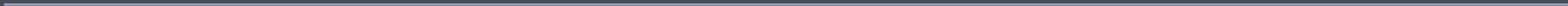




**Road
Safety
At Work**

Keeping Employees Safe When Driving Personal Vehicles



Road Safety at Work presenters



**Trace
Acres**
Program
Director



**Angelina
Robinson**
Client
Relationship
Manager



**Gord
Woodward**
Communications
Manager

A personal case study



What we'll cover

- Employer responsibilities
- Setting standards
- Vehicle inspections and maintenance
- Qualifying and orienting employees
- Assessing and training employees
- Using journey management
- Supervising employees





**Road
Safety
At Work**

Employer responsibilities when employees drive their own vehicle

WorkSafeBC regulations



WORK SAFE BC

Any vehicle used for work is considered a workplace.

WORK SAFE BC

Employers are responsible for the safety of employees when they drive or ride in any vehicle used for work.

How this applies

It's a workplace. Period.

- Ownership of the vehicle doesn't change employer responsibilities
- Full-time, part-time, and occasional driving all count



Recommended resource

Employer Occupational Road Safety Responsibilities Guide

- 2 pages, easy to use
- Lists your responsibilities
- Lists things you can do to comply



[Link to resource](#)

Driving on the job is dangerous in BC

18 Deaths
per year on
average



Nearly 1/3 of
traumatic
workplace
deaths



1,631 people
injured and off
work each year

100,000+
lost workdays





**Road
Safety
At Work**

Setting standards for employee-owned vehicles

Employee vehicle, employer rules

- Owned, leased, rented, or borrowed by employee
- You have the authority (and obligation) to set rules when it's used for work
- Put agreement in place before they drive

Employee and supervisor acknowledgement

I/we have read and understand the terms and conditions of this policy and agree to comply with them. Non-compliance is a serious matter and may be subject to disciplinary action.

Employee signature

Date

Employee name (print)

Supervisor or manager signature

Date

Supervisor or manager name (print)

Vehicle selection criteria

Employee-owned vehicles used for [Organization] work must meet the following criteria.

The vehicle:

1. Must be suitably designed, configured, equipped and fit for its intended uses
2. Must satisfy requirements of the *Motor Vehicle Act* and other applicable statutes
3. Must be in sound mechanical condition. For vehicles more than 5 years old, we may require the employee to provide a thorough inspection report from a licensed mechanic
4. Must be equipped with an anti-lock braking system, electronic stability control, and [add other safety features the organization requires].
5. Must not have features or modifications that negatively influence vehicle handling dynamics or safety (lift kits, after-market bumpers, non-standard wheels or tires, etc.), driver visibility (dark window tints, stickers on windows) or compromise our image (paint scheme or graphics)
6. Should not be more than [10] years old or have more than [300,000] km of mileage. The [title of person responsible for policy] will consider the nature and extent of intended vehicle use and may approve vehicles that do not meet these criteria

Policy and procedures for employee-owned vehicles



Equipped and fit for use

Meets MVA requirements

Safety features (anti-lock brakes, winter tires)

In sound mechanical condition

10yrs old or less (300,000 km max)

Walk-around prior to authorizing use

Recommended resource

Using Employee-Owned Vehicles for Work Procedure Template

- Customizable MS Word document
- Review it with employee, have them sign it
- Keep a copy on file



[Link to resource](#)



**Road
Safety
At Work**

Requirements for inspection and maintenance of employee-owned vehicles

How your organization benefits

Inspections



Maintenance



The most
inexpensive, reliable
risk reduction
strategy

Focus on safety, regardless of who owns the vehicle

- Encourage similar standards for company-owned and employee-owned vehicles
- Require regular inspections, maintenance and verify that it's done
- Keep records



Require a basic daily or pre-trip inspection



Exterior: Damage, leaks, tires, windshield and wipers, lights and sensors



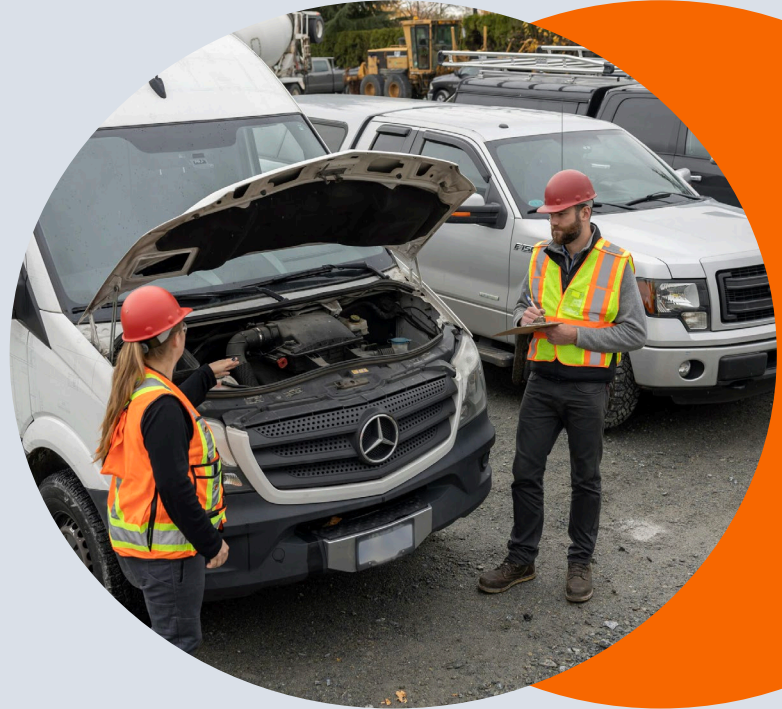
Interior: Seat/mirror/steering wheel positions, parking brake, loose objects



