

**Category:** Health & Safety

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**Subject:** Driving Safety

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**Policy:**

ILCWR often requires Employees to shift locations during a working day. When en route, it is important that all attendants take the necessary safety precautions that are outlined by the Ministry of Transportation.

**Procedure:**

To ensure a safe arrival, Employees should:

1. Be aware of traffic by looking ahead, behind, and from side to side and be sure other road users are aware
2. Keep a safe distance from other vehicles
3. Check mirrors and blind spots – do not drive in other driver's blind spots
4. When stopping, check mirrors and begin braking early
5. Slow down when coming to intersections and look carefully for traffic lights, pedestrians and cyclists
6. Obey the speed limit and all signs and signals

Be prepared by having an emergency kit in the vehicle. Having essential supplies can provide comfort and safety in the event of being stranded.

Items to include:

1. Booster cables
2. Flash light and batteries
3. First aid kit
4. Small tool kit
5. Extra clothing and footwear
6. Blankets
7. Non-perishable foods and can opener
8. Candle and matches

At all times, Employees should refrain from using cell phones and/or other hand-held devices such MP3's and GPS's, stay alert and always wear a seat belt. Cell phone use while driving is only permitted with a wireless hands-free device.

At no time should an Employee use his or her vehicle of the transportation of a consumer without permission from a supervisor.