



Vehicle Use

POLICY

Cascadia Society adheres to all applicable provincial and federal vehicle, insurance, and driving legislation to ensure the safety and well-being of coworkers and companions. In this regard, personal vehicles used for Cascadia business are recognized as work sites and are expected to be mechanically safe and sound, maintained on a regular basis (in accordance with manufacturing guidelines for that vehicle), and operated in a safe manner. This includes but is not limited to coworkers refraining from the use of tobacco products, alcohol, illegal substances and the use of cell phones while operating personal vehicles for Cascadia business use.

Coworkers in contravention of established safety vehicle guidelines while operating a personal vehicle for Cascadia business use will be subject to disciplinary action up to and including dismissal.

PROCEDURES

- Coworkers must fuel their vehicle prior to transporting companions and other coworkers.
- Emergency plans and procedures regarding the operation of a vehicle are available at any Motor Vehicle Branch. Please refer to “**Road Sense for Drivers- Chapter 8**” for further information.
- Coworkers are liable for traffic violations incurred while operating their vehicle for Cascadia business use.
- Coworkers are responsible for maintaining insurance coverage for their vehicle in accordance with Cascadia business use insurance guidelines. Refer to “**Coworker Vehicle Insurance**” policy for further information.
- Coworkers are responsible for the routine maintenance of their vehicle as outlined by the vehicle manufacturer’s recommendations.

Coworkers using personal vehicles for Cascadia business use must report accidents/incidents to the Administration, Police, and ICBC as per Cascadia’s **Vehicle Accident Policy**.

- I. If an accident occurs while the coworker was operating their personal vehicle for Cascadia business use—and the **driver is at fault** (the ICBC ruling)—the driver will be responsible for all insurance deductibles and repairs costs for the vehicle. If any other passengers were in the car (companions and/or coworkers), the accident must be reported to the police and to ICBC within 24 hours. Coworkers may apply to the Leadership Team for financial support under special circumstances.
- II. If an accident occurs while a coworker was operating their personal vehicle for Cascadia business use—and the **driver is not at fault** (the ICBC ruling)—the driver will submit a receipt for payment of their deductible (not to exceed \$500) within 6 months of the date of the accident for reimbursement. If any other passengers were in the car (companions and/or coworkers), the accident must be reported to the police and to

Vehicle Use

ICBC within 24 hours.

- III. If damage occurs to a coworker's personal vehicle (e.g. flat tire, car being keyed, broken into, etc.) while being used for Cascadia business, the vehicle owner may submit a request for reimbursement to the Leadership Team within 1 month of incident for a cost of repairs decision.

Coworkers using a personal vehicle *loaned* to them by another driver/coworker for Cascadia business use must report accidents/incidents to the Administration as per Cascadia's **Vehicle Accident Policy.**

- I. If an accident occurs while a coworker was operating a loaned personal vehicle for Cascadia business use—and the **driver is at fault** (the ICBC ruling)—the driver and vehicle owner will be responsible for all insurance deductibles and repairs costs for the vehicle. If any other passengers were in the car (companions and/or coworkers), the accident must be reported to the police and to ICBC within 24 hours. Coworkers may apply to the Leadership Team for financial support under special circumstances.
- II. If an accident occurs while a coworker was operating a loaned personal vehicle for Cascadia business use—and the **driver is not at fault** (the ICBC ruling)—the vehicle-owner will submit a receipt for payment of their deductible (not to exceed \$500) within 6 months of the date of the accident for reimbursement. If any other passengers were in the car (companions and/or coworkers), the accident must be reported to the police and to ICBC within 24 hours.
- III. If damage occurs to a loaned personal vehicle (e.g. flat tire, car being keyed, broken into, etc.) while being used for Cascadia business, the vehicle owner must submit a request for payment to the Administration for reimbursement within a month of incident. See ABOVE.

Use of personal vehicles for Cascadia business use will be reimbursed at the current rate per kilometer as designated by BCAA.



Vehicle Use

VEHICLE ACCIDENT:

Please review the "Vehicle Accidents" policy & procedure thoroughly.

EMERGENCY NUMBERS:

Ambulance / Police / Fire Department - 911

(If not in a 911 calling area, call the RCMP for emergency assistance.)

North Vancouver RCMP- (604) 985-1311

(This is the non-emergency RCMP phone number to be used only if you are **not** in a 911 calling area within North Van)

Cascadia Society: - (604) 987- 3407

Standards associated with this policy: 1) 1.H.1, 2) 1.H.13 and 3) 4.E.3

RESPONSIBILITY OF: All Coworkers and Home Leaders
MONITORED BY: Business Administrator and Leadership Team