



Procedure Statement:

The vehicles are a substantial asset that The Flower Cart owns and operates. The usage of these vehicles requires certain training and insurance coverage. The Flower Cart strives to maintain a safe and compliant usage of such assets.

Definitions:

Work time – The period of time during a scheduled day of work between your schedule start time and your scheduled end time. NOT included in work time are authorized breaks and meal times. Work time can occur in a location other than your base of employment, e.g., working from home, at a training event, etc.

Procedure:

The Flower Cart’s vehicle usage:

1. The necessity to drive The Flower Cart’s vehicles is determined by the employee’s supervisor.
2. The supervisor notifies the Financial Director of this need in writing.
3. The staff member supplies to the Financial Director a current driving abstract and a copy of their driver’s license.
4. The staff member will be required to take a driving course arranged by the Financial Director.
5. The Financial Director will notify the insurance carrier and ensure that the staff member is placed on the policy.
6. When these steps are completed the Financial Director will notify the supervisor that the employee is permitted to drive the vehicles
7. The employee is required to follow the vehicle driving instructions each and every time they are in possession of the vehicles
8. Under no circumstances are any of The Flower Cart’s vehicles to be used for personal reasons.

Unacceptable use of the vehicles:

1. An allegation of a violation of this procedure will be investigated on behalf of The Flower Cart by the Executive Director or his/her designate
2. Employees must report to their supervisor any activities that are, or are perceived as, violations of this procedure. The reporting of violations of this procedure will be kept as confidential as possible during any investigation that occurs.
3. Failure to follow this procedure may result in disciplinary action, up to and including termination of employment.

Any employee driving the vehicles agrees to follow the vehicle driving instructions pertinent to the specific vehicle. See Appendices A and B.

In the event of an accident the driver will be required to complete the Vehicle Accident Report (see Appendix C). Ensure that pictures are taken at the scene.



Related Information:

Contact:

Human Resources Department

Roles and Responsibilities:

Financial Director

- Receive notification about an employee's need to drive the vehicle from a supervisor
- Register employees for driving course
- Notify insurance carrier and ensure that the employee is placed on the policy.
- Receive driving abstract and a copy of driver's license from employee
- Notify the supervisor when the employee is permitted to drive the vehicles

Employees

- Supply a current driving abstract and a copy of driver's license to the Financial Director
- Take the driving course
- Follow vehicle driving instructions
- Report to supervisor any activities that are violations of this procedure.

Supervisors

- Notify Financial Director in writing of the need for an employee to drive the vehicle
- Receive notification from Financial Director when the employee is permitted to drive the van
- Pass along to the Financial Director any violations of this procedure that have been passed on by an employee

Revision History:

October 2018



Appendix A

If you are going to drive the cargo vehicle you need to know

In Financial Director's absence, report concerns to the HR Generalist/Accounting Technician.

1. You can't drive the vehicle unless you have been added to the insurance. Check in with the Financial Director to see if you can be added to the insurance. This may take a day or so to arrange; so, plan ahead. Don't drive the vehicle until you know that you've been added to the insurance.
2.
 - a. If you are the first person to start the vehicle for the day:
 - i. You must do the vehicle start up inspection as it is written and sign your name legibly on the inspection sheet
 - ii. Report any items that do not pass inspection, or are a concern to you, to the Financial Director.
 - b. If you are not the first person to start the vehicle for the day:
 - i. Check the start up inspection sheet for that day for notes, concerns, etc.
 - ii. Defects or concerns noted during the day while you are driving the vehicle should be reported to the Financial Director as soon as practical.
3. You can't smoke in the vehicle. You can't eat or drink while driving.
4. Your license is in the vehicle when you're driving it.
5. You can't be in a hurry: that is when mistakes and accidents happen. (If you think you cannot do your delivery / pick up in the time you think is allotted to do it in speak to your supervisor about this before driving off in a hurry.)
6. You have to follow all the rules of the road, no exceptions. This includes NOT parking illegally, NOT speeding, etc. You will pay, not The Flower Cart, for any parking tickets, speeding tickets, etc. that are issued when you are responsible for the vehicle.
7. You can't drive the vehicle unless all people in the vehicle are seated with a seat belt on. This means you can't make minor adjustments at a loading bay, backing up, etc. without a seatbelt on. This also means you can't drive/move the vehicle with a person in the back.
8. That you have a cell phone with you.
 - a. Follow the laws for use of a cell phone in a vehicle.
 - b. If you have a flat you can't fix it. There is no spare tire. You must call the Financial Director.
9. How to record the vehicle mileage use correctly. Check with someone if you are not sure.
10. Where all of the emergency supplies are in the vehicle, before you drive off. (The list of supplies is on the vehicle start up inspection list.)
11. That the vehicle is turned off and the emergency brake is applied when you get out of the driver's seat. (We use the emergency brake. Use it at all times when the vehicle is stopped.)
12. There is no spare key hidden on the vehicle. Don't lock the keys in the vehicle.
13. Nearly a quarter of all deaths involving vehicles at work occur while vehicles are backing up.
 - a. Don't assume what is behind you. Get out and look.
 - b. No one is allowed behind the vehicle while it is backing up.
 - c. If you are using a signaler to help you back up, stop the vehicle if you lose sight of your signaler!
14. The Flower Cart's name is all over the vehicle. Represent The Flower Cart well while you are driving.
15. The vehicle will not "squeeze through" The back is bigger than the front. If you can get the front through you can still get in an accident with the back. Also, the vehicle is longer than you think - plan ahead for turns. You have to take them a bit wider.
16. There is no maintenance schedule issued for the vehicle. You do maintenance when the change-oil-soon message is displayed. Please report it when the message is displayed.
17. The vehicle has a tire pressure sensor built in. If the pressure drops too low, it will let you know you need air. If it comes on while you are driving please don't leave this task for the next driver. There is a tire pressure gauge in the vehicle. Milne Court Petro Can and Greenwich Irving Mainway are the two nearest reliable air supplies.

