

SAFE DRIVING

Department	Administration	Policy No.	0340-80
Section	Health and Safety	Date Approved by Board	October 26, 2023
Repeals		Board Resolution #	RD/23/10/19 (26)

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

- 1.1 To ensure all PRRD staff, travelling for business, travel in safe vehicles in compliance with the *Motor Vehicle Act* and *Motor Vehicle Act Regulations*, *Worker's Compensation Act* and Occupational Health and Safety Regulations in either PRRD fleet vehicles or personal vehicles used for work purposes.
- 1.2 To minimize the safety, reputational, and financial risk associated with motor-vehicle travel.
- 1.3 To promote safe driving practices that reduce worker exposure to driving hazards.

2. Scope

- 2.1 This Safe Driving Policy applies to all PRRD staff or volunteers undertaking PRRD work whether using fleet vehicles or personal vehicles for work and does not apply to Fire Department emergency operations where a Fire Department Standard Operating Procedure will be followed.

3. Definitions

- 3.1 **Driving:** Includes all times a vehicle is being "operated" including at all traffic lights.
- 3.2 **Fleet Vehicle:** A company-owned leased or rented vehicle driven for work purposes, excluding fire department vehicles.
- 3.3 **Personal Vehicle:** Personally owned or rented or borrowed vehicles driven for work purposes.
- 3.4 **Supervisor:** Any person who instructs, directs and controls workers in the performance of their duties.
- 3.5 **Staff:** refers to all employees, workers, or volunteers of the PRRD.
- 3.6 **Work Purpose:** Using a vehicle for any function or activity that is part of carrying out PRRD work, including driving within or outside the PRRD area for meetings, training or other work-related purposes.

4. Policy

- 4.1 The PRRD is committed to its staff driving safely and minimizing the risk of injury to its workers, other workers, and members of the public, by providing safe equipment; instruction, training, supervision and support to drivers.
- 4.2 The PRRD will review and monitor programs and procedures in accordance with the Occupational Health and Safety Regulations in relation to driving for work purposes.
- 4.3 The PRRD will require the staff submission or authorization of driver’s abstracts annually to ensure all staff have the legal authorization and licensing to drive the vehicles used while performing their PRRD duties.
- 4.4 Any suspensions of a driver’s license must be reported to the staff member’s supervisor within 48 hours.
- 4.5 Staff have the right to refuse travel by notifying their supervisor if the conditions are unsafe to travel due to actual or forecasted weather/road conditions.
- 4.6 Supervisors are responsible for monitoring their staff and enforcing this Safe Driving Policy and associated procedures and may restrict or prohibit travel for work purposes due to weather or road conditions.
- 4.7 The PRRD will ensure that all fleet vehicles are adequately insured and regularly maintained to a safe and roadworthy condition. Any deficiency found during a pre-trip inspection must be reported to fleet management.
- 4.8 Any fleet vehicle that is not in compliance with the *Motor Vehicle Act* or is otherwise mechanically unsafe shall be taken out of service until repaired.
- 4.9 PRRD staff are required to comply with the *Motor Vehicle Act* and *Motor Vehicle Act Regulations* and are responsible for any motor vehicle or traffic violations or fines while driving for work purposes. Violations must be reported to their supervisor within 48 hours.
- 4.10 Driving for work purposes while under a driving prohibition or without a valid driver’s licence is considered a violation of this policy and is subject to disciplinary action up to and including dismissal.
- 4.11 Driving for work purposes while under the influence drugs or alcohol or while otherwise unfit to drive due to any other factor. (i.e. fatigue, medical conditions, etc.) is unacceptable and will result in action being taken under the Staff Code of Conduct Policy Schedule A: Impairment in the Workplace.
- 4.12 Personal vehicles used for work purposes must be authorized by PRRD and be legally registered and insured adequately for the purpose of use.

Affiliated Procedures	Vehicle Spotting – Trailering Procedure Vehicle Chaining-up or Pulling Procedure Vehicle Accident Procedure
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