

3.25 VEHICLE USAGE**3.25.1 INTENT:**

This policy describes the circumstances under which Employees may operate their personal vehicle for LICA purposes and expectations of safe operation.

3.25.2 DIRECTIVES:

- Employees will use their personal vehicle for work in accordance with this policy.
- As per Alberta Occupational Health and Safety (OHS), when a vehicle (even a personal vehicle) is away from a work site and is used for work purposes (e.g. delivering a parcel or being driven to another office), it is considered a work site under the OHS Act.
- As per OHS, LICA is responsible to ensure all Employees who utilize personal vehicles for work are trained, competent, and fit to operate vehicles.
- This policy covers the general safe operation of vehicles, expectations for vehicle use, and requirements for using a personal vehicle for business use.

3.25.3 SCOPE: Employees, Students, Board of Directors, Committee Members**3.25.4 IMPLEMENTATION:****3.25.4.1 SAFE OPERATION:**

Any Employee who operates a vehicle for business use is required to follow the following:

- At all times, the vehicle must operate in a safe manner, and the driver must adhere to all traffic laws and government driving regulations.
- The driver must hold a valid driver's licence and always carry it in their vehicle (no suspensions). LICA must ensure the Employee has a valid operator's licence, as per OHS.
- No vehicle operator shall drive vehicles for LICA business while under the influence of alcohol or cannabis, illegal drugs, prescription drugs that cause drowsiness, or any other forms of impairment.

3.25.4.2 PERSONAL VEHICLE USAGE FOR BUSINESS:

Employees shall only be authorized to use personal vehicles for carrying out LICA business upon meeting the following conditions:

- The Employee has Reporting Manager approval to use a personal vehicle,
- Possess a valid driver's licence,
- The vehicle is legally registered,
- The vehicle has been deemed safe to operate and maintained as such,

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- Employees are expected to walk reasonable distances as required for their duties, i.e. to complete banking or mail runs within reasonable distances. If they elect to use their personal vehicle it is at the Employee's discretion and risk.
- Employees must have sufficient Third-Party Liability Insurance Coverage for Vehicle-Rated Business Travel if deemed necessary based on the job description and travel requirements. Examples of necessary positions include, but is not limited to, the Education and Outreach Coordinator, Community Outreach Coordinator, and Environmental Coordinator in which travel is regularly required.
- Employees are responsible to check with their insurance provider to ensure they have adequate coverage for business-related travel, if required.
- The Employee must provide proof of acceptable liability insurance, registration, and a copy of their current driver's license upon request. Copies are placed on the personnel file.
- Employees are strictly prohibited from unauthorized passengers during use for LICA purposes.
- LICA will not be held liable for any accidents, damages, or losses incurred by the Employee while using a personal vehicle for business purposes.
- Costs associated with using personal vehicle and reimbursement are detailed in Policy 2.7 LICA Expense and Remuneration.

3.25.5 INCLEMENT WEATHER:

- During periods of inclement weather (e.g., snow, fog, rain, ice, hail, high winds), drivers should reduce their speed and allow for increased stopping distances. Employees should be aware of hazards such as: decreased visibility and traction and should change their driving to suit these challenges.
- If they have not yet left for their destination, Employees are directed to inform their Reporting Manager as soon as possible to alert them to the situation, and their inability to travel safely.
- In the event that the inclement weather makes driving unsafe, or the roads are impassable, LICA Employees are directed to stop their vehicle in a safe position and wait until it is safe to proceed.

3.25.6 SUPPORTING DOCUMENTS:

- 2.7 LICA Expenses and Remuneration
- 3.23 Health and Safety