

Safe driving policy

Overview

Operating a motor vehicle has been identified as the highest risk job function for the staff of the Service and Hospitality Safety Association of Saskatchewan Inc. (SHSA). The intent of this policy is to ensure appropriate care and consideration is taken by all employees in order to minimize this risk. This policy applies to all staff who are required as part of their employment to operate a motor vehicle and to all practices concerning the maintenance and operation of a motor vehicle.

Responsibilities of drivers when driving on behalf of SHSA

All employees, while driving to carry out the work of SHSA must:

- Have a valid Saskatchewan driver's license in the appropriate class for the motor vehicle being driven
- Follow all laws, regulations and bylaws relating to the operation of a motor vehicle including, but not limited to:
 - Driving at or below the posted speed limit
 - Wearing a seat belt at all times
 - NOT operate a motor vehicle after consuming alcohol or other substances
 - Only use a cell phone or other portable electronic device with an acceptable Hands free device.
 - NOT read or send emails or text messages when under control of the vehicle
 - NOT program or adjust a GPS system while under control of the vehicle
- Ensure that all passengers in the motor vehicle comply with all laws and regulations relating to being a passenger of a motor vehicle
- Only transport SHSA staff (and family), board members, business partners or clients, unless preapproved by the CEO
- Report any motor vehicle related incident/near miss (or deficiency) in which they were involved (or observed) while engaged in business on behalf of the SHSA or while using a vehicle leased, rented or owned by the SHSA for personal reasons, including those that do not result in damage or injury, to their supervisor/manager as soon as possible

SHSA's commitment to its employees

SHSA will provide a copy of and promote the adoption of this policy to all its employees, and will expect compliance at all times. SHSA will not require its employees to drive under conditions which are considered unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. An investigation and/or appropriate follow-up will occur by the Safety Officer and be presented to the Safety Committee in order to improve safe driving practices, policies and procedures. The Safe Driving Policy is reviewed annually to ensure SHSA maintains the highest degree of safe driving practices.

Consequences for non compliance

SHSA has a zero tolerance policy for violations of the safe driving policy. Each case of non compliance will be reported to the staff member's supervisor. *SHSA* will enforce its Safe Driving Policy with a range of disciplinary measures up to and including termination of employment dependent on the severity of the violation.

CEO: _____

Date: Aug 25, 2010