



COUNTY OF NORTHERN LIGHTS

POLICY

TRANSPORTATION COMMERCIAL VEHICLES

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 8

PURPOSE

These guidelines and requirements are designed to address specific actions to be taken by all personnel who drive County of Northern Lights vehicles regulated under the National Safety Code.

SCOPE

These vehicle safety guidelines apply to all staff including driver of tractors, maintenance staff, lease operators, swambers, administration staff and management as well as anyone else who may be authorized to operate County of Northern Lights company vehicles.

REQUIREMENTS

General

Drivers of County of Northern Lights vehicles only operate the company vehicles applicable to their license, class conditions and endorsements.

All drivers of County of Northern Lights vehicles hold a valid operator's license while driving company vehicles

All drivers must report all driving violations including those received while driving their own private vehicles

All drivers must report a change in the status of a person's driver's license immediately (notify the appropriate supervisor and inform them of the changes.)

The driver must follow any driver's license restrictions imposed upon their specific license.

Vehicles shall be driven with headlights on at all times. This action increases other drivers' ability to see your vehicle and greatly reduces the odds of being involved in a traffic incident.

The driver and passengers will comply with all local, province, and federal laws, including Department of Transportation regulations and codes (if applicable), while operating or riding in an County of Northern Lights vehicle.

Use of radar/laser detection and/or jamming devices is prohibited in all company owned, leased, rented or in vehicle where personnel are being reimbursed for mileage.

Supervisory personnel will assist in determining the safe condition of a company vehicle. No person is allowed to approach, work on or under the raised body of a vehicle without the vehicle being adequately supported with "jack" stands.

Seatbelts

All personnel riding in a vehicle that is owned/leased/rented by the company by County of Northern Lights, must wear a seat belt at all times. The driver has the responsibility of ensuring that all passengers are wearing seat belts. The driver will also ensure that passengers only ride in designated passenger areas.

Speed Limits

No driver of any vehicle that is owned/leased/rented by the company shall exceed any posted speed limit on any roadway.

Drugs & Alcohol Use

Drivers may not operate commercial vehicles while their ability or alertness is impaired. A carrier (County of Northern Lights), shipper, consignee or other person must not request, require or allow a driver to drive and a driver must not drive if the driver's faculties are impaired by fatigue, illness, or a mental or physical infirmity to the point that it is unsafe for the driver to drive or driving would jeopardize or be likely to jeopardize the safety or health of the public, the driver or the employees of County of Northern Lights. (See Drug & Alcohol Procedure)



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Defensive Driving

All employees shall practice defensive driving while operating any company vehicle.

Defensive driver training will be mandatory for any employee who gets any traffic violation tickets or warnings.

Load Restrictions

All drivers will be trained in weight and dimension specific to units operated. All employees shall follow the requirements as set out in Alberta's "*Commercial Vehicle Dimension and Weight*" Regulation AR315/2002. No driver shall exceed the limits as prescribed in the applicable regulation. Permits for County of Northern Lights fleet will be purchased annually. Permits include but are not limited to Fleet TAC, Tri-Drive and Lift Axle to allow legal operation.

Cargo Securement Systems

Loads are adequately secured for transport. Vehicles must be equipped and cargo must be contained, immobilized, or secured so that it cannot leak, spill, blow off, fall from, fall through, or otherwise be dislodged from the vehicle or shift on or within the vehicle in a manner that affects the stability or manoeuvrability of the vehicle. (See Cargo Securement under Training Documentation Samples)

To eliminate the potential for injuries, personnel must avoid jumping down from vehicle beds.

Refuelling Vehicles

Vehicle engines must be off before refuelling begins. Smoking is not permitted during the refuelling process. Due to concerns surrounding the potential for cellular phones to cause the ignition of gas vapours, cellular phones must not be worn or used during refuelling of gas powered vehicles.

Vehicles must not carry large quantities of extra fuel unless the fuel is stored in an approved container and properly secured.

Hours of Service Limits for Daily Driving and On-duty Time

County of Northern Lights must not request, require or allow a driver to drive and a driver must not drive after the driver has accumulated 13 hours of driving time and/or 15 hours of on-duty time in a work shift.

The driver must inform dispatch and dispatcher must track hours of driver so there are no scheduling conflicts that would put driver over his/her allotted hours. Appropriate plans to accommodate breaks must be arranged if driver cannot make trip in allotted hours in a work shift.

