

# Company Vehicles Policy



## 1. POLICY

- At the [Company's] sole discretion, the [Company] has a number of vehicles which employees may be permitted or required to drive while performing their jobs. Employees must provide evidence that they are adequately licensed to drive and be over 18 years of age.
- The Employee's supervisor must approve the use of company vehicles for company purposes. Without the express written authorization of the employee's supervisor, company vehicles are not to be used for personal reasons.
- Employees will be reimbursed for expenses in association with the operation of company vehicles for business purposes by the [Company] which include fuel, parking tolls upon presentation of receipts in accordance with the procedure outlined in SPP HR 2.21 BC – Travel Expenses.
- Employees are responsible to:
  - Adhere to the rules of the road;
  - Ensure the vehicle is operated in a safe manner including speed limits and parking;
  - Personally pay for any fines, related to parking speed or other traffic infractions incurred while in control of the vehicle.
- Any change in the legal status of their driver's license and their insurability of an employee must be provided immediately to the [Company] by the employee. Discipline action up to and including termination may result in failure to report such a change.
- Without the express written consent of the employee's supervisor [Company] vehicles may not be driven out of the province.
- Any other person to operate a company vehicle is not allow or permitted.
- Disciplinary measures up and to including termination for cause may be imposed to employees who contravene the procedure and responsibilities in this policy.

## 2. PURPOSE

- The Company has committed to promoting the safe and responsible operation of company vehicles. The rules and responsibilities of the policy are outlined as follows:
  - Ensure the safety of drivers, and passengers who use the road.
  - Manage travel costs;

- Maximize the longevity of the fleet.

### 3. SCOPE

- All employees who have care control of and drive a company vehicle are bound by this Statement of Policy Procedure.

### 4. RESPONSIBILITY

- The responsibilities of supervisors are:
  - To approve the use of a vehicle by the employee and for recording the date, time and purpose of the employee's travel;
  - To ensure that an employee who is required to drive a company vehicle has provided evidence of an appropriate driver's license and for placing a copy of the license in the personnel file;
  - To report any change in the employee's license status or insurability to the **[Fleet Manager]** as soon as possible.
- The responsibilities of the employees are:
  - To provide evidence of their driver's license to their supervisors and providing consent to **[Company]** to obtain a Driver's Abstract for insurance purposes;
  - To notify their supervisor immediately of any changes to their license status or insurability, including any temporary license suspension (whether or not they are required to operate a company vehicle during this period), accident, speeding tickets, or other traffic infraction, even if such event occurred on personal time or in their personal vehicle.
  - Strict adherence to traffic laws, courteous defensive driving and take all steps to ensure the safe operation of the vehicle.

### 5. DEFINITIONS

- **"Company vehicle"** means any vehicle provided by **[Company]** for operation by an employee for business purposes.
- **"Hand-held electronic entertainment device"** means an iPod, iPad or other MP3 or music playing device, gaming device or any other hand-held device which is unrelated to the operation of the vehicle.
- **"Hand held wireless communication device"** means any device that is capable of receiving or transmitting telephone communications, electronic data, mail or text messages (e.g. Blackberries, iPhones, smart phones, etc.).
- **"Insurability"** means the employer's ability to obtain and keep vehicle insurance for the driver of the vehicle at a reasonable cost, as determined by the employer. Insurability factors include, among other things, speeding tickets, license suspensions and traffic infractions.

### 6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Motor Vehicle Act (British Columbia)

Criminal Code (Canada)

