



Transportation

Revision: 2.0

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15.1 Transportation

The Town of Daysland Transportation Policy applies to all management, supervisors and workers. The purpose of this document is to ensure all drivers follow all the legislated requirements, as well as this policy.

The Town of Daysland shall maintain a National Safety Code (NSC) ID Number. A Safety Fitness Certificate and CVSA Inspections will be maintained for all trucks and/or trailers as required.

Related Documents

Canada Transportation Act
Canadian Transportation Accident Investigation and Safety Board Act
Motor Vehicle Safety Act
Motor Vehicle Transport Act
Transportation of Dangerous Goods Control Act
Transportation of Dangerous Goods Regulations
Safety Fitness Criteria and Certificates Regulation
Drivers Hours of Service Regulation
Driver's Licence Regulation
Drivers and Vehicles Act
Commercial Vehicle Trip Inspection Regulation (VSIR)
Periodic Mandatory Vehicle Inspection Regulation
Cargo Securement Regulation
Vehicle Weights and Dimensions on Classes of Highways Regulation
Bills of Lading and Rules of Carrier Regulation
Designation of Limited-Use Commercial Trucks and Public Service Vehicles Regulation
Commercial Vehicle Drivers Hours of Service Regulation
NSC Standard 10: Cargo Securement
NSC Standard 11: Periodic Commercial Motor Vehicle Inspections
Periodic Mandatory Vehicle Inspection Regulation
Manitoba Traffic Safety Act
Workplace Safety and Health Act
The Highway Traffic Act
Dangerous Goods Handling and Transportation Act
The Highway Traffic Act
The Highway Traffic Amendments Act
Carrier Profile System
National Safety Code



Authorized Drivers

Authorized drivers include all employees that are permitted to operate National Safety Code vehicles registered to The Town of Daysland. Authorized drivers include:

- Managers/owners who drive.
- Part-time or occasional drivers.
- Company mechanics who test drive vehicles or drive part-time.
- Safety staff who train drivers.
- Lease operators who have their vehicles registered to The Town of Daysland.
- Contractors who have their vehicles registered to The Town of Daysland.
- Anyone else authorized to operate a company vehicle.

Vehicle Type

No two-wheeled or three-wheeled vehicles are to be used at any time, while working for The Town of Daysland at any time.

Safe Use and Operation of Vehicles

Drivers must obey all posted speed limits and reduce driving speed in accordance to road conditions, weather conditions, visibility and vehicle type.

Seat Belt Use

In accordance with the Alberta Traffic Safety Act, all drivers and passengers are always required to wear a seat belt when operating and/or being a passenger in a motor vehicle.

Drug and Alcohol Use

Drivers must not drive under the influence of drugs and/or alcohol or any mood altering substances while driving a company vehicle or equipment or driving for the purpose of work. All workers must always follow the Drugs and Alcohol/Fit for Duty Policy.

Defensive Driving

Authorized drivers must operate company vehicles in a professional and courteous manner. Drivers must be prepared to avoid collision causing situations by practicing and by promoting the principles of defensive driving.

For example, drivers must be aware of their surroundings and look ahead. Drivers should leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

Distracted Driving

Drivers must follow all distracted driving laws. Texting, emailing or using of any device while in motion is prohibited. All vehicles must be put into park prior to texting, emailing



or using any device. This includes conversations on the telephone, including handsfree. The following activities conducted while driving are considered distracted driving:

- Using hand-held cell phones.
- Texting or emailing (even when stopped at red lights).
- Using electronic devices like laptop computers, video games, cameras, video entertainment displays, and programming portable audio players (e.g. MP3 players).
- Entering information on GPS units.
- Reading printed materials in the vehicle.
- Writing, printing or sketching.
- Personal grooming (brushing teeth, putting on makeup, clipping nails, shaving, etc.).

Collisions

Drivers must report all collisions to the local police, The Town of Daysland safety representative and/or a member of management as soon as reasonably practicable. All collisions will be reviewed and investigated.

