



SUNSHINE COACH – DRIVING POLICY AND GUIDELINES

Any individuals, including staff, using a Sunshine Coach must be authorized by their organization and are required to adhere to this policy when operating Sunshine Coach vehicles.

Furthermore, Variety - The Children's Charity (Variety BC) emphasizes the need for all drivers to act professionally while operating a Sunshine Coach and being responsible for the well-being of children and youth being transported under their care.

Objectives of this policy:

- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits.
- To maintain all Sunshine Coach vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants and other road users, and reduce the impacts of Sunshine Coach vehicles on the environment.

Organization's commitment as operators of the Sunshine Coach:

1. Ensure vehicle is insured, well maintained, in good running condition, suitable for the purpose of transporting children and youth and equipped with all safety and emergency equipment/devices.
2. Maintain all Sunshine Coach signage as when received and replace/repair as needed.
3. Submit scheduled maintenance reports as agreed.
4. Record driving accidents or reported safety infractions/concerns and analyze them with a view to identifying causes and defining possible measures to avoid their reoccurrence.
5. All drivers must have a valid Canadian driver's license for the vehicle to be driven and current driver's abstract acceptable to the organization with no serious driving infractions.
6. Your Sunshine Coach drivers are in good health and physically able to perform the duties of driving and use a lift and tie downs as required.
7. Drivers and passengers must wear seat belts during vehicle operation.
8. Drivers must abide to the speed limits and the rules established by local regulations.
9. Drivers must never use a handheld electronic device while driving.
10. Drivers must have an emergency action plan and contacts to be immediately activated in case of accidents or in emergency situations.
11. Driving under influence of alcohol, drugs or other controlled substances is strictly prohibited.
12. Children are never left unattended while they are in the vehicle.

The following actions will be viewed as a breach of conduct and your agreement with Variety BC, which may result in forfeiture of the Sunshine Coach as a result:

- Drinking or being under the influence of drugs while driving
- Driving while disqualified or not correctly licensed/insured
- Reckless or dangerous driving causing injury or death



- Failing to stop after a crash
- Any actions that warrant the suspension of a license including using a handheld device while driving
- Leaving children unattended while they are in the vehicle

All Sunshine Coach recipients are required to review and agree to the above conditions.

SIGNATURE:

NAME:

TITLE:

DATE:

