



Transportation Compliance
Road Compliance Plan



CARRIER DEFINITION

Throughout the document the term carrier is referenced from Alberta Transportation legislation for commercial operations. The Town of Sexsmith, referred to as the municipality, is defined as the carrier with the Road Compliance Plan document.

AUTHORIZED DRIVERS

Authorized drivers include all employees that are permitted to operate National Safety Code vehicles registered to Town of Sexsmith

- Authorized drivers include:
- managers/supervisors who drive;
- part-time or occasional drivers;
- municipality mechanics who test drive vehicles or drive part-time;
- safety staff who train drivers;
- lease operators who have their vehicles registered to the municipality;
- contractors who have their vehicles registered to the municipality;
- anyone else authorized to operate a municipality vehicle.
- All authorized drivers must follow the directives and procedures found in this safety program.
- Through following the directives in this program, all authorized drivers will be more aware of how to operate safely and to prevent collisions.

Cargo Securement

The carrier and driver must ensure that all any cargo transported is contained, immobilized or secured in according 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:
 - 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, and



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- 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.
- Drivers are not permitted to transport any cargo unless it is properly secured. For more detailed information, refer to the municipality cargo securement training orientation.

PART 2: PROPER RECORD COMPLETION

Town of Sexsmith will train staff in hours of service records, bill of lading/manifests, dangerous goods records, weigh slips, and other documents that are required to be completed by law. A record will be maintained on each driver's file showing that the employee has knowledge or any training received.

The municipality will evaluate each type of record for proper completion;

- Driver's Hours of Service Compliance
- Requirements to Document Hours of Service
- A driver of any of the following must comply with the Hours of Service Regulations which includes keeping a Daily Log or a Time Record:
 - A truck having a registered GVW of 4500 kg or more
 - A bus designed to carry more than 10 persons, including the driver; or
 - A school bus designed to carry more than 10 persons, including the driver.

Daily Logs

A Daily Log must be maintained if a driver operates beyond a radius of 160 km from the home terminal of that driver.

- Time Record (Time Sheet or Time Card)
- A Record of Time must be maintained where all of the following conditions exist:
 - the driver does not operate beyond a radius of 160 km from the home terminal of that driver;
 - the driver returns to the home terminal each day
 - the driver must have a minimum of 8 consecutive hours of off-duty time each day
 - You are not allowed to drive after accumulating 13 hours of driving time in a day.
 - You are not allowed to drive after accumulating 15 hours of on-duty time in a day.
 - the motor carrier maintains accurate and legible records showing, for each day, the driver's duty status, the hour at which each duty status begins and ends and the total number of hours spent in each status and keeps those records for a minimum period of 6 months after the day on which they were recorded



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If one or more of the conditions under which a person is excused from maintaining a daily log ceases to exist, the carrier shall, on that condition ceasing to exist, furnish the driver with a means of recording Hours of Service – either a manually completed Driver’s Daily Log or Automatically Recorded, and the driver shall,

- on that condition ceasing to exist, commence keeping a daily log, and
- record in the daily log the total number of hours on duty accumulated by the driver during the 2 days immediately preceding the day on which that condition ceased to exist.

Required to Record the Start and End Time for Every Driver

- Run sheet, blank sheet identifying start hours and end times
- The start and end times recorded on the pre-use inspection sheet, does not necessarily document the start time and end time of shift
- Payroll start and end time of shift

Hours of Service

Daily Limits

A “day” is defined as a 24-hour period that begins at the hour designated and noted on the log by the motor carrier for the duration of the driver’s cycle.

- The 13-Hour Driving Time in a “Day” Rule
- You are not allowed to drive after accumulating 13 hours of driving time in a day.
- The 15-Hour On-duty in a “Day” Rule
- You are not allowed to drive after accumulating 14 hours of on-duty time in a day.
- You can continue to work after reaching the 14th hour of on-duty time. You are only in violation if you drive after reaching the 14th hour.
- The 8 consecutive Hours Off-Duty Rule
- A driver must take at least 8 consecutive hours of off-duty time before starting a new shift.

Workshift Limits

- A “workshift” is the period that begins when a driver begins work or is required by the motor carrier to be available for work at the end of a period of at least 8 hours off-duty and ends when the driver begins the next period of at least 8 consecutive hours off-duty.
- The 13-Hour Driving Time in a “Workshift” Rule
- No driving after accumulating 13 hours of driving time in a workshift

The 15-Hour On-duty in a “Workshift” Rule

No driving after accumulating 15 hours of on-duty time in a workshift

(i.e. the clock starts ticking at the conclusion of the most recent period of 8 or more consecutive hours of off-duty time.)



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8 Consecutive Hours of Required Rest

The eight or more consecutive hours off-duty required to restart a workshift may be a combination of off-duty and sleeper berth time. A driver may also take the required eight consecutive hours rest in the sleeper berth or split the sleeper berth time into two.

Note: It is important to remember a driver is only in violation of the above “Workshift Rules” if the driver is driving after reaching the limits. The driver may work after 13 hours driving, 15 hours on-duty, but they can not drive until they have had 8 consecutive hours of off-duty time and a new workshift begins.

Daily Logs

Daily logs may be recorded manually (logbook) or by an automated on-board recording device that is capable of accurately recording each period of duty status.

Automatically Recorded Daily Logs

- A driver may use an electronic recording device for recording their duty status if
- the information contained in the electronic recording device is the same as the information that would have been provided if it had been submitted as a daily log in paper format;
- when requested to do so by a director or an inspector, the driver can immediately provide the information for the previous 2 days by producing it on a digital display screen of the electronic recording device or in handwritten form or on a print-out or any other intelligible output, or any combination of these;
- the device is capable of displaying
- the driving time and other on-duty time for each day on which the device is used,
- the total on-duty time remaining and the total on-duty time accumulated in the cycle being followed by the driver, and
- the sequential changes in duty status and the time at which each change occurred for each day on which the device is used;
- the driver is capable, if so requested by an inspector, of preparing a handwritten daily log from the information stored in the device for each day on which the device is used;
- the device automatically records when it is disconnected and reconnected and keeps a record of the time and date of these occurrences;
- the device records the time spent in each duty status of the driver;
- any hard copy of the daily log that is generated from the information that is stored in the device is signed on each page by the driver attesting to its accuracy; and
- the motor carrier provides blank daily log forms in the commercial vehicle for the driver's use.
- If an automatic recorder fails, the driver must keep a manually recorded daily log.

Manually Recorded Daily Logs

- Manually Recorded Daily Logs must record the following information:
- the date
- the start time (if different than midnight)



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- the name and address of the principal place of business and of the home terminal of the carrier
- the vehicle licence plate number or unit number
- the starting odometer reading
- the graph grid must be updated and completed at each change of duty status
- the name of any co-driver
- if a co-driver is involved, the total number of hours the vehicle travelled in the work day
- the ending odometer reading
- the total number of kilometres or miles driven by the driver during the work day
- the name and signature of the driver (shall be signed at the end of the work shift)

Note: When recording time on a daily log, use the local time at your home terminal. The most common form of logbook will be the graph grid filled out by the driver.

- Drivers must also supply Town of Sexsmith with copies of daily logs.
- Both drivers and Town of Sexsmith must keep these daily logs on hand for at least 6 months.
- Drivers may have only one daily log for any calendar day. Keeping multiple logbooks is an offence.
- Drivers must be sure to fill out their trip reports completely, accurately, and legibly at all times. Be sure to enter correct fuel readings and locations, enter correct mileage and be sure that they balance correctly; again, these trip reports must be filled out completely and signed. If you have any questions as to filling out trip reports, ASK HOW.

Supporting Documents

To verify the information in the daily log, a driver must keep:

- all bills of lading and other shipping documents, and
- any fuel and accommodation receipts for expenses incurred en route.

Hours of Service Compliance

Compliance with Hours of Service legislation is a condition of employment at Town of Sexsmith. Drivers will be instructed on log completion, hours of service, etc. Violations will be reviewed with driver and disciplinary measures will be taken.

Off-Duty Log Requirements

Drivers that are required to fill out logs are required to prepare logs even when they are off-duty. Single log sheets are not required for every day you, the driver, is “off-duty”, but every day has to be accounted for.

Drivers can account for up to a month of “off duty” time on a single log sheet, providing that all “off duty” time was consecutive and the days involved are noted in the “Remarks” section of the log. Log sheets pertaining to “off-duty” time should be turned in as often as possible.

The maximum log sheet for recording off-duty status is for seven days.



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Time Utilization

Loading, unloading, and waiting while on duty, all have a direct bearing on the amount of time drivers are still allowed to drive. For example, if a driver accumulates (8) eight hours of on-duty time, but was not actually driving, that driver legally only has (7) seven hours of driving time left for that period.

Time utilization is of utmost importance when filling out a log book, otherwise a driver could be placed out of service by an inspector should the driver not be in compliance with the regulations. If this happens a driver could be fined and/or forced to sit idle at his or her own expense until enough time passes to bring the driver back into compliance with current regulations.

Turning In Log Sheets

Turn in all log sheets and pre-use inspection reports at the completion of each day.

Logbook Inspections

If you keep a logbook, keep it up to date and keep it accurately. On demand of a Peace Officer, drivers who keep logbooks must produce the original and duplicate record of their current shift, completed to the last change of duty status. Drivers must also have the duplicate copy of their logs for the previous 2 days when they are operating intra-provincially.

Intra-provincially means a point to point destination within the Alberta provincial border.

Driver's Daily Log – Outside 160km radius

A Driver's logbook is a Statutory Declaration (legal document) stating duty status and where the driver has been at any given date or time.

