



Community Van-15 (14 passenger +1 driver)

Intent

This policy was developed to address the regulations and guidelines surrounding the use of Town of Woodstock 15 passenger community van.

Definitions

Community Van: refers to 15 passenger van owned by Town of Woodstock provided to Woodstock Recreation & Community Services and the general public to rent.

General Guidelines

Any Town of Woodstock employee that operates a Town of Woodstock owned and operated vehicle while conducting Town of Woodstock business is required to:

- Comply with this policy and its associated procedures;
- Know and abide by all driving laws in all areas where they operate vehicles while conducting company business;
- Hold a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used;
- Have up to date First Aid training
- Carry their license at all times;
- Provide a driver's abstract every year, driver license is renewed
- Notify managers of any health and safety concerns (unsafe or potentially hazardous), so that they may be dealt with promptly;
- Use appropriate safety equipment as required;
- Report any incident, injury or hazard;
- Conduct a walk-around inspection prior to operating a vehicle;
- Wear a seatbelt all times, including all stages of pregnancy, and ensure that passengers do the same;
- Drive with the headlights on at all times;
- Secure cargo inside, or on, Town of Woodstock's vehicles;
- Adjust headrests so the top of the rest is level with the top of the drivers and/or passenger's head; and
- Have up to date First Aid training
- Drive in a safe and courteous manner at all time.

Only authorized employees of Town of Woodstock are allowed operate a Town of Woodstock owned and operated vehicle. If unauthorized personnel are caught driving a company vehicle, the authorized employee whose vehicle it is will be subject to disciplinary action, up to and including termination of employment.

Smoking: Smoking is strictly prohibited in all Town of Woodstock vehicles.

Driver's License: All individuals using Town of Woodstock motorized vehicles are required to possess a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used. Any operator who has his/her driver's license revoked or suspended



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shall notify Town of Woodstock immediately. In this event, the operator shall immediately cease any usage of Town of Woodstock vehicles.

Driver Abstracts: Driver abstracts will be acquired for review for all drivers of Town of Woodstock's vehicles. This information will be use to confirm the operator's license, and any suspensions, convictions, and demerit points.

Seatbelts: All drivers and passengers of Town of Woodstock vehicles are required to wear their seatbelts at all times, no exceptions.

Cargo: In order to prevent injury to the operator of the vehicle, as well as bystanders, all cargo inside or on Town of Woodstock's vehicles must be secured and stored safely at all times. This will prevent unintentional movement, damage to the vehicle, and/or cargo.

Traffic Laws: All vehicle operators are responsible for using the vehicle in a safe and responsible manner while conducting company business and are to abide by all traffic laws while using Town of Woodstock vehicles.

Drugs and Alcohol: Employees are not permitted to drive if unfit to do so (e.g., under the influence of alcohol, marijuana, narcotics, medications, or other drugs that are likely to affect your alertness or driving performance). Driving under the influence is against the law and will not be tolerated by Town of Woodstock. Employees must contact (Insert Title of Appropriate Authority) if they are unsure about their fitness to drive.

Handheld Devices: Usage of all handheld devices (examples: cell phones, PDA's, MP3 Players, GPS) is strictly prohibited while driving. Cell phone usage, **including hands-free** is prohibited while operating Town of Woodstock vehicles on customer/client property.

Maintenance: All Town of Woodstock vehicles are subject to mandatory scheduled maintenance as per the manufacturer's guidelines and will be completed at intervals of (insert km) and shall include oil changes, safety checks, and any other forms of maintenance. In the event a vehicle requires maintenance and/or repairs, prior approval from the fleet manager shall be required. The service center used shall provide an estimate before performing any maintenance and/or repairs. **All Maintenance is done by Town of Woodstock Mechanic unless otherwise agreed upon prior to work being completed.**

Town of Woodstock vehicles should be kept clean, and free of refuse at all times. A clean vehicle reflects well on the company.

