



TITLE

**DRIVER MANAGEMENT**

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**NOTE:** The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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## OBJECTIVES

- To define and delineate the roles and responsibilities for the certification, approval, training, evaluation and documentation of Alberta Health Services (AHS) **Drivers**.
- To outline the obligations of **AHS People** with respect to driving **AHS Vehicles** and managing AHS Drivers.

## PRINCIPLES

Alberta Health Services shall adhere to all applicable Provincial and Federal transportation legislation and regulations. Drivers of AHS vehicles shall do so safely while appropriately licensed, certified and trained in accordance with applicable legislation and regulations.

## APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary), except for drivers of **Emergency Response Vehicles** with respect to driving those vehicles. Drivers of emergency response vehicles are managed and administered by Emergency Medical Services (EMS) using internal operating procedures and guidelines in accordance with the *Emergency Health Services Act*.

This policy is inclusive of the operation of all vehicles owned, leased or rented by AHS, except for emergency response vehicles. This does not extend to obligations with respect to the acquisition, maintenance, disposal or documentation of AHS vehicles, which are administered using the *Vehicle Management Policy*. This also does not apply to the operation of personal vehicles while on AHS business.

## ELEMENTS

### 1. Driver Oversight and Management

- 1.1 Overall driver oversight: Fleet Services shall support AHS drivers and driver managers through the administration of policies and procedures in compliance with federal and provincial regulations.
- 1.2 Policy and procedure compliance: Drivers, their managers and **Vehicle Managers** shall be knowledgeable about and comply with the AHS Policies and Procedures that apply to AHS drivers.
- 1.3 **Commercial Vehicle** policy compliance: **Commercial Drivers**, their managers and commercial vehicle managers shall be knowledgeable about and comply with Element 1 – Fleet Oversight and Management of the AHS *Vehicle Management* Policy. In particular, commercial drivers, their managers and commercial vehicle managers shall be knowledgeable about and comply with the AHS *Commercial Vehicle Safety and Maintenance Program* with respect to the operation and management of commercial vehicles.

### 2. Roles and Responsibilities

- 2.1 Drivers:
  - a) Policy and procedure compliance: Drivers shall be knowledgeable about and comply with the AHS *Driver Management* Procedure and the AHS *Driver Manual*.
  - b) Authorized operation: Drivers shall be responsible for ensuring that they are qualified and authorized by Fleet Services to drive AHS vehicles, such as possessing the minimum Operator's License class required for the vehicle they are required to operate. If a driver is no longer legally able to drive, the driver shall immediately inform Fleet Services and their direct manager or supervisor and shall not drive an AHS vehicle.
  - c) Safe and legal operation: Drivers shall be responsible for operating AHS vehicles in accordance with all applicable laws, rules, regulations, policies and procedures. This includes performance of trip inspections of the vehicle, which are mandatory and a legal requirement of AHS drivers. It is the driver's responsibility to ensure that the vehicle's condition permits the safe operation of the vehicle, in accordance with the *Occupational Health and Safety Act (Alberta)*.
  - d) Incident reporting: Drivers shall immediately inform their manager or supervisor, the vehicle manager, Fleet Services and AHS Insurance Services of incidents or collisions which occur with or without injury or property damage and shall complete the appropriate documentation.

- e) Financial responsibility for violations: Drivers shall be responsible for paying any fines incurred while driving an AHS vehicle or while responsible for the vehicle. This includes but is not limited to violations incurred while operating the vehicle such as speeding tickets, photo radar tickets, distracted driving tickets and other moving violations. This also includes fines incurred while not operating the vehicle but when the driver is still in custody of or responsible for the vehicle, such as parking tickets.

## 2.2 Driver Managers or Supervisors:

- a) Policy and procedure compliance: Driver managers shall be knowledgeable about and comply with the AHS *Driver Management Procedure* and the AHS *Driver Manager Manual*.
- b) Driver authorization: Driver managers shall ensure that an AHS driver shall only operate AHS vehicles once that individual has been approved by Fleet Services to do so. Individuals are not allowed to drive or operate an AHS vehicle until Fleet Services approval has been granted.
- c) Financial responsibility: A driver manager's department shall be responsible for all costs associated with certifying, training, evaluating, and retraining individuals that are required to drive vehicles.
- d) Incident reporting: Driver managers shall ensure that the driver immediately informs the vehicle manager, Fleet Services and AHS Insurance Services of incidents or collisions which occur with or without injury or property damage and shall complete the appropriate documentation.
- e) Financial responsibility for violations: In the event that AHS is not able to recover the amounts expended on fines from the driver responsible, the operational functional centre of the driver's direct manager or supervisor shall incur the costs.

## 2.3 Fleet Services:

- a) Driver administration responsibility: Fleet Services shall have overall responsibility for the management and administration of all AHS drivers, including policy, standards, procedures and guidelines, except for drivers of emergency response vehicles when operating those vehicles. This includes driver evaluation, approval, training and documentation as well as providing guidance to other AHS departments in this regard.
  - (i) For clarity, Fleet Services shall be responsible for EMS staff only when they are also required to drive AHS vehicles that are not emergency response vehicles.

- b) Driver authorization: Fleet Services is solely authorized to permit individuals to operate or drive vehicles owned, leased, or rented by AHS. This includes evaluation of reinstatement requests for drivers who had their driving privileges revoked.
- c) Driver training and evaluation: Fleet Services shall provide driver training, retraining, evaluation and authorization services for prospective and current drivers for all departments on an as required basis. The cost of such training shall be the responsibility of the department managing or supervising the driver.

## DEFINITIONS

**AHS People** means Alberta Health Services employees, members of the medical and midwifery staffs, Students, Residents, Volunteers, and other persons acting on behalf of AHS (including contracted service providers as necessary).

**Commercial Driver** means a driver of a commercial vehicle.

**Commercial Vehicle** means a motor vehicle that is in excess of 4,500 kilograms, or a motor vehicle designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10 people (including the driver).

**Driver** means AHS People who drive or are otherwise in control of an AHS vehicle. This term is inclusive of commercial and non-commercial drivers.

**Emergency Response Vehicle** means ambulance under section 2(1)(a) of the *Emergency Health Services (Interim) Regulation*.

**Vehicle** means a motor vehicle that is owned, leased, or rented by AHS and meets the definition of motor vehicle in the *Traffic Safety Act (Alberta)*. This term is inclusive of commercial and non-commercial vehicles.

**Vehicle Manager** means AHS People with the responsibility for managing and administering vehicles on behalf of AHS.

## REFERENCES

- Alberta Health Services Governance Documents:
  - *Corporate Contracting Policy (#1152) and suite*
  - *Travel, Hospitality, and Working Session Expenses Policy (#1122)*
  - *Vehicle Management Policy (1180)*
- Alberta Health Services Resources:
  - *Driver Manual*
  - *Driver Management Manual*
  - *Commercial Vehicle Safety and Maintenance Program*
- Non-Alberta Health Services Documents:
  - *Canadian Council of Motor Transport Administrators Vehicle Inspection Handbook*

- *Commercial Vehicle Inspections in Canada Maintenance Standards*
- *Emergency Health Services Act (Alberta)*
- *National Safety Code for Motor Carriers*
- *Occupational Health and Safety Act (Alberta)*
- *Traffic Safety Act (Alberta)*

**VERSION HISTORY**

<b>Date</b>	<b>Action Taken</b>
Click here to enter a date	Optional: Choose an item