

Eligibility to Drive a Company Vehicle

Employees eligible to use a company vehicle are selected at the discretion of the company.

Eligible employees must prove that he or she has a valid driver's license.

The driving license must be produced to a manager and a copy will be taken and kept on file with expiry date recorded.

MacLennan will also review your driving record and will periodically run a check on your license status as a requirement of our insurance provider.

Company clothing to be always worn in vehicles including head gear which must be MacLennan logo cap or hat worn correctly.

Withdrawal of Company Vehicle Privilege. The privilege of driving a company vehicle may be withdrawn for any of the following reasons:

Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in this company policy.

Strike 1 If we receive a complaint your tracker will be upgraded to record your driving , braking, acceleration etc which will tell us if you are driving safely.

Cab cameras record all your driving so if there is a complaint we will check for the evidence. Your camera card will be swapped and checked periodically.

Strike 2 If the camera or card is not available or if there is a complaint and it is proven correct there will be a disciplinary and you may lose the use of the van.

Strike 3 If there is a repeat of the above or dangerous driving is proven you will not be allowed to drive vans. This could lead to a disciplinary procedure and loss of employment.

Dangerous driving is: Breaking speed limits or driving too fast for the road conditions. Driving too close to vehicles in front. Sudden braking. Driving without due care and attention.

A driving record which becomes deficient during operating a company vehicle may lead to loss of driving privilege which, under certain circumstances, may be grounds for dismissal.

Conviction or a guilty plea to driving a company vehicle under the influence of alcohol or an illegal controlled substance will lead to instant loss of driving privilege.

If an eligible driver has a long-term disability, his/her assigned vehicle could be reassigned to another driver. Upon recovery from the disability and return to work, the driver maybe assigned another vehicle.

Company vehicles policy

Driver Responsibilities

Eligible drivers are responsible for driving their vehicle in a safe and professional manner. Employees must know and abide by all driving laws in all areas where they operate their company vehicle. Additionally, employees must maintain a current, valid driver's license.

If for any reason, an employee's driver's license is revoked, suspended, or restricted, it is mandatory that the department manager be notified immediately.

Employees must inform the company if they are taking medication that could affect their driving.

Safety Guidelines

It is mandatory that seat belts be always used by all occupants of a company vehicle without exception. It is the company driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning seat belt should be reported for repair by the employee immediately.

MacLennan reserves the right to revoke the driving privilege of any driver not complying with this policy. In addition, MacLennan expects all employees to drive defensively during business and personal travel, to obey all traffic laws, and prohibits employees from driving under the influence of any drugs and alcohol, including prescription drugs.

Materials must be fully restrained, and liquids must be in banded containers. Texting, calling, or reading from phones while driving is not allowed in company vehicles.

The driver should always have the material safety data sheets for any materials they are carrying in their vehicle.

Traffic Violations

Excessive speeding violations and/or accident history may exclude a driver from being covered by company provided insurance and may make them ineligible to receive a company provided vehicle. Should you, for any reason, receive a summons for a traffic violation or a parking ticket, you must pay it as soon as possible. All traffic violations and parking tickets should be reported to the Fleet Administrator. As quickly as possible. Under no circumstance are traffic and parking fines to be charged to MacLennan.

A driver with three moving violations or any combination of three accidents and/or moving violations within a three-year period may be prohibited from driving a company vehicle.

This type of violation may also be grounds for immediate termination of employment at the discretion of management.

Personal Use of a Company Vehicle

Company vehicles policy

Company vehicles Should not be used to transport any passenger other than MacLennan employees without express written permission from a director.

Company vehicles while intended primarily for MacLennan business use, may also be used for commuting to and from work and for limited personal use “on an emergency basis only.” Evening and weekend travel is prohibited unless conducting company business after normal business hours.

No other drivers are permitted to operate a company vehicle. Family members (non-MacLennan employees) should not be permitted to ride in the company vehicle.

Smoking and vaping is not allowed in company or leased vehicles.

Vehicle Maintenance

Every driver of a company vehicle is expected to maintain his or her assigned vehicle in a safe operating condition.

Tyres and fluid levels should be checked and kept within the documented tolerances.

Warning lights should be reported immediately.

Fuel cards are issued for fuel purchases for your company vehicle only. Keep the card in the glove box and use for fuel purchases only in the company assigned car.

The company driver is responsible for ensuring all necessary precautions are taken to always prevent damage and theft of the company vehicle and/or its contents.

Whenever you leave a company vehicle, please follow these precautions:

Roll up all windows. Lock all doors.

Do not leave tools and equipment in open view inside a car or van, which may tempt a break in.

When traveling outside your residential area, make sure to take reasonable precautions to safeguard the vehicle and its contents. When possible, select an off street, lighted area close to a business or hotel entrance where normal police surveillance or security protection exists.

No bumper or window stickers should be affixed to a company vehicle.