



DRUMHELLER

ADMINISTRATION POLICY



ADMINISTRATION POLICY # A-01-20

Supercedes #A-03-18

SAFETY AND MAINTENANCE PROGRAM

THE PURPOSE OF THIS POLICY IS O:

As part of the Town of Drumheller's commitment to Safety and a Safety and Maintenance Program, it is necessary to ensure that all work environments are safe for workers operating vehicles and equipment.

POLICY STATEMENT:

The Town of Drumheller recognizes the importance of a Safety Program under the Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) for the safe and effective operation of all Town vehicles and equipment.

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1.0 **GENERAL**

The Town of Drumheller recognizes the dangers of and severe penalties for driving in nonconformance with the Alberta Traffic Safety Act and Regulations.

This policy applies to the operation of all Town vehicles or equipment.

2.0 **COMPLY WITH THE LAW, SPEED LIMITS, SEATBELT USE, ETC.**

- 2.1. Under the Traffic Safety Act and Alberta Regulation 304/2002, all town employees operating town owned vehicles or equipment will obey all traffic laws and rules of the road.
- 2.2. All town employees shall wear seatbelts when provided while the vehicles or equipment is moving.
- 2.3. All town employees shall comply with WHMIS and TDG legislation as part of this policy.
- 2.4. Fines for parking or moving violations are the sole responsibility of the driver.

3.0 **DEFENSIVE DRIVING**

Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

Note: For example, be aware of surroundings and look ahead. Leave a safe distance between vehicles or equipment, keep the vehicles or equipment under control at all times and be prepared for changes in road, weather and traffic conditions.

4.0 **CONTROLLED DRUGS AND SUBSTANCE**

The Town of Drumheller recognizes the dangers of and severe penalties for driving under the influence of alcohol or drugs. This will apply to the operation of all town vehicles or equipment.

- 4.1. Town employees who fail to follow this policy may be subject to disciplinary action.
- 4.2. Any employee on prescribed drug(s) shall notify their supervisor or manager, that may affect their ability to operate safely and shall not drive or operate any town vehicles, equipment, any motorized auxiliary equipment, while on these drug(s).
- 4.3. Town employees shall not drive or operate any town vehicles or equipment if they have consumed any alcohol within the past eight hours.
- 4.4. Any employee using non-prescribed drugs or drugs controlled under the Controlled Drugs and Substance Act may be subject to immediate dismissal from the Town of Drumheller.

5.0 **VEHICLES OR EQUIPMENT MAINTENANCE**

Town of Drumheller recognizes the need for proper maintenance of all vehicles or equipment. The following vehicles or equipment inspections will be conducted to ensure safe and proper operation of Town vehicles or equipment and to identify any deficiencies that need correction.

- 5.1. Post Trip Inspection as per policy, will be conducted by the driver who operated the vehicles or equipment on the return trip.

- 5.2. Monthly Inspection as per Attachment “B” of this policy will be conducted by the Fire Chief or designate.
- 5.3. 12-month inspections performed by a technician or mechanic, suitably qualified for the type of vehicles or equipment, employed or contracted by the municipality as per Attachment “C” of this policy will be in addition to the inspection in 5.4 below.
- 5.4. Annual Commercial Vehicles or Equipment Inspections by a licensed inspection facility unless altered by permit from Alberta Infrastructure and Transportation.

6.0 **LOAD SECURITY**

Town of Drumheller recognizes the dangers and severe penalties for operating a vehicle or equipment with unsecured loads and equipment. This policy will apply to the operation of all town vehicles.

- 6.1 Town employees shall ensure that all equipment and loads carried on the vehicles or equipment is secured according to design prior to placing the vehicles or equipment in motion.
- 6.2 Vehicles or equipment shall be inspected at the end of each response in preparation for the next response to ensure that all equipment is secured according to design.

7.0 **NON-RESPONSE MODE WARNING DEVICES**

Every commercial motor vehicle on a provincial highway from one-half hour before sunset to one-half hour after sunrise must have a sufficient number of the following emergency warning devices:

- 7.1 Flares, lamps or lanterns capable of continually producing two warning lights, each visible from a distance of at least 150 metres (500 ft.) for at least eight hours or portable reflectors.
- 7.2 Whenever any commercial motor vehicle or trailer is disabled, stalled, broken down or in a collision, the driver should quickly and calmly take the necessary actions to safeguard the vehicle and other motorists.
- 7.3 If the vehicle can be moved, move it as far off the roadway as safely possible — this should not affect the police officer’s investigation. This is especially important on busy or high-speed roads where it may be dangerous to leave vehicles in the driving lanes.
 - Turn on your vehicle’s emergency flashers/hazard warning signals.
 - During times when visibility is limited, your vehicle’s low-beam headlights must be **turned on**.
 - In a speed limit zone greater than 60 km/h, if you cannot move your commercial vehicle off the roadway, you are required to set out one type of emergency warning device approximately 30 metres (100 ft.) to both the front and rear of your vehicle during times when visibility is limited.
 - It is recommended to use emergency warning devices for all emergencies, whether they occur during the day or night, or on-road or off the road, to ensure everyone’s safety.

