

Tailgate meeting guide

Using personal vehicles for work

Use this guide to lead a discussion with employees who drive their own vehicle for work. It will help you explain safety responsibilities and actions needed to meet your organization's and legal requirements. Use any of the suggested key points in your talk. Ask meeting participants to share their experiences. Use the form on Page 3 to record meeting details. Consider printing this guide and giving it

Why is this topic important?

Key points

- A vehicle is a workplace while operated for work purposes. A personal vehicle is no different from a company vehicle when used for work
- An employee-owned vehicle is one an employee owns, leases, rents or borrows
- Using a vehicle for work purposes includes any work activity, including making deliveries, driving between job sites or client homes/offices, picking up supplies, etc.
- Commuting between home and your primary work location is typically not driving for work

Why is road safety important?

Key points

- Work-related vehicle crashes are the leading cause or traumatic workplace fatalities in BC
- They result in claims that are more than twice as costly as other WorkSafeBC claims
- They cause workers to miss work for 4 to 5 months, on average

Road safety responsibilities

Key points

Employers and employees have responsibilities under the *Workers Compensation Act* and the *Occupational Health and Safety Regulation* that apply to driving for work

Employer responsibilities

Among other duties, the employer needs to:

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

Employee responsibilities

Employees using a personal vehicle for work need to:

- Ensure their vehicle is licensed, insured, operated and maintained in accordance with the *Motor Vehicle Act* and its *Regulations* (and other laws if used for commercial purposes)
- Acquire and maintain a valid driver's licence appropriate for the vehicle they drive
- Take steps to ensure their safety and the safety of others
- Follow your organization's safety policies, procedures and practices

- Inspect their vehicle at the start of each shift (trip)
- Complete all repairs necessary to ensure the vehicle's safe operation before using it for work
- Not drive or work if impaired by alcohol, drugs, fatigue, or other causes
- Report driving-related hazards to their supervisor or employer

Tailgate meeting activities and resources

Review [employee responsibilities](#) and other information at RoadSafetyAtWork.ca

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