



# Safe Driving Commitment

Motor vehicle incidents are one of the leading causes of workplace injuries/fatalities and unsafe driving practices are a primary cause. When workers drive as part of their work duties, employers 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 motor vehicles safely for the protection of themselves, their co-workers and the general public. The following are requirements of Oxford County's Safe & Responsible Driver policy and require your acknowledgement:

<input type="checkbox"/> Obey all traffic laws and road signs including posted speed limits. Refer to the Ontario Highway Traffic Act and Policy 7.33 – Safe & Responsible Driver.	<input type="checkbox"/> Only back-up vehicles when it is safe to do so. Utilize a spotter when required. Drivers and equipment operators are ultimately responsible when reversing vehicles.
<input type="checkbox"/> It is understood that all fines incurred due to parking infractions or driving violations are the sole responsibility of the employee driving both personal and County vehicles.	<input type="checkbox"/> Avoid distraction including talking on the phone, texting, reading and any other tasks that diverts attention away from the road. Refer to Policy 7.19 – Distracted Driving Prevention.
<input type="checkbox"/> Conduct a vehicle “circle check” and inspect for any deficiencies or potential safety issues prior to driving.	<input type="checkbox"/> Never drive while impaired from alcohol, drugs or medications. Refer to Policy 5.18 – Alcohol and Drug Impairment in the Workplace.
<input type="checkbox"/> Adjust vehicle controls, mirrors, seats etc. for optimum usage prior to driving.	<input type="checkbox"/> Report all driving related incidents/collisions and vehicle damage in a timely manner. Refer to Policy 6.08 – Insurance Incident Reporting and Claim Management.
<input type="checkbox"/> Buckle up and wear the seatbelt properly.	<input type="checkbox"/> Report immediately to your immediate supervisor any change in your driver's licence status including loss of licence. Refer to Policy 5.35 – Drivers Licences.

I, \_\_\_\_\_ (*print name*) understand and agree to drive and operate all vehicles, including personal vehicles, during the course of my work duties in compliance with this Safe Driving Commitment, the Ontario Highway Traffic Act and defensive driving principles.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

-- This form may be completed electronically in MyCloud HR--