

## Sample safe driving policy for British Columbia employers

### Overview

This policy governs the practices required by employees, contractors and volunteers of (*name of organization*) while driving on business for the (*organization*). The intent of this policy is to increase the safety of (*organization*) employees, contractors and volunteers while driving on behalf of the (*organization*).

This policy is mandatory and applies to all employees, contractors and volunteers who are required to drive to carry out the work of (*organization*) in any type of vehicle whether their own, a leased, rented or company vehicle. It also covers any period of time when driving for work associated with (*organization*), including those being reimbursed for travel time to and from work.

This policy governs the use of both company and personal cellphone and electronic devices when driving on business for (*organization*).

### Responsibilities of drivers when driving on behalf of (*organization*)

All employees, contractors and volunteers, while driving to carry out the work of (*organization*) must:

- Have a valid BC driver's license in the appropriate class for the motor vehicle being driven.
- Follow all "rules of the road", as defined by the Motor Vehicle Act and Regulations including driving at or below the posted speed limit and wearing a seat belt at all times.
- Ensure that all passengers in the motor vehicle wear seat belts or use an age/size appropriate child car seat or booster seat.
- Should a Motor Vehicle Act ticket be issued, assume full responsibility for any ticket such as exceeding the posted speed limit or failing to obey other motor vehicle rules and regulations as applicable, or for parking or other by-law infractions.
- NOT operate a motor vehicle after consuming alcohol or other substances (including prescription and non-prescription medications) that could legally impair their alertness or judgment. Disciplinary measures will be taken for any 24-hour prohibition received.
- NOT use a cellphone or other portable electronic device while under control of the vehicle.
- NOT read or send emails or text messages when under control of the vehicle.
- NOT program or adjust a GPS system while under control of the vehicle.
- Report any change to their driving status or any motor vehicle related incident in which they were involved while engaged in business on behalf of (*organization*), including those that do not result in damage or injury, to their manager as soon as possible.

## **(Organization)'s commitment to its employees**

(Organization) will provide a copy of and promote the adoption of this policy to all its employees, contractors and volunteers and will expect compliance at all times.

(Organization) will not require its employees, contractors or volunteers to drive under conditions which are considered unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The vehicles provided by (organization), both owned and leased, will be maintained in safe operating condition and will be serviced according to the manufacturer's recommendations.

All drivers will receive adequate training as needed to be comfortable with driving the vehicle(s) they are required to drive to conduct (organization)'s business.

Information will be gathered on all incidents that occur while drivers are conducting (organization)'s business in order to improve safe driving practices, policies and procedures.

The Safe Driving Policy is reviewed annually to ensure (organization) maintains the highest degree of safe driving practices.

## **Consequences for non compliance**

(Organization) will enforce its Safe Driving Policy with a range of disciplinary measures up to and including termination of employment or termination of contract.

Each case of non compliance will be reviewed by employee's supervisor or manager.

The final decision on the consequences for not complying with the Safe Driving Policy will be determined by (name of leader) in consultation with (name of leader) as appropriate.

## **For more information**

- Visit our website at [www.bcaatsf.ca](http://www.bcaatsf.ca)
- E-mail us at [www.trafficsafety@bcaa.ca](mailto:www.trafficsafety@bcaa.ca)