



Policy #: HR-009
TITLE: Safe Driving Policy
Date issued: June 24, 2009
Date last revised: _____
Authorization: Chief Executive Officer

1.0 OBJECTIVE

Death and injuries from motor vehicle accidents are very real concerns, and are risks that ISI is determined to minimize.

Accidents can be a result of some of the following: physical impairment (fatigue, consumption of drugs or alcohol, physical illness); distraction, inattention, loss of concentration; disobeying traffic laws, signs, signals; poor vehicle condition; and, much more. ISI is committed to helping build a safer driving community by promoting a safe and courteous approach to the task of driving.

This policy is being implemented in an effort to ensure the road safety of ISI employees, and other road users, during business-related road travel.

2.0 DEFINITIONS AND ACRONYMS

- 2.1. **Employees** – For the purposes of this Policy, “employee” refers to anyone in the employ of ISI, and/or is contracted to work on ISI premises.
- 2.2. **Safe** – When considering what a “safe” speed is, you should give consideration not only to weather and road conditions, but also to the potential impact of a collision on road-users who are inherently vulnerable, such as pedestrians and cyclists.
- 2.3. **Legal Blood Limit** – The legal blood/alcohol limit as determined by law, currently 0.08 grams of alcohol in 100 millilitres of blood.
- 2.4. **Unfit** – Fitness to drive means having the capacity to be perceptive, have good judgement, adequate response time, and reasonable physical capability, and not having any condition, which may impair you, either temporarily or permanently.
- 2.5. **Realistic Driving**– Schedule a stop every 2 hours to exit the vehicle to stretch and get some fresh air.
- 2.6. **Normal Sleeping Hours** – The hours an employee would typically sleep, i.e. for employees who work days (approximately 9 a.m. – 5 p.m.), sleep would typically be during the night hours (between approximately 10 p.m. – 6 a.m.).
- 2.7. **Warning Signs of Fatigue**
 - Eyes closing or going out of focus
 - Trouble keeping your head up
 - Frequent yawning and general sluggishness
 - Loss of concentration
 - Inability to remember anything about the last few kilometres that you drove
 - Drifting between lanes or onto the shoulder, tailgating, missing traffic signs
- 2.8. **Risk Taking** – Includes, but not limited to: Tailgating, headlight flashing, obscene gesturing, deliberately blocking other vehicles, verbal abuse, assault (on a vehicle or another person), cutting off another driver, failing to signal, and/or driving slowly in the passing lane
- 2.9. **Likely to Affect** – Over the counter and prescription drugs that can cause drowsiness, slow reaction times, decrease eye-hand co-ordination, interfere with judgement, and/or have an effect on motor skills and vision. Examples include, but are not limited to cough and cold medicines, drugs to prevent motion sickness and nausea, antihistamines that control allergy symptoms, mild

tranquilizers, and barbiturates. (Before you purchase any medication, ask the pharmacist if it may impair your driving skills).

- 2.10 **Properly Adjusted** – The top of the headrest should be level with the top of your head, be positioned behind your head (not your neck), and it should not push your head forward. The centre of the head restraint should be level with the top of your ears, and the back of your head should be no more than 10 cm from the front of the head restraint.
- 2.11 **Safe Operating Condition** – All vehicle windows are to be clear of snow, ice and debris; vehicles must have an up-to-date safety inspection, vehicles fluid levels must be kept up (i.e. oil, windshield washer); vehicles must be in good technical repair (see attached); tires must be road worthy; and, vehicles must be winter-ready between November and April (see attached).

3.0 POLICY

- 3.1 Employees are expected to adhere to all traffic laws, including those specific to the region in which they are travelling.
- 3.2 All employees are expected to drive within speed limits at all times, including parking lots, and in areas where visibility is poor and/or pedestrian activity is high.
- 3.3 All employees are expected to drive at speeds that are **safe** for the conditions, recognizing that, in some circumstances (such as rain or fog) this may be below the posted speed limit.
- 3.4 All employees are expected to drive with headlights on at all times if their vehicle is not fitted with daytime running lights.
- 3.5 All employees are expected to have their headrests **properly adjusted**.
- 3.6 Under no circumstances are employees permitted to be over the **legal blood limit** for alcohol.
- 3.7 Employees are to avoid any consumption of alcohol at least one hour before, or during, their journey.
- 3.8 Employees are never to drive if taking medications or other drugs that are **likely to affect** driving performance
- 3.10 Employees are not to drive if they are **unfit** to do so.
- 3.11 Employees are expected to be conscious of the **warning signs of fatigue**.
- 3.12 In the event an employee is concerned about their level of fatigue, they are expected to:
 - 3.12.1 Consider alternate modes of transportation; or,
 - 3.12.2 Pull over to the side of the road take a walk; or,
 - 3.12.3 Drive to a safe place and get some sleep.
- 3.13 Employees are to pre-plan routes and **realistic driving** schedules.
- 3.14 Employees are not to drive during **normal sleeping hours**.
- 3.15 Employees may not drive more than:
 - 3.15.1 Eight hours in any day
 - 3.15.2 Combined work and driving of 12 hours
- 3.16 While driving, employees are not to use mobile phones, and are to keep the use of hands-free mobile phones to a minimum.



3.17 Employees must carry their license and vehicle insurance at all times

3.18 Employees are to avoid **risk-taking** when driving.

3.19 Employees are expected to have their vehicle in **safe operating condition**.

3.20 Check weather conditions for your travel route before you begin driving

3.21 Employees will be personally responsible for all fines and penalties attached to breaches.
ISI will not be held financially responsible, nor reimburse employees for these fines.

3.22 Failure to comply with any portion of this policy may result in discipline, up to and potentially including termination.

4.0 REVISION HISTORY

Issued: _____

Revised: _____