SAFE DRIVING POLICY

At [Organization Name], safety is the top 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 the company as well as that of fellow motorists and members of the public. This policy will outline procedures and guidelines that employees who drive on behalf of the company must adhere to at all times.

POLICY

This policy has been put into place to protect those who drive on behalf of the 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 company, whether in a company-owned vehicle or a personally owned vehicle being used for business purposes.

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

Only employees who have been authorized by management to drive on behalf of the company may do so. If an employee has been permitted to drive on behalf of the company, 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 operate a vehicle safely, this employee has a responsibility to bring this to the attention of management or a safety representative immediately. This includes the employee’s 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 the employee negatively. If an employee has any concerns about their ability to drive safely, they must not drive and must instead speak to the supervisor.

In addition to driving safely, employees are required to behave in a professional and courteous manner while driving for [Organization Name]. If employees are using a company vehicle, the brand and logo are visible to everyone. Whether in a company-owned vehicle or not, remember employees are representatives of the company while on business. Be polite, follow the rules of the road, 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 motorized 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 every [insert timeframe]. All vehicles should be equipped with a fully stocked First Aid kit.

Driver Credentials

* Drivers MUST possess a valid driver’s licence 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 company
* 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 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

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 employees may be impaired in any way, for any reason, they must 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 employees need to make a call, send a text, check a message, or look for directions on their map app, they 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 employees could be distracted by a task, they must pull over to complete it.

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, employees must contact their supervisor for direction and/or consult the company’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 an employee's vision is compromised at night time, speak to their supervisor, and arrange to complete their driving during light hours.

When driving at night, it is important to:

* Stay alert and slow down
* Stop to rest if needed
* Keep windshield clean
* Dim 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 an employee 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 personal information.
* As soon as it is safe to do so, report the accident or incident to the supervisor to ensure all appropriate follow up actions can be taken by the appropriate parties such as management or the Health and Safety Committee.

Examples of items that may need to be completed are: notifying contact persons, incident reports, health and safety committee 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 CONSENT FORM

I have read and understand the Safe Driving Policy of [Organization Name]. I understand I must follow this policy in its entirety any time I am driving on behalf of the organization, regardless of whether I am driving a company or personally owned vehicle.

I further understand that if I violate the terms set out in this policy, I may face corrective action up to termination.

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Employee Signature Date

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Witness Signature Date