

Madawaska Valley

Association For

Community Living

**POLICY: SAFE VEHICLE OPERATION & ACCIDENT REPORTING**

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Policy Statement:

Madawaska Valley Association for Community Living (MVACL) is committed to providing a safe and healthy working environment for all staff and the people we support. MVACL will make every reasonable effort to ensure the safety of our employees while operating company vehicles or their personal vehicles for company business. MVACL will demonstrate its commitment by providing financial, physical and human resources for the development, implementation and maintenance of a Safe Vehicle Operation Program to reduce the risks associated with operating a vehicle and promote safety while driving.

The success of this program will rely on the full cooperation of all workplace parties. Non-compliance will be taken seriously and may result in progressive discipline as outlined in MVACL’s progressive discipline policy and procedure.

MVACL is committed to annually reviewing, evaluating and improving the Safe Vehicle Operation Program in consultation with the JHSC.

Goals:

1. Increase awareness of risks associated with work related driving
2. Decrease vehicle accidents and the risk of injuries related to operating a vehicle
3. To provide safe vehicles for employees use

Objectives:

1. To ensure all employees are trained on:
* Vehicle inspections
* Safe vehicle operation
* Risks associated with operating a vehicle
* How to report an accident
1. To ensure all MVACL owned vehicles are inspected and maintained as required

Roles and Responsibilities of Workplace Parties

Employer:

* Provide resources to develop, implement, maintain and continually improve the Safe Vehicle Operation Program
* Approve the policy and procedures and review and revise the program as required in consultation with the JHSC
* Enforce the policy, procedures and program
* Provide resources for training
* Ensure all employees receive training and maintain records
* Take every reasonable precaution under the circumstances for the protection of employees

Managers:

* Ensure all new employees watch the Safe Driving Web Tutorial during orientation.
* Encourage all employees to report hazards and to report accidents and incidents to the manager immediately
* Respond promptly to employee reports
* Conduct accident/incident investigations and implement corrective actions
* Provide employee related health and safety reports to the JHSC
* Ensure vehicle inspections are conducted weekly and any required corrective maintenance is completed
* Ensure completion of preventative maintenance on all vehicles as recommended by manufacturer and document
* Take every reasonable precaution for the protection of employees

**Employees:**

* Comply with the Safe Vehicle Operation policy and program at all times; non-compliance will result in progressive discipline
* Participate in training as required
* Provide a copy of driver’s license at time of hire and as requested.
* Maintain a valid driver’s license
* Report any changes in driving or insurance status, changes in driving status may include suspension of license, or accumulation of demerit points
* Operate vehicles in accordance with the Ontario Highway Traffic Act
* Follow safe driving practices at all times
* Report any accidents, near misses, hazards or vehicle defects immediately to the manager
* Employees are responsible for any infraction and related fines that occur as a result of negligence of the employee such as speeding, parking tickets, towing charges related to parking in a no parking zone
* Report all tickets received during operation of MVACL vehicles
* Only authorized employees may operate MVACL vehicles
* No smoking or eating while operating MVACL vehicles
* Cell phone use while operating vehicle is not permitted
* Ensure gas tank is not less than ½ tank when returning vehicle

Joint Health and Safety Committee:

* Review incidents/accident investigations and injury reports related to vehicle operation
* Look for hazards during workplace inspections and make recommendations
* Review the Safe Vehicle Operation Program and training as required
* Make recommendations in writing to senior management
* Communicate with employees on the outcome of evaluations and reviews through JHSC Meeting Minutes, WSIB Summary of Injuries and Quarterly Inspection Summaries
* Participate in critical injury and fatality investigations as required by the OHSA

Procedures:

Motor Vehicle Use:

