

Company Vehicle Policy

This Company Vehicle Policy has been established to ensure all employees understand and can refer to Iridia's policies and procedures that govern the use and maintenance of company vehicles. Iridia takes safe driving very seriously and is committed to employee personal safety and the safety of others on the road.

This Policy contemplates the majority of the terms and conditions regarding the use of Iridia's vehicles. The company reserves the right to make ad hoc decisions or to take action on any event that may be reasonably construed as dangerous, reckless, inappropriate or may cause harm in any way to Iridia's reputation or status as a company or that may adversely affect its management under provincial health and safety laws.

Please read this Policy carefully to familiarize yourself with its contents as you are obligated to abide by the policies and procedures it describes. Clearly, no policy can anticipate every situation; if you have any concerns or questions that may not have been covered in this Policy, contact your immediate supervisor or Human Resources.

For paramedics or other employees who drive our ambulances and MTCs, additional policies and procedures, over and above those described herein, may apply. Please refer to the paramedic portal for further details.

Signing this Policy signifies that you have read, understand and agree to abide by the policies and procedures described herein.

USE OF COMPANY VEHICLES

Only those individuals who have received specific authorization by Iridia to operate company owned, leased or rented vehicles ("Company Vehicles") are authorized to operate them, except in the case of emergency.

Company Vehicles shall only be used for business purposes. Personal usage, including commuting to and from work, is not allowed unless you have the Company's prior authorization.

Company Vehicles may not be driven outside of Canada without Iridia's consent.

DRIVER ABSTRACTS & APPROVAL PROCESS

To ensure that all individuals operating a Company Vehicle are adhering to safe driving standards, driver abstracts will be required for all existing and potential drivers, both prior to receiving initial authorization for operating Company Vehicles and annually thereafter. Iridia also reserves the right to ask for driver abstracts on an ad-hoc basis as a purpose of audit to ensure the continuance of safe drivers representing our organization.

The abstract will be reviewed by Human Resources and/or designated individual to ascertain whether the driver holds a valid license and whether his/her driving record is within the parameters set by the company.



Abstracts will be stored confidentially and will be accessible only by the Human Resources or your immediate supervisor.

ABSTRACT REVIEW GUIDELINES

Iridia uses the following point scoring system when reviewing an employee or potential employee’s driving record. Iridia Medical reserves the right to take the noted actions based on the individual’s rolling **three (3) year point total**.

Iridia Medical’s Point System Based on Motor Vehicle Branch Abstract Data

10 POINT VIOLATIONS

- DWI/DUI
- Refusing to take a breathalyzer test
- Failing a roadside drug test
- Failing a roadside alcohol test
- Failing to report and remain at the scene of an accident
- Committing a felony while operating a Company Vehicle
- Chargeable fatality
- Careless or reckless driving
- Racing and or vehicle impoundment
- Driving without a valid license

6 POINT VIOLATIONS

- Leaving the scene of an accident
- Excessive speeding (more than 15km over the posted speed limit)
- Failure to report a driving conviction to the company as per policy

2 & 3 POINT VIOLATIONS

- Speeding (15km an hour or less over the posted speed limit)
- Failure to yield for emergency vehicles
- Disobey flagmen or construction signs
- All other moving violations

Three Year Point Total	Action	Comments
≥12	Disqualification and/or disciplinary action up to and including termination	Rehabilitation Option granted on case-by-case basis dependent on nature of points
7 - 11	Probation	Rehabilitation Option
0 – 6	Acceptable	-

*Rehabilitation Option: Drivers may take Defensive Driving Classes (“DDC”) to regain their approved driver status. These activities will be made available at the discretion of management and Human Resources.

***Probation:** An employee's immediate supervisor is responsible for promptly notifying drivers that they are on "driving probation" when their point totals are between seven and eleven (7-11) points. Drivers may be told that they can reduce their point total by attending an approved DDC. They will also be told that if their point total equals or exceeds twelve (12), they will not be permitted to drive on company business. While the employee's driving status is "disqualified," he or she is not allowed to drive any vehicle for company business.

***Defensive Driving Classes (DDC):** Approved drivers may take, at their own cost and expense, an approved DDC every two (2) years. Successful completion will result in a four (4) point reduction in the driver's point total. Drivers must provide proof of completion to Human Resources.

Where an individual disputes an offence/charge the date which will be taken into account when assessing point violations will be the "Violation Date" rather than the "Disposition and Date" as recorded on the driver's abstract.

Iridia reserves the right to assess points per Iridia Medical's Point System as set out herein, regardless of the points issued or not issued by the Motor Vehicle Branch or court of law.

LOSS OF LICENSE OR FAILURE TO RENEW

If an authorized driver of a Company Vehicle fails to renew their license, or has their license suspended, they must notify their immediate supervisor and/or Human Resources immediately. The individual is automatically deemed to be unauthorized until their license is renewed or reinstated subject to the provisions of the policy. Please be aware that, as driving without a valid license is illegal, doing so will result in disciplinary action up to and including termination of employment.

VEHICLE USE PROCEDURE

Vancouver-based Vehicle

Should you wish to use the Vancouver-based Company Vehicle, check the availability of the vehicle by reviewing the Vehicle Booking Calendar in Outlook. If the vehicle appears to be available on the day/s in question, complete Part A of the Iridia Vehicle Use Request Form located on the network at General\Iridia Office\Iridia General Office Forms and Procedures\Iridia Vehicle Use and submit the form to the Office Manager who will confirm the vehicle's availability.

Information to be provided when requesting the use of the vehicle includes:

- The date/s you wish to use the vehicle
- The reason for the use which should also include the destination of the intended trip and the relevant client or project (if applicable)
- The name of the person who will be driving the vehicle.

If approved, the Office Manager will discuss with you the requirements associated with your use of the vehicle. When returning the vehicle to the office after use, please park it in the space designated by, and return the keys to, the Office Manager.



All travel must be logged using the Iridia Vehicle Use Request Form which will be provided back to you by the Office Manager on your day of use.

Fort St John-based Vehicle

Should you wish to use the Fort St John-based Company Vehicle, check the availability of the vehicle with the Remote Care Services Coordinator. If the vehicle is available on the day/s in question, please ensure that you complete the log book to record your mileage and the reason for the travel. The log book is located in the centre console of the vehicle.

MTCs and Ambulances

Please refer to the Remote Care Services Operations team.

GASOLINE

Vancouver and Fort St John Based Vehicles

It is the driver's responsibility to ensure that there is sufficient gas in the Company Vehicle at the end of their use to allow the next driver to travel to their destination with ease. We therefore ask that, if the gas tank shows as being ¼ full or less, you fill the tank using the "fuel fob" (where applicable) located on the car's keychain or by personal credit/debit card. Please ensure that you obtain a receipt for this expense and provide it to the Office Manager /Remote Care Services Coordinator when returning the keys after use. If personal funds were used, completion of an expense report accompanied by a receipt is required. Submit to your manager for approval.

With the exception of MTCs and ambulances, all Company Vehicles take regular unleaded gas.

MTCs and Ambulances

Please refer to the Fuel Policy contained on the Paramedic Portal.

CELL PHONES

As it is illegal in BC to operate a hand-held electronic device (including hand-held cellphones, smartphones, tablets and other devices such as music players, GPS Navigation Systems, etc.), calling, speaking, texting, emailing or any other activity using such devices is strictly forbidden. Should you need to engage in any of these activities while operating a Company Vehicle, we ask that you pull over in a safe manner and park the vehicle to do so. Where a vehicle is equipped with Bluetooth technology, phones must be set up prior to vehicle operation. Calls may be placed while the vehicle is in operation provided the process is fully hands-free and in accordance with the provincial guidelines.

SEAT BELTS

It is mandatory that seat belts be used by all occupants of a Company Vehicle, at all times when the vehicle is in motion, without exception. It is the driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. The wearing of a seat belt is law, and you are liable to a fine for contravention of this law. Such fines are a personal matter and cannot be claimed as a company expense. Any malfunctioning seat belts should be reported for immediate repair or replacement.

INTERIOR CLEANING

No smoking is permitted in Company Vehicles.

