

## *Motor Vehicle Incident Prevention*

<b>Reviewed Date</b>		<b>Number</b>	HS0114
<b>Revised Date</b>	April 25, 2018	<b>Approved Date</b>	December 21, 2009

### ***Introduction***

The Simcoe Muskoka District Health unit is committed to the health and safety of its employees, students, volunteers and contractors who perform work on behalf of the agency.

### ***Purpose***

The purpose of this policy is to inform Simcoe Muskoka District Health Unit (SMDHU) Board of Health members, employees, students, volunteers and contractors of the governance and safe use of vehicles either owned or leased by the agency or Personal Vehicles used by employees who are required to drive as part of their position description.

### ***Legislative Authority***

Occupational Health and Safety Act  
 Highway Traffic Act, R. S. O. 1990  
 Criminal Code of Canada  
 Smoke Free Ontario Act

### ***Policy Definitions and Interpretation***

**Approved Drivers:** are individuals who meet and comply with the requirements outlined in the policy.

**Contractor:** defines an Agent contracted to conduct health unit business in the community.

**Personal Vehicle:** A vehicle owned or accessed by the employee, student, volunteer or contractor for SMDHU business purposes that is not owned or leased by the Health Unit.

**Shared-Use Vehicles:** refers to the SMDHU vehicles which are specifically assigned for booking purposes.

**SMDHU Vehicles:** are Vehicles owned or under a leased agreement with the owner named as the Simcoe Muskoka District Health unit.

**Supervisor:** refers to the position to which the employee directly reports.

### ***Policy***

All employees, students, volunteers, contractors and Board of Health Members of the SMDHU will be responsible for the safe and accountable use of vehicles while conducting health unit business.

## Procedures

1. **Authorized Use:** Authorized use of a SMDHU Vehicle or a Personal Vehicle for health unit business is limited to:
  - 1) Travelling between the places where official health unit business is performed.
  - 2) When on official travel status, travelling between the place of health unit business and the place of residence or temporary lodging.
  - 3) Transporting of individuals, other employees or guests of the health unit when they are on health unit business or when such transport is in the direct interest of the health unit.
  - 4) Travelling out-of-province with appropriate authorization.
  
2. **Unauthorized Use:** Unauthorized use of a SMDHU vehicle or a Personal Vehicle being utilized for health unit business includes but is not limited to:
  - 1) Operating a SMDHU vehicle without authorization for purposes beyond health unit business.
  - 2) Transporting of explosives, weapons, ammunition or highly flammable material.
  - 3) Transporting of any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction to safe driving or a hazard to pedestrians or to other vehicles.
  - 4) Operating a vehicle while under the influence of alcohol or drugs while conducting health unit business.
  - 5) Operating a vehicle without a valid Driver's license or with a suspended licence (see article 3 below).
  - 6) Operating a Vehicle without proper insurance
  
3. **Approved Drivers:**
  - 1) **Employees, Students, Volunteers and Contractors** – A Vehicle used for conducting health unit business whether an SMDHU vehicle or Personal Vehicle must be driven by a licensed driver.
  - 2) To be considered for approval to drive, the individual must:
    - Have a valid Ontario G or G2-class driver's licence.
    - Have a driving record free of: a current suspension, license forfeiture or revocation of a provincial driver's license that restricts an employee's ability to drive for work.
  - 3) Every employee student or volunteer required to drive in order to carry out their position responsibilities, will provide a signed Vehicle Information Release Form HS0114(F1):
    - From the effective date of this policy.
    - For all new employees at the time of acceptance of the job offer.

An approved driver will be responsible to notify their Supervisor and Human Resources in writing in the case of a current suspension, license forfeiture or revocation of a provincial driver's license that restricts an employee's ability to drive for work.

## 4. Drivers not meeting standards:

- 1) An employee student or volunteer's unauthorized use of a Vehicle, whether a SMDHU vehicle or Personal Vehicle and/or failure to meet the standards set out under "Approved Drivers" will be subject to disciplinary action.
- 2) An employee, student or volunteer who is required to drive a vehicle during the course of performing health unit business and who no longer meets the driver standards of this policy may be given alternative duties for which he/she is qualified, for a defined period of time.
- 3) The employee, student or volunteer will be responsible for any costs associated with license reinstatement.

