



**WHITE RIVER FIRST NATION
HOME AND COMMUNITY CARE
VEHICLE USE
POLICY & PROCEDURES**

April 1, 2014

Approved: Chief and Council

CH _____ *AD.* _____ *AS.* _____ *MP* _____ *JP* _____

WHITE RIVER FIRST NATION

HOME & COMMUNITY CARE VAN USE

White River First Nation is committed to promoting safety and responsible driving for all of its vehicles, for the safety of passengers and employees. To ensure that this commitment is followed through, WRFN has adopted a vehicle policy that requires anyone who operates the WRFN Home and Community Care (HCC) van during the performance of their jobs to do so in a lawful and safe manner.

1. The HCC van is to be used for the needs of the Elders and other clients of the HCC program. This van is not for personal use.
2. Use by other programs: Other WRFN programs may request from time to time the use of the WRFN Home & Community Care van for the purpose of transporting White River First Nation members. Permission may be given at the discretion of the Home & Community Care Coordinator or Health Director, with the understanding that the organization/ program requesting use of the HCC van will be required to pay the rental fees as outlined in item #3.
3. The driver of the HCC van **must** hold a minimum of a Class 4 or higher driver's license, which is valid in Yukon, and follow the "operations & procedures" listed below.

OPERATION & PROCEDURES OF W.R.F.N. HOME & COMMUNITY CARE VAN

1. HCC has a list of designated drivers who meet the requirements to operate the HCC van. This list will be kept in the HCC coordinator's office along with the keys to operate the van. HCC will be responsible for assigning a driver for use of the van.
2. Should other WRFN programs request use of the van, there will be an internal charge of \$75.00/ day and \$0.26 cents a km. This money will be put into a separate fund to cover maintenance and repairs.
3. When required, the program authorized for use of the HCC van will be responsible to pay a driver's honorarium as follows - \$150.00 full day, \$75.00 for 4 hours or less. The honorarium is not paid to the driver if the driver is an employee and the driving is done during work hours.
4. Programs authorized to operate the vehicle as determined in policy will be responsible for their fuel, oil, coolant, etc... costs and will ensure that the van is returned with the fuel tank replenished to the level it was prior to departure.
5. HCC and Wellness Director will ensure the vehicle is maintained with respect to warranties and basic road standards.
6. All drivers and passengers of the **MUST** be alcohol and drug free while having use of the van. No alcohol or drugs are allowed in the van under any circumstances.
7. There will be absolutely **NO SMOKING** or pets in the van at any time.
8. There will be no personal use of this van.

9. Listed below are the responsibilities of the Authorized Driver:
- (a) All drivers of the van must have their driver's license photocopied and on file within the WRFN Health programs office.
 - (b) Drivers must be bondable and clear of any criminal infractions, or serious *Motor Vehicle Act* offences. A driver's abstract from Motor Vehicles is required and must be on file in the HCC office and updated as required.
 - (c) Drivers are responsible for recording the mileage in the logbook of the van prior to leaving and upon returning. The operator and the HCC Coordinator will conduct a vehicle circle check prior to leaving and upon return of the van, and any damage or marks on the van will be noted and the fuel level recorded. The HCC Coordinator will retain this information in the HCC office.
 - (d) Cell phone use or texting while driving is prohibited
 - (e) Upon return of the van, the operator is responsible for ensuring the vehicle is cleaned, filled with fuel and in the same condition as it was upon departure.
 - (f) All drivers must check fluid levels (oil, coolant, windshield washer) and ensure that the tires are in good condition and properly inflated.
 - (g) The driver is legally responsible for ensuring that all passengers 14 years old and under use the safety belts and baby/child seats at all times. All other passengers must wear their safety belts.
 - (h) Drivers will be required to sign a *Consent Form* that will identify duties and responsibilities of the driver of the van.
10. Failure to follow these policies, operations and procedures could result in unconditional disqualification of all parties responsible, in the use of the van for a duration that is agreed upon by the HCC Coordinator and Wellness Director.

DRIVER RESPONSIBILITY AND CONSENT FORM:

USING THE HOME AND COMMUNITY CARE VAN

1. Drivers and passengers of the MUST be alcohol and drug free while having use of the van. No alcohol or drugs are allowed in the van under any circumstances.
2. There will be absolutely NO SMOKING or pets in the van at any time.
3. There will be no personal use of this van.
4. All drivers of the van must have their Class 4 or higher driver's license photocopied and on file within the WRFN Health programs office.
5. Drivers must be bondable and clear of any criminal infractions, or serious *Motor Vehicle Act* offences. A driver's abstract from Motor Vehicles is required and must be on file in the HCC office and updated as required.
6. Drivers are responsible for recording the mileage in the logbook of the van prior to leaving and upon returning. A vehicle circle check must be done prior to leaving and upon return of the van. At that time it will be noted of any damage or marks on the van, and the fuel level recorded.
7. Cell phone use or texting while driving is prohibited
8. Prior to leaving, the vehicle circle check will be done with the HCC Coordinator or the Wellness Director and be kept in the HCC office. Any other necessary paperwork will go with the operator.
9. Upon return of the van, the operator is responsible for ensuring the vehicle is cleaned, filled with fuel and in the same condition as it was upon departure.
10. All drivers must check fluid levels (oil, coolant, windshield washer) and ensure that the tires are in good condition and properly inflated.
11. The driver is legally responsible for ensuring that all passengers 14 years old and under use the safety belts and baby/child seats at all times. All other passengers must wear their safety belts.
12. Failure to follow these policies, operations and procedures could result in unconditional disqualification of all parties responsible, in the use of the van for a duration that is agreed upon by the HCC Coordinator and Wellness Director.

Name of Driver _____ Date _____

Signature _____