



Procedure Name	Number of Pages	Date(s) of Amendment
Safe Driving Administration	1 of 1	
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Procedure

1. The Ottawa Student Transportation Authority (OSTA) is responsible to take all reasonable precautions to ensure the safety of its employees while performing work on behalf of OSTA.
2. A number of positions at OSTA have a requirement for the employee to drive their personal vehicle in the performance of their work. OSTA shares with the employee the responsibility to ensure these vehicles are safe to operate and the employees are licensed to operate a motor vehicle.
3. Employees who are in positions which require the use of a personal vehicle may be required to obtain a Safety Standards Certificate for any vehicle that is more than three years old and the certificate must not be dated more than three years past. Copies of these certificates are to be provided to the General Manager or designate and will form part of the employee's personnel file.
4. Drivers operating their personal vehicles while performing work on behalf of OSTA are responsible for ensuring that they are in possession of insurance appropriate to their vehicle. OSTA will reimburse employees for the reasonable cost of this rider on their insurance up to \$200 upon proof of such additional insurance coverage. In the event insurance costs significantly exceed \$200, OSTA will consider reimbursement on a case-by-case basis. Full liability for personal vehicles used on behalf of OSTA rests with the owner of the vehicle.
5. OSTA may conduct an annual driver license check for all employees who are in positions in which driving is a requirement. In any event, employees who are required to drive will provide OSTA with a copy of their driver's license upon appointment to such a position and annually or when OSTA has reason to believe the license may not be valid.
6. Driver license check information will form part of the employee's personnel file.