

17. Spectrum Vehicles

Spectrum is the registered owner of a number of vehicles. Some of the people we support also have private vehicles that their families have purchased for them, which they are responsible for maintaining in a safe and road-worthy condition. As well, some programs require staff to use their own vehicles for work (see Personnel policy manual for guidelines on the use of staff vehicles). The following guidelines apply to vehicles owned by Spectrum.

Policy

- (a) All Spectrum vehicles will be maintained according to the manufacturer's recommendations. Any safety related issues identified will be repaired immediately, or the vehicle will not be driven.
- (b) A regular mechanic / repair shop will be used for each vehicle so that an ongoing record of repairs is maintained by the mechanic. Staff should check with the supervisor or the Spectrum office if they are unsure which mechanic or repair shop to go to.
- (c) Spectrum vehicles will be kept at the house they are assigned to, but may be shared among homes or programs as approved by the supervisor. Staff will ensure that vehicles are returned to the appropriate home or program site in the condition in which they were taken.
- (d) Spectrum vehicles are for Spectrum business only, not for personal use.
- (e) Use of vehicles will be determined by program and individual needs. Every effort will be made to use alternative transportation whenever possible, including public transit.
- (f) Only employees of Spectrum will be allowed to drive Spectrum vehicles, unless otherwise approved by the supervisor.
- (g) Only drivers with a valid license and an approved driver's abstract will be allowed to drive Spectrum vehicles. Staff driving wheelchair vans may be required to obtain a Class 4 driver's license. Staff will be required to submit a copy of their driver's license and abstract, and any licensing renewals to Human Resources, to be placed in their personnel file.
- (h) Staff will be trained on the safe use of any Spectrum vehicles they are required to drive during the performance of their duties.
- (i) Staff will practice safe driving in accordance with the Motor Vehicles Act.

- (j) Activities requiring the use of a vehicle may be cancelled due to inclement weather or unsafe road conditions, to minimize the risk of accidents. Staff should avoid driving in the snow.
- (k) Staff who incur traffic or parking violations while driving Spectrum vehicles may be required to pay the fine. Staff who are involved in motor vehicle accidents while driving Spectrum vehicles, and are found to be at fault, may be required to pay part or all of the collision deductible on the vehicle insurance.
- (l) Doors and windows on the vehicles will be kept locked when not in use.
- (m) Each vehicle will have a book for recording mileage. Staff will document all mileage incurred during their shift.
- (n) Mileage books and gas cards will be kept in the vehicle to which they are assigned. Staff will report missing mileage books or gas cards immediately to the supervisor.
- (o) Vehicle registration and insurance papers will be kept in the appropriate vehicle at all times.
- (p) A copy of this policy will be kept in the vehicle at all times.
- (q) Each vehicle will have adequate emergency supplies, including:
 - first aid kit
 - communication device
 - reflective warning triangles
 - flashlight
 - jumper cables

Procedure to follow in the event of a car accident

- (a) Ensure that passengers are safe and not hurt. Call an ambulance or get someone else to call an ambulance if you're unsure of the condition of the passengers. If possible, have passengers remain in the car while you speak to the others involved.
- (b) If a passenger has to go to the hospital, let the ambulance take them. Do not transport injured passengers in the car. It is not necessary to accompany people to the hospital. For individuals requiring support, tell the ambulance attendant to call the office or the person's home to arrange for someone to meet them at the hospital if necessary. Give the attendants the copy of the Emergency Information profile from the vehicle.
- (c) Do not leave the scene of the accident until you have exchanged the relevant information with the others involved: exchange names, phone numbers, insurance information and driver's license numbers. The registered owner of our vehicles is Spectrum Society for Community Living.

- (d) If the car is not drivable, call a tow truck. Have the car towed to an approved repair shop – preferably one where Spectrum has an account, or where the vehicle has been serviced in the past. Ask the towing company to charge the repair shop, if possible.
- (e) If the car is drivable and there is damage, drive to the repair shop. If the car is drivable and there is no damage, return to the house.
- (f) If you need a ride back to the house, call a taxi.
- (g) When you get back to the house, call the appropriate doctor(s) and ask if individuals involved in the accident should be checked over.
- (h) Write up the accident on a Critical Incident Report.
- (i) Report the accident to the supervisor, the Executive Director, or to Spectrum’s emergency cell phone (604) 644-1474. Make sure you speak to someone personally.
- (j) The Executive Director will determine if a claim needs to be filed with I.C.B.C., following the steps outlined on their website:

<http://www.icbc.com/claims/Pages/Report-a-claim-online.aspx>