



GENERAL POLICY MANUAL

SECTION:	Health and Safety	APPROVED BY:	County Council
NUMBER:	7.33	SIGNATURE:	Original signed by Ben Addley, CAO
PAGE:	1 of 6	DATE:	January 1, 2025
REFERENCE POLICY:	5.09, 6.08, 7.04, 7.19, 8.14, 9.10	REVISED:	

Safe and Responsible Driver

POLICY

Oxford County is committed to providing a safe work environment for its employees and recognizes that the operation of motor vehicles during the course of an employee’s job duties can pose a risk to employees and the general public. The purpose of this policy is to raise awareness of driving related hazards and to establish procedures to ensure that drivers operate motor vehicles in a safe and responsible manner to prevent injuries, unnecessary property damage and liabilities.

DEFINITIONS

defensive driving	is the practice of anticipating hazardous situations and minimizing risk, despite adverse conditions or the mistakes of others, to avoid preventable accidents while driving a motor vehicle. Defensive drivers do everything reasonable within their skills and abilities to avoid an accident.
fleet asset	includes all motor vehicles and equipment, owned, leased and rented by Oxford County
non-preventable incident	in the context of this policy, means a motor vehicle incident/collision in which the driver did everything reasonable to avoid an accident, but despite the driver’s best efforts, ended up in one anyway.
preventable incident	in the context of this policy, means a motor vehicle incident/collision in which the driver failed to take all reasonable actions to prevent it. Preventable does not necessarily mean at fault. A driver can technically be free from fault, but still could have taken actions to avoid the accident.

RESPONSIBILITIES

Motor vehicle incidents are one of the leading causes of workplace injuries/fatalities and unsafe driving practices is a primary cause. When workers drive as part of their work duties, employers

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have the same obligations to mitigate the hazard just like any other workplace hazard. Employees share in this responsibility and must be committed to driving and operating vehicles and equipment safely for the protection of themselves, their co-workers and the general public.

The majority of the County's fleet assets are commercial vehicles requiring Oxford County to have a valid Commercial Vehicle Operator's Registration (CVOR) certificate. Poor driving performance can directly impact the validity of the CVOR and could result in the loss or restrictions of the County's privileges to operate commercial motor vehicles which would be detrimental in its ability to deliver public services.

Additionally, poor driver performance and increased incidents directly impacts the County's cost of insurance due to an assessed higher risk for financial loss and potential insurance claims.

The goal of Oxford County's Safe and Responsible Driver Policy is to educate employees and improve their commitment to safe driving practices, raise awareness of the common causes of collisions, identify and manage poor driving performance with the intent to reduce motor vehicles accidents, injuries and liabilities. The following are the responsibilities of the various workplace parties under this policy:

1.0 Responsibilities of Employer and Supervisors

- 1.1 Communicate this policy to all workplace parties including management, supervisors and workers and ensure it is available for reference.
- 1.2 Provide information and training to employees to raise awareness of driving hazards, the most common causes of motor vehicle incidents and defensive driving techniques. Ensure all employees required to drive motor vehicles as part of their job duties review and sign Oxford County's Safe Driving Commitment (Form 7.33A) at hire and on a repeat frequency as determined appropriate by the County.
- 1.3 Monitor driver performance i.e. speed and vehicle incident reports and identify areas of concern and implement measures to improve performance including training, coaching and progressive discipline.
- 1.4 Consult with the applicable Joint Health and Safety Committees as applicable when assessing and implementing driver safety program improvements.
- 1.5 Supervisors shall ensure all work-related motor vehicle and equipment incidents are reported as required under Workplace Incident, Injury and Illness Reporting Policy 7.04 and Insurance Incident Reporting and Claim Management Policy 6.08.
- 1.6 Maintain and support a Vehicle and Equipment Incident Review Committee for

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the purpose of reviewing the preventability of motor vehicle incidents and collisions. The composition of the Committee shall include:

- 1.6.1 Senior Coordinator of Health and Safety
- 1.6.2 Legislative Services Coordinator
- 1.6.3 Representative from Fleet/Facilities Services
- 1.6.4 Union or worker Joint Health and Safety Committee representative from the applicable department/division.

2.0 Responsibilities of Employees

- 2.1 Always operate motor vehicles and equipment in a safe and responsible manner in compliance with the Ontario Highway Traffic Act, Oxford County's Safe Driving Commitment (Form 7.33A) and defensive driving principles.
- 2.2 Attend information sessions and participate in mandatory training offered by the employer on topics related defensive driving and safe equipment operation.
- 2.3 Report to your supervisor all work-related motor vehicle or equipment incidents that resulted in injuries, property damage and/or had the potential to i.e. near miss in accordance with the Workplace Incident, Injury and Illness Reporting Policy 7.04 and Insurance Incident Reporting and Claim Management Policy 6.08.

3.0 Responsibilities of Vehicle & Equipment Incident Review Committee

- 3.1 Provide recommendations related to improving driver safety initiatives.
- 3.2 Review work-related motor vehicle driving incident reports and assess the preventability of incidents based on the principles of the *National Safety Council's Guide to Determine Motor Vehicle Collision Preventability* and provide a declaration of each incident as either "Preventable" or "Non-preventable".

