



Provincial Health Services Authority

# MOBILE VEHICLE POLICY: BREAST SCREENING

(MOBILE SERVICES – SH 010)

## Summary of Changes

	NEW	Previous
BC Cancer	New template; Updated to reflect current practice	March 2009, January 1995

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# MOBILE VEHICLE POLICY

## (MOBILE SERVICES – SH 010)

### 1. Introduction

#### 1.1. Purpose

The purpose of this document is to outline the use of BC Cancer Breast Screening mobile vehicle use.

#### 1.2. Scope

- BC Cancer Breast Screening Central Office
- Breast Screening Mobile Operations Manager
- Vehicle Operator

### 2. Policy

#### 2.1. Authorized Personnel

Only BC Cancer Breast Screening staff and those persons conducting business on behalf of the program are authorized to travel as passengers in the vehicle.

Vehicle must be used for official program business purposes only; any other use may invalidate insurance coverage.

Immediate family members (upon prior approval from the Mobile Operations Manager), may accompany a staff member on field trips as long as any extra expenses are borne by the staff member.

Under no circumstances are hitchhikers and/or unauthorized persons to be carried in the vehicle.

#### 2.2. Vehicle Operator- Violations/Fines/Damage

Mobile staff will complete a Driver's logbook and Trip Inspection Reports as required by the National Safety Code Booklet 5.

If damage to the vehicle is incurred as a result of impoundment, the Mobile Operations Manager is to be notified of the nature of the damage, the circumstances of the impoundment and the towing company involved.

Willful damage or blatant carelessness can lead to disciplinary action.

When not in use, the vehicle must be locked with all windows closed and the alarm systems on.

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### 2.3. Procurement, Registration, Licensing & Insurance

Stolen or lost license plates or registration forms must be reported immediately to the Mobile Operations Manager, who will arrange for replacement.

Insurance coverage may be invalid if the vehicle is used for anything other than official program business and/or operated by an unauthorized person.

### 2.4. Safety Equipment and Inspection

Safety equipment, including a shovel, scraper brush, flares, fire extinguisher, space blanket, first aid kit, fuses, flashlight, and extension cord are to be kept in the vehicle at all times.

When and as required by Motor Vehicle Branch regulations, the Program vehicle will be inspected by the appropriate authorities. If the vehicle should fail the inspection because of any major problems, the Mobile Operations Manager must be notified.

Correction of any fault that impedes upon the normal, safe operation of the vehicle such as worn windshield wiper blades, headlight adjustments and burnt out lamps should be handled by the operator and the vehicle re-inspected as soon as possible. All other deficiencies must be reported to the program administration as soon as possible for corrective action.

The Mobile Operations Manager will submit to Breast Screening Central Office an annual report listing vehicle service history and confirmation of the vehicle safety equipment inventory.

### 2.5. Maintenance

See [section 3.1 Responsibilities](#) of the Breast Screening Central Office, Mobile Operations Manager, and Vehicle Operator for Maintenance of the vehicle.

Warranty and minor servicing will be in accordance with manufacturer's service requirements.

If frequent servicing is required, the Mobile Operations Manager will make arrangements

Records of all service work performed will be documented and a copy will be sent to the Mobile Operations Manager.

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The operator picking up the vehicle after servicing has been completed, must sign the repair shop or service dealer's invoice.

## 2.6. Vehicle and Equipment Expenses

Repair and maintenance expenses related to program-owned mobile service vehicles and equipment are paid directly by the Program if requested by the Mobile Centres.

Prior approval for all non-emergency expenditures involved in the upkeep of the mobile vehicle and equipment is required. This approval can include an agreed upon routine of preventative maintenance and upkeep for the majority of the work required.

The Program is not responsible for payment of work that has not been approved. Expenses that are not approved will be deducted from the affected Mobile Centres' regular payments.

See procedure [SH 030: Mobile Service Vehicle and Equipment Procedure](#) for detailed steps on handling advanced approval and emergency approval of BC Cancer Breast Screening Mobile Service Vehicle and Equipment Expenses.

## 2.7. Accident Reports

If the vehicle is involved in an accident where damages exceed \$1,000.00 or a person sustained injury or in the case of a hit-and-run, local police authorities must be advised. Follow the procedures detailed in the Driver's Manual.

An operator involved in an accident must not admit liability.

All accidents must be reported to the Mobile Operations Manager. When personal injury is sustained, WorkSafe BC will be notified. Information can be found through the "Report a workplace injury or disease" webpage.

All accidents, regardless of the extent of damage or injury, must be reported to the Breast Screening Central Office the next normal business day.

All accidents involving people, second vehicle or property damage must be reported to ICBC by telephone within 24 hours or as soon as possible.

The Mobile Operations Manager will be responsible for arranging for vehicle repair, selection of service repair depot, etc. once the claim has been filed with ICBC. Claims should be made in accordance with Step 5 in section "What to Do After a Crash" of the ICBC Autoplan Insurance Guide brochure.

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## 2.8. General Vehicle Operation

Staff are not to be under the influence of alcohol or drugs. Please refer to PHSA [Substance Use, Abuse and Dependence Policy](#).

Seat belts must be worn at all times when operating the vehicle.

Two staff members should be in the vehicle while driving. In circumstances where only one staff member is driving authorization from the Mobile Operations Manager is required.

See [Appendix 1: Vehicle Safety](#)

## 3. Responsibilities and Compliance

### 3.1. Responsibilities

#### Vehicle Operator:

Payment of all traffic violations, fines or impoundment towing fees

Keep records of all service work performed, providing a copy of all service reports to the Mobile Operations Manager.

#### Breast Screening Central Office

Arranging the procurement, licensing and insurance of the Program vehicle.

Warranty and minor servicing in accordance with manufacturer's service requirements. When more frequent servicing is required, the Mobile Operations Manager will make the necessary arrangements.

#### Mobile Operations Manager

Submit to Breast Screening Central Office an annual report listing vehicle service history and confirmation of the vehicle safety equipment inventory

Ensure that any warranty repairs are charged to the warranty by the dealer.

### 3.2. Compliance

Willful damage or blatant carelessness can lead to disciplinary action.

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## 4. Related Documents

**ICBC Autoplan Insurance Guide:** <https://www.icbc.com/insurance/Documents/autoplan-insurance-brochure.pdf>

**WorkSafeBC Report a Workplace Injury or Disease:**  
<https://www.worksafebc.com/en/claims/report-workplace-injury-illness>

**National Safety Code Booklet 5:** [https://www.cvse.ca/references\\_publications/booklets1-4/pdf/Booklet\\_5\\_National\\_Safety\\_Code.pdf](https://www.cvse.ca/references_publications/booklets1-4/pdf/Booklet_5_National_Safety_Code.pdf)

**Motor Vehicle Act Regulations:**  
[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/26\\_58\\_00](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/26_58_00)

## 5. Appendices

### Appendix 1: Vehicle Safety

- Drive defensively. It is recommended to use headlights for all highway driving.
- Before driving the vehicle, visually check it for obvious damage, low tire pressure, water or oil pooling on the pavement, check the fuel level. During winter months, check to see that safety supplies are available. Make sure that the extension cord from the block heater has been disconnected from the power source before driving away.
- When reversing the co-pilot (or similar assistant) should assist to ensure the vehicle does not come in contact with any obstacles.
- The vehicle's block heater should be used when parked in the designated site location during cold weather (below freezing).

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