



POLICY

Safe Driving Policy

Adopted date: Oct 26, 2022	Amended date:	Next Review: 2025
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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 must conform to all traffic laws including:
 - a. Making allowances for adverse weather and traffic conditions.
 - b. Seat belts must be worn whenever a vehicle is in motion.
 - c. Cell phone usage, including texting, is prohibited while driving.
 - d. Respecting the rights of other drivers and pedestrians.
 - e. Speeding and aggressive behavior will not be tolerated.
4. Drivers may not be under the influence of drugs or alcohol while operating a vehicle for District purposes.
5. All traffic violations, on District 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.

POLICY

SAFETY RULES ENFORCEMENT

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

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
- Policy Agreement

FORMS

- Incident Report
- Policy Agreement Form