

PATHWAYS ABILITIES SOCIETY

PROCEDURE: TRANSPORTATION AND VEHICLES

Applies to: All Personnel

Original Effective Date: April 28, 2003

Effective Date: December 5, 2022

Replaces Procedure Dated: September 13, 2021

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. Once reviewed and addressed, they file the document for a period of one year.

Vehicle Gas Cards

123 Franklyn Road

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.

1216 St. Paul Street

1. The vehicle gas card is located in the upper safe cabinet, in the lunchroom at BikeWays.
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 booklet. The manager completes the Vehicle Gas Card Sign in and submits the receipts to the Finance Manager, monthly.

Accessibility Placards

123 Franklyn Road

1. Each Pathways vehicle has a placard assigned to them except for the truck.
2. There are two floating placards to be signed out.
3. See the supervisor or designate to sign out a placard which are kept in the back of the gas card binder in the middle cupboard of the front office.
4. Complete the "Placard Accessibility Sign Out" form and have the supervisor or designate initial.
5. Upon returning, return the placard to the binder and have the supervisor or designate initial the return.

The Homes

1. The placards are kept in each individual's binder in the home.
2. Sign out the placard on the "Vehicle to Go Bags Sign In and Out" form.
3. After use sign the placard back in and place the placard back into the individual's binder.

Employee Vehicles

1. Prior to leaving, complete the "Vehicle to Go Bag Sign In Sign Out" form and take a Vehicle To Go Bag.
2. Upon returning complete the "Vehicle to Go Bag Sign In Sign Out" form and return the Vehicle To Go Bag.

Vehicle Maintenance and Repairs

1. When a vehicle is purchased for the society the information is entered in the Vehicles ShareVision list.
2. If a vehicle issue is identified document on the Vehicle Pre-trip inspection form and document in the Vehicle Issues ShareVision list. Notify the Building Manager and your immediate supervisor.
3. The Building Manager or delegate:
 - 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 which are saved in the Supervisors/ Vehicles directory.
 - 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 Vehicle Maintenance and Repair Log in ShareVision.

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, however 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.

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 the direction of supervisor or manager.

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 brake.

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.

Jump-Starting a Vehicle with a Dead Battery

1. Park the vehicle you will use for jump-starting next to the one with the dead battery, positioned close enough so that the cables will reach. The vehicles should not touch one another.
2. Turn off the ignition on both vehicles.
3. First, clamp one end of the positive cable to the non-working battery's positive clamp.
4. Connect the other end of that cable to the working battery's positive clamp.
5. Connect the negative cable to the negative terminal on the working battery.
6. Connect the other end of the negative cable to a ground on the vehicle with the dead battery. This can be the engine block or another metal surface away from the battery. Be careful not to touch the two ends of the cable together while doing this.
7. Start the vehicle that has the working battery.
8. Start the vehicle with the weak battery. If it does not start, check your connections and tighten or clean as needed.
9. If it does start, let the problem vehicle run for at least 20 minutes to allow the battery to recharge before shutting it off.
10. Unclamp the cable that is acting as the ground.
11. Unclamp the cable from negative terminal on vehicle with the working battery.
12. Unclamp the cable from the positive terminal on vehicle with the working battery.
13. Unclamp the cable from the positive terminal from the vehicle that has the non-working battery.