January 2, 2007		DRIVER'S DAILY LOG		BL12345																						
Month	Day	24 Hour Period (starts at Midnight unless otherwise noted)		Truck No. / Licence No.																						
Example A Trucking Ltd.		Ending Odometer Reading	123456	Personal Use End Km	123524																					
Principal Carrier		Starting Odometer Reading	122450	Personal Use Start Km	123456																					
12345 - 67 St. Edmonton AB T5N 2N2		Total Kilometres Travelled	1006	Personal Use Total Km	68																					
Carriers Main Principal Office Address		Trailer No(s) / Licence No(s)																								
12345 - 67 St. Edmonton AB T5N 2N2		Driver's Name (Print)																								
Home Terminal Address		I. M. Good																								
		Driver's Signature - I certify these entries are true and correct.																								
		I. M. Good																								
		Co-Driver's Name (Print)																								
Start	0	<input type="checkbox"/> Cycle 1 - 70 Hours / 7 Days <input type="checkbox"/> Cycle 2 - 120 Hours / 14 Days												13	14	15	16	17	18	19	20	21	22	23	24	Total
Off Duty		[Logbook grid showing duty status over 24 hours]																							5	
Sleeper Berth		[Logbook grid showing sleeper berth usage]																							15	
Driving		[Logbook grid showing driving time]																							13	
On Duty (not driving)		[Logbook grid showing on-duty non-driving time]																							15	
		[Logbook grid showing total hours]																							24	
Remarks		Edmonton AB 700 litres Hinton AB Tete Jeanne BC Meathle BC Prince George BC Meathle BC Mt. Rokam BC																								



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Proper Completion of the Driver's Daily Log

At the start of your shift:

- Enter the Date
- Enter the Name and full address of the carrier's Principle Place of Business
- Enter the Name and full address of the Home Terminal
- Enter the starting odometer reading
- Enter the Truck Unit Number OR the Licence Number (as specified by the carrier)
- If applicable, enter the Trailer Unit Number(s) OR Licence Number(s) (as specified by the carrier)
- Enter your name (Driver)
- If applicable, enter the Co-Driver's Name
- If your 'day' starts at a time other than midnight, enter the start time
- Indicate your current cycle
- Indicate your change of Duty Status on the Grid
- Show the time on the grid
- Record the name of the municipality or give the location on a highway or in a legal sub-division and the name of the province or state where a change in duty status occurs

During your shift:

- Indicate every change of Duty Status on the Grid
- Show the time on the grid
- Record the name of the municipality or give the location on a highway or in a legal sub-division and the name of the province or state where a change in duty status occurs
- Fuelling: Enter the number of litres (gallons) in the remarks section

At the end of your shift:

- Indicate your change of Duty Status on the Grid
- Show the time on the grid
- Record the name of the municipality or give the location on a highway or in a legal sub-division and the name of the province or state where a change in duty status occurs
- Enter the ending odometer reading and calculate total travelled
- Calculate Total Hours – must add up to 24
- If using the vehicle for personal travel:
- Enter personal use start, end and total distance travelled (limit of 75 km)
- When the log is completed:
- check the log for form and manner errors
- Sign the log – only if all items are correct



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Retention of Driver's Logs

The carrier must retain this document in a neat and orderly manner at their principal place of business (Head Office) for a minimum of 180 days from the date that the information is recorded in the daily log.

Drivers must retain a copy of their logbook in a neat and orderly manner in their personal lockers at the shop for a minimum of 180 days and must be able to surrender them upon request within 7 days.

Prohibition

You are prohibited from driving if:

- your faculties are impaired to the point where it is unsafe for you to drive.
- driving would jeopardize or be likely to jeopardize the safety or health of the public, yourself or your fellow employees
- you are subject to an out-of-service declaration
- you are not in compliance with the Hours of Service regulations.

Out-Of-Service Declarations

- You may be issued an Out-Of-Service Declaration if;
 - your faculties are impaired to the point where it is unsafe for you to drive.
 - driving would jeopardize or be likely to jeopardize the safety or health of the public, yourself or your fellow employees
 - you fail to comply with any of the driving time or off-duty time requirements
 - you are unable or refuse to produce your daily log book
 - there is evidence that shows that the you have completed more than one daily log, have entered inaccurate information in the daily log or have falsified information in the daily log
 - a daily log or a supporting document have been mutilated or defaced in such a way that the director or an inspector cannot determine whether you have complied with the driving time and off-duty time requirements

Emergencies and Adverse Driving Conditions

A driver who extends their driving, on-duty or elapsed time because of emergency or adverse driving conditions shall record the reason for doing so in the "Remarks" section of the daily log

Emergencies

The requirements of these Regulations in respect of driving time, on-duty time and off-duty time do not apply to a driver who, in an emergency, requires more driving time to reach a destination that provides safety for the occupants of the commercial vehicle and for other users of the road or the security of the commercial vehicle and its load.



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Note: An Emergency is defined as Imminent danger to Life, Property or the Environment (running behind schedule would not qualify as an emergency).

Adverse Driving Conditions

- A driver who encounters adverse driving conditions while operating the vehicle during a trip south of latitude 60°N may extend the permitted 13 hours of driving time specified in sections 12 and 13 and reduce the 2 hours of daily off-duty time by the amount of time needed to complete the trip if
- the driving, on-duty and elapsed time in the elected cycle is not extended more than 2 hours;
- the driver still takes the required 8 consecutive hours of off-duty time; and
- the trip could have been completed under normal driving conditions without the reduction.
- A driver who encounters adverse driving conditions while operating the vehicle during a trip north of latitude 60°N may extend the permitted 15 hours of driving time by the amount of time needed to complete the trip if
- the extension of the driving time is no more than 2 hours;
- the driver still takes the required 8 consecutive hours of off-duty time; and
- the trip could have been completed under normal driving conditions without the extension.

Shipping Documents

Bill of Lading – General Hauling

Definitions:

- Carrier - a person who transports goods by means of a commercial vehicle.
Consignee - the person or agent to whom delivery of goods is to be made.
Consignor - the person or agent from whom the goods have been received for shipment.
Goods - goods as defined in the Traffic Safety Act.

A Bill of Lading may be prepared by the consignor of the goods, the carrier transporting the goods, or the operator of a depot (if the goods are being shipped through the facilities of a depot).

A bill of lading must be identified by a numerical code or other means of identification and must contain at least the following;

- the name and mailing address of the consignor;
- the date of the consignment;
- the point of origin of the shipment;
- the name of the originating carrier;
- the names of connecting carriers, if any;



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- the name and mailing address of the consignee;
- the destination of the shipment;
- the particulars of the goods comprising the shipment, including weight/volume and description;
- number and description of packages, skids, bundles, etc.
- name of the commodity and its description, including any identifying marks
- a space for the signature of the consignor or his agent;
- a provision stipulating whether the goods are received in apparent good order and condition;
- a space in which to show the declared value of the shipment;
- where charges are to be prepaid or collected;
- a space in which to indicate whether the charges are prepaid or collect,
- a space in which to show whether the C.O.D. fee is prepaid or collect, and
- a space in which to show the amount to be collected by the carrier on a C.O.D. shipment;
- a space in which to note any special agreement between the consignor and the carrier;
- a statement in conspicuous form indicating that the carrier's liability is limited by a term or condition of the applicable schedule of rates or by other agreement, if such a limitation exists.

A bill of lading does not meet regulatory requirements unless it is fully completed and is signed by the consignor and the carrier.

The person who is the originating carrier of goods being shipped must on the bill of lading issued for those goods acknowledge receipt of the goods by signing the bill of lading, and in the space provided indicate whether the goods when taken into his custody were in apparent good order and condition, or if not, give the details of any defect.

A copy of the bill of lading issued for goods being shipped must be kept by the consignor, the carrier, and the operator of a depot (where the goods are shipped through a depot). The carrier transporting goods for which a bill of lading, manifest, receipt or permit has been issued shall, while those goods are being transported on that vehicle, carry a copy of that document in the vehicle.

The carrier of goods for which a bill of lading is issued must keep that bill of lading for 12 months from the date that the bill of lading was issued.

Proper completion of Bill Of Lading

1. Enter the name of the originating carrier. (This area will likely be pre-printed with the name and address of the transport municipality).
2. Enter a unique identifying number – many Bills of Lading are pre-printed with a number; others have an area to manually enter a number or to affix a bar-code label.
3. The date of consignment – enter the date on which you received the shipment for transport.
4. Enter the name and mailing address of the consignor.
5. The point of origin of the shipment – Enter the name of city and province (or state) where the shipment was received by you (the carrier).
6. Enter the declared value of the shipment.
7. Enter the name and mailing address of the consignee.



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8. The destination of the shipment – Enter the name of city and province (or state) where the shipment will be delivered.
9. Enter the number and description of packages, skids, bundles, etc.
10. If the package contains Dangerous Goods, place an 'X' in the 'DG' column.
11. Enter the name of the commodity and its description, including any identifying marks. A proper description would include commodity name, material, packaging, and product use. If the shipment requires any special handling or protective service (a freezable shipment, for example), provide the details here.
12. Enter the Dangerous Goods Classification.
13. Enter the UN Number assigned to the goods.
14. Enter the weight or volume of the shipment. If the container contains Dangerous Goods, the weight or volume must be in Metric notation.
15. Indicate whether freight charges are prepaid or collect by checking the appropriate box.
16. If the shipping charges are C.O.D., enter the amount and indicate if charges are prepaid or to be collected upon delivery.
17. Enter the 24-Hour emergency number for spills and emergencies
18. Note any special agreement between the consignor and the carrier.
19. Signature of the consignor – signed on the date of the consignment.
20. Signature of the carrier and date shipment was accepted
21. Signature of the consignee and date shipment was received.
22. Further Conditions Of Carriage as outlined in the Bill Of Lading And Conditions Of Carriage Regulation appear on the back of the Bill Of Lading.



