

**TRANSPORTATION AND TRAVELING FOR LIBRARY BUSINESS**

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COMMITTEE:	Strategic Leadership Team	PASSED:	23 July 2015
TOPIC:	Health and Safety	AMENDED:	
		REVIEW PERIOD:	As required.

**MANAGEMENT GUIDELINES**

Employees who are required to drive for Library business must adhere to safe, authorized, lawful practices and procedures. Employees must report unsafe conditions, practices or equipment immediately to their supervisor or manager. Employees must hold valid licences and adequate insurance to drive for Library business and must immediately advise their manager if their qualifications and suitability to do so changes.

Managers and supervisors of employees who are required to drive for Library business must ensure their employees are aware of their responsibilities to drive safely and lawfully, and ensure the safety of drivers they supervise.

Managers and supervisors are responsible to correct any unsafe acts and conditions.

**DRIVING WHILE DISTRACTED**

Operating a motor vehicle requires the driver's full attention. The *Motor Vehicle Act* (MVA) prohibits the use of hand-held electronic devices while driving. All employees are prohibited from holding, operating, communicating or watching the screen of a hand-held communication device:

- While driving a Library vehicle (the "van")
- While driving any personal vehicle to conduct business on behalf of the Library

In addition, all employees should avoid other forms of in-vehicle distractions.

Employees are responsible to reduce the risks associate with driving while distracted, including:

- Becoming familiar with the distracted driving laws in BC
- Immediately reporting unsafe conditions to their supervisor
- Knowing their right to refuse work they believe to be unsafe
- Complying with applicable motor vehicle laws and with this policy
- Avoiding distractions while driving, and never using an electronic device when behind the wheel (9-1-1 calls are permitted)
- Never accepting calls or texts while driving
- Agreeing that, when behind the wheel, driving is their only job.

## **DRIVING THE LIBRARY VAN**

Library employees who are required or permitted to drive the Library van must adhere to the following conditions:

### ***Driver's Abstract***

All employees authorized to drive the Library van in order to perform their work must obtain a personal driver's licence abstract from the Motor Vehicle Branch. It lists when the driver's licence was first issued, plus any driving tickets or other offences received in the last five years.

At the time of hiring, the employee must provide the employer with a current copy of the personal driver's abstract. Thereafter, the employee must supply the Library with an updated driver abstract annually or upon request. These will be kept on file.

Employees must have a valid Class 5 licence.

### ***Additional Responsibilities of Library Employees who Drive the Library Van***

Employees must immediately report to the employer:

- Any accidents, incidents, violations or convictions that occur outside of work that impact one's driving record;
- Any health or medical conditions that may impair one's ability to safely drive the Library van;
- Any damage, tickets, vandalism or accidents occurring while driving or in possession of the Library van. Penalties and/or fines with respect to motor vehicle infractions incurred while operating the Library van shall be the responsibility of the driver; and, responsibility for paying fines or disputing charges lies solely with the driver.

Additionally, all incidents shall be documented by the employee on a Library Incident report form.

The following uses of the Library van are prohibited and subject to discipline:

- Driving without a valid licence
- Using the van for non-library business
- Smoking in the van
- Possession and/or use of alcohol or prohibited substances (see ALCOHOL & DRUGS MG-OHS-1.1)
- Driving while distracted
- Allowing anyone who is not an authorized Library employee to drive the van

### ***Vehicle Maintenance and Refuelling***

- The Library van is maintained through weekly vehicle inspections performed at the District of North Vancouver works yard

- The van is covered under DNV Fleet insurance
- Drivers shall keep the gas filled at least to ¼ (one quarter) full at all times
- Drivers shall not knowingly drive the van when there is any uncertainty about its safety

### ***Passengers***

The Library van has only one passenger seat. Therefore only one passenger is permitted. No passengers other than one Library employee or one approved Library volunteer for work purposes are permitted to be conveyed in the Library van.

## **DRIVING ONE'S PERSONAL VEHICLE FOR WORK**

### ***Appropriate Insurance Coverage***

Employees who drive their personal vehicle for work more than 6 days per month are required to carry a minimum of \$2 million 3<sup>rd</sup> party liability insurance. Similarly, employees who convey other library employees or volunteers must ensure their vehicle is insured appropriately and adequately.

Managers and supervisors must ensure employees understand their responsibility for adequate insurance coverage when driving for work.

Subject to the Manager's approval, employees who are required to have business use insurance on their personal vehicle may be reimbursed an amount as determined by the Manager, to offset the difference in the insurance premium between Pleasure/Commuting (to and from work) and Business use, upon provision of proof of insurance coverage. Reimbursement may be prorated, and overpayments recovered based on the number of months of eligibility.

## **MILEAGE CLAIMS**

Employees who submit claims for reimbursement must submit them at least quarterly and in the same fiscal year as the expenses are incurred. Employees must keep a log for all work travel to be claimed. Employees must submit the log showing the mileage driven/travelled on the appropriate form, properly documented and signed by the Manager, to Library Administration in order to receive reimbursement.

### ***Employees using their personal vehicles***

Definition of Mileage: For the purpose of calculating reimbursable mileage for those using their personal vehicle, the following is included:

- Business mileage during business hours after reporting to your first place of work
- Business mileage outside of the employee's regular hours of work including reporting to your place of work
- Business mileage in excess of employee's normal commute driven between home and another worksite *outside* of the District's boundaries

The mileage rates shall match that of the District of North Vancouver.

***Employees using transit***

Employees using transit for business purposes will be reimbursed for transit costs in excess of their normal commute upon proof of payment of additional cost in these situations:

- Additional transit costs incurred, with proof of payment, when traveling during business hours after reporting to your first place of work.
- Additional transit costs incurred, with proof of payment, when traveling outside of the employee's regular hours of work including reporting to your place of work.
- Additional transit costs incurred, with proof of payment when traveling in excess of employee's normal commute between home and another worksite *outside* of the District's boundaries.

***Employees using taxis***

Employees using taxis for Library business who wish reimbursement for this expense are required to have Manager's approval before incurring the cost. Claims without this prior approval will not be processed.

Related Policies:

- ALCOHOL & DRUGS (MG-OHS-1.1)
- FINANCE POLICY: EMPLOYEE EXPENSE REIMBURSEMENT (TBD)