



PERSONAL ATTENDANT CARE INC.
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DEPARTMENT		Occupational Health and Safety	
SUBJECT		Safe Driving	
APPROVED BY (Signatures)	CHIEF EXECUTIVE OFFICER	<i>M. Carter</i>	
APPROVED DATE		February 23, 2006 / June 15, 2009	
REVIEWED BY		Joint Health and Safety Committee	
REVIEW DATE		June 15, 2009	

OPERATIONAL PROCEDURE

Procedures

Employer Requirements

As a condition of employment all employees are responsible to submit to Personal Attendant Care Inc. the following:

- Copy of the employee's valid G or G2 Ontario driver's license and automobile insurance upon hire and on an annual basis
- Copy of a driver's abstract from the Ministry of Transportation at the employee's expense upon hire and on a periodic basis

Safe Driving Practices

- Drive a vehicle that is maintained to meet the requirements of the Ontario Highway Traffic Act and Regulations.
- Inspect your motor vehicle daily for any defects such as broken mirrors/windows, deflating tires, fluid leaks, all safety gauges, windshield wash and oil levels etc...
- Ensure your motor vehicle is serviced on a regular basis or as part of the maintenance schedule set by the manufacturer of you motor vehicle.
- Drive defensively.
- Do not drive if you are tired or medicated.
- Select the safest route for your trip.
- Give yourself extra time and take into account the weather and road conditions.
- As an employee, you must follow your company's safe driving Operational Procedures

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Inclement Weather/Road Conditions

- If weather conditions persist for a long period of time, the Client Service Supervisor working and or on call are responsible to work with the Customer Service Representative to re-schedule the client runs of employees who are able to drive; ensure that those clients that are unable to meet their basic needs with appropriate family/friend support are given priority.
- Customer Service Representative and the Client Service Supervisors shall work together to notify clients of delayed service and need to revert to their Contingency Plan.
- All clients must have an Emergency Contact listed and or a Contingency Plan in the case of severe weather situations, noted on the Client Service Plan and in the Contingency List spreadsheet on the network.
- Employees are responsible to make an attempt to drive prior to calling the office to inform that they are unable to travel the roads.
- The Client Service Supervisors and Customer Service Representative is responsible to advise staff calling in related to driving conditions that when the roads are clear, the expectation is that they provide coverage to the clients scheduled for that day. This may mean that service hours scheduled for clients may need to be reduced.

Alcohol & Drug Use

Employees who drive as part of their duties are responsible to report to the employer if they are under the influence of any substance that may impair their judgment or ability to safely operate a motor vehicle this may include but not limited to the following:

- Alcohol consumed prior to driving;
- Illicit substances;
- Medications which may impair driving ability and or judgment.

If it is suspected that an employee may be under the influence of a substance which may impair their ability to drive then Personal Attendant Care Inc. has the right to clear said employees schedule until such time they are able to drive safely.

All employees submit on an annual basis a current Criminal Reference Check to Personal Attendant Care Inc. In the event that a Driving Under the Influence charge appears the employee will be required to meet with the Chief Executive Officer and the Human Resource Manager to determine the level of risk to personal Attendant Care Inc.

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Collision Reporting

- Vehicle collisions while working must be reported as soon as possible to the Supervisor//Manager.
- The employee must call the police to report the collision no matter how minor.
- The employee must obtain a report of the accident from the police including the police officer's badge number.
- Submit the Police Report, Employee Incident Report (within 48 hours) and Accident Report to the Supervisor/Manager.
- It is recommended that the employee receive medical attention and or medical clearance as soon as possible to ensure they are uninjured.
- If the employee is injured it must be reported to the immediate Supervisor or designate. The Supervisor will take a statement of events and report on WSIB Form 7.

Attached Forms

Client Service Plan	5(d)
Employee Incident Report	4(f)
Employee Accident Investigation Report	4(e)
Workers Safety & Insurance Board Form 7	Obtain from Human Resources