FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **TRANSPORTATION**		POLICY NO: HR-036
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: TRANSPORTATION HR03-490
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: Family Visions Employees	

POLICY:
To ensure that all drivers for Family Visions Inc. are informed of the Agency's guidelines and regulations pertaining to Family Visions Inc. and privately owned vehicles.

PROCEDURE:
Employees are required to operate vehicles in accordance with the law.

Guidelines for Drivers of Agency and Privately Owned Vehicles:

1. A valid Manitoba driver's license is required. A photocopy of each valid driver's license is required annually by administration.
2. Employees driving individuals to and from Day Services must provide a current driver abstract as per the Service Purchase Agreement with Family Services.
3. Drivers must ensure that all persons in the vehicle are wearing seat belts.
4. Drivers must not leave keys in any vehicle or leave the vehicle unattended.
5. Drivers/observer shall immediately submit a Transportation Damage Report (Appendix) to the Executive Director/designate should they observe any damage to or malfunctioning of vehicles owned by the Agency.
6. Drivers must inform the Executive Director/designate of all accidents and traffic violations as they occur. Drivers are required to report to the Manitoba Public Insurance (MPI) claim centre within the allotted period.
7. Drivers will be asked to sign Reimbursement Authorization for Traffic Offence Fine (Appendix) to deduct or recover costs incurred by a traffic offence committed under the image capturing enforcement system.
8. Approved cell phones are mandatory in all vehicles when traveling out of town. Cell phones must be on.
9. Wheelchair parking passes are to be used only when transporting Supported Individuals with physical limitations.
10. Drivers must ensure that vehicles are equipped with safety kits.

11. Emergency Response Information Kit (E.R.I.K) and equipped travel bag (Appendix) must be taken on outings.
12. Any other guideline as directed under the Service Purchase Agreement with Family Services.

Private Vehicle Procedures:

1. An employee or a volunteer using his /her private vehicle when an Agency vehicle is not available requires prior approval from the Executive Director/designate.
2. The employee or volunteer must maintain general all-purpose insurance coverage, minimum $2,000,000 liability on any and each vehicle that he/she uses for Agency business.
3. A photocopy of an employee or volunteer's vehicle insurance is required annually for each vehicle he/she may use for Agency business.
4. The Agency will pay mileage for private use of their vehicle used for Agency business upon submission of approved travel expenses (Appendix). The rate will be paid according to the Collective Agreement.
5. When Supported Individuals and employees mutually agree to use the employee's vehicle for the Supported Individual's personal purposes, the Supported Individual will reimburse the employee at (Agency) pre-established rates.
6. When damage to a private vehicle is a result of action by a Supported Individual, repairs such as windows, door handles, interior cleaning, etc. will be covered by the Agency. Restitution may be on a pro-rated basis taking into consideration the age and condition of the private vehicle. When applicable (Agency) will seek reimbursement from the Supported Individual for deliberate damages.
7. Mechanical malfunction and operation repairs are the sole responsibility of the vehicle owner.

Agency Owned Vehicle Procedures:

1. (Agency) vehicles will be used for agency business only.
2. Vehicles will be clean, refueled and returned to their proper location.
3. Vehicles are to be locked and secure.
4. Program Director/designate is responsible for ensuring regular servicing and maintenance.
5. Executive Director/designate must approve any repairs or maintenance.
6. Travel logs must be kept current and submitted to Administration at the end of each month.
7. Supported Individuals transported out of town for medical reasons will reimburse the Agency at Employment Income and Assistance rates. Supported Individuals transported for recreational purposes will reimburse the (Agency) at rates consistent with pre-established government rates.