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Introduction and Purpose:

Health care services are delivered across BC and require various modes of transportation. A practice education experience may require a student to accompany staff in a vehicle during the workday. Some Health Care Organizations (HCO) own vehicles for use by staff for work purposes and, in turn, may approve the same use by students depending on the circumstances and location of the placement. Staff may also use their personal vehicles for work purposes. Appropriate licensing and insurance protects the HCO, the staff member and the student in the event of an accident causing injury or damage to property.

The purpose of this guideline is to outline the responsibilities and requirements of all partners for appropriate licensing and insurance, to ensure the effective protection and insurance coverage for students traveling in, or operating a vehicle during the practice education experience.

Definitions:

Also refer to: Standardized Guideline definitions in Practice Education Guideline (PEG) Introductory Module.

Modes of transportation: type of transportation used as part of the workday and may include a motor vehicle, airplane, helicopter, boat, etc.

Vehicle: a conveyance that transports people or objects (includes motor vehicles, aircrafts, boats).

Rate class: is an insurance category based on how the vehicle is used, which partly determines what your insurance will cost.

Third Party Liability: in legal terms, some third "party" in addition to you (first party) and your insurer (second party). When someone talks about a third-party claim against you, that means you are being sued by a person who holds you responsible for injuring them or damaging their property. The person suing can be your own passenger in a crash you caused. The damage you cause to another person - the third party - is covered under Third-Party Legal Liability insurance.

Practice Guideline Standards:

Health Care Organization (HCOs) owned vehicles that staff or students use for work purposes must have appropriate insurance, including third party liability insurance.

HCOs must be aware that limitations for additional special insurance exist for motor vehicles other than cars/light trucks (ie: boats, aircraft).

Health Care Organization (HCO) staff, medical staff or contracted personnel who have students accompany them in a HCO owned vehicle as part of the workday, must be appropriately licensed¹.

When staff/contracted personnel own the vehicle and use it for work, that person must obtain the

¹ Insurance Corporation of BC. (2013). Licensing. Available at: <http://www.icbc.com/driver-licensing/getting-licensed>

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appropriate rate class of insurance and adequate third party liability insurance².

Students are not permitted to operate HCO vehicles unless:

- There are no other viable options for transportation and all potential risk and sound judgement have been considered prior to approving student use.
- HCO confirms student has the appropriate level of licensing to operate the vehicle;
- Appropriate HCO insurance coverage for the student to operate the vehicle is confirmed by the student and PSI educator prior to operating the vehicle.

In the event of an incident, accident, or damage to property, HCO educator and student must report the event in accordance with HCO and PSI policies. (Refer to PEG 3-3: Adverse Event/Safety Hazard Reporting and PEG 3-5: Injury and BBF Exposure).

Roles, Responsibilities and Expectations:

Health Care Organization:

Establish and communicate a policy for vehicle usage for work purposes, including policies and protocols required for transportation and/or use of the vehicle by students.

In situations where a staff member uses their personal vehicle for work purposes, confirm that the staff member has the appropriate rate class license and adequate third party liability insurance prior to allowing student to travel in vehicle.

In the event of an accident, regardless of whether injury or damage has occurred, ensure all required reporting, documentation and follow-up is completed by required parties, in accordance with HCO policy.

Post Secondary Institution:

Establish and communicate a policy related to student use of own vehicle, student as passenger, and student as operator of a HCO vehicle during a practice education experience.

In the event of an accident, regardless of whether injury or damage has occurred, ensure all required reporting, documentation and follow-up is completed by required parties, in accordance with PSI policy.

Student:

Review the policies for traveling in a HCO vehicle, use of personal vehicle and/or use of HCO vehicle.

Confirm that adequate licensing and insurance coverage is in place prior to being a passenger in a HCO or staff owned vehicle and/or operating a HCO vehicle during the workday.

Immediately report any accident, whether injury and/or damage occurred, to PSI and HCO in accordance with policy.

HCO Educator (term includes all HCO practice education supervisory roles):

² Insurance Corporation of BC. (2013). Third party liability coverage. Available at:

<http://www.icbc.com/autoplan/basic/basic-covers/third-party>

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Review the policies for having a student as a passenger in a HCO vehicle or staff owned personal vehicle that is used for work.

Immediately report any accident, whether injury and/or damage occurred, to HCO in accordance with policy and established protocols.

Resources and References

Insurance Corporation of British Columbia. (2013). Licensing. Available at:
<http://www.icbc.com/driver-licensing/getting-licensed>

Insurance Corporation of British Columbia: (2013). Third party liability coverage. Available at:
<http://www.icbc.com/autoplan/basic/basic-covers/third-party>

WordNet ® 2.0, © 2003 Princeton University. <http://dictionary.reference.com/> Retrieved May 5, 2006.

School of Nursing. (August, 2001). “Vehicle Insurance Coverage”, Practicum Handbook for guidance during preceptor experiences. University of Victoria. Victoria, BC. Pg. 13-14.

Sprott-Shaw Community College. (November, 2002). “Student Using Agency Vehicles”, Clinical Manual – Practical Nursing Program. Coquitlam, BC. Pg. 27.

Guideline Review History:

Revision #	Date	Author(s)	Brief Description of Change (reason for change)
Original	March 2007		
1	March 2013	Heather Straight (VCHA), Carrie Edge (FHA), Carmen Kimoto (VCC); Debbie McDougall (BCAHC)	Revised to new template Content confirmed with HCO legal/risk References updated