Cargo Securement

According to the National Safety Code Standard 10, drivers must ensure that all cargo is contained, immobilized or secured using the following minimum requirements:

- On items that are greater than 3.04 meters in length is one strap for every 3.04 meter when against a frontend structure.
- On items that are greater than 3.04 meters in length is two straps in first 3.04 meters and then one strap for each additional 3.04 meters when item is not against a front end structure.
- Light vehicles shall be restrained at both the front and rear from moving sideways, forward, rearward and vertically using a minimum of two tie downs.
- Tie downs must be rated for 50% the weight of the vehicle.
- A heavy vehicle with crawler tracks or wheels shall be restrained against moving sideways, forward, rearward and vertically by at least four tie downs:
- Each with a working load limit of at least 2, 268 kilograms.
- Each attended, as close as practice, at the front and rear of the vehicle or to mounting points on the vehicle that are specifically designed for that purpose.

The carrier and driver must ensure that all cargo transported is contained, immobilized or secured in accordance to National Safety Code Standard 10. The following are some general guidelines for ensuring cargo is secured in a safe manner. Generally, cargo transported on a commercial vehicle must not:



- Leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle; or
- Shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.

Drivers must inspect the cargo and its securing devices within the first 80 kilometres after beginning a trip. Drivers must re-inspect cargo when any one of the following occurs, and must document this in their logbook:

- Change of duty status (e.g. From "driving" to "on-duty, not driving");
- After driving for 3 hours; or
- After driving 240 kilometres.

An employee or driver will not use any vehicle to transport goods unless:

- The vehicle is constructed to carry the goods.
- There is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.
- The equipment is properly used to secure the goods. Note: the equipment may be permanently or temporarily attached to the vehicle.
- Drivers must inspect all straps, chains, boomers and anything that is going to be used to secure items, to ensure that the Working Load Limit (WLL) has been attached by the manufacturer.

Drivers are not permitted to transport any cargo unless it is properly secured.

Daily Log Completion

All drivers that are listed as The Town of Daysland NSC drivers are responsible to complete and produce daily logs accounting for all on and off duty time. Drivers must not exceed 13 hours of driving time in any day.

A daily log must be completed for each day with the following information entered:

- At the beginning of each day.
 - Date, the name of the driver and, if the driver is a member of a team of drivers, the names of the co-drivers.
 - Indicate the cycle, by selecting Cycle 1 or Cycle 2.
 - Truck and trailer license plates along with the unit numbers.
 - The start of day odometer reading for each truck (when using multiple trucks in the day, the starting odometer reading for each additional truck).
 - The names of the company and the addresses of the home terminal and the principal place.



- During the day.
 - In the “Remarks” section of the Daily Log, indicate the locations at each change of duty status with:
 - The name of the municipality, location on a highway or the legal subdivision (LSD).
 - The name of the province where the change of duty-status occurred.
- At the end of each day.
 - The total hours for each duty status.
 - The end of the day odometer reading for the truck (and for each additional truck as the driver used throughout the course of the day).
 - The total distance driven by the driver that day (totaling each truck driven for the day).
 - Sign the Daily Log attesting to the accuracy of the information recorded in it.

Proper Record Completion

The Town of Daysland will train staff in hours of service records, logbook completion, fatigue management, bills of lading/manifests, dangerous goods and daily vehicle inspections. Vehicle inspections must have a completed inspection every 24 hours, including all noted defectives included in the documentation. A record will be maintained on each driver’s file showing that the employee has this knowledge, or any training received. The Town of Daysland will evaluate each type of record for proper completion.

Time Records for Drivers Operating within 160 kilometers of the Home Terminal

Authorized drivers are not required to maintain a daily log where all of the following conditions are met:

- Driver/vehicle does not operate beyond 160 kilometers radius of the home terminal.
- Driver records accurate work shift start and end times.
- Driver returns to home terminal (starts and ends shift at same location).
- Driver is released from work within 15 hours from the start of the work shift.
- The company will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is release from work (end time).

Note: If one of the conditions above ceases to exist, then the driver must complete a daily log and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist.



Retention and Distribution of Logbooks

Drivers must forward the original copy of their daily log and supporting documents to their home terminal within 20 days of the completion of the daily log. Drivers must also keep copies of the daily log at their residence for 6 months after the day on which the log was completed.

The Town of Daysland must retain all daily logs, supporting documents and hours of service records at the principal place of business for 6 months after the day on which the daily log was completed.

Hours of service records will be maintained at the following location: 5130 50 Street, Daysland, AB, T0B 1A0.

Bills of Lading

Instruction will be given to drivers on the Bill of Lading completion as per the Bill of Lading and Conditions of Carriage Regulation.

The person who is the originating carrier of the goods being shipped shall, on the Bill of Lading issued for those goods:

- Acknowledge receipt of the goods by signing the Bill of Lading.
- Indicate the condition of the goods and give details of any defect.

