



**ASPEN VIEW PUBLIC SCHOOLS**

# **SAFETY & MAINTENANCE MANUAL**

**Effective  
September 1, 2018**

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## 1.0 INTRODUCTION

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This Vehicle Safety & Maintenance Manual (VSM Manual) has been created as a guide to all persons involved in the operation and/or maintenance of Aspen View Public School Division #78 (AVPS) fleet vehicles. AVPS operates a fleet of motor vehicles (both regulated commercial and non-regulated) as a provincially regulated commercial carrier. Under provincial regulation, a regulated vehicle is any vehicle (or vehicle combination, such as truck and trailer) with a gross vehicle weight in excess of 11,794 Kilograms or with a passenger capacity of 11 persons or more. Regulated vehicles operated under the AVPS Safety Certificate include:

- Multi-Function Activity Vehicles,
- Cars and light trucks used in the business of the school board, and
- Vehicles rented or leased to replace or satisfy the role of the above vehicles.

The information and procedures contained in the VSM manual are maintained and updated by the Division based on the AVPS Administrative Regulation, Provincial Regulations, and the National Safety Code. The VSM manual is intended to function as a guide for site administrators, drivers and individuals involved with vehicle maintenance.

### 1.1 ASPEN VIEW PUBLIC SCHOOLS' PRIVACY COMMITMENT

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Aspen View Public Schools is committed to safeguarding the personal information that is entrusted to the Division by parents, students, staff and the general public. Any personal information that is collected by the Division is managed in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. At the point of collection, individuals can receive information regarding:

- How personal information is being collected
- The purpose for which it is being collected, and
- An individual's rights to access their personal information once it has been collected.

Aspen View Public Schools will take all reasonable measures to protect the data under its custody and control. Employees of Aspen View Public Schools have the responsibility to ensure that the collection, use, and disclosure of information are undertaken in accordance with the FOIP Act and, Administrative Procedure 180 - Freedom of Information and Protection of Privacy.

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**Note:** As this section relates to Driver's files, see *Scope and Intent of Driver's Files* - page 19.

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For questions or concerns related to the collection, use, or disclosure of personal information by Aspen View Public Schools, please contact:

The School Principal or,  
Student Transportation Services  
c/o Rhonda Alix  
Phone: 780-675-7080 Ext. 16  
Toll Free: 1-888-488-0288 Ext. 16  
Fax: 780-675-3660  
Email: [transportation@aspenview.org](mailto:transportation@aspenview.org)



## 1.2 PURPOSE OF A SAFETY AND MAINTENANCE PROGRAM

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A Safety and Maintenance Program is a systematic, organized approach to reducing the human and financial costs of incidents. The Safety and Maintenance Program applies to all staff employed by AVPS including management. This includes:

- all AVPS drivers including those authorized to operate commercial vehicles including passenger vehicles, buses or, activity vans.

Three main reasons why every carrier needs a Safety and Maintenance Program are discussed below:

### 1.2.1 DUE DILIGENCE

The design and implementation plan for a safety & maintenance program must meet the basic needs of health and safety. The program must be designed to minimize risk and liability and to ensure the health and safety of students and employees.

### 1.2.2 LEGAL REQUIREMENTS

To meet the demands of society, governments have developed legal requirements related to worker Health and Safety. Furthermore, commercial carriers in Alberta are required to develop and implement a Maintenance program as well.

These legal requirements are usually not difficult to follow, seldom expensive, and practical in application.

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**Note:** Section 40(1) of the Commercial Vehicle Certificate and Insurance Regulation, AR314/2002, states that registered owners of every commercial vehicle operating under the authority of a Safety Fitness Certificate must establish, maintain and follow a written safety program. This safety program must clearly document and address matters relating to the safe use and operation of commercial vehicles.

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### 1.2.3 FINANCIAL BENEFITS

An effective Safety and Maintenance Program provides financial benefits by reducing costs due to injuries and property damage. An effectively implemented and administered program will also reduce the “hidden” costs of incidents such as:

- Job interruption when an incident occurs
- Hiring and training costs of replacement workers
- Cost of equipment needed to replace damaged equipment

In addition, an effective program can lead to a reduction of Workers’ Compensation assessments and insurance premiums.

Commercial carriers, under the National Safety Code (NSC), are required to implement a Safety and Maintenance program in order to operate in Alberta.



## 2.0 GENERAL INFORMATION

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Aspen View Public Schools operates under an Alberta Safety Fitness Certificate. As such, no AVPS fleet vehicles are permitted to travel outside the Province of Alberta. Any transportation needs that extend beyond provincial boundaries must be met through a contracted charter service. No exceptions can be made.