**5. Responsibilities of Drivers:**

- 1) Approved drivers are responsible for routine pre-trip inspection of any health unit vehicle being used to conduct health unit business to ensure vehicle safety and maintenance. An approved driver who uses a personal vehicle is encouraged to perform a pre-trip inspection to ensure their own vehicle safety and maintenance. Details of the pre-trip inspection are outlined within the Motor Vehicle Inspection Checklist HS0114 (F2).
  - a. Routine inspection includes but is not limited to the outer perimeter or components under the hood of the vehicle.
  - b. At least a daily visual inspection should be conducted of the outer perimeter and weekly inspection of the components under the hood of the vehicle.
- 2) Approved drivers will not operate a vehicle that they suspect is not operating properly and will report concerns regarding a health unit owned or leased vehicle immediately to their supervisor and the PFF Program Assistant
- 3) Approved drivers must only transport the number of persons for which there are seatbelts in the vehicle. Every individual must wear a seatbelt.
- 4) Approved drivers must ensure the appropriate use of cell phones and other mobile communication devices in accordance with policy TQ0108 Cell Phones and Other Mobile Communications Devices – Deployment and Use.
- 5) Approved drivers will not smoke in a vehicle while conducting health unit business, in accordance with the Smoke Free Ontario Act (SFOA). The SFOA defines a vehicle being used for the purpose of conducting work as an enclosed workplace and therefore smoking is prohibited.
- 6) Approved drivers must adhere to the health unit idling policy while operating a leased vehicle or their own personal vehicle for health unit business.
- 7) Approved drivers must not engage in aggressive, reckless or dangerous road behaviour that may lead to injury or death.
- 8) Approved drivers must comply with all traffic regulations. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a SMDHU vehicle or Personal Vehicle used for health unit business.
- 9) Approved drivers must take appropriate precautions and drive according to road conditions. (This includes but is not limited to fog, heavy rain, snow, or ice conditions, allowing enough time for travel).

**6. Use of Personal Vehicles:**

- 1) An employee student or volunteer who is approved to drive his or her *Personal Vehicle* for health unit business is responsible for the safety of himself/herself as well as all passengers.
- 2) The owner of the vehicle must have clearly displayed valid vehicle sticker on the licence plate.
- 3) The owner of the vehicle is responsible for purchasing and maintaining comprehensive automobile insurance; this is considered the primary coverage.
- 4) The employee, student or volunteer is responsible for the deductible portion of their personal insurance coverage and is responsible for any increased personal automobile insurance premiums as the result of a collision/incident.
- 5) The Approved driver's personal automobile insurance card must be in his/her possession when using a personal vehicle for health unit business. Claims are to be reported to the driver's insurance agent.
- 6) Every employee, student or volunteer required to drive in order to carry out their position responsibilities, as outlined in their position description, will provide proof of valid insurance
  - a. From the effective date of this policy.
  - b. For all new employees at the time of job offer.
  - c. An employee will be responsible to notify their supervisor in the case that their vehicle insurance expires.

**7. Use of SMDHU Owned or Leased Vehicles:**

- 1) Any approved driver who drives a SMDHU vehicle is responsible for the safety of himself/herself as well as all passengers. A SMDHU vehicle is to be driven for the purposes of conducting health unit business only.

**8. Reporting of Vehicle Collisions/Incidents:**

- 1) All vehicle collisions/incidents that occur while driving a SMDHU vehicle or Personal Vehicle for health unit business which involves bodily injury or damage to another person's vehicle or property must be reported immediately to Human Resources and the Supervisor.
- 2) A police report must be made in the police jurisdiction where the incident occurred and must be forwarded to Human Resources.
- 3) Parking and traffic violations when using a health unit leased or owned vehicle must be reported to the Supervisor within 24 hours. had

**9. Deductible**

- 1) For SMDHU vehicles, in the event of a claim where the employee was at fault, the health unit will pay the deductible.
- 2) For Personal Vehicles, the owner is responsible for their own deductible and liabilities with their respective insurance carrier.

**10. Records Retention:**

1. Signed Motor Vehicle Information Release forms (HS0114 F1) of a driver driving an SMDHU vehicle or using a personal vehicle to conduct health unit business will be

provided to the health unit insurance company and retained in the employee's personnel file within Human Resources.

2. In addition the following records will be retained by Human Resources following re-instatement of the driver's license:
  - Convictions (e.g., driving under the influence), or self declaration of same
  - Felony involving use of a vehicle

***Related Forms***

HS0114 (F1) Motor Vehicle Information Release Form  
HS0114 (F2) Motor Vehicle Inspection Checklist

***Related Policies***

OP0101 Tobacco Free Grounds  
OP0104 Office Closure  
HR0204 Personnel Files  
HS0105 Injury on Duty  
FI0101 Travel Reimbursement  
HR0803 Out of Province & Country Travel  
TQ0108 Cell Phones and Other Mobile Communication Devices- Deployment and Use  
TQ0109 Agency Leased and Owned Vehicles Use  
HR0504 Liability Insurance  
OP0109 Vehicle Idling

***Review/Revision History***

Revised November 24, 2010  
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***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History: