

Section V

Part 4

Driving for Work

Motor Vehicle Accidents

(At Work or On Your Own Time)

Reporting an Accident

Please inform your Coordinator and Employee Services if you have any motor vehicle accident, whether at work or on your own time, and are absent from work as a result. Coordinators should inform Employee Services any time they hear an employee has been involved in a motor vehicle accident.

While Driving For Work

If you are driving for work and are in a car accident, Employee Services will fill out a Form 7 and send it into WorkSafeBC. If the other driver is also driving for work at the time of the accident, you will be required to file your claim through WorkSafeBC. If the other driver was not driving for work, you will be sent an election form by WorkSafeBC, and you must indicate on the form whether you wish to pursue an ICBC or a WorkSafeBC claim. If this is the case, you may wish to consult your lawyer to advise you. Employee Services will follow-up with you regarding your claim, any absences from work and, as necessary, will put you on either a WorkSafeBC Leave of Absence or an ICBC Leave of Absence.

ICBC Leave of Absence

While Driving On Your Own Time

If you miss time from work due to your accident, and you and/or your lawyer advise us to pay you sick time, we require you to fill out and sign an “Application for Release of Sick Bank” form.

If you receive any payment for lost wages from ICBC or from any other source you are responsible to reimburse the CLS for the full amount of sick leave pay you received. This is done through a subrogation agreement that you sign with CLS Employee Services and Finance will follow up with you. Your sick leave bank will then be credited by



**CLS Application
for Release of Sick
Bank available
on-line at
www.cls-bc.org**

the equivalent number of hours represented by this payment from a third party. CLS is not responsible for employees' lawyers fees or disbursements.

Employee Services will follow-up with you regarding your absence from work and, as necessary, will put you on an ICBC Leave of Absence and send you all necessary forms.

Hours Missed—Tracking Wage Loss For ICBC Purposes (All Employees)

It is important to ensure you and your Coordinator(s) record any shifts you have been scheduled for (or *would have been scheduled for*) and have missed due to your Motor Vehicle Accident (MVA). These go on appropriate timesheets under the sick column with ICBC noted in brackets beside the number of hours indicated. This is important so we can track your wage loss for ICBC purposes. This is important for **ALL** CLS employees who have had an MVA, whether you hold a sick bank or not. If you are not sure all your hours are being recorded correctly, please call Employee Services.

See Section III, Part 6.

Recovery

During your recovery, as you visit your doctor you should describe your particular job duties in detail to your doctor. You may use the your general job description as a guideline. Job descriptions are available on-line at www.cls-bc.org or from Employee Services.

Remember, communication is the key to a safe and positive return to work, so, as necessary, we will contact you on a regular basis and if you have any new information about your recovery, please call us and keep us informed as well.

Throughout our communications, any medical information will be communicated on a “need to know” basis only so as to protect your privacy. If you have concerns about confidentiality at any time, please call Employee Services right away

ICBC Graduated or Accommodated Returns to Work

As you get better, it may be possible for us to accommodate your safe return to work on a graduated basis or to modified or different duties for a specified period of time. If this appears feasible, Employee Services will contact you, or you may feel free to contact us during your

absence from work so we can discuss if this plan could be an option in your particular case. If ICBC, your doctor (completion of the CLS Medical and Transitional Work Strategy form listing any limitations or restrictions is necessary prior to consideration), Coordinator and Director agree, this may be a benefit for you as it minimizes the problems associated with being away from your work for an extended period of time, making it easier to return to your full-time duties.

Full Return to Work

Prior to scheduling your full return, we will need the completed CLS Medical and Transitional Work Strategy form clearing your return to work, full-time, full-duties.

Use of Electronic Devices while Driving for Work

In order to ensure both the safety of the individuals you support and your own safety, you must not operate a cell phone or hands-free device while you are driving for work. This policy pertains to both personal calls on your own devices and calls for work using CLS devices. You must not operate a cell phone or hands-free device at any time while driving with supported individuals either in a CLS vehicle or your own vehicle or at any time while driving alone or with team members for work either in a CLS vehicle or your own vehicle.

This policy also pertains to occasions where you are driving from one location to another location for purposes of starting a new shift, as this is still considered being at work.

Finally, this policy is also in effect when you are driving to a location that is not your primary work location for purposes of attending CLS training.

If there is an emergency and you are driving for work and need to use a cell phone, the vehicle should be parked as soon as a safe opportunity presents itself and in a safe place before you make a call.