

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Safe Driving	Code: HS185
		Date of Issue: Nov 2003
		Revised: June 2022
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PURPOSE: This policy will outline and provide information to Avenue II employees on safe driving practices while on Avenue II business.

This policy was developed referencing the Driving Section of Community Care: A Tool to Reduce Workplace Hazards document created by PSHSA.

RESPONSIBILITIES:

1. Avenue II employee must possess at minimum a valid Class G Ontario Driver's License to operate a personal vehicle in Ontario.
2. All employees who use their vehicles while at work are required to submit a photocopy of their valid insurance certificate yearly, and Driver's License yearly.
 - 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. 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.
4. Employees who have traffic violations/infractions may be precluded from transporting individuals while conducting Avenue II business.

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Hazards and controls for workers who drive

Hazards	There is a risk if:	Worker Controls
Driving skills	I regularly drive faster than the speed limit. I eat or drink while driving	<ul style="list-style-type: none"> • Drive within the speed limit or slower if road conditions are poor. If you are behind schedule and tempted to speed, tell your supervisor that there is not enough time in the schedule to drive safely. • Focus on the driving. If you need to read a map, take off your coat, reach for something in the back seat, etc. stop the car to do it. • All traffic violations are the sole responsibility of the driver.
Preparing for the drive	<ul style="list-style-type: none"> • I regularly have to adjust the mirrors while I drive. • I regularly have to read a map while I drive. • The client does not know that I am coming. 	<ul style="list-style-type: none"> • Adjust the headrest, seat, rear and side view mirrors before you drive. • Have sunglasses ready, and adjust the radio, heat/cooling etc. so you don't have to reach while driving. • Know where you are going so you don't have to read a map while driving. • The client should know that you are coming, and you should know who will be present when you are there.
Car break downs	<ul style="list-style-type: none"> • The car is not working properly. • I don't know when the car was last maintained. • I'm not sure what to do if the car breaks down or I run out of gas. 	<ul style="list-style-type: none"> • Walk around the car at the beginning of each shift to make sure it is safe. • Keep a maintenance record for your personal car if you use it for work. • Ask the employer what you are expected to do if the car breaks down. • Ensure you know where the gas stations are in your area.

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<p>Fatigue</p>	<ul style="list-style-type: none"> • I have to drive long distances (greater than 1 hour) in the afternoon. • I am often tired when I am driving. 	<ul style="list-style-type: none"> • Recognize when you are tired; pull over in a safe spot and get out of the car and walk around for a few minutes. • Be aware of the drowsiness effects of some medications. • Avoid long drives in the afternoon.
<p>Poor Weather</p>	<p>I drive to care for clients or drive clients in poor weather</p>	<ul style="list-style-type: none"> • Check weather and road conditions before heading out. • Bring along phone numbers you will need. • Keep an emergency kit in the car. • Is the trip with the client essential or could it be postponed.
<p>Transporting the client</p>	<p>I drive the client places</p>	<ul style="list-style-type: none"> • Follow the supervisor's instructions and policy SS210 on where to place the client in the vehicle, how to safely load and secure the client, and how to minimize distractions from the client.
<p>Physical discomfort</p>	<ul style="list-style-type: none"> • My neck and lower back hurt after driving. • My hips and lower back hurt from getting in and out of the car. 	<ul style="list-style-type: none"> • Adjust the car seat; use a rolled up towel or small cushion to support lower back. • Put your bag in and out of the car from the passenger door. • Get out of the car every hour of continuous driving and walk around. • Keeping in good physical condition will reduce discomfort.

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Basic Driving Rules

- Walk around the car to check that it is safe.
- Always use a seatbelt and make sure that any passengers use their seatbelts.
- Do not talk on a phone or text when driving as per policy HS183.
- Follow the Highway Traffic Act, R.S.O. 1990, c. H.8
- Use full headlights during the day.
- Do not multi-task while driving.
- Drive within the posted speed limits or according to road conditions.
- Do not drive under the influence of drugs or alcohol.
- Report collisions or traffic tickets to your supervisor and complete any required paperwork.
- Tell your supervisor if you find it hard to keep to your schedule and drive safely.

Training:

In addition to this policy, all staff will complete the Community Care Driving training when hired.