	Prairie Rose School Division No. 8 Health and Safety	CODE: HS 206
	Vehicle Safety	ISSUED: REVIEW DATE:
		Page 1 of 4 REVISION #:

Alberta Occupational Health and Safety Code 2006 Part 19 Powered Mobile Equipment states that:

256(1) A worker must not operate powered mobile equipment unless the worker

- (a) is trained to safely operate the equipment,
- (b) has demonstrated competency in operating the equipment to a competent worker designated by the employer,
- (c) is familiar with the equipment's operating instructions, and
- (d) is authorized by the employer to operate the equipment.

(3) The operator of powered mobile equipment must

- (a) report to the employer any conditions affecting the safe operation of the equipment,
- (b) operate the equipment safely,
- (c) maintain full control of the equipment at all times,
- (d) use the seat belts and other safety equipment in the powered mobile equipment,
- (e) ensure that passengers in the powered mobile equipment use the seat belts and other safety equipment in the powered mobile equipment, and
- (f) keep the cab, floor and deck of the powered mobile equipment free of materials, tools or other objects that could interfere with the operation of the controls or create a tripping or other hazard to the operator or other occupants of the equipment.

257(1) Before operating powered mobile equipment, the operator must complete a visual inspection of the equipment and the surrounding area to ensure that the powered mobile equipment is in safe operating condition and that no worker, including the operator, is endangered when the equipment is started up.

(2) While powered mobile equipment is in operation, the operator must complete a visual inspection of the equipment and surrounding area at the intervals required by the manufacturer's specifications or, in the absence of manufacturer's specifications, the employer's operating procedures.

(3) Despite subsections (1) and (2), if the powered mobile equipment is continuously operated as part of an on-going work operation, the operator may visually inspect the equipment during the work shift or work period as required by the employer's operating procedures.

(4) A person must not start powered mobile equipment if the visual inspection under subsection (1) is not completed.

1.0 Purpose

The purpose of the procedure is to ensure the safe and courteous operation of all vehicles used in the conduct of School Division business.

2.0 Scope

The scope of this standard applies to Division employees operating a vehicle (including off-highway and powered mobile equipment) that is owned, leased or rented by the Division. Employees should also be aware that the ability to drive a personal vehicle on Division business carries with it the recognition and responsibility that while driving, you are conducting business for the Division and as such you are held to the same roles and responsibilities as if you were driving a Division-owned vehicle.

3.0 Responsibility

Drivers who operate vehicles on company business are representing Prairie Rose School Division No. 8 and are personally responsible for driving in a safe and legal manner. All employees using a vehicle for work purposes must ensure that the vehicle is maintained in sound mechanical condition by following the maintenance requirements specified by the vehicle manufacturer. No driver may operate a vehicle while impaired by the influence of alcohol, drugs or medicine, excessive fatigue, or extreme stress.


Management as far as is reasonably practicable, is responsible for:

“ authorizing only trained and competent personnel to use Division-owned or leased vehicles and powered mobile equipment.

“ obtaining and maintaining on file copies of all drivers' licenses and abstracts

Issued by:

Distributed To:

	Prairie Rose School Division No. 8 Health and Safety	CODE: HS 206
	Vehicle Safety	ISSUED: REVIEW DATE:
		Page 2 of 4 REVISION #:

- ~ providing for appropriate driver/operator training programs and maintaining records about the training provided, names of participants, date trained, and competency testing.
- ~ confirming that the vehicle/equipment is properly registered, licensed and insured and is mechanically safe and roadworthy
- ~ providing operators with manufacturer's operating manuals for safe use and proper maintenance.
- ~ implementing key control procedures for Division-owned vehicles and powered mobile equipment and communicating those procedures to authorized drivers.

Employees (including Administrative, Maintenance, Custodial, Housekeeping and Support Staff) are responsible for:

- ~ ensuring that all motor vehicles carry ownership information, proof of insurance, accident reporting procedures, circle-check information, a Class ABC fire extinguisher, a first aid kit, an emergency kit, windshield washer fluid and a snow brush/scraper,
- ~ possessing a current, valid, minimum Class 5 Alberta Driver's License and maintaining an acceptable driver's abstract.
- ~ using and maintaining equipment as specified by manufacturer's operating manuals
- ~ complying with this and other related procedures and any hazard identification and risk management control measures

The following items are minimum requirements for an emergency road kit:

Booster cables	Warm gloves, extra clothing & footwear
Emergency blanket	Road map(s)
Wind-up flashlight	Tire inflator & sealer
Reflective warning sign or flares	Bottled water
Waterproof matches	Non-perishable foods (i.e. granola bars, beef jerky, trail mix)
Candles	Whistle


4.0 Procedure

Division vehicles are to be used for the purposes of conducting Division business. Safe driving is expected of all authorized drivers.

