



COUNTY OF NORTHERN LIGHTS

POLICY

VEHICLE SAFETY

CREATED: 2/9/2025

REVISED: 3/19/2026,
5/25/2026

TOTAL PAGES: 5

PURPOSE

The purpose of this program is to protect employees from safety hazards that may be encountered while driving or operating vehicles.

SCOPE

When work is undertaken on a non-owned or operated site, the operator's program shall take precedence; however, this document covers company employees for awareness purposes and shall be used when an operator's program doesn't exist.

DRIVING SAFETY REQUIREMENTS

Drivers must possess a valid driver's license. Operators of company or client on or off-road vehicles are responsible for possessing a valid driver's license for the type of motor vehicle they operate.

Driver abstracts are obtained and reviewed for all employees who will be drivers of company owned vehicles. The County will request driver's abstracts every two years. If during the time of employment, the County becomes aware that an employee's driving record has changed, the appropriate executive team member may recommend to the CAO that the employee or volunteer firefighters eligibility to operate County owned equipment and vehicles be denied. If driving privileges are removed, it may be determined by the CAO that the employee is no longer eligible to work for the County and the employee may be laid off until the demerits on their driver's abstract are reduced to an appropriate level or terminated from employment with the County. A driver abstract contains information on the operator's license, conviction information, demerit points, and suspensions. Applicants with demerit points in excess of 10 or any license suspension may not be allowed to operate County vehicles or equipment. In the case of a volunteer firefighter, the appropriate fire chief will be advised of the County's non- acceptance of the member.

Backing is prohibited whenever practicable. Pull-through (pulling through a space so the vehicle is facing outwards in the next space) parking techniques are to be employed in parking lots whenever practicable. Where pull-through techniques cannot be utilized operators of motor vehicles should back into the parking spot. This provides the operator an easier exit from the parking area as well as a quick exit in case of an emergency. A spotter should be used if required to back up. Drivers must have either a reversing alarm, use a spotter or walk around the truck/trailer prior to backing.

Cargo must be adequately secured. Passenger compartments are to be free from loose objects that might endanger passengers in the event of an incident. Any cargo on or in motor vehicles must be adequately stored and secured to prevent unintentional movement of the equipment which could cause spillage, damage to the vehicle or injury to the operator.

Vehicles (light vehicles, heavy vehicles and trailers) may not be modified without the endorsement of the manufacturer.

Signs, stickers or labels are to be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.

All employees operating a County owned or leased vehicle will report any accidents, incidents, near misses and spills.

VEHICLE USE

Where operationally feasible to do so, all full time employees of the County shall have access to a County owned or leased vehicle during working hours and/or when required to perform their duties. Casual or contract employees will have access to a County owned or leased vehicle if available, and at the discretion of Management. If an employee and/or a member of council is unable to be provided with a County owned or leased vehicle, the County shall reimburse



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the employee for use of his/her own vehicle in accordance with the Travel Policy. Vehicles may be made available to Councillors and Committee members only when it will not interfere with the operations of the County in adherence with insurance requirements.

Employees may rent a vehicle directly from the private sector only if a County owned or leased vehicle is not available and the request has been approved by the Chief Administrative Officer and/or the Director of Public Works. Council and Committee members attending conferences, seminars, etc and requiring to rent a vehicle, shall require approval from Council prior to renting.

Where operationally feasible to do so, an employee who is assigned on-call duty shall be supplied with a vehicle for a faster and more efficient response. Any employee who lives outside of the County must have approval from the Chief Administrative Officer and /or the Director of Public Works before taking a vehicle home on call. An employee who is authorized to use a vehicle for travel between their residence and their place of work for on-call duty or as a employment benefit will incur a taxable benefit.

An employee who is authorized to use a County owned or leased vehicle will be required to fill out a monthly refuelling form and provide the Accounts Payable with the receipts.

The vehicle shall not be used for personal use.

All employees of the County utilizing a County owned or leased vehicle will abide by all traffic laws and will be responsible for any traffic violation tickets issued to them and/or the vehicle while under their possession. All employees shall acknowledge that having a vehicle is a benefit and any abuse of it could result directly in disciplinary measures and/or removal of the vehicle benefit.

Employees traveling outside the County may be allowed to travel with spouses and/or family members, providing there is no additional expense to the County, the final approval having been granted by the Chief Administrative Officer and/or the Director of Public Works.

Any employee tampering with the installed GPS units could result directly in disciplinary measures and/or removal of the vehicle benefit. Information collected by the GPS system will be utilized by management and any concerns addressed directly with employees.

Whenever practical and safe to do so, an employee shall stop and assist in an emergency situation on County roads and/or on highways running through the municipality.

EMPLOYEE DRIVING RESPONSIBILITIES

- Be expected to obey all local and provincial traffic laws and rules of the road as well as requirements of clients while on company business;
- Immediately report any motor vehicle incident, citation, warning, vehicle damage, or close call associated with employer or client owned or leased vehicles to management. The general procedures include:
 - Immediately call for medical assistance if there are any injuries associated with the incident.
 - Then notify local law enforcement if on public roads or property. Stay at the scene.
 - Then notify management of the situation and if directed also notify the client if on client property.
 - Following any vehicle incident there shall be a drug and alcohol screening.
- Immediately report any restriction or change to their driving privileges to the supervisor.
- Seat belts shall always be worn by the driver and all passengers. Seat belt use is mandatory for the driver and passengers while operating a motor vehicle.
- All vehicles capable of more than 10 mph/15 kph shall have seat belts installed.
- Defensive drivers continually assess conditions and hazards and remain prepared for any challenge that may approach them;
- When speaking with a passenger, always keep your eyes on the road;



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- Both hands on the wheel;
- Handheld use of cell phones and/or texting devices while driving is prohibited.
- Slow down around construction, large vehicles, wildlife, fog, rain, snow, or anything else that adds a hazard to your driving;
- Drive for conditions, not just the speed limit;
- Operators of motor vehicles must not drive while under the influence of alcohol or drugs. Employees are strictly prohibited from operating a motor vehicle while under the influence of drugs or alcohol. This includes blood alcohol level at or above the local legal limit, illegal drugs and prescription medications that cause drowsiness or other conditions that may cause impairment.