* Employees may be required to provide transportation to the people we support, driving them in company owned vehicles
* All persons in the vehicle must be wearing seat belts
* Keys should never be left in a vehicle with people we support unattended
* Vehicles are never to be left running unattended
* If employees are required to provide immediate support to passengers they must pull over as soon as it is safe to do so
* It is up to the individual employee to decide whether they are comfortable to drive in inclement weather
* Employees are not to use cell phonesto call or text while driving and must pull over to the side of the road to make or receive phone calls
* Employees will not drive when impaired by non-prescription drugs (Including cannabis), prescription drugs or alcohol. Should an employee believe their driving ability is or could be impaired by over the counter or prescribed medications, it is the employee’s responsibility to advise their manager

**Personal Vehicles:**

Use of personal vehicles during work hours is strictly prohibited unless:

1. There is an emergency
2. Written permission is granted by the manager with case by case consideration.

Vehicle Maintenance:

The safety of our Individuals and Staff is our primary concern. Driving is potentially the most dangerous part of what we do and therefore our vehicles must be regularly maintained. Furthermore, as driving is an integral part of our programs and daily schedules, Individuals and Staff have a right to travel in clean and respectable vehicles.

Circle Checks:

Circle Checks will be performed **“choose” one day a week and do consistent weekly checks on the same day.** Circle check forms are available in the maintenance binder and should be **thoroughly completed**. The completed forms must be placed back in the appropriate section of the maintenance binder. **If something is not working properly MAKE IT KNOWN and inform a manager immediately. Do not leave it for someone else and do not ignore the small stuff.**

Maintenance:

Each home will be responsible for the regularly scheduled maintenance of their assigned vehicle. All vehicle maintenance to be completed at Lapointe’s in Pembroke. Please call Matt Greenwedge, 613-735-0634 for appointment. These include:

* Oil, lube and filter changes (vehicle will indicate when it is time for oil change)
* Winter/spring tune-ups (spark plugs, fluids, air filter, gauge checks)
* Tire changes (if needed)

These services do not require authorization.

Cleaning:

* *Exterior*: A thorough exterior cleaning must be performed **once a month**. This should include a preliminary rinse, a soapy wash and a secondary rinse. Wash to be completed by hand or touchless automated car wash.
* *Interior*: Garbage and “stuff” must be removed at the end of every excursion. If there is garbage during your shift, you are responsible. A thorough interior cleaning must be performed bi-weekly. This includes a full vacuuming of floors, floor mats, seats nooks and crannies. All windows, the dashboard area and door handles must be cleaned with Windex or a similar product.

Interior and Exterior completion checklists are available in the maintenance binder.

Repairs:

If you suspect a vehicle requires a repair, schedule an appointment and then inform your Manager. Put a note in the Communication Book informing house of when vehicle will not be available.

Vehicle Information:

All MVACL vehicles will have in it:

* Insurance information
* Copy of vehicle permit

Vehicle Safety Features:

All MVACL vehicles contain:

* First Aid Kits
* Snow brush/ice scraper
* Winter windshield fluid
* Emergency Kit

First Aid Kit Contents:

* Hand Squeeze LED Flashlight
* Nitrile Dipped gloves
* Emergency Auto Flasher
* Seatbelt Cutter
* Multi-Function Screwdriver
* Emergency Mylar Rescue Blanket
* Emergency Drinking Water Rations
* Whistle
* S.O.S Banner
* Tea Light Candles
* Waterproof Matches
* Vinyl Bag with Emergency Logo
* Benzalkonium Chloride Antiseptic Towelettes
* Hand Cleaning Towelettes
* Plastic Adhisive bandages
* Sterile Gauze Pads
* Conforming Stretch Gauze bandage Roll
* Knuckle Adhesive Bandages
* Fabric Fingertip Adhesive Bandages
* Fabric Patch Adhesive Bandages
* Junior Adhesive Bandages
* First Aid Tape

Emergency Kit Contents:

This kit should contain:

* Working Flashlight
* Tire Pump
* Tire gauge
* Reflective Cone
* 1- Bungee
* 1- Poncho
* 1- Flashlight
* Booster Cables
* 1- Latex Gloves

Emergency Response and Vehicle Breakdown:

Roadside Assist is available with vehicles. Please call 1-800-363-4869. Please inform the Manager of the house you are working at if you have notified Roadside Assist.

