

TRANSPORTATION AND TRAVELING FOR LIBRARY BUSINESS

COMMITTEE:	Strategic Leadership Team	PASSED:	23 July 2015
TOPIC:	Health and Safety	AMENDED:	11 March 2019; 22 September, 2022
		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" or the "electric car")
- 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 OR ELECTRIC CAR

Library employees who are required or permitted to drive the Library van or Library electric car 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 or Electric Car

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 or Library electric car;
- Any damage, tickets, vandalism or accidents occurring while driving or in possession of the Library van or electric car. Penalties and/or fines with respect to motor vehicle infractions incurred while operating a Library vehicle 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, and on a District Motor Vehicle Accident Form, within 48 hours.

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

- Driving without a valid licence
- Using the vehicle for non-library business
- Smoking or vaping in the vehicle
- Possession and/or use of alcohol or prohibited substances (see SUBSTANCE USE MG-OHS-1.1)
- Driving while distracted

- Allowing anyone to drive a Library vehicle who is not a Library employee already authorized to drive the Library vehicle

Driving a Library Electric Vehicle

- Library staff are not permitted to drive a Library electric vehicle until they have obtained their certificate of training for driving an electric vehicle, from the designated District of North Vancouver fleet training staff.

Vehicle Maintenance, Refuelling and Recharging

- The Library vehicles are maintained through annual vehicle inspections and servicing performed at the District of North Vancouver works yard
- The van and electric car are covered under DNV Fleet insurance
- Drivers shall keep the gas tank of the van filled at least to $\frac{1}{4}$ (one quarter) full at all times
- Drivers shall charge the electric car when the battery level falls below 60%
- Drivers shall not knowingly drive the van or the electric car when there is any uncertainty about the safety of the vehicle
- Drivers will complete a Vehicle Inspection Log at the beginning of each shift before driving the Library van, and weekly for the Library electric car.

GPS Tracking

The Library van and electric car have both been installed with a GPS system which includes tracking capabilities. The GPS system keeps track of information that will allow the District of North Vancouver to improve the efficiency and maintenance requirements of the vehicles, and in the case of an emergency, accident, or a complaint from the public. The GPS system will enable designated District of North Vancouver staff to access vehicle information for further details.

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. The Library electric car has three passenger seats. No passengers other than a combination of up to three Library employees or approved Library volunteers for work purposes, are permitted to be conveyed in the Library electric car.

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 \$5 million 3rd 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:

- SUBSTANCE USE (MG-OHS-01.1)
- B-FIN-25 BOARD AND STAFF EXPENSES
- MG-FIN-25.0 BOARD AND STAFF EXPENSES