

Tailgate meeting outline: Keeping grey fleet drivers safe

Use this guide to lead a discussion with employees that drive their own vehicle for work, and to explain respective responsibilities and actions necessary to meet company and legal requirements.

Step One: Understanding what's involved.

Explain key terms so employees understand how this topic applies to them; use examples from your workplace.

Employee-owned vehicle - vehicle for which an employee has "ownership" accountabilities and uses for work purposes, including vehicles that are owned, leased, rented or borrowed by the employee.

Work purposes - using a vehicle for any function or activity that is part of carrying out work, including delivering produce, parcels or people, driving between job sites, to the store for supplies, from one's office to a client's location, between towns to conduct sales, and a variety of other uses. It typically does not include commuting between one's home and their primary work location.

Remember: Whether the company or the employee owns the vehicle, it's a workplace while it is operated for work purposes.

Step Two: Employee safety is paramount, including while they are on the road.

Explain the importance of road safety using industry statistics and company performance.

Industry statistics

On average, work-related motor vehicle crashes

- kill 20 BC workers each year.
- are the leading cause of traumatic workplace fatalities.
- result in claims that are more than twice as costly as other WorkSafeBC claims, and cause workers to miss work for four to five months.

To learn more about road safety performance in your sector, go to [The Numbers](#) section of our website.

Road safety in your company

Talk about the crashes and near misses that employees in your company have experienced.

- What sorts of crashes have your employees experienced? Backing incidents, rear-end collisions, single vehicle crashes? What injuries, property damage and other losses have they caused?
- What near misses have your employees experienced? Ask if any of the meeting participants want to share a recent near miss they experienced, or heard about.
- How often do crashes and near misses happen? Every week, once a month, every few years?
- To which driving-related hazards are your employees exposed? Distractions, poor roads and weather conditions, insufficient driver skills or the wrong attitudes, speeding or other aggressive behaviours?

Step Three: Explain responsibilities.

Employer responsibilities

Workplace responsibilities described in the [Workers Compensation Act](#) and the [Occupational Health and Safety Regulation](#) also apply to driving for work. Among other duties, the employer must:

1. Tell employees about *known* and *reasonably foreseeable* hazards they are likely to encounter.
2. Not permit an employee to drive their vehicle if doing so could create an undue hazard to anyone.
3. Instruct employees about the company's safe work procedures; verify they follow them.
4. Confirm that vehicles used for work are fit for purpose, regularly inspected and well maintained.
5. Provide the driving instruction, training and supervision necessary to ensure employee safety.

Employee responsibilities

Each employee must ensure their vehicle is licensed, insured, operated and maintained in accordance with the **Motor Vehicle Act** and its Regulations (and others if used for commercial purposes). Employees must also:

1. Acquire and maintain a valid driver's licence appropriate for the vehicle they drive.
2. Take steps to ensure their safety and the safety of others.
3. Follow company safety policies, procedures and practices.
4. Inspect their vehicle at the start of each shift (trip).
5. Before using their vehicle for work, complete all repairs necessary to ensure its safe operation.
6. Not drive or work if impaired by alcohol, drugs or other causes.
7. Report driving-related hazards to their supervisor or employer.

Resources

Below are a few relevant discussion topics and links to useful information and resources.

Acquiring a current driver's abstract	Confirm Drivers Are Legally Authorized to Drive
How to conduct a thorough vehicle inspection	Tips for Conducting Vehicle Inspections
Vehicle maintenance standards	AutoCheck
Confirming driver skills	Confirm Driver Competence
Using your vehicle for work	Using Employee-Owned Vehicles for Work
Dealing with driving-related hazards	Hazard ID and Risk Assessment

- Documents [Summary of Workplace Responsibilities](#) [Rights and Responsibilities for Drivers](#)
- Videos [If You're Driving for Work, You're on the Job](#) [The Journey Management Process](#)
- Online course [Understanding Employer Road Safety Obligations](#)

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