



5516 Spring Garden Road, Halifax, Nova Scotia B3G 1G6 | t: 902.425.5450 x.370 | f: 902.425.5606 | www.snowboardnovascotia.ca

## Aim of this policy

To reduce the risk of accidents by promoting a safe driving culture within ~~the~~ Snowboard Nova Scotia organisation.

## Objectives of the policy

- To ensure that staff and/or volunteers who drive vehicles in the course of a SBNS sanctioned trip demonstrates safe, efficient driving skills and other good road safety habits at all times.

## Responsibilities as a driver

Every driver will:

- Ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving the vehicle
- Immediately notify SBNS if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- Be responsible and accountable for their actions when operating a vehicle while driving for SBNS
- Display the highest level of professional conduct while driving for SBNS
- Comply with traffic legislation when driving
- Assess hazards while driving and anticipate ‘what if’ scenarios
- Drive within the legal speed limits, including driving to the conditions
- Wear a safety belt at all times and ensure that all occupants are also wearing theirs.
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- Avoid distraction when driving – the driver will adjust car stereos/mirrors etc before setting off, or pull over safely in order to do so. The driver will not use their cell phone while driving.
- Report any near-hits, crashes and scrapes to SBNS including those that do not result in injury, and follow the crash procedures outlined in this policy
- Report infringements to SBNS at the earliest opportunity

In addition, it is required that all drivers:



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- Take regular and adequate rest breaks, at least 10 minutes every three hours
- Stop when tired
- Plan their journeys, taking into account the length of the trip and rest stops
- Stay overnight if driving time exceeds 11 hours in one day.

The following actions while travelling on a trip, will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or being under the influence of drugs while driving
- Driving while disqualified or not correctly licensed
- Reckless or dangerous driving
- Failing to stop after a crash
- Acquiring demerit points leading to suspension of licence
- Any actions that warrant the suspension of a licence.

**Snowboard NS will ensure they do not encourage unsafe driving practices by:**

- Recommending drivers to have 10 hours' minimum continuous rest and 11 hours' maximum driving time every 24 hours
- Requiring drivers to take 10-minute breaks every three hours of driving.

**Snowboard NS will Encourage safe driving behaviour by:**

- Not paying drivers speeding or other infringement fines
- Forbidding the use of mobile phones in vehicles while driving
- Encouraging regular breaks while driving
- Providing a GPS system and Bluetooth headset for trips.

**What employees are to do if there is an accident during travel.**

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- Details of the other vehicle(s) and registration number(s)
- Name(s) and address(es) of the other vehicle owner(s) and driver(s)
- Name(s) and address(es) of any witness(es)



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- Name(s) of insurer(s).

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- Name(s) and address(es) of the other vehicle owner(s) and driver(s)
- Name(s) and address(es) of any witness(es)
- Name(s) of insurer(s).

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police:

- If there are injuries
- If there is a disagreement over the cause of the crash
- If you damage property other than your own
- If damage to the vehicle looks to be worth more than \$2500.

### **Follow-up**

If there is an injury or major damage, report the crash to SBNS as soon as you can.

### **Policy review**

This policy will be reviewed after its first year and every year thereafter.