### 2.1 AVPS STAFF RESPONSIBILITIES

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#### 2.1.1 SUPERINTENDENT

- a) Appoint a **Division Fleet Safety Officer**; generally the designated Transportation Coordinator.
- b) Implement corrective measures for non-compliance.

#### 2.1.2 DIVISION FLEET SAFETY OFFICER

- a) Maintain a valid operating authority certificate with Alberta Transportation.
- b) Renewal of permits or establishing new ones with Alberta Transportation.
- c) Collect and distribute all changes to transportation legislation.
- d) Ensure compliance with **AVPS Policies, Administrative Procedures and, the Division Fleet Safety and Maintenance Program.**
- e) Establish and maintain orientation programs for **Site Fleet Safety Supervisors.**
- f) Maintain the **Division Fleet Safety and Maintenance Program.**
- g) Division contact for Alberta Transportation.
- h) Implement corrective measures for non-compliance.

#### 2.1.3 SITE FLEET SAFETY SUPERVISOR (SCHOOL PRINCIPAL)

- a) Ensure that the protocol and requirements outlined in the **Division Fleet Safety and Maintenance Program** are fully implemented and observed.
- b) Ensure that each site has a designated Site Compliance Administrator (often the school secretary or other principal designated staff member)
- c) Ensure driver and vehicle files are complete and maintained with **documents stored on site in manner consistent with FOIP regulations and as noted in the Division Fleet Safety and Maintenance Program.**
- d) Ensure that a copy of AVPS's Safety Fitness Certificate is placed and securely stored on each commercial vehicle that is operating.

#### 2.1.4 FINANCIAL SERVICES

- a) Distribute proof of insurance to all vehicle owners.
- b) Report all vehicle changes to the insurer.
- c) Report all vehicle incidents to the insurer.





## 2.2 MONITORING PROGRAM (INTERNAL AUDITING)

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Aspen View Public Schools must ensure an ongoing adherence to the requirements contained within the **Division Fleet Safety and Maintenance Program**. All aspects of driver performance, driver records, vehicle maintenance and inspection, vehicle records, safety, and emergency preparedness must be strictly adhered to. In an effort to ensure that AVPS remains compliant with Provincial requirements, the following monitoring program will apply to all sites.

### 2.2.1 SITE FLEET SAFETY SUPERVISOR (SCHOOL PRINCIPAL)

Each individual Division site is responsible for ensuring adherence to the requirements outlined in the **Division Fleet Safety and Maintenance Program**. Through the Site Compliance Administrator, the **Site Fleet Safety Supervisor** must ensure that the following matters related to Division **fleet** vehicles remain compliant:

- Driver qualifications
- Driver files
- Driver training
- Safe driving habits
- Vehicle inspections
- Vehicle Maintenance
- Vehicle files
- Record Retention
- Safe work habits, and
- Emergency preparedness

**Site Fleet Safety Supervisors** must ensure that ongoing monitoring is conducted and identification of non-compliant events are noted and remedied. Administrative penalties will be applied as required (see also Suspension of Driving Privileges - page 37.) Records related to violations of Division **fleet** vehicle requirements must be documented and maintained in the appropriate vehicle or driver file, and include the following:

- The nature and date of violations,
- A copy of the ticketed violation,
- Completion of the Record of Driving Concern - page 106,
- The remedial action (administrative penalties) taken to remedy and ensure future compliance, and
- The date remedial action (administrative penalties) were taken.

### 2.2.2 DIVISION FLEET SAFETY OFFICER

Through the Site Compliance Administrator, the **Division Fleet Safety Officer** must ensure that the Division demonstrates proficiency in a Provincial audit. As such, semi-annual internal audits based on Provincial standards will be conducted to ensure the following matters related to Division **fleet** vehicles remain compliant:

- Driver qualifications
- Driver files
- Driver training
- Safe driving habits
- Vehicle inspections
- Vehicle Maintenance



- Vehicle files
- Record Retention
- Safe work habits, and
- Emergency preparedness

Under the direction of the **Division Fleet Safety Officer**, the School Principal will investigate and document non-compliant events. Recurrent or significant instances of non-compliance will be forwarded to the Superintendent or his designate for immediate attention.