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Example of Bill of Lading

<i>Bill of Lading</i>		Reference #	Date (of consignment):
Carrier/Transport Municipality Name 1		2	3
Mailing Address/Contact Numbers			
Consignor /Shipper Name 4	Mailing Address		
Origin: 5			
Received at the point of origin on the date specified, from the consignor mentioned herein, the property described herein, in apparent good order, except as noted (contents and conditions of contents of package unknown) marked 6 , consigned and destined as indicated below, which the carrier agrees to carry and to deliver to the consignee at the said destination, if on its own authorised route or otherwise to cause to be carried by another carrier on the route to said destination, subject to the rates and classification in effect on the date of the shipment.			
Declared Valuation \$ _____ (Maximum Liability of \$2.00 per pound (\$4.41 per Kilogram))			
Consignee Name 7		Mailing Address	
Destination: 8			
9 # and type of packages	10 DG	11 Particulars of Goods, Marks and Exceptions	12 DG Class
			13 UN Number
			14 Weight
			Freight Charges 15 <input type="checkbox"/> Collect <input type="checkbox"/> Prepaid Freight Charges will be collect unless marked prepaid
			C .O.D. Shipments 16
			Amount \$ <input type="checkbox"/> Collect <input type="checkbox"/> Prepaid
24 Hours – (area code) phone number 17			
Special Instructions/Conditions 18			
Consignor Signature 19		Carrier Signature / Date 20	Consignee Signature / Date 21
22 Conditions of Carriage on Reverse			



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When shipping documentation consists of more than one item:

- keep all documents together.
- cross-reference individual documents to each other, (using the reference number or other method of uniquely identifying each individual document).

Note: See Section 2 of the [Bill Of Lading and Conditions of Carriage Regulation \(AR 313/2002\)](#) for exemptions (e.g. owner's own goods).

Dangerous Goods Shipping Documents

If the municipality transports Dangerous Goods, a Dangerous Goods Shipping Document shall contain, at minimum, the following information;

- Consignor's name and address in Canada;
- Date of shipment;
- Description of the goods: (in the following order)
- UN number (e.g. UN1230);
- Dangerous goods shipping name (e.g. Methanol);
- Primary class and subsidiary class (e.g. 3(6.1));
- If applicable, the packing group in roman numerals (e.g. I, II or III) or the compatibility group letter for explosives;
- If applicable, the words "toxic by inhalation" or "toxic – inhalation hazard" for dangerous goods subject to Special Provision 23 (Class 6.1, PGI, toxic due to inhalation);
- The quantity in metric measurement (e.g. kg or L) for transport originating in Canada;
- The "24-hour number" of a person who can provide technical information on the dangerous goods; and
- The consignor's certification.
- In some cases, more information may need to be included, such as:
 - The number of small means of containment (e.g. volume of 450 L or less) that require labels;
 - The technical name or the statement "not odorized";
 - The Emergency Response Assistance Plan (ERAP) number and its activating telephone number; Note: An ERAP is only required for certain dangerous goods in certain quantities. To learn more about ERAP, please consult Part 7 of the TDG Regulations.
 - The flash point, if the product is a Class 3 flammable liquid and is being transported on a ship; (e.g. gasoline, diesel, etc.);
 - Special instructions, such
 - the control and emergency control temperatures of Classes 4.1 and 5.2; and
 - The number of any applicable Transport Canada Equivalency Certificates.
- 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.



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Note: There may be exemptions to regulations. Refer to Part 3 of the [Transportation of Dangerous Goods Regulations \(SOR/2001-286\)](#).

For more information refer to the web site: www.transportation.alberta.ca and/or contact the Dangerous Goods Coordination and Information Centre at 800-272-9600 for further information on bulletins, permitting and general information.

Weigh Slips

The municipality will obtain accurate vehicle weights and weigh slips for vehicles that are required to be weighed under the [Bill Of Lading and Conditions of Carriage Regulation \(AR 313/2002\)](#)

PART 3: COMPLIANCE WITH THE LAW

Safety Laws

Drivers operating vehicles owned by Town of Sexsmith will comply with all transportation safety laws as required. The [Commercial Vehicle Certificate and Insurance Regulation \(AR 314/2002\)](#) identifies that: “safety laws” means, as the context requires,

- i) the Act (Traffic Safety Act) and regulations made under the Act;
- ii) the Dangerous Goods Transportation and Handling Act and the regulations made under that Act;
- 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).

Safe Vehicle Condition:

Drivers will not operate and the municipality will not permit a person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.



PART 4: USE OF SAFETY EQUIPMENT

Use of Warning Devices

During the night time a commercial vehicle will not be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional; and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle.
- When there is insufficient light or conditions where objects are not clearly discernable at 150 metres, commercial vehicles will not be stationary outside of the limits of an urban area unless;
- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.
- During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;
 - the hazard lights are alight if functional, and
 - advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.
 - Warning triangles and hazard lights are used to make other traffic aware of parked commercial vehicles.

Use of Fire Extinguishers

- If the need to use a fire extinguisher arises:
- Remember the word PASS
 - Pull - Pull the safety pin by breaking the seal;
 - Aim – Aim the nozzle, horn or hose at the base of the fire;
 - Squeeze - Squeeze the handle;
 - Sweep – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

Safety instructions:

- remove the fire extinguisher from its bracket;
- approach the fire from upwind if possible;
- hold the extinguisher in an upright position;
- continue to use until the fire is out and the fire extinguisher is empty;
- replace the safety pin and return it to your compartment;
- have extinguisher recharged immediately or replaced before your next run;
- report use of fire extinguisher to supervisor.



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- Use of Personal Protective Equipment (PPE)
- Town of Sexsmith will ensure all employees are educated on the proper use of all issued PPE (e.g. goggles, hard hats, breathing apparatus, etc.).
- Any education or training will be documented and placed on the driver's file.

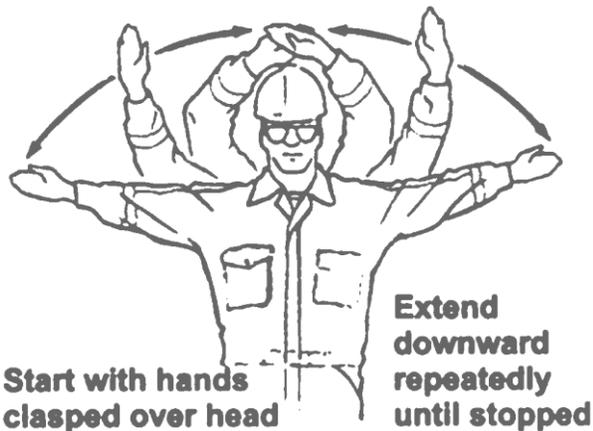
Note: Reference Occupational Health and Safety Act for specific instructions and the use of PPE.

The legislation may also require additional components to be covered in the safety program. The Occupational Health and Safety Act is available online at: <http://work.alberta.ca/occupational-health-safety/307.html>.

Hand Signals For Directing Vehicles

Stopping

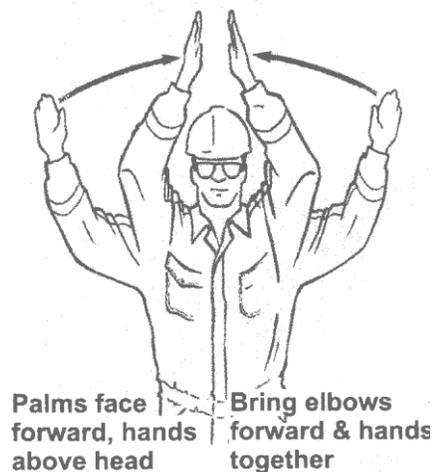
Emergency Stop



Stop

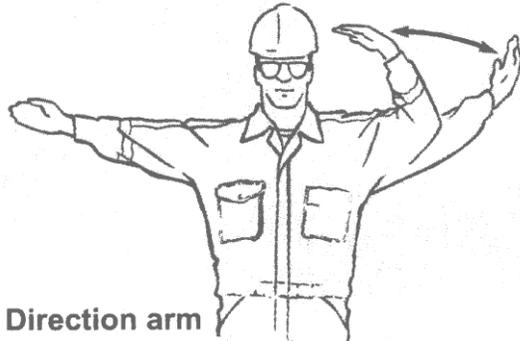


Distance To Stopping Point





Turns



Direction arm points in the direction to turn



Motioning arm repeatedly bent towards head, indicates continued turning

Proceed Slowly Forward Or Backward



Palms face direction of desired travel



Bend both arms repeatedly toward head and chest then extend

Clear To Leave Area



Point at driver



Turn and extend arms in desired direction



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Inspection Of Securement Systems

The driver of a vehicle;

- Must inspect the cargo and its securing devices within the first 80 km (50 miles) after beginning a trip, and must cause any adjustments to be made to the cargo or securing devices as may be necessary, including adding additional securing devices, to maintain the security of the cargo; and
- Must re-examine the cargo and its securing devices periodically during the trip, and must cause any adjustments to be made to the cargo or securing devices as may be necessary, including adding additional securing devices, to maintain the security of the cargo.

A periodic re-examination and any necessary adjustment must be made

- When the duty status of the driver changes; or
- After the vehicle has been driven for 3 hours; or 240 km (150 miles), whichever occurs first.

While the safety and security of cargo while in transit is of paramount concern, a driver of a vehicle will not be required to conduct the preceding periodic inspections if:

- The vehicle is sealed, and the driver has been ordered not to open it to inspect its cargo, or
- The vehicle has been loaded in a manner that makes inspection of its cargo impracticable.

Securing the Load

- All cargo must be secured on a commercial vehicle. Several methods are permitted for securing cargo.
- By a bulkhead, side boards and end-gate, if they:
 - are securely attached to the vehicle;
 - are strong enough and high enough to ensure that the load will not fall from the vehicle; and
 - have no opening large enough to permit any part of the load to pass through.

By straps, chains, webbing or other similar tie downs.

To determine the method of securing a load by tie downs, the vehicle operator must satisfy two requirements: The load must be secured by not less than the minimum number of tie downs.

The (aggregate) Safe Working Load of the tie downs must not be less than the weight of the load secured.

Load Securement Equipment

Load securement systems are defined by the CVSA Uniform North American Cargo Securement and in the Alberta Transportation Regulation AR 121/09.

Chains, hooks are required to be stamped and wrappers are required to be woven into or attached to the load securement device with the weight load limit.



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Any load securement, which does not have the weight load limit is not stamped, woven or otherwise attached or the attached weight load limit is missing are not allowed to be used as a load securement device.

