

# Vehicle Safety Policy

## Purpose

This policy has been developed to define standards of conduct and establish mandatory training in relation to employees who operate motor vehicles for the A1 Group. The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

## Scope

This policy applies to individuals who are required to operate a motor vehicle, personally or owned by A1 Group to conduct A1 Group business.

## Definitions

For the purpose of this policy, "motor vehicle operator" refers to any employee, 18 years of age or older, who operates a motor vehicle while conducting A1 Group business. "Frequently" shall be defined as once a week or more. Individuals who are under 18 year of age may not operate a motor vehicle to conduct A1 Group business.

## Policy

**Driving History Review.** A review of the driving history of all individuals will be conducted prior to hire, transfer or promotion into a position that requires the frequent operation of a motor vehicle for A1 Group business. Persons applying for new employment will not be eligible for hire, and current A1 Group employees will not be eligible for transfer or promotion into positions requiring them to frequently operate a motor vehicle if their driving history record reveals any of the following within the previous 24 months.

1. A revocation or suspension of driver's license.
2. A major violation such as reckless driving, negligent driving, or driving under the influence of alcohol or other controlled substance.
3. Convictions for traffic offences totaling six or more points within the last two years.

Current A1 Group vehicle operators whose annual driving history review reveals any of the aforementioned will be placed on probation for two years with any subsequent violation resulting in disciplinary action up to and including termination of employment.

**Driver's License.** All A1 Group motor vehicle operators must be in possession of a valid driver's license. They must also sign the Driving Licence Mandate that allows the Transport Manager to obtain driving records. In the event that an employee's job description requires him or her to drive a "commercial vehicle," the employee will be required to obtain and maintain a valid commercial driver's license.

**Vehicle Operator Responsibility.** Motor vehicle operators must report all traffic offences received while on A1 Group business to the Transport Manager. They must also report the onset of any physical or mental condition that may impair their ability to drive.

Motor vehicle operators are required to conduct a vehicle safety inspection prior to the operation of the vehicle. Windows and mirrors must be scraped and defrosted during inclement weather. Deficiencies or any mechanical defect that would jeopardize the safe operation of the vehicle (such as a leaking gas line or overheating engine) must be corrected immediately. Vehicles found to be in unsafe condition are not to be operated until repairs are made. It is the responsibility of all motor vehicle operators to drive in a safe manner and conform to all applicable laws and regulations.

**Motor vehicle operators must:**

1. Wear seat belts as provided in the vehicle.
2. Avoid wearing radio headsets/earphones or listening to loud music that would prevent them from hearing traffic warning devices.
3. Utilize mechanical and/or hand signals at all times to inform others of their intentions.
4. Adhere to all A1 Group Traffic and Parking Regulations when operating or parking an A1 Group-owned vehicle on site.
5. Ensure that the vehicle is secured when parked by:
  - Turning the ignition switch off and removing the key.
  - Making sure that all vehicles equipped with automatic transmissions are placed in "park" and that vehicles equipped with manual transmissions are placed "in gear."
  - Setting the hand brake.
  - Chocking the rear wheels of the vehicle, or turning the front wheels toward the curb when the vehicle is parked on an incline.
6. Ensure the safe transport of all materials and goods by:
  - Securely fastening all loads, regardless of weight or height, to prevent rolling, pitching, shifting or falling. No one will be allowed to physically "steady" a load while riding in the back of the vehicle.
  - Securely fastening all doors while the vehicle is in operation.
  - Securing tailgates in an upright position while the vehicle is moving, except when the load exceeds the length of the vehicle bed.

- Affixing a beacon or visibility device to the end of any load that extends two feet or more beyond the end of the vehicle.
  - Ensuring that loads do not extend beyond the width of the vehicle.
7. Ensure the safety of all passengers by:
    - Requiring them to use seat belts.
    - Prohibiting any passenger from riding on the bed of the vehicle.
    - Prohibiting any passenger from riding on a trailer while it is being towed.
    - Prohibiting more than two passengers in the front seat of any vehicle unless additional seat restraints have been installed.
    - Prohibiting any passenger from riding between bucket-type seats, on the engine cowling or placing a chair between the seats while the vehicle is moving.
  8. Drive defensively at all times.

**Department Head Responsibility.** Managers are responsible for ensuring that A1 Group owned vehicles are operated by authorized A1 Group motor vehicle operators only. They are also required to conduct an **annual** driver's license review to verify that each motor vehicle operator holds a valid license and is complying with all restrictions.

Managers must also:

1. Immediately notify the Transport Manager if a vehicle operator's license has been suspended or revoked.
2. Ensure that all employees who frequently operate a motor vehicle on A1 Group business attend a vehicle safety class within 90 days of their employment date, and before they operate any A1 Group owned vehicles.
3. Review the Vehicle Safety Policy with each new employee before authorizing the employee to operate any A1 Group owned vehicles.
4. Schedule additional training as required to ensure the safe operation of special purpose vehicles, such as Tankers, Portaloo Servicing Vehicles, Hiab Lorries, Car Transporters, Skip Lorries, Roll on Roll Off Lorries, Vehicles with tail lifts.
5. Document all training and provide copies to Office Manager for inclusion in the employee's personnel record.