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**Note:** *If through the internal audit process, an error or inappropriate document is noted, the applicable Division site will be notified and steps taken to ensure the removal of the document in question in accordance with the Division FOIP protocol. To help mitigate similar incidents in the future the Division Fleet Safety Officer may provide a 'acceptable documentation' in-service to the individuals involved.*

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### 2.2.3 SUPERINTENDENT

All drivers of Division **fleet** vehicles are responsible for their conduct and the use of Division **fleet** vehicles. In accordance with Administrative Procedure - Operation and Maintenance of Division **Fleet** Vehicles, the inappropriate use of Division **fleet** vehicles or significant instance of non-compliance will be subject to disciplinary or legal action as determined by the Superintendent.

## 2.3 PROGRAM SCOPE

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The commercial operation of the Aspen View Public School Division #78, more commonly referred to as Aspen View Public Schools or AVPS is limited to a number of commercially rated vehicles designated and operated as buses or activity vans located at schools throughout the school Division.

The Safety Officer for Aspen View Public Schools is the *Division Fleet Safety Officer*. The principal of each school with a commercially rated vehicle shall assume the role as '*Site Fleet Safety Supervisor*' and has the responsibility to ensure the maintenance of the commercial vehicle or vehicles and the required documentation for these vehicles as per the National Safety Code, Vehicle Safety Fitness requirements.

The overall Safety & Maintenance Program authority remains with *Division Fleet Safety Officer*, with the '*Site Fleet Safety Supervisor*' maintaining the safety and maintenance program elements at their individual schools.

All record keeping (i.e., driver files, vehicle maintenance files, and all other documents relative to the vehicle operation) is the responsibility of the '*Site Fleet Safety Supervisor*' or someone under their immediate supervision to be referred to as the Site Compliance Administrator. Furthermore, the day-to-day maintenance of the vehicle including daily trip inspections and semi-annual inspections (CVIP) is the responsibility of the school and coordinated by the '*Site Fleet Safety Supervisor*'.

The required liability and general protection insurance for all school-based vehicles is provided by Aspen View Public Schools.

Authorized drivers for the vehicles at each school are generally employees of the school and have regular duties other than driving the school's commercial vehicle(s). An exception to this may be the use of community volunteer drivers which may include drivers authorized to drive for school Division busing contractors.



All authorized drivers at each school are required to meet all minimum standards as directed by this Safety & Maintenance program and must co-operate and comply with the requirements of:

- Meeting and maintaining the qualification requirements of being an authorized driver as per:
  - Driver Qualifications and Requirements - page 15, and
  - Non-Regulated Vehicles - page 16,
- Their individual driver file as per Driver's File Requirements - Regulated Vehicles - page 17,
- Daily Trip Inspections as required according to Requirement to Complete a Daily Trip Inspection - page 27,
- Hours of Service Regulations as provided on page 78,
- Regular driver evaluations as per Requirement to Complete Driver Evaluations - page 29,
- Program compliance as per Regulation Compliance & Driver Qualifications - page 15, and
- Training requirements as per Training Requirements - page 31.

## 2.4 CONTINUAL IMPROVEMENT

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Throughout the Safety and Maintenance Program there is a clear expectation that management, and employees will work in a collaborative way to ensure constant improvement to the AVPS Safety and Maintenance Program with the objective of stopping people from getting hurt and vehicles running efficiently and safely. Listed below are potential opportunities for program improvement.

### **OPPORTUNITIES FOR FEEDBACK**

The following feedback opportunities will be monitored for program improvement potential:

- AVPS meetings (school staff meetings included),
- Inspections,
- Hazard Assessments, and
- Incident Investigations.

## 2.5 PROGRAM INFORMATION

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The Aspen View Public Schools (AVPS) Safety and Maintenance program applies to all individuals and commercial vehicles involved in the commercial carrier (school Division) operations, including bus drivers (including teacher and volunteer drivers), trades persons, office workers and management. All members of the AVPS operation are to comply with the elements of this program.

The following Safety and Maintenance Policy address the 'General Safety' needs of the Safety and Maintenance Program.

## 2.6 SAFETY AND MAINTENANCE POLICY

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The single most important success factor for the Aspen View Public Schools (AVPS) is protecting the health and safety of all individuals who work, attend or visit an AVPS facility, while concurrently maintaining the highest standards of environmental performance.

The Aspen View Public School Division is committed to utilizing continuous improvement practices to achieve "Zero Accident" performance. This commitment to excellence is demonstrated by operating our facilities in a "world class" manner that avoids or mitigates adverse



health, safety, and environmental impacts. The AVPS will establish measurable performance targets and report progress on a regular basis. All levels of the AVPS organization will ensure commitments to health, safety and the environment are rigorously maintained.