Chains and Load Binders

Grade 70 or Transport 70 is the only grade of chain to be used when securing a load. It is identified by 7", 70" or 700" on the links. Alloy connecting links are the only product compatible with Grade 70 chains.

The Safe Working Load of Grade 70 is as follows;

mm	inch	kilograms	pounds
8	5/16	2,020	4,500
10	3/8	2,820	6,200
11	7/16	3,960	8,750
13	1/2	4,890	10,750

Do not use chains that have bent, gouged, stretched or worn links. Replace these links with compatible alloy connecting links.

Quick Connectors are not suitable chain repair.

Our load binders are all compatible with grade 70 chain and the working load limit is embossed on the handle. Key notes on load binders and tie down assemblies are:

- Tie down assemblies must be protected against abrasion.
- Tie down assemblies must not be used if worn beyond a wear limitation embossed by the manufacturer and to the extent that they can become unsafe.
- A Load Binder handle must be locked in place by rope, wire or chain or a locking mechanism to prevent the handle from accidentally releasing. Utilizing the free end of the chain is acceptable.
- The driver must be able to tighten the tie downs.

Grades of Chain

Grade	Identified By:	Application
"Grade 80 or "Alloy" Chain	"A", "8", "80", "800" on links	Overhead lifting, slinging, load binding, Flail Chains, choker chains, skidder chains. Use No Other Chain For Overhead Lifting
"Grade 70" or "Transport" Chain	"7", "70" or "700" on links	Trucking, railways, logging, construction, farming, towing, load binding, deck lashing, heavy duty tie down applications, security chains.



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“Grade 50” or “High Test” Chain	“4” or “5” on links	Railway tie down chains, load bindings, cargo lashings, logging and farm operations, towing and moving jobs in oil fields, industry and for trucking.
“Grade 30 - Short Link” or “BBB”	“3B” or “BBB”	Tow chains, pocket wheels, railway brake chains, sugar cane slings, and bundling chains.
“Grade 30” – Regular Line” or “Proof Coil”	“3” or “PC” on links	Boom chains, barrier chains, decoration, pipeline hanging, tailgate guard rail, tow chains.
“Loading – Decking Chain”	“DL” or “3L” on links	Light duty tie down applications.

The Safe Working Load for each type of chain varies with each manufacturer, however, the following may be used as a guideline to determine adequacy of tie downs.

Grade	Trade Size		Working Load Limit	
	Mm	inch	Kilograms	Pounds
“80”	7	1/4	1,660	3,650
	10	3/8	2,980	6,550
	13	1/2	5,180	11,400
	16	5/8	8,590	18,900
	20	3/4	11,890	26,150
	22	7/8	15,700	34,550
“70”	7	1/4	1,410	3,100
	8	5/16	2,020	4,450
	10	3/8	2,820	6,200
	11	7/16	3,960	8,750
	13	1/2	4,890	10,750
“50”	7	1/4	1,330	2,200
	8	5/16	1,930	3,200
	10	3/8	2,430	4,000
	13	7/16	2,858	6,300
	16	1/2	4,670	7,700
“BBB”	7	1/4	601	1,325
	8	5/16	884	1,950
	10	3/8	1,247	2,750
	13	1/2	2,154	4,750
	16	5/8	3,288	7,250
“DL”	7	1/4	612	1,350
	8	5/16	862	1,960
	10	3/8	1,202	2,650
	13	1/2	2,086	4,600



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"PC:"	7	1/4	567	1,250
	8	5/16	850	1,875
	10	3/8	1,190	2,625
	13	1/2	2,041	4,500
	16	5/8	3,084	6,800
	20	3/4	4,309	9,500

Tiedowns

A tiedown, except for steel strapping, must be designed, constructed, and maintained so that the driver of the vehicle can tighten it. Each tiedown must be attached and secured in a manner that prevents it from becoming loose, unfastening, opening or releasing while the vehicle is in transit.

All components of a tiedown must be in proper working order, with no knots or no obvious damage, distress, weakened parts or weakened sections. Edge protection must be used where a tiedown would be subject to abrasion or cutting at the point where it touches an article of cargo. The edge protection must also resist abrasion, cutting and crushing.

Direct Tiedowns

A direct tiedown providing resistance against longitudinal movement must make an angle less than 45 degrees with the horizontal when viewed from the side of the vehicle. A direct tiedown providing resistance against lateral movement must make an angle no more than 45 degrees with the horizontal when viewed from the front or rear of the vehicle.

For the purposes of calculation, the aggregate working load limit of all direct tiedowns used to restrain articles is based on the sum of;

- One-half of the working load limit of each direct tiedown that is connected between the vehicle and the article of cargo
- The working load limit of each direct tiedown that is attached to the vehicle, passes through or around an article of cargo, or is attached to it, and then is again attached to the vehicle.

Indirect Tiedowns

An indirect tiedown providing resistance against longitudinal movement must make an angle no less than 30 degrees with the horizontal when viewed from the front or rear of the vehicle. An indirect tiedown providing resistance against lateral movement must make an angle no less than 30 degrees with the horizontal when viewed from the side of the vehicle.

Each indirect tiedown, which passes over an article, will be considered to be one tiedown.

For the purposes of calculation, the aggregate working load limit of all indirect tiedowns used to restrain articles is based on the sum of the working load limits of each indirect tiedown.



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Minimum Number of Indirect Tiedowns Required

When an individual article is not blocked or immobilized to prevent movement in the forward direction by a headboard, bulkhead, other cargo which is also immobilized, or other appropriate blocking device, it must be secured by at least:

- One tiedown for articles up to 1.52 m (5 ft) in length and up to 500 kg (1100 lb) in weight
- Two tiedowns if the article is:
 - Up to 152 m (5 ft) in length but over 500 kg (1100 lb) in weight
 - Longer than 1.52 m (5 ft) but less than or equal to 3.04 m (10 ft) in length
- Two tiedowns if the article is longer than 3.04 m (10 ft), and one additional tiedown for every additional 3.04 m (10 ft) of article length, or part thereof, beyond the first 3.04 m (10 ft) of length.

Tie Downs Required

The Regulations stipulate the minimum number of tie downs required by the following table:

Length of load along longitudinal axis of vehicle	Minimum number of tie downs required
2.5 M and less	2
More than 2.5 m, but not more than 7.5 m	3
More than 7.5 m, but not more than 10 m	4
More than 10 m, but not more than 12.5 m	5
More than 12.5 m, but not more than 15 m	6

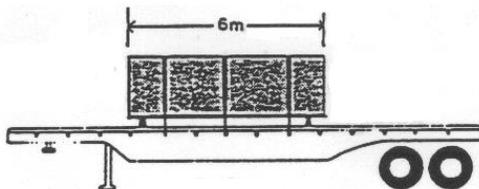
There are exceptions to the above table

If an article is less than 2.5 m in length, less than 1.5 m in height and butted against another substantial article or bulkhead, then only one tie down is required.

As a rough guide, use 2 tie downs for the first 2.5 m of a load and 1 tie down for every 2.5m thereafter.

Strength of Tie Downs Required

The Load Security Regulation states in Section 35.12 that the load secured by the tie downs cannot exceed the sum of the Safe Working Load of the tie downs.



Example

A concrete tank, 6 m in length, with a weight of 15,000 kg.



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In accordance with the table above a 6 m load requires 3 tie downs, therefore each tie down must have a Safe Working Load of not less than 5000 kg. (15,000 kg ÷ 3).

If the only available tie downs have a Safe Working Load of 2500 kg, then 6 tie downs must be used.

However, if tie downs rated at a Safe Working Load of 8000 kg were available, 3 tie downs must still be used, since the Regulation stipulates the minimum number required as well as the minimum strength.

Web Straps

Nylon webbing straps are acceptable for securing loads such as lumber, building materials and other non-abrasive type cargo.

The nylon webbing may utilize winch tightening devices mounted on the side of the unit in fixed positions or an adjustable installation where the winches are mounted on a slide bar or track. Other acceptable tightening systems are also available.

All of our straps have a minimum rating of 18,000 lbs. The straps are all permanently marked, by the manufacturer, with the safe working load limit.

Care must be taken to ensure that webbing is protected from abrasive surfaces or sharp edges by using suitable protection.

When tying down a load of bundled steel, such as Alta Steel for Moly Corp. ensure that your straps do not go over the wire ends that tie the bundles together. These wire ends poke through the straps and are the largest cause of strap damage.

Frayed, damaged or cut straps have lost their rated strength factor. Replace them immediately. Roll them up with the hook on the inside and place in the barrel by the parts room.

Remember it is an offence to use frayed or damaged straps.

DO NOT TWIST STRAPS WHEN TYING DOWN A LOAD



PART 5: DRIVER CONDUCT AND DISCIPLINE

Driver Conduct

Drivers must practice good conduct by keeping the following policies in mind:

safely operate municipality vehicles on the 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 and be a professional and courteous driver;
- keep the vehicle under control at all times 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 road to the municipality safety officer, including violations, near misses, etc.

Disciplinary Procedures (STEPS)

All disciplinary steps taken by Town of Sexsmith will be progressive in nature. All action including verbal warnings, will be documented.

Disciplinary action may be taken with employees for any:

- regulatory violations (identified on the Carrier Profile, driver's abstract or through internal evaluations/audits).
- significant municipality directive violations (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).
- As appropriate, disciplinary action may include:
 - written warnings;
 - suspension; or
 - termination of employment.

The disciplinary process may also require corrective measures, such as re-training. For severe violations that pose a significant risk to public safety, the municipality may take disciplinary action at any stage based on the severity of the violation.

Where any form of disciplinary action is taken against a driver, this action must be documented and recorded in the driver's file.



PART 6: DRIVER QUALIFICATIONS

Driver Qualifications

When hiring new drivers, Town of Sexsmith will ensure the driver is qualified for the job by reviewing their driver abstract. By reviewing the commercial driver abstract, the municipality will ensure the driver has a valid operator’s licence for the class of vehicle they will be operating. The municipality will also examine the driver’s history to determine whether they are qualified to operate a commercial vehicle safely.

