

<b>POLICY NO:</b>	SA 017
<b>POLICY TITLE:</b>	VEHICLE SAFETY POLICY
<b>DEPARTMENT:</b>	SAFETY
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## 1.0 Scope

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This Vehicle Safety Policy is intended for the safety of the employees, public and property. This policy is intended to manage risk and reduce exposure. This policy is subject to review and amendment from time to time.

The County own, rent, and lease vehicles that are subsequently driven by employees.

This document is intended to provide policies that identify with the operation and compliance to ensure best practices and that all applicable provincial legislation is complied with. These include but are not limited to the Traffic Safety Act/Regulations, Transportation of Dangerous Goods Act/Regulations, the National Safety Code (as applicable) and Alberta Occupational Health and Safety (OH&S).

## 2.0 Employer & Employee Responsibilities

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The responsibilities of the following are:

### Employer

- Ensure that the vehicles are safe to operate, inspected prior to use, and properly maintained;
- Ensure drivers are properly licensed and legally permitted to drive a vehicle within the required Alberta licence classification;
- Ensure drivers have the ability to operate vehicles provided (eg: able to operate a standard transmission);
- Provide driving education and training as required;

### Employee

- Employee shall operate The County vehicles in a safe and appropriate manner;
- Report any violation, incident, accident or other type of occurrence to employer as soon as possible;
- Ensure seat belts are used as required by legislation. The number of occupants in a vehicle shall not exceed the number of seat belts;
- Adhere to governing legislation regarding Driver Distraction
- Shall not drive when under the influence, as defined in the Human Resources Manual, Drug and Alcohol Policy, or the ability to drive is affected by any substance or condition that may impair the employees ability to safely operate the vehicle;
- Ensure no passengers ride in the truck bed, tailgates or on running boards.

### 3.0 Training

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The County will provide orientation and training to the employee as required, prior to operating a County vehicle, this includes:

- Review, understand and acknowledgment of the Vehicle Safety Policy;
- Provide Defensive Driving Training every three years;
- Provide Transportation of Dangerous Goods (TDG) Training;
- Provide training of the operation of all safety equipment assigned to the vehicle;
- Provide copies of applicable legislation governing load security, weight and dimensions, hours of service, trip inspection etc.

#### 4.0 Licensing and Medical Reporting

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- The Employees driver's license must be of the appropriate class as required to operate any specific vehicle;
- The County may employ persons under the Graduated Driver's License Program but shall adhere to all conditions;
- A prospective employee must provide an original driver abstracts issued within the previous 30 days;
- A current employee with more than 8 demerits may be subject to review and disciplinary action;
- If there are more than 9 demerits the current employee can no longer operate a county vehicle
- An employee shall be required to sign a driver abstract release annually;
- Employee drivers are required to report to the County immediately when they receive a violation, or are involved in an incident, accident or other type of occurrence; while operating a company vehicle. A copy of the violation is to be submitted and kept in the employee file;
- Employee drivers are required to notify the employer immediately when their driver's license is cancelled, restricted or suspended for any reason;
- Employee drivers are required to notify the employer immediately if there is a medical condition that may affect their ability to safely operate a vehicle;
- Disciplinary action including dismissal may result when an employee no longer holds a valid driver's license;
- Employee drivers that require a class 1-4 or an air brake endorsement must satisfy provincial driver licence medical requirements;

## 5.0 Towing Trailers/Equipment

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Prior to towing any trailer or other equipment the driver shall be satisfied that they have received training and can safely tow a trailer.

The driver shall ensure that the trailer or other equipment is properly attached to the towing vehicle and the following safety items have been adhered to:

- Hook up and confirm all lights are operational;
- Tires have proper inflation;
- Safety chains are secured to vehicles;
- Trailer brakes are connected and working (as applicable);
- Ensure the load is properly secured;
- Be aware of weight restriction.

