



REPORT

To: Chair and Directors

Report Number: CS-BRD-252

From: Darcy Guay, Health & Safety Officer

Date: October 26, 2023

Subject: Draft Safe Driving Policy

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board adopt the Safe Driving Policy, which outlines the Regional District's expectations with respect to the safe use of motor vehicles for work purposes.

BACKGROUND/RATIONALE:

The Peace River Regional District does not currently have any policies respecting safe driving. The intent of the draft policy is to provide staff with an understanding of the expectations and requirements with respect to driving for work purposes. The policy contains several provisions to support safe driving, including:

- Requires staff to submit annual driver's abstracts and to report any driving suspensions.
- Requires staff to report and pay for any traffic tickets received while driving for work purposes.
- Reinforces the right of staff to refuse travel during actual or forecasted unsafe conditions.
- Authorizes supervisors to restrict or prohibit travel for work purposes due to weather or road conditions.
- Requires staff to report any deficiencies during a pre-trip inspection and requires fleet vehicles that are mechanically unfit to be taken out of service until repaired.
- Specifies that staff may be disciplined for driving while prohibited or unlicensed. Requires staff to seek authorization prior to using a personal vehicle for work purposes and obtain the correct insurance.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Human Resource Management

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

If approved, the Safe Driving Policy will be distributed to all staff members.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Draft Safe Driving Policy
2. Staff Code of Conduct Policy – Schedule A is Pg. 8