



GENERAL MANUAL POLICY

APPROVED BY:

Executive Director

CATEGORY:

TOPIC: Driving

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POLICY

It is the policy to promote a safe driving culture within the staff of the Griffis Centre.

PURPOSE

If a staff person needs to use their personal vehicle to execute their duties while at work, the expectation is to ensure that the individual is safe and takes the required precautions.

PROCEDURE

To ensure that the staff who drive their vehicles in the course of their work demonstrate safe driving skills and other good road safety habits at all times.

The employee must have a valid driver's license.

The employee must have appropriate car insurance.

The employee must wear a seat belt at all times.

The employee must comply with all the traffic rules.

The employee must never drive while under the influence of alcohol, drugs or controlled substances.

The employee must comply with the distracted driving laws, and only use 'hand free' devices.