

## **TRANSPORTATION POLICY**

### **MANITOBA ALPINE SKI DIVISION**

#### **Purpose:**

- To provide a guideline for the safe transportation of members and equipment used to carry out the activities of Alpine Ski racing
- To provide a guideline for the maintenance of the Manitoba Alpine Ski Division's vehicle

#### **MASD Vehicle:**

The Manitoba Alpine Ski Division will maintain a vehicle for the use of the Provincial High-Performance Coach while carrying out the business of the Division including, but not limited to:

- Transportation of athletes, assistant coaches and equipment for the Provincial High-Performance Program
- Transportation of athletes, assistant coaches and equipment for the Manitoba Alpine Ski Division Development Program
- Transportation of goods or equipment prior to or after the racing season

The Manitoba Alpine Ski Division will not lease or lend the vehicle to any individual or group at any time, unless otherwise agreed to by the Manitoba Alpine Ski Division Board of Directors.

#### **Driver Qualifications:**

- When the van is configured to seat ten (10) or more total people, such that a Class 4 Manitoba Driver's License is required, all vehicle drivers must be at least 19 years old, have a valid Class 4F Manitoba driver's license and a minimum two (2) years of driving experience. The drivers' abstract will be linked to the vehicle annually.
- When the van is configured to seat fewer than ten (10) total people, such that a Class 5 Manitoba Driver's License is allowed, all vehicle drivers must be at least 19 years old, have a valid full Class 5 Manitoba driver's license (i.e.: not a graduated license) and a minimum two (2) years of driving experience.
- Only persons who have been pre-authorized by the office may drive the van.
- Driver records/abstracts from the Department of Motor Vehicles may be requested. Provision of same will be the responsibility of the user(s).

#### **Responsibility:**

Individuals providing transportation in the MASD owned vehicle or leased vehicle for any and all Alpine Ski activities shall:

- Operate the van in a safe manner, observing all laws at all times.
- Wear seat belt at all times, making sure all occupants are wearing theirs.
- Be prohibited from using any tobacco products, alcohol, cannabinoids, or illegal drugs (driver and passengers).

- Be prohibited from using any substance that may reduce attentiveness or cause drowsiness.
- Take reasonable breaks when driving long distances and/or switch drivers (if qualified person is in attendance) and/or spend the night in a hotel after driving reasonably long distances.
- Obey and adhere to all laws regarding distracted driving.
- Observe vehicle load capacities, including number of passengers and cargo weight. These capacities must not be exceeded. Capacity information is located on the inside jamb of the driver's door.
- Ensure that all lights are turned off and that all doors and windows are locked when the vehicle is left unattended.
- Promptly report any and all accidents to law enforcement authorities and the Manitoba Alpine Ski Division.
- Be responsible for fines resulting from traffic or parking violations. Fines resulting from seatbelt violations will be the responsibility of the recipient(s).
- Be responsible for proper identification (driver's license / passports) when traveling outside the province / country.

#### **Infraction and Sanctions:**

- Driving privileges may be denied or suspended if the applicant has;
  - Two (2) or more moving traffic violations or accidents within the previous three (3) years.
  - A single severe violation or accident, such as;
    - Driving while impaired
    - Speeding, over 20 km/h above the posted speed limit
    - Reckless driving, etc.
- For the safety and wellbeing of the passengers, Manitoba Alpine Ski Division reserves the right to deny driving privileges of any individual.

#### **Costs:**

From time to time, a lease vehicle may be required for camps, etc. managed by a Manitoba Alpine Ski Division designated individual. The Manitoba Alpine Ski Division will arrange for and cover the cost of the vehicle and insurance.

- When a leased vehicle is arranged by the Manitoba Alpine Ski Division, the user will supply original gas receipts within seven (7) days to the Manitoba Alpine Ski Division office for reimbursement.

Staff and contractors (clinic and course facilitators) may use their personal vehicles while on Manitoba Alpine Ski Division business.

- When using a personal vehicle for Manitoba Alpine Ski Division business, the primary liability coverage shifts from the Manitoba Alpine Ski Division to personal vehicle insurance. Personal vehicle insurance will be the primary payer in the event of a liability claim.
- Manitoba Alpine Ski Division is not responsible for physical damage to an employee's vehicle.
- Anyone transporting athletes in personal vehicles for Manitoba Alpine Ski Division business must be an authorized driver, including all staff and volunteers.
- Reimbursement for the use of a personal vehicle on behalf of the Manitoba Alpine Ski Division shall be at the per kilometer rate as listed in the Financial Policy.

**Vehicle Maintenance:**

- All vehicle maintenance is the responsibility of the Manitoba Alpine Ski Division.
- All vehicle maintenance records will be kept in the office.

**If an accident occurs:**

- Take all reasonable steps to protect life and property.
- Contact the police and comply with police instructions.
- Do not assume or admit fault. Others will determine liability or negligence after investigation.
- Report the accident to the office (**204-925-5715**) as soon as possible.

**PSO Board of Directors Approval Date: April 15, 2025**