**A1 Group Responsibility.** A1 Group is responsible for equipping each company owned vehicle with safety equipment necessary for safe operation during inclement weather. High visibility jackets, work gloves, work boots, torches. All other relevant safety equipment will be provided in those vehicles as required. The A1 Group will also equip each of its vehicles with a fire extinguisher and a first aid kit.

**Accident Reporting.** It is the responsibility of all A1 Group motor vehicle operators to report all accidents, regardless of damage to the Transport Manager immediately. If off-site, the police must be notified if there are injuries or they feel threatened by third parties.

If an accident occurs on A1 Group property:

- Call or have someone call the A1 Group Transport Manager and provide information about the accident. **Do not** leave the scene or move the vehicle until advised to do so by the Transport Manager.
- Assist injured persons, but **do not** attempt to move them unless a threat to life exists.
- Report the accident to your supervisor as soon as practical.
- Obtain the names of witnesses, insurance information and other pertinent facts. Forward the information to the Transport Manager as soon as possible. An accident report form will be placed in the glove box of all A1 Group owned vehicles.
- Notify the A1 Group Transport Manager if you strike an unattended vehicle or object while on site, but **do not** leave the scene until given permission by a Manager.

If an accident occurs off A1 Group property:

- Contact the police if there are injuries sustained by any party or there is a danger to other road users or they feel threatened by third parties.
- Obtain the name, address and insurance company of any and all drivers and witnesses involved in the incident. Also record the name and badge number of the officer who takes the report.
- Request a copy of the incident report or obtain the case number associated with the accident if a copy is not immediately available.
- Report the incident to your supervisor as soon as practical.

**Accident Review and Insurance.** The Transport Manager will review each accident that involves an A1 Group owned vehicle and each incident where a vehicle operator has violated Transport Law, or the A1 Group Vehicle Safety Policy, while operating a vehicle on A1 Group business.

The Transport Manager will maintain a driving record on each employee driver. The Transport Manager will notify the appropriate department head in writing to schedule a Vehicle Safety Class for any employee who:

1. Has been involved in an accident and was cited by the investigating police officer or was determined to be at fault of the accident by the Transport Manager.
2. Has received more than six penalty points within one calendar year.

## A1 Group insurance:

1. Covers liability for personal injury and damage to the property of others. It does not cover deductibles associated with comprehensive or collision damage. Departments with vehicles assigned to them are responsible for any uninsured loss.
2. Covers staff, students and volunteers while they are driving A1 Group-owned or rented vehicles. When employees operate their own vehicles while on A1 Group business, their insurance company will be considered as the primary insurer with the A1 Group's coverage being secondary.

**Discipline.** Drivers who violate the A1 Group Vehicle Safety Policy are subject to disciplinary action as outlined in the "Supervisors Policy and Procedures Guide."

Department heads will send documentation of any disciplinary action associated with the enforcement of this policy to Human Resources and Risk Management for inclusion in the employee's file.

## Administration

This policy is administered jointly by the Department of Environmental Health and Safety and the Risk Management Office. Questions regarding this policy should be referred to the respective directors.

## **A1 GROUP - VEHICLE USE ACKNOWLEDGMENT**

**Safe Driving Requirement.** I acknowledge that I must operate any vehicle used on A1 Group business in a safe, responsible manner and in compliance with the law. I will use vehicles on A1 Group business only as authorized by my supervisor. I will follow all applicable rules or requirements. I understand that I am subject to A1 Group disciplinary procedures for improper use of any vehicle on A1 Group business.

**Physical Condition.** I have no physical or mental condition that may impair my ability to drive. If my condition changes such that my ability to drive may be impaired, I shall notify my supervisor immediately.

**Driving License.** I am licensed to drive. I have attached a photocopy of my license to this form. I will promptly notify my supervisor if my license is revoked or I am disqualified from driving. I authorize the A1 Group to obtain a copy of my official driving license and any driving conviction history. I further authorize the A1 Group to make this information available to the A1 Group's insurance company. I further authorize the A1 Group to obtain updates of this information during my employment.

**Accidents and Traffic offences.** I shall report any accident involving a vehicle I am operating on A1 Group business immediately to the Transport Manager. I will notify my supervisor as soon as possible. I will complete all police, A1 Group and insurance accident forms promptly, accurately and completely. I will report any traffic offence or parking ticket I receive while using a A1 Group vehicle to my supervisor as soon as practical. I understand that I am personally responsible for any traffic or parking fines that I may incur while driving a A1 Group vehicle.

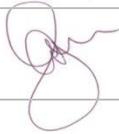
**A1 Group Insurance.** I have been informed that any authorized driver of a A1 Group vehicle is covered by A1 Group insurance, but that it will not cover a driver who intentionally causes injury or damage.

**Employment.** I understand that my employment may be contingent upon my ability to legally operate a motor vehicle for A1 Group business as outlined in my job description.

## Revision

The Company will make all employees aware of this Company Policy.

Signed:



Date: 1/1/24

Stuart Cawthorne  
**Transport Manager**

**Next Review: 01/2025**