

COMMUNITY LIVING DURHAM NORTH

USE OF PRIVATE VEHICLES FOR WORK RELATED PURPOSES

Policy No: C-11 (Human Resources)

Effective Date: January 15, 2010

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 and access to a vehicle will be a pre-condition 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: _____ Date: _____
for the Board of Directors

COMMUNITY LIVING DURHAM NORTH

USE OF PRIVATE VEHICLES FOR WORK RELATED PURPOSES

Procedure No: C-11-1

Effective Date: January 15, 2010

General Matters

- 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 a form (H-23) attesting that the documents are genuine and in good standing; and that he understands he is personally responsible to notify HR of any changes to his driver's license, driving record, or insurance coverage.
- Upon request, current employees are also required to complete and submit form H-23.
- The Association will maintain a supplementary *Non Owned Auto* insurance policy, but this does not negate the staff's responsibility, and legal obligation, to carry personal auto insurance (and CLDN recommends one million dollars - \$1,000,000 - third party liability). Indeed, the purpose of *Non Owned Auto* is to protect the Association in the event of liability damages exceeding the limits of the employee's personal insurance.
- 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.
- Employees are strongly encouraged to advise their broker that they occasionally use their vehicle for work related purposes. This will generally result in an amendment to the insurance policy and the addition of a Rider 6A – *Permission to Carry Passengers for Compensation*. If this holds true, the Association 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.
- 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.
- 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 at a per kilometre rate as set out in our collective agreements.

- Employees are prohibited from smoking, in their own vehicle, if they are transporting a supported person.

Procedure No: C-11-2
“The Rules of the Road”

Effective Date: January 15, 2010

- 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 very 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: _____ Date: _____
Executive Director