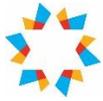
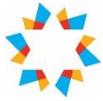


Circle of Care	Driving Safe Operating Practice	SOP # 08
		Revised: Date: May 13, 2022
Training and Competency	<ul style="list-style-type: none"> • All drivers of Circle of Care vehicles and staff who drive at work using their personal vehicles, are to show proof as required that they possess a valid driver's license • Persons who drive Circle of Care vehicles must provide an annual copy of a valid driver license and a driver abstract as requested by Circle of Care • Knowledge of the Highway Traffic Act 	
Hazard(s)	<ul style="list-style-type: none"> • Driver distractions • Poor vehicle maintenance • Dangerous road conditions • Inclement weather • Inexperienced or nervous drivers • Risk of collisions • Poor habits of other drivers sharing the roads 	
Injury Potential	<ul style="list-style-type: none"> • Collisions resulting in injury to staff/clients, property damage, vehicle damage and/or risk of third-party liabilities • May result in minor to critical or fatal injuries 	
Energy Source(s)	<ul style="list-style-type: none"> • Gasoline/propane/electricity 	
Applicability	<ul style="list-style-type: none"> • All employees who drive a vehicle during work 	
PPE	<ul style="list-style-type: none"> • Seat belt 	
Pre-use Checklist	<ul style="list-style-type: none"> • Circle check completed and log initialed (for Circle of Care Vehicles) <ul style="list-style-type: none"> <input type="checkbox"/> You have your driver's license/insurance with you while driving <input type="checkbox"/> Fluid levels checked (oil, gas, brake, washer fluid level - evidence of leaks) <input type="checkbox"/> Good Visibility (all snow/ice removed, no damage) <input type="checkbox"/> Wipers (damaged/loose or worn) <input type="checkbox"/> Tires (worn or need air) <input type="checkbox"/> Emergency equipment (first aid supplies, blankets, jumper cables) <input type="checkbox"/> Adjust seat and mirrors (rear and outside mirrors) <input type="checkbox"/> Damaged/missing seatbelts <input type="checkbox"/> Gas tank full <input type="checkbox"/> Parking brake functioning <input type="checkbox"/> Foot brake functioning (not spongy or squeaking) <input type="checkbox"/> Clutch and gearshift smooth <input type="checkbox"/> Steering - no extreme play <input type="checkbox"/> Lights all working (headlights, parking lights, turn signals) <input type="checkbox"/> Dash control panel (no warning lights on) 	



Safety Precautions	<ul style="list-style-type: none">• Never drive a client in your personal vehicle• Do not ride in a vehicle a client is driving• Drive at the posted speed limit• Adjust driving speed to adverse conditions• Do not follow too close. When stopping behind another vehicle, ensure you stop far enough behind to be able to see the rear tires of the vehicle in front of you touching the road• Always pay attention. Know where all vehicles are around you at all times• Never dial, text, use a hand-held phone, read or look at or for anything in the car while you are driving• Stay calm while driving. Listen to relaxing music• Combat the warning signs of stress by getting fresh air and breathing deeply and slowly.• Drive in a courteous and considerate manner. Give way at busy intersections and where traffic lanes merge• Don't compete or retaliate. If someone's driving annoys you, don't try to "educate them". Leave traffic enforcement to the police• Don't take other driver's mistakes personally• Avoid honking your horn unless necessary and, if you must, tap on it lightly• If you miss your turn, do not take short cuts. Go around the block or turn at the next street and go back• Park in a well-lit area or under street light at night• Check tires or walk around before getting into your car
In the Event of a Collision and/or Injury	<ul style="list-style-type: none">• Report vehicle collisions to the police if there are any serious personal injuries and where significant damage to vehicle occurs• Damage to public or private property must also be reported to the police• Motorists involved in a collision are required to provide their name, address, driver's licence number, licence plate number, insurance information, and the name and address of the registered owner of the vehicle to police and to any person involved in the collision• Every driver involved in a collision must remain at the scene of the collision to offer assistance when needed especially where there are injuries• The penalty for leaving the scene of a collision also includes seven demerit points• For collisions that do not involve injuries or fatalities, you are required to go to a self-reporting collision centre• Police will only attend the scene of collisions involving a fatality or serious injury, collisions involving three or more vehicles and/or the need to call an ambulance• If there are injuries, fatalities, fuel leaks or serious vehicle damage, do not move the vehicle(s). Turn off all engines. Do not smoke, light a match or put flares near any vehicle that is leaking fuel. If there is a fire, get the people out and make sure everyone is well out of the way. If there is no danger of fire or explosion, leave injured people where they are until medical help arrives• Call your supervisor immediately



Sequential Steps to Complete the Work Safely	<ul style="list-style-type: none">• Prepare for the journey (check the travel route, weather, road conditions) before you leave.• Complete circle check and vehicle maintenance (for Circle of Care vehicles)• Adjust all mirrors and your seat
Preventative Maintenance	<ul style="list-style-type: none">• Maintain the vehicle as per the manufacturer's recommendations in the vehicle manual
Comments	