Day Car Rentals: Day care are required to have a qualified adult in the van beside the driver.



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Booster Seat Legislation: Seat Belt Regulation (83-163) under the Motor Vehicle Act requires that drivers ensure all children in their vehicle are properly secured in a child seat until the child reaches:

- nine (9) years of age; or
- 36 kilograms (79 lbs) in weight; or
- 145 centimetres (57 inches) in height

Booster Seats Kids must weigh 40 pounds to use a legally use a booster seat. No child under the weight of 40lbs to ride in Community Van. Town of Woodstock to provide booster seats. Renter to provide participate data sheet on ridership & fasten the participant into their safety seat. Daycare personnel are required to fasten child in seat. When these criteria have been met by the child, the driver will no longer be required to ensure that the child is occupying and properly secured in a child restraint system. A seat belt only is required for the child at that time. The regulation protects children who have outgrown their car seats but are still too small to be properly protected by a seat belt alone.

The regulation is supported by the New Brunswick Medical Society, Child Safety Link, the Canadian Pediatric Society and the National Occupant Restraint Program Task Force of the Canadian Council of Motor Transport Administrators.

Research indicates that the use of appropriate child passenger restraints reduces the risk of serious injury by 40 to 60 percent.

In a collision, a child restrained with only a seatbelt and not in a booster seat is 3.5 times more likely to suffer serious injuries, and 4 times more likely to suffer a head injury.

Approved Booster Seats: All seats manufactured after March 15, 1998 for sale in Canada must bear the National Safety Mark, as shown below, to indicate compliance to the applicable Canadian standards. Look for this mark. Do not buy a seat without it. Child seats bought in other countries are not legal for use in Canada and may not properly protect your child in a collision.

There are different types of booster seats ranging from \$40 to \$160 depending on the model. These models include:

- High-Back Booster Seat
- 2-in-1 Child/Booster Seat and 3-in-1 Infant/Child/Booster Seat (combination harness/booster seat)
- Backless (No-Back) Booster Seat

Be careful about buying a used child seat. Buy new, or from someone trusted who knows that the child seat meets the safety standards. Make sure any child seat you buy has:

- manufacturer's instructions
- all necessary hardware, straps, buckles, harnesses and chest clip
- not been in a collision
- not been recalled
- not expired (check the expiry date, if one is not visible contact the manufacturer)
- no discolored (stress) marks or cracks and the harness is not worn or torn.



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Safe Driving Policy-Safe Driving Techniques: Drivers are expected to employ safe driving techniques at all times while operating Town of Woodstock owned and operated vehicles, or while operating personally owned vehicles while on Town of Woodstock business.

Examples of safe driving techniques include, but are not limited to:

- Maintaining a safe following distance between them and the vehicle in front of them, using the 3-6 second rule, depending on vehicle length;
- Checking blind spots and signaling in advance before changing lanes;
- Driving within the posted speed limit at all times;
- Operating the vehicle at speeds that are safe for the conditions, recognizing that, in some circumstances (e.g., rain or fog) this may be below the posted speed limit;
- Avoiding risk-taking when driving.

Distractions-Use of Mobile Phones: Town of Woodstock strictly prohibits the use of handheld mobile devices while operating Town of Woodstock owned and operated vehicles, or while operating a vehicle on Town of Woodstock business. This includes using the device to talk, text, type dial or e-mail at any point when driving, including at stop signs or lights.

- Drivers are permitted to use hands-free communication devices such as a cell phone with an earpiece, headset or Bluetooth using voice dialing or while being plugged into a vehicle's sound system.
- Voice activated devices are the safest form of hands-free communication; however, in the event that it must be turned on manually, drivers are only permitted to push a button to activate or deactivate the device's function. Button activated devices must be securely mounted in an easily accessible place that does not require the driver to adjust their position to reach.)
- If an employee is driving and must make a manual phone call they must first pull over or stop in a safe area where they are not impeding traffic or are unlawfully parked. Employees are discouraged from stopping on the shoulder of busy highways, unless in the event of an emergency.

