

SCOPE

All workers, which for the purposes of occupational health and safety includes employees and students.

RATIONALE

To ensure the safe operation of motor vehicles while under the employ of Community Care Peterborough, and, ultimately the safety of drivers and their passengers.

POLICY

Community Care Peterborough promotes safe driving practices for all workers to ensure their safety and that of Community Care Peterborough clients. Driving is an integral part of the day to day operation of Community Care Peterborough for business related travel and in service of clients.

In addition to the procedures outlined in this policy for the acceptable use of motor vehicles while travelling on agency business, all drivers will ensure compliance with all Ministry of Transportation legislation and regulations related to the operation of a vehicle.

PROCEDURES**Guidelines**

1. Any CCP worker that operates an agency owned and operated vehicle or a personal vehicle while conducting agency business is required to:
 - a) Comply with this policy and its associated procedures;
 - b) complete a satisfactory Driver's Record in accordance with HR-4-35 if their role involves transporting clients;
 - c) know and abide by all driving laws in all areas where they operate vehicles while conducting company business;
 - d) hold a valid driver's license in good standing, and the licence held must be valid for the type of motor vehicle being used;
 - e) carry their license at all times;
 - f) maintain the appropriate level of insurance;
 - g) notify managers of any health and safety concerns (unsafe or potentially hazardous), so that they may be dealt with promptly;
 - h) use appropriate safety equipment as required;
 - i) report any incident, injury or hazard;

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- j) conduct a circle check; a walk-around inspection prior to operating a vehicle;
- k) wear a seatbelt all times, including all stages of pregnancy, and ensure that passengers do the same;
- l) drive with the headlights on at all times;
- m) secure cargo inside, or on, Community Care Peterborough's vehicles;
- n) adjust headrests so the top of the rest is level with the top of the drivers and/or passengers head; and
- o) drive in a safe and courteous manner at all times.

Agency Owned and Operated Vehicles

- 2. Only authorized workers of CCP are allowed to operate an agency owned and operated vehicle while conducting CCP business.
- 3. If unauthorized individuals are caught driving an agency vehicle, the authorized worker whose vehicle it is will be subject to disciplinary action, up to and including termination of employment.

Safe Driving Techniques

- 4. Workers are expected to employ safe driving techniques at all times while operating agency owned and operated vehicles, or while operating personally owned vehicles while on agency business.
- 5. Examples of safe driving techniques include, but are not limited to:
 - a) Maintaining a safe following distance between them and the vehicle in front of them, using the 3-6 second rule, depending on vehicle length;
 - b) checking blind spots and signalling in advance before changing lanes;
 - c) driving within the posted speed limit at all times;
 - d) operating the vehicle at speeds that are safe for the conditions, recognizing that, in some circumstances (e.g. rain or fog) this may be below the posted speed limit; and
 - e) avoiding risk-taking when driving.

Passengers

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6. While using personal vehicles for business purposes, CCP employees are prohibited from carrying clients as passengers. The only exceptions are Personal Support Workers transporting clients as part of a plan of support.
7. While using agency owned and operated vehicles, only authorized employees are permitted to carry clients as passengers.
8. Workers are permitted to carry volunteers as passengers in personal vehicles for business purposes or in agency owned and operated vehicles.

Use of Mobile Phones

9. CCP strictly prohibits the use of handheld mobile devices while operating agency owned and operated vehicles, or while operating a vehicle on CCP business. This includes using the device to talk, text, type dial or e-mail at any point when driving, including at stop signs or lights.
10. Drivers are permitted to use hands-free communication devices such as a cell phone with an earpiece, headset, or Bluetooth using voice dialing or while being plugged into a vehicle's sound system.
11. Voice activated devices are the safest form of hands-free communication; however, in the event that it must be turned on manually, drivers are only permitted to push a button to activate or deactivate the device's function. Button activated devices must be securely mounted in an easily accessible place that does not require the driver to adjust their position to reach.
12. If a worker is driving and must make a manual phone call they must first pull over or stop in a safe area where they are not impeding traffic or are unlawfully parked. Workers are discouraged from stopping on the shoulder of busy highways, unless in the event of an emergency.
13. The only exemption from this policy is in the event that the driver must call 9-1-1 due to an emergency and where the driver cannot stop to make said call.

Display Screens

14. CCP strictly prohibits drivers from viewing display screens which are unrelated to driving (e.g. laptop, tablet, or DVD screens).

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15. Workers are never permitted to have their laptops open and/or in use while driving. Laptops or tablets should be shut off and safely stored.
16. If a passenger is using a laptop or tablet, they are not permitted to ask the driver to look at the display screen while they are operating the vehicle – this includes when at stop signs and/or lights.
17. If the driver states that the passenger's use of a display screen is distracting, the passenger must turn off the device, close it, and stow it in a safe location.
18. In the event that a laptop or tablet must be used, the driver must stop in a safe location which does not impede traffic or is an unlawful parking area.

