

Ingersoll Support Services Inc.

Policy: Use of Vehicles

Policy # HR 22

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012; September 26 2016*

Review Date: September 26 2017

Ministry requirement - yes

In an effort to control vehicle insurance liability and rates, Ingersoll Support Services needs to ensure that the use of vehicles meet all community and legal standards. ISSI requires that all vehicles are operated in a manner which promotes the safety and well being of all.

Procedure:

1. Only authorized personnel are permitted to operate a vehicle owned/leased by Ingersoll Support Services.
2. As a condition of employment employees operating Ingersoll Support Services vehicles or personal vehicles for any work related purpose must have a valid Ministry of Transportation Class "G".
3. While conducting any work related to Ingersoll Support Services employees are expected to adhere to the rules and regulations under the Highway Traffic Act of Ontario.
4. Employees operating vehicles are responsible for ensuring that the vehicle is in safe operating condition, as defined by the prescribed vehicle checklist, prior to the operation of the vehicle and in accordance with Ministry of Transportation. Safety and operational standards apply to both agency-owned and personal vehicles.
5. Employees are required to report any malfunctions, vehicle deficiencies or damage to their Supervisor immediately who will seek authorization for the necessary repairs or maintenance to be completed on the vehicle.
6. Employees who use a personal vehicle **must** provide proof of a minimum of \$1,000,000 automobile insurance liability annually.
7. Smoking is not permitted in vehicles owned or leased by Ingersoll Support Services or while supporting people in any vehicle.

8. Employees must inform their supervisor in the event that they receive a ticket for a traffic violation while working for the agency or of any damage detected due to accident or incident.
9. Employees are responsible for payment of traffic tickets related to parking, speeding or other traffic violations.
10. The supervisor, consistent with the policy *Standards of Conduct # HR 1*, will review traffic violations.
11. A list of drivers and their license numbers must be provided to the insurance company annually for insurance purposes.