Gitga'at First Nation
445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0
Phone: 250-841-2500 / 841-2525 Fax: 855-259-7085

GFN PASSENGER VAN USE AND SAFETY POLICY
Adopted – 10 13 2026

INTRODUCTION
The GFN is committed to ensuring that all vehicles are operated in safe, consistent and responsible manner.

POLICY
The passenger van is a community resource that may be used for approved organizational business, programs, activities, appointments, transportation of community members, staff travel, youth activities, Elder activities and other approved purposes. The GFN passenger van will be restricted to nine passengers.

SCOPE

1. This policy applies to:

   - Employees who are authorized to drive the passenger van;
   - Casal and temporary employees who are authorized to drive the passenger van;
   - Volunteers approved to operate the passenger van;
   - Program participants and community members travelling in the passenger van; and
   - Persons responsible for arranging or supervising transportation.

2. Authorized Use:

   a. The passenger van may only bs used for an approved organizational or community purpose, including:

   - Community programs and activities
   - Youth and Elder transportation
   - School or educational activities
   - Medical support or related activities
   - Recreation and Field trips
   - Transportation of staff or participants for approved organizational purposes
   - Pick-up and drop-off procedures must be clearly established.

   b. Where youth are transported for an organizational program, the responsible department leader will maintain an attendance/passenger list.

PROCEDURES

3. Driver Requirements – max 10 people including driver

Drivers must:

- Hold a valid class 5 driver's licence
- Have a satisfactory driving record [no infractions within the past five years]
- Follow applicable laws and traffic regulations
- Report change to their driver's licence status immediately
- Drive only when free of impairment including alcohol, cannabis, drugs, medication, fatigue or any other condition that affects their ability to drive safely. Failure to follow this direction will result in cancelling of driving privileges.

4. Passenger Safety

The driver is responsible for ensuring that:

- Every passenger wears a seat belt.
- The number of passengers does not exceed GFN's policy of a maximum of 9 passengers.
- Passengers sit in designated seating areas only.
- Doors remain properly closed and latched while the vehicle is moving.
- Passengers behave in a safe and respectful manner.
- All passengers are safely seated and secured before starting to drive.
- WorkSafe BC requirements to use the complete seat belt assembly where one is provided are followed.

5. Pre-Trip Inspection

The vehicle coordinator is responsible for ensuring that the passenger van is in a safe operational condition before the vehicle is signed out. This includes;

- Tires and tire pressure
- Lights and signals
- Brakes
- Windshield and wipers
- Mirrors
- Seat belts
- Doors and emergency exits
- Fuel level
- Fluid levels
- First aid kit
- Fire extinguisher.
- Emergency equipment
- Vehicle Cleanliness
- Any visible damage or mechanical concerns

Note: The passenger van must be refueled using a GFN approved credit card, purchase order or other authorized method.

Any defect that could affect the safety of the driver or the passengers must be reported immediately.

WorkSafe BC requires that a vehicle must not be used if a safety related defect has not been corrected.

6. Weather and Road Conditions

The passenger van driver must consider road, traffic and weather conditions before and during transportation. Transportation may be delayed, changed or cancelled when conditions are considered unsafe including:

- Severe winter weather
- Heavy rain , snow or ice
- High winds
- Poor visibility
- Flooding
- Road closures
- Dangerous road conditions
- Mechanical concerns; or
- Any other condition that presents an unreasonable safety risk.

The driver has the authority to stop or refuse a trip if they reasonably that continuing would be unsafe.

7. Driver Conduct

While operating the passenger van, the driver must:

- Obey all speed limits and traffic laws;
- Drive defensively;
- Avoid unnecessary distractions;
- Never use a handheld cell phone or electronic device while driving;
- Never eat in the passenger van or engage in other activities that interfere with safe vehicle operation;
- Ensure that passengers are behaving safely;
- Take appropriate rest breaks on longer trips.
- Never drive while fatigued.

Motor vehicle incidents are a leading cause of work-related fatalities in BC. WorkSafe BC emphasizes the employer's responsibility for workers who drive as part of their employment.

8. Vehicle Capacity and Cargo

The manufacturer's seating capacity and vehicle weight limits must be followed. Cargo must be securely stored and must not:

- Block passenger seating;
- Block aisles or exits;
- Interfere with the driver;
- Obstruct emergency equipment; or
- Create a safety hazard.

9. Children and Youth

When transporting children and youth:

Appropriate child restraint systems must be used when required by law
The driver and supervising staff must ensure children remain seated
Children must not be left unattended in the vehicle
Staff must follow any program-specific supervision requirements
Pick-up and drop-off procedures must be clearly established

Where youth are transported for an organizational program, the department responsible will maintain an attendance/passenger list. Children under the age of 12 are not permitted to ride in the passenger van.

10. Elders and Persons Requiring Assistance

When transporting Elders or passengers requiring additional assistance, staff will consider:

- Safe boarding and exiting
- Mobility limitations
- Weather conditions
- Appropriate supervision
- Required medication or personal supports, where applicable
- Safe loading and unloading locations

11. Passenger List

The department responsible will maintain a passenger list identifying:

- Date of trip
- Destination
- Driver
- Program/department
- Passengers
- Departure and return times; and

- Emergency contact information where appropriate.

Passenger information must be handled confidentially.

12. Accident or Incident

Any collision, accident, injury, damage, near miss or other significant incident[s] involving the passenger van must be reported immediately to the driver's supervisor or designated manager and the OHS committee. The driver must:

a. Stop safely
b. Check for injuries
c. Contact emergency services when required
d. Notify the appropriate supervisor
e. Follow applicable reporting requirements; and
f. Complete an incident/vehicle accident report.

The vehicle will not be driven after an accident until safety analysis has been performed.

13. Maintenance and Repairs

The GFN will maintain the passenger van in safe operating condition. Drivers must report:

- Mechanical problems
- Warning lights
- Tire concerns
- Brake concerns
- Damage
- Missing safety equipment; or
- Other safety concerns.

Only authorized persons may arrange or approve repairs. GFN authorized persons are: James Bolton, Public Works Manager, and Teresa Robinson, Band Manager.

A maintenance and inspection record will be maintained in the vehicle.

The driver or applicable department will leave the vehicle clean and ready for the next user. Food, garbage, personal belongings and program materials must be removed after each trip. Spills or damage must be reported.

14. Booking and Scheduling

The passenger van will be booked through:

Vehicle Coordinator [or James Bolton]. Bookings will include:

- Department program
- Driver
- Date
- Time required
- Destination
- Estimated number of passengers [not to exceed 9]; and
- Purpose of trip.

15. Driver Acknowledgement

Authorized drivers will sign an acknowledgement confirming that they have received, read understood and agree to follow this policy:

Drive Name: _____
Signature: _____
Supervisor [or other authorized person _____
Signature:

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Motion 10 15 2026

The Chief and Council of the Gitga'at First accept the Van Use Policy as presented by Karen Clark-Marlow, Human Resource Director.

Moved by: Chantal Meggison
Second by: James Bolton
Questions Called
Carried.

Signed by:
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Arnold Clifton, Chief Councillor

Signed by:
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James Bolton, Councillor

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Cameron Hill
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Cameron Hill, Councillor

Signed by:
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Chantal Meggison, Councillor

Signed by:
14DEF12D4E8F4D0...
Marven Robinson, Councillor