Global Positioning System (GPS)

19. Global Positioning Systems may be used only if the device is properly secured and is programmed at the beginning of the trip before the driver leaves the parking area.
20. The GPS device should not be touched again while driving. If the GPS must be used during the course of the trip, the driver must stop or pull over in a safe location that does not impede traffic and is lawful for parking.

Music

21. Radio and CD players may be used when in the vehicle but should be touched as little as possible and turned off if they are found to be a distraction to the driver.
22. Workers are permitted to use their MP3 devices and mobile phones for music, provided that they have been set up prior to travelling and can be operated through the vehicle's entertainment system controls.

Fatigue

23. CCP expects all workers to arrive at work well rested and ready to work. Workers who are fatigued may be adversely affected as fatigue reduces a worker's ability to perform mental and physical tasks, including driving a vehicle safely. Someone suffering from fatigue is more likely to:
 - a) Have slower reaction times;

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- b) be unable to respond to changing conditions; and
 - c) take risks.
24. Workers experiencing fatigue are not permitted to drive and must notify their supervisor to determine an appropriate course of action (e.g. arrange to have someone else operate the vehicle or where possible, stop and rest until recuperated).
25. Workers who refuse to operate a vehicle until they have rested and are no longer suffering from fatigue will not be reprimanded provided that the refusal is based on the belief that operating the vehicle is unsafe work.

Alcohol, Drugs, and Driving

26. Workers are not permitted to drive if unfit to do so (e.g., under the influence of alcohol, marijuana, narcotics, medications, or other drugs that are likely to affect your alertness or driving performance).
27. Driving under the influence is against the law and will not be tolerated by CCP.

Inclement Weather

28. During periods of inclement weather (e.g., snow, fog, rain, ice, hail, high winds), drivers should reduce their speed and allow for increased stopping distances.
29. During period of inclement weather, workers should be aware of hazards such as decreased visibility and traction, and should change their driving to suit these challenges.
30. In the event that the inclement weather makes driving unsafe, or the roads are impassable, CCP workers are directed to stop their vehicle in a safe position and wait until it is safe to proceed. If they have not yet left for their destination, workers are directed to inform their immediate supervisor as soon as possible to alert them to the situation, and their inability to travel safely.

Driving at Night

31. Drivers should exercise increased levels of caution while driving at night, and take care to avoid "over driving their headlights." *Note:* If the distance needed to come

to a complete stop exceeds the distance to which you can clearly see, you are over driving your headlights.

32. Drivers should reduce their speed and drive in a safe manner.

Vehicle Maintenance

33. Workers that are required to operate an agency and operated vehicle or are transporting clients are required to complete a pre-trip safety check to ensure that the vehicle is up to date with maintenance and is in safe operating condition.
34. In the event that a maintenance issue exists with an agency owned and operated vehicles, workers are directed to fill out a *Vehicle Maintenance* form.
35. CCP owned and operated vehicles will be subject to regular vehicle maintenance.
36. Personal Support Workers who transport clients as part of their role must maintain their vehicle in a clean and safe manner.

First Aid Kits/Road Safety Kits

37. All workers who transport clients will carry a first aid kit in their vehicle. A road safety kit is highly encouraged.
38. All agency owned and operated vehicles will contain a road safety kit in addition to a first aid kit.

In the Event of an Accident

39. In the event of a motor vehicle accident during the course of CCP business, workers must:
- a) Move the vehicle to a safe spot, out of traffic, if possible;
 - b) assess the situation and call the appropriate authorities where necessary (Ambulance, Fire Department, Police);
 - c) obtain the appropriate contact information from the other parties involved in the accident, including their insurance information, names and phone numbers;
 - d) share their appropriate insurance information and contact information with the other parties involved in the accident;

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- e) contact their immediate supervisor or designate to inform them of the accident, and provide as much pertinent information as possible;
 - f) use the first aid/road safety kit, where required; and
 - g) complete a *Workplace Incident and Investigations Report* in accordance with HS-1-110.
40. In the event of an accident the driver is specifically directed not to reference or assume any responsibility for the accident. This direction is provided to permit the individuals conducting the investigation to make their determination based on all the evidence and factors influencing the incident which may not be available to the driver.

Withdrawal of Agency Vehicle Privileges

41. The privilege of driving an agency owned and operated vehicle may be withdrawn for any of the following reasons:
- a) Abuse or misuse of the vehicle;
 - b) failure to comply with CCP policies and procedures;
 - c) a Driver's Record which becomes unsatisfactory during the course of operating an agency vehicle; and
 - d) conviction or a guilty plea to driving an agency vehicle under the influence of alcohol, marijuana, or an illegal controlled substance.
42. Drivers will be assessed based on both quantitative and qualitative indicators such as motor vehicle incidents and documented complaints.

Approved: _____
(Signature – Executive Director)

Date: _____

REFERENCE

HR-4-35: Driver's Record

HR-8-60: Inclement Conditions

HS-1-40: First Aid

HS-1-110: Workplace Incident Reporting and Investigations

COMMUNITY CARE PETERBOROUGH

Standards, Policies, and Procedures

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Form - Workplace Incident Investigation Record

Form - Vehicle Maintenance