When hiring new drivers, the municipality may also:

- conduct a personal interview to evaluate attitude, driving skills and professionalism;
- contact references and past employers;
- conduct a road test to include: use of two and four lane highways, city driving, and yard backing and parking, shifting, turning, mirror usage, speed and general awareness;
- evaluate the skills and knowledge of a driver by conducting a written exam;
 - address any special training requirements (e.g. dangerous goods, load securement, WHMIS, fuelling procedures, etc.);
 - implement a maximum abstract point threshold (e.g. specify maximum demerit points allowed within a three-year period and do not hire if exceeded);
 - implement a maximum collision threshold (e.g. consider if your threshold will include preventable collisions only or all collisions. Do not hire the applicant if the threshold is exceeded);
 - implement a disciplinary procedure for addressing procedures for suspended licence.
 - implement modified work duties due to injuries.
 - implement a directive requiring drivers to immediately report changes of their Driver's Licence status to their employer (for example, suspensions or medical requirements/conditions).
 - Procedures for modified work duties for drivers, due to injury or illness

Driver Evaluations

The municipality will perform written driver evaluations according to the intervals in the chart below:

<i>Driver Evaluation Type</i>	<i>Evaluation Interval</i>	<i>Comments</i>
New Hire	Evaluate on hire	Complete written driver evaluation form and place on driver file.
New Driver	Weekly	Complete written driver evaluation form and ensure driver has corrected any issues identified in evaluation conducted at hire.
Non-compliant Driver	Monthly	Complete written driver evaluations until satisfied the driver understands and can comply with requirements.
Established Driver	Annually	Complete written driver evaluation form and place on driver file.



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Drivers will be evaluated for skills involving; driving in traffic, backing up, connecting a trailer, fuelling, driving defensively, conducting daily Trip Inspections, and identifying and reporting defects to the municipality.

The municipality maintains an ongoing program for evaluating employees' driving skills using:

- road tests (see Evaluation form on the next page);
- internal audits of records (logbooks, time records, etc.).

Drivers may also be required to take written exams to test driver skills and knowledge of (as applicable):
hours of service;

- weights and dimensions;
- cargo securement;
- dangerous goods;
- daily trip inspections;

Driver Evaluation results will be retained on each driver's file.

A sample driver evaluation form is attached.



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DRIVER EVALUATION											
Carrier Name:					Current Class of Operator's Licence						
					1	2	3	4	5		
Driver Name: Date:					Signature of Driver: Date:						
DRIVER ACTIONS			Performance Assessment		DRIVER ACTIONS			Performance Assessment			
			Good	Fair	Poor				Good	Fair	Poor
A. CONTROLS					E. TRAFFIC LIGHTS / SIGNS						
1. Knowledge and/or use of equipment					1. Fails to anticipate / observe						
2. One-handed steering – hand position					2. Judgment – green / amber / red						
3. Steering Control – wanders / recovery					3. Judgment – stop / yield / other						
4. Shifts too soon / late / lugs											
5. Improper use of gears / grinds					F. RIGHT-OF-WAY						
6. Improper use of clutch / stalls/ coasts					1. Uncertain / hesitant						
7. Improper use of brake / park brake					2. Fails to assume own right of way						
8. Improper use of accelerator					3. Aggressive / Judgment						
9. Signals too soon / late											
10. Signals – improper / not cancelled/none					G. SPEED						
					1. Too fast for conditions						
B. PARKING / STARTING / BACKING					2. Too slow for conditions						
1. Fails to set brake / gear					H. BACKUP / TURN AROUND						
2. Observation – backing / starting					1. Poor observation – before / during						
3. Judgment – vehicle / wheels / angle					2. Judgment of distance / position						
5. Rolls back											
6. Unsure / too slow											
C. LANE DRIVING / CHANGING / POSITION					I. ROAD TEST DISQUALIFICATION						
1. Fails to check mirror					1. Overall poor performance						
2. Fails to check blind spot / late					2. Right of way violation – vehicle / pedestrian						
3. Uncertain / hesitant					3. Traffic light violation						
4. Road position – straddles lane					4. Stop sign violation						
5. Too close / far – stop / pass / follow					5. Speeding violation						



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6. Improper lane change / late / slow				6. Other violation			
7. Fails to observe signs / conditions				7. Climbs over curb			
				8. Lacks caution at uncontrolled intersection			
D. INTERSECTIONS / TURNS / RR				9. Obstructs traffic			
1. Block crosswalk / intersection / stop line				10. Unable to perform skill maneuver			
2. Stops too far back				11. Hits vehicle / object			
3. Unnecessary stop				12. Lacks skill and control			
4. Fails to leave parking lot				13. Unsafe action			
5. Fails to observe conditions / late				14. Trip inspection failure			
6. Left turn – cuts corner / turns wide							
7. Left turn – wrong lane – before / after				J. GENERAL DRIVER KNOWLEDGE			
8. Right turn – cuts corner / turns wide				1. Hours of Service			
9. Right turn – wrong lane – before / after				2. Trip Inspections			
10. Incorrect position – vehicle / wheels				3. Cargo Securement			
11. Too fast – before / during				4. Weights and Dimensions			
12. Too slow – before / during							
TEST ADMINISTRATION INFORMATION:				Authorized to drive: Yes: No:			
COMMENTS:							
Safety Officer's (Print Name)			Signature:			Date	



PART 7: DRIVER RECORDS AND RECORD RETENTION

Driver Files

Town of Sexsmith will keep a driver record for every person authorized to operate municipality vehicles, including owner(s) and management.

These records will include the following information:

- the driver's completed application form for employment with the registered owner, where applicable
- (note: the driver's resume is considered to be an acceptable application);
- the driver's employment history for the three years immediately preceding the time the driver started working for the carrier, where applicable;
- a copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
- annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
- a record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
- a record of any administrative penalty imposed on the driver under safety laws;
- a record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;
- a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
- a copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with Part 6.6 of the Transportation of Dangerous Goods Regulations under the Transportation of Dangerous Goods Act, 1992; and
- a copy of a current medical certificate for all Class 1, 2 or 4 licences and Class 3 or 5 with a licence endorsement code "C" requiring a periodic medical. If medical certificate is not presented or available, retain a copy of valid driver licence, a Commercial Driver's Abstract or a note from the medical doctor in lieu of the medical certificate.

Driver Record Retention

Town of Sexsmith will keep all driver files at the Public Works Shop.

Driver records will be:

- retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation); and
- available for inspection by a peace officer during the municipality's regular business hours.



PART 8: EMPLOYEE TRAINING

Training Areas

Town of Sexsmith will ensure all drivers have met training requirements prior to operating municipality vehicles. This training must be conducted to increase knowledge, reduce violations and reduce the likelihood of collisions.

All employees will receive training in the following subjects, as applicable:

- municipality safety program;
- safe vehicle operation;
- municipality maintenance program;
- Traffic Safety Act and relevant transportation safety laws including;
- Hours of service;
- Daily trip inspections;
- Weights and dimensions;
- Cargo securement; and
- Other regulations, as applicable to municipality operations.
- any other laws (e.g. the [Dangerous Goods Transportation and Handling Act](#) and regulations made under that Act, Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta.

Employees will be trained: In House By an External Organization Both

All drivers will have records of training in their file (e.g. training certificates or other records showing the time, date and type of training). A copy of applicable legislation will be made available for all staff (e.g. web site access, hard copy, or disk).

Note: Training information is available in the [Commercial Vehicle Safety Compliance in Alberta](#) education manual and in the [Reference Guide for Hours of Service Training Development](#)

Orientation

All new hires will receive training on the municipality's safety and maintenance policies. Orientation must be completed before drivers drive to ensure they know the laws that apply on that first trip.

New employees will also receive orientation and training in the following subjects upon hire:



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- X Hours of Service, (160 kms Radius)
- X Daily Trip Inspections
- X Weights and Dimensions
- X Load Securement
- X WHMIS

Ongoing Training

Employees will receive ongoing trainings throughout their employment in the following subjects:
hours of service (logbooks and/or time records) – the municipality will assess the need for additional training by conducting daily and periodic internal audits of:

- Driver's hours of service records to ensure documents are not falsified;
- Daily log completion to ensure they meet the legislated requirements (form and manner); and other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- Daily trip inspections – the municipality will provide ongoing training through spot checks and monitoring of vehicle defects.
- Weights and dimensions – ongoing training and monitoring will be provided on legal weights and dimensions, permit weights and dimensions, shipping weights, etc. Loads to be scaled and dimensions and permits must be checked before leaving the yard.
- Load securement – ongoing training and monitoring of compliance with Cargo National Safety Code Standard 10 through direct spot checks and monitoring the Carrier Profile.
- Other regulations, as applicable to municipality operations.
- All employees will be evaluated on a regular basis to ensure they understand minimum transportation safety requirements. If a knowledge gap is identified in a driver evaluation, the municipality will ensure that driver is trained as necessary. Employees may also be subject to additional trainings throughout the year when:
 - Regulations or policies concerning any of the subjects above have changed;
 - An employee has demonstrated non-compliance in one of the above areas; or
 - An employee has indicated they do not understand the minimum transportation safety requirements.

The municipality will ensure all employees are evaluated on their knowledge of the information received during training.

General Driving Rules

- Authorized Operation of Equipment.
- All drivers/helpers driving Town of Sexsmith equipment must carry a valid driver's permit applicable to the unit he has been assigned.
- Employees must provide a current Driver's Abstract annually.
- No passengers are allowed in vehicles other than trainee's or trainers or unless pre-authorized.
- All documents pertaining to a unit must be left in that unit at all times.



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Headlights

All municipality vehicles will use headlights and clearance lights (if installed) wherever vehicles are in use on Highways or Roadways.

Seat Belts

Seat belts must be worn at all times when operating any Town of Sexsmith equipment or light vehicles, passenger vehicles included.

