



## Driving Company Vehicles Policy # FIR-004

Board Approved Motion #25-077 Date June 11, 2025

Replaces Policy n/a

Review Cycle 3 years

### Purpose

The Beaver Emergency Services Commission (BESC) company vehicle policy provides workers with guidelines for using a company vehicle. This policy applies to all workers who operate a company vehicle.

### Definitions

**Commuting** means the drive between home and the workplace. Workplace includes incident scenes.

**Company vehicle** is any vehicle owned and insured by BESC and its intended use is for responding to emergency situations, transporting crew members or general BESC business.

**Employee** means an employee employed by BESC.

**Firefighter** means a person appointed to perform the duties of a firefighter.

**Personal Use** is any travel that is not for work-related purposes. This includes commuting.

**Worker** means an employee or firefighter.

### Procedure

To be eligible to operate a company vehicle a worker must

- Provide proof they have a valid driver's license for the class of vehicle they will operate
- Have a clean driving record
  - No more than 6 demerits in the last 5 years
  - No criminal code offences in the last 5 years.
- Workers must follow safe driving practices

### Related Documents

- Alberta Traffic Safety Act
- Policy HR-016 Drug and Alcohol Use
- Policy HR-017 Progressive Discipline
- Policy HR-018 Occupational Health and Safety
- Standard Operating Guidelines
- Health and Safety Operating Management System

Board Chair

Board Vice Chair

Date

Date