

Hospital at Home Vehicle Safety

1. Introduction

Hospital at Home provides acute care for patients meeting certain eligibility criteria in their own homes. This policy relates to the transportation of staff working in the Hospital at Home program who travel to and from patient homes.

1.1. Purpose

The purpose of this policy is

- To provide direction for the safe use of [Vehicles](#) for Hospital at Home services.
- To ensure compliance with the OHS regulations.

1.2. Scope

This policy applies to all [Staff](#) operating a Vehicle ('Vehicle operator') for Hospital at Home services.

2. Policy

2.1. Use of Vehicles

Staff must not use their own vehicles for Hospital at Home services.

The Vehicle operator is responsible for the use and care of the Vehicle at all times, and is subject to the following:

1. Only [Authorized Staff](#) may operate the Vehicles. Staff must comply with the EVO care sharing user agreement that they have signed. Driver details are retained in the EVO Car Share system once registered and must be kept up to date.
2. Vehicle operators must hold a valid, BC provincial licence and the licence must be appropriate for the vehicle being driven.
3. Vehicle operators must notify their manager if they have their licence revoked, withdrawn or expires.
4. Vehicles must only be used to conduct PHC business and only Staff are permitted to be passengers in the Vehicles. Patients, their family, and family and friends of the Vehicle operator are strictly prohibited from being in the Vehicle.
5. Animals are not permitted to be in the Vehicles.
6. Vehicle operators are expected to drive safely and in accordance with all applicable traffic laws and the Motor Vehicle Act, BC Regulations.
7. All Vehicles must be returned to the assigned parking space at St. Paul's Hospital after being used for Hospital at Home purposes.
8. Vehicles must be maintained at a minimum standard of cleanliness. Vehicle operators are responsible for leaving Vehicles in a clean condition and ready for the next use.

9. Vehicle keys must be returned to a designated secure storage location and checked in and out before and after vehicle use.
10. Any mechanical or safety issues are to be reported to the Hospital at Home Manager or Supervisor who will report the issue to EVO.

2.2. Smoking and alcohol consumption

The [Alcohol and Drug Policy for Employees](#) applies to Staff at all times. The consumption of alcohol or drugs, including cannabis while operating a Vehicle is not permitted. Smoking (including vape products) in the Vehicle is strictly prohibited.

2.3. Cellphone Use

The use of a cellphone while operating the Vehicle is strictly prohibited, unless using an approved hands-free device (e.g. Bluetooth connectivity).

2.4. Accident Reporting

In the event a Vehicle operator is involved in an accident while operating a Vehicle the [Incident Reporting for Employees](#) policy must be followed. The accident must also be reported to EVO by calling 1-844-EVO-2EVO.

PHC is not financially responsible for payment of any traffic violation, fine or legal settlement incurred by the Vehicle operator resulting from an accident proven to be caused by illegal or negligent conduct.

The Hospital at Home EVO Vehicles have telematics devices installed in them. Although drivers are not actively monitored using these devices, they may be used to provide information in the event of an accident, public complaint or traffic offence (subject to freedom of information requests or legal order). The Hospital at Home manager may receive notification of driver behaviour events, such as speeding, and may follow up with individual staff if the need arises. Information about the Vehicle usage, including routes and distances may be made available for Hospital at Home planning and evaluation and to inform future vehicle procurement.

3. Responsibilities

3.1. Staff

- All Hospital at Home Staff operating a Vehicle are responsible for the safe operation of the Vehicle.

3.2. Managers/Supervisors

- All Managers and Supervisors are responsible for promoting a culture of safety in which Staff can readily report incidents.
- All Managers and Supervisors are responsible for helping to ensure Vehicles are only used by authorized and properly licenced drivers.

3.3. Program Director

- The Director responsible for the Hospital at Home service is the lessee of all Vehicles used for Hospital at Home.
- All relevant costs associate with the Vehicles will be expensed to the Hospital at Home operating budget.
- Ensuring delivery of the Vehicles and ensure any necessary insurance and registration paperwork is complete.
- Ensuring that a driver's handbook and fuel card are available inside the Vehicle.

4. Compliance

All Staff are responsible for adhering to this policy and monitoring their activities in accordance with the policy. Staff may warn others if they observe a violation of this policy. Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment, services or privileges.

5. Definitions

'Authorized Staff' means those Staff who have an account with EVO and have been added to PHC Business Account

'Vehicle' means any vehicle that is owned, leased or rented by PHC.

'Staff' means all employees (including management and leadership), medical staff, residents, fellows and trainees, health care professionals, students, volunteers, contractors, researchers and other service providers engaged by PHC.

6. Support Documents

6.1. Related Policies

[Alcohol and Drug Policy for Employees](#)
[Incident Reporting for Employees](#)

7. References

Use of Vehicles must comply with the legal and insurance requirements of the Federal and Provincial governments, the British Columbia Motor Vehicles Act and the Insurance Corporation of British Columbia (ICBC). In addition, compliance is also required with National Safety Code (NSC) regulations (where relevant), BC Risk Management Society policies and procedures, and any other PHC policy that may be relevant.

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