## 6.0 Driver Distraction Legislation

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### ALBERTA REGULATION 113/2011

#### Traffic Safety Act

#### DISTRACTED DRIVING REGULATION

#### Table of Contents

#### 1 Hands-free mode

#### 2 One touch

#### 3 Exempt classes of individuals

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#### 6 Coming into force

#### Hands-free mode

1 For the purposes of the Act and this Regulation, “hands-free mode” means a function on a cellular telephone or a radio communication device that is enabled

(a) in a voice-activated manner without holding the cellular telephone or radio communication device or an attachment to the cellular telephone or radio communication device in the individual’s hand, or

(b) in a manner that requires only one touch to the cellular telephone or radio communication device or to an attachment to the cellular telephone or radio communication device without holding the cellular telephone or radio communication device or an attachment to the cellular telephone or radio communication device in the individual’s hand

in order to initiate, accept or end a telephone call, or to receive or transmit electronic data, electronic mail, a text message or a voice communication.

#### One touch

2 For the purposes of the Act and this Regulation, “one touch” means pressing only one button one time on a cellular telephone or radio communication device or an attachment to the cellular telephone or radio communication device in order to initiate, accept or end a single telephone call, or to receive or transmit electronic data, electronic mail, a text message or a voice communication without holding the cellular telephone or radio communication device or an attachment to the cellular telephone or radio communication device in the individual’s hand.

## Exempt classes of individuals

**3(1)** Pursuant to section 115.1(1) of the Act, an individual who holds a radio operator certificate issued under the *Radiocommunication Act*(Canada) may drive or operate a vehicle on a highway while holding, viewing or manipulating a 2-way radio communication device.

**(2)** The following classes of individuals are exempt from the operation of section 115.2(1) of the Act:

(a) individuals appointed as spectrum management officers under the *Radiocommunication Act*(Canada) for the purposes of frequency spectrum management;

(b) individuals employed or engaged for services by a telecommunication enterprise for the purposes of monitoring telecommunication service levels and disruptions.

## Exempt devices

4 For the purposes of section 115.2 of the Act, an individual may operate or drive a vehicle on a highway if the display screen of an alcohol ignition interlock device is activated and is visible to the driver of that vehicle.

## Expiry

5 For the purposes of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on June 1, 2016.

## Coming into force

6 This Regulation comes into force on the coming into force of the *Traffic Safety (Distracted Driving) Amendment Act, 2010*.



## **7.0 Motor Vehicle Accident Reporting Requirement**

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All accidents shall be reported to your manager/supervisor as soon as possible. The following identify the action the employees are required to take in the event they are involved in an accident when operating a company vehicle.

It is important that all information be obtained that will permit an internal review and prompt reporting to our insurance company.

At the scene it is important not to discuss the cause of the accident or admit fault. Provide information to the police only.

### **7.1 Motor Vehicle Accident Procedure**

- Stop immediately if safe and pull to the side or shoulder of the road;
- Apply first aid and assistance to anyone injured if needed;
- Call 911, if emergency services are required and provide required information;
- Notify the office as soon as possible;
- Exchange driver licence, address, phone numbers, vehicle license and description and insurance information with those involved;
- Complete the accident report located in the company vehicle;
- If emergency services are not required, report to the police;
- Report to Manager upon return to work and submit completed accident report.

### **7.2 Incident Investigation**

The employer may investigate the accident to review details of any loss, determine its preventability, and to recommend a course of action aimed at correcting a fault, thereby decreasing risk.

The employee may be interviewed by a manager or a person as may be appointed. The employee may subsequently be required to be interviewed by the insurance company or an adjuster appointed by the insurance company. Depending on the seriousness of the accident further interviews by the police may result including providing information in a court or at an inquiry.

Action as a result of the investigation may include driver training or other training as may be required. At fault accidents may result in disciplinary action.

Action as a result of the investigation may result in post incident testing for alcohol or drugs for cause.

## 8.0 National Safety Code (NSC)

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The National Safety Code applies to commercial vehicles that are registered for 11,794 kgs and over. The NSC consists of performance standards that owners of NSC vehicles must satisfy to maintain a satisfactory safety rating.

NSC vehicles are subject to on-highway and site inspections and the registered owner of the NSC vehicle(s) is subject to monitoring to ensure compliance. Employee drivers of company operated NSC vehicles are required to ensure compliance is satisfied. Under the NSC standards, carriers must retain records according to Alberta legislation.

These records would include at least:

- A written safety program;
- Required driver records;
- A written vehicle maintenance program;
- Required vehicle records.

A carrier must designate a person (e.g. a safety officer) as being responsible for maintaining and implementing the safety program and for ensuring compliance with safety laws.

Unless authorized in other legislation or in writing by the Registrar, a carrier must maintain their records:

- At their principal place of business in Alberta;
- For at least five years from the date they were created, established or received;
- In a manner readily available for inspection by a peace officer.

### 8.1 Hours of Service

Drivers of vehicles deemed to be a NSC vehicle are subject to compliance with the Alberta Hours of Service Regulation and **may not leave the province.**

Drivers that drive beyond 160 km of their base location are restricted to a maximum of 13 hours of day driving within 15 hours of on-duty time and required to record their hours in an hours of service log book. A sample logbook is provided at the end of this document.

It is the responsibility of the commercial vehicle owner to ensure drivers are in compliance and driver's hours of service records are retained.

Information may be obtained on the Alberta Transportation web site.

## 8.2 Load Security

Drivers are required to ensure that all cargo carried by a commercial vehicle is properly secured according to the requirements of the Traffic Safety Act.

A carrier shall not permit a driver to operate a commercial vehicle where the cargo transported in or on the vehicle is not contained, immobilized, or secured as it relates to the particular type of commercial vehicle.

A driver shall not operate a commercial vehicle where the cargo transported in or on the vehicle is not contained, immobilized, or secured in accordance to the NSC standard as it relates to the particular type of commercial vehicle.

A driver or carrier must ensure that cargo transported by a commercial vehicle is contained, immobilized or secured so that it cannot shift while in transport.

If cargo is not properly secured, the driver, carrier, or shipper could face fines and penalties.

## 8.3 Trip Inspection

Alberta Regulation 121/2009 requires drivers of commercial vehicles with a gross combined weight of 11,794 kg and over must complete a daily pre-trip inspection report and identify any defects and provide proof of inspection to an enforcement officer. There also must be a schedule maintenance program in place. A sample schedule is provided at the end of this document.

Drivers of company vehicles must inspect their vehicles daily and prior to the first trip of the day. Pre-trip inspections identify potential vehicle equipment failures prompting preventive maintenance.

## 8.4 Vehicle and Trailer Inspection

A vehicle inspection form must be completed daily to confirm that the driver has conducted a pre-trip inspection and as required by legislation.

- Enter the date, time and location of inspection;
- Enter the odometer reading, license plate or unit number of the truck and trailer;
- Walk around the truck and trailer and visually inspect for defects or damage;
- Check appropriate box if defect found;
- Add remarks to specify damaged location or information specific to type of defect (i.e. check box next to "Brakes" add remark squealing from brakes);
- Print your name;
- Sign and enter date;
- Signature at the end of the shift.

## 9.0 Disciplinary Action

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Employees are required to comply with all legislation and guidelines, policies and procedures as approved by the individual County that relate to the safe operation of County vehicles. Failure to comply may result in disciplinary action. It is the responsibility of the County to determine a disciplinary scale for its employees. Disciplinary action may include:

- Verbal warning;
- Written warning;
- Suspension without pay;
- Termination of employment

## Appendix A

### Employee Driver/Owner Operator Acknowledgement Agreement

I \_\_\_\_\_ an employee driver driving for \_\_\_\_\_ acknowledge and agree that it is my sole responsibility to report to my employer when the following situations affect my driver license and/or my legal ability to drive a vehicle on behalf of my employer:

1. When I receive a violation ticket or any other form of violation notice that may affect my driver license status or when I receive a written warning notice, Commercial Vehicle Safety Alliance (CVSA) Inspection Report or other notice that would apply to the vehicle operated on behalf of my employer or those that I may be under contract with as a carrier.
2. If my driver license is subject to a prohibition, suspension or cancellation as a result of a criminal code violation, demerit point, administrative suspension, court judgment or for any other reason as identified by a provincial licensing authority.
3. If a medical condition or issue affects my ability to safely operate a vehicle or as directed by a medical professional not to operate a motor vehicle.
4. 6.0 Alberta Driver Distraction Legislation must be adhered to. The Law Restricts Drivers From:
  - a. using hand-held cell phones
  - b. texting or e-mailing
  - c. using electronic devices like laptop computers, video games, cameras, video entertainment displays and programming portable audio players (e.g., MP3 players)
  - d. entering information on GPS units
  - e. reading printed materials in the vehicle
  - f. writing, printing or sketching, and
  - g. personal grooming

**I further understand and agree to adhere to the Vehicle Safety Policy, procedures, guidelines and verbal instructions from my supervisor for the purpose of ensuring a safe work environment and for the safety of others.**

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Date

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Signature of Acknowledging Agreement

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Authorized Employer

## Appendix B

### Excerpt from the Government of Alberta, Commercial Vehicle Safety Compliance in Alberta, Effective July 2009

#### Provincial Logbook Requirements

- A graph grid in the form set out in the Schedule;
- Date on which the day begins;
- Odometer reading at the start of driving;
- Total number of kilometres or miles driven by the driver during the work day;
- When a vehicle is being driven by co-drivers, the total number of hours the vehicle has travelled during a work day;
- The vehicle's unit or licence plate number;
- Name of the carrier for whom the driver worked during the work day;
- Name and signature of the driver;
- Name of any co-driver;
- Start time of the work shift and the location at which the driver started the work shift;
- Address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the workday.

The following are two examples which illustrate possibilities for recording 160 kilometre radius hours.

Date	Duty Status	160 kilometre Radius Record											Total hours for each duty status	
		Time Block from/to (every hour of the day must be accounted for)												
27	Started @	0:00	6:00	6:30	7:30	9:30	10:30	12:30	13:30	17:30				
	Finished @	6:00	6:30	7:30	9:30	10:30	12:30	13:30	17:30	24:00				
	Time Off-duty	6:00						1.00		6.50				Off-duty: 13.50
	Time Driving			1.00		1.00			4.00					Driving: 6.00
	Time On-duty <i>not</i> driving		0.50		2.00		2.00							On-duty <i>not</i> driving 4.50
Remarks:										Cycle 1 <input checked="" type="checkbox"/>		Total: 24		
										Cycle 2 <input type="checkbox"/>				

Note: You must record in the Remarks Section, the following items:

1. Deferral of off-duty time (48-hour averaging)
2. When the driving time is extended or off-duty time is reduced because of an unforeseen adverse driving condition or an emergency
3. When a CMV is used for personal use (odometer readings)

**160 Kilometre Radius Record**

**Driver's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Elected Cycle:** 1 X or 2 \_\_\_

<b>Time</b>	<b>Off-duty</b>	<b>Driving</b>	<b>On-duty (not driving)</b>	<b>Remarks</b>
0:00				
7:00	7:00			
7:15			0:15	
7:45		0:30		
8:15	0:30			
8:30			0:15	
9:15		0:45		
9:30			0:15	
14:00	4:30			
14:30		0:30		
14:45			0:15	
15:30		0:45		
15:45			0:15	
16:15		0:30		
24:00	7:45			
<b>Total Hours</b>	<b>19:45</b>	<b>3:00</b>	<b>1:15</b>	

Total On-duty Hours  
4 hours 15 minutes



## Provincial Exemption

Under the provincial regulation a driver is exempt from having to maintain a logbook only if ALL of the following conditions are met:

- The driver operates within a 160 kilometre radius of driver's home terminal;
- The driver's work shift does not exceed 15 hours;
- The driver starts and ends the shift at his home terminal;
- The carrier that employs the driver maintains and keeps accurate time records of the driver's start time and of the end time for each calendar day and retains these records for a period of at least six months.

The exemption from having to keep a logbook does NOT exempt a driver from being in compliance with the remainder of the Hours of Service Regulations; it applies only to the requirement of maintaining a logbook. If ANY of the above conditions that exempt the driver from keeping a log book end, then the driver must maintain a daily log and record the total hours on-duty in each of the previous 7 days in the Remarks section of this first log.

When a logbook exempt driver is required to drive in a situation that results in violating any one of the exemption requirements, the driver is required to immediately begin a log for that particular trip and be ready to present the hours worked for the previous 7 days, if demanded by a peace officer. The driver may in this case, prepare a log indicating in the Remarks section the number of on-duty hours for each of the previous 7 days.

## Record Keeping

The driver is required to submit each completed log to the carrier within 20 days of being produced. A driver who is employed by two or more carriers is required to provide each carrier with a copy of all logs. This lets each carrier monitor the driver's hours of service for dispatch purposes. Carriers are also required to keep a copy of drivers' logs for at least 6 months and must have copies retained at their principal place of business within 30 days of receiving them.

**Note:** Provincial Legislation requires *drivers* to retain copies of daily logs at their residence for a period of at least 6 months.

## Appendix C

### Excerpt from the National Safety Code Sample Safety and Maintenance Program, Effective July 2009

#### Scheduled Vehicle Maintenance:

Our company will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval (State Kilometres, Time or Hours)	Comments
<b>Daily Trip Inspection:</b>	Trucks, Tractors, Trailers	Every 24 hours	Complete written Daily Trip Inspection form if required. Report all defects and document all repairs.
<b>Greasing Interval:</b>	Trucks:	Every Oil Change	All units will be greased at the same time as the oil change
	Tractors:	Every Oil Change	All units will be greased at the same time as the oil change
	Trailers:	Every 4 months min.	Changes are done on trailers every four months
<b>Oil Change Interval:</b>	Trucks:	Every 5000Km	Oil changes will be as manufactures Specs.at a minimum.
	Tractors:	As per Manufactures Specs.	Oil changes will be as manufactures Specs.at a minimum.
	Trailers:	As per Trip Inspection	Oil changes will be as manufactures Specs.at a minimum.
<b>Scheduled Maintenance Inspection:</b>	Trucks:	Every Oil Change	Defects will be repaired and documented
	Tractors:	Every Oil Change	Trailers will be inspected and documented as part of the regular trip
	Trailers:	Every 4 months and trip Inspections	Inspection.
<b>“CVIP” Inspection:</b>	All Types (Truck, Tractor, Trailers)	Annually	Required every 12 months before next CVIP expires - to be completed by a Certified CVIP Station.

#### Record Keeping:

**Option 1:**

- Vehicle records will be maintained on file as required by Sections 37, 38 and 39 of Alberta's *Commercial Vehicle Safety Regulation*, AR121/2009 (copy of legislation is attached and/or direct internet access available).

Our company will review maintenance records, CVSA, CVIP and Carrier Profiles (from Alberta Transportation) to monitor, improve and update our maintenance program as required.

**Option 2:**

- Our company will maintain the following records pertaining to each commercial vehicle used in the carrier's business:

1. an identification of the vehicle, including
  - a) a unit number, the manufacturer's serial number or a similar identifying mark,
  - b) the make of the vehicle, and
  - c) the year of manufacture;
2. a record of the inspection of the vehicle under the Vehicle Inspection Regulation (AR 211/2006), and repairs, lubrication and maintenance for the vehicle, including
  - a) the nature of the inspection or work performed on the vehicle, and
  - b) the date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time;
3. notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;
4. trip inspection reports prepared under section 12 of Alberta's *Commercial Vehicle Safety Regulation* .
5. Unless otherwise authorized by the Registrar, we shall maintain the records at our principal place of business.

We shall ensure that the records required to be maintained under this section are true, accurate and legible.

The attached sample maintenance form may be adopted as a sample scheduled maintenance and inspection form.

### Sample Maintenance Form (Schedule 2)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Inspector's Name: \_\_\_\_\_

Address of Inspection Shop: \_\_\_\_\_

Licence Plate Number(s): \_\_\_\_\_ Vehicle Unit Number: \_\_\_\_\_

Odometer: \_\_\_\_\_ Hour Meter: \_\_\_\_\_ Signature: \_\_\_\_\_

- Body and Seats (S.1)
- Chassis Frame (S. 2)
- Body Frame (S. 3)
- Sliding Subframe (S. 4)
- Underbody (S. 5)
- Driver Shaft (S. 6)
- Window and Mirrors (S. 7)
- Fuel (S. 8)
- Exhaust (S. 9)
- Friction Components (S. 10)
- Hydraulic and Vacuum-assist Brake Components (S. 11)
- Mechanical Components (S. 12)
- Brake Pedal (S. 13)
- Air Brake System (S. 14)
- Park Brake (S. 15)
- Brake System (S. 16)
- Engine Controls (S. 17)
- Steering Column and Box (S. 18)
- Wheel Alignment (S. 19)
- C-Dolly Steering (S. 20)
- Steering Linkage (S. 21)
- Suspension (S. 22)
- General Requirements (S. 23)
- Windshield Wipers and Washers (S. 24)
- Heating and Defrosting System (S. 25)
- Starting Switch (S. 26)
- Lamps and Reflectors (S. 27)
- Tires (S. 28)
- Wheels (S. 29)
- Lubrication (S. 30)
- Fifth Wheel Coupling Device (S. 31)
- Trailer Hitch, Trailer Mount and Connecting Devices (S. 32)
- Rear Impact Guards (S. 33)

The above noted items are general headings under Schedule 2 of the *Commercial Vehicle Safety Regulation (AR121/2009)*. The general headings are further broken down in Schedule 2 into specific components and detailed inspection criteria. Refer to Schedule 2 of the *Commercial Vehicle Safety Regulation (AR121/2009)* for guidance when conducting maintenance inspections.

**Note:** The items listed in this sample inspection and maintenance program are items that may be required to be inspected and maintained. Specific vehicles may be equipped or required to be equipped with additional items that must be inspected and maintained. Consult the legislation to determine the specific requirements for your vehicle(s).

Any equipment or safety systems installed in a vehicle by the manufacturer of the vehicle must be maintained in good working order and in accordance with the manufacturer's specifications.

GOVERNMENT OF ALBERTA  
DEPARTMENT OF TRANSPORTATION  
EXEMPTION BY REGISTRAR

The Assistant Deputy Minister of the Transportation Safety Services Division, Alberta Transportation, pursuant to section 62(1)(a)(iii) of the *Traffic Safety Act*, and section 40(1) of the *Commercial Vehicle Safety Regulation AR121/2009*, subject to the conditions and restrictions noted below, hereby exempts the driver of a commercial vehicle that is registered for a gross weight of less than 11 794 kg, or a combination of vehicle's where the sum of their registered weights is less than 11,794 kilograms and the carrier who is the registered owner of that commercial vehicle, from the requirements to;

- a) Carry or produce the applicable schedule of the NSC Standard 13, Part 2 as required by the *Commercial Vehicle Safety Regulation AR121/2009* subsections 10(9) and (11), and
- b) Prepare, carry, or produce a trip inspection report as required by the *Commercial Vehicle Safety Regulation* subsections 12(2), (5) and (6), and

This exemption expires on December 1, 2014.

Dated at Edmonton, Alberta, this 17 day of December, 2009.



Assistant Deputy Minister, Transportation Safety Services Division,  
Alberta Transportation