Right of Way

Right of way must be yielded in the following circumstances:

- To all emergency vehicles showing red revolving/flashing lights.
- Empty trucks must yield to loaded trucks.
- Yield to loaded trucks on the haul road.
- When in doubt yield the right of way.
- Drive defensively at all times.

Personal Use of Municipality Vehicles

Town of Sexsmith vehicles shall be used for municipality business only unless approved in writing by an authorized officer of Town of Sexsmith.

Speed Limits

Speed limits are established for optimum driving conditions. Speed limits are a calculation of the highest possible speed a vehicle can safely travel given the condition of the road. If driving conditions are not at their optimum, drive at a lower speed accordingly.

- Any speed which is unsafe under the prevailing conditions is illegal.
- Driving over the posted speed limit is strictly prohibited. The speed limit of 80 km/h will be observed on all secondary and/or unpaved roads.
- The speed limit is 60 km/h or the posted speed limit – whichever is lower:
- If you are traveling on the same side of the highway as a stopped emergency vehicle or tow truck, and
- you are passing the stopped emergency vehicle or tow truck when its flashing lamps are operating.
- The speed limit is 30 km/h on urban roads and 60 km/h in rural areas unless otherwise posted.
- Observe and follow all posted speed limits when travelling through a construction zone.
- Slow down in school zones and playground areas.
- Obey all posted speed limits.
- Slow down on unfamiliar roads.

Housekeeping

- Keep all cab windows and mirrors clean for good visibility.
- Keep cab and deck area free from rags, paper and personal garbage.



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- No sunflower seeds are permitted.
- Never store any aerosol cans in the cab because of the danger of them exploding.
- Have all spills cleaned up as soon as possible.

Refuelling Equipment

- Ensure you are conversant with regulations
- Identify any recent spills in area prior to fueling. All spills must be reported to the office.
- Refuelling area is ventilated
- Ensure equipment is shutoff prior to refuelling
- Ensure there is no smoking or open flames in vicinity
- Ensure you are conversant with regulations
- Identify any recent spills in area prior to fueling. All spills must be reported to the office.
- Refuelling area is ventilated
- Ensure equipment is shutoff prior to refuelling
- Ensure there is no smoking or open flames in vicinity
- Avoid spillage on equipment or ground. All spills must be reported to the office.
- Spill kits are available in the headache rack cabinets of each M2 Logistics power units.

Breakdowns

If you see a municipality vehicle stopped along the road, stop on the shoulder and find out if he needs any assistance. If you are travelling in opposite directions, do not stop directly across from the troubled unit, as this practice creates a traffic bottleneck.

It is not necessary for more than two vehicles to assist another municipality vehicle and all other drivers are to continue without delay. Whether you stop during the day or night, the Highway Traffic Act requires that flares and/or reflective triangles be set out if you are going to be stopped on the shoulder of the road for more than 10 minutes.

Flares and/or triangles should be set according to the following patterns:

Two Way Traffic:

- 1st Flare 30 meters (100 feet) in front of unit
- 2nd Flare 30 meters (100 feet) behind unit
- 3rd Flare 60 to 150 meters (200 to 500 feet) behind unit

One Way Traffic:

- Flare 3 meters (10-feet) in front of the unit
- 2nd Flare 30 meters (100 feet) behind unit
- 3rd Flare 60 to 150 meters (200 to 500 feet) behind unit



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NOTE: If necessary, get assistance from the police to prevent possible accidents.

Notify your immediate supervisor if you have a breakdown, to arrange for instructions or special equipment if necessary. Be prepared to provide the following information regarding your breakdown:

The type of failure.

- Can the unit be moved and how fast?
- What is the location of the breakdown?
- Is it loaded or empty - what product?
- Destination?
- Is a repair shop necessary?
- Is a tow truck necessary?
- What parts are required, if possible?

If you have repairs carried out at the breakdown site, you must return the defective part to the shop foreman upon arrival at the Public Works Shop, designated as the carrier's home terminal.

Flat Tires

When you are changing a tire on the highway shoulder, you must use your flares. After you have your tire changed, make sure you lower your jack and place it and the other tools into the storage compartment.

Check your work area before you drive away to make sure you have not left anything on the highway.

Distracted Driving

As part of practicing the principles of defensive driving, authorized drivers must remain focused and follow all distracted driving laws.

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; and
- personal grooming (brushing teeth, putting on makeup, clipping nails, shaving, etc.).



Maintenance Overview

All NSC commercial vehicles (commercial vehicle registered solely or in combination for more than 4,500 kilograms including but not limited to trucks, truck tractors, trailers, converter dollies, jeeps and boosters) registered to the municipality are required to comply with the municipality's maintenance and inspection program policies and procedures, including:

- lease operators that have their vehicles registered to the municipality; or
- if lease operators follow their own maintenance program, then they must;
- provide a copy of the lessee's maintenance and inspection program that meets the minimum regulatory requirements; or the registered owner must document that the maintenance and inspection program is
- "acceptable"; or the registered owner must ensure the lease operator is following the maintenance and inspection program.

The preventive maintenance and inspection program will address the following areas:

- daily trip inspections;
- repairs;
- routine scheduled maintenance;
- annual CVIP inspections;
- record keeping of all inspections, repairs, and routine maintenance.

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property. It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation.

The municipality's written maintenance and inspection program will be kept at the municipality's principal place of business in Alberta. Copies of the maintenance and inspection program will be available at each location of the carrier where the maintenance and inspection of the carrier's commercial vehicles is carried out.

A copy of the program shall be readily accessible to employees of the carriers who carry out the maintenance and inspection program.

Designation of Maintenance Officer

The person is responsible for maintaining and implementing this preventative maintenance program:

Name: Rolly Lint	Title: Maintenance Officer
Phone: (780)-568-3070	Email: shop@sexsmith.ca



PART 1: SCHEDULED VEHICLE MAINTENANCE

Town of Sexsmith will routinely inspect applicable vehicle components as listed in:

- Alberta's [Vehicle Inspection Regulation \(AR 211/2006\)](#),
- Schedule 2 of Alberta's [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#), and
- Schedule 1 of [NSC Standard 13 Part 2](#) (daily trip inspection).

Any component identified as being in need of repair and/or maintenance will be serviced as required. The records documenting the maintenance will be retained on the appropriate vehicle file. The municipality will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval (Kilometres, Time or Hours)	Comments
Daily Trip Inspection:	Trucks, Tractors, Trailers	Every 24 hours	Complete written Daily Trip Inspection form if required. Report all defects and document all repairs.
Lubrication Interval (Oil changes and greasing)	Trucks	3,000 kms	N/A
	Tractors	3,000 kms	Grease and Service
	Trailers	3,000 kms	Grease and service
Scheduled Maintenance Inspection	Trucks	3,000 kms	N/A
	Tractors	3,000 kms	Fluids and filters
	Trailers	3,000 kms	Grease and service.
"CVIP" Inspection:	All Types (Truck, Tractor, Trailer Fire Vehicles)	Annually	Required every 12 months before next CVIP expires - to be completed by a Certified CVIP Station.
Fire Vehicles	All Types (Truck, Tractor, Trailer)	5,000 kms	Grease, services, fluids and filters

For more detailed list of preventative maintenance on all commercial, powered equipment and other equipment and tools, please refer to Element 3 – Hazard Controls, Preventative Maintenance and Pre-use Inspection Schedules.



PART 2: DAILY TRIP INSPECTIONS

National Safety Code (NSC) Standard 13

Town of Sexsmith will ensure that:

- a copy of **Schedule 1 is located in each commercial vehicle**. Drivers shall produce the Schedule when requested by a peace officer.
- a daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report. Vehicle components will be inspected as required by Section 10(4)(b) of Alberta's [Commercial Vehicle Safety Regulation \(AR121/2009\)](#). The daily inspection must include all components as specified in the list of items in Schedule 1 of NSC Standard 13 Part 2.
- any of the components that are routinely inspected may be added to the daily trip inspection and any components that are not applicable to the vehicle may be deleted from the daily trip inspection.
- Completion of the Daily Trip Inspection Report
- Driver Vehicle Inspections
- For Provincially regulated companies - A driver of a commercial vehicle:
- Shall inform the carrier responsible for that vehicle of any defects or deficiency that would affect the safe operation of the vehicle.
- When a carrier receives a notice of defect in respect of one of his commercial vehicles, he shall repair or otherwise modify the vehicle, or cause it to be repaired or modified, in accordance with instructions provided by the manufacturer, or if instructions are not given by the manufacturer, repair or otherwise modify the vehicle.

For Federally regulated companies - A person conducting an inspection shall record on the inspection report any defects detected during the inspection and shall report such defects to the motor carrier or a person appointed by the motor carrier prior to the next required inspection.

No motor carrier shall permit a person and no person shall drive a commercial vehicle on a highway when a major defect is present on the vehicle.

NSC, Standard Trip Inspections, Part 1 – General Requirements

(1) Vehicles to be inspected

No motor carrier shall permit a person and no person shall drive or operate a commercial vehicle on a highway unless the vehicle is inspected as required.

(2) Carrier to issue inspection schedules

Motor carriers shall provide the applicable schedule(s) of inspection items in a written or an equivalent electronic format and all vehicles shall be inspected in accordance with the schedule(s)1.

(3) Driver to carry and surrender schedules



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Drivers of a commercial vehicle shall have in their possession the applicable schedule(s) of inspection items and shall provide the schedules on demand of an inspector. (Schedule 4 need not be carried.)

(4) Required inspections (when operated)

Trucks, tractors and trailers shall be inspected in accordance with Schedule 1 every 24 hours.

(5) Report to be completed

A person conducting an inspection in accordance with Schedule 1 or 2 or 3 shall prepare a report in a written or an equivalent electronic format that contains the following information:

- licence plate or unit number(s) of the vehicle(s);
- motor carrier's name;
- date and time of inspection;
- city, town, village or highway location where the inspection was performed;
- a statement signed by the person conducting the inspection and by the person driving the vehicle (if different than the person inspecting the vehicle) that the vehicle(s) identified on the report has(have) been inspected in accordance with applicable requirements;
- the legible printed name of the person conducting the inspection; and
- Odometer reading (if equipped).

