

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p style="text-align: center;">POLICY</p>	<p>WRHA GOVERNED SITES</p> <p>Applicable to programs, departments and services of the WRHA governed and integrated sites</p>		<p>Level:</p> <p style="text-align: center;">2A</p>
	<p>Policy Name:</p> <p>Personal Vehicle – Transportation of Passengers / Materials in Support of WRHA Activities</p>	<p>Policy Number:</p> <p style="text-align: center;">10.20.050 (previous #20.70.040)</p>	<p>Page:</p> <p style="text-align: center;">1 of 8</p>
	<p>Approval Signature:</p> <p style="text-align: center;"><i>Original signed by Tara-Lee Procter.</i></p>	<p>Section:</p> <p style="text-align: center;">GENERAL ADMINISTRATION / ADMINISTRATIVE AUTHORITY</p>	
	<p>Date:</p> <p style="text-align: center;">March 2023</p>	<p>Supercedes:</p> <p style="text-align: center;">January 2013</p>	

1.0 **PURPOSE:**

To maximize the safety, and to minimize liability and risk exposure to the Winnipeg Regional Health Authority (“WRHA”) and its Staff, when Staff use personal vehicles in support of WRHA Work-Related Activities.

2.0 **DEFINITIONS:**

- 2.1 **Collision:** a situation where a vehicle hits another vehicle, person, object or the surface of the road or a vehicle rolls over or leaves the road unintentionally; which may result in harm, injury, damage or loss.
- 2.2 **Disaster Management Response:** a condition declared by the Chief Executive Officer or designate that require immediate and or extraordinary action, outside of normal work routines that may necessitate activation of response plans.
- 2.3 **Management:** determined by the service/site/facility, could include a supervisor level, a manager level or higher.
- 2.4 **Materials:** work-related supplies, equipment, or a patient’s/client’s/resident’s belongings.
- 2.5 **Passenger:** clients, residents, patients, visitors, students, contractors or others as required.
- 2.6 **Patient Specimens:** samples which are collected directly from humans and may include excreta, secreta, blood and its components, tissue and tissue fluid swabs and body parts.

DISCLAIMER: Please be advised that printed versions of any policy, or policies posted on external web pages, may not be the most current version of the policy. Although we make every effort to ensure that all information is accurate and complete, policies are regularly under review and in the process of being amended and we cannot guarantee the accuracy of printed policies or policies on external web pages. At any given time the most current version of any WRHA policy will be deemed to apply. Users should verify that any policy is the most current policy before acting on it. For the most up to date version of any policy please call 204-926-7000 and ask for the Regional Policy Chair’s office.

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- 2.7 Personal Vehicle: a vehicle that is not owned or leased by the WRHA.
- 2.8 Professional Assessment: must be performed by a knowledgeable individual; factors such as the known medical history, symptoms and individual circumstances (for example, occupational setting or family setting with higher probability of the specimen containing an infectious substance) of the patient and endemic local conditions must be considered.
- 2.9 Staff: all persons employed by the WRHA as well as volunteers.
- 2.10 Work-Related Activities: Duties and/or functions as identified in a staff person’s job description which may include transporting materials and/or passengers in their personal vehicle.

3.0 **POLICY**:

- 3.1 The Management of services, sites and/or facilities may pre-approve or prohibit transportation of Materials and/or Passengers for specific positions or classifications of staff.
- 3.2 Staff who use a Personal Vehicle to perform Work-Related Activities or as authorized shall:
 - 3.2.1 ensure safe driving practices are performed
 - 3.2.2 ensure the vehicle is safe to operate
 - 3.2.3 ensure reasonable steps are taken to secure the safety of Passengers (e.g., an appropriate seat belt is available for each Passenger)
- 3.3 Staff shall ensure that their Personal Vehicle has:
 - 3.3.1 All Purpose Insurance
 - 3.3.2 Liability: 2,000,000.00 is recommended
- 3.4 Management retains the right to determine the suitability of Staff to use a Personal Vehicle to transport passengers based on driver’s record, driver’s experience, training, history of violations and Staff health.
- 3.5 Any Staff suspended from driving under The Highway Traffic Act (Government of Manitoba, 2022) and/or other licensing jurisdictions and/or prohibited from driving under the Criminal Code of Canada shall not operate a vehicle in the course of their work with the WRHA.
- 3.6 Compensation for use of Personal Vehicles:
 - 3.6.1 WRHA policy Business Travel & Expenses 30.10.055 and relevant collective agreements apply.
 - 3.6.2 Consideration shall be given on a case-by-case basis to covering the cost for repair to damage to Personal Vehicles (e.g. soiling) by a Passenger and/or Materials that are transported.

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3.6.3 Management may provide confirmation to Manitoba Public Insurance that a specific driver and/or Personal Vehicle were used in support of Work-Related Activities.

3.7 If there are communicable disease transmission risks Staff shall follow the appropriate measures outlined by WRHA Infection Prevention and Control including following personal protective equipment direction when both, working with/near Passengers and, when providing direct patient/client/resident care.

4.0 **PROCEDURE:**

4.1 Staff in a classification or position where Management pre-authorizes the use of a Personal Vehicle to transport Passengers as part of service provision may be required to provide:

4.1.1 A drivers' abstract upon hire into the position

4.1.2 Subsequent drivers' abstract routinely or periodically as determined by program or management.

4.1.3 Possess a valid driver license and appropriate license classification required by the Highway Traffic Act (Government of Manitoba, 2022)

4.1.4 Maintain the required drivers' license and appropriate classification in good standing at all times

4.1.5 Pay any driver license surcharges and/or insurance deductibles for their Personal Vehicles for a collision and any vandalism to the Personal Vehicle (including hit and run claims) that occurred in support of Work-Related Activities.

4.1.6 Inform Management immediately in the event that:

4.1.6.1 driving privileges are lost for any reason,

4.1.6.2 driver's license is suspended, terminated or not renewed,

4.1.6.3 there has been a change in classification to their driver's license,

4.1.6.4 has a health condition that may interfere with the safe operation of a vehicle.

4.2 Staff who are authorized to use their Personal Vehicle to transport a Passenger in a Disaster Management Response or as an occurrence shall:

4.2.1 Possess a valid driver license and appropriate license classification required by the Highway Traffic Act (Government of Manitoba, 2022).

4.2.2 Maintain the required driver license and appropriate classification in good standing at all times.

4.2.3 Pay any driver license surcharges and/or insurance deductibles for their Personal Vehicles for a collision and any vandalism to the Personal Vehicle (including hit and run claims) that occur when asked or authorized to use in support of Work-Related Activities.

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- 4.2.4 Inform Management immediately in the event that:
 - 4.2.4.1 driving privileges are lost for any reason,
 - 4.2.4.2 driver's license is suspended, terminated or not renewed,
 - 4.2.4.3 there has been a change in classification to their driver's license,
 - 4.2.4.4 a health condition that may interfere with the safe operation of a vehicle has been identified.

- 4.3 Safe Vehicle: Staff who use Personal Vehicles for the transport of Materials and Passengers are responsible to ensure that the Personal Vehicle:
 - 4.3.1 Is mechanically and operationally fit to be driven.
 - 4.3.2 Is equipped with seatbelts for the number of Passengers to be transported.
 - 4.3.3 Is registered with Manitoba Public Insurance.

- 4.4 Safe Passengers: Staff shall take all reasonable steps to ensure that:
 - 4.4.1 Passengers are wearing a seatbelt.
 - 4.4.2 Passengers remain seated when the vehicle is in motion.
 - 4.4.3 Passengers have been instructed to refrain from disruptive or hazardous behaviours while driving.
 - 4.4.4 Consider alternative transportation (e.g., taxi, medical transport, police) for any passenger that has a history of safety violations or who is likely to cause a significant distraction or safety risk to the driver.
 - 4.4.5 Passengers are transported in accordance with Privacy and Workplace Safety and Health legislation.
 - 4.4.6 Transporting Passengers in a Personal Vehicle requires Passengers who can enter and exit vehicle without assistance, with little or no supervision; Passengers who show signs of impaired mobility and ambulation may require a mobility assessment and alternate transportation measures.

- 4.5 Transporting Infants and Children: All passengers under 13 years of age should be properly restrained in the back seat of the Personal Vehicle.
 - 4.5.1 Passengers under the age of 9 years or under 154 cm (4'9") in height or weighing less than 36 kg (80 lbs.) are secured in a child car seat or booster seat as per Manitoba Highway Traffic Act (Government of Manitoba, 2022).
 - 4.5.2 According to Manitoba Public Insurance (2022) the car seat or booster seat should be appropriate for the child's height and weight (Appendix A) and installed according to the manufacturer's instructions. Manitoba Public Insurance (2022) outlines the four car seat stages at: <https://www.mpi.mb.ca/Documents/CarSeatBrochure.pdf>
 - 4.5.3 The seat should not have passed its expiry date.
 - 4.5.4 The child car seat or booster seat must meet Canada's Motor Vehicle Safety Standards. Look for the National Safety Mark (Appendix B).

4.6 Safe Materials: Transportation of Patient Specimens and Vaccines:

- 4.6.1 According to Transport Canada, Staff can transport human specimen in its natural state (with or without a transport medium) for diagnostic and investigational purposes when a Professional Assessment concludes that a Patient Specimen is unlikely to contain an infectious substance (2022).
- 4.6.2 The Patient Specimens referred to in 4.6.1 must be in a means of containment that is marked with the words “Exempt Human Specimen” and closed/secured so that under normal conditions of transport, there will be no release of the specimen (Government of Canada, 1999).
- 4.6.3 Transportation of a Patient Specimen that potentially contains an infectious substance is out of scope of this policy.
- 4.6.4 Transportation of vaccines requires Staff to adhere to guidelines: [Storage and Handling Guidelines](#)

4.7 Disaster Management Response:

- 4.7.1 When conditions require immediate and or extraordinary action, outside of normal work routines, Staff may be requested by Management to transport or to ‘stand by’ to transport other Staff, Passengers, or Materials using a Personal Vehicle.
- 4.7.2 As part of the Disaster Management Response Management shall document the authorization provided to staff to transport passengers as required.
- 4.7.3 Staff shall document the transportation of materials and/or passengers in emergency situations as directed.
- 4.7.4 Except in emergency circumstances, Staff must not transport Passengers in unsafe driving conditions.
- 4.7.5 Only Passengers as authorized in 4.4.6 should be transported.

4.8 Procedure in the Event of a Collision: If Staff transporting Passengers or Materials is involved in a Collision, staff shall ensure the safety of all parties and seek medical attention as required.

Furthermore, Staff shall obtain particulars of the:

- 4.8.1 Vehicle(s) involved in the Collision (vehicle registration number, insurance number, name and address vehicle registered to).
- 4.8.2 Passenger involved in the Collision (name, address, date of birth).
- 4.8.3 Driver(s) involved in the Collision (name, address, driver’s license number, date of birth).
- 4.8.4 The Collision (time, location, placement, timing and movement of vehicles, environmental conditions, police report – if any, other relevant factors).
- 4.8.5 All reports must be completed as appropriate.

4.9 Vehicle Contents:

- 4.9.1 Personal Vehicle contents are the exclusive responsibility of the vehicle owner or operator (see WRHA Policy: Employee Personal Items, Responsibility for (30.10.140))
- 4.9.2 Transportation of Passenger possessions that are not pertinent to the authorized use of the Personal Vehicle is not permitted.

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5.0 **REFERENCES**

- 5.1 Bell, M. (2022, November 14). Safety and Compliance Officer Government of Manitoba. (K. Witges, Interviewer)
- 5.2 Government of Canada. (1999, August 07). *Transportation of Dangerous Goods Regulations (SOR/2001-286)*. Retrieved from Justice Laws Website: <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2001-286/FullText.html>
- 5.3 Government of Manitoba. (2022, July 01). The Highway Traffic Act. Winnipeg, Manitoba, Canada.
- 5.4 Healthcare Insurance Reciprocal of Canada (HIROC). (2021, June). NON-OWNED AUTOMOBILE COVERAGE. Toronto, Ontario, Canada. Retrieved from <https://www.hiroc.com/resources/risk-notes/non-owned-automobile-coverage>
- 5.5 Manitoba Laws. (2022, October 28). The Dangerous Goods Handling and Transportation Act. Winnipeg , Manitoba , Canada .
- 5.6 Manitoba Public Insurance. (2022, August). Child car seats: Securing your precious cargo . Winnipeg , Manitoba , Canada.
- 5.7 Schultz, C. (2022, October 28). Shared Health Corporate, Insurance and Risk . (W. H. Consultant, Interviewer)
- 5.8 Transport Canada. (2022, December 22). *Government of Canada; Transport Canada, Classification of Patient Specimen*. Retrieved from Government of Canada: <https://tc.canada.ca/en/dangerous-goods/safety-awareness-materials-faq/industry/shipping-infectious-substances/classification-patient-specimens>

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Appendix A

The car seat or booster seat should be appropriate for the child’s height and weight and installed according to the manufacturers’ instructions.

CHILD CAR SEAT STAGES

The right car seat for your child depends on his/her weight, height, age and your car seat limits. Keep your child in each stage for as long as possible.

STAGE 1
REAR-FACING

Birth to 45 lbs (20 kg)
Use until age 2 or your child outgrows the car seat's weight/height limits. Use a convertible car seat to keep your child rear-facing longer.

STAGE 2
FORWARD-FACING

22 lbs - 65 lbs. (10 kg - 30 kg)
Use until your child outgrows the car seat's weight/height limits.

STAGE 3
BOOSTER

Until... 4' 9" (145 cm) or 80 lbs. (36 kg) or Age 9
Use until your child outgrows the booster seat's weight/height limits.

STAGE 4
SEAT BELTS

4' 9" (145 cm) or 80 lbs. (36 kg) or Age 9
Always use a seat belt.



Winnipeg Regional Health Authority
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Manitoba Public Insurance



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Appendix B

National Safety Mark