PRE-USE INSPECTIONS

Pre-Use or Pre-Trip inspections must be completed before operating company owned motor vehicles and vehicles over 4600kg GVW, for any vehicle with a GVW under 4600kg that is shared and for all heavy equipment, as well as regular maintenance performed as per manufacturer guidelines. A weekly Vehicle Inspection is required for vehicles that are solely used by one person, however a visual pre-trip inspection is still required. Elements of the pre-use inspection shall include:

- Perform 360 walk around – report new damage or defects;
- Check windshield for cracks that could interfere with vision or structural integrity;
- No barriers blocking the path.
- Inspect for vehicle damage and immediately report any damage to the supervisor if not previously observed;
- Make sure dirt or snow is removed from lights on all sides of the vehicle;
- Brush or clean off snow or ice on all windows to ensure complete vision;
- Check fuel level to be certain the destination can be reached;
- Check to ensure the license plates and inspection tag on vehicle are current;
- Ensure that there is a first aid kit and inspected fire extinguisher in the company vehicle;
- Ensure driver is rested and alert for driving;
- Employees are not to perform repairs or maintenance other than routine fluid additions
- Inspect fluids and all components of vehicle, follow the inspection checklist provided in the pre-trip or vehicle inspection form.

MAINTENANCE AND VEHICLE REQUIREMENTS

- Each site shall have a maintenance program in place meeting the minimum manufacturer's recommendation.
- All company vehicles shall be outfitted with an adjustable steering column.
- All company vehicles shall be outfitted with an independently adjustable driver's seat (at a minimum, moveable forward and rearward).
- All company vehicles will be outfitted with a functional air conditioning/heating system that is able to maintain an in-cab temperature range of 5°C/41°F to 30°C/86°F under all local climatic and driving conditions and the air conditioning unit will use a non-ozone-depleting refrigerant.
- All drivers of light vehicles shall carry a high visibility jacket for use in case of emergency stops.
- All instrumentation will be in the local unit of measurement (e.g. speedometer, fuel gauge).
- All light duty vehicles (including buses) are to be equipped with an adjustable left, right and central rear view mirrors
- All light equipment vehicles shall be outfitted with daylight running lights.
- All light vehicles registered after July 1, 2006 will be equipped with Anti-Lock Braking Systems (ABS).
- All light vehicles shall be equipped with a securely stowed first aid kit.
- All seats are to be fitted with headrests.



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- All vehicle door locking systems will be equipped with an override in order that occupants can open the doors after the vehicle has been locked externally.
- All vehicles are to be equipped with a multipurpose fire extinguisher with a capacity of at least 0.9 kg/2 lb. The fire extinguisher shall be securely mounted on a bracket and located so that it is easily accessible in an emergency without becoming a hazard in case of an incident.
- All vehicles shall have a mobile phone, 2-way radio, or other such communication device that allows communication with emergency response personnel or management.
- All vehicles will be outfitted with an adjustable steering column and the vehicle steering wheel will be located on the left hand side of the vehicle.
- Driver shall ensure that passenger compartments are free from loose objects that might endanger passengers in the event of an incident.
- Drivers must have a reversing alarm, use a spotter, or walk around the truck/trailer prior to backing.
- No passengers are allowed on trucks used to deliver goods.
- All company vehicles (light, heavy and trailers) shall be suitable for operation in local climate conditions.
- Only seats fitted with three-pointed inertia-reel type seat belts shall be used.
- Rollover protection will be installed in any vehicle to address high risk environments. The rollover protection engineered will conform to recognized regulatory standard and industry preferred practices.
- Tire type and pattern is to be recommended by the vehicle or tire manufacturer for use on the vehicle in the area of operation.
- Tires are to be radial with a minimum tread depth of 1.6mm [1/16 inch], 2.0mm across 75% of the tire width and tread-pattern visible across 100% of the tire.
- Tires, including spares if full size, are to be of same type, profile and tread pattern, except when the vehicle or tire manufacturer recommends a different type for certain axles.
- Vehicles (light vehicles, heavy vehicles, and trailers) may not be modified without the endorsement of the manufacturer.
- Vehicles are to be fitted with a spare wheel and changing equipment to safely change a wheel, or a suitable alternative.
- Vehicles longer than 6 meters/20 feet or with restricted rear view (i.e. pickup trucks that are fully loaded) are to be fitted with an audible reversing alarm.
- Vehicles must be safety parked prior to using a mobile phone or 2-way radio.
- Vehicles shall be outfitted with an independently adjustable driver's seat (at a minimum, moveable forward and rearward).

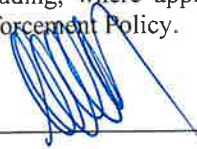
FIREARMS

Firearms are prohibited in vehicles or any worksite unless specifically authorized by management.

ACTION

Violations of this practice will lead to disciplinary action, up to and including, where appropriate, immediate suspension or termination of employment as per the company Coaching & Enforcement Policy.


Chief Elected Official


Chief Administrative Officer