

## Q&A

# Employee use of personal vehicles for work

Our road safety experts answer some common questions about employee use of personal vehicles for work. For information about your specific circumstances, contact WorkSafeBC's [Prevention Information Line](#).

Work-related driving	
Question	Answer
When workers drive from their home to work, is their vehicle still a workplace and under WorkSafeBC jurisdiction?	<p>Almost always, the drive between home and the primary workplace is considered commuting. While a vehicle is being used for commuting, it is not a workplace so WorkSafeBC requirements would not apply. But requirements under the <i>Motor Vehicle Act</i>, <i>Motor Vehicle Act Regulations</i>, and others would still apply.</p> <p>Be aware that in specific situations, driving between home and the usual workplace is considered work-related driving. One example would be a supervisor who regularly drives a company-owned vehicle from home to a construction site and is required to communicate with their employees during the trips. They may pull over to make and take calls, or use 2-way radio. The supervisor is technically working. Another example would be workers who usually commute to their office but occasionally drive to a client's location for a work meeting. That drive is considered work-related driving.</p>
Do OHS regulations apply if an employee only uses their personal vehicle for work very irregularly?	<p>The <i>Workers Compensation Act</i> and the <i>Occupational Health and Safety Regulation</i> don't identify specific criteria or use thresholds. Operating a vehicle for work purposes is work-related driving and occupational safety requirements apply, even if driving is only done occasionally.</p> <p>For more information, review your <a href="#">legal responsibilities</a> and our <a href="#">Safety for Employees Who Drive Their Own Vehicles for Work Webinar</a>.</p>
If my employer pays me a mileage-based or day rate for using my vehicle for work purposes, is the vehicle a work vehicle or a personal vehicle?	<p>Any vehicle owned, leased, or rented by an employee is a personal vehicle. However, when it's used for work it's considered a workplace, regardless of ownership.</p> <p>One of the key determinants of "work driving" is whether the employer compensates the employee for the time and/or costs associated with that driving.</p>

Insuring a vehicle for work	
Question	Answer
What insurance do vehicle owners need when using their personal vehicle for work?	If a vehicle is currently insured for pleasure use only and it will be used for work, the owner likely needs to update the insurance policy. Check with an insurance provider to determine the correct rate class. Also, an employer may have specific insurance requirements for employee-owned vehicles used for work. Employees need to check with their employer.
My job requires me to use my personal vehicle to transport myself and clients/patients to and from various locations. What would happen if I was injured in a crash? Would it go through WorkSafeBC or ICBC? What if my passenger/client was injured in the crash?	Using a vehicle to transport clients or patients is work-related driving, so your employer has legal accountabilities for ensuring your safety. If you're injured in a crash, you need to report that to WorkSafeBC. Your injury claim would most likely go through WorkSafeBC too. If your client or patient is injured in the crash, you'll need to report that to ICBC.

Policies and procedures for work driving	
Question	Answer
What is the goal of asking for driving abstracts? Can an employer prevent an employee with several tickets from driving until they have conducted further training?	<p>One of the main goals of reviewing driver records (abstracts) is to demonstrate to employees that road safety is a priority.</p> <p>Information shown on driver abstracts is an indicator of driving behaviours. If the driver has received tickets, penalty points, prohibitions, or suspensions in BC, those will show on their BC record.</p> <p>Some employers check driver's records before hiring a candidate if their job will involve driving. Some employers set thresholds around driving points and penalties. When a driver's abstract shows the holder has exceeded those limits, they might not be eligible for hiring. If the holder is already an employee, their employer might impose corrective actions or disciplinary measures.</p> <p>Bear in mind there are limits to the information driving records provide. For example, drivers aren't always caught when they speed, are driving while distracted, merging incorrectly, etc., so their abstracts don't show those behaviours or events.</p> <p>Review our <a href="#">Driver Assessment Tool Kit</a> for more information.</p>

<p>If an organization’s employees use both company-owned and employee-owned vehicles for work, should the policies and procedures for using them be the same for both?</p>	<p>It's most efficient and effective to have one set of safe driving policies and procedures that apply to all employees when they drive for work. That said, its often necessary to have additional measures to make sure employee-owned vehicles are fit for purpose, properly maintained, properly insured, etc.</p> <p>Download our <a href="#">Safe Driving Procedures Template</a> and edit it to suit your organization’s needs.</p>
<p>I can’t always watch my employees while they are driving for work. How can I ensure their safety if I can’t see them drive?</p>	<p>That's one of the unique challenges with work-related driving. A supervisor or a manager usually isn’t in the passenger seat to provide instructions or guidance. Once the employer knows the employee has the right driving skills and attitudes, the employer is relying on the driver to use their knowledge to make sound driving decisions and apply correct driving behaviours.</p> <p>That's where safety culture comes in. Our <a href="#">Supervising Employees Who Drive for Work</a> online workshop can help.</p>
<p>Driver competency should be established by someone who is competent and qualified to do the assessment. What does that mean in practice?</p>	<p>“Qualified” means you have some combination of education, training, and experience to be knowledgeable of the work, the hazards involved, and the means to control the hazards.</p> <p>To be qualified to evaluate competency, the supervisor should have experience with the work-related driving employees do, the vehicles they operate, the circumstances and conditions in which they drive, and the hazards they encounter. Ideally, the supervisor has demonstrated their own abilities to successfully deal with those driving conditions and hazards.</p> <p>If the supervisor doesn’t meet those criteria, perhaps a lead hand or another employee does. If no one employed by the organization is qualified to evaluate driving competency, a third-party driving instructor could be a good choice. Check out our <a href="#">Driver Assessment Tool Kit</a> for more information and tips.</p>

Maintenance for employee-owned vehicles used for work	
Question	Answer
<p>If the employer pays a per day rate to a vehicle owner, is the vehicle maintenance required to be submitted to the employer to prove the vehicle is safe to drive?</p>	<p>WorkSafeBC doesn't explicitly require employees who drive their own vehicles for work to submit vehicle maintenance receipts to their employer. However, receiving and reviewing vehicle maintenance receipts is a best practice for employers. They can use the information to help ensure work vehicles are roadworthy, and to address their obligations for ensuring the safety of employees when they are driving for work.</p> <p>Another option is for the employer to require that employees have a certified mechanic periodically inspect their vehicle and submit the report to the employer. The expectation is that employees would have the mechanic complete necessary repairs and identify maintenance in the report.</p> <p>Review our <a href="#">Vehicle Inspections and Maintenance Tool Kit</a> for practical tips.</p>
<p>How can employers ensure employees maintain their personal vehicles to a suitable or acceptable standard when they drive those vehicles for work?</p>	<p>Many forward-thinking organizations have moved to using only company-owned vehicles for work. They've found the administrative burden and the challenges of making sure employee-owned vehicles meet company requirements in terms of design, equipment, maintenance, inspections and so on to be quite significant.</p> <p>If employee-owned vehicles are part of your operations, a good start is to have a policy that explains exactly what equipment and features work vehicles must have (and not have). Set a clear <a href="#">policy for employee use of personal vehicles for work</a>.</p> <p>Employers have to recognize the costs employees incur to meet those requirements. And they need a process (e.g., periodic spot-checks) to verify that employee vehicles continue to meet the requirements. Supporting that process with simple documentation lends credibility and provides evidence of due diligence.</p>

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