

## PATHWAYS ABILITIES SOCIETY

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

**Applies to:** All Personnel

Original Effective Date: April 28, 2003

Effective Date: September 23, 2024

Replaces Procedure Dated: December 5, 2022

Motor Vehicle Accidents and damage to vehicles 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 assigned from the Vehicle Usage form list in the "Used By" section.
4. Pick up the keys for the vehicle at departure time.
5. The staff designated responsible for vehicles (Building Services Assistant) reviews all Vehicle Pre-trip inspection forms and documents all concerns within ShareVision, in Vehicle Issues. BSA arranges for the vehicle to be repaired and gives the garage a copy of the identified concern when it goes in for servicing.
6. Before departing, complete a Vehicle Pre-trip inspection form.
7. Vehicle Pre-Trip Inspection:
  - Each Vehicle has a book of pre-trip inspection forms, vehicle number and month marked on the front cover, as does each page.
  - Each book has 31 pages for one month. Use a new book each month, handing the old month into the office on the last day used.
  - Mark NEW cosmetic or body damage noted on your form. The decal on the damaged area of the vehicle notes old damage.
  - The inspection form is good for 24 hours. If you're the second driver of the day, review the last driver's notes, sign and proceed. If a safety defect is noted, remove the book from the vehicle with the keys and notify your Supervisor.
  - If NO BOOK is found in a vehicle – DO NOT DRIVE. It means a repair is needed. BRAKES and STEERING issues create a NO DRIVE vehicle.
8. Remove any garbage Upon returning from a trip; ensure the vehicle is tidy and locked. Return the keys.
9. The completed Monthly Vehicle Pre-trip Inspection Books are given to the designated staff responsible for vehicles. Once reviewed and addressed, they file the document for 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 receipt to the supervisor or manager and complete the Vehicle Gas Card sign-in.

1216 St. Paul Street

1. The vehicle gas card is 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 are submitted to the Finance Manager monthly.

### **Accessibility Placards**

123 Franklyn Road

1. Each Pathways vehicle has a placard, except for the truck, assigned to it.
2. There are two floating placards to be signed out.
3. See the supervisor or designate to sign out a placard, which is 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 designate the initial of the return.

The Homes

1. The placards are kept in everyone'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. Before 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 Vehicle Registry in ShareVision.
2. If a vehicle issue is identified, document it on the Vehicle Pre-trip inspection form and document it in the Vehicle Issues ShareVision list. Notify your immediate supervisor.
3. The Building Manager, Building Services Assistant 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 is 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 always to maintain a safe following distance. To estimate the following distance, pick a stationary object ahead of you. As the vehicle in front of you passes an 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 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. The 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 directly or through mirrors.
6. Drivers must honour posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed consistent with the road conditions, weather, lighting, and traffic volume. 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 returning to 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, keep the distance travelled to a minimum when necessary and be particularly careful.
13. Check behind your vehicle. Operators of heavy trucks should walk around their vehicles before backing up and/or have someone guide them.
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 departing. 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. Drivers 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 for driving over mountain passes. Before making trips into high-elevation areas, ensure the vehicle you are taking has the required rating for its 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, remove any ice or snow on the wipers and clean all the lights before driving.
6. Scan further ahead when driving to give yourself a greater margin of safety.
7. Plan maneuvers 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 the procedure above for "Vehicle Breakdowns."
2. The 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 the direct supervisor or manager that the vehicle is inoperable or 911 if the car is on fire.
6. Follow the direction of the 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 passerby.
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 vehicle 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. If this happens, you must move out of traffic and into a safe place as quickly as possible.

2. Apply the parking brake.
3. Turn on your hazard lights.
4. Set out flares or a warning triangle.
5. Stay with your vehicle.
6. Notify the direct supervisor or manager that the vehicle is inoperable.
7. Follow the direction of the 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. 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 the negative terminal on the vehicle with the working battery.
12. Unclamp the cable from the positive terminal on the vehicle with the working battery.
13. Unclamp the cable from the positive terminal from the vehicle that has the non-working battery.