

3.6 VEHICLE POLICY

Overview

BACI owns and operates vehicles primarily to transport individuals. It is the goal of this policy to ensure that: (1) Our vehicles are driven legally, safely, and courteously; (2) Our vehicles are adequately maintained at minimum expense and, since our vehicles represent us to the public; (3) That they are kept clean and undamaged.

Drivers Policy

Our vehicles must be operated within the law and by people who are properly licensed to drive them. As a condition of employment, BACI requires any employee who may need to transport individuals receiving supports in an extended wheelchair van or 15 passenger van, to have a valid Unrestricted Class 4 BC driver's license. The agency will not be responsible for the cost of obtaining a Class 4 license. Staff may transport individuals in an agency vehicle or private vehicle. Staff driving vehicles other than those requiring a valid Class 4 driver's license, must have a valid BC driver's license and ensure they operate those vehicles in compliance with current ICBC driving regulations.

NOTE: Employees who have a valid BC driver's license (and have been assigned to a program where there is a vehicle needing a driver) will be called ahead of others who do NOT have a valid BC license, for open Casual shifts in programs where licenses are needed.

New employees must provide a copy of their valid BC driver's license abstract upon hire, and to continue providing their BC driver's license abstracts once a year. Employees who are upgrading to an Unrestricted Class 4 license may, with the permission of their Supervisor, use a van with no passengers to practice for their Class 4 driving examination.

Legal and Safe Driving Policy

Drivers must obey all traffic laws and drive safely and defensively when using BACI vehicles or transporting individuals we serve (or others) for BACI in their own vehicles. Drivers will be responsible for paying any tickets (parking and moving violation) incurred while in operation of BACI vehicles. Infractions made while driving BACI vehicles will lead to progressive discipline.

If an employee, while driving BACI vans or transporting the individuals we serve or others in a privately-owned vehicle, is found by the police or ICBC to be more than 25% responsible for an accident, the CEO may act to ensure that this does not happen again. The employee involved may be required to take training or re-training. The employee may also receive a performance appraisal, disciplinary warning, suspension or other correction, or may be dismissed.

Driving one of BACI's vehicles or transporting individuals we serve while under the influence of drugs or alcohol or without a valid BC driver's license, where required, is strictly prohibited and will result in immediate dismissal. Exemption for driving without an Unrestricted Class 4 BC driver's license due to medical restrictions is noted in the Driver's License Procedure.

Drivers must demonstrate to their supervisors that they know how to safely operate any special equipment installed in BACI vans before they will be allowed to drive them with passengers.

Because our vehicles represent BACI to the public, it is also important that BACI vans be driven courteously.

WorkSafeBC Regulations prohibit smoking in worksites. Vehicles are considered part of the worksite, therefore smoking in BACI vehicles is not permitted.

Vehicles must be empty of passengers when refueling. Staff must ensure the individuals' safety during the refueling process.

Maintenance Policy

Regular inspections and preventative maintenance is key to minimizing vehicle repair costs and ensuring the longevity of our vehicles. Supervisors/Coordinators are responsible to ensure the regular maintenance occurs, as per vehicle warranty, and that any major repairs are flagged to the manager immediately for approval.

Use of Vehicles Policy

BACI owns and maintains vehicles to provide transportation for individuals and to use for other BACI-related functions. BACI vehicles are insured in our name only and if they are involved in a claim, it is our insurance rate that is affected. Therefore, our vehicles may not be used for anything other than BACI business and will not be loaned to anyone for personal or other uses.

Insurance Policy

Employees who use their own vehicles to transport individuals we serve on BACI business must have their vehicles insured for business use with at least \$3 million third-party liability coverage and business usage. It is strongly recommended that employees also carry Underinsured Motorists Protection. Proof of insurance must be submitted to the Senior Manager of HR annually in the Fall and copies will be placed in the employee's personnel file. Random audits will be conducted throughout the year to ensure compliance with this policy. Employees who use their vehicles to transport people other than the individuals we serve on BACI business must have the same amount of insurance, but they are not required to submit it annually.

Reporting Accidents Policy

In addition to the mandatory reporting of accidents to police and ICBC, and the completion of any reports required by them, employees involved in an accident will complete and submit the appropriate BACI reports to their Supervisors. Supervisors will immediately notify their respective Manager of the accident and provide any further details. Supervisors will also provide any information needed by the police and ICBC, and complete any necessary insurance forms and WorkSafeBC forms.

Transport of Pets Policy

Employees who want to transport pets in BACI vans must obtain prior permission from their Supervisors. Pets must be confined in a travel kennel.

Mileage and pre-trip inspection sheets must be submitted monthly to the Supervisor responsible for the vehicle. This documentation is submitted to the Manager at Month's end.

Linking Policies

- 1.8 Code of Ethics
- 1.11 Risk Management Policy
- 3.12 Reporting Critical Incidents Policy
- 3.13 WorksafeBC Policy
- 3.14 General Health & Safety – Employees Policy
- 3.16 Investigation of Workplace Accidents Policy
- 3.17 Risk Assessment Policy