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## VEHICLE USE

All vehicles owned or leased by Community Living-Central Huron are to be used only to conduct the business of the Agency. The use of Agency vehicles is strongly encouraged; however, on occasion, the use of personal vehicles is unavoidable. Use of personal vehicles must be approved in advance by the relevant Supervisor. In order to be reimbursed, Staff must provide to their Supervisor on a monthly basis, a completed Statement of Travel Expense, detailing the destination, purpose, number of kilometres travelled and attach any parking or meal receipts. The mileage allowance paid for the use of personal vehicles will be reviewed on a regular basis.

The Agency utilizes a central booking system for accessing Agency vehicles. Each Agency location has a cell phone and it is to be taken at all times when Staff are supporting individuals in a vehicle. Each Agency vehicle contains specific information, inclusive of make, model, insurance, roadside assistance, and documentation to be completed prior to and following each use. Eating, drinking and smoking are prohibited in any Agency vehicle.

The relevant supervisor is responsible for the regular maintenance on Agency vehicles and ensuring orientation to Staff and volunteers on the operation of vehicles and wheelchair lifts/ramps. Staff and volunteers will complete a Workplace Hazard & Suggestion Report and submit it immediately to the relevant Supervisor, should they believe the vehicle/lift to be unsafe or requires service. In the event of inclement weather and/or poor road conditions, the driver will make the decision, in consultation with their Supervisor, on whether or not to cancel a trip.

All Staff and volunteers of Community Living-Central Huron are required to file proof of 3rd party liability insurance for at least two million (\$2,000,000.00) dollars upon employment and on September 1st thereafter. Staff and volunteers are also required to inform their insurance company, they are being paid mileage compensation when using their personal vehicle for work purposes. Staff and volunteers must maintain a valid Ontario driver's licence and provide such information to the Office Accountant upon hire or at the beginning of their volunteer placement. Staff and volunteers must advise their supervisor immediately should their driver's licence status change.

While on Agency business, whether driving your own vehicle or an Agency vehicle, Staff and volunteers will report accidents/emergencies immediately by calling the police/911, as appropriate. Next, they will obtain from the other driver their name, address, phone number and insurance company. Staff and volunteers will next report any accidents/incidents to the relevant supervisor utilizing the Vehicle Incident Report form. Staff and volunteers are expected to ensure the safety of themselves and their passengers at all times, ensuring seat belts are worn properly and obeying all traffic and highway regulations. People supported should not be left unsupported in vehicles nor should vehicles be left running and unattended for any reason. Also, keys should not be left in the ignition and vehicle doors are to be locked when parked on or off-site. Failure to comply with the Agency's Vehicle Use Policy shall result in disciplinary action up to and including dismissal.

Requests from the community to use an Agency wheelchair van will be considered by the Coordinator, Adult Services, Executive Director, and the President of the Board of Directors. If approved and prior to the Agency supplying the vehicle, the Agency will obtain a copy of the appropriate valid driver's licence and provide all necessary training to the community person.