

BOBSLEIGH CANADA SKELETON BCS VEHICLE POLICY

1) ASSIGNMENT OF VEHICLES & AUTHORIZED DRIVERS

- A) BCS will arrange for rental vehicles for certain BCS activities, whether through sponsorship and/or from other vehicle rental companies, as required. BCS will arrange for rental vehicle insurance for certain BCS activities.
- B) From time to time, athletes, coaches and/or staff ("BCS Participants") will be required to drive such rental vehicles.
- C) In such cases, vehicles will be assigned to specific groups or teams, with one member being designated the "Team Leader" for the purposes of this Vehicle Policy.
- D) The Team Leader must be eligible to drive such rental vehicles, but other BCS Participants authorized to drive such vehicles may do so also.
- E) Each group or team is responsible for the vehicle(s) they are assigned.
- F) Only BCS Participants with a valid driver's license and who meet the age criteria (at the time of rental) will be selected to drive.
- G) For insurance purposes, all potential drivers are required to provide a copy of their driver's license.

2) PROCEDURES

- A) Upon assignment of the vehicle(s) and at drop-off, the Team Leader will take pictures of the vehicle and will retain such pictures for insurance purposes.
- B) Fuel will be paid for by BCS for certain BCS activities and in such case(s):
 - i) A coach or responsible staff member will make arrangements to pay for fuel, whether on BCS credit cards, provide fuel money to the Team Leader in cash or make other arrangements, as required.
 - ii) If cash is provided, Team Leaders must obtain and submit to the coach or responsible staff member receipts for all fuel purchases. Such receipts and any unspent fuel money shall be submitted to the coach or responsible staff member at the earliest opportunity, but at a minimum weekly. The team or group shall reimburse BCS for any inappropriate expenditure or expenditure without an associated receipt.
- C) Damage:
 - i) BCS Participants must report any damages immediately to assist their coach or responsible staff member with filing of a claim. This includes providing all details, photos and/or other information about the incident and providing photos of the damage. BCS Participants must co-operate with the coach and/or other BCS staff throughout the insurance claim process, as applicable.

3) TRAFFIC INFRINGEMENTS AND VEHICLE DAMAGE

- A) BCS will not be liable for any traffic infringements, including but not limited to parking/speeding fines, deductible and/or any other charges in relation to the use of the vehicle(s). Such charges are the responsibility of the group/team or individual BCS Participant assigned the vehicle.
- B) The team, group or individual BCS Participant assigned the vehicle(s) is responsible for the vehicle(s) and payment of such charges.
- C) BCS Participant(s) must inform their Team Leader of any tickets, fines and/or damage to the vehicle(s) immediately and the Team Leader must inform the coach or responsible staff member of the same without delay.
- D) If an invoice is received by BCS, BCS will invoice the team or group accordingly (splitting the amount(s) owed evenly amongst the team or group) unless notified by the Team Leader that an individual is taking responsibility for the entirety of the amount(s) owed. Such payments must be remitted to BCS within thirty (30) days of invoicing.
- E) If a BCS Participant receives a traffic infringement, including but not limited to parking/speeding fines, deductible and/or any other charges in relation to the use of the vehicle in person, that BCS Participant is responsible for settling the fine in a timely manner.

4) PERSONAL VEHICLE USE

- A) From time to time, a BCS Participant may, with prior approval, use his or her own vehicle for BCS activities. In order to do so, they must have a personal auto insurance policy containing a minimum of one million dollars Personal Liability & Public Damage (PLPD).
- B) BCS accepts no responsibility for any damage, motor vehicle offences or maintenance or other expenses for a BCS Participant's personal vehicle.
- C) BCS may provide financial assistance, to be determined prior to departure, as confirmed by BCS (High Performance Director or BCS Finance Manager).