**Policy / procedure template**

**Using employee-owned 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 **written in orange** with your own information. Delete the disclaimer and these instructions when done.

***[Organization]* using employee-owned vehicles for work procedures**

**Why we have this procedure**

***[Organization]*** is committed to ensuring the health and safety of our employees when they drive or ride in a vehicle used for work. This document sets out the terms and conditions that our management team, supervisors, and employees will apply when employee-owned, leased, or rented vehicle are used for work purposes.

**Who needs to follow this procedure**

This policy applies to all *[****Organization****]* employees whenever an employee-owned, leased, or rented vehicle is used for work purposes.

**Safe driving procedures**

**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.

*[****Organization****]* is responsible for overseeing implementation of this policy. We will:

1. Review the policy annually with drivers, supervisors, and managers and make necessary improvements and updates
2. Receive and track relevant records and documents (e.g., signed procedures, copies of driver's abstracts and vehicle insurance, vehicle inspection and maintenance records, etc.)

**Supervisor responsibilities**

Supervisors are responsible to confirm employees and employee-owned vehicles satisfy our expectations and the terms and conditions of this policy. Before authorizing an employee to use their vehicle for work, the supervisor will:

* Confirm the vehicle is properly registered and insured
* Visually inspect the vehicle to verify it meets legal and organizational requirements **[*see Vehicle Selection Criteria below]***
* Confirm the employee has a driver's licence valid for the vehicle and a clean driver's abstract
* Confirm the employee has the necessary driving skills to safely operate their vehicle as required for work
* Give the employee a copy of this policy, review it with them, and get a copy with their signature.

The supervisor will:

* Receive and review vehicle inspection and maintenance records monthly
* Do periodic spot checks to confirm the vehicle is properly inspected and maintained
* Receive and review a copy of vehicle insurance records and renewals
* Conduct bi-annual ride-along assessments to confirm the employee satisfies our safe driving requirements

Supervisors are responsible to provide the employee with a copy of this procedure, explain and/or demonstrate it to them, and answer their questions so that they understand what they’re required to do. Supervisors will periodically check to see that the employee continues to correctly apply this procedure.

**Employee responsibilities**

The employee will:

* Ensure that the vehicle satisfies our vehicle selection criteria (see below)
* Acquire and maintain insurance coverage that meets our requirements (see below)
* Provide ***[Organization]*** with a copy of the insurance documents before using the vehicle for work and when the policy is renewed or changed
* Immediately tell their supervisor of any changed circumstances affecting their work driving (e.g., a licence suspension or driving prohibition)
* Inspect the vehicle before it is used for work according to our inspection procedure
* Record vehicle inspections using our inspection form and provide completed reports to their supervisor at least monthly
* Ensure the vehicle is maintained consistent with manufacturer recommendations as described in the vehicle owner’s manual, using a licensed mechanic as appropriate
* Provide maintenance records to their supervisor quarterly
* Operate the vehicle in accordance with applicable laws and regulations (e.g., the *Motor Vehicle Act* and Regulations, *Commercial Transport Act*, *Passenger Transportation Act*)
* Cooperate with supervisors during spot-checks, driver evaluations, training and instruction
* Know and follow our safe driving procedures **[*list the organization’s procedures for trip planning, driving alone, check-in procedures, distracted driving, emergency kit and first aid supplies, etc.*]**

# 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)

***Note: Here is more information you may wish to use in your procedures***

**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

**Vehicle licensing and insurance**

Before using their vehicle for work, each employee will properly register, license, and insure their vehicle, including:

* Third-party liability insurance coverage of ***[at least $ million]***, plus collision and comprehensive coverage with deductibles of not more than ***[amount].***  *Note: Consult your insurance broker to determine appropriate amounts*
* Correct rate class coverage

**Definitions**

* **Employee-owned vehicle:** A vehicle owned or leased by the employee (i.e., their name is on the vehicle registration / insurance) or a vehicle that the employee rents, borrows, or for which they otherwise have "ownership" accountabilities, and use for work purposes
* **Work purposes:** Any function or activity that is part of carrying out work. It typically does not include commuting from one’s home to their primary work location

**Incident reporting and investigations**

If involved in a crash, the employee will cooperate to help ***[Organization]*** meets our reporting and investigation obligations and to take steps to prevent future occurrences. The employee will:

1. Immediately report it to their supervisor
2. Complete and submit our reporting form to their supervisor
3. Cooperate with their supervisor to complete other necessary reports (e.g., to WorkSafeBC)
4. Participate in the investigation

**Operating expenses and reimbursement**

* The employee (owner) of the vehicle is responsible for all costs associated with purchasing, licensing and insuring, operating, maintaining, repairing, and replacing their vehicle for work
* The employee will submit expense claims consistent our travel expense claim procedure
* We will reimburse the vehicle owner for work-related use at a rate of \_\_\_\_\_\_\_\_\_\_\_\_\_ per km for normal highway use, and per km for ***[other use]***
* We will reimburse the owner for parking costs associated with work-related vehicle use