

	<h2>Corporate Vehicle</h2>	Corporate Policy & Procedures Manual
		Policy No. I-55
		Date Approved October 1, 2019
Approved by: Chief Financial Officer	Date Effective October 4, 2019	Date Effective October 4, 2019
Policy Lead: Corporate Lead, Finance		Next Review October 2022

For further information contact: covenantpolicy@covenanthealth.ca

Purpose	This policy presents the standards for assignment of Covenant Health vehicles and the rules that govern the use of such vehicles.
Policy Statement	Covenant Health requires that only Authorized Personnel utilize corporate vehicles in a manner consistent with our organizational requirements and mission, vision and values.
Applicability	This policy applies to all Covenant Health staff, members of the medical staff, board members, and to any other persons acting on behalf of Covenant Health (“personnel”).
Responsibility	This policy applies to all Covenant Health facilities, staff, physicians, volunteers, students and any other persons acting on behalf of Covenant Health.
Principles	<p>All Authorized Personnel of Covenant Health vehicles shall:</p> <ol style="list-style-type: none"> 1. Review, sign and abide by the attached Vehicle Use Agreement prior to using a Covenant Health corporate vehicle; 2. Provide a copy of a valid driver’s license and a copy of a current driver’s abstract; 3. Abide by all other applicable Covenant Health policies, including but not limited to: Health and Safety Policy (II-130), Reporting of Work Related Incidents, Injury, Illness (II-135) , and Use of Cell Phones or Other Wireless Devices While Driving (II-120)
Definitions	Authorized Personnel: Covenant Health employees and volunteers that have been authorized pursuant to this policy to use a Covenant Health vehicle by a member of the Senior Leadership Team and Legal and Risk Management Team.
Related Documents	<ul style="list-style-type: none"> • Health and Safety Policy – II-130 • Reporting of Work Related Incidents, Injury, Illness – II-135 • Use of Cell Phones and Other Wireless Devices While Driving – II-120
References	Covenant Health – Vehicle Use Agreement – attached as Schedule A
Revised	September 2019

SCHEDULE A VEHICLE USE AGREEMENT

The assignment and use of a Covenant Health vehicle is a privilege and it is Covenant Health's policy to insist that all Authorized Personnel, as defined in the Corporate Vehicle Policy (I-55), operate in a safe and economical manner all vehicles owned or used by Covenant Health. This agreement is intended to help you comply with Covenant Health policy and to summarize the controls that make up the Covenant Health vehicle use program.

General Controls

1. You may operate your Covenant Health vehicle on Covenant Health business and to and from work only.
 - a. You will maintain a log recording all kilometers driven, including use of vehicle for business purposes, to and from work or for any non-business use.
 - b. This vehicle log must be completed, approved by your Manager, and submitted to HR Shared Services Payroll on a monthly basis.
2. Only you, (the **Authorized Personnel**) may operate a Covenant Health vehicle
3. You must conform to all federal, provincial and local motor vehicle regulations, laws, ordinances, signals and markings and make proper allowance for adverse weather and traffic conditions. In the event you fail to conform to traffic laws, all fines, defense costs and other legal penalties arising out of ticketed offenses are your sole responsibility.
4. Unsafe and discourteous driving practices (i.e. deliberate recklessness) will not be tolerated. Documented occurrences of these offences will result in the driver losing their Company driving privileges.
5. You and all passengers must wear seatbelts and all other available active restraints.
6. You may not smoke in a Covenant Health vehicle or permit others to do so.
7. You shall ensure that the Covenant Health vehicle contains a current copy of the vehicle's registration and insurance prior to any use.
8. Covenant Health vehicles must be turned off and locked when unattended and parked in a safe, well-lit area whenever possible.
9. Unless directed by your supervisor, you are not to accept direct payment for carrying materials or passengers.

Safety Controls

1. The Covenant Health corporate vehicle must be in safe mechanical condition and its operation must not damage it.
2. You must not operate a vehicle at any time when your ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
3. You may not possess alcohol or illegal drugs in a Covenant Health corporate vehicle.
4. The possession of any firearm, dangerous, or offensive weapon on Covenant Health premises including Covenant Health vehicles is strictly prohibited.

Driver Qualification

1. You must have a valid driver's license for the Covenant Health corporate vehicle you are operating.
2. You must have and keep a favorable driving record based on the requirements set out by Covenant Health's automobile insurer and be willing to permit a periodic review of your driving record.

Corporate Vehicle	Date Effective October 4, 2019	Policy No. I-55	Page 3 of 3
-------------------	-----------------------------------	--------------------	-------------

Gas and Maintenance

1. Covenant Health shall be responsible for payment of all gas consumed by a Covenant Health vehicle, provided that:
 - a. The Covenant Health vehicle has been used in compliance with “general controls 1” above of this agreement; and
 - b. Authorized Personnel shall be responsible for maintaining all relevant receipts for gas purchases and shall only be reimbursed for expenses accompanied by receipt.
2. Authorized Personnel shall be responsible for ensuring timely and routine maintenance is performed on the company vehicle.
3. Prior to starting a Covenant Health vehicle, drivers are required to inspect the vehicle exterior and the area around the vehicle for any damage or defects. This includes checking tires, leaks, body condition and clearances to other vehicles and objects. Any defects or concerns must be reported immediately.
4. Covenant Health shall be responsible for payment of all maintenance performed on a Covenant Health vehicle, provided that:
 - a. the Covenant Health vehicle has been used in compliance with “general controls #1 “ above of this agreement; and
5. Authorized Personnel shall be responsible for maintaining all relevant receipts for maintenance purchases and shall only be reimbursed for expenses accompanied by receipt.

Accidents

1. If the Covenant Health corporate vehicle is involved in an accident, you must notify Covenant Health’s Workplace Incident and Injury reporting line (1-855-342-8070 or 780-342-8070) and follow the procedures required by our insurance carrier.

I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE PROVISIONS

Employee Signature

Witness

Employee Name
(please print): _____

Witness Name
(please print): _____

Date: _____

Date: _____

****Completed Vehicle Use Agreement to be sent to: covlegal@covenanthealth.ca**