

# Personal Vehicle Use Policy



## **SUMMARY**

HAPPY HOUSE Cleaning Experts (the “Business”) is committed to ensuring the safety of its employees who operate a vehicle for business purposes. The Personal Vehicle Use Policy (the “Policy”) sets out requirements to ensure that employees operate their personal vehicle in a safe and responsible manner during working time; it also addresses reimbursement for mileage.

## **SCOPE**

This Policy applies to all employees of the Business who use their personal vehicle for business purposes.

## **POLICY STATEMENT**

### **RESPONSIBILITY FOR SAFETY AND SEATBELTS**

While operating a personal vehicle for business purposes, you are responsible for your own safety as well as the safety of others who may be affected by your actions. You are required to operate the vehicle in a manner that is safe and responsible at all times.

Drivers and all occupants must wear seatbelts at all times when travelling in a vehicle; it is the driver’s responsibility to ensure all passengers adhere to this rule.

### **DRIVER’S LICENSE**

Employees must be in possession of a current valid driver’s licence. It is the employee’s responsibility to ensure that their license details remain up to date. The driver’s licence must also be produced for inspection at any time as requested by an employee’s manager or the Business.

If, at any time, an employee receives demerit points on their license, the employee is disqualified from driving, or their license becomes invalid for any reason, the Business must be informed immediately. If the employee is required to drive as part of their job and the Business is unable to find alternative employment, the employee’s employment may be terminated.

### **INSURANCE**

Employees must ensure that they have the appropriate insurance coverage on their vehicle. It is the employee’s responsibility to ensure that proof of insurance is in the vehicle at all times. The insurance slip must also be produced for inspection at any time as requested by an employee’s manager or the Business.

### **FITNESS TO DRIVE**

The employee should inform their manager immediately of any change in their health that may affect their fitness to drive. For example, changes in their eyesight may require the use of glasses or contact lenses; muscular problems may affect the use of pedals or the ability to turn one’s neck to check for traffic.

Driving while tired or sleepy is dangerous, and employees should, where possible, take a break every two hours in a safe place.

Driving under the influence of alcohol or recreational drugs is prohibited. Employees who are required to take prescription drugs for a medical reason should advise their manager and ensure their ability to drive is not impacted (e.g. by drowsiness). If in doubt, the employee should consult their medical practitioner.

If an employee had surgery and received medical advice to refrain from driving for a certain period of time, such advice must be followed, as failure to do so may invalidate the insurance. The employee should also notify their manager.

## **WINTER DRIVING**

During winter, additional driving hazards must be considered, including poor visibility, adverse weather, snow, and ice. The following are recommendations for safe driving during winter weather:

- Check the route in advance
- Allow extra time for the trip
- Reduce speed
- Use dipped headlights when appropriate

## **SERVICING AND REPAIR WORK**

The employee must ensure that the vehicle is regularly serviced in accordance with the requirements set out by the manufacturer and as specified in the vehicle's maintenance manual. To ensure the safe operation of the vehicle, the employee must check tire pressure and tire tread levels, oil and water levels, battery, brake and washer fluid levels on a regular basis.

An employee's manager may carry out a vehicle spot check on a random basis.

## **DISTRACTED DRIVING**

Under no circumstances should an employee be distracted while driving. This includes eating, drinking, and reading or typing a destination into a GPS device. Wearing headphones, looking at smartwatches, checking maps, and reading documents are also distracting activities that prohibit the safe usage of motorized vehicles.

Distracted driving also includes using a cell phone while driving. It is illegal to use a cell phone while driving, including such activities as making and receiving calls, texting, playing music, and using apps. You should only use the cell phone via a hands-free device such as wireless or Bluetooth. The Business strongly discourages any use of a cell phone while driving. If cell phone use is required, the employee should pull over to the side of the road in an appropriate place.

## **FINES/TICKETS/OTHER CHARGES**

The Business does not accept responsibility for parking tickets, speeding tickets, or other fines/tickets/charges incurred by the employee while using a vehicle for business purposes.

## **MILEAGE REIMBURSEMENT**

Employees who in the normal course of their duties require the use of their personal vehicle for business purposes will receive mileage reimbursement.

All employees eligible for mileage reimbursement will be informed of the amount during the recruitment process. The mileage will be reimbursed on a per-kilometre basis.

### **TOLL CHARGES**

The Business will not be held responsible for any toll charges (e.g. highway) incurred by the employee while driving their personal vehicle for business purposes. An employee may receive approval from their manager to incur toll charges in special circumstances.

### **ACCIDENT OR INJURY**

If an employee is involved in an accident while driving a vehicle during working time, and it causes damage to the vehicle, property, or another vehicle, or injury to any person or animal, the employee is required to provide the following information to any person with reasonable grounds for requiring such information: their name and address, the name and address of the vehicle owner, the registration number of the vehicle, and the name of the insurance company. No further information should be provided. If, for some reason, it is not possible to provide this information at the time of the accident, the matter must be reported to the police as soon as possible and within 24 hours of the occurrence.

In addition, if the incident involves injury to another person or an animal, the employee is responsible for notifying the police and must produce their insurance to a police officer attending the accident or any other person with reasonable grounds for requiring such information. In addition, the accident must be reported to a police station or to a police officer within 24 hours. If the employee is not then able to produce the document, they must produce it to the police station in person within 24 hours of the accident.

### **VEHICLE BREAKDOWN**

If an employee's vehicle breaks down, they should contact management to advise of the vehicle issue and their location. The employee should try to move the vehicle to a safe place while awaiting assistance.

### **LICENSE PLATE AND VEHICLE PERMIT**

The employee is responsible for ensuring the licence plate sticker and vehicle permit for the vehicle are renewed automatically when due.

### **SMOKING POLICY**

The Business maintains a smoke-free workplace. Smoking (including the use of electronic cigarettes) is also prohibited in personal vehicles while employees are working. This includes any time an employee is driving their personal vehicle for work related purposes with any company equipment in the vehicle or accompanied by another employee.

## **CONTRAVENTIONS OF THE POLICY**

Contraventions of the Policy may lead to disciplinary action up to and including termination of employment.

## **REVIEW OF THE POLICY**

This Policy will be reviewed and may be amended from time to time based on the needs and experiences of the Business.

**ACKNOWLEDGEMENT & AGREEMENT**

I acknowledge that I have read, understand, and agree to abide by the Personal Vehicle Use Policy.

**SIGNATURE:** \_\_\_\_\_ Employee

**NAME:** \_\_\_\_\_ Print

**DATE:** \_\_\_\_\_