4.0 Speed Monitoring of County Vehicle Assets

Speeding is dangerous. The research is clear that speeding reduces a driver's reaction time, increases the risk of motor vehicle collisions while also increasing the severity of property damage, injuries and the risk of death. Managing the speed of County vehicle assets is therefore an important aspect of reducing negative outcomes related to unsafe driving habits. All speed monitoring shall be completed in accordance with County policies 8.14 – Electronic Monitoring and 9.10 – GPS / AVL. The following procedures shall be followed by Oxford County to manage driver speed performance:

- 4.1 Fleet services shall run monthly speeding reports for all fleet assets except where a department has a pre-existing documented speed monitoring program to

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address speeding risks. Fleet vehicle assets that exceed benchmark limits set as unacceptable performance as determined by the County shall have the corresponding department/division notified of the unacceptable driving performance.

- 4.2 The supervisor upon learning of a speeding incident shall determine the appropriate steps to address the employee's performance which may include coaching, training and/or progressive discipline with consideration of past driving performance. Refer to Policy 5.09 – Progressive Discipline.
- 4.3 A summary of the corrective actions taken by the supervisor shall be forwarded to the Senior Coordinator of Health & Safety to be recorded in the County's Speeding Incidents Database.
- 4.4 Employees that have more than one speeding incident on their record while driving a fleet asset within a 6-month period shall require a meeting with their supervisor, the Manager and/or Department Head to determine the next steps in managing the employee's unacceptable driving performance which may include coaching, training and/or progressive discipline. A record of the action taken shall be forwarded to Human Resources, retained in the employee's personnel file and recorded in the County's Speeding Incidents Database.

5.0 Driver Incident Accountability Procedure

The purpose of the Driver Incident Accountability Procedure is to outline the steps required to investigate driving events involving County fleet assets and/or property in a fair, equitable manner and to ensure consistent preventative/corrective actions, as is appropriate. The completion of an incident preventability review determines if a motor vehicle incident was preventable. By determining if the incident was preventable, drivers and equipment operators are held accountable for poor driving performance with a focus on improvement and preventing future incidents. Stressing preventability sets a higher standard for safety and one that acknowledges that preventing driving incidents is a shared responsibility. Drivers and equipment operators are expected to drive defensively and do everything reasonable in the circumstances to avoid accidents. The following procedures shall be followed in assessing the preventability of work-related driving events:

- 5.1 Oxford County employees that are involved in an incident while driving a County fleet asset or while driving a personal vehicle during the course of their work duties that results in property damage, injuries and/or the potential to cause property damage or injuries must notify their supervisor as soon as possible.
- 5.2 Any driving incidents involving a third party or that is regulated by the Ontario Highway Traffic Act must also include notification to the Police.

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- 5.3 The supervisor with the employee's assistance shall complete the necessary report(s) in accordance with Policy 7.04 - Workplace Incident, Injury and Illness Reporting and Policy 6.08 - Insurance Incident Reporting and Claim Management.
- 5.4 Supervisors/employees must be clear, detailed and thorough in their reporting since the incident will be reviewed for prevention/corrective action purposes. Motor vehicle incident reports that are not completed fully, are ambiguous or are lacking critical details will be sent back to the supervisor for recompletion.
- 5.5 The Vehicle Accident-Incident Report shall be forwarded to Fleet Services to determine if the fleet asset is driveable and/or if repairs are required. An assessment shall be completed to determine the approximate value to repair the vehicle/equipment's damage. Where there is vehicle and/or property damage and/or where personal injury occurred, the incident report shall be forwarded to the Vehicle and Equipment Incident Review Committee for a preventability review.
- 5.6 The Vehicle and Equipment Incident Review Committee will review the incident and provide the driver's supervisor a declaration on the incident as either "Preventable" or "Non-preventable" based upon the principles outlined in the ***National Safety Council's Guide to Determine Motor Vehicle Collision Preventability***.
- 5.7 Incidents shall be reviewed by the Vehicle and Equipment Incident Review Committee without consideration of the employee's name or position. The committee members shall vote with a majority rule to declare the incident as either "Preventable" or "Non-preventable".
- 5.8 The outcome of the review shall be documented on a Form 7.33 – Vehicle/Equipment Incident Review Form and recorded in the Driver Incident Accountability Database and notification provided to the affected employee, their immediate supervisor and the Manager and/or Department Head.
- 5.9 Incidents that were declared as "Non-preventable" by the Vehicle & Equipment Incident Review Committee will have no further actions taken.
- 5.10 Employees whose incidents were declared "Preventable" and their immediate supervisor shall be notified of the Vehicle and Equipment Incident Review Committee's review regarding the incident. The supervisor shall determine the appropriate corrective/preventative action which may include coaching, training and/or progressive discipline with consideration of the facts of the incident and past driving performance. Refer to Policy 5.09 – Progressive Discipline.
- 5.11 A summary of the corrective/preventative actions taken by the supervisor shall be forwarded to the Senior Coordinator of Health and Safety to be recorded in the

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- employee's personnel file and in the Driver Incident Accountability Database.
- 5.12 Generic preventative actions or recommendations may also be shared with the applicable Joint Health and Safety Committee(s) and/or other County staff in order to prevent future recurrences, where deemed appropriate.