

## **Vernon Ski Club**

**Memo To: The Vernon Ski Club Board of Directors, Program Director and Coaches**

**From: Aaron Robinson, President**

**Subject: Club Van Risk Management**

**Date: June 18, 2019**

### Background

The Vernon Ski Club (“VSC”) leases a van to transport athletes to and from meeting points in Vernon and Silver Star Mountain Resort for regular training, for out-of-town races or camps, and to local dryland training facilities. The van seats 10 or more people, including the driver.

The van is insured by way of a Class 670 Rate (Private School Bus) that provides financial coverage in the event of an accident. The VSC adheres to the Division 37 of the Motor Vehicle Act in BC (“Division 37”). The Board carries both D&O and CGL insurance via its membership with Alpine Canada, which provides insurance coverage over and above that which is provided under Class 670 Rate insurance.

In the context of the above, the following outlines the VSC’s policy with respect to the operation of the van, including Board oversight.

### VSC’s Approach to Van Insurance and Related Risk Mitigation

- The van is maintained according to the schedule and specifications recommended by the manufacturer and a maintenance and inspection log is maintained.
- The van is inspected each trip for any visible maintenance issues.
- Studded winter tires are used during the winter and inspected regularly throughout the season for wear and remaining life.
- The van is used for VSC business purposes only. Personal use of the van by coaches is not permitted.
- Cargo must be stored safely at all times in a manner that reasonably mitigates the risk of injury to van occupants in the event of a sudden stop, change of direction accident/rollover.
- Only VSC coaches with an Unrestricted Class 4 licence in good standing drive the VSC van.

Drivers shall:

- Hold a valid Unrestricted Class 4 drivers licence. Requirements may vary from province to province and it is the driver’s responsibility to ensure their license is legal for the jurisdiction in which they are operating the VSC van.
- Disclose all tickets/citations related to driving offenses to both the President, VSC (or designated Director on the Board) and the Program Director. Driving offenses may be grounds for immediate termination, depending on the nature of the offense.
- **Not be under the influence of alcohol or narcotics while operating the VSC van, nor may alcohol or drugs be transported in the van at any time (sealed or unsealed). There is absolutely zero tolerance for the use of alcohol or drugs that may result in the driver being impaired, or implying the driver may be impaired, during the**

**operation of the VSC van. This same stipulation applies to VSC coaches using their personal vehicles to transport VSC athletes. Infractions will result in immediate termination.**

Beyond the above, drivers shall be fit, competent and in a sufficient state of alertness to safely operate the VSC van and transport VSC athletes in accordance with the requirements of Division 37. To this end, a driver will not drive longer than the number of hours permitted under Division 37 (specifically, Part 3). Should a driver approach a legal consecutive hour threshold under Division 37 Part 3, the driver will find appropriate accommodation in a timely manner for themselves and the athletes for the evening, or the time required until they are sufficiently rested and able to safely and legally resume operation of the van. The rest period must be in accordance with the requirements under Division 37 Part 3. The VSC will reimburse costs incurred for accommodations and meals in these circumstances.

Drivers will not drive in adverse driving conditions as defined under Division 37.

#### Board Oversight

The VSC President and other Board members will remain sufficiently engaged with VSC van operations to be comfortable that the VSC van is being operated in accordance with this document and the requirements under Division 37.

In addition:

- The Program Director will update the Board with a record of actual and planned maintenance activities on the van since the last Board meeting and all related issues related to van operations and safety. This will be a standing agenda item at every Board meeting and be recorded in the minutes by the Secretary.
- The Program Director will report any driving offense by themselves or another coach to the VSC President (or designated Officer/Director on the Board) as soon as practicable. The VSC Secretary will maintain a list of offenses as a matter of VSC record.
- The VSC President (or designated Officer/Director on the Board) will review the drivers' log books on a monthly basis to ensure records are complete, compliant with Division 37 requirements and up to date.

The Board or designated Officer/Director will be responsible for and ensure that the requirements of Division 37 of the Motor Vehicle Act are met.