Waybill

Instruction will be given on waybill completion as per Bill of Lading and Conditions of Carriage Regulation

Compliance Law

Safety Laws

Drivers operating vehicles owned by The Town of Daysland will comply with all transportation safety laws as required. The Alberta Commercial Vehicle Certificate defines that:

“safety laws” means, as the context requires,

- i) The Act (Alberta Traffic Safety Act) and regulations made under the Act;
- ii) The Dangerous Goods Transportation and Handling Act and the regulations made under that Act; and
- iii) The laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).



Road Hazard Management Plan

Parking and Non-Emergency Situations

While travelling, if there is a need to stop under non-emergency situations, The Town of Daysland workers will only use an approved rest stop or approved roadside pull off that is clearly marked and identified.

The Town of Daysland workers will not stop or park on exit ramps, on corners, on the crest of the hill, or at the bottom of the hill in non-emergency situations.

Pull-through parking techniques shall be used in parking lots and whenever practicable. Where pull-through parking techniques cannot be used, workers shall back vehicles into parking stalls wherever reasonably practicable.

Emergency Situations

In the event of an emergency, The Town of Daysland workers must follow this Road Hazard Management Plan.

In Urban Areas

Workers must do the following:

- The use of hazard warning lamps are alight, if the lamps are functional.
- Advance warning triangles are placed without delay on the roadway.
 - a. Approximately 10 metres behind the commercial vehicle.
 - b. Approximately 10 metres in front of the commercial vehicle.

Note: Within urban centres, there is a need to get the vehicle removed as soon as possible. Notification to the Emergency Response Network (i.e. Police, Fire and tow truck, if needed to remove).

Outside Urban Areas

During the day when outside the limits of an urban area:

- The use of hazard warning lamps are alight, if the lamps are functional.
- Advance warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of:
 - Approximately 10 metres in front and behind the commercial vehicle.

During night when outside the limits of an urban area:

- The use of hazard warning lamps are alight, if the lamps are functional.
- Advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of:



- Approximately 30 metres behind the commercial vehicle.
- Approximately 30 metres in front of the commercial vehicle.

At any time, due to insufficient light or unfavourable atmospheric conditions:

- For objects that are not clearly noticeable on the highway at a distance of at least 150 metres ahead outside the limits of an urban area.
- Use of hazard warning lamps are alight, if the lamps are functional.
- Advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of:
 - Approximately 75 metres behind the commercial vehicle.
 - Approximately 75 metres in front of the commercial vehicle.

Driver Conduct & Discipline

Conduct

At a minimum, we expect our drivers to:

- Safely operate The Town of Daysland vehicles on the streets, alleys and highway with a professional attitude and obey posted speed limits.
- Drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver.
- Always keep the vehicle under control and reduce speed due to changes in road, weather and traffic conditions.
- Be prepared to avoid collision producing situations by practicing and promoting safe driving skills.
- Report all significant events on the road including regulatory violations, near misses, CVSA reports coming from scale visits, etc.
- Inspect vehicle daily, immediately document and report any deficiencies that may affect the safe operation of the vehicle prior to operating it.
- Do not operate a vehicle while the ability or alertness is impaired in any way.
- Must not exceed 13 hours of driving in one day.

Disciplinary Procedures

Discipline actions will be taken for any of the following:

- Regulatory violation (identified on the carrier profile, driver's abstract or through our own internal audits).
- Failure to report a regulatory violation.
- The Town of Daysland policy violation (identified through internal audits, direct observation, reports from other staff and reports from the public/customers.)



Safe Vehicles

Vehicle Condition

The Town of Daysland shall not permit drivers to operate any vehicle if the vehicle or any equipment related to the vehicle is in a condition likely to cause danger to persons or property.

All vehicles owned and/or operated by The Town of Daysland must comply with the Commercial Vehicle Safety Alliance Inspection (CVSA). These vehicles shall have an annual inspection performed as required to maintain compliance with CVSA.

Monitoring of Compliance

The Town of Daysland must monitor the compliance of each driver with the Federal Hours of Service Regulation. When we find evidence of non-compliance, we will issue a notice to the driver documenting the non-compliance and will take immediate remedial action. The Town of Daysland will record the dates on which the non-compliance occurred, the date of the notice of non-compliance and the remedial action taken, on each driver's file.

