

<b>521.0</b>	<b>EMPLOYEE VEHICLES</b>	<b>521.0</b>
<b>Application:</b> All Employees	<b>References:</b> Motor Vehicle Regulations Act Policy 553.0 Traffic Violations Policy 584.0 Automobile Insurance Coverage Policy 849.0 Program Expenses - CBS	

**POLICY:**

Employees adhere to established guidelines to ensure personal vehicles used to transport the people we support are mechanically safe.

Employees adhere to established guidelines while operating their personal vehicle if used to transport the people we support.

The use of tobacco products, alcohol, illegal substances and cell phones are not permitted while transporting the people we support.

Employees are liable for traffic violations incurred while on duty, third party liability coverage and business insurance.

The NSDRC assumes no liability for any repair costs required to maintain an employee's vehicle.

Employees in contravention of established guidelines concerning the safe operation of a vehicle while transporting the people we support are subject to disciplinary action up to and including dismissal.

**REASONS FOR POLICY:**

The NSDRC adheres to applicable legislation to ensure the safety and well being of employees, the people we support and community members.

**DEFINITIONS:** Refer to Glossary of Definitions located in Volume 1 Association Structure and Supports for further information.

**PROCEDURES:**

1. Employees fuel their vehicle prior to transporting a person receiving service.
2. Employees provide and carry a First Aid Kit in their vehicle if used to transport a person receiving service.

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3. Emergency plans and procedures regarding the operation of a vehicle may be obtained from any Motor Vehicle Branch. Refer to **“Road Sense for Drivers-Chapter 8”** for further information
4. A copy of the vehicle insurance is submitted to the Program Manager, their designate or the Team Leader and reviewed on an annual basis. Refer to **Policy 584.0 Automobile Insurance Coverage** for further information.
5. Where an employee uses their personal vehicle to transport a person receiving service, the employee is reimbursed \$0.41 per kilometer driven. This rate is not applicable to Community Based Services employees assisting individuals in the community. Refer to **Policy 849.0 Program Expenses** Community Based Services for further information.
6. Employees record kilometers driven on their time sheet. Reimbursement is pending approval by the Program Manager, their designate or the Team Leader.
7. Employees using personal vehicles to transport a person receiving service sign a Letter of Understanding at the time of hire. The Letter of Understanding verifies their vehicle is mechanically safe. Refer to **Form 523.1A or 523.2B Acceptance of Conditions of Employment** for further information.
8. The original Letter of Understanding is copied to the employee and submitted to the Payroll Administrator by the Program Manager, their designate or the Team Leader for filing purposes.