

POLICY	
Policy Number: HS2020-027	Date Approved: April 2009
Department: Health and Safety	Date Reviewed: October 2020
Safe Driving	

1. **Policy Statement**

All Corporation employees who use their own vehicle or the Corporation's vehicles for work purposes are required to comply with this policy.

Any employee traveling for the purpose of work will ensure that their vehicle is insured, is safe and in good working order (i.e. regularly maintained and inspected; tires in good condition etc.).

In adherence to the provincial laws in Ontario, employees are not permitted to use a handheld cell phone (personal or company) or operate any electronic device while driving.

Employees are required to provide to the Corporation, on an annual basis, proof of current drivers license and car insurance.

2. **Purpose**

To outline the safety responsibilities of employees who drive Town of Kirkland Lake (the Corporation) owned vehicles or personal vehicles for Corporation business.

3. **Scope**

This policy applies to all employees who drive for business purposes.

4. **Definitions**

Not Applicable

5. Policy & Procedures

Roles & Responsibilities

Department Heads/Supervisors

- Keep records of all Driver Safety Training.
- Ensure Corporation vehicles have an Emergency Kit and First Aid Kit.
- Include on-the-road safety during Safety Talks or in communications to staff.
- Monitor weather conditions, and alert employees when driving is not safe due to weather conditions.
- Ensure Corporation vehicles are properly maintained and inspected before each use.
- Ensure Corporation vehicles have winter tires while the temperature is consistently below 5 degrees.
- Thoroughly investigate all reports of motor vehicle accidents and/or near misses and identify/implement corrective actions.
- Document all employee call in reports of motor vehicle incidents/accidents.

Employees

- Complete the Driver Safety Training and any reviews as directed by your Department Head/Supervisor.
- Ensure personal vehicles have an Emergency Kit.
- Ensure personal vehicles have winter tires while the temperature is consistently below 5 degrees.
- Report any concerns that you have about traveling on Corporation business (e.g. car condition, licensing, weather, road closures, medication usage issues).
- Immediately, or as soon as possible, report any incidents/accidents that occur while on the road to your Department Head/Supervisor.
- If another motor vehicle is involved, get the required information on the driver (insurance, address etc.)
- Call police (911) if necessary.
- Seek medical attention if necessary.

- Provide a copy of the Police Report to the Department Head/Supervisor.

Safe Driving Procedure

1. Conduct a general visual inspection of vehicle, check tires and wear and tear of the vehicle. Report any defects to the Department Head and do not use the vehicle if there are any safety issues.
2. Driver must be of legal age, possess a valid license and insurance.
3. Avoid driving at night when possible.
4. Fasten seat belts.
5. Wear prescribed eye wear if necessary.
6. In certain weather conditions windows may need to be wiped or scraped.
7. Be sure all fluids are within safe operating levels.
8. Reduce speed when weather conditions are poor and do not use cruise control.
9. Avoid driving altogether when weather conditions are far too hazardous.
10. Ensure you are physically capable of driving safely (alert, free of medication that cause drowsiness; alcohol and drug free; not fatigued).
11. Do not engage in road rage behaviour.
12. Yield to traffic as required or when in doubt.
13. Check your mirrors and find your blind spots and don't drive in other drivers' blind spots.
14. Be aware of traffic around you by looking ahead, behind, and from side to side and make sure other road users see you and they know what you are doing.
15. Keep a safe distance from other vehicles.
16. Ensure that cyclists are given the courtesy and space they require to ride safely.
17. Don't make sudden lane changes; use your signals.
18. When stopping, check mirrors and begin braking early and stop smoothly.
19. Don't crowd your driving space with passengers or belongings.
20. Keep to the right of the road or in the right-hand lane on multi-lane roads unless you want to turn left or pass another vehicle.
21. Slow down as you come to intersections and look carefully for traffic lights, pedestrians and cyclists.

22. Obey the speed limit and all signs and signals.
23. Follow all applicable laws and this Safe Driving policy with respect to the use of cell phones and other mobile electronic devices when operating a motor vehicle.
24. Avoid any behaviour that distracts you from driving (e.g. eating).
25. If your car breaks down, stay in the car, call police and your Department Head/Supervisor, then wait for assistance.

Cell Phone/Electronic Device Procedure

1. Do not use any hand-held device or electronic device while driving.
2. Keep your hands on the wheel.
3. If talking on the phone while driving is unavoidable, use a Bluetooth device or earpiece with a built in microphone, or with another type of hands free device.
4. Although voice activation and functions of handheld devices are permitted under provincial legislation, communication should be kept to a minimum and where possible continued later at a more convenient time.
5. If there is no “hands-free” device available, do not use the communication device until the vehicle is pulled over to the side of the road in a legal and safe location and is in a stopped and parking engaged position.
6. While driving, refrain from conducting “distracted driver practices” such as personal grooming, eating a meal, the manipulation of electronic devices, entering information on GPS devices, reading printed material, watching entertainment devices, and using a music device such as an I-pod or MP3 player.

6. Summary

Training

- All staff who travel on company business must take Driver Safety Training at orientation.

Evaluation

This policy will be reviewed annually.

Legislation/Standards/Regulations

Ontario Occupational Health and Safety Act

Highway *Traffic* Act, R.S.O. 1990, c. H.8., including Bill 31, Transportation Statute Law Amendment Act (Making Ontario's Roads Safer), 2015