Schedules must contain at a minimum all inspection items listed, with the exception of items not present on the vehicle being operated. Schedule format and layout may vary.

(6) Driver to provide report

A driver of a commercial vehicle shall provide a paper or equivalent electronic copy of the required inspection report(s) on demand of an inspector.

(7) When no defects are detected

When no defects are detected during an inspection, the person conducting the inspection shall record that fact on the inspection report(s).

(8) When defects are detected

A person conducting an inspection in accordance with Schedules 1, 2 or 3 shall record on the inspection report any defects detected during the inspection and shall report such defects to the motor carrier or a person appointed by the motor carrier prior to the next required inspection.

(9) Information to be recorded re: Schedule 4 inspections

A person conducting an inspection in accordance with Schedule 4 shall record brake adjustment measurements, all defects detected during the inspection, and the nature of all repairs carried out.



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(10) Driver to monitor vehicle while driving

While driving and/or otherwise being in charge of a commercial vehicle, the driver shall monitor its condition in accordance with the schedule of inspection items, and when defects are detected, the driver shall record the defects on the inspection report and report the defects to the motor carrier prior to the next required inspection.

(11) Major defects to be reported immediately

When major defects are detected or disclosed to the driver while driving or otherwise being in charge of a vehicle, they shall be recorded on the inspection report and reported to the motor carrier immediately.

(12) Vehicle not to be operated with major defect

No motor carrier shall permit a person and no person shall drive a commercial vehicle on a highway when a major defect is present on the vehicle.

(13) Carrier to ensure defects are corrected

Motor carriers shall ensure that all previously reported vehicle defects are corrected before the next required inspection or within a timeframe specified by the jurisdiction of travel.

(14) Report to be given to carrier

Drivers shall forward the original of each inspection report to the motor carrier who is responsible for the commercial vehicle within 20 calendar days of the completion of the report.

(15) Carrier records

Carriers shall retain the original copy of each vehicle inspection report and certification of repairs for at least 6 months from the date the report was prepared.

Manufactures Recommendation:

Consult the manufactures instructions, recommendations and requirements for the inspections that must be conducted to maintain the equipment in a safe operating condition.



Town of Sexsmith Directive:

The operator of powered mobile equipment must report to the employer any conditions affecting the safe operation of the equipment, operate the equipment safely, maintain full control of the equipment at all times, use the seat belts and other safety equipment, ensure that passengers in the powered mobile equipment use the seat belts and other safety equipment, keep the powered mobile equipment free of objects that could interfere with the operation or create hazards.

Town of Sexsmith Rules

Drivers Responsibilities

- Ensure their trucks and trailers are in top working condition.
- If you cannot see, get out and look, conduct a walk around or have someone guide or look out for you.
- Comply with all federal transportation Acts.
- Comply with provincial driving and highways regulations.
- Comply with all Town of Sexsmith driving rules, Codes of Practice/Procedures and safety program requirements.
- To know and abide by the OH&S Regulation and Codes.
- Operate equipment trusted to your care in a safe, careful and professional manner.
- Report ALL tickets/violations received to Town of Sexsmith
- Train and supervise swampers to do the work safely.
- Complete a pre-trip and post-trip inspection on vehicle according to procedure.
- Follow the working alone procedure.
- Undertake all duties such as chaining up to prevent problems.
- Complete and submit the required paperwork immediately following the trip.
- Reduce costly maintenance through early identification and reporting of vehicle defects.
- Accept the employees and drivers responsibilities as a condition of employment.

Trucking Rules

- Perform the Start-up procedure as defined below.
- Complete the Walk-Around Checklist as defined below.
- All trucks taking on or discharging a fluid must be properly grounded.
- When following a truck that has a large or heavy load, wait until that vehicle has reached the top of the hill before proceeding up that same hill yourself.
- Drivers must possess the proper driver's license.
- Operators must not work under vehicles with the P.T.O. engaged.
- Abide by the access restrictions at plant sites.
- Drive with headlights on.
- Seat belts are mandatory.
- Riding on trailer or on the coupling between truck and trailer is prohibited.
- Test limit switches on trucks equipped with hoists each day before working.



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- Before leaving the controls of the truck, always apply brakes and do not park on slopes if possible. Also lower any attachment such as the box so that no movement is possible should any lever be moved accidentally.
- Keep motor in gear when descending steep grade, use low or second gear if necessary to control vehicle.
- Always respect all contractor and client road signs.

Pre And Post Trip Walk Around Procedure Start-Up

The operator must complete a visual inspection of the equipment and the surrounding area to ensure that the equipment is in a safe operating condition and that no worker, including the operator is endangered when the equipment is started up.

- Check engine oil and coolant levels.
- Always let the engine warm up to proper operating temperature before moving. (15 minutes in the summer, 25 minutes in the winter.)
- Check all gauges and alarm lights for abnormalities and unplug the heater.

Pre-Trip Walk-Around Checklist

Prior to moving a vehicle and while the machine is warming up; the operator or driver must do a proper walk around and perform the safety checks each day before departure:

- Check that all glass and mirrors allows good visibility (clean if necessary).
- Walk all the way around and check to see that the path is clear of all obstacles.
- Check for damages to the vehicle that may have been done during the work shift.
- Check tires for proper inflation (visual or use a hammer for duals) and ensure lug nuts are tight.
- Check for any visible leaks and for loose or broken bolts etc.
- Check to ensure the cab is clean and free of debris (clean if necessary).
- Check for loose dirt, rocks etc. on the deck, bumper or tailgate and remove.
- Check to see if the radio/phone is working.
- Ensure that the required documentation is in the truck.
- Check to insure you have everything to do the job.
- Check to see if a service or inspection is due.
- Adjust your seat and mirrors before leaving.
- Test the service brake, including the trailer brake connections, the parking brake, and warning signal.
- Make checks of the lighting devices and reflectors, the tires, the coupling devices, the wheels and rims, the steering mechanism, the horn, the windshield wipers, the rear vision and the emergency equipment.
- Check jack, tire iron, booster cables, spare tire, spill kit, tow hooks, flares and reflectors, registration and pink card, tool kit.
- Put in Work Requests whenever anything requires repair or replacement
- Ensure that the vehicle is not operated if a major defect exists as stated in the NSC, Standard Trip Inspections, Part 1 General Requirements. Any of the major defects found and listed in Schedule 1 below must be corrected before the truck is permitted to be used.



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NSC, Standard Trip Inspections, Part 2 Schedule 1 – Truck, Tractor & Trailer

This schedule applies to trucks, tractors and trailers or combinations thereof exceeding a registered gross vehicle weight of 4500 kg.

Driver Vehicle Inspection Report (DVIR)

January 2, 2007 Month Day Year		DRIVER'S VEHICLE INSPECTION REPORT		BL12345 Tractor License Plate or Unit No.	
Example A Trucking Ltd. Carrier's Name		Check Any Defective Item and Give Details Under "Remarks" Refer to accompanying Schedule 1 to identify Defects and Major Defects		122450 Tractor Odometer Reading	
<input type="checkbox"/>	<input type="checkbox"/>	1. Air Brake System	<input type="checkbox"/>	<input type="checkbox"/>	Trailer License Plate or UnitNo(s).
<input type="checkbox"/>	<input type="checkbox"/>	2. Cab	<input type="checkbox"/>	<input type="checkbox"/>	Hubometer A _____ B _____
<input type="checkbox"/>	<input type="checkbox"/>	3. Cargo Securement	<input type="checkbox"/>	<input type="checkbox"/>	A <input type="checkbox"/> <input type="checkbox"/> B <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. Coupling Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Brake Connections
<input type="checkbox"/>	<input type="checkbox"/>	5. Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Brakes
<input type="checkbox"/>	<input type="checkbox"/>	6. Driver Controls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Coupling Devices
<input type="checkbox"/>	<input type="checkbox"/>	7. Driver Seat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Doors
<input type="checkbox"/>	<input type="checkbox"/>	8. Electric Brake System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Landing Gear
<input type="checkbox"/>	<input type="checkbox"/>	9. Emergency Equipment & Safety Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Lights - All
<input type="checkbox"/>	<input type="checkbox"/>	10. Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Roof
<input type="checkbox"/>	<input type="checkbox"/>	11. Frame and Cargo Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Suspension
<input type="checkbox"/>	<input type="checkbox"/>	12. Fuel System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Tarpaulin
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Tires
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Wheels
Remarks <u>Changed front right hand turn signal</u>					
Pre-Trip Time <u>6 am</u> Location <u>Edmonton, AB</u>		Post-Trip Time <u>10:30 pm</u> Location <u>Mt. Robson, BC</u>			
<input checked="" type="checkbox"/> Condition of the Above Vehicle Is Satisfactory		<input checked="" type="checkbox"/> Condition of the Above Vehicle Is Satisfactory			
<input type="checkbox"/> Above Defects Corrected		<input type="checkbox"/> Above Defects Corrected			
<input type="checkbox"/> Above Defects Need Not Be Corrected For Safe Operation of Vehicle (no Major Defects)		<input type="checkbox"/> Above Defects Need Not Be Corrected For Safe Operation of Vehicle (no Major Defects)			
Driver's Signature <u>I. M. Good</u>		Driver's Signature <u>I. M. Good</u>			
Inspector Signature (if other than driver) <u>I. M. Good</u>		Inspector Signature (if other than driver) <u>I. M. Good</u>			
Inspector - Print Name <u>I.M. Good</u>		Inspector - Print Name <u>I.M. Good</u>			
<small>Original (White) - File Daily at Home Terminal</small>		<small>Duplicate (Canary) - Keep in Driver's Possession</small>		<small>© Copyright 2006, KPS & Associates Inc. www.KPSA.ca mail@KPSA.ca</small>	

Town of Sexsmith requires all drivers to complete a pre and post trip inspection on each unit every trip. Drivers must sign every DVIR they prepare and the current DVIR should be kept in the cab of the truck. In the case of no defects to report the "Condition of the Above Vehicle Is Satisfactory" Box must be checked.

