

ABC Inc.	POLICY / PROCEDURE		No.	1000
	Distracted Driving Policies and Procedures Manual		Effective Date	11/12/2016
			Revision Letter	A
			Final Approver	Joe Smith

1.0 Purpose

This policy/procedure establishes the rules and requirements that all employees of ABC Inc. driving on company business must follow to ensure compliance with the provincial Traffic Safety Act and the newly implemented Distracted Driving Legislation (Bill 16).

2.0 Scope

This policy applies to all employees driving on company business, including contractors and consultants, and all others operating company-mandated vehicles or rental vehicles while on company business.

3.0 Policy

ABC Inc. values the safety of its employees above all else, with a vision for safe driving practices across the company. The policy of ABC Inc. is to ensure the following:

- 3.1 Employees must not engage in any restricted activities as defined in the distracted driving legislation (refer to section 4.0, Definitions, 4.1).
- 3.2 Employees must be aware of all non-restricted activities as defined in the distracted driving legislation (refer to section 4.0, Definitions, 4.2) to understand the scope of their responsibility while operating vehicles on company business.
- 3.3 Employees must be approved to operate a motor vehicle prior to engaging in any company business requiring the operation of a company-mandated vehicle or rental vehicle.

4.0 Definitions

4.1 Restricted Activities are defined as follows:

- 4.1.1 Using hand-held cell phones;
- 4.1.2 Texting or e-mailing, even when stopped at red lights;
- 4.1.3 Using electronic devices like laptop computers, video games, cameras, video entertainment displays and programming audio players (e.g., MP3 players);
- 4.1.4 Entering information on GPS units;
- 4.1.5 Reading printed materials in the vehicle;

- 4.1.6 Writing, printing or sketching;
- 4.1.7 Personal grooming (brushing and flossing teeth, putting on makeup, curling hair, clipping nails or shaving).
- 4.2 Non-restricted Activities are defined as follows:
 - 4.2.1 Using a cell-phone in hands-free mode;
 - 4.2.2 Using an ear-phone, if it used in a hands-free or voice-activated manner;
 - 4.2.3 Drinking beverages (coffee, water or pop), eating a snack, smoking, or talking with passengers.
 - 4.2.4 Listening to a portable audio player, as long as it is set up before you begin driving;
 - 4.2.5 Calling emergency services such as 9-1-1 with a hand-held device;
 - 4.2.6 Using two-way radios or hand-held radios (also known as CB radios) when a driver is required to remain in contact with one's employer, such as when escorting oversized vehicles or when participating in search, rescue and emergency management situations;
 - 4.2.7 Permitting the display screen of the following: a GPS unit; a collision avoidance system; a gauge, instrument, device or system that provides information about the vehicle's systems or the vehicle's location; a dispatch system for transporting passengers; a logistical transportation tracking system that tracks vehicle location, driver status or the delivery of goods for commercial purposes; an alcohol ignition interlock device.
- 4.3 GPS is an acronym use for a Global Positioning System navigation device.
- 4.4 Hands-free mode is defined as a device which is not held in the driver's hand and is activated by voice or a single touch to the device.
- 4.5 Distracted Driving Legislation (Bill 16). The full legislation can be accessed by clicking on [this link](#) or by visiting <http://www.transportation.alberta.ca/distracteddriving.htm>.
- 4.6 Traffic Safety Act (Alberta). The full document can be accessed by clicking on [this link](#) or by visiting <http://www.qp.alberta.ca/documents/Acts/t06.pdf>

5.0 Responsibilities

- 5.1 The President/CEO shall ensure compliance to this policy/procedure document.
- 5.2 The Compliance department shall support the enforcement and compliance of this policy/procedure document.
- 5.3 Employees are required to attend the mandatory distracted driving legislation training session and adhere to the requirements of this policy/procedure when driving on company business.
- 5.4 The Fleet and Safety Department shall ensure that this policy/procedure document complies with the relevant legislations as follows:

- 5.4.1 *Traffic Safety Act (Alberta);*
- 5.4.2 *Distracted Driving Legislation, Bill 16 (Alberta).*

6.0 Procedures

- 6.1 All employees shall receive an invitation from the Compliance department to attend the mandatory distracted driving legislation training session.
 - 6.1.1 Employees shall choose from a list of training sessions as scheduled by the Compliance department.
 - 6.1.2 Upon completion of the training session, the employee will receive approval from the Compliance department to operate a company-mandated motor vehicle or rental vehicle on company business.
 - 6.1.2.1 Employees shall endeavor to complete the mandatory training session prior to any pre-scheduled business engagements requiring the operation of a motor vehicle.
 - 6.1.2.2 In the event that an employee does not complete the mandatory training session prior to a pre-scheduled business engagement, the employee is not permitted to operate a motor vehicle and must travel by other means or accompany an employee who has received approval to operate a motor vehicle.
- 6.2 While operating a motor vehicle, employees shall engage in safe driving practices at all times by not engaging in any restricted activities as listed in section 4.0, Definitions, 4.1.
 - 6.2.1 Employees shall turn off their cell phone before starting the motor vehicle.
 - 6.2.2 If a GPS unit is required for the trip, employees shall affix and pre-program the unit with origin and destination points before moving the vehicle.
 - 6.2.3 If employees need to use their cell phone at any time, they must pull over safely to the side of the road or another safe location, such as a designated rest stop.
- 6.3 If an employee is found in violation of this policy/procedure, a representative from the Compliance department, with support from Fleet and Safety and/or Human Resources as deemed necessary, shall initiate disciplinary actions.
 - 6.3.1 The Compliance representative shall investigate the violation to ascertain the nature and severity of the offence, and notify the employee's supervisor of the situation.
 - 6.3.2 The Compliance representative shall schedule a meeting between the employee and his/her supervisor to discuss the violation. During the meeting, the Compliance representative shall record what was discussed in the meeting, including the employee's description of the incident.
 - 6.3.2.1 The Compliance representative shall provide a written report of the meeting to the employee and his/her supervisor for acknowledgment.
 - 6.3.2.2 The employee and his/her supervisor must review, sign-off, and return the report to the Compliance representative within one week of receipt of the report.

6.3.3 The Compliance representative shall confirm the disciplinary action as follows:

6.3.3.1 A first offence shall result in a verbal warning, which is to be noted in the employee's record with Human Resources.

6.3.3.2 A second offence shall result in the employee's approval to operate motor vehicles being revoked for a period of six months to one year (subject to supervisor's discretion), during which time the employee is prohibited from operating any company-mandated vehicle or rental vehicle. The employee shall receive a formal, written report which specifies that a third offence will result in immediate termination for failing to comply to this policy/procedure.

6.3.3.2.1 For any business engagements requiring travel, the employee must make alternate arrangements, such as taking public transit or receiving a ride from another employee.

6.3.3.2.2 The employee must re-attend the mandatory distracted driving legislation training session. An updated approval shall be required prior to the employee being permitted to operate a motor vehicle.

6.3.3.3 A third offense shall result in the employee's immediate termination as outlined the formal, written report provided as part of the second offence disciplinary action (step 6.3.3.2).

6.3.4 At any offense level, all fines or legal ramifications as administered by law enforcement personnel shall be the sole responsibility of the employee.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Author	Manager, Fleet & Safety	Jimmy Beans	Approval on File	11/07/2016
Owner	Director, Compliance	Jane McJane	Approval on File	11/08/2016
Final Approver	President/CEO	Joe Smith	Approval on File	11/12/2016

8.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change
11/12/2016	A	Jimmy Beans	Initial Release of policy/procedure

APPENDIX A

Implementation Plan

1. Fleet and Safety Department, with support from Communications, to develop a rollout plan to inform all employees of the new legislation and the resulting policy/procedure.
2. Communications will draft the content of the communication, including:
 - a. A high-level company-wide email to all employees from the President/CEO informing them of the new legislation including links to the Distracted Driving Legislation and Traffic Safety Act (links to online resources) for employees to become familiar with this information.
 - i. This email will not include information about the actual policy/procedure. This will serve as more of a general heads-up about the legislation and will inform employees that more information will follow shortly.
 - b. Town hall meeting – key notes for the President/CEO to address when introducing the new policy/procedure to employees.
 - c. FAQ's – anticipate and address some common questions that may be asked by employees.
 - d. Second company-wide email to all employees from the President/CEO that includes a soft-copy of the new policy/procedure, along with a copy of the FAQ's.
3. The actual roll-out plan will be as follows:
 - a. President/CEO sends out company-wide email with general information about the new legislation with online resources.
 - b. A town hall meeting will be held where the President/CEO speaks about the new legislation and provides a high-level overview of the new policy/procedure. President/CEO will also inform employees that they will be required to a mandatory training session to receive approval to operate a motor vehicle, and that more details on these sessions will be sent out by the Fleet and Safety department. Employees will be informed that they will receive the policy/procedure document, along with FAQ's, in the next couple of days.
 - c. Communications to post resources on the company intranet.
 - d. President/CEO sends out company-wide email with the new policy/procedure document and FAQ's, along with links to online resources and where employees can find all this information on the intranet.
 - e. Compliance department arranges all training sessions and sends an invitation to all employees to sign up for a training session.

- f. Ongoing support provided by Fleet and Safety, Compliance, Communications, and Human Resources as required through implementation (i.e. answering employee questions, addressing their concerns, providing additional training and/or resources as requested).