

**Purpose:**

- 1 To promote safe and acceptable operations of City owned, City leased or personal vehicles, and powered mobile equipment while employees perform work on behalf of The City.
- 2 To minimize the number of accidents employees are involved in while operating City vehicles, City equipment, and personal vehicles on City business.
- 3 To limit the risk of liability to The City relating to the operation of City vehicles and City equipment.
- 4 To comply with the Occupational Health & Safety Act and all applicable provincial and federal legislation.

**Policy Statement(s):**

- 5 The City requires all City vehicles, City equipment, and personal vehicles used when performing work on behalf of The City to be operated in a safe, courteous, and professional manner in compliance with the provincial Traffic Safety Act, Transportation of Dangerous Goods legislation, Occupational Health & Safety Act and all applicable City policies and procedures.
- 6 Expectations & Requirements for Operators:
  - (1) Driver's License:
    - (a) Operators must possess and maintain a valid Driver's License with the appropriate classification for the vehicle or equipment to be operated.
    - (b) Operators must immediately report any changes in license status to their Supervisor.
    - (c) Proof of this license will be supplied upon request by The City.
  - (2) Driver's Abstract:
    - (a) A Driver's Abstract is required both as a condition of hire and continued employment for any position requiring the individual to operate City vehicles.
  - (3) Training:
    - (a) Operators must be trained and signed-off, by a supervisor, as competent to operate City owned and leased vehicles, and powered mobile equipment. Only properly trained and qualified staff may operate City vehicles and equipment.
  - (4) Vehicle Condition:
    - (a) Operators will not operate or permit another person to operate vehicles or equipment if the vehicle or equipment is likely to cause danger to persons or property.
  - (5) Speed Limits:
    - (a) Operators will obey all posted speed limits and reduce speed according to road, weather, visibility conditions, and vehicle type. The only exceptions will be peace officers and Emergency Services staff responding to an emergency.
  - (6) Distracted Driving:
    - (a) While operating vehicles, powered mobile equipment, or bicycles, employees will not:
      - (i) use hand held cell phones, SMART devices, or two-way radios;

- (ii) use electronic devices (i.e. laptops, cameras, video entertainment displays, and portable audio equipment);
    - (iii) enter information into a GPS device;
    - (iv) read printed materials;
    - (v) write, print, or sketch; and/or
    - (vi) personally groom.
  - (b) Exemptions to this are outlined in the Traffic Safety Act.
- (7) Drug and Alcohol Use:
- (a) While operating vehicles and equipment, employees will not be in the possession of and/or under the influence of alcohol and/or illegal drugs.
  - (b) Employees will not be adversely influenced by the overuse/misuse of prescription medication.
- (8) Smoking in City Vehicles:
- (a) Smoking in City vehicles is not permitted.
- (9) Use of City Vehicles Outside Work Hours:
- (a) City vehicles and powered mobile equipment are not to be used for personal use except by employees assigned 'on-call' who are authorized to:
    - (i) drive to and from work; and
    - (ii) transport themselves and their immediate family to and from normal activities within an area not extending more than ten kilometres beyond the City limits, enabling the employee to respond to calls directly from the call-out location.
- (10) Tickets/Vehicle Infractions:
- (a) Payment of fines is the responsibility of the person who received the fine. Tickets for vehicle infractions must be reported to the operator's supervisor.
- (11) Incidents and/or Accidents:
- (a) Operators must report all accidents, damage, and/or injury involving City vehicles or powered mobile City equipment as per City incident/investigative reporting procedures.
  - (b) Remedial training will be required within twenty working days for all preventable (as assessed by the Superintendent and accident investigator) accidents where the costs of the resultant damages exceed \$150.00. The Superintendent may waive the requirement for remedial training one time if special circumstances warrant.
- (12) Idling:
- (a) No person shall cause or permit a vehicle or powered mobile equipment to idle unnecessarily.
- (13) Fueling:
- (a) Operators will ensure the vehicle or equipment they are operating is fuelled at the end of their shift.
    - (i) Engines and cell phones must be turned off during fueling.
    - (ii) Smoking is not permitted during fueling.
    - (iii) Prior to fueling, the operator will check for fuel leaks.
    - (iv) Operators will not overfill the fuel tank and must ensure that the fueling nozzle is removed/disconnected from the fuel tank with the tank cap replaced prior to moving the vehicle or equipment.

