

Policy & Procedure Manual

VEHICLE MANUAL – R-IX-4

POLICY:

A Vehicle Manual will be kept in each vehicle.

PURPOSE:

To provide a complete and comprehensive guide for employees driving OPTIONS' vehicles.

PROCEDURE:

- A copy of the Vehicle Manual, Appendix A, will be maintained in each OPTIONS' vehicle

RECOMMENDED BY: Administrative Committee

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Community Services (all)

ORIGINAL POLICY DATE: February 1994

AUTHORIZED BY: Executive Director

SIGNATURE:





**OPTIONS
NORTHWEST**

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VEHICLE MANUAL

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EMERGENCY TELEPHONE DIRECTORY

On Call Supervisor 628-3360
Director Community Services..... 631-4373
Executive Director 251-0057

Gary's Towing..... 473-6510

Lift Transit..... 684-3744

TAXI

ROACH'S 345-7721

PROJECT INSTRUCTOR 632-5820

GROUP HOMES

- **312 Dacre** 683-3830
- **1616 W. Francis** 577-0818
- **720 W. Frederica** 577-7941
- **192 Glengary** 768-0982
- **587 Hodder** 683-8117
- **109 Kenwood** 344-6606
- **596 Langworthy** 346-5769
- **140 Market** 768-0148
- **607 Nicholetts** 935-3045
- **Nicholetts Apt.**..... 577-3412
- **2259 Rosslyn** 474-0899
- **533 S. Syndicate** 625-9978
- **213 St. James** 345-3471
- **400 Tuscany** 767-2774
- **339 Shuniah St.**..... 346-4279
- **732 James St.**..... 768-9831

VEHICLE OPERATION PRACTICES AND PRINCIPLES

1. Reserve the vehicle as outlined in the work area.
2. A valid driver's license must be in the driver's possession at the time of vehicle use.
3. Prior to using the vehicle, appropriate training is required.
4. Perform a vehicle circle check prior to each trip as outlined in Policy AD-VI-3.
5. If the driver is unsure of the safe operation of the vehicle, they are to contact their Supervisor or the Supervisor-on-Call for instruction, and an Incident Report is completed.
6. A Vehicle Usage form must be completed for each trip.
8. All municipal and provincial traffic laws must be obeyed at all times.
9. Seatbelts must be worn by drivers and passengers at all times of vehicle operation.
10. First Aid Kits and Fire Extinguishers must be present in their designated areas in OPTIONS vehicles at all times.
11. Each employee who drives an OPTIONS vehicle is responsible for cleaning the interior and exterior of the vehicle when required.
12. **Smoking** by drivers and passengers in the vehicles **is prohibited**.
13. Eating and drinking is prohibited.
14. Transporting of hitchhikers or unauthorized passengers is prohibited.

LOADING, POSITION AND SECURING OF WHEELCHAIR PASSENGERS

1. Open vehicle lift doors and secure them with the straps provided.
2. Unfold the hydraulic lift and lower it to the ground.
3. The wheelchair passengers will be placed facing out on the lift. Secure the wheelchair brakes.
4. The lap tray is to remain on.
5. Only one wheelchair on lift at a time.
6. Raise the lift to the floor of the vehicle.
7. Position the wheelchair in the vehicle as close to a tie-down spot as possible and secure the brakes.
8. Secure the safety straps until the wheelchair is immovable.

VEHICLE ACCIDENT/EMERGENCY INFORMATION

IN THE EVENT OF AN ACCIDENT/EMERGENCY, EVERY EFFORT WILL BE MADE BY THE DRIVER TO ATTEND TO THE SAFETY/FIRST AID NEEDS OF THE PASSENGERS IN THE VEHICLE.

If continued occupancy of the vehicle is unsafe, remove passengers if possible. Call Police and indicate if an ambulance is required. Never leave injured or uninjured passengers unattended; ask witnesses for assistance. All collisions will be reported to the Police immediately.

In the event of employee injury, notify the Supervisor/Supervisor-on-Call immediately.

When involved in an accident/emergency situation, it is the driver's responsibility to follow these steps as required:

- Note the time of the incident and any witnesses, including name and address
- Notify Police
- Notify Supervisor/Supervisor-on-Call
- Ensure that the vehicle is not moved until the Police Officer instructs to do this
- If the vehicle is operable and no one was injured, the vehicle is returned to its point of origin
- If the vehicle is inoperable, see Emergency Telephone Directory, at the front of this manual, for available transportation options
- If towing is required, use Gary's Towing. Number can be found in Emergency Telephone Director (in front of manual)
- The employee will only discuss details of accident with the Investigating Officer and the Supervisor/Supervisor-on-Call
- A copy of the Police Report will be obtained by the employee and submitted to the Director, Client Services, as soon as possible
- The employee must complete an Incident Report upon return.