

Vehicle Use Safety

1. Rationale or background to policy:

This policy outlines the responsibility of staff when transporting CPLF clients in their personal/work vehicles.

2. Policy Statement:

CPLF has a zero-tolerance policy for intoxication or drugs that cause drowsiness for staff while providing direct support and services for CPLF clients.

3. Procedures: Guidance in support of day-to-day decisions

The safety and well-being of our employees, contractors and clients is of critical importance to the organization. Employees that are required to drive for work purposes are offered a CPLF 1st aid kit and are required to consistently follow all procedures below:

1. Provide a copy of their license and insurance to the Human Resource Department.
2. Operate the vehicle safely, abiding by all traffic rules and regulations set out by the Ministry of Transportation. CPLF has a zero tolerance for intoxication from alcohol or drugs while staff are supporting CPLF clients. Employees must promptly report any accidents to local law enforcement where appropriate as well as to the CPLF supervisor.
3. Wear their seat belts while the vehicle is moving.
4. If the vehicle is a personal vehicle the proper maintenance and visual checks should be done to ensure the vehicle's safety and roadworthiness. Make sure all lights, signals, fluids, warning lights, and horns are operating properly before every work shift.
5. The vehicle's operating manual must be with the vehicle at all times.
6. Emergency supplies should be available to meet any weather conditions (i.e. food, blankets, shovel, candles and cell phone or other communication device when possible). If a worker is traveling into remote areas, someone at the office should be aware of the travel plans.

7. Fuel tanks on vehicles shall not be filled while the engine is running. The driver shall remain with the vehicle and smoking is strictly prohibited during the refueling.
8. Vehicles are prohibited from transporting any passengers not pre-approved by a supervisor and no more passengers than the vehicle is designed for.
9. Sunglasses should be kept in the vehicle and worn for eye protection in sunny environment.
10. For those staff who transport behavioural clients in personal vehicles, the client should be seated in the back passenger seat on the opposite side of the staff/driver.
11. Engaging in distracting activities including, but not limited to, eating and putting on makeup is also strongly discouraged while driving, even when in slow-moving traffic.

This policy is included in our CPLF orientation.