

COMMUNITY LIVING DURHAM NORTH

USE OF PRIVATE VEHICLES FOR WORK RELATED PURPOSES

Policy No: C-11 (Human Resources)

Effective Date: January 15, 2010

Last Revision: January 12, 2016

Last Review: May 25, 2021

Rationale:

To encourage employees to utilize their personal vehicles for work related purposes, while ensuring that this mode of transportation is safe for supported persons, and the employees who drive the vehicles.

Policy Statement:

The vehicles that belong to our employees are crucial to the effective day to day operations of this agency. Their use enhances the mobility of the people we support, and promotes spontaneity and person focussed "one-on-one" activities.

Therefore, a valid driver's license, valid and sufficient insurance coverage as well as access to a vehicle will be pre-conditions of employment.

Employees will be fairly reimbursed for the use of their vehicles. In return, however, employees are required to obey the rules of the road in a scrupulous manner, and also to observe the procedures that are put in place by senior management in order to ensure the safety of employees and supported people.

Approved by: Colin Kemp
for the Board of Directors

Date: January 12, 2016

COMMUNITY LIVING DURHAM NORTH

USE OF PRIVATE VEHICLES FOR WORK RELATED PURPOSES

Procedure No: C-11-1

General Matters

Effective Date: January 15, 2010

Last Revision: May 25, 2021

Last Review: March 5, 2026

- Upon hire, employees are required to submit a copy of a valid driver's license, their proof of insurance, and a driver's abstract to the Human Resources Department. These documents will be kept in the employee's Personnel File.
- As these documents are submitted, the employee will be asked to sign form H-23, *Confirmation of Valid Driver's License and Auto Insurance* attesting that the documents are genuine and in good standing; and that she/he understands that they are personally responsible to notify HR of any changes to their driver's license, driving record, or insurance coverage.
- CLDN maintains a supplementary *Non Owned Auto* insurance policy to protect itself in the event of liability damages exceeding the limits of an employee's personal insurance. This does not negate the staff's responsibility, and legal obligation, to carry personal auto insurance. CLDN requires employees to have a minimum of one million dollars (\$1,000,000) third party liability coverage.
- Employees should be aware that agency's insurance company requests, annually, a list of employees' drivers' licences, and that it then conducts a random check of driving records.
- The Rider OPCF 6A – *Permission to Carry Passengers for Compensation* – must be purchased by employees who use their personal vehicles to drive supported people on more than just an occasional basis. Because this duty is included in the scope of their job responsibilities, Team Leaders and all Support Workers (both full and part time) must have the Rider 6A or obtain a letter from their insurance provider confirming that their basic insurance is sufficient. CLDN will cover the cost to maximums that are set out in our collective agreements, upon presentation of a copy of the amended policy or of specifically related correspondence from the insurance company.
- Occasional use applies to admin staff, managers, directors and Overnight Support staff. However, a manager wants to err on the side of caution, or an Overnight staff who wants to be eligible for promotion, will also be reimbursed if they choose to have the Rider 6A.

Procedure No: C-11-2
Reimbursement

Effective Date: January 12, 2016
Last Revision: March 5, 2026
Last Review: March 5, 2026

- Monthly, staff will submit to the Program Manager a signed Expense Claim form detailing the purpose of each trip and the number of kilometres driven. If a supported person was in the car, he or she must be named, and the beginning and end points of the trip must be clear. The document must be approved by the staff's immediate manager. The staff will then be reimbursed, via the next payroll run, at a per kilometre rate as set out in our collective agreements.
- When an employee drives between program sites or attends a work-related meeting, the purpose of the trip must be clearly stated on the expense claim to be eligible for reimbursement. Mileage reimbursement applies only to travel originating from an employee's designated work location (which cannot be considered their home). For example, if an employee leaves their home to attend a meeting, the starting point for an eligible mileage expense would start at the meeting location and only if the employee was then heading into their designated work location. However, mileage incurred while working a full day remotely is not eligible for reimbursement.
- Routine local trips, with a supported person, to pick up groceries or to complete similar day to day tasks are encouraged. However, no employee has a blanket approval to make long distance or seemingly pointless trips. For, example, staff should not drive to Whitby for what is available more locally without obtaining authorization. Likewise, "going driving," even with a supported person who enjoys this activity, should have prior approval.

Procedure No: C-11-3
"The Rules of the Road"

Effective Date: January 15, 2010
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Last Review:

- The "Rules of the Road" must be scrupulously obeyed.
- Without limiting the generality of the foregoing, this means that staff and supported people must use seat-belts during each work related trip. Also, driving while under the influence of alcohol and "distracted driving" are, of course, strictly prohibited.
- Any violation of the law will result in disciplinary action up to and including suspension and discharge.

Approved by: Christine Robinson
Executive Director

Date: March 5, 2026