Please ensure that you take all containers and other refuse with you upon returning the vehicle. Any spills or waste are to be cleaned up prior to the return of the vehicle.

MTCs and Ambulances

Please refer to additional cleaning requirements set out in the Ambulance and Vehicle Maintenance policies located on the Paramedic Portal.

PARKING AND TOLLS

All parking expenses, bridge and road tolls incurred while on company business will be reimbursed. These charges should be reported on an Expense Reimbursement Form.

If you have been authorized to take a Company Vehicle to your home, it is your responsibility to properly store the vehicle. No reimbursement is made for parking costs at your home unless otherwise agreed with your manager.

Driving to and from work is considered personal mileage and thus any tolls incurred on any such routes are **not** reimbursed, subject to prior approval of your manager.

MAINTENANCE AND REPAIRS

Any damage to Company Vehicles or any mechanical issues are to be reported to the Office Manager in Vancouver or Remote Care Services Coordinator in Fort St. John when suffered or noticed.

MTCs and Ambulances

Please refer to additional maintenance requirements set out in the Ambulance and Vehicle Maintenance policies located on the Paramedic Portal.

INSPECTIONS

Vancouver and Fort St John Based Vehicles

All Company Vehicles will be inspected periodically. Inspections will be conducted by Iridia's Office Manager for the vehicle located in Vancouver and by the Remote Care Services Coordinator for the vehicle(s) located in Fort St John. A company inspection form will be completed with each inspection.

MTCs and Ambulances

Inspections are to be conducted in accordance with the guidelines set out in the Vehicle Maintenance policy located on the Paramedic Portal.

VEHICLE SECURITY

Company Vehicles must be locked at all times when left unattended. All phones, briefcases, backpacks, bags, suitcases, cameras, etc should be left out of sight in the vehicle's trunk and removed from the vehicle at night.

The loss of personal belongings due to theft or otherwise is not covered by Iridia's insurance.

In the event of the theft of a Company Vehicle, contact the police. A police report must be made and the incident number recorded and supplied to the Office Manager/Remote Care Services Coordinator.

MTCs and Ambulances

Please refer to the Unattended Vehicle policy located on the Paramedic Portal.

LOSS OF KEYS

Please ensure that you keep the keys to the Company Vehicle with you at all times while the vehicle is in your care. Loss of the keys will incur a fee of \$250.00, which is the cost to Iridia for replacing them. This fee is a personal expense and will not be reimbursed by Iridia.

ACCIDENT REPORTING PROCEDURES

In the event of a collision or loss involving a Company Vehicle, the following steps must be followed:

1. If any injuries have been suffered at the scene of the collision, call for medical aid immediately.
2. Identify yourself and show the registration papers, contained in the glove compartment.
3. Call the police. A police report must be made and they will provide you with an incident number. Record this number.

4. Do not give any statements or discuss the accident with anyone other than the police.
5. Do not make any admission of guilt or liability to the other drivers or anyone else and do not agree to any settlement or argue with anyone at the scene of the collision.
6. An Accident Reporting Kit is in the glove compartment and must be completed. Obtain the following information for your report:
 - The name, address and license number of the other driver(s).
 - The name of his/their insurance companies.
 - If possible, the names and contact details of passengers and witnesses.
 - Note the time, date and location of the accident.
 - Note any injuries which occurred at the scene of the accident.
 - Note the road and weather conditions at the time of the collision as well as the location and direction of all vehicles involved at the time of the collision.
 - Note any admission of guilt by the other driver/s.
7. If the collision occurs during business hours, call the Office Manager/Remote Care Services Coordinator closest to you (Vancouver or Fort St. John location). Have the incident number provided by the police on hand for the call.
8. If the vehicle is no longer drivable, request instructions from the Office Manager/Remote Care Services Coordinator on towing or other removal arrangements.
9. Where possible, take pictures of the collision scene, position of the vehicle/s, hazards, traffic signs, and distractions (hedges, trees, etc). **Pictures of injured people are not to be taken.**
10. Motor vehicle accidents occurring in a Company Vehicle during or outside of work hours may also need to be reported to the provincial workers' compensation board for insurance purposes, and **MUST** be reported where injury or loss time from work result. In either case, complete an incident report immediately in addition to the accident report. This form is contained in the vehicle's glove compartment.

