

Tailgate meeting outline: Explaining work-related driving responsibilities

Use this meeting guide to explain and discuss the driving-related responsibilities your employees have when they drive for work.



Step One: Define work-related driving. Explain using relevant examples from your workplaces.

Work-related driving is the operation of a motor vehicle in the course of your work.

- It can be the primary activity, such as a long-haul truck driver, or it can be a secondary or occasional part of the job such as the admin assistant driving a few blocks to pick up supplies.
- It can include driving to and from your work sites and offices, or client, contractor, supplier or customer offices or work locations, or to other communities or remote work sites far from an employee's primary work site.
- It typically does not include commuting from your home to your primary workplace.
- Whether the company or the employee owns the vehicle, when an employee operates it for work-related purposes, a vehicle is a workplace.

Step Two: Explain the occupational health and safety laws that apply to your business.

Different safety Acts and Regulations apply to work-related driving depending on the types of vehicles and roads involved. [Determine those that apply](#) to your operation. Tell your employees what they are and why they apply to you. Explain the fact that employers, supervisors and drivers have important legal obligations under them.

Step Three: Relay the three key employee responsibilities attached to work-related driving.

1. Know and obey the driving laws.

These are the *rules of the road* that apply essentially whenever and wherever you drive in BC. The *Motor Vehicle Act* and the *Motor Vehicle Act Regulations* explain most of the requirements. They deal with vehicle registration, licensing and insurance, driving practices offences and enforcement, plus more detailed rules about license plates, lights, brake systems, horns, windshields, mufflers and tires.

2. Know and follow the company's safe driving procedures.

Employees are legally obliged to know and follow company procedures. Moreover, following them is also in their best interests. Safe driving procedures are partially founded on employers and supervisors needing to meet their legal requirements. They also exist because those steps and procedures help prevent crashes and keep employees safe. Plus, they are sound business practices that contribute to the company's bottom line, and employee pay cheques.



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3. Live up to your occupational health and safety responsibilities.

The *Worker's Compensation Act* and the *Occupational Health and Safety Regulation* specify several duties for employees. These aren't things employees *should* do; they are legal obligations. And, they are equally applicable when employees are in the office, on the job site or driving for work.

A few of those requirements are:

- The driver must operate the vehicle safely, and comply with the laws governing its operation.
- The operator (driver) must:
 - ✓ inspect the vehicle at the start of their trip, and as necessary to ensure its safe operating condition.
 - ✓ report conditions affecting the safe operation of the vehicle to the supervisor or employer.
 - ✓ make sure repairs necessary for the safe operation of the vehicle are made *before* it is used.
- A person must not engage in improper activity or behaviour that might create a hazard to them or anyone else. For drivers, that means not being distracted and not engaging in high-risk driving. For passengers, that means not distracting the driver or otherwise interfering with their ability to drive.

Share the resources at the end of this document with your employees so they can learn more about their driving-related responsibilities.

Step Four: Extra responsibilities apply when employees use their own vehicles for work.

When employees use their own vehicle for work, they must make sure the vehicle is:

- properly registered, licensed and insured
- road worthy: properly inspected and maintained and mechanically sound
- operated (driven) according to the Act and Regulations.

Employees also need to understand that because a vehicle is a workplace when it is driven for work, their employer has duties to ensure their health and safety – even when the employee owns the vehicle. Employers need to confirm that each driver is *qualified* to drive, so employees should expect their employer to assess their driving skills and do periodic ride-alongs to verify driving competency. They should also expect their employer to ask for vehicle inspection and maintenance records showing the vehicle is road-worthy.

Resources

Information Links

[Workplace Responsibilities](#)

[Workplace Rights and Responsibilities for Drivers](#)

[Road Safety Requirements for Drivers](#)

Video Links

[If You're Driving for Work, You're on the Job](#)

[Log Truck Rollover and Seatbelt Safety](#)

[One Carrier on the Importance of Compliance](#)



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