

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b>  HEALTH AND SAFETY	<b>SUBJECT:</b>  Safe Driving	<b>Code:</b> HS185
		<b>Date of Issue:</b> Nov 2003
		<b>Revised:</b> Oct 2011
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**PURPOSE:** This policy will outline and provide information to Avenue II employee's on safe driving practices while on Avenue II business.

### **RESPONSIBILITIES:**

1. In order to have driver status, an Avenue II employee must possess a valid Class G Ontario Driver's License.
2. All employees who use their vehicles while at work are required to submit a photocopy of their valid insurance certificate yearly, as well as their Class G Driver's License.
  - 2.1 Employees are required to have \$1,000,000.00 liability insurance and proper business coverage on their vehicles if the vehicles are used for Avenue II business. This responsibility rests with the vehicle owner and not with Avenue II.
3. Employees should consider weather and other outside factors when driving and adjust habits accordingly.
4. All traffic violations and infractions incurred while conducting Avenue II business remain the sole responsibility of the driver. Avenue II will not incur costs for such violations or court appearances.
5. The use of cellular phones and communication devices while driving is prohibited. If you must use your cellular phone or communication device, you must bring your vehicle to a complete stop and park in a safe location where you can safely use your phone.
6. A vehicle should not be left running without the driver in attendance and by doing so may violate local by-laws.
7. All vehicle accidents, no matter how small, are to be reported and an Incident Report and/or a Employee Injury/Near Miss Report completed. All vehicle accidents occurring on **work time**, regardless of the amount of damage, must be reported to police immediately and a police report completed. Failure to report is an indictable offence. This includes single vehicle accidents.

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8. If you are in a vehicle accident while conducting Avenue II business, the following steps apply:
  - a. Remain calm.
  - b. Ensure everyone is safe, check for injuries; utilize first aid procedures if required.
  - c. Try to minimize the possibility of further injuries.
  - d. Contact police or have someone call them for you.
  - e. If there are no injuries and the vehicles are drivable, move them as far off the road as possible. If there are injuries, fatalities, fuel leaks, or serious vehicle damage, do not move the vehicles. Turn off all engines. Do not smoke, light a match, or put flares near any vehicle that is leaking fuel. If there is a fire, remove the people and make sure everyone is well out of the way. If there is no danger of fire or explosion, leave injured people where they are until medical help arrives. Do not stand in the roadway, as you may be hit by oncoming traffic.
  - f. When police arrive, inform them that you are on Avenue II business.
  - g. Contact a Manager/On-Call Supervisor as soon as possible.
  - h. Take notes and information from those involved and witnesses as soon as practical.
  - i. Complete the Incident Report and forward to your Manager within 24 hours of the incident.
  - j. WSIB injury reports must be completed on each person involved in the accident, should that be necessary.
9. It is recommended that each employee, while on Avenue II business, should carry, at their own expense, the following emergency equipment in his/her vehicle:
  - a. Spare tire and appropriate tools to change same.
  - b. First aid kit.
  - c. Fire extinguisher.
  - d. Other weather-related safety items (i.e., sand, blankets, water, flashlight, ice scraper/brush).
10. Employees are responsible to ensure that their vehicle is legally safe and should perform regular inspections of their vehicles.
11. It is employee's responsibility to promptly inform their manager if they have violations/infractions, no longer have a valid driver's license and/or proper insurance coverage.
12. Employees who have traffic violations/infractions may be precluded from transporting individuals while conducting Avenue II business.