



Mid-West Planning District

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POLICY

Title	Vehicle Use and Driving
Policy #	5-2021
Issue Date	April 1, 2021
Resolution	41/21
Authority	Mid-West Planning District Board; Manitoba Workplace Safety and Health Act
Repeals Policy #	n/a

SUBJECT / APPLICATION: Mid-West Planning District (MWPD) recognizes that in order to complete inspections, vehicle use will be required by employees. This policy outlines the use of vehicles as well as safe and winter conditions driving.

LEGAL AUTHORITY / RELEVANT BY-LAWS: The implementation of this policy will be by resolution of the Board of the Mid-West Planning District.

Manitoba Workplace Safety and Health Act: Part 4.12: Thermal Stress

POLICY:

The employee shall provide their own personal vehicle for the purposes of travel related to the performance of their duties.

The employee shall maintain their driver's license in good standing, and shall provide an acceptable amount of insurance on their vehicle.

MWPD shall provide a road side safety kit that includes a first aid kit and winter conditions supplies. (See Employee Personal Protection Equipment policy). The employee shall take with them their cell phone, hard hat and high visibility vest.

When operating a vehicle on behalf of MWPD, the employee shall:

- If working alone, are following the working alone plan
- Conduct pre-shift inspection of the vehicle's interior and exterior
- Inspect personal protective equipment and other necessary safety equipment is packed and in good working order
- Report any concerns immediately
- Adjust driver's seat, mirrors and fasten seatbelt
- Proceed to route
- Observe posted speed limited
- Obey traffic laws
- Watch for pedestrians and other traffic
- Comply with company road safety rules

- Pull over to attend to any driving distractions such as eating, smoking, checking directions or using an electronic device such as a cell phone or GPS
- Use a hard hat and high visibility vest when exiting the vehicle on a roadway

When driving in winter conditions, the employee shall also:

- Dress appropriately for the conditions
- Dress in layers that can be adjusted for changing weather conditions
- Use a hard hat liner, if wearing a hard hat
- Not allow themselves to sweat excessively
- Ensure they have an emergency road kit in your vehicle at all times.
- Ensure communication devices are working.
- Inform your manager of the route you will take, and time-out/time-in.
- Have appropriate winter clothing and be prepared to endure poor weather conditions in case of a breakdown or accident.
- Before travelling, ensure all parts of the vehicle are cleared of snow. Conduct a vehicle walk-around.
- Ensure winter clothing does not interfere with driving.
- Ensure the exhaust pipe is not covered, and is free of snow, if the vehicle leaves the road.
- Avoid using cruise control on icy roads.
- Reduce speed so that it is appropriate to the conditions.
- Accelerate and brake gently to avoid skids, when driving.
- Maintain a full fuel tank.
- Continually monitor weather reports. Consider re-scheduling a trip if the weather is bad.
- Limit their exposure to cold weather when possible. Additional actions to consider when working in cold weather include:
 - Take periodic breaks in a warm environment.
 - Stay hydrated, drink warm beverages and eat high calorie meals to maintain body temperature.
 - Avoid overheating and sweating excessively.
 - Avoid letting evaporative liquids (gasoline, alcohols, etc.) come in contact with your skin.
 - Avoid fatigue and exhaustion.

End of Policy.

This Policy has been reviewed and approved for use or implementation by the Board of the Mid-West Planning District on April 1, 2021 by Resolution # 41/21.

Development Officer/Designated Officer

Chairman of the Board