact mileage used in kilometers. Trips outside of Kelowna city limits require prior approval from the supervisor.

Employees driving their own vehicle to and from work may be required to use their vehicle to transport individuals. The employee will be reimbursed at the specified rate in the most recent collective agreement. Employees are required to obtain and maintain business class car insurance. Pathways Abilities Society will reimburse the difference between "To and From" (003 or 023) class insurance and "Business" (007 or 027) class insurance. Pathways Abilities Society strongly recommends that employees purchase the maximum liability insurance. Employees are responsible for the cost of any repairs to their vehicles.

Individuals receiving services cannot be left in a vehicle that is running or with keys in the ignition without Pathways Abilities Society support staff. Individuals whose Consent and Community Support form states that they can be left for short periods of time, may remain in a vehicle if they choose unattended for a maximum of 5 minutes.

The executive director oversees and designates the responsibility for the management and maintenance of Pathways Abilities Society Vehicles.

Pathways Abilities Society vehicles are serviced through a government authorized motor vehicle inspection facility. All vehicles are scheduled for general service minimally once per year and as recommended by a certified mechanic, barring any additional concerns.

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Board Approval

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