The only exemption from this policy is in the event that the driver must call 9-1-1 due to an emergency and where the driver cannot stop to make said call.

Display Screens-Town of Woodstock strictly prohibits employees from viewing display screens which are unrelated to driving (e.g. laptop or DVD screens). Drivers are never permitted to have their laptops open and/or in use while driving. Laptops should be shut off and safely stored.

- If a passenger is using a laptop, they are not permitted to ask the driver to look at the laptop while they are operating the vehicle – this includes when at stop signs and/or lights.
- If the driver states that the passenger's use of a laptop is distracting, the passenger must turn off the laptop, close it, and stow it in a safe location.)
- In the event that a laptop must be used, the driver must stop in a safe location which does not impede traffic or is an unlawful parking area.



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Global Positioning System (GPS)-Global Positioning Systems may be used only if the device is properly secured to the dashboard or windshield and is programmed at the beginning of the trip before the driver leaves the parking area. The device should not be touched again while driving. If the GPS must be used during the course of the trip, the driver must stop or pull over in a safe location that does not impede traffic and is lawful for parking.

Music-Radio and CD players may be used when in the vehicle but should be touched as little as possible and turned off if they are found to be a distraction to the driver.

Employees are permitted to use their MP3 devices, provided that they have been set up prior to travelling and can be operated through the vehicle's entertainment system controls. Employees are strictly prohibited from touching their MP3 device directly during the trip.

Fatigue-Town of Woodstock expects all employees to arrive at work well rested and ready to work. Workers who are fatigued may be adversely affected as fatigue reduces a worker's ability to perform mental and physical tasks, including driving a vehicle safely.

Someone suffering from fatigue is more likely to:

- Have slower reaction times;
- Be unable to respond to changing conditions; and Take risks.

Employees experiencing fatigue are not permitted to drive and must notify their manager to determine an appropriate course of action (e.g. arrange to have someone else operate the vehicle or where possible, stop and rest until recuperated).

Employees who refuse to operate a vehicle until they have rested and are no longer suffering from fatigue will not be reprimanded provided that the refusal is based on the belief that operating the vehicle is unsafe work.

Employees who are required to drive for long periods of time should utilize the buddy system whenever possible to share the driving responsibility and to allow each individual a rest period.

Inclement Weather-During periods of inclement weather (e.g., snow, fog, rain, ice, hail, high winds), drivers should reduce their speed and allow for increased stopping distances. Employees should be aware of hazards such as: Decreased visibility and traction, and should change their driving to suit these challenges.

In the event that the inclement weather makes driving unsafe, or the roads are impassable, Town of Woodstock employees are directed to stop their vehicle in a safe position and wait until it is safe to proceed. If they have not yet left for their destination, drivers are directed to inform their immediate supervisor and/or manager as soon as possible to alert them to the situation, and their inability to travel safely.

Driving at Night-Drivers should exercise increased levels of caution while driving at night, and take care to avoid "over driving their headlights". *Note:* If the distance needed to come to a complete stop exceeds the distance to which you can clearly see, you are over driving your headlights. As with inclement weather, drivers should reduce their speed and drive in a safe manner.



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First Aid Kits/Road Safety Kits/AED Machine-All Town of Woodstock owned and operated vehicles contain a first aid kit, AED and road safety kit for use in case of emergencies.

In the Event of an Accident

In the event of a motor vehicle accident

- Move the vehicle to a safe spot, out of traffic, if possible;
- Assess the situation and call the appropriate authorities where necessary (Ambulance, Fire Department, Police);
- Obtain the appropriate contact information from the other parties involved in the accident, including their insurance information, names and phone numbers;
- Share their appropriate insurance information and contact information with the other parties involved in the accident;
- Contact their immediate supervisor and/or manager to inform them of the accident, and provide as much pertinent information as possible; and
- Use the first aid/road safety kit, where required.