Note: Times of limited visibility are from one-half hour before sunset to one-half hour after sunrise, and any other time of poor light conditions, such as fog, snow or rain, which prevents clear visibility of people or vehicles less than 150 metres away.

Do not park or leave your vehicle on a roadway unless it is not practical to move it off the roadway, or unless there is a clear view on the roadway for at least 125 metres (400 ft.) in both directions.

Whenever the view of your vehicle is blocked by a hill, curve or other obstruction within 150 metres (500 ft.), an additional warning signal should be placed to give ample warning to other highway users.

8.0 **DRIVER TRAINING**

Town of Drumheller recognizes the benefits of continuing driver training.

This will apply to the operation of all Town vehicles or equipment.

- 8.1. All drivers shall be properly licensed by the Province to operate town vehicles or equipment they are authorized by the Town to drive.
- 8.2. All drivers shall meet the requirements of the municipality's Insurance underwriters to be authorized to operate Town vehicles or equipment. This may include demerit or violation limits set by the Underwriter or the municipality.
- 8.3. All drivers shall undergo an orientation on operating town vehicles or equipment before operating them.
- 8.4. All drivers shall be evaluated prior to operating town vehicles or equipment. Records of the evaluation shall be maintained as per the requirements of the section 11(2) of this policy.
- 8.5. Upon the approval of the manager/supervisor driver training will be available as part of the Town of Drumheller's regular training program.

Training can include the following subjects:

- Town Safety and Maintenance Program;
- Vehicles or equipment operation and maintenance;
- Traffic Safety Act and its regulations;
- Pre/post trip vehicles or equipment inspection;
- Monthly vehicles or equipment inspection;

9.0 **DRIVER RESPONSIBILITIES**

Town of Drumheller recognizes the benefits of identifying driver responsibilities. This will apply to the operation of all Town vehicles or equipment.

- 9.1. All drivers are responsible to maintain valid operator licenses of the correct class to operate town vehicles or equipment.

- 9.2. All drivers shall report to their Manager of any changes to the status of their operator's license.
- 9.3 Drivers are responsible for the security of town vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- 9.4. Fines for parking or moving violations are the personal responsibility of the assigned operator.
- 9.5 All drivers are responsible for reporting incidents/accidents/injury/near misses/illness and work refusal involving Town vehicles or equipment to their supervisor/manager. The Supervisor/Manager will in turn fill out an Incident Accident report, and forward it on to Health and Safety Officer.
- 9.6. All drivers are responsible for completing vehicles or equipment inspections at the beginning and end of each trip in preparation for the next trip.
- 9.7. After conducting vehicles or equipment inspections, all drivers are responsible for completing deficiency reports to ensure that any necessary repairs are made.
- 9.8. All drivers are responsible for compliance with this Safety Program Policy.

10. **DISCIPLINE**

Town of Drumheller recognizes the benefits of identifying the disciplinary process for drivers who fail to comply with this policy. This Policy will apply to the operation of all Town vehicles or equipment. The disciplinary process will be administered by the Manager/Director.

- 10.1. Any driver who operates a town vehicle or equipment while their license is suspended may be subject to disciplinary action.
- 10.2. Any driver who violates any directives of this policy will be verbally counseled on the policy.
- 10.3. Any driver who repeats a violation of these directives will receive a written warning or suspension.
- 10.4. Any driver that violates these directives with a written warning on file will be prohibited from operating town vehicles or equipment until completion of successful retraining.
- 10.5. All written warnings will be maintained on a driver's files in accordance with Section 11(2)

11. **RETENTION OF VEHICLES OR EQUIPMENT AND DRIVER RECORDS**

Town of Drumheller recognizes the benefits of maintaining vehicles, equipment and driver's records in conformance with the requirements of the Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002).

- 11.1. All vehicles or equipment records will be maintained in conformance with Sections 37, 38 and 39 of the Commercial Vehicle Safety Regulation (AR 121/2009).

- 11.2. All driver records will be maintained in conformance with Section 43(1) of the Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002).

Adopted by Health and Safety Committee

Date: April 14/2020



Chief Administrative Officer