

## 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 their safety responsibilities. Use any of the suggested key points in your talk. Use the form on Page 2 to record meeting details. Consider printing this guide and giving it to drivers.

### 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
- Work-related motor vehicle crashes are the leading cause or traumatic workplace fatalities in BC

### Important definitions

- An employee-owned vehicle is one the 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 your home and your primary work location is typically not driving for work purposes

### Employee road safety responsibilities

#### Key points

Employees have responsibilities under the [Workers Compensation Act](#) and the [Occupational Health and Safety Regulation](#)

that apply to driving for work. 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).
- Have a valid driver's licence appropriate for the vehicle they drive
- Take steps to ensure their safety and the safety of others
- Follow their 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

- Have workers review our [Vehicle Inspections and Maintenance Tool Kit](#)

# Tailgate Meeting Guide



## Tailgate meeting record form:

Date:	Time:	Location:
Supervisor:	Discussion leader(s):	
Topic:		
Handouts:		
Discussion:		
Follow-up item:	Completion date:	
Follow-up item:	Completion date:	
Follow-up item:	Completion date:	
Follow-up item:	Completion date:	
Follow-up item:	Completion date:	

## Notes:

## Tailgate meeting participants:

Name	Signature