THE FLOWER CART CARGO VEHICLE START-UP INSPECTION CHECKLIST (Sept. 2018)

Date: (M/D/Y) _____ Time inspection was done: _____ Odometer reading (Kilometres): _____

BEFORE STARTING THE VEHICLE

UNDER THE HOOD - FLUID LEVELS:

- _____ Engine Oil
- _____ Coolant (expansion tank, visual inspection)
- _____ Brake fluid reservoir (visual inspection)
- _____ Windshield Washer Fluid

- _____ Fire extinguisher
- _____ Cell phone emergency charger.

In season:

- _____ shovel
- _____ salt and/or sand
- _____ ice scraper
- _____ snow brush

EXTERIOR

UNDER THE VEHICLE – VISUAL INSPECTION:

- _____ Any leaking fluid evident by fresh fluid on the ground
- _____ Tire pressure
- _____ Lights (including lenses)
- _____ Windshield (including chips)
- _____ Mirrors (including chips)
- _____ Body damage

IN THE VEHICLE:

- _____ Seatbelts
- _____ vehicle registration
- _____ Insurance card,
- including what to do in case of an accident
- _____ Mileage book
- _____ Delivery hazards list
- _____ First Aid Kit

IN THE VEHICLE – FROM THE DRIVERS SEAT AT START UP

- _____ Check gas level – if at ½ tank, plan to fill up before returning
- _____ Rear view mirror (cracks or chips) and mirror adjustment
- _____ Windshield (cracks or chips)
- _____ Brakes
- _____ Emergency brake
- _____ Heater and fan
- _____ Windshield wipers
- _____ Instrument panel, especially fuel gauge and Change Engine Oil Soon warning lights
- _____ Exterior Mirror adjustment

Test:

- _____ Back up alarm
- _____ Horn

Defects or concerns (use the back of this form, if necessary. Report all defects or concerns, e.g. Change Engine Oil soon warning light is on to the Financial Director or in their absence, the HR Generalist/Accounting Technician:

Gas level on return _____

Signature of person doing start up inspection: _____

Paperwork kept in the vehicle

1. Vehicle start up inspection checklist
2. Delivery Hazards

If you add any other paperwork to the vehicle that is to be available to all drivers, please add it to the folder in a plastic sleeve and add it to the list below Thanks.

3. - _____
4. - _____
5. - _____

Appendix B

If you are going to drive the passenger van you need to know

In Financial Director's absence, report concerns to the HR Generalist/Accounting Technician