- (14) Reversing & Moving Vehicles and Equipment:
- (a) Supervisors and operators will plan the worksite, whenever possible, so vehicles and equipment can drive through the site and avoid backing up.
  - (b) Operators must ensure the area is free of obstructions or hazards before moving a vehicle or equipment.
- (15) Vehicle/Equipment Inspection & Walk Around:
- (a) Operators will conduct a walk around inspection before operating any City vehicle or City equipment to ensure the vehicle or equipment is properly maintained and the area is free of hazards.
- (16) Loads - Operators will:
- (a) follow the maximum weight capacity/limit as per Transport Canada Regulations and Transportation of Dangerous Goods Legislation; and
  - (b) properly secure the loads being transported as per provincial legislation.
- (17) Dangerous Goods Shipping Documents:
- (a) When required, dangerous goods shipping documents must contain the following information:
    - (i) Date
    - (ii) Name and address of The City of Red Deer
    - (iii) Shipping name
    - (iv) The technical name of the most dangerous substance related to the primary classification if applicable
    - (v) The words “Not Odorized” for liquefied petroleum gas that has not been odorized
    - (vi) Primary Classification
    - (vii) Subsidiary Classification (if any)
    - (viii) UN number
    - (ix) Packing group (if any)
    - (x) The quantity
    - (xi) The net explosive quantity for Class I products
    - (xii) The number of containers for dangerous goods on small containers requiring safety labels
    - (xiii) 24 hour telephone number where the consignor can easily be reached
    - (xiv) Emergency Response Assistance Plan (ERAP) number and the telephone number to activate it if required
  - (b) Shipping documents must be carried within the operator’s reach and, when the operator leaves the cab, the shipping documents must be left on the operator’s seat, in a pocket on the operator’s door, or in an obvious place in the cab. If the vehicle is left in a supervised area, a copy of the shipping documents must be left with the person in charge.
- (18) Clean Vehicles:
- (a) The interior and exterior of City vehicles will be kept in a clean and presentable condition by the staff operating that vehicle.
- (19) Failure to Meet Expectations for Operations:
- (a) Failure to meet expectations as laid out in this policy may result in:
    - (i) denied operation of City vehicles and City equipment; and/or
    - (ii) progressive disciplinary action.

**Definitions:**

- 1 Equipment: Refers to powered, mobile equipment such as, but not limited to, ride-on mowers.
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**References/Links:**

- 1 OH & S (Part 12 and 19)
- 2 Seatbelt Legislation
- 3 Traffic Safety Act
- 4 2001-CA Driver's Abstracts
- 5 2016-CA Driver Education & Training
- 6 2205-CA Working Alone
- 7 2206-CA Vehicle and Equipment Maintenance
- 8 2207-CP Safe Use of Cell Phones, SMART devices, Two-Way Radios
- 9 4608-CA Idle Free

**Scope/Application:**

- 1 All employees operating a City vehicle, powered mobile equipment, or a personal vehicle to conduct City business.

**Authority/Responsibility to Implement:**

- 1 HR Team Leader – Wellness & Safety:
  - (1) Person responsible for maintaining and implementing this safety program and ensuring compliance with safety laws.
- 2 Department Heads:
  - (1) determine the number of City vehicles necessary for the transportation of employees 'on-call' within their departments; and
  - (2) ensure compliance with this policy within their departments.
- 3 The City Manager:
  - (a) Authorizes, in writing, any exception to this policy.

**Inquiries/Contact Person:**

- 1 Human Resources Manager
- 2 HR Team Lead – Wellness & Safety
- 3 Fleet Superintendent, Public Works

**Policy Monitoring and Evaluation:**

- 1 This policy will be reviewed for effectiveness every three years.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: July 12, 1991		
Revised: January 2001	“Norbert Van Wyk”	City Manager
Revised: July 11, 2009	“Craig Curtis”	City Manager
Revised: May 28, 2012	“Craig Curtis”	City Manager
Revised: May 2, 2014	“Craig Curtis”	City Manager
Revised: August 11, 2014	“Craig Curtis”	City Manager