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# Example Procedures - Safe Driving Rules

SWP 101

As per our [Safe Driving Policy](#) every employee that undertakes driving as part of his or her work for [company name] must operate the vehicle safely, legally and as described in this procedure.

The purpose of this procedure is to ensure that our employees are clear on the general driving rules and procedures they are to apply when driving for work on behalf of [company name].

These procedures apply to all employees that undertake work-related driving for [company name].

The employee's immediate supervisor is responsible to provide each employee with a copy of this procedure and review it with them.

## Preparing for the journey

- Before deciding whether to drive, determine if there is an alternative way to get to your destination.
- If driving is necessary, check traffic, road and weather conditions and confirm they will pose no unacceptable delays or hazards.
- For all journeys, indicate your destination and expected time of return on the Check-Out Board, and complete a [TripCheck](#) report and submit it to your supervisor.
- For journeys that involve travel to high-risk locations, travel outside your municipality, or that will have you away from the workplace overnight, also complete a Travel Plan and initiate the [Check-In Procedure](#).
- If any part of your journey will take you outside cell phone service area, check out a satellite phone from the Administration Desk. If you are unsure how to operate a satellite phone, ask the administrator for instruction.
- Inspect the vehicle, and document it using a Vehicle Inspection and Mileage Tracking form.
- If the inspection identifies any conditions that will affect the safe operation of the vehicle, report it to your supervisor immediately, and do not use that vehicle until repairs are made.
- Check that you have your driver's licence, and insurance papers are in the vehicle.
- Secure any loose objects inside the vehicle. Organize your driving space so it works for you.
- Adjust the driver's seat to correct position. Adjust mirrors for optimal visibility.
- Turn off your smart phone, and stow it in the glove box.
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness.

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## Driving

- Use your seatbelt whenever the vehicle is in motion. Make sure passengers use theirs.
- Operate the vehicle according to requirements of the *Highway Traffic Act* and its Regulations, and the rules of the road.
- Know your driving limitations. Undertake driving only in those circumstances and conditions that you know you can be successful. Do not undertake driving that requires driving skills beyond your capabilities.
- Use the vehicle within its intended applications (e.g. road type, number of passengers, load or weight limitations, etc.)
- Drive respectfully - pay full attention to your driving environment, anticipate the actions of other motorists, cyclists and pedestrians, and identify hazards and respond proactively. Take all reasonable measures necessary to avoid collisions and injuries.
- Do not engage in high-risk driving behaviours – speeding, aggressive driving, failing to yield, improper passing or lane changes, etc.
- Avoid distractions.
- Drive with the headlights on at all times.
- Do not exceed posted speed limits.
- Reduce your speed according to road and weather conditions – slippery conditions due to rain or ice, poor visibility due to fog, snow or dust, etc.
- In favourable driving conditions, maintain a following distance of at least two (2) seconds. In poor driving conditions, increase following distance to four (4) seconds.
- Take regular and adequate rest breaks – when you are feeling tired and at least every two hours. Re-hydrate and have a quick snack.

## Parking

- Park only in designated parking areas. Do not block exits, walkways or fire hydrants.
- When they are available, use pull-through parking spots. Otherwise, use back-in parking so you have optimal visibility when exiting the parking spot.
- Park with consideration for others – centre the vehicle in the parking spot to allow sufficient room behind and on both sides of your vehicle.
- Ensure the transmission is in “Park”. If the vehicle has a manual transmission, select 1<sup>st</sup> gear and set the parking brake.
- Place a safety cone at each corner of the vehicle.
- If parking on a grade, use wheel chocks. Turn the front tires towards the curb.
- Close all windows and lock the doors.
- Park in a safe and secure location. Choose a location that ensures your personal safety.
- Discourage vandalism and theft by stowing valuables in the glove box or trunk. For pickups with toolboxes, store valuable and loose items in the toolbox. Lock the toolbox.

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