**Policy/procedure template**

**Safe driving procedures**

**Disclaimer**

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**Instructions**

This template is intended to help you build safe driving rules that are right for your organization. Save the template to your device. Think about the situations and risks your employees encounter when they are driving or riding in a work vehicle. Edit the template so it explains what your organization expects its employees to do / not do. Replace all items written in orange with your own information. Delete “Policy/procedures template”, the disclaimer, and these instructions when done.

***[Organization]* safe driving procedures**

**Why we have this procedure**

The purpose of this procedure is to identify and explain practices and measures that *[****Organization****]* employees must know and apply to help reduce road safety risks.

**Who needs to follow this procedure**

All *[****Organization****]* employees must follow these procedures whenever they are driving or riding in a work vehicle.

**Employer responsibilities**

As part of our responsibilities to ensure the health and safety of our employees,we will support all our employees to implement this procedure and help reduce road safety risks.

**Supervisor responsibilities**

Your supervisor is responsible to provide you with a copy of this procedure, explain and/or demonstrate it to you, and answer your questions so that you understand what this procedure requires you to do. Your supervisor will periodically check to see that you continue to correctly apply this procedure.

**Employee responsibilities**

Employees are responsible to know and follow these procedures whenever they are driving or riding in a work vehicle.

**Safe driving procedures**

## Before you get behind the wheel

Apply [journey management](https://roadsafetyatwork.ca/resource/tool-kit/journey-management-and-trip-planning/) principles to reduce driving-related risks:

* Avoid unnecessary driving whenever possible. Instead, take advantage of alternatives such as email, phone, or a virtual meeting.
* If you must be there in-person, try to use lower risk alternatives such as a flight, bus, taxi, or ride-hailing services.
* If you must drive to your destination, follow the steps in [TripCheck](https://roadsafetyatwork.ca/resource/tool/tripcheck/) to prepare a solid trip plan and make sure you and your vehicle are well-prepared.

## Pre-trip inspection

* Inspect your vehicle each day before you use it. Document inspections using a pre-trip [vehicle inspection form](https://roadsafetyatwork.ca/resource/form/pre-trip-vehicle-inspection-log/).
* Report any conditions that may affect the safe operation of the vehicle to your supervisor immediately. Don’t use the vehicle until repairs are made.
* Check that you have your driver’s licence and the insurance papers are in the vehicle.
* Secure any loose objects inside the vehicle.
* [Adjust the driver’s seat](https://roadsafetyatwork.ca/resource/tool-kit/driving-for-work/#preparing-your-vehicle) to correct position. Adjust mirrors for optimal visibility.
* Turn off your phone and stow it in the glove box. Set your GPS, radio station, temperature, and make any other necessary adjustments before you get underway.

## When you’re driving

* Always wear your seatbelt. Make sure passengers use theirs.
* Know and follow our safe driving rules.
* Avoid distractions. Always focus on driving.
* Drive according to the conditions. Reduce your speed when road, weather, and traffic conditions are poor.
* Obey applicable laws. When you’re driving for *[****Organization****]*, the key laws you need to know and follow are:
* [*Motor Vehicle Act*](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96318_00) and [*Regulations*](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/26_58_00)
* [*Commercial Transport Act*](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96058_01) and [*Regulations*](http://www.bclaws.ca/Recon/document/ID/freeside/30_78)
* [*Passenger Transportation Act*](http://www.bclaws.ca/civix/document/id/complete/statreg/04039_01) and [*Regulations*](http://www.bclaws.ca/Recon/document/ID/freeside/266_2004)
* [*Workers Compensation Act*](http://www.bclaws.ca/civix/document/id/complete/statreg/96492_03) and [*Occupational Health and Safety Regulation*](https://www.worksafebc.com/en/law-policy/occupational-health-safety/occupational-health-safety-regulation)
* Maintain a following distance of at least 2 seconds when driving conditions are good. In poor driving conditions, increase following distance to 4 seconds.
* Scan the roadway ahead to watch for hazards and things that may become hazards.
* Anticipate the actions of other motorists, cyclists, and pedestrians and be ready with a safe response.
* Be patient, courteous, and respectful of other drivers, cyclists, and pedestrians
* Avoid high-risk driving behaviours. Obey posted speed limits, pay attention to traffic lights and stop signs, don’t tailgate, yield to other traffic (especially emergency vehicles) when you’re supposed to, pass and change lanes with proper care.
* Take regular and adequate rest breaks every 2 hours, or when you feel tired.
* Don’t drive if you feel the situation is beyond your driving capabilities. If you feel a driving assignment is unsafe, you have a responsibility to refuse it.
* Mental and physical fatigue, alcohol and drugs (over-the-counter, prescription and illegal) can negatively impact your ability to drive safely. Don’t drive if you are impaired.

## Reversing/backing up

* Before reversing, get out and check the area for people and vehicles that could enter your reversing path.
* If you have a passenger, ask them to get out and act as a spotter who helps to guide you. Make sure the spotter stands where you can see them, and agree on what hand signals they will use.
* Remove distractions (e.g., turn off the radio) so you can focus on reversing.
* Look in your rear-view mirror and side mirrors. Check the back-up camera if the vehicle has one.
* Shift your seating position so you can check your blind spots and to look through the rear window as you reverse. Place your right arm on the back of the passenger seat and your left hand at the top of the steering wheel. Bracing your body this way allows you to turn your head further over your shoulder, giving you a wider field of view.
* Looking over your right shoulder, plan your route and mentally “rehearse” the plan.
* Scan all mirrors again. Looking behind you, begin reversing slowly.
* Pause to check mirrors and back-up camera, and the front of your vehicle as it swings around.

## Parking

* Park only in designated parking areas.
* Don’t block exits, walkways, or fire hydrants.
* Park in a safe and secure location.
* Use pull-through parking spots when they’re available. Otherwise, back in so you have the best visibility when leaving the parking spot.
* Park with consideration for others. Centre the vehicle in the parking spot to allow sufficient room behind and on both sides of your vehicle.

**Employee acknowledgment**

Your signature below certifies that you agree to comply with this policy/procedure. Non-compliance is a serious matter and may subject you to disciplinary action.

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Employee signature Date

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Employee name (print)

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Supervisor signature Date

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Supervisor name (print)