SPP HR.2.21. BC – Travel Expenses

SPP HR.5.06. BC – Discipline

## 7. PROCEDURE

- Employees must ensure, prior to the operation of any company vehicle, that
  - they have provided their Supervisors with evidence of a valid, current appropriate class driver's license;
  - shall provide written authorization to allow the **[Company]** to obtain a driver's abstract from the Ministry of Transport;
  - Failure to provide such an authorization shall prevent an employee from operating a company vehicle.
- For every employee who is required to operate a company vehicle, the **[Company]** shall obtain a Driver's Abstract from the Ministry of Transportation. When necessary, the **[Company]** will provide a copy to the Company's insurance carrier. A copy of the employee's driver's license and the Driver's Abstract shall be placed in the employee's personnel file.
- As soon as possible, an employee who uses a company vehicle shall advise his or her supervisor of any circumstances which may affect the employee's ability to operate a company vehicle, or, his or her insurability. Until such circumstances have been reported to the employee's supervisor, the employee must not operate a company vehicle.
- Prior to the employee operation of the vehicle, the employee must read and sign the **[Company]** Operation of Company Vehicles Agreement.
- Every employee who operates a Company Vehicles shall:
  - Ensure he or she has their supervisor's written authorization to do so; and
  - Record every trip detail in the vehicle log, if applicable.
- Employees are specifically prohibited to operate a vehicle in a distracted manner, such as:
  - While driving a company vehicle an employee shall not operate a hand-held wireless communication device, or hand held electronic device, unless operated a hands-free mode, or while the vehicle is off the roadway or lawfully parked and in accordance with SPP HR 6.08. BC- Cell Phones.
  - With the exception of a mounted Global Positioning Device or a built-in vehicle system display, an employee shall not have a display screen of a television, computer or other device visible to the driver of a company vehicle.
  - While driving the company vehicle, an employee shall not do the following:
    - Read or view printed material.
    - Write
    - Print or sketch.
    - Engage in personal grooming or hygiene.
- Operating a Company vehicle while impaired by alcohol, drugs, (including over-the-counter or prescribed medications) or fatigue is strictly prohibited. Employees who engage in this conduct may face disciplinary action including termination/dismissal from employment.
- Should an employee require fuel while operating a company vehicle, he or she shall fill the vehicle with high quality fuel of the type and grade recommended for the vehicle. If authorized to do so, the employee shall pay for the fuel using a company credit card or be re – reimbursed in accordance with SPP HR 2.22BC – Travel Expenses if paid from the employee's personal resources.
- Employees are expected to conduct a visual inspection of the vehicle's safety features and to report any malfunctions to his or her supervisor, prior to operating a company vehicle. Wherever possible, employees shall take care to safeguard the vehicle from damage.
- When there is a mechanical breakdown, the following must be adhered to:

- Employees are expected to remove the vehicle from the flow of traffic;
- Contact the **[Company]** to arrange for towing;
- In emergency situations, the employee may contact **[XYS Towing Company]** to arrange for immediate towing to **[ABC Garage]**;
- The employee's supervisor must approve any deviations from this process.
- The employee shall, in case of an accident and if the employee is able, to do the following:
  - To ensure his or her own safety and the safety of others who may be involved by calling the police;
  - Even if the accident is minor in nature (where police are not called to the scene) immediately notify the police and **[Company]** of the accident and its location. The insurance company will be notified directly by the **[Company]**. The employee should notify the insurance company directly only if the accident occurs after regular business hours.
  - Ensure that the employee provides license, contact and insurance details to the police and other parties involved in the accident, and obtain the same from all other parties.
- At its sole discretion, the **[Company]** reserves the right to make periodic checks of employee's Driver's Abstracts and to revoke the employee's ability to use a company vehicle at any time.

## 8. ATTACHMENTS

**Attachment A – Operation of Company Vehicle Agreement**

**Attachment B – Vehicle Log**

### ATTACHMENT A

#### OPERATION OF COMPANY VEHICLE AGREEMENT

I, \_\_\_\_\_, acknowledge that the company vehicle which has been assigned to me will be used for business purposes only, subject to express written authorization and the terms of the Company Vehicles policy. I acknowledge that the vehicle may be equipped with a GPS tracking device and that I consent to **[Company]** monitoring the vehicle's whereabouts.

I hereby agree to the following terms:

- I will use the company vehicle for authorized business purposes only;
- If the vehicle is used for unauthorized purposes or personal purposes, I agree to reimburse **[Company]** for its use via payroll deduction, at a rate of **[0.50]** per kilometer, and I acknowledge that I may be subject to disciplinary measures for violating this term, up to and including termination for cause;
- I agree to provide **[Company]** with evidence of my current, valid driver's license and authorization to obtain my Driver's Abstract prior to use of any company vehicle;
- I agree to advise **[Company]** of any changes to my license status or insurability as soon as such is known to me;
- I agree to ensure the safe operation of the vehicle at all times and to immediately notify **[Company]** of any accidents, tickets, damage or theft affecting the vehicle;
- I agree to be personally responsible for any fines or tickets issued to me while operating the company vehicle and to indemnify and save harmless **[Company]** for any costs incurred by it as a result of a parking or traffic infraction;
- I acknowledge that I have received and reviewed the Company Vehicle Policy and that I understand and will act in accordance with the rules and responsibilities

outlined therein.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

Employee:

**ATTACHMENT B**

**VEHICLE LOG**

