

## Safe Driving Policy and Procedure

### 1. Policy statement:

*BOWEN Workforce Solutions Inc.* has established this Safe Driving program to ensure the health and safety of its employees and clients, by increasing awareness of the risks associated with driving and reducing the number of motor vehicle accidents.

### 2. Scope and definitions:

This program applies to those employees who routinely operate company owned/leased or privately owned/leased vehicles for company business.

- A routine driver is an employee whose job responsibility requires the use of a company/personal vehicle for work purposes on a regular basis.
- A motor vehicle is a vehicle driven on public roads (i.e., does not include a forklift).

### 3. Goals and Objectives:

- To increase employee awareness of the risks associated with work-related driving
- To provide safe vehicles for employee use
- To reduce the frequency and severity of motor vehicle collisions

### 4. Responsibilities:

The Health and Safety committee is designated with the responsibility for the overall implementation of this Safe Driving Program.

Employer responsibilities include:

- Developing a vehicle safety program
- Taking every reasonable precaution
- Ensuring company vehicles provided include such standard safety features as driver and passenger airbags, daytime running lights, ABS brakes and seat belts
- Maintaining company vehicles to the standards of the laws and the manufacturer's recommendations
- Ensuring employees are aware of the Safe Driving Program through training at orientation and periodically thereafter
- Having drivers carry proper insurance
- Informing employees of hazards related to driving
- Ensuring employees have a valid driver's license
- Requiring pre-trip vehicle inspections
- Removing from service any vehicle with identified problems
- Assessing the program annually in conjunction with the JHSC/H&S representative(s)
- Maintaining driver performance records
- Making safe driving a performance expectation
- Ensure all employees and contractors follow clients driving policies



**Manager responsibilities include:**

- Enforcing the Safe Driving Program, including mandatory seat-belt use
- Ensuring motor vehicle accidents are investigated
- Removing from service any vehicle with identified problems
- Monitoring pre-trip inspection records
- Developing realistic schedules to discourage speeding

**Employee responsibilities include:**

- Attending training at orientation, and periodically as required
- Operating vehicles in accordance with the company Safe Driving Program and other applicable guidelines and standards for the region
- Maintaining personal vehicles used for work purposes to the standards of the laws and regulations and manufacturers' specifications and arranging for periodic inspection by a qualified mechanic
- Providing required driving-related documentation
- Ensure all client driving policies are followed
- Reporting incidents and near misses (if you are injured in a motor vehicle collision while driving as part of your work, you must report the injury to your supervisor or employer)
- Reporting vehicle defects immediately to the supervisor
- Using seat belts
- Preparing for the journey

**JHSC/HRS responsibilities include:**

- Supporting the Safe Driving Program through promotional activities
- Consulting in the development and review of the Safe Driving Program
- Consulting in the development and review of safe driver training
- Monitoring the effectiveness of the Safe Driving Program and making recommendations to the employer
- Participating in critical injury and fatality investigations as required by the OHSA
- Participating in work refusals that may occur as a result of work-related driving
- Accident and near-miss reporting and investigation
- Emergency response and vehicle breakdowns
- Purchasing requirements for company vehicle (minimum safety features required)
- Vehicle maintenance
- Preparing for the drive

## 5. Record keeping

Each employee who operates a motor vehicle for business purposes will have a valid driver's license. Employees will provide a copy of their license at time of hire to the Contractor management team.

Records to be retained may include:

- Status of driver's license (valid, suspended, conditions)
- Valid insurance
- Violations (e.g., speeding)
- Accidents
- Medical restrictions (e.g., vision)
- Convictions (e.g., driving under the influence)
- Felony involving use of a vehicle

The retention of records is the responsibility of the Contractor management team.

## 6. Training

All employees who routinely operate a motor vehicle for work-related purposes may be required to participate in a driver safety program. Each employee will read the Safe Driving Program policy and guidelines as part of the training.

The following outlines when training that may be conducted and what the training will consist of:

- At orientation (in-class defensive driving session provided by external company)
- Annual refresher (review of motor vehicle safety video and completion of quiz)
- Change in job conditions or change in driver status (training required to be determined)
- Post-accident (third-party driving assessment)

The person designated with the responsibility for safe driving training sessions is the Manager Human Resources.

## 7. Program Accountability

Failure to operate a vehicle in compliance with the laws and regulations of the province and within the established safety guidelines or significant changes in driving status may result in:

- Additional training and/or counselling
- Discharge
- Job reassignment

Significant changes in driving status might include suspension of license, or accumulation of demerit points.

## 8. Policy Review

The Safe Driving Program will be reviewed in consultation with the joint health and safety committee and revised as necessary.