

# Do you know your responsibilities when employees drive their own vehicles for work?



About **2/3** of BC employers have employees who drive their own vehicles for work.<sup>1</sup>



Employers' responsibilities for employee safety are **100% the same** whether an employee drives their own vehicle or a company-owned vehicle for work.

## An employee-owned vehicle is any vehicle that:

- Is owned or leased by an employee
- Has the employee's name on the vehicle registration/insurance
- An employee rents or borrows or otherwise has "ownership" accountabilities

## Work-related driving includes:

- Making deliveries or picking up supplies
- Travelling between job sites
- Driving to meet with clients or patients

It does not include commuting between home and work.



## Responsibilities

### Employer must:

- Take responsibility for the safety of their employees at work, whether it be in a warehouse, on a construction site, or behind the wheel
- Confirm the vehicle is fit for purpose, regularly inspected, and properly maintained
- Provide employees with instruction, training, and supervision necessary to ensure their safety
- Confirm employees know and follow company safe driving policies and procedures

### Employee must:

- Report work-related hazards to their supervisor or employer
- Take steps to ensure their safety and the safety of their passengers
- Follow company safe work policies and procedures
- Not drive or work if impaired by alcohol, drugs, or any other means

An employee must also make sure their vehicle is licensed, insured, operated, and maintained in accordance with the *Motor Vehicle Act* and its Regulations, and other statutes if the vehicle is used for commercial purposes.