

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:

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: December 22, 2015

Last Review: January 12, 2016

- 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.
- The Association 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. 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:
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- 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.
- 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
Last Revision:
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- 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 is, of course, strictly prohibited.
- Because legislation that addresses the issue of "distracted driving" is relatively new (late 2009), its provisions are set forth here in some detail. The following are now prohibited:
 - Driving a motor vehicle if the display screen of a television, computer or other device in the motor vehicle is visible to the driver.
 - Driving a motor vehicle while holding or using a hand-held wireless communication device or other prescribed device that is capable of receiving or transmitting telephone communications, electronic data, mail or text messages.
 - Driving a motor vehicle while holding or using a hand-held electronic entertainment device or other prescribed device the primary use of which is unrelated to the safe operation of the motor vehicle.

- The use of hands-free devices is legal and is not restricted by this policy if the employee is otherwise behaving in a responsible manner.
- Any violation of the law will result in disciplinary action up to and including suspension and discharge.

Approved by: Glenn Taylor
CEO

Date: January 12, 2016