

3.6 VEHICLE POLICY

Overview

We own and operate vehicles primarily to transport individuals. It is the goal of this policy to ensure that: (1) our vehicles are driven legally, safely, and courteously; (2) our vehicles are adequately maintained at minimum expense; and since our vehicles represent us to the public, (3) that they are kept clean and undamaged.

Drivers License Policy

Our vehicles must be operated within the law and by people who are properly licensed to drive them. The *Motor Vehicle Act Regulations* define our vans as special vehicles, that is, vehicles “designed or modified to carry 10 people or less (including the driver) and used for the public transportation of handicapped persons.” “Public transportation” is defined as “transportation of a group of persons other than family members or associates.”

As a condition of employment, BACI requires any employee who may need to transport individuals receiving supports in a wheelchair van, 15 passenger van, or vehicle modified for driving with individuals who may present a safety risk, to have a valid unrestricted Class 4 driver’s license. The agency will not be responsible for the cost of obtaining a Class 4 license. Staff may transport individuals in an agency vehicle or private vehicle. Staff driving vehicles other than those listed above, must have a valid class 5 driver’s license for either mode of transportation.

NOTE: Employees who have a Class 4 license (and have been assigned to a program where there is a vehicle needing a driver with a Class 4 license) will be called ahead of others who do NOT have a Class 4, for open Casual shifts in programs where Class 4 licenses are needed.

ALSO NOTE: If an employee is unable to obtain a Class 4 Driver's Licence due to age restrictions, a temporary exception may be made at the discretion of the Executive Director.

ALSO NOTE: Employees with a medical restriction must obtain a letter from their medical doctor, confirming that, due to a health issue, they are unable to obtain a Class 4. They may apply in writing to the Executive Director for an exemption to permit them to transport individuals we serve in their personal vehicles. The requirement for appropriate insurance applies. The employee is responsible for additional costs.

ALSO NOTE: New employees must sign a consent form allowing us to obtain a copy of their driver’s license abstract, and to continue obtaining their drivers’ license abstracts once a year. Employees who are upgrading to an unrestricted Class 4 may, with the permission of their Supervisor, use a van with no passengers to practice for their Class 4 driving examination.

Legal and Safe Driving Policy

Drivers must obey all traffic laws and drive safely and defensively when using BACI vans or transporting individuals we serve (or others) for the Association in their own vehicles. Drivers will be responsible for paying any tickets (parking and moving violation) incurred while in operation of agency vehicles. Infractions made while driving BACI vehicles will lead to progressive discipline.

If an employee, while driving BACI vans or transporting the individuals we serve or others in a privately-owned vehicle, is found by the police or I.C.B.C. to be more than 25% responsible for an accident, the Executive Director may act to ensure that this does not happen again. The employee involved may be required to take training or retraining. The employee may also receive a performance appraisal, disciplinary warning, suspension or other correction, or may be dismissed.

Driving one of BACI's vehicles or transporting individuals we serve while under the influence of drugs or alcohol or without a valid Class 4 license, where required, is strictly prohibited and will result in immediate dismissal. Exemption for driving without an Unrestricted Class 4 due to medical restrictions is noted in the Drivers License Policy. Drivers must demonstrate to their supervisors that they know how to safely operate any special equipment installed in BACI vans before they will be allowed to drive them with passengers.

Because our vehicles represent BACI to the public, it is also important that BACI vans be driven courteously.

WCB Regulations prohibit smoking in worksites. Vehicles are considered part of the worksite, therefore smoking or drinking in BACI vehicles is not permitted.

Maintenance Policy

Regular inspections and preventive maintenance is key to minimizing vehicle repair costs. The Daily Check List is to be completed daily by the first driver to drive each vehicle. When a driver suspects there is a problem, they should recheck areas even if daily check has been done.

Drivers are primarily responsible for proper use and care of BACI vehicles and for ensuring that all necessary inspections are done and any deficiencies reported. Program Supervisors will inform drivers of what is required of them during the orientation and will ensure that the requirements are followed. Supervisors are also responsible for ensuring that vehicles are adequately maintained and presentable.

Preventative maintenance includes keeping the interior clean and free of garbage. Garbage of any kind must be removed and the vehicles should be cleaned out regularly. Eating or drinking in BACI vehicles is not permitted unless necessary as part of an individual support plan.

Use of Vehicles Policy

BACI owns and maintains vehicles to provide transportation for individuals and to use for other Association-related functions. BACI vehicles are insured in our name only and if they are involved in a claim, it is our insurance rate that is affected. Therefore, our vehicles may not be used for anything other than BACI business and will not be loaned to anyone for personal or other uses.

Insurance Policy

Employees who use their own vehicles to transport individuals we serve on BACI business must have their vehicles insured for business use with at least \$3 million third-party liability coverage. It is strongly recommended that employees also carry Underinsured Motorists

Protection. Proof of insurance must be submitted to the Supervisor, who will ensure a copy is placed in the employee's personnel file every year within two weeks of the vehicle's insurance renewal, if insurance is renewed annually, or after every renewal period if it is less than one year. Employees who use their vehicles to transport people other than the individuals we serve on BACI business must have the same amount of insurance, but they are not required to submit it annually.

Reporting Accidents Policy

In addition to the mandatory reporting of accidents to police and I.C.B.C. and the completion of any reports required by them, employees involved in an accident will complete and submit an Incident Report to their Supervisors. Supervisors will immediately notify their respective Manager at the Still Creek Office, investigate the accident, and report their findings on a separate Incident Report. Supervisors will also provide any information needed by the police and I.C.B.C., and complete any necessary insurance forms and W.C.B. forms.

Car Seats

Children from the Infant Development Program (IDP), Infant/Toddler Child Care Programs, 3-5 Child Care Programs, or the Out-of-School Care Programs (if under 9 years of age or less than 4' 9" tall) may only be transported in an appropriate car seat or booster seat. In all cases, the parent or guardian must provide the car seat. The staff installing the seat must be trained to install the seat correctly and the car seat must be installed correctly.

Transport of Pets Policy

Employees who want to transport pets in BACI vans must obtain prior permission from their Supervisors. Pets must be confined in a travel kennel.

Fueling Vehicles Policy

Vehicles must be empty of passengers when refueling. Staff must ensure the individuals' safety during the refueling process.

Documentation Procedures

Copies of insurance, registration, and inspection documents must be kept in BACI vehicles. Originals are kept in the vehicle file at Still Creek. In addition to insurance and registration papers, a red three-ring binder will be placed in each vehicle. The binder will contain a copy of Vehicle Policies and the following forms:

- A mileage sheet to be filled out by the driver each time a vehicle is used,
- A vehicle pre-trip inspection report to be filled out daily by the first driver of the vehicle, blank Incident Report forms – one of which must be filled out whenever the vehicle is involved in an accident or any other mishap or unusual occurrence. (An example of a mishap would be someone injuring himself or herself getting into or out of a vehicle. An example of an unusual occurrence would be parking lot damage such as a minor hit and run or noticeable door bashes.)
- Emergency contact numbers
- Individual's profiles

Mileage and pre-trip inspection sheets must be submitted monthly to the Supervisor responsible for the vehicle. This documentation is submitted to the Manager at Month's end.