Start the car: Warning icons, fuel level, brakes, lights (head, tail, brake, signals)

Supervising inspections

- Ensure deficiencies are reported
- Do spot checks
- Require a more detailed monthly inspection



Additional ideas for winter



- 3-peak mountain snowflake tires
- Vehicle emergency kit
- Extra windshield washer fluid



Maintenance for employee vehicles

- Employers aren't responsible for doing the maintenance
- **Employers are responsible for ensuring maintenance is done**



Supervising maintenance

- Require regular maintenance (manufacturer's recommended service intervals)
- Request and review records
- Ensure deficiencies are corrected



Vehicle inspection and maintenance

Basic Vehicle Inspection and
Mileage Log



[Link to resource](#)

Vehicle Inspection,
Maintenance, and Selection
Tool Kit



[Link to resource](#)

Questions





Qualifying and orienting employees who drive for work

Why you need to do this

- Vehicle is a tool
- Ensuring employees know how to operate it safely
- Training and education is required
- Part of your due diligence



Checking driver qualifications

- Check driver's license and abstract
- Look for expiry date, class, and any restrictions
- Make a copy
- Check every year



Conducting driver orientation

- Do it during onboarding
- Don't make assumptions
- Review driving-related hazards
- Review your policies and procedures
- Document it



Recommended resource

Driver Orientation Checklist

- Fillable PDF
- Review it with employee
- Keep a copy on file



[Link to resource](#)



Assessing and training employees who drive their own vehicles

Why this is important

Understanding strengths and limitations helps manage risks

Keep pace with changing driving environment

Replenish perishable driving skills, repair bad habits



Training ensures knowledge, skills, and behaviours



Driver Assessment Form

Driver Name: Florence A. DL # DL000-0000 Company: BC Service Co.
Date / Time: _____ Weather: _____ Vehicle Type: _____
Assessor: _____ Route: _____

Scoring
0 – Consistently poor performance, violations, dangerous actions, regular major errors
1 – Needs improvement, regular minor errors, inconsistent performance, no caution, poor attitude
2 – Consistently good performance, smooth and precise vehicle control, safe interactions with traffic

Observation		Comments
Eye lead time	✓	<i>So proud that you drive for us. Well done!</i>
Left to right scanning; shoulder checks	✓	
Mirrors / tracking traffic	✓	
Space Management	✓	
Speed Control	✓	
Steering	✓	
Communication	✓	
General	✓	

Recommended resource

SkillCheck Driver Assessment Tool

- Helps you rate an employee's ability to operate a work vehicle safely
- Tool includes:
 - SkillCheck guide
 - Scoring form
 - 3-part video demo



[Link to resource](#)



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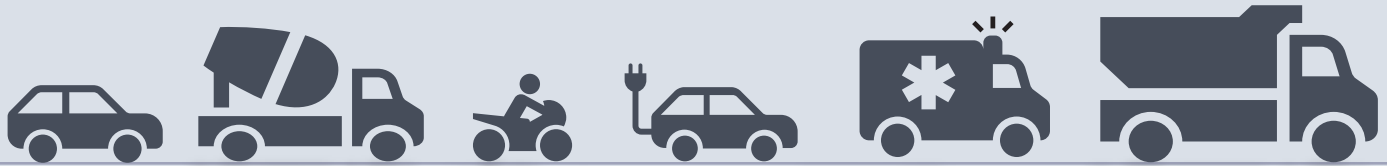
Using journey management/trip planning

The basics of journey management

Driver

Journey

Vehicle



Recommended resource

TripCheck

- An interactive checklist that helps drivers and supervisors plan for trips, expose hazards, and reduce risks
- Tool includes:
 - Step-by-step guide
 - Creates a pre-trip report
 - Easy to share with supervisor and check-in contact



[Link to resource](#)



Supervising employees who use their own vehicles for work

Meeting the challenge of supervising drivers

- Set example
- Do spot checks
- Assess drivers
- Require reports of near misses



Build road safety culture

- Doing the right thing when no one is watching
- Staff know they are valued
- Consistent road safety communication
- Annual review of policies with drivers



Recommended resource

Driving Toward a Stronger Road Safety Culture

- On-demand webinar
- How culture impacts performance
- What everyone in your organization can do



[Link to resource](#)

Questions



Contact us with your questions



Angelina Robinson

Client Relationship Manager

arobinson@roadsafetyatwork.ca



**How can we
help you?**

Fill out a request online
and we'll answer you
directly

[Link to Contact Us page](#)

Visit our website for more tools and resources



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**Thank you for
promoting road safety**



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