1. You can't drive the vehicle unless you have been added to the insurance. Check in with the Financial Director to see if you can be added to the insurance. This may take a day or so to arrange; so, plan ahead. Don't drive the vehicle until you know that you've been added to the insurance.
2.
 - a. If you are the first person to start the vehicle for the day:
 - i. You must do the vehicle start up inspection as it is written and sign your name legibly on the inspection sheet
 - ii. Report any items that do not pass inspection, or are a concern to you, to the Financial Director.
 - b. If you are not the first person to start the vehicle for the day:
 - i. Check the start up inspection sheet for that day for notes, concerns, etc.
 - ii. Defects or concerns noted during the day while you are driving the vehicle should be reported to the Financial Director as soon as practical.
3. You can't smoke in the vehicle. You can't eat or drink while driving.
4. Your license is in the vehicle when you're driving it.
5. You can't be in a hurry: that is when mistakes and accidents happen. (If you think you cannot do your delivery / pick up in the time you think is allotted to do it in speak to your supervisor about this before driving off in a hurry.)
6. You have to follow all the rules of the road, no exceptions. This includes NOT parking illegally, NOT speeding, etc. You will pay, not The Flower Cart, for any parking tickets, speeding tickets, etc. that are issued when you are responsible for the vehicle.
7. You can't drive the vehicle unless all people in the vehicle are seated with a seat belt on. This means you can't make minor adjustments at a loading bay, backing up, etc. without a seatbelt on. This also means you can't drive/move the vehicle with a person in the back.
8. That you have a cell phone with you.
 - a. Follow the laws for use of a cell phone in a vehicle.
 - b. If you have a flat, you can't fix it. There is no spare tire. You must call the Financial Director
9. How to record the vehicle mileage use correctly. Check with someone if you are not sure.
10. Where all of the emergency supplies are in the vehicle, before you drive off. (The list of supplies is on the vehicle start up inspection list.)
11. That the vehicle is turned off and the emergency brake is applied when you get out of the driver's seat. (We use the emergency brake. Use it at all times when the vehicle is stopped.)
12. There is no spare key hidden on the vehicle. Don't lock the keys in the vehicle.
13. Nearly a quarter of all deaths involving vehicles at work occur while vehicles are backing up.
 - a. Don't assume what is behind you. Get out and look.
 - b. No one is allowed behind the vehicle while it is backing up.
 - c. If you are using a signaler to help you back up, stop the vehicle if you lose sight of your signaler!
14. How to use the backup camera before using it on-the-job. Practice with it before using it. (The instructions for its use are NOT kept in the vehicle.)
15. The Flower Cart's name is all over the vehicle. Represent The Flower Cart well while you are driving.
16. Please report anytime a warning or indicator light is displayed.
17. The Permit for Disabled Parking spots should be displayed on the rear view mirror only when parked in a designated Disability spot.
18. The vehicle has a tire pressure sensor built in. If the pressure drops too low, it will let you know you need air. If it comes on while you are driving please don't leave this task for the next driver. There is a tire pressure gauge in the vehicle. Milne Court Petro Can and Greenwich Irving Mainway are the two nearest reliable air supplies.

THE FLOWER CART
PASSENGER VAN START-UP INSPECTION CHECKLIST (Sept. 2018)

Date: (M/D/Y) _____ Time inspection was done: _____ Odometer reading (Kilometres): _____

BEFORE STARTING THE VEHICLE

UNDER THE HOOD - FLUID LEVELS:

- _____ Engine Oil
- _____ Coolant (expansion tank, visual inspection)
- _____ Brake fluid reservoir (visual inspection)
- _____ Windshield Washer Fluid

In season:

- _____ shovel
- _____ salt and/or sand
- _____ ice scraper
- _____ Snow brush

EXTERIOR

UNDER THE VEHICLE - VISUAL INSPECTION:

- _____ Any leaking fluid evident by fresh fluid on the ground
- _____ Tire pressure
- _____ Lights (including lenses)
- _____ Windshield (including chips)
- _____ Mirrors (including chips)
- _____ Body damage
- _____ **Back up camera clear**

IN THE VEHICLE:

- _____ Seatbelts
- _____ vehicle registration
- _____ Insurance card,
- including what to do in case of an accident
- _____ Mileage book
- _____ Delivery hazards list
- _____ First Aid Kit
- _____ Fire extinguisher

IN THE VEHICLE - FROM THE DRIVERS SEAT AT START UP

- _____ **Check gas level - if at 1/2 tank, plan to fill up before returning**
- _____ Rear view mirror (cracks or chips) and mirror adjustment
- _____ Windshield (cracks or chips)
- _____ Brakes
- _____ Emergency brake
- _____ Heater and fan
- _____ Windshield wipers
- _____ Instrument panel, especially fuel gauge and Change Engine Oil Soon warning lights
- _____ Exterior Mirror adjustment

Test:

- _____ Back up alarm
- _____ Horn
- _____ **Back up Camera*If back up camera is not working DO NOT USE the van.***

Defects or concerns (use the back of this form, if necessary. Report all defects or concerns, e.g. Change Engine Oil soon warning light is on, to the Financial Director or in their absence the HR Generalist/Accounting Technician):

Gas Level on return _____

Signature of person doing inspection _____



Paperwork kept in the vehicle

- 6. Vehicle start up inspection checklist
- 7. Delivery Hazards

If you add any other paperwork to the vehicle that is to be available to all drivers, please add it to the folder in a plastic sleeve and add it to the list below Thanks.

