



MANUAL OF ADMINISTRATION

TOPIC: Support Services	SUBJECT: Vehicle Authorization and Use	Code: SS210
		Date of Issue: November 1994
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PURPOSE: This policy is to define the use of personal vehicles while supporting clients. Safety of everyone is the first priority. Employees are required to have a valid driver's licence and proper insurance at all times.

Note: People who have a history of being unsafe in vehicles or a risk to staff safety will be identified to NOT be transported by staff in their car without prior permission of management. The Facesheet will identify if they can be in a staff vehicle and where they must sit.

In the case of a medical emergency needing transportation call 911 for appropriate services.

If the client is in crisis, contact the office or On-Call for further direction.

This policy applies to staff driving client vehicles. This memo is to be used in conjunction with the most current memo on mileage.

1. The use of generic transportation is advisable where possible, i.e., bus, taxi, Lift+, transit, walking, family vehicles.
2. An exception may need to be made to use a personal vehicle due to distance of travel, circumstances associated with support or lack of availability of generic services. If an exception needs to be made, this will be done only with the approval of a Manager. Other than emergency situations, On-Call will only authorize vehicle authorization that was unable to be planned in advance. Avenue II will not be responsible for damages incurred to the vehicle. Employees are encouraged to pre-plan rides or seek vehicle authorization in advance from their Manager.
 - a. Staff calling for vehicle authorization will be directed to the Team Manager or the Manager who is covering.
 - b. Ensure your request is consistent with Support Strategy and Team Manager direction and the most current memo on mileage.
 - c. If the Team Manager is unavailable, the call will be put through to the Manager's voicemail. Authorization in advance is recommended.

TOTAL INCLUSION THROUGH PEOPLE

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3. If a personal vehicle is used, the client must be **calm and under control** and will be supported to sit in the vehicle as per Facesheet direction, wearing a seatbelt at all times. Based on determination by the Manager the client will sit in the backseat behind the passenger seat or in the passenger seat.
 - a. If the client is upset or anxious, he or she will not be permitted to get in the vehicle.
 - b. If the vehicle is in motion and the client becomes upset or anxious, the vehicle will be stopped safely, the keys removed from the ignition, and the issue resolved before the vehicle is started again.
 - c. If the vehicle is a Jeep or convertible, the doors and roof must be on the vehicle at all times.
4. Avenue II will pay mileage as per the collective agreement and the most current mileage memo for transporting a client **ONLY** if approval has been given for a personal vehicle to be used. There may be exceptions where vehicle approval is given but mileage is not covered by Avenue II.
5. As per the Highway Traffic Act, a driver is responsible to be in control of his or her vehicle at all times and, therefore, the driver is responsible for any damages from its operation. 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.
6. All employees who use their vehicles while at work, as well as to and from work, are required to submit photocopies of their valid insurance certificates and valid driver's licenses on an annual basis. If changes occur to these documents during the year, workers are required to submit updated copies to Administration.
 - a. Employees are required to have \$1,000,000 liability insurance, valid driver's licence, and proper business coverage on their vehicles if the vehicles are used for Avenue II business.
 - b. Avenue II has the right to examine the validity on employees driving status at any time.

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- c. Employees are required to sign a statement indicating that they have the appropriate coverage as stated in 6a. This statement must be updated when an updated insurance certificate is given to Administration.
 - d. Failure to submit required forms by the expiry date will result in disciplinary action.
7. All employees should check with their insurance company on coverage available for usage for work.
8. The use of any recreational vehicle needs to be approved by a Manager prior to the use of such a vehicle. When the use of a recreational vehicle has been approved, all Ministry of Transportation regulations must be adhered to.
9. At **NO** time will a client be transported in the back (open or where there are no seats) of a moving vehicle; i.e., a jeep or a truck.
10. At **NO** time will a support worker be smoking or vaping while using a vehicle with a person we support.
11. At **NO** time will a client be left unsupported in a vehicle. Keys are never to be left in the ignition.