**Policy/procedure template**

**Using rented or shared vehicles for work**

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**Instructions**

This template is intended to help you build a procedure that’s 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 items in orange with your own information. Delete “Policy/procedures template”, the disclaimer, and these instructions when done.

**[Organization]using rented or shared vehicles for work procedures**

**Why we have this procedure**

[Organization]is committed to ensuring the health and safety of our employees when they use rented or shared vehicles for work. Our managers, supervisors, and employees are committed to upholding this policy, and working together to control risks associated with using rented or shared vehicles for work.

**Who needs to follow this procedure**

This policy applies to all [Organization] employees when they are driving rented or shared vehicles used for work.

**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 you’re required 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**

**Preferred vendors**

We have selected the following companies to provide rented or shared vehicles.

**Rented vehicles**

1. *Preferred vendor [insert name of vendor, contact information, booking link, etc.]*
2. *Alternate vendor [insert name of vendor, contact information, booking link, etc.]*

**Car-sharing**

1. *Preferred vendor [insert name of vendor, contact information, booking link, etc.]*
2. *Alternate vendor [insert name of vendor, contact information, booking link, etc.]*

**Key roles/responsibilities**

[Insert administrator name, contact info]is our administrator of car rental / sharing activities. The administrator is authorized to:

* Enter into daily and weekly rental agreements with vendors
* Use the company credit card to do so
* Adjust and amend rental agreements
* Receive documentation (e.g., completed vehicle inspections, return receipts from vendors, etc.)
* Verify employees satisfy criteria to use rented / shared vehicles

The following people/ job titles may administer agreements if the administrator is not available to do so:

* [Insert name, job title, contact info]

In emergency circumstances and with the approval of the senior manager, an employee may enter into rental agreements using their own credit card. Before approving such requests, the senior manager must verify that appropriate insurance coverages are in place, and that all other aspects of this policy are followed.

**Criteria for rented/shared vehicles**

**Drivers**

Employees who satisfy the following criteria may drive rented/shared vehicles:

[*Insert your company’s criteria, for example:]*

* Valid driver’s license number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Clean driver’s abstract from ICBC report date\_\_\_\_\_\_\_\_\_\_
* Minimum driver age \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Minimum driving experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Insert other criteria \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vehicle selection**

For most applications, rented/shared vehicles will be [Insert vehicle description such as “intermediate or standard-sized four-door sedans with automatic transmissions,” etc.] equipped with the following features:(check all that apply)

* Current model year
* 5-star crash rating
* Anti-lock braking system
* Electronic stability control
* Back-up camera
* Tilt/telescoping steering wheel
* Winter tires (in winter)
* Vehicle emergency kit
* Emergency tracking system
* Blind sport warning
* Back-up warning system
  + *[Insert other criteria]*
  + *[Insert other criteria]*
  + *[Insert other criteria*

**Preferred vehicles include:**

1. *[Insert make and model of preferred vehicle]*
2. *[Insert make and model of preferred vehicle]*
3. *[Insert make and model of preferred vehicle]*

Where preferred vehicles are not available, [insert role / name of authorized person]may hire other vehicles provided they satisfy our requirements and are equipped with the features identified above.

**Vehicle that is not fit for purpose**

If a vendor is unable to provide the right type of vehicle or offers a vehicle that isn’t fit for purpose or does not meet our criteria, the employee is to decline that vehicle and contact the administrator to discuss alternatives.

**Pre-use inspection**

The driver of the rented or shared vehicle is required to inspect the vehicle before using it. The driver will check all criteria identified on our pre-trip [vehicle inspection form](https://roadsafetyatwork.ca/resource/form/pre-trip-vehicle-inspection-log/).

If the inspection identifies any mechanical condition that makes the vehicle unsafe for operation, the employee is to bring this to the attention of the vendor. The employee will ask the vendor to provide another vehicle that meets ourrequirements.

The driver will also familiarize themselves with the vehicle and adjust the seat, head restraint and mirrors. The driver will check that the owner’s manual is in the glove box or console.

**Driving a rented/shared vehicle**

Whenour employees drive a rented or shared vehicle, they’re required to comply with applicable laws, the rules of the road, and our driving policies and procedures.

**Returning a rented/shared vehicle**

The driver is responsible for:

* Returning the vehicle according to the terms of the rental/sharing agreement
* Completing and documenting a circle check to verify the vehicle has not sustained any damage during their use
* Completing and retaining the return form and rental agreement
* Submitting paperwork to [name of organization’s person]

**Policy review**

This policy will be periodically reviewed every [Insert frequency. An annual review is recommended] and any changes will be communicated to all affected workers.

**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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee name (print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor name (print)