- 1) Circle checks are to be conducted daily prior to initial vehicle/equipment use. Any problems are to be fixed or reported immediately.
- 2) Passengers shall be seated in the vehicle passenger compartment. The transport of passengers in other compartments of the vehicle is prohibited. Passengers are prohibited on powered mobile equipment.
- 3) Materials which are dangerous such as flammable, radioactive, chemically or biologically toxic materials will not be transported in Division vehicles, unless properly packaged, marked, labeled and/or secured in accordance with the Transportation of Dangerous Goods Act.
- 4) Ensure all cargo is properly secured in accordance with National Safety Code Standard 10 . Cargo Securement

Issued by:

Distributed To:

	Prairie Rose School Division No. 8 Health and Safety	CODE: HS 206
	Vehicle Safety	ISSUED: REVIEW DATE:
		Page 3 of 4 REVISION #:

- 4) Keys shall not be left in an unattended vehicle.
- 5) Smoking is prohibited in Division-owned vehicles.
- 6) Seat belt usage is mandatory in all motorized equipment and vehicles equipped with safety belts
- 8) Drivers are discouraged from engaging in cellular phone conversations. In the event that a driver must take a cellular call the driver will use a hands-free device and/or will pull safely off the road and out of the flow of traffic and engage their hazard lights.
- 9) Drivers of Division-owned vehicles and equipment shall be responsible and liable for any penalties under the Highway Traffic Act and any fines incurred while operating or parking the vehicle. Any damage to Division-owned vehicles or equipment must be reported immediately to the immediate supervisor and the Assistant Secretary-Treasurer.
- 10) Obey the rules of the road and drive within the speed limit and in accordance with road, traffic and weather conditions. Take a break if you find yourself stressed, distracted, tired, or fatigued.

Accident Reporting and Investigation Procedure

Driver Responsibilities


- 1) At the scene, stop immediately and determine damage. Avoid obstructing traffic, if possible.
- 2) Engage hazard lights. Place reflective warning triangles to warn of a traffic hazard, as necessary.
- 3) Assist with any injuries, if you are able to, according to your First Aid training, if any.
- 4) Notify the police and call for an ambulance, if required.
- 5) Be polite, professional, and cooperative at all times during the investigation. Provide the requested information, if any, to police, if present. Ensure that you receive complete information from the other party, if any.
- 6) Do not admit fault or assume responsibility. Do not make statements to anyone other than police or your own insurance company representative.
- 7) Complete an Incident Report form as soon as possible. All Division-owned vehicles will have these forms available in the glove compartment.
- 8) All accidents must be reported immediately to the supervisor.
- 9) In cases involving police, ask the officer for a report number. Include this report number on the Incident Report form.
- 10) Be available to answer any questions regarding the accident from the Division, police, or the insurance company.

Management Responsibilities

- 1) When an accident occurs with a company owned vehicle the Supervisor or Assistant Secretary-Treasurer will notify the insurance company; when an accident occurs with a personal vehicle authorized for company use, the driver will notify the insurance company.
- 2) The Incident Report and any accompanying documents will be reviewed by the supervisor for the determination of:
 - Recommendation for training/retraining;

Issued by:

Distributed To:

	Prairie Rose School Division No. 8 Health and Safety	CODE: HS 206
	Vehicle Safety	ISSUED: REVIEW DATE:
		Page 4 of 4 REVISION #:

- Review/revision of current policies and procedures;
- Disciplinary action, if appropriate

5.0 Communication

Prairie Rose School Division No. 8 will ensure that affected workers are informed of vehicle safety procedures prior to assigning responsibility for Division-owned vehicles and equipment and may require certain authorized drivers to take additional driver training safety courses at recommended frequencies.

6.0 Evaluation

This procedure will be reviewed subsequent to any incidents, accidents or identified deficiencies. Recommendations will be developed and implemented to ensure continual improvement.

7.0 References

- Alberta Occupational Health & Safety Code 2006
- Highway Traffic Act
- Criminal Code of Canada
- Motor Vehicle Transport Act
- Motor Safety Vehicle Act
- Transport Canada
- Working Alone Policy
- Vehicle Circle Check
- Truck & Trailer Inspection Sheet
- Powered Mobile Equipment Pre-Use Inspection
- Transportation of Dangerous Goods Regulations
- NSC Standard 10
- Transportation Handbook Appendix B - Drivers Procedures Manual (for Division-owned School buses)

Issued by:	Distributed To:
-------------------	------------------------