



Document Number:	POL_3107
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1.0 Purpose

This policy presents the standards for assignment of RMA vehicles and the rules that govern use of the vehicle. Compliance with this Policy is required for safety, cost and insurance reasons.

2.0 Policy Details

Assignment of Vehicles

RMA provides an RMA-owned, leased or rented vehicle to employees in certain field positions that require the use of a vehicle for the performance of job duties. The identification of eligible positions and the selection of vehicles is at the discretion of the Board.

Each vehicle is assigned to a specific employee who is responsible for operating and maintaining it in accordance with this policy.

When an employee with an RMA vehicle terminates employment or is reassigned, his or her immediate supervisor is responsible for collecting the keys and documentation from the employment and retaining the vehicle for reassignment to another employee.

The Executive Director is responsible for vehicle registration and licensing, distributing and collecting plates.

Driver Eligibility

Employees in position that require the use of an RMA vehicle must have a valid operator's license and a satisfactory driving record.

To be eligible to operate an RMA vehicle you must sign a consent form allowing RMA to obtain a driver's abstract from the government. This is required when the vehicle is first assigned, and annually thereafter at the time of insurance policy renewal. The Executive

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Director is responsible for obtaining drivers abstracts, retaining them on file, and providing a copy as required to RMA's insurance broker.

If your driver's license is suspended, you are responsible for notifying your supervisor immediately. RMA will make reasonable efforts to accommodate an employee who is unable to operate his or her assigned vehicle, but this will not include providing alternate transportation.

Vehicle Operation and Maintenance

When a vehicle is assigned to you, you are responsible for:

- Using good judgment in keeping the vehicle and its contents secure from loss and damage. The vehicle should be locked when unattended and parked in safe and well-lighted areas whenever possible. You must not carry alcohol, firearms or unauthorized passengers such as hitchhikers in an RMA vehicle.
- Operating the vehicle safely and in full compliance with applicable laws and regulations. You are responsible for the cost of all fines resulting from traffic or parking violations that occur with your vehicle. RMA policy prohibits the operation of an RMA vehicle by anyone, at any time, who is under the influence of drugs, alcohol or cannabis. This includes prescription medication that has an impairing effect.
- Maintaining the vehicle in good operating condition in accordance with the manufacturer's specifications and schedules.
- Ensuring your vehicle is equipped and operated in accordance with the safety standards and guidelines issued by the Board. You must report any incident involving your assigned vehicle in accordance with the Incident Reporting Policy.
- Keeping the vehicle registration and proof of insurance in the vehicle.
- Any incident or accident with an RMA vehicle (at fault or not) must be report via an Incident Report form and reported to your manager or supervisor.

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Personal Use

Logbooks should be maintained to track personal km driven.

Other staff members, volunteers and family members who hold a valid driver's license may also operate the vehicle.

Vehicle Retirement

As a rule, vehicles are retired after 140,000 km of service, but this may vary depending on the condition of the vehicle.

3.0 Policy Scope

This Policy applies to Rocky Mountain Adaptive Sports Centre ("RMA"). The term "employees" is used to refer collectively to the employees, volunteers, directors and officers of RMA, and consultants, contractors and other persons engaged by RMA to act on its behalf.

4.0 Related Policies

POL_3100_ Operations Policies_General_Code of Business Conduct and Ethics
POL_3105_ Operational Policies - General - Health Safety & Environment
POL_3106_ Operational Policies - General - Incident Reporting

5.0 Policy Owner

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6.0 Definitions

Personal Use - Personal driving is any driving by an employee, or a person related to the employee, for purposes not related to their employment.

Personal driving includes:

- vacation trips
- driving to conduct personal activities
- travel between home and a regular place of employment, other than a point of call
- travel between home and a regular place of employment even if you insist the employee drive the vehicle home, such as when they are on call

7.0 Procedures

N/A

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