Use of Personal Vehicles

QASL must ensure safe transportation for all clients, residents, and employees.

Document Owner:	Human Resources
Practice Applies to:	All employees, Board members and Volunteers
Process Responsibility:	Managers/Supervisors
Final Accountability:	Executive Director

Guidelines

All vehicles used to transport residents, whether QASL owned or personal, must be in safe and good operating condition, covered under the required liability insurance and be validated for operation under the vehicle laws and regulations of Nova Scotia.

Employees using their own vehicles in the course of their employment with QASL shall be entitled to reimbursement based on pre-approved rates as determined and funded by the department of Community Services, in accordance with the following;

Employees driving their own personal vehicles for work purposes are:

- Required to possess a valid Class 5 Drivers License and provide QASL with a current copy
- Responsible for ensuring current vehicle insurance, and provide QASL with up-to-date documentation to verify proper coverage (recommend $2 million Liability)
- Responsible for ensuring their insurer is aware that they may use their vehicle from time to time to transport clients/residents
- Required to provide QASL with a copy of a current Motor Vehicle Safety Inspection for the vehicle they will be using
- Required to ensure that seatbelts are worn by all passengers at all times
- To ensure cell phones and other communication devices are off when transporting clients/residents
- Required to adhere to all motor vehicle laws

Use of Personal Vehicles

Additional Information

Related Documents

1. QASL Travel/Expense Claim Form
2. Collective Agreement, Article 13: TRANSPORTATION
3. QASL Policy 3047 Travel Expenses
4. QASL Policy 3061 Recreational Expenses

Document Number: **3062**
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