

Car Share Policy

PURPOSE

This policy has been developed to ensure that Britannia Community Services Centre provides its staff and volunteers with a reliable, cost-effective mode of transportation when it is a necessity for operations. To facilitate this, Britannia will use the car share company Modo to provide an alternative means of transportation for our staff and volunteers.

SCOPE

This policy applies to Britannia staff and volunteers.

DEFINITIONS

Car Share Program – A Britannia Community Centre program whereby Britannia staff and volunteers have shared access to a pool of car share vehicles for conducting Britannia Community Centre business.

modo – Britannia's current car share vendor contracted to provide car sharing services, technology, and/or vehicles in support of the Car Share Program.

Volunteers – are people who are registered with the Britannia Volunteer Program and contribute time and experience to the centre without monetary compensation.

Staff – are people employed by Britannia or contracted by Britannia to provide services.

POLICY STATEMENTS

1. **Eligibility:** All staff and volunteers, through approval of their supervisor, are eligible to use the modo car share program. Staff and volunteers must have a valid BC class 5 driver's license or better, be able to provide a clean 5 year drivers abstract, and be a minimum of 19 years of age.
2. **Registration:** the Manager of Administrative Services will add any new driver to the Britannia drivers list. Once completed, the staff or volunteer will receive an email with instructions on how to sign up as a business driver. Once the application is received, the driver will be contacted by a modo business account coordinator, who will process the application. If a person does not qualify to use modo vehicles, modo will advise the applicant and Manager of Administrative Services.
3. **Use:** Users may use the modo car for work-related purposes only. Personal use of the Modo car is prohibited.
4. **Cleanliness:** Users are responsible for ensuring that the modo car is clean and free of any personal belongings before returning it. If the modo car is returned in a dirty or disorganized state, the user may be charged a cleaning fee.
5. **Maintenance and Repairs:** Users must report any damage or mechanical issues with the modo car to modo immediately.

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6. Accidents: Driver's should do their best to obtain license and registration from other drivers involved. Driver's must notify their supervisor, notify modo, and fill out modo's ICBC form.
7. Traffic Violations: Driver's are responsible for paying their traffic violations, parking tickets, and associated towing charges.
8. Safety: All drivers are expected to drive in a safe and professional manner, and are obligated to act in accordance with the motor vehicle act.
9. Refueling: This can be done at any fuel station except Husky and Mohawk's pumps. Use the credit card (belonging to modo) found in the pouch beside the ignition. No password or receipt is required.
10. Insurance: The modo car is insured by modo. Users are covered by the modo's insurance policy while using the modo car for work-related purposes.
11. Automatic Suspension: Users are automatically suspended if you are charged with driving without due care and attention under the Motor Vehicle Act, or any vehicle related offence under the Criminal Code including: operating a motor vehicle while impaired, operating a motor vehicle while with over 50mg alcohol per 100ml of blood, failing to provide a breath sample, dangerous operation of a motor vehicle, and failure to stop at the scene of an accident.
12. Violations: Any violations of this policy may result in disciplinary action, including the suspension or termination of the user's access to the modo car share program.
13. Termination: The organization may terminate this car share policy at any time without notice.

Approved by the Board of Management on XXX, XX, 2023