



USE OF ASSOCIATION VEHICLE AND DISTRACTED DRIVING POLICY

Part A – Use of Association Vehicle

Purpose

The purpose of this policy is to set out the rules and procedures for the use of all Alberta Luge Association (“ALA” or the “Association”) vehicles (whether owned, leased or rented) *and use of personal vehicles for Association business*, with an overall goal of reducing accidents while promoting safe driving practices and proper vehicle maintenance.

Objectives of Policy

- To ensure that employees driving Association vehicles [*and those driving personal vehicles for Association business*] demonstrate safe and courteous driving habits and be familiar with and obey all local traffic laws at all times when operating the vehicles to ensure the maximum safety of the driver, occupants and others.
- To ensure all Association vehicles are properly insured, registered, maintained, clean and roadworthy at all times to ensure the maximum safety of the driver, occupants and others..

Conduct While Driving

Every employee driving an Association vehicle [*or driving a personal vehicle for Association business*] is required to obey traffic laws as dictated by local jurisdiction, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving on Association business.

The following actions will be viewed as serious breaches of this policy, and will result in suspension of Association driving privileges, and may also result in further disciplinary action up to and including termination for just cause:

- Reckless or dangerous driving;
- Being under the influence of drugs or alcohol while driving;
- Driving while disqualified (i.e., demerit points suspension etc.), while a license suspension applies, or operating a vehicle for which you are not properly licensed, trained, qualified or authorized; and
- Leaving the scene of an accident.

Employee Responsibilities

Drivers of Association vehicles [*or drivers of personal vehicles while on Association business*] will:

- Sign and return the *Association Vehicle Driver’s Agreement* to the Executive Director, along with a copy of their current driver’s license, which will be kept in the employee file;



- Drive within the legally posted speed limits, including consideration for road and weather conditions;
- Be familiar with and obey all local traffic laws when driving an Association vehicle;
- Wear a seat belt at all times and ensure that all passengers are properly buckled up;
- Not operate an Association vehicle while under the influence of alcohol or drugs;
- Ensure that only passengers associated with Association business ride in Association vehicles;
- Be responsible and accountable for their actions when operating Association vehicles including payment of any speeding, parking or other tickets obtained while operating an Association vehicle;
- Display the highest level of professional courtesy and conduct when driving;
- Ensure they hold a current valid driver's license for the class of vehicle they are driving.
- Ensure that the Executive Director is provided with a copy of all driver's license renewals or changes within 1 week of the renewal or the changes;
- Immediately notify the Executive Director if their driver's license has been suspended or cancelled, or has any limitations placed on it;
- Regularly check the oil, radiator, battery levels and tire pressure of Association assigned vehicles. If a maintenance light or notice is displayed in the vehicle or other maintenance issues arise, report those to the Executive Director before the next vehicle use;
- Report all incidents that have resulted in damage (example: hail) to the Association vehicle and/or damage to property of others;
- Report all incidents that have resulted in injury to others or could give rise to injuries to others, regardless of the circumstances;
- Complete Association vehicle accident report forms where required and return to the Executive Director immediately;
- Obtain proper documentation (license, insurance, registration, etc.), as required, to comply with local laws;
- If using a personal vehicle for Association business, maintain a minimum \$5,000,000 of liability insurance coverage; ensure that the vehicle has an endorsement from the insurer for use for work purposes; and provide a copy of their valid insurance certificate to the Executive Director on an annual basis;
- Comply with the continuous driving duty hourly limits.



It is Association policy that:

- The operation of an Association vehicle is strictly for business purposes and at no time should it be operated for any reason other than for Association business without prior authorization;
- No trip shall be planned that will require more than **13 hours max. with 8 consecutive hours rest in between** hours of driving duty under normal driving conditions. The number of hours of driving duty may be extended no more than 2 additional hours in the event of adverse driving conditions. *In event that roads are bad and trip extends more than 15 hours (ie road closure), driver would have to stop somewhere for the night (at least 8 consecutive hours or non-driving.)*
- Driving an Association vehicle is restricted to authorized Drivers who have signed and agreed to comply with the *Association Vehicle Driver's Agreement*. No authorized driver will allow any unauthorized driver to operate the Association vehicle. Family members of employees and individuals under the age of **25** are **not authorized** to operate an Association vehicle at any time.
- Any violation of the proper use and operation of Association vehicles is subject to disciplinary action up to and including termination for just cause. Where authorization has been granted by the Association for incidental personal use of an Association vehicle, any loss or damage associated with such, including loss or damage to personal property located inside the Association vehicle, or personal injury and loss, will be paid for in full by the employee, including but not limited to insurance deductibles. The employee shall indemnify and save harmless the Association from any and all such losses associated with such personal use.

Driver Abstract

The Association reserves the right to request a copy of the employee's current driver abstract, at the time of signing the *Association Vehicle Driver's Agreement*, and at least once per year thereafter, from any Association employee who will operate Association vehicles. This personal information may be used by the Association to administer the Association vehicle use policy.

In the Event of an Accident:

- Immediately stop your vehicle at the scene or as close to it as possible, making sure you are stopped in a safe location and are not obstructing traffic;
- Ensure your own safety first; and
- Help any injured people and call for assistance.

Contact the police:

- If there are injuries;
- If there is a disagreement over the cause of the accident;
- If you damage property belonging to others; or
- If damage to the vehicle appears to be \$2,000 or greater.



Note: Police reporting requirements vary between municipalities and provinces. Check with the local police on accident reporting requirements.

If the police are not able to attend the scene, you must visit the nearest police station as soon as possible and file a report of the accident. In some locations, repairs over a certain dollar amount cannot be performed by a body shop without the damage sticker provided by the local police department.

You may provide the following information:

- Your name, address and phone numbers as well as insurance and vehicle information listed on the registration and insurance card (pink card) for the vehicle;
- If you damage another vehicle that is unattended, leave this information on the vehicle; and
- DO NOT admit liability.

Record the following information:

- Date, time and location of accident;
- Name, address and telephone numbers of the other driver and the vehicle owner if different from the driver;
- Name, address and telephone number of each witnesses;
- Full description of the other vehicle(s);
- Name, policy number and expiry date of the other party's insurance Association and/or agent.

A report must be filed with the Association's insurance broker. Immediately advise the Executive Director of any accidents.

PART B - DISTRACTED DRIVING POLICY

Purpose

The purpose of the Distracted Driving Policy is to ensure that drivers are focused on the safe operation of their vehicle at all times when driving for Association Business to promote a safe driving culture within the Association.

Conduct While Driving

All drivers are required to know and obey all local traffic laws when driving for Association business. Legislation in many jurisdictions prohibits drivers from engaging in distracting activities while they are driving.

The Association requires its employees to demonstrate safe driving and other good road safety habits when driving on Association business.

The following activities are prohibited while operating an Association vehicle (which includes Association owned, leased or rented vehicles [*and personal vehicles being used for Association business*]), including outside working hours.



Prohibited Activities

- The use of any electronic device, including cell phones, smartphones, headphones, laptops, two-way radio and any other device used to send and receive messages which require manual operation or are handheld;
- Reading, writing, entering information into a GPS system or texting;
- Attending to personal grooming;
- Smoking; and
- Any other activity that takes the driver's attention away from the safe operation of their vehicle.

These actions are viewed as serious breaches of conduct and will, at a minimum, result in a suspension of Association driving privileges, and may result in further disciplinary action, including termination of employment for just cause.

Employee Responsibilities

- Employees are expected to pull off the road and stop in a safe place before engaging in any of the prohibited activities. Regardless of whether you are pulled off the road, smoking is prohibited in Association vehicles at all times.
- An Employee is permitted to use hands free technology to operate a cell phone if it is permitted by the local traffic laws, but only in circumstances when it is safe to do so, having regard to the current driving conditions. Employees are cautioned that the best practice is to avoid taking calls when driving. It is recommended that employees make use of the voice mail feature on cell phones when driving.
- All drivers must know and obey local traffic laws while driving. If local laws prohibit any conduct that is otherwise permitted by this policy, you must obey the local laws.