

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.21.ON
Section:	Benefits	Issued:	Nov. 29, 2019
Subject:	COMPANY VEHICLES	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 5
		Replaces:	HS-04
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

- 1.01 The **Community Resource Centre** has a number of vehicles which employees may be permitted or required to drive while performing their jobs, at the company's sole discretion. Employees must be over the age of 18 and must provide evidence that they are adequately licenced prior to the operation of any company vehicle.
- 1.02 Company vehicles are to be used for travel for organization purposes that have been approved by the employee's supervisor. Company vehicles are not to be used for personal business without the express written authorization of the employee's supervisor.
- 1.03 The **Community Resource Centre** will reimburse employees for expenses incurred in association with the operation of company vehicles for organization purposes, including fuel, parking and tolls upon presentation of receipts in accordance with the procedure outlined in **SPP HR 2.21.ON — Business Travel Expenses**.
- 1.04 Employees are responsible for adhering to the rules of the road and for ensuring the vehicle is operated in a safe manner in accordance with local laws and regulations, including those related to speed limits and parking. Employees are personally responsible for any fines related to parking, speed or other traffic infractions incurred while in control of the vehicle.
- 1.05 Employees must notify the **Community Resource Centre** immediately of any change in the status of their driver's licence or their insurability. Failure to do so may result in disciplinary measures, up to and including termination for cause.
- 1.06 Company vehicles may not be driven out of the province without the express written consent of the employee's supervisor.
- 1.07 Employees may not allow any other person to operate a company vehicle which is under their care and control.
- 1.08 Employees who contravene any of the responsibilities and procedures in this policy may be subject to disciplinary measures up to and including termination for cause.

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2 PURPOSE

- 2.01 The **Community Resource Centre** is committed to promoting the safe and responsible operation of company vehicles. This policy outlines the rules and responsibilities of employees who operate company vehicles in order to ensure the safety of drivers, passengers and others who use the road, to manage travel costs and to maximize the longevity of the fleet.

3 SCOPE

- 3.01 The policy applies to all employees who have care, control of and drive a company vehicle.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible for:
- (a) approving the use of a vehicle by an employee and for recording the date, time and purpose of the employee's travel;
 - (b) ensuring that an employee who is required to drive a company vehicle has provided evidence of an appropriate drivers' licence and for placing a copy of the licence in the employee's personnel file;
 - (c) reporting any change in the employee's licence status or insurability to the **Executive Director** as soon as possible.
- 4.02 Employees are responsible for:
- (a) providing evidence of their driver's licence to their supervisors and providing consent to the **Community Resource Centre** to obtain a Driver's Abstract for insurance purposes;
 - (b) notifying their Supervisor immediately of any changes to their licence status or insurability, including any temporary licence suspension (whether or not they are required to operate a company vehicle during this period), accident, speeding tickets or other traffic infraction, even if such event occurred on personal time or in their personal vehicle;
 - (c) taking all steps to ensure the safe operation of the vehicle including the strict adherence to traffic laws, and courteous defensive driving.

5 DEFINITIONS

- 5.01 "**Company vehicle**" means any vehicle provided by the **Community Resource Centre** for operation by an employee for organization purposes.

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5.02 “**Hand-held electronic entertainment device**” means an iPod, iPad or other MP3 or music playing device, gaming device or any other hand-held device which is unrelated to the operation of the vehicle.

5.03 “**Hand- held wireless communication device**” means any device that is capable of receiving or transmitting telephone communications, electronic data, mail or text messages (e.g. BlackBerries, iPhones, smart phones, etc.).

5.04 “**Insurability**” means the employer’s ability to obtain and keep vehicle insurance for the driver of the vehicle at a reasonable cost, as determined by the employer. Insurability factors include, among other things, speeding tickets, licence suspensions and traffic infractions.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Highway Traffic Act (Ontario)

Criminal Code (Canada)

SPP HR.2.21.ON — Travel Expenses

SPP HR.5.06.ON — Discipline

SPP HR.6.08.ON — Cell Phones

7 PROCEDURE

7.01 Prior to the operation of any company vehicle, employees must ensure that they have provided their Supervisors with evidence of a valid, current, appropriate class driver’s licence. Employees who use company vehicles shall provide written authorization to allow the **Community Resource Centre** to obtain a Driver’s Abstract from the Ministry of Transportation. Failure to provide such authorization will preclude an employee from using a company vehicle.

7.02 The **Community Resource Centre** shall obtain a Driver’s Abstract for each employee who is required to operate a company vehicle from Ministry of Transportation and will provide a copy, when necessary, to the company’s insurance carrier. A copy of the employee’s driver’s licence and Driver’s Abstract shall be placed in the employee’s personnel file.

7.03 An employee who uses a company vehicle shall advise their supervisor of any circumstances which may affect the employee’s ability to legally operate a company

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vehicle or their insurability, as soon as possible, and must not operate a company vehicle again until such circumstance has been reported to the employee's supervisor and the employee has been authorized to continue to operate company vehicles.

- 7.04 Employees are prohibited from operating a vehicle while distracted. Specifically,
- (i) an employee shall not operate a hand-held wireless communication device or hand-held electronic entertainment device, while driving a company vehicle, unless operated in hands-free mode, or while the vehicle is off the roadway or lawfully parked, and in accordance with **SPP HR 6.08 — Cell Phones**;
 - (ii) an employee shall not have a display screen of a television, computer or other device visible to the driver of a company vehicle, with the exception of a mounted global positioning device or a built-in vehicle systems display;
 - (iii) an employee shall not read or view printed material, write, print or sketch, or engage in personal grooming or hygiene while driving a motor vehicle.
- 7.05 Employees are prohibited from operating a company vehicle while impaired by alcohol, drugs (including over-the-counter or prescribed medications) or general fatigue.
- 7.06 The **Community Resource Centre** shall endeavour to maintain adequate fuel levels in each company vehicle; however, should an employee require fuel while operating a company vehicle, they shall fill the vehicle with high quality fuel of the type and grade recommended for the vehicle. The employee shall pay for the fuel using a company credit card, if authorized to do so, or shall be reimbursed in accordance with **SPP HR 2.21.ON — Travel Expenses** if paid from the employee's personal resources.
- 7.07 Prior to operating a company vehicle, employees are expected to conduct a visual inspection of the vehicle's safety features and to report any malfunctions to their supervisor. Employees shall take care to safeguard the vehicle from damage whenever possible.
- 7.08 In the case of a mechanical breakdown, employees are expected to remove the vehicle from the flow of traffic where possible, and contact the **Community Resource Centre** to arrange for towing of the vehicle.
- 7.09 In the case of an accident and if the employee is able, the employee shall:
- (a) ensure their own physical safety, and the safety of others who may be involved, by calling 911 or the police, as is appropriate;
 - (b) immediately notify the police and the **Community Resource Centre** of the accident and its location, even if the accident is minor in nature (where police are

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not called to the scene). The **Community Resource Centre** will notify the insurance company directly. Only if the accident occurs after regular business hours, should the employee notify the **Community Resource Centre's** insurance company directly;

- (c) ensure that they provide licence, contact and insurance details to the police and any other parties involved in the accident, and obtains same from all other parties involved.

7.10 **Community Resource Centre** reserves the right to make periodic checks of employee's Driver's Abstracts and to revoke the employee's ability to use a company vehicle at any time, at its sole discretion.