- 8. - _____
- 9. - _____
- 10. - _____



Appendix C: VEHICLE ACCIDENT REPORT

Date:

Time:

Location of Accident:

Weather condition at time of accident:

Road condition:

Driver of The Flower Cart Vehicle:

Name:

Drivers Licence No.:

Nature of Injury (if any):

Nature of Injury to passengers (if any):

Vehicle Information:

Type:

Make:

Year:

License No.:

Serial No.:

Insured by:

Policy No.:

Damage to our vehicle:

* **Note:** Indicate whether driver or passenger side, etc.



OTHER VEHICLE REPORT

Type of Vehicle:

Year:

Make:

Serial No.:

License No.:

Registered to:

Address of Registered Owner:

Insured by: _____ Policy No.:

* **Note:** Damage to other vehicle. Indicate whether driver or passenger side.

Name of Driver:

Address:

Telephone No.:

Drivers Licence No.: _____ Type:

Occupation:

Employed by:

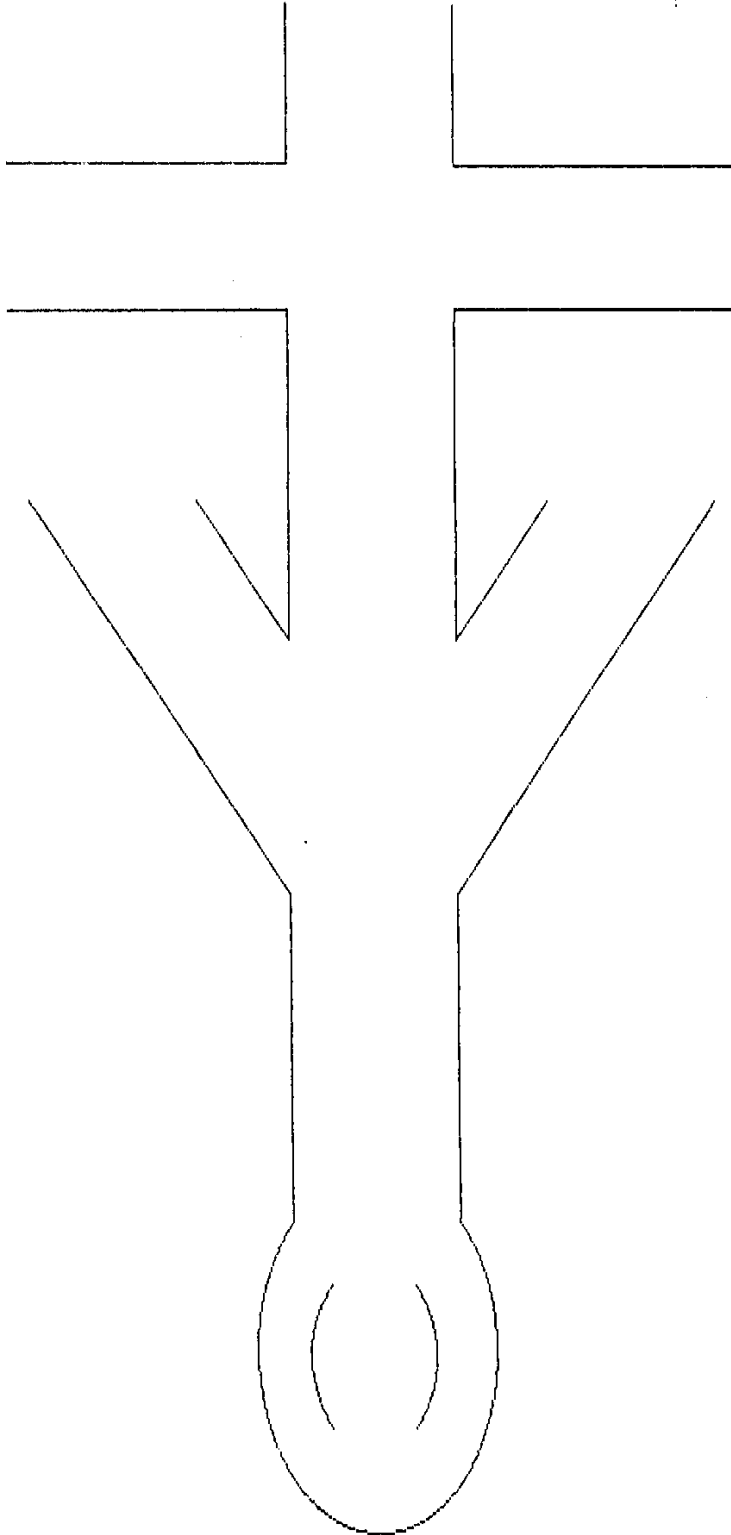
Nature of injury (if any):

Nature of injury to passengers (if any):

Name of attending physician:

Vehicle Accident Diagram

Use the diagram below
to show how the
accident occurred:



The Flower Cart
Operational Policies & Procedure
for Safety and Security
Form 711
Approved: '89

Signature of Person Preparing
This Report