Trip inspection reports that do not record any defects should be retained but can be filed separately.

If a repair or problem is identified it must be noted and the proper procedures must be taken to ensure repairs are made. A copy of the DVIR must be filed with the equipment repair invoice in the applicable equipment file.

This document along with a record of the corrective action must be retained in the Vehicle File for the current year, previous four years and for 6 months after the vehicle is disposed of.

When you sign a DVIR you are declaring that, to the best of your knowledge, everything shown on the DVIR is true.



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Requirement to Repair, Correct and Report Defects

Drivers will not drive a commercial vehicle with any uncorrected or unrepaired major defect (see Schedule 1 of NSC Standard 13 part 2 for a description of a major defect);

- Anyone conducting a daily trip inspection is required to document any defects on the written trip inspection report;
- Town of Sexsmith will certify on the report that the defect has been repaired/corrected or
- certify on the report the repair/correction is unnecessary;
- If a driver or person authorized by the municipality believes or suspects there is a safety defect in the commercial vehicle, they shall report the safety defect to the carrier; or without delay if the defect is a major defect, or in a timely manner but not later than the next required daily trip inspection in all other cases.

NSC Standard 13 Part 2 Schedule Truck, Tractor & Trailers Application:

This schedule applies to trucks, tractors and trailers or combinations thereof exceeding a registered gross vehicle weight of 4500 kg.

1. Air Brake System	
Defect(s) Audible air leak. Slow air pressure build-up rate.	Major Defect(s) Pushrod stroke of any brake exceeds the adjustment limit. Air loss rate exceeds prescribed limit. Inoperative towing vehicle (tractor) protection system. Low air warning system fails or system is activated. Inoperative service, parking or emergency brake.
2. Cab	
Defect(s) • Occupant compartment door fails to open.	Major Defect(s) • Any cab or sleeper door fails to close securely.
3. Cargo Securement	
Defect(s) • Insecure or improper load covering (e.g. wrong type or flapping in the wind).	Major Defect(s) Insecure cargo. Absence, failure, malfunction or deterioration of required cargo securement device or load covering.
4. Coupling Devices	
Defect(s) • Coupler or mounting has loose or missing fastener.	Major Defect(s) Coupler is insecure or movement exceeds prescribed limit. Coupling or locking mechanism is damaged or fails to lock. Defective, incorrect or missing safety chain/cable.



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5. Dangerous Goods	
	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Dangerous goods requirements not met.
6. Driver Controls	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	
7. Driver Seat	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Seat is damaged or fails to remain in set position. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Seatbelt or tether belt is insecure, missing or malfunctions.
8. Electric Brake System	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Loose or insecure wiring or electrical connection. 	<p>Major Defect(s)</p> <p>Inoperative breakaway device.</p> <p>Inoperative brake.</p>
9. Emergency Equipment & Safety Devices	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Emergency equipment is missing, damaged or defective. 	
10. Exhaust System	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Exhaust leak. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Leak that causes exhaust gas to enter the occupant compartment.
11. Frame and Cargo Body	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Damaged frame or cargo body. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Visibly shifted, cracked, collapsing or sagging frame member(s).
12. Fuel System	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Missing fuel tank cap. 	<p>Major Defect(s)</p> <p>Insecure fuel tank.</p> <p>Dripping fuel leak.</p>
13. General	
	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
14. Glass and Mirrors	
<p>Defect(s)</p> <p>Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted.</p> <p>Required mirror or glass has broken or damaged attachments onto vehicle body.</p>	



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15. Heater/Defroster	
Defect(s) <ul style="list-style-type: none"> • Control or system failure. 	Major Defect(s) <ul style="list-style-type: none"> • Defroster fails to provide unobstructed view through the windshield.
16. Horn	
Defect(s) <ul style="list-style-type: none"> • Vehicle has no operative horn. 	
17. Hydraulic Brake System	
Defect(s) <ul style="list-style-type: none"> • Brake fluid level is below indicated minimum level. 	Major Defect(s) <ul style="list-style-type: none"> Parking brake is inoperative Brake boost or power assist is inoperative. Brake fluid leak. Brake pedal fade or insufficient brake pedal reserve. Activated (other than ABS) warning device. Brake fluid reservoir is less than ¼ full.
18. Lamps and Reflectors	
Defect(s) <p>Required lamp does not function as intended.</p> <p>Required reflector is missing or partially missing.</p>	Major Defect(s) <p>When lamps are required:</p> <ul style="list-style-type: none"> Failure of both low-beam headlamps. Failure of both rearmost tail lamps. <p>At all times:</p> <ul style="list-style-type: none"> Failure of a rearmost turn-indicator lamp.
	<ul style="list-style-type: none"> • Failure of both rearmost brake lamps.
19. Steering	
Defect(s) <ul style="list-style-type: none"> • Steering wheel lash (free-play) is greater than normal. 	Major Defect(s) <ul style="list-style-type: none"> Steering wheel is insecure, or does not respond normally. Steering wheel lash (free-play) exceeds required limit.
20. Suspension System	
Defect(s) <ul style="list-style-type: none"> Air leak in air suspension system. Broken spring leaf. Suspension fastener is loose, missing or broken. 	Major Defect(s) <ul style="list-style-type: none"> 1 Damaged or deflated air bag. Cracked or broken main spring leaf or more than one broken spring leaf. Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component. Loose U-bolt. _____ 1 patched, cut, bruised, cracked to braid, mounted insecurely.



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21. Tires	
<p>Defect(s) Damaged tread or sidewall of tire. Tire leaking (if leak can be felt or heard, tire is to be treated as flat).</p>	<p>Major Defect(s) Flat tire. Tire tread depth is less than wear limit. Tire is in contact with another tire or any vehicle component other than mud-flap. Tire is marked "Not for highway use". Tire has exposed cords in the tread or outer side wall area.</p>
22. Wheels, Hubs and Fasteners	
<p>Defect(s) Major Defect(s) Hub oil below minimum level. (When fitted • with sight glass.) • Damaged, cracked or Leaking wheel seal. attaching part. Evidence of imminent wheel, hub or bearing failure.</p>	<p>Wheel has loose, missing or ineffective fastener. broken wheel, rim or</p>
23. Windshield Wiper/Washer	
<p>Defect(s) Control or system malfunction. Wiper blade damaged, missing or fails to adequately clear driver's field of vision.</p>	<p>Major Defect(s) When necessary for prevailing weather condition. • Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.</p>

In Cab Documentation

A component of the Driver Vehicle Inspection Report is to ensure the required documentation is in place. The driver is responsible for ensuring that all the following documentation is in the cab prior to departure:

Vehicle registration along with pro-rated cab card noting registered jurisdictions.

- Proper over-weight/over-dimensional permits if required.
- Valid insurance pink card.
- Copy of the Alberta Safety Fitness Certificate.



PART 3: RECORD KEEPING

Vehicle Files

Town of Sexsmith will maintain vehicle files to ensure that all vehicles are adequately maintained in a satisfactory mechanical condition. Each commercial vehicle registered to the municipality will have a vehicle file that includes the following information:

Identification of the vehicle, including a unit number, the manufacturer's serial number or a similar identifying mark, • the make of the vehicle, and the year of manufacture.

A record of the inspection of the vehicle under the Vehicle Inspection Regulation (AR 211/2006), and repairs, lubrication and maintenance for the vehicle, including the nature of the inspection or work performed on the vehicle, and the date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time;

Notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;

Trip inspection reports prepared under Section 12 of Alberta's Commercial Vehicle Safety Regulation.

Unless otherwise authorized through a permit, we shall maintain the records at our principal place of business.

The municipality will ensure that the records required to be maintained under this section are true, accurate and legible.

Record Retention

Town of Sexsmith will retain all trip inspection reports for the month they are created and an additional 6 months. The other records identified above will be retained for the year they are created and an additional 4 years. All records will be kept for 6 months after the vehicle is retired or disposed of.

The records may be maintained in electronic or hardcopy format as long as they can be readily produced to a peace officer upon request.

The person conducting the trip inspection will certify that any major defect has been repaired/corrected or certifies on the report that repair/correction is unnecessary; a driver shall not drive or be permitted to drive until all major defects have been repaired.



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DECLARATION OF COMMITMENT TO TRANSPORTATION SAFETY

I/we, the municipality's authorized representative(s), are committed to ensuring all employees are aware of and dedicated to following transportation safety laws as outlined in this safety and maintenance program. I/we are committed to ensuring the designated safety officer has the necessary resources to ensure the implementation of this program.

I/we acknowledge that an audit may be conducted on our operations at any time to measure our compliance to regulatory requirements. Should deficiencies be identified during the audit, I/we understand that disciplinary actions may be taken including but not limited to, the issuance of administrative penalties and the Safety Fitness Rating downgraded.

I/we certify that the information disclosed is true and accurate. I/we acknowledge that providing false or misleading information may result in the suspension or cancellation of the Safety Fitness Certificate and/or vehicle registration. I/we acknowledge that providing false or misleading information may also results in being charged with offence(s) or administrative penalty(s).

This declaration must include individuals named on the vehicle registration. When vehicle registration shows a corporate, society or organization name, then the declaration must include the owner(s), manager(s), or director(s).

Name:		Position:
Contact Information:		Date:
Name:		Position:
Contact Information:		Date:
Name:		Position:
Contact Information:		Date:
Name:		Position:
Contact Information:		Date:



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Name:		Position:
Contact Information:		Date:
Name:		Position:
Contact Information:		Date:
Name:		Position:
Contact Information:		Date:
Name:		Position:
Contact Information:		Date:
Name:		Position:
Contact Information:		Date:
Name:		Position:
Contact Information:		Date:
Name:		Position:
Contact Information:		Date:

Designation of Safety Officer

<i>The person responsible for maintaining and implementing this safety and maintenance program is:</i>		
Name: Spencer Miller		Position in Municipality: Safety, Public Works
Phone: (780)-978-0826	Email: safety@sexsmith.ca	Date: 2020-01-01