All workers will be required to comply with established policies and procedures; these policies have been developed to meet or exceed the legislative requirements of the Alberta Occupational Health and Safety Act, Regulation, and Code, and AVPS Division standards.

Furthermore, AVPS will maintain a Safety and Maintenance Program conforming to the best practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and drivers. It also requires cooperation in all Safety and Maintenance matters, not only between supervisor, employees, and drivers, but also between each employee and his or her co-workers. Only through such a cooperative effort can a Safety and Maintenance Program for all AVPS personnel be established and preserved in their best interests.

Our Safety and Maintenance Program objective is to meet the objectives of the AVPS *Occupation Health And Safety Mission Statement* and to reduce to an absolute minimum, the number of injuries, illnesses and mechanical failures as part of the transportation services department. Our goal is zero incidents and injuries.

**Our Safety and Maintenance Program will involve:**

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of Safety and Maintenance inspections to find and eliminate unsafe vehicle components, to control health & safety hazards, and to comply fully with the Safety and Maintenance standards.
- Training all drivers in good Safety and Maintenance practices.
- Providing necessary personal protective equipment and instruction for its use, maintenance, and care.
- Developing and enforcing Safety and Maintenance rules and requiring that drivers and other employees cooperate with these rules as a condition of employment.
- Investigating every incident, promptly and thoroughly, to find out what caused it and to correct the problem so that it will not happen again.

**We recognize the responsibilities for Health and Safety are shared:**

- The employer accepts the responsibility for leadership of the Safety and Maintenance Program, for its effectiveness and improvement, and for providing the safeguard required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitudes toward Health and Safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the Health and Safety of all personnel involved.
- Employees are responsible for wholehearted, genuine cooperation with all aspects of the Safety and Maintenance Program, including compliance with all rules and regulations, and for continually practicing Health and Safety while performing their duties.

The Safety and Maintenance information in this policy does not take precedence over applicable government legislation, with which all drivers must be familiar.

Division Fleet Safety Officer

September 1, 2018



## 2.7 COMMERCIAL CARRIER OBJECTIVES

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- To provide a safe, efficient, and effective system of transportation services for the students of the School Division in accordance with established AVPS Policy, Provincial Student Transportation Regulations, National Safety Code (NSC), and the Commercial Vehicle Safety Regulation.
- To provide opportunities for the continual improvement of driver abilities through a system of driver training and Safety and Maintenance education programs.
- To provide and maintain an effective driver appraisal program aimed at improving driver skills.

## 2.8 OCCUPATIONAL HEALTH AND SAFETY ACT

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Because people are our greatest resource, nothing is more important than Health and Safety. The Alberta Occupational Health and Safety Act requires that every employer shall ensure the health and safety of everyone at any work site. The act stipulates that:

- Worker's must be aware of their responsibilities and duties under the Act and its regulations.
- Workers must take reasonable care to protect their own health and safety and that of others on the site.
- AVPS and its drivers must cooperate to provide a safe workplace.
- No worker shall carry out any work or, use any piece of equipment or, vehicle if he or she believes the work, equipment or, vehicle presents an imminent danger to the health or safety of themselves or others.

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**Note:** A summary of OHS Code applicable to this program are available for review - ask the Division Fleet Safety Officer for the copy. Available on-line at: <http://employment.alberta.ca/SFW/307.html>.

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**Note:** Employees have a responsibility to be familiar, and comply with Alberta's Occupational Health and Safety Act, Regulations and Code. To aid in this familiarity, a 'Worker's Guide - Occupational Health and Safety Act' is available from the Alberta Workplace Health and Safety website at [www.hre.gov.ab.ca](http://www.hre.gov.ab.ca).

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## 2.9 MEDICAL FITNESS

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Drivers operating vehicles for Aspen View Public Schools must be medically fit and able to operate AVPS commercial vehicles. If there are concerns, AVPS may request that you provide a medical certificate from your doctor, or request you see a doctor approved by the Board of Education, in order to ensure that you are medically able to handle transporting students for the Division.



## 2.10 ZERO TOLERANCE MISSION STATEMENT

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We at Aspen View Public Schools (AVPS) take school safety seriously. AVPS will investigate any potential threats to school safety thoroughly and will take actions appropriate to the situation which may include disciplinary actions necessary to reduce or eliminate risk to our students and staff.

## 3.0 HAZARD ASSESSMENT AND CONTROL

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**FRAMEWORK