## COMPANY VEHICLE AND SAFE DRIVING POLICY

This policy will outline the rules and regulations governing the use of company vehicles, as well as the safe driving guidelines that [Organization Name]’s employees must adhere to at all times.

At [Organization Name], we value safety above all else. While operating a motor vehicle is a necessary and common task, it is a dangerous activity that must be approached with extreme caution. Managers and employees of [Organization Name] must collaborate to ensure the safety of those who drive on our behalf, as well as the safety of other motorists and members of the general public.

DEFINITIONS

**Company Vehicle** refers to any vehicle owned by [Organization Name] provided for use to authorized employees.

POLICY

[Organization Name]’s company vehicle and safe driving policy is in place to protect the company, those who drive on its behalf, and members of the general public.

This policy must be strictly adhered to at all times by anyone driving on behalf of the organization, whether in a company-owned vehicle or a privately owned vehicle used for business purposes.

Company Owned Vehicles

[Organization Name] may provide authorized employees with a company vehicle for business purposes, subject to the following guidelines:

* All company vehicles remain the property of [Organization Name]
* The use of company issued vehicles is not permitted without prior written authority from [INSERT PERSON].
* Only approved employees may drive the company vehicles.
* [Organization Name] shall not extend any liability or insurance to any driver or passenger other than the authorized employee.
* Authorized employees must not allow the company vehicle to be driven by someone other than themselves.
* Authorized employees may not use the company vehicle for personal use without prior approval.
* Authorized employees must maintain the vehicle in a safe and tidy condition.
* Authorized employees must ensure they operate all company vehicles in a safe manner at all times according to the Safe Driving Guidelines outlined below.

Safe Driving

Only those employees authorized by [INSERT PERSON] to drive on behalf of [Organization Name] are permitted to do so. Management reserves the right to revoke the privilege to drive company vehicles.

Any [Organization Name] employee who has any concerns about the safety of a vehicle or their or another employee's ability to safely operate a vehicle must immediately bring said concerns to the attention of [INSERT PERSON]. Concerns to be reported include, but are not limited to the following:

* Temporary conditions such as fatigue or illness
* Having taken a prescription or over-the-counter medication that has had a negative effect on the employee.

If an employee has any reservations about their ability to drive safely, they must refrain from driving and consult with their supervisor.

Along with driving safely, employees are expected to conduct themselves professionally and courteously while driving for [Organization Name]. If an employee drives a company vehicle, the [Organization Name] brand and logo are prominently displayed. Therefore, whether the employee is driving a company vehicle or not, they must keep in mind that they are representing [Organization Name] while on company business. The employee must be courteous, following the rules of the road, and refraining from engaging in road rage or any other behaviour that violates our code of conduct, harassment, or violence policies.

Vehicle Safety

All motor vehicles used for business purposes must be kept in safe operating condition and properly insured, regardless of whether the vehicle is owned by the employer or an employee. Each vehicle will be subjected to routine safety inspections and checks. Every vehicle should have a fully stocked First Aid kit.

Driver Credentials

Employees will only be authorized to drive a company vehicle if the following credentials as met:

* The employee possesses a valid driver’s licence for the class of vehicle they will be operating. The employee must have this in person while driving at all times.
* The employee must provide a copy of their driver’s licence to [Organization Name] and update it every year.
* The employee must provide a copy of their insurance information. Any such records will be maintained securely in the employee’s personnel file for a period of three years.
* The employee must have a thorough understanding of the rules and regulations of the roadways on which they operate and will be required to participate in any specialized driver training specified by [Organization Name].
* The employee must follow the rules of the road, as well as any safe driving techniques [Organization Name] outlines, while operating a motor vehicle during working hours.
* The employee may be required to provide a clean driving record/abstract to the employer.
* The employee must report any changes in their driving credentials or record to [INSERT PERSON] immediately, including:
	+ Violations (such as speeding);
	+ Accidents involving the use of a vehicle;
	+ Medical restrictions (such as prescription eyewear);
	+ Convictions; and
	+ Felonies involving the use of a vehicle.

Adhere to Driving Laws

Drivers must follow all traffic laws including but not limited to:

* Wearing your seatbelt at all times while driving and not driving if a passenger is unbuckled;
* Adhering to posted speed limits and traffic signs;
* Watching for pedestrians, construction, and vehicles that make frequent stops;
* Utilizing car headlights or hazard lights properly; and
* Staying focused, alert and at an appropriate distance from other motorists.

Note that speeding tickets or other traffic violations or offences while using company vehicles are not acceptable and will be met with disciplinary action, up to and including dismissal.

Dangerous Driving and Illegal Driving Practices

[Organization Name] will not tolerate any type of dangerous or careless driving including but not limited to:

* Driving while impaired. Employees may not drive under the influence of any substance, legal or not, that may hinder their ability to drive safely. Employees who are impaired in any way, for any reason, must not drive;
* Reckless or aggressive driving; and
* Purposely breaking laws such as texting while driving, operating cell phones or other hand-held devices such as GPS devices or computers while driving or at a traffic stop. If the driver must make a call, send a text, check a message, or look for directions on a map app, they must pull over to a safe location in order to do so.

Distracted Driving

Distracted driving is a dangerous but preventable hazard. Even the smallest distraction can result in a driving error with potentially disastrous consequences. Drivers are advised to avoid or at the very least, exercise caution when:

* Adjusting the music within the car
* Adjusting the temperature or car accessories
* Talking with passengers
* Eating or drinking
* Reaching for something on another seat
* Taking photos of self or others

Additionally, drivers should not divert their attention away from the road in order to groom, dress, or do anything else. If a task has the potential to distract you, you must pull over to complete it.

No Smoking

Smoking or vaping is not permitted in any vehicle used for business purposes at any time, in accordance with the *Smoke-Free Ontario Act, 2017* and company policy.

Inclement Weather or Night Driving

Employees who encounter inclement weather while driving, such as fog, rain, snow, ice, or extreme wind, must immediately adjust their driving and take appropriate precautions, such as slowing down or pulling over to a safe location until the weather passes. Additionally, employees are encouraged to take a proactive approach by staying informed of weather conditions and warnings prior to departing. In the event of severe weather, drivers must contact their supervisors for guidance.

Employees must be aware that driving at night entails additional risks. Some people have impaired vision, while others experience nighttime fatigue. If your vision is impaired at night, speak with your supervisor and arrange for your driving to be completed during daylight hours.

When driving at night, it is important to:

* Stay alert and slow down
* Stop to rest if needed
* Keep your windshield clean
* Dim your dashboard and avoid looking directly into oncoming lights
* Wear glasses that have anti-reflective coating

Accidents or Traffic Incidents

In the event of an accident or incident, safety is the primary concern.

* If the [Organization Name] driver requires medical attention, they must call 9-1-1 immediately and follow the directions of the first responders.
* If possible, the driver must obtain the contact and insurance information of any other parties involved in the altercation and provide theirs as well.
* As soon as it is safe to do so, the driver must report the accident or incident to their supervisor to ensure all appropriate follow up actions can be taken by the appropriate parties such as management or the workplace representative.

Notifying contact persons, filing incident reports, conducting workplace representative investigations, repairing equipment, scheduling time off work, notifying insurance companies, and a variety of other tasks may need to be completed.

Even if an incident appears to be minor or insignificant, employees must report it to their supervisor.

**Non-Compliance**

Violations of this policy may result in immediate suspension or termination, or, in appropriate cases, legal action. [Organization Name] will fully cooperate with authorities in the event that a violation of the law occurs or is suspected to have occurred.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the [Organization Name] Company Vehicle and Safe Driving Policy, and I understand that I must:

* adhere to this policy in its entirety at all times, whether I am driving a company-owned vehicle or a privately owned vehicle used for business purposes; and I understand that
* violations of this policy may result in immediate disciplinary action (including termination) or legal action, as applicable.

By signing below, I acknowledge that I am aware that I will be held to the policy's standards and that accidents and incidents caused by my negligence or dangerous driving will result in disciplinary action.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_