The Town of Daysland will monitor driver's hours of service records in accordance with the following standards:

- Verify that all drivers have a record for all calendar days.
- Check all drivers to ensure that drivers apply the regulations to all roads, both public and private (forestry roads).
- Check all drivers for all form and manner compliance (i.e., name, date, etc.).
- Check all drivers for fatigue-related violations (i.e., driving over hours, two logs for one day, false Drivers Logs, etc.).
- Use independent (i.e., that the driver does not create or can modify) supporting documents to verify hours of service records (e.g. GPS, fuel receipts, tach cards, Bills of Lading with shipping times, etc.).
- Train new drivers and dispatchers until carrier is satisfied that they understand the rules.
- Check drivers and dispatchers with previously identified problems more frequently until Company believe they now are following the rules.
- Record dates on which non-compliance occurred and record date that we issued a notice of non-compliance.

The supervisor and management are responsible for performing internal monitoring, preparing the summary reports, taking actions, etc.

The Town of Daysland is responsible for ensuring that the dispatcher and the supervisors have the appropriate training and experience to conduct internal auditing of



hours of service records and must document the relevant training and experience on file.

The Town of Daysland must document the training and experience of the delegated workers relevant to internal auditing of hours of service records and retain the information on file.

The supervisor must address all identified deficiencies with individual staff, taking appropriate actions (e.g. re-training or discipline) and documenting the actions taken in the workers file.

The dispatcher shall prepare a summary report at least monthly of the findings of this internal audit (even if no evidence of non-compliance is found), the corrective actions taken; provide this report at least to the management team; and retain all such reports for one year.

The Town of Daysland must ensure that the management and the supervisor perform the responsibilities related to internal auditing of hours of service records.

It is The Town of Daysland's responsibility to ensure that the all drivers, including new drivers, comply with the regulations.

Current copies of the driver's licence (some vehicles need valid commercial driver's licences for the type of truck they are operating and the appropriate endorsements) and driving abstract shall be provided to the supervisors. Copies of these shall be provided each year, at a minimum and for a total of four years.

Drivers must ensure that they have a current Safety Fitness Certificate in the commercial vehicle that is being used. They must also have current insurance, registration and valid class of driver's license for the vehicle in which they are driving. The daily pre-trip inspection must be in the vehicle with them for the day and have been completed prior to use of the vehicle.

Records shall be maintained at The Town of Daysland's new shop office.

A Government Safety Fitness Certificate must be maintained for all vehicles registered to The Town of Daysland which is more than 4,500 kilograms. A copy of the Safety Fitness Certificate obtained from the Manitoba Government, Registrar of Motor Vehicle Services shall always be with each vehicle, and a copy shall be retained in the office.



15.2 Transportation of Dangerous Goods

It is The Town of Daysland's policy that special precautions are taken when transporting, handling or offering for transport any dangerous goods. General and specific training is required for those workers who transport, handle or offer for transport dangerous goods.

Transportation of dangerous goods (TDG) applies to all who handle dangerous goods, offer dangerous goods for transport or just transporting dangerous goods.

This policy applies to all workers of The Town of Daysland who transport, handle or offer for transport dangerous goods.

Related Documents

MSDS/SDS Binder

Responsibilities

Chief Administrative Officer

It is the responsibility of the CAO to ensure that the TDG requirements are met under their responsibility, which includes:

- Handling dangerous goods.
- Transportation of dangerous goods.
- Offering for transport dangerous goods.
- Ensure appropriate resources are allocated and training is provided to all workers in their department to fulfill the legislative requirements of TDG.

Foreman/Supervisors

- Ensure all containers on site are labelled.
- Provide TDG training to all workers who will be handling, transporting and/or offering for transport dangerous goods.
- Ensure PPE is provided and used properly.
- Ensure Dangerous Goods certificates are provided to the applicable drivers.
- Ensure records of Dangerous Goods shipping documents are kept for a minimum of two years.
- Ensure carrier filing 30-day follow-up reports with the Director General of Transport Canada when required.

Employees

- Use the training provided.
- Follow legislative requirements when transporting or handling dangerous goods.



Dangerous Goods Shipping Document:

Drivers will use a Dangerous Goods Shipping Document, supplied by Company, which will include the following:

- Date.
- Name.
- Address of consignor.
- Description of goods transported.
- Shipping name.
- Primary classification.
- Compatibility Group.
- Subsidiary classification.
- UN number.
- Packing group.
- Risk group.
- 24-hour contact number.
- ERAP number and telephone number.