In the event of an accident the driver is specifically directed not to reference or assume any responsibility for the accident. This direction is provided to permit the individuals conducting the investigation to make their determination based on all the evidence and factors influencing the incident which may not be available to the driver.

Withdrawal of Company Vehicle Privileges-The privilege of driving a company vehicle may be withdrawn for any of the following reasons:

- Abuse or misuse of the vehicle;
- Failure to comply with Town of Woodstock's the policies and procedures;
- A driver's abstract which becomes unsatisfactory during the course of operating a company vehicle; and
- Conviction or a guilty plea to driving a company vehicle under the influence of alcohol or an illegal controlled substance.



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Appendix

Booster seat Reference Suzanne Wilson 324-0125 (She has FB page as well) She referred us to:

- <https://childsafetylink.ca/wp-content/uploads/2017/01/booster-seat-fact-sheet.pdf>
- <https://childsafetylink.ca/children-five-and-up/safety-in-the-car-car-seats-and-booster-seats/car-seat-and-booster-seat-laws/law-new-brunswick/>
- <https://childsafetylink.ca/wp-content/uploads/2017/01/booster-seat-fact-sheet.pdf>
- <https://childsafetylink.ca/wp-content/uploads/2016/09/seat-belt-fact-sheet.pdf>

Rental Fees

<i>Private Rental</i> \$200/ Day \$1.00/ KM Included Driver Fee	<i>Nonprofit Group</i> (must provide nonprofit status) \$25/ Day \$1.00/KM \$15/HR- Driver Fee	<i>Daycare Rental</i> \$25.00 inside Town Limits \$40.00 outside of 10 kms of Town Limits \$15.00/HR- Driver Fee
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Cancellation must be made 24 hours prior or \$50.00 charge will apply.

Community Van-14 passenger

Date:		Group Name:	
Odometer reading	OUT:	IN:	
Mileage Total:		# Of people:	
Destination			
Van Check: <ul style="list-style-type: none"> <input type="checkbox"/> Wheels for Air & Loose bolts <input type="checkbox"/> Walk around van for dents, damaged parts <input type="checkbox"/> Back up Alarm <input type="checkbox"/> Mirrors <input type="checkbox"/> Brakes <input type="checkbox"/> Safety belts <input type="checkbox"/> Signal Lights <input type="checkbox"/> Fuel Level 			
Driver Signature:			
Driver's Time:		Total HRS:	



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BILLING INFORMATION:

Full Name:	
Organization/ Group Name <i>(if applicable)</i> :	
Mailing address:	
Phone #	
Email:	

Date requested:		Location of pick up:	
Time of pick up at location:		Estimated load in time:	
Location of destination:		Arrival time at destination:	
I am offering a transportation route:	<input type="checkbox"/> YES or <input type="checkbox"/> NO	Estimated KM's:	
If yes, details must be provided on exact stops & times:			
Departure time from destination:		Time of return to AMC:	
Person in Charge on the Van:		Cell Phone#:	
In the event of an emergency contact person is:		Phone #:	

List of passengers:

Name of Passenger		*
<i>If a booster seat is required for child, please indicate with a star by name</i>		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

DRIVER Hired by TOW:

Seat Belt Regulation (83-163) under the Motor Vehicle Act requires that drivers ensure all children in their vehicle are properly secured in a child seat until the child reaches: nine (9) years of age; or 36 kilograms (79 lbs) in weight; or 145 centimetres (57 inches) in height. When these criteria have been met by the child, the driver will no longer be required to ensure that the child is occupying and properly secured in a child restraint system. A seat belt only is required for the child at that time. NO CHILD UNDER 40 LBS in weight can travel in van.

**Renter is responsible for putting children in booster seat.*

SIGNATURE: _____

DATE: _____

****In order to secure your booking this form *MUST be completed in full* & returned to info@town.woodstock.nb.ca**