All accidents, however minor, are to be reported to your immediate supervisor and/or Human Resources as soon as possible and within 24 hours.

INDIVIDUAL LIABILITY

Employees must never allow unauthorized or unlicensed drivers (including themselves) to operate a Company Vehicle, except in the case of emergency. If an unlicensed individual operates a Company Vehicle without a valid British Columbia driver's license, that individual will be responsible for all costs of any damage suffered to the vehicle in an accident as well as any costs associated with voided insurance.

Employees must also never use excessive speed, drive recklessly, or drive under the influence of alcohol or drugs. If a driver of a Company Vehicle contravenes any of the above and incurs damage to the vehicle as a result, the driver will be responsible for the cost of the insurance deductible or for the costs of repairing the damage, not to exceed \$1,000.



Upon return of the vehicle, if it is determined that the vehicle has undergone any accident and that accident was not reported and/or repaired, the employee will be held responsible for the costs of repairing the vehicle.

Any contraventions including:

- improperly caring for the vehicle;
- driving recklessly, with excessive speed, or while incapacitated;
- driving without a license or while suspended;
- permitting any unauthorized parties to operate the vehicle; and
- not reporting damage to the vehicle within 24 hours of occurrence,

may result in disciplinary action up to and including termination of employment. Each incident will be reviewed and determined on a case-by-case basis.

REPORTING TRAFFIC VIOLATIONS

Parking tickets and other penalties imposed for traffic violations or infractions and related expenses are your responsibility and must be **immediately reported** to your supervisor and/or Human Resources.

It is your responsibility to have a thorough knowledge of speed limits and other motor vehicle laws in your area and to observe them fully. Similarly, traffic violations and any resulting fines are your responsibility and may not be charged back to the company. Traffic violations should be settled as soon as possible. Should you decide to dispute the charge, you must do so according to the conditions outlined on the violation. Any associated expenses, such as legal fees, are also your responsibility. If the violations should cause prejudice to the company, Iridia reserves the right to defend its interest.

DRIVING WHILE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

Any driver found driving over the legal alcohol limit or under the influence of drugs will be responsible for payment of all fines and repair costs due to voided insurance in the case of an accident, and may be subject to disciplinary action up to and including termination of employment.

WITHDRAWAL OF COMPANY VEHICLE PRIVILEGE

The privilege of driving a Company Vehicle may be withdrawn for abuse and/or misuse of the vehicle and/or failure to comply with the rules and procedures stipulated in this Policy.

SAFETY

Every employee of Iridia who is required to operate a Company Vehicle has a specific responsibility to drive in a safe, defensive manner.

We expect employees to know and to practice defensive driving techniques so they may avoid collision-causing situations regarding "right of way" or preventable losses, regardless of the actions of the third party driver. Simply by consistently following basic safety rules, as well as by practicing courtesy and restraint, drivers will go a long way towards attaining

the high degree of defensive driving skills required to protect themselves, their passengers, other drivers and pedestrians.

Winter Driving

Winter driving, which is a fact of life in Canada, requires changes in driving habits. Here are a few quick and easy winter-driving tips:

- Allow additional traveling time in bad weather.
- Clean dirt, snow and ice from all windows, mirrors, head lamps and tail lights before driving.
- Avoid any sudden moves on slippery roads.
- Keep sunglasses handy to protect your vision from the glare of snow.

MTCs and Ambulances

Please refer to the policy entitled 'Road Guidelines' located on the Paramedic Portal for additional guidelines for safe driving. Contact your supervisor for access to the Portal.

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COMPANY VEHICLE USE AGREEMENT

I confirm that I have received and read Iridia’s Company Vehicle Policy and agree to abide by the policies and procedures set forth therein.

I understand that Iridia reserves the right to change, modify or cancel the contents of these policies in whole or in part at any time.

I also understand that any failure to comply with the policies and procedures may result in disciplinary action.

Print Name	Department
Signature	Date