

Canadian Press Policy

Operating a Motor Vehicle on Company Business

From time to time, some of our employees are required to operate a motor vehicle on company business. This includes such activities as reporters and photographers travelling to assignments, sales representatives making sales calls, supervisors visiting member newspapers or IT staff traveling to clients to fix technical troubles.

Employees operating a vehicle on company business (regardless of whether the vehicle is owned by the employee or leased/rented by the company) are required to adhere to the following policies and practices:

SAFE DRIVING

Employees are required to obey all traffic laws and to drive safely and defensively. This includes adherence to all speed limits, traffic signals and signs, and being aware of the impact road and weather conditions can have on safe operation of the vehicle.

SEATBELT USE

All of Canada's provinces and territories, and many jurisdictions abroad, require that seatbelts be worn while operating or riding in any motor vehicle other than a motorcycle. Staff are required to wear seatbelts at all times and to request that passengers do so as well.

DISTRACTED DRIVING

Employees engaged in company activities are required to refrain from using cell phones, email devices, laptop computers and other mobile electronic devices while driving a motor vehicle. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, programming a Global Positioning System and accessing the Internet. Many provinces and states have already outlawed such activity or are planning to do so.

The use of earpieces or other "hands-free" tools are included in this prohibition, since they can create distractions that affect one's ability to drive safely. This restriction applies even in jurisdictions that have not specifically outlawed such activity.

If your device rings or otherwise signals that someone is trying to reach you, you are required to pull over safely and stop operating the vehicle before reviewing and responding to the message.

Employees will not be subject to disciplinary action for failing to answer a cell phone or email device while driving.

Employees who violate these policies may be subject to disciplinary action and may be held personally liable from a legal standpoint.

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