

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.31.ON
Section:	Benefits	Issued:	Nov. 29, 2019
Subject:	PERSONAL VEHICLE for COMPANY USE	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 4
		Replaces:	HS-03
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

- 1.01 The **Community Resource Centre** recognizes that employees may be required to use their own personal vehicle to complete organization business.
- 1.02 The **Community Resource Centre** will reimburse employees for expenses incurred in association with the operation of personal vehicles for organization purposes, including fuel reimbursement based on the number of kilometres travelled, parking and tolls upon presentation of receipts in accordance with the procedure outlined in **SPP HR 2.21.ON — Travel Expenses**.
- 1.03 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.
- 1.04 The **Community Resource Centre** will not be held liable for any accidents, damages or losses incurred by employees while using a personal vehicle for organization purposes.
- 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 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.

2 PURPOSE

- 2.01 The **Community Resource Centre** is committed to promoting the safe and responsible operation of personal vehicles for organization use. This policy outlines the regulations and guidelines surrounding the use of personal vehicles for organization purposes.

3 SCOPE

- 3.01 The policy applies to all employees who have care, control of and drive a personal vehicle for organization use.

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4 RESPONSIBILITY

4.01 Supervisors are responsible for:

- (a) ensuring that an employee who is required to drive for organization business has provided evidence of an appropriate drivers' licence and for placing a copy of the licence in the employee's personnel file;
- (b) ensuring the vehicle is legally registered and is deemed safe to operate;
- (c) ensuring the employee holds current minimum automobile insurance;
- (b) 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 or personal 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 "**Personal vehicle**" means any vehicle owned by an employee and approved by **Community Resource Centre** for operation by an employee for organization purposes.

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

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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.6.17.ON — Safe Driving

7 PROCEDURE

- 7.01 Prior to the operation of any personal vehicle for organization business, employees must ensure that they have provided their Supervisors with evidence of a valid, current, appropriate class driver's licence. Employees who use personal 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 personal vehicle.
- 7.02 The **Community Resource Centre** shall obtain a Driver's Abstract for each employee who is required to operate a personal 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 personal vehicle for organization business shall advise their supervisor of any circumstances which may affect the employee's ability to legally operate a vehicle or their insurability, as soon as possible, and must not operate a personal vehicle for organization purposes again until such circumstance has been reported to the employee's supervisor and the employee has been authorized to continue to operate their vehicle for organization business.
- 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;

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(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 personal vehicle for organization business while impaired by alcohol, drugs (including over-the-counter or prescribed medications) or general fatigue.
- 7.06 The **Community Resource Centre** shall reimburse employees for fuel and related travel expenses in accordance with **SPP HR 2.21.ON — Travel Expenses** if paid from the employee's personal resources.
- 7.07 In order to prevent injury to the operator of the vehicle, as well as bystanders, all cargo inside or on the vehicle must be secured and stored safely at all times. This will prevent unintentional movement, damage to the vehicle, and/or cargo.
- 7.08 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 not called to the scene).
 - (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.
- 7.09 The **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 personal vehicle for organization business at any time, at its sole discretion.