



EMPLOYMENT POLICY MANUAL

Subject: Safe Driving Policy	Approval Date: June 17, 2013	By-Law No. 1785-13 <i>Amended by By-Law No. 60-2018</i>
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3.37 INTENT

The Municipality has adopted this policy to provide our employees with a set of guidelines to ensure the safe operation of motor vehicles while under the employ of the Municipality, and to provide a set of procedures for acceptable use when operating the municipally owned and operated vehicles, or while travelling on municipal business.

1. EMPLOYEE RESPONSIBILITIES

1.1 All Municipal Employees are Responsible for the Following:

- Responsible for compliance with the Municipal Safe Driving Policy and Procedures.
- Must notify their Supervisor of any health and safety concerns, so that they may be dealt with promptly.
- Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Municipality.
- Use appropriate safety equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Supervisor.
- Performance of their duties in a manner conducive to safety, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.

1.2 Complying with the Rules of the Road

Any municipal employee that operates a municipally owned and operated vehicle or a personal vehicle while conducting municipal business is required to:

- Hold a valid Driver License;
- Maintain valid insurance;
- Carry their license at all times;
- Adhere to all applicable traffic laws;
- Drive within the posted speed limit at all times;
- Drive in a safe and courteous manner.



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1.3 Safe Driving Techniques

- Drivers are expected to employ safe driving techniques at all times while operating municipally owned and operated vehicles, or while operating personally owned vehicles while on municipal business.
- Obey all posted speed limits and applicable traffic laws.
- Drivers should maintain a safe following distance between them and the vehicle in front of them, using the 3-6 second rule, depending on vehicle length.
- Avoid risk-taking when driving.
- When changing lanes, drivers must check mirrors and blind spots, and start signaling well before they begin to change lanes.

1.4 Speeding

- Municipal employees are directed to drive within the posted speed limit at all times.
- Vehicles should be operated at speeds that are safe for the conditions, recognizing that, in some circumstances (such as rain or fog) this may be below the posted speed limit.
- Emergency vehicle utilizing proper beacons and sirens may exceed the posted highway speed limit by a maximum of 20 kilometers per hours when responding to an emergency.
 - At all other times they must drive within the posted speed limit.
 - When driving in an area with a posted speed limit of 50 kilometers per hour, the posted speed limit must never be exceeded.

1.5 Seatbelts and Other Safety Features

Municipal vehicles contain features that promote safer driving, such as seatbelt warning devices and daytime running lights.

Employees are required to:

- Wear a seatbelt all times, including all stages of pregnancy, and ensure that passengers do the same;
- Drive with the headlights on at all times; and
- Adjust headrests so the top of the rest is level with the top of the drivers and/or passengers head.



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1.6 Alcohol, Drugs and Driving

- Employees are not permitted to drive if unfit to do so (e.g. under the influence of alcohol, marijuana, narcotics, medications, or other drugs that are likely to affect your alertness or driving performance).
- Driving under the influence is against the law and will not be tolerated. Do not drive if you are unfit to do so.
- Driving while under the influence of any substances that are likely to affect your driving performance will result in immediate dismissal.
- Contact your Supervisor if you are unsure about your fitness to drive.

1.7 Fatigue

- Fatigue is basically a lack of sleep. Driving when fatigued significantly increases injury risk by impairing driving skills or the inability to resist falling asleep at the wheel.
- A good night's sleep is required before any long trip.
- A general rule to remember is driving more than 16 hours since your last night's sleep is equivalent to driving with a blood alcohol level greater than .05.
- Do not drive if you are unfit to do so. Contact your Supervisor if you are unsure about your fitness to drive.

1.8 Use of Mobile Phones

- The Municipality strictly prohibits the use of mobile phones, and PDA's while operating the municipally owned and operated vehicles, or while operating a personal vehicle on the municipal business.
- The use of hands-free mobile phones should be kept to a minimum when driving.
- To make or receive calls:
 - Pull over and stop;
 - Allow a passenger to operate the phone;
 - Use voice mail and respond to the call at a safer time; or
 - Let someone else drive, freeing you up to make or receive calls.

Employees who choose to violate the policy will face disciplinary measures up to termination, or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were distracted because they were using their cell phone while driving, and the employer is sued.



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1.9 Avoid Distractions

- Distractions may include: Adjusting the radio, Mobile Phones, Food and Drink, Personal Grooming and other Electronic Devices (e.g. GPS devices, Laptops, etc.).
- Drivers are expected to make all necessary preparations prior to begin their journey, and should either pull over and stop their vehicle before using any electronic devices, eating or drinking, or attending to any personal grooming matters.

1.10 Vehicle Maintenance

- Municipal owned and operated vehicles will be subject to the Vehicle Maintenance Policy.
- Municipal employees that are required to operate a municipally owned and operated vehicle are required to complete a pre-trip safety check to ensure that the vehicle is up to date with maintenance and in safe operating condition.
- In the event that a maintenance issue exists, employees are directed to fill out a vehicle maintenance form.

1.11 Inclement Weather

- Inclement Weather may include Snow, Fog, Rain, Ice, Hail, and/or High Winds.
- During periods of inclement weather, drivers should reduce their speed and drive in a safe fashion to allow for decreased visibility, decreased traction and increased stopping distances.
- In the event that the inclement weather is at a level that makes driving unsafe, or the roads are impassable, municipal employees are directed to stop their vehicle in a safe position, and wait until it is safe to proceed. If they have not yet left for their destination, drivers are directed to inform their Supervisor as soon as possible to alert them to the situation, and the inability to travel safely.



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1.12 Driving at Night

- Drivers should exercise increased levels of caution while driving at night, and take care to avoid “over driving their headlights”.
- If the distance needed to come to a complete stop exceeds the distance to which you can clearly see, you are over driving your headlights.
- As with Inclement Weather, drivers should reduce their speed and drive in a safe manner.

1.13 First Aid Kits / Road Safety Kits

- Municipally owned and operated vehicles will contain a first aid kit and a road safety kit in the trunk for use in case of emergencies.
- Where an employee operates their own personal vehicle for municipal business purposes, they are highly encouraged to carry a first aid kit and road safety kit.

1.14 In the Event of an Accident

- In the event of a motor vehicle accident, municipal employees that are operating a municipally owned and operated vehicle should assess the situation, and call the appropriate authorities where necessary (Ambulance, Fire Department, Police).
- Where possible, the driver should obtain the appropriate contact information from the other parties involved in the accident, including their insurance information, names and phone numbers.
- Drivers are required to share their appropriate insurance information and contact information with the other parties involved in the accident as well.
- If it is safe to do so, the driver should contact Supervisor to inform them of the altercation, and provide as much pertinent information as possible.
- Drivers involved in an accident should be aware of the first aid kit stored in the trunk of the municipally owned and operated vehicles.
- **In the event of an accident the driver is specifically directed not to reference or assume any responsibility for the accident. This direction is provided to permit the individuals conducting the investigation to make their determination based on all the evidence and factors influencing the incident which may not be available to the driver.**