

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: TRANSPORTATION AND VEHICLES**

**Applies to:** All Personnel

**Effective/Revision Date:**

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*Motor Vehicle Accidents and vehicle damage are handled as outlined in the Motor Vehicle Accident and Vehicle Damage Reporting policies and procedures.*

#### **Society Vehicle Usage**

1. Staff is responsible for safeguarding the property of Pathways including vehicles.
2. Consult the Vehicle Usage form.
3. Select the vehicle you require from the list.
4. If the vehicle is available, write your name in the "Used By" section.
5. Pick-up the keys for the vehicle at departure time.
6. Before departing complete a Vehicle Pre-trip inspection form. If repairs are required give the Pre-Trip Vehicle inspection form directly to the person responsible for vehicle maintenance. If the problem is serious or requires immediate attention, an appointment will be made as soon as possible. If you are not sure who the person is ask your supervisor.
7. The staff designated responsible for vehicles reviews all Vehicle Pre-trip inspection forms and documents all concerns in ShareVision in the Vehicle Maintenance Repair list. They arrange for the vehicle to be repaired and gives a copy of the identified concern to the garage at the time the vehicle goes in for servicing.
8. On the Vehicle Pre-Trip Inspection form, check the number of the vehicle taken and document the starting kilometers and destination. If required refuel the vehicle and place the receipt in the appropriate pouch.

9. Upon returning, document the kilometers used. Remove any garbage; ensure vehicle is tidy and locked. Return the keys.

10. The concluded Vehicle Pre-trip Inspection forms and Vehicle Usage forms are given to the staff designated responsible for vehicles. He/she, once reviewed and addressed, files the document for a period of one year.

### **Vehicle Gas Cards**

1. See the supervisor or manager to sign out a gas card.

2. Complete the Vehicle Gas Card Sign Out sheet, date, name, card # and Initial out.

3. Return the gas card and the gas receipt to the supervisor or manager and complete the Vehicle Gas Card Sign in.

### **Employee Vehicles**

1. Obtain a copy of the Insurance Differential form. Have the representative from your insuring company complete.

2. Submit copy of insurance verification to your immediate supervisor with the completed Insurance Differential form. He/she will give the copy of your insurance to the executive director and the Insurance Differential form to the accounting department for reimbursement.

3. Obtain a Mileage/Expense Report form(s) from the forms binder or print from ShareVision. A separate Mileage/Expense Report form must be used for each of the following service areas: Activity Services, ICO/Social Ventures, Old Meadows Road, Bouvette, Individualized Funding: Other, Individualized Funding: Mead, Individualized Funding: Hopkins, Administration and Home Share.

4. Prior to leaving, complete the "Vehicle to Go Bag Sign In Sign Out" form and take a Vehicle To Go Bag.

5. Upon returning complete the "Vehicle to Go Bag Sign In Sign Out" form and return the Vehicle To Go Bag.

6. Log date, destination and kilometers traveled each day, on each form if applicable.

7. Submit the completed form to the appropriate area supervisor as outlined in the service areas identified above at the end of the month. On the first claim, include the receipt for insurance upgrade.

8. The supervisor reviews the Mileage/Expense Report form to ensure it is accurate, signs the form confirming and submits it to the finance department for reimbursement through the employee's biweekly payroll.

9. The employee is reimbursed in the next pay period.

## **Defensive Driving Rules**

1. Drivers are required to maintain a safe following distance at all times. To estimate following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
2. Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four-seconds.
3. Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo; and at least four-seconds when fully loaded. Following distance should also be increased when adverse conditions exist.
4. 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.
5. Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
6. 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 60 kilometers per hour.
7. Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
8. When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
9. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
10. 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.
11. 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.
12. Avoid backing-up where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.

13. Check behind your vehicle. Operators of heavy trucks should walk around their vehicle before backing up and/or have someone guide you.

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

### **Driving in Winter Conditions**

1. Check the weather forecast before starting out. Only drivers know their own skill level. If you are not a confident winter driver, not driving may be the wisest choice.

2. Ensure all passengers are suitably dressed. Driver and passengers must be prepared in case they are stranded or snowbound.

3. Use tires that are suitable for winter conditions. All Pathways vehicles are equipped with all season tires, but not all have the rating that allows driving over mountain passes. Prior to making trips into high elevation areas ensure the vehicle you are taking has the required rating for their tires.

4. Make sure emergency roadside equipment is in the vehicle.

5. Make sure you can see. Scrape snow or frost from the windows and mirrors, get rid of any ice or snow on the wipers and clean all the lights before driving.

6. Scan further ahead when driving to give yourself a larger safety margin.

7. Plan manoeuvres further ahead so you have more time to react.

8. Accelerate gently. Sudden starts can send a vehicle into a skid or cause the wheels to spin.

9. Carefully test your braking and steering at a very low speed. Use this test to decide whether to continue or to slow down more.

10. Allow extra space margins (including more following distance).

11. Avoid passing unless absolutely necessary.

12. Slow down before entering curves and corners. Braking in curves may cause you to skid.

13. Do not leave vehicles idling.

### **Stranded**

1. When planning to travel to areas outside of the city ensure your direct supervisor is aware of travel plans.

2. Stay with your vehicle.

3. Request assistance from a passer by.

4. Notify your direct supervisor or manager of the situation.
5. If you decide to run the car to keep the interior warm, only do this for about five minutes every hour. You must be very cautious because the car could fill with carbon monoxide gas. Carbon monoxide poisoning can cause dizziness or drowsiness and even lead to death. Check the exhaust pipe and exhaust system to ensure they are not blocked or damaged because this could cause increased leakage or carbon monoxide into the car. Keep one window slightly open at all times for fresh air. Make sure that at least one person stays awake at all times.

### **Vehicle Breakdowns**

1. You need to move out of traffic and into a safe place as quickly as possible if this happens.
2. Apply parking break.
3. Turn on your hazard lights.
4. Set out flares or a warning triangle.
5. Stay with your vehicle.
6. Notify direct supervisor or manager that vehicle is inoperable.
7. Follow direction of supervisor or manager.

### **Evacuation from a Vehicle or Fire of a Vehicle**

1. If possible follow procedure above for "Vehicle Breakdowns."
2. Driver of the vehicle is responsible for the safe evacuation of passengers.
3. If possible evacuate passengers from the doors on the side of the vehicle that is furthest from traffic.
4. Move passengers to a safe area.
5. Notify direct supervisor or manager that vehicle is inoperable or 911 if the car is on fire.
6. Follow direction of supervisor or manager.

### **Vehicle Maintenance and Repairs**

1. If a vehicle issue is identified document on the Vehicle Pre-trip inspection form and document in the Vehicle Issues ShareVision list. Notify your immediate supervisor.
2. The Residential Supervisor:
  - Coordinates with the leadership team vehicle repairs and maintenance with the current repair shop.

- Documents the repair or maintenance in the Vehicle Maintenance and Repair Log in ShareVision and attaches the invoice.
- Completes or delegates the completion of the Vehicle Content Checklist for agency vehicles and To Go Bags in January and June. They give the completed checklist to the Activity Quality Assurance Manager and ensure items missing or expired are replaced.
- Coordinates the installation and removal of winter tires on agency vehicles and documents in the Tires ShareVision list.