

Transportation: Privately Owned Vehicles

Purpose To provide work related transportation in a safe and legal manner.

Policy Statement *All employees required to transport others or use their vehicle for any business purpose will carry a minimum of \$2,000,000.00 liability insurance. Employees will also provide written confirmation that insurance coverage applicable to the employee's use of their vehicle is in place prior to commencement of employment. Insurance must be kept current.*

Any suspension or loss of license or required insurance coverage must be reported immediately.

Failure to meet proof of insurance requirements will result in the employee not being scheduled for work until requirements are met. ASC may request written proof of required insurance at any time during employment.

Work related transportation in privately owned vehicles may be terminated without cause or notice to the employee at any time. (Example: unsafe vehicle, unsafe driving habits). ASC may request Drivers Abstracts to be completed at any time during employment.

In areas where ASC owned vehicles are used, the requirement to use privately owned vehicles with applicable insurance requirements may be waived when the employee holds a Class IV license and successfully meets the requirements to operate an ASC owned vehicle. Waivers to use a privately owned vehicle for business purposes also may occur for positions where a vehicle is not required as part of the work function.

The costs of any infractions received for Motor Vehicles Accident Act, or other Federal, Provincial or Municipal ordinance codes regarding the operations of Motor Vehicles occurring during business use will be the responsibility of the employee, unless the Association at its discretion agrees to pay the fine.

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1. Employees using their vehicle for any business purpose will provide written proof of meeting insurance requirements prior to commencement of employment using the ASC form provided for this purpose. Insurance must be kept current.
2. All infractions of Motor Vehicle Accident Act or other Federal, Provincial or Municipal ordinance codes regarding the operations of vehicles being used for ASC business purposes will be reported. Employees must complete an incident report.
3. Any suspension or loss of license and/or required insurance must be reported to the area Coordinator, the area Coordinator will advise the employee that they are restricted from using any personal or ASC vehicle for business purposes and will bring the information forward to the Executive Director/Designate for determination of further steps.
4. A Drivers Abstract may be required at any point during employment.
5. Employees involved in work related transportation are responsible to familiarize themselves with proper vehicle maintenance and safe practices and to familiarize themselves with expectations for:
 - Safe placement of individuals in vehicles. Check vehicle manual for instructions related to air bags
 - Safety precautions with removing keys.
 - Effects of medication/mind altering substances that may influence driving ability
 - Specialized transportation devices (e.g. car seats)
 - Use of seat belts
 - Legislation pertaining to transportation of children as applicable including Transport Canada and The Canadian Motor Vehicle Safety Standards (CMVSS)
6. Employees are not to smoke in vehicles while transporting individuals as per the Alberta Tobacco Reduction Regulation enacted January 2008.
7. Under no circumstances are employees to leave clients unattended in vehicles.
8. Employees exempted from the requirement to use privately owned vehicles for business purposes will have a waiver letter placed on their personnel file.

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