Records:

All employees of MVACL must have and maintain a valid G Class driver’s licence. Driving is an essential element of job duties of all positions within MVACL.

Every employee will provide the following information to HR at the time of hire:

* Drivers Licence (Drivers licence number will be shared with MVACL’s Insurance provider). In the event there is a change in status of driver’s licence, insurance or driving record, the employee will inform the employer (Human Resources or Designate immediately).
* Any employee may be asked to provide a current copy of their driving record at the discretion of management, if the employer has requested the record MVACL will reimburse the employee when a receipt is submitted

Training:

All employees who operate a motor vehicle for work related purposes will receive training on the Safe Vehicle Operation policy and program at the time of hire. Each employee will review the policy and program annually thereafter.

* An employee may be required to repeat training or participate in alternate training following an accident in which the employee was at fault

Program Accountability:

Failure to operate a vehicle in compliance with the Highway Traffic Act and within established safety guidelines or changes in driving status that impact the employee’s ability to perform the duties as outlined in the job description may result in additional training and/or disciplinary action up to and including dismissal.

As per the Highway Traffic Act, should a MVACL owned vehicle be impounded as a result of an employee’s actions, the employee will be held responsible for any and all costs related to the incident. This will also result in disciplinary action up to and including dismissal.

Vehicle Accident Reporting:

The Highway Traffic Act requires all motor vehicle collisions with total damage in excess of $1,000.00 be reported to the police.

Police Dispatch Requirements**-** O.P.P. Services will dispatch officers to collisions involving:

* Injury or death
* Suspected criminal activity including but not limited to: failure to remain, impaired driving, stolen vehicle
* Federal, provincial or municipal vehicles
* Hazardous materials or conditions
* Damage to private, municipal or highway property
* A person who is unlicensed, uninsured or a suspended driver
* Disturbances between involved persons
* A vehicle damaged to the point it is not drivable and requires a tow truck
* Major traffic congestion as a result of the collision
* A person who demands police attendance
* A driving offence where there is reason to believe a violation has been committed against federal, provincial or municipal legislation (e.g. careless driving, disobeying traffic lights) and where charges may be appropriate

Steps to Report an Accident:

1. Attend to the injured and call an ambulance if needed.
2. Call police 911 or 1-888-310-1122, if any of the conditions above are met.
3. Obtain names and phone numbers of witnesses if any.
4. Obtain the following information from the other driver:
* Type of vehicle
* License plate number
* Driver’s name and if possible phone number (if the other driver will not provide you with the above information ensure you write down the license plate number)
1. Provide the other driver with the following information:
* MVACL vehicle license plate number
* Your name and the office phone number (613) 756-3817
* MVACL’s insurance company and policy number
1. Do not admit to fault. The police will determine if either driver is at fault.
2. Call manager to report the accident, provide details and request any assistance needed i.e. someone needed to pick up people supported.
3. If there are no injuries and no damage to the vehicles the manager will help to determine if the accident should be reported and if alternate arrangements need to be made for people.
4. The manager will notify the Finance Department of the accident and forward a copy of the Incident Report. The Finance Department will notify the Insurance Company and obtain approval for repairs.
5. The manager will complete an Accident Investigation Report and forward information to HR to complete a WSIB form if required.

Evaluation:

The Safe Vehicle Operation policy and program will be evaluated annually and will consider the following indicators:

* Incident Reports
* Accident Investigations
* WSIB statistics (injury, lost time, modified work)
* JHSC minutes
* JHSC monthly, quarterly and annual inspections
* Monthly Vehicle Inspection Reports

Indicators will be forwarded to JHSC on a monthly basis. The JHSC will collate, analyze and summarize the data and make recommendations for program enhancements to senior management.

Results of the annual evaluation and any changes to the policy and program will be documented and communicated to all employees.