Shipping documents must be carried within the driver's reach and, when the driver leaves the cab, the shipping documents must be left on the driver's seat, in a pocket on the driver's door or in an obvious place in the cab.

If the vehicle is left in a supervised area, a copy of the shipping document must be left with the person in charge.

Procedure

The following is a summary of key TDG requirements:

- Training will be provided to all workers who transport, offer for transport and handle dangerous goods. They will be trained in the proper documentation, safety markings, nine classes of TDG, containments and placards under TDG Regulations.
- A Controlled Product Inventory (Chemical Inventory) and MSDS/SDS must be kept at a main location and will be made available to workers for review and for reference in accordance with TDG.
- TDG training records will be kept in the employee file as proof of training. It is valid for three years.
- All documentation from a shipment will be kept for a minimum of three years, as per the TDG regulations. This can be either electronically or in hard copy.



Resources:

Transport Canada, based on risks, develops safety standards and regulations, provides oversight and gives expert advice (through the Canadian Transport Emergency Centre — CANUTEC) on dangerous goods accidents to promote public safety in the transportation of dangerous goods by all modes of transport in Canada. Any questions on TDG can be answered 24 hours at: 1-888-CAN-UTEC (226-8832), 613-996-6666 or *666 on a cellular phone.



15.3 Hours of Service

The purpose of this document is to identify how The Town of Daysland independently verifies driver/operator logs.

Procedure

- Driver/operators are paid based hourly, working no more than 12-hour shifts (7:30 to 4 pm).
- The employees complete their own time sheets. The supervisor will review and approve their timesheets.
- Timesheets are given to the director of finance for review.



15.4 Vehicle Maintenance

It is The Town of Daysland's policy that vehicle maintenance is completed on all vehicles that are owned and/or operated and leased vehicles.

Responsibilities

Chief Administrative Officer

- Support with the maintenance program, repair and/or replace vehicles as needed.
- Ensure that all defects reported to them are repaired or corrected in a timely manner by a competent individual.
- Ensure individual files are maintained for each vehicle and trailer, which shall include the type of equipment, make, model, year, required daily inspections, maintain inspections as set out by the manufacturer and legislation, copies of all maintenance and repair records.
- Ensure vehicles undergo the CVSA inspections at least every 12 months. Copies of the inspections and inspections stickers shall be with the vehicle at all times.
- Maintain the Safety Fitness Certificate for each vehicle, with the original in each vehicle and a copy in the office.

Forman/Supervisors

- Verify the preventative maintenance process, to ensure compliance with maintenance policies.
- Periodically inspect of vehicles for record maintenance as well as potential damage.
- Ensure individual files are maintained for each vehicle and trailer, which shall include the type of equipment, make, model, year, required daily inspections, maintain inspections as set out by the manufacturer and legislation, copies of all maintenance and repair records.
- Ensure workers perform pre-use inspections of vehicles and/or trailers on a daily basis.
- Remove from service any vehicles and/or trailers that have been tagged or are defective.
- Ensure all safety devices are in place and operative on vehicles and/or trailers.
- Ensure maintenance and/or inspection logs remain with the vehicle or equipment.
- Maintain Travel Logs/Daily Logs.



Employees

- Conduct pre-use inspections of vehicles and/or trailers on a daily basis.
- Remove from service any vehicles and/or trailers that have been tagged or are defective.
- Ensure all safety devices are in place and operative on vehicles and/or trailers.
- Ensure maintenance and/or inspection logs remain with the vehicle or equipment.
- Maintain Travel Logs/Daily Logs.

Health and Safety Representative

- Verify the preventative maintenance process, to ensure compliance with maintenance policies.
- Periodically inspect of vehicles for record maintenance as well as potential damage.
- Ensure individual files are maintained for each vehicle and trailer, which shall include the type of equipment, make, model, year, required daily inspections, maintain inspections as set out by the manufacturer and legislation, copies of all maintenance and repair records.
- Ensure workers perform pre-use inspections of vehicles and/or trailers on a daily basis.

Procedure

Vehicle Maintenance

All The Town of Daysland vehicles will be maintained in accordance with manufacturer's specifications or as needed. Records of all vehicle maintenance will be kept. A pre-trip inspection must be performed prior to the use of the vehicle.