



## SCHOOL DISTRICT NO. 22 (VERNON)

### HEALTH AND SAFETY

#### Driving SWP 015

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Driving is among the most hazardous tasks performed by the district. Legislation places a duty on the employer to provide a safe working environment, which includes driving while on business. District employees, who drive either company or private vehicles on district business, will:

- Ensure they hold a current driver's licence with suitable class;
- Immediately notify their supervisor if their driver's licence has been suspended or cancelled or has limitations placed on it;
- Be responsible and accountable for their actions when driving on business;
- Assess driving hazards and anticipate "what if scenarios";
- Ensure all vehicle occupants wear their seat belts;
- Drive within legal speed limits and to the road conditions;
- Comply with traffic legislation;
- Abide by current requirements concerning cell phone usage in vehicles;
- Report any accidents or near miss incidents;
- Take regular and adequate rest breaks;
- Plan journey ahead, taking into consideration pre-journey work duties, the length of the trip and post journey commitments.