



Fuerste Vaccination Services Safe Driving Procedure

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1.0 Purpose

This document provides a standard process for ensuring that our employees are clear on the general driving rules and procedures they are to apply when driving for work on behalf of Fuerste Vaccination Services.

2.0 Scope

These procedures apply to any employee who drive a company vehicle for Fuerste Vaccination Services.

3.0 Responsibilities

The Crew Supervisor is responsible for maintaining an up-to-date training register which includes drivers who are approved by management.

The HR Manager is responsible for:

- Obtaining valid Driver's Licenses from all employees who will drive for work-related purposes
- Maintaining the check-in records on the SharePoint
- Performing an annual review of this procedure and making revisions as necessary
- Ensuring this procedure is effectively communicated to all involved parties and executed as necessary
- Scheduling drivers in accordance with approved drivers listed on the training register
- Overseeing that all safe driving policies and procedures are adhered to (Transportation Emergency Procedure, Safe Driving Procedure and the Crew Vehicles Policy)

4.0 Reference Documents

- ✓ Road Safety at Work: Safe Driving Rules

5.0 Procedure

5.1 Pre-Planning for the Trip

- 5.1.1 The driver shall check traffic, road and weather conditions to determine if they will pose unacceptable delays or hazards during the drive. Should the driver determine that an

unacceptable delay or hazard is present, they will contact the Crew Supervisor immediately for direction.

- 5.1.2 For journeys that involve travel to high-risk locations, travel outside your municipality, or areas without cell service, the Person Check procedure shall be initiated as per the Working Alone procedure.
- 5.1.3 A vehicle inspection shall be performed by the driver prior to the trip. If the inspection identifies any conditions that may affect the safe operation of the vehicle, the Crew Supervisor shall be contacted immediately, and another vehicle will be used until repairs are made.
- 5.1.4 Ensure that the driver's license and the vehicle's insurance papers are present in the vehicle prior to departure.
- 5.1.5 Secure any loose items within the vehicle and adjust the driver's seat and mirrors to optimal position.
- 5.1.6 The driver shall ensure they are fit to drive. Never drive when under the influence of drugs or alcohol, including prescription and over the counter drugs if they cause drowsiness. Also never drive when too fatigued.

5.2 Driving

- 5.2.1 A seatbelt shall be worn by all passengers of the vehicle whenever the vehicle is in motion.
- 5.2.2 Breaks shall be taken by the driver once every two hours to stretch and rehydrate.
- 5.2.3 The driver is required to pay attention and avoid distractions. Cell phones and GPSs are not permitted to be used while driving. When behind the wheel, driving is your only focus.
- 5.2.4 Speed limits are set for **optimal** driving conditions. The driver is required to adjust their speed, so it is optimal for the vehicle in those conditions.

5.3 Reporting

- 5.3.1 The vehicle logbook must be completed with the required information in the Trip Log located in the company vehicle.
- 5.3.2 The driver is required to report any sustained vehicle damage or required maintenance to the Crew Supervisor immediately after completion of the trip.
- 5.3.3 The driver must share any information pertaining to unsafe routes or hazards to watch out for to the Crew Supervisor so this information can be shared with other Crew Members and considered if another trip on this route is required.

History Record

Date	Reason for Change	Revision	Revision Author
May 25, 2021	Creation of procedure	Procedure created in entirety	Jennifer Llewellyn