

Safe Driving Policy

Adopted date: Oct 26, 2022	Amended date: May 14, 2025	Next Review: 2029
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OBJECTIVE

The Van Anda Improvement District (VAID) values the safety and well-being of all employees. Due to the risk of motor vehicle accidents resulting from unsafe driving habits, road conditions, and distraction, VAID has a safe driving policy. This policy applies to all employees who operate a motor vehicle on District business and/or District time, whether a District vehicle or personal vehicle.

DEFINITIONS

“District” means Van Anda Improvement District

SCOPE

All District employees

POLICY**SAFETY RULES**

1. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely. Fatigue, medications, and physical injuries can affect an employee's ability to safely operate a vehicle.
3. Drivers are prohibited from operating vehicles for district purposes while impaired. Impairment can stem from various causes, including alcohol, cannabis, drugs, medications, fatigue, or distractions.
4. Drivers must conform to all traffic laws including:
 - a. Making allowances for adverse weather and traffic conditions.
 - b. Seat belts to be worn whenever a vehicle is in motion.
 - c. No texting, phone calls, or other use of mobile devices while driving.
 - d. No speeding and aggressive behavior.
 - e. No driving while impaired.
 - f. Respecting the rights of other drivers and pedestrians.
5. All traffic violations, during work or personal time, must be reported to the Administrator within 24 hours or by the next business day.
6. Employees are responsible for maintaining a valid driver's license, a copy of which will be held in the employee's file.

SAFETY RULES ENFORCEMENT

Employees will be subject to disciplinary action up to and including termination for violating any of the above rules.

POLICY

ACCIDENTS

Any employee who is involved in an accident while driving for VAID purposes will be required to complete an Incident report. He or she must return the report to the Administrator on the same day, if physically capable, to review the information to make sure it is complete. The employee may also be required to discuss the accident with the Board of Trustees.

RELATED DOCUMENTS

- BC Employment Standards Act
- BC Motor Vehicle Act

FORMS

- Incident Report
- Policy Agreement Form