County of Northern Lights dispatch must ensure that drivers are only dispatched when the driver has a sufficient number of on-duty hours available for use. A system to monitor driver on-duty time is essential.

Hours of Service regulations are easily and readily available to drivers (either in book form or bookmarked on the internet)

Everyone who operates a commercial vehicle or monitors hours of service at the company is aware of and understands the hours-of-service regulations and how they apply to their operations.

Drivers who are employed by more than one company submit daily logs to each of those companies to ensure compliance in hours.

Dispatchers and drivers should be working together. The driver should call into the dispatch daily with the accumulated hours for the day or previous day and the dispatcher keeps a record of these hours.

If County of Northern Lights determines that there has been non-compliance with the regulations shall take immediate action and record the dates on which the non-compliance occurred, the date the notice of non-compliance was given to the driver & dispatcher and the action taken to ensure that it doesn't happen again.

County of Northern Lights must be able to prove they did something about the non-compliance. Training of new drivers and retraining of drivers and dispatchers who have demonstrated a pattern of violations. Repeat offenders may



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be required to take time off without pay or other forms of disciplinary actions may be enforced. All of these must be documented.

Hours of Service Records

Hours of service records are filed in a neat and orderly manner (date order) and they are readily available.

Hours of service records are kept for a minimum of 6 months for each driver.

(See Hours of Service under Training Documentation Samples)

Logbooks

Drivers must complete daily logbooks while operating commercial vehicles and drivers will submit those daily logs and supporting documentation within 20 days from the day of completion.

Drivers shall only maintain one set of logs

County of Northern Lights must require every driver to fill out and every driver must fill out a daily log each day that accounts for all of the driver's on-duty time and off-duty time for that day.

A daily log is not required to be maintained where all of the following conditions exist:

- The driver does not operate beyond a radius of 160 km from the home terminal of that driver.
- The driver returns to the home terminal and is released from work within 15 hours from the commencement of the driver's work shift.
- The carrier that employs the driver maintains and retains for a period of 6 months accurate time records showing the time that the driver reports to commence the driver's work shift and the time the driver is released from work.

Logs are reviewed and verified with other supporting documentation on an ongoing basis to ensure compliance.

Supporting documentation may include trip inspection reports, fuel receipts, GPS records, bills of lading, shipping documents, etc.

Reference *Drivers' Hours of Service Regulation AR 317/2002*

Training

Employee orientation and training includes information about the safety laws and their application.

On-going performance evaluations for driving skills will be conducted. These include periodic knowledge testing and/or road tests.

All training records and training certificates will be entered into the employee files. Including but not limited to H2S, TDG, First Aid, WHMIS.

All drivers are given instruction on how and when to use safety equipment, as well as, care and maintenance of the required equipment (pertaining to the jobs being completed by the employees).

Copies of all training certificates new & old will be included in the employee files. This ensures County of Northern Lights has proof that training is repeated as certificates expire. New certificates will be issued as retraining takes place.

All drivers will be trained in the laws governing: cargo securement, trip inspections, hours of service, weights & dimensions

Driver Files

The registered owner of every commercial vehicle must maintain, for each of that owner's drivers, a driver record file. County of Northern Lights retains copies of specific driver's records in accordance with the regulation.

Driver files should contain a five-year snapshot of a driver's licence, containing information while operating heavy commercial vehicles as listed below.



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County of Northern Lights will have a recall system in place to ensure the licenses of all company drivers remain current.

All driving records are retained in accordance with regulation.

The following must be entered into the driver files:

- Completed application form
- Employment History for past 3 years prior to working here
- Copy of Driver's license – (showing license number, name, class, condition, expiry and medical due dates)
- Driver's abstract – current to within 30 days of being hired and minimum annual updated abstract from date of hire
- Copy of any convictions of safety laws in the current year and each of the preceding 4 years
- Record of all administrative penalties imposed on the driver under safety laws
- Record of all collisions reportable to a Peace Officer, in any jurisdiction, involving a motor vehicle
- Record of all training completed with respect to the operation of a commercial vehicle and compliance with safety laws.
- Record of all training taken by employee and copies of all training certificates (if issued) Including but not limited to H2S, TDG, First Aid, WHMIS.
- Copy of a valid training certificate under the Transport Dangerous Goods Control Act. (if applicable)
- Copy of a current medical certificate required for a driver's license or have a valid class 1, 2, 4 or have a valid abstract dated within past 12 months.

(See Employee File Requirements in section 8- Program Administration)

Vehicle Files

Each vehicle file includes:

- Unit/plate or VIN number
- Make and Year of Vehicle

These can be an electronic database, copy of registration or label on file

If the vehicle is leased for more than 30 days each file must contain the name of the person/company furnishing the vehicle.

All vehicle file components with the exception of trip inspections must be kept for the current year plus the previous 4 years (including repair, lubrication, scheduled maintenance, CVSA inspection reports, notice of defects and/or recalls from manufacturer).

Trip inspections must be kept for a minimum of 6 months, if a defect is noted, the document must form part of the 5-year file.



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Each vehicle has a file with the trip inspections for the past 6 months, longer if defaults are found and repairs made. These inspections must include:

- Date
- Vehicle Identification
- Odometer/hub or hour meter reading
- Description of work performed on vehicle

Repair records are kept for each vehicle. Each record includes the following information:

- Date
- Vehicle Identification
- Odometer/hub or hour meter reading
- Description of work performed on vehicle
- Work completed must state whether in-house or outside service
- Repair bills are included in the file or a reference to who completed the work by indicating a provider, invoice # or work order #

Each vehicle has a file with lubrication records. Each record includes the following information:

- Date
- Vehicle Identification
- Odometer/hub or hour meter reading
- Description of work performed on vehicle
- Work completed must state whether in-house or outside service

All modifications to the vehicles that affect their weight capacity have been recorded and are in the individual vehicle files.

All manufacturers' recalls have been recorded and a copy of the recall notice and date work was completed and by who are in the individual vehicle files.

All vehicle files contain records of all CVIP inspections for the past 5 years. (current year plus 4 previous calendar years)

All vehicle files contain records of all CVSA Commercial Vehicle Inspection Reports.

All notices of defects are recorded when identified on the pre/post trip inspections. These notices are filed in appropriate file.

In-Vehicle Documentation Requirements

County of Northern Lights safety designate will inspect the company vehicles quarterly to ensure all of the following documents are located in the vehicles.

- The original certificate of registration and proof of insurance documentation must be carried in all vehicles.
- A copy of the County of Northern Lights Safety Fitness Certificate must be carried in all vehicles operating under the NSC
- Each vehicle has a valid CVIP inspection certificate and decal within/on each qualifying (NSC) commercial vehicle.

Compliance Checks

Management will periodically review driver violations by checking driver's abstracts and operating profiles

Drivers Abstracts – drivers will be required to submit a current driver's abstract on an annual basis

Carrier Profiles – carrier profiles will be pulled at least annually. Results will be compared to incidents in files. All incidents must be accounted for.



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Logbooks – sampling will be checked for form & manner monthly and hour discrepancies every 6 months

Files - will be checked annually. Safety Ticket expiration dates checked and renewal dates entered in training calendar. (calendar can be hard copy or electronic, checked monthly) Driving violations checked against carrier profile & drivers abstract.

If the status check reveals that a person's license has been suspended or revoked, or if vehicle insurance coverage in force is inadequate, operation of any vehicle to conduct company business is prohibited until the license, registration or insurance issue is resolved.

Vehicle Inspections

Commercial vehicles, when operated, must be inspected every 24 hours. The driver or a person specified by County of Northern Lights shall satisfy himself or herself that the commercial motor vehicle is in a safe operating condition including, but not limited to, the operating condition of the following items:

- As outline in NSC Standard 13, Part 2, Schedule 1
- service brakes, including trailer brake connections and brake adjustments;
- parking brake;
- steering mechanism;
- lighting devices and reflectors;
- tires;
- horn;
- windshield wipers;
- rear vision mirrors;
- coupling devices;
- wheels and rims;
- emergency equipment;
- load securement devices.

County of Northern Lights shall NOT permit a person and no person shall drive a commercial vehicle on a highway when a major defect is present on the vehicle.

Defects observed during daily inspections are documented. The trip inspection report shall specify any defect in the operation of each item, specify any defect in the operation of the commercial motor vehicle if that defect may affect the safe operation of the commercial motor vehicle, or state that no defect was discovered or came to the attention of the driver, should that be the case.

Defects that might affect the safe operation of a vehicle are repaired before the vehicle is operated on a public road. County of Northern Lights shall not permit a driver to drive, and a driver shall not drive, a commercial motor vehicle unless, before doing so, County of Northern Lights or the agent of County of Northern Lights has repaired or corrected items listed on the trip inspection report which may affect the safe operation of the commercial motor vehicle and certified on the trip inspection report that the defect has been corrected or certified on the trip inspection report that correction is unnecessary. (See Section 4-Inspections & Maintenance)

Vehicle Incident Reporting

All vehicle incidents must be reported immediately to the appropriate law enforcement agency, County of Northern Lights supervisory personnel, risk management and HSE personnel. The appropriate incident report forms must be filed as soon as possible. (See Section 7-Incident & Investigation)

Carrier Profiles will be pulled at least annually and compared to the incident records filed.



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Passenger Safety

The number of passengers carried in a vehicle must be strictly limited to the number of functioning seat belts. Transportation of passengers in the back of trucks must be avoided. If, because of emergency reasons this cannot be avoided, personnel must not be allowed to ride on the sides of the vehicles. All personnel must remain seated at all times while the vehicle is in motion.

Transporting hitchhikers is prohibited.

Parking of Vehicles

Vehicles must not be left running when a vehicle is parked in an enclosed space, i.e. closed garage, shop or warehouse. Vehicles otherwise left unattended must have the engine off, in gear or park and emergency brake applied.

If weather conditions warrant leaving the engine running, the vehicle must be in “park” or out of gear (standard shift vehicles) with emergency brake set.

When driving vehicles into areas having high grass, the driver must take extra precautions to avoid hazards and hidden obstacles that may be present. Also, a hot catalytic converter can create a fire hazard and this exposure should be taken into consideration.

Avoid backing vehicles/machines whenever possible.

Safety Equipment

All company owned/leased vehicles must be equipped with a suitable fire extinguisher, first aid kit and spill kit. Vehicles used in extreme weather conditions (hot or cold) must be equipped with the necessary survival equipment, i.e., communications equipment, ice scraper, shovel, water, flares, reflective triangles, pylons, jumper cables, blankets, candles, matches, extra clothing, non-perishable food, etc. (See Safety Equipment under PPE Procedure)

Maintenance of Vehicles

Company owned/leased vehicles and those permitted for use on company projects must be maintained in safe condition. Documented vehicle inspections will be conducted at a minimum on a monthly basis. Any significant mechanical defects found during maintenance checks must be repaired before the vehicle is placed back into service. Repairs for vehicles must be documented for future reference. *(See Section 4-Inspections & Maintenance)*

Records That Need to Be Retained

Records must be retained. County of Northern Lights shall maintain the records and shall keep the records readily accessible for inspection and audit purposes for the calendar year in which they were made and the following 4 calendar years. Records to be retained include:

Logbook records– in date order and separated into an individual driver file - held for 6 months

Employee Files – all pertinent information as in driver file requirements are held for 7 years.

Maintenance Records – in date order and separated into an individual unit folder held for life of machine/truck. Includes everything that was completed including repairs & maintenance.

Inspection Reports – in date order and separated into an individual unit folder for each of:

- pretrip
- post trip
- 300hr maintenance
- annual

Safety Communication Documentation – in date order and separated into individual categories or into employee files:

- Monthly safety meeting minutes
- Dispatcher/Driver Pre-Trip Meetings (Driver Trip Sheets indicates meeting details)



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- Copies of Driver Trip Sheets
- Warnings & follow-up (entered into individual employee files)
- Traffic Violations (entered into individual employee files)
- Safety Concerns
- Incidents
- Copies of communications between supervisors & employees

Hazard Assessments – separated per job/ location in date order

Fuel & Mileage Reports – in date order and separated into an individual unit folders

Machine/Truck Individual unit folders with pertinent information about each

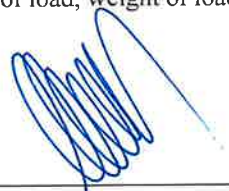
Records will be maintained at the corporate office.

Instructions for Driving on Unpaved Roads

Serious injuries and even fatalities have occurred while driving on unpaved roads. There are a variety of situations that may affect the precautions that will need to be taken. Each operation must assess its own individual situation and take the appropriate steps to eliminate driving hazards, while using the following information as a guide:

- Vehicles must be driven with headlights on at all times.
- Seat belts must be worn at all times while driving or riding in vehicles.
- A vehicle must not pass other vehicles when dusty conditions are present.
- Vehicles must not follow other vehicles at a distance that would put their vehicle inside the “dust trail” of the vehicle in front of them, which significantly reduces the driver’s visibility.
- Other items such as: terrain, type of vehicles, number of vehicles, type of load, weight of load, vehicle speed, etc., must be taken to consideration.



Chief Elected Official

Chief Administrative Officer