## COMPANY VEHICLE AND SAFE DRIVING POLICY

This policy will outline the rules and regulations surrounding the use of company vehicles as well as safe driving guidelines that employees who drive on behalf of [Organization Name] must adhere to at all times.

At [Organization Name] safety is our number one priority. Driving a motor vehicle, while a common and necessary task, is a dangerous activity that must be undertaken with all possible safety precautions in place. Employers and employees of [Organization Name] must work together to protect the safety of those who drive on behalf of our organization as well as that of fellow motorists and members of the public.

DEFINITIONS

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

POLICY

The company vehicle and safe driving policy of [Organization Name] has been put into place to protect [Organization Name], those who drive on behalf of our company, as well as members of the general public.

This policy must be followed in its entirety, at all times by anyone driving on behalf of the organization, whether in a company-owned vehicle or a personally owned vehicle being used for business purposes. This cannot be stated clearly enough.

**Breaches of this policy may result in suspension or termination, or legal action where applicable. [Organization Name] will cooperate fully with the authorities where a breach of the law has occurred or is suspected to have occurred.**

Company Owned Vehicles

[Organization Name] may provide authorized employees a company vehicle to be used for business purposes according to the guidelines below.

* All company vehicles are the property of [Organization Name].
* Use of a company issued vehicle is extended to employees as a courtesy and should not be considered a right.
* The use of company issued vehicles is not permitted without prior written authority from [Insert contact person].
* Approved employees of [Organization Name] are the only authorized drivers of the company vehicle. [Organization Name] will ensure each of their vehicles and drivers for business purposes.
* [Organization Name] shall not extend any liability or insurance to any driver or passenger other than the authorized employee.
* Any authorized employee who allows the company vehicle to be driven by someone other than themselves will be subject to disciplinary action. [Organization Name] will not be held responsible if any employee breaches this rule.
* Employees may not utilize the company vehicle for personal use without prior approval.
* Employees must maintain the vehicle in a safe and tidy condition
* 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 employees who have been authorized by management to drive on behalf of the company may do so. If you have been provided with permission to drive on behalf of the organization, this privilege may be revoked at management’s discretion.

If any employee of [Organization Name] has any concerns whatsoever about the safety of a vehicle or about the ability of any employee to safely operate a vehicle, they have a responsibility to bring this to the attention of management or a safety representative immediately. This includes your own abilities or the abilities of another driver. This includes temporary conditions such as feeling fatigued or unwell, or having taken a prescribed or over the counter medication that is affecting you negatively. If you have any concerns about your ability to drive safely, do not drive and speak to your supervisor.

In addition to driving safely, employees are required to behave in a professional and courteous manner while driving for [Organization Name] If you are using a company vehicle, our brand and logo are visible to everyone. Whether in a company-owned vehicle or not, remember you are a representative of our organization while on company business. Be polite, follow the rules of the road, and do not participate in road rage activities or any other behaviours that breach policies such as our code of conduct or harassment or violence policies.

Vehicle Safety

All motor vehicles used for business purposes must be maintained in safe operating condition, and be appropriately insured, whether employer or employee owned. Safety inspections and checks of each vehicle will be conducted on a regular basis. All vehicles should be equipped with a fully stocked First Aid kit.

Driver Credentials

* Drivers MUST possess a valid driver’s license for the class of vehicle they are operating, and they must have it on their person while driving
* Drivers 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 the organization
* Drivers must follow the rules of the road, as well as any safe driving techniques the employer outlined, while operating a motor vehicle during working hours
* Drivers are required to provide a copy of their driver’s licence to [Organization Name] and update it every year
* Drivers are also required to 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
* Drivers may be required to provide a clean driving record/abstract to the employer
* Drivers are required to report any changes in their driving credentials or record to their supervisor or manager immediately, including:
	+ Violations (such as speeding)
	+ Accidents involving the use of a vehicle
	+ Medical restrictions (such as prescription eyewear)
	+ Convictions
	+ 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 do not drive 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
* Staying focused, alert and at an appropriate distance from other motorists

Please note: speeding tickets or other traffic violations or offences in 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 which may hinder their ability to drive safely, whether that substance is legal or not. If you may be impaired in any way, for any reason, do not drive!
* Reckless or aggressive driving
* 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 you need to make a call, send a text, check a message, or look for directions on your map app, you must pull over to a safe location in order to do so

Distracted Driving

Being distracted while driving is dangerous yet preventable. The smallest distraction can lead to a driving error that could have negative consequences. Drivers are advised to exercise caution when (and avoid where possible):

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

In addition, drivers should not take their focus off the road to focus on things such as grooming, dressing or anything of the like. If you could be distracted by a task, you must pull over to complete it.

No Smoking

No smoking or vaping is allowed in any vehicle being used for work purposes at any time, as per Alberta’s *Tobacco, Smoking and Vaping Reduction Act* and company policy.

Photography

Employees are not permitted to take pictures of themselves driving or the landscape around them when operating a vehicle. This also includes posting pictures or status updates while driving on any form of social media. Any violations will result in progressive discipline.

Inclement Weather or Night Driving

Employees who encounter inclement weather while driving such as fog, rain, snow, ice, or extreme wind are asked to adjust their driving immediately and take appropriate precautions, such as slowing down or pulling over to a safe location until the weather passes. Employees are further encouraged to be proactive by staying abreast of weather conditions and warnings prior to departing. In the case of severe weather, please contact your supervisor for direction and/or consult the organization’s inclement weather policy.

Employees must be aware that driving at night poses extra risks that must be considered. Some people experience compromised vision and others get fatigued at night. If your vision is compromised at nighttime, speak to your supervisor and arrange to complete your driving during light 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 you or someone else requires medical attention, call 9-1-1 immediately and follow the directions of the first responders.
* If possible, obtain the contact and insurance information of any other parties involved in the altercation and provide your own.
* As soon as it is safe to do so, report the accident or incident to your supervisor to ensure all appropriate follow up actions can be taken by the appropriate parties such as management or the workplace representative.

Examples of items that may need to be completed are: notifying contact persons, incident reports, workplace representative investigations, repairing equipment, organizing time off work, notifying insurance companies, or any number of other items.

Even when an incident is minor or seems inconsequential, employees must report it to their supervisor.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read and understood the Company Vehicle and Safe Driving Policy of [Organization Name].

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

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

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