



## Vehicle Information

In cases whereby an employee is providing transportation to individuals; the employee is required to provide the following information regarding vehicle use:

I have a vehicle I am willing to use for work:		Yes	No
I have \$2,000,000 3 <sup>rd</sup> party liability insurance:		Yes	No
I have a Vehicle with:		2 Doors	4 Doors
I have a:	Car	Van	SUV
			Truck

I hereby agree to comply with the following main points from Policy ER-07: Safe Vehicle Operation:

1. To transport individuals in a "safe" vehicle which means that I am not aware of a vehicle defect present that could contribute to an accident.
2. To operate vehicle "safely" which means the vehicle is driven in a prudent manner and at speeds compatible with road, traffic, weather and visibility conditions and in compliance with appropriate traffic laws or regulations (including refraining from cell phone use while driving).
3. Carry valid driver's license and valid vehicle insurance.
4. Everyone in the vehicle wears seatbelts.
5. Report any work-related vehicle accidents/incidents to the Employee Resource Centre (ERC)

By signing the below, I am declaring I have read and understood the above information and I have been given an opportunity to ask any questions for clarifications. I have also read and understand the entire Policy ER-07: Safe Vehicle Operation and Policy HS-18: Transporting Individuals.

Employee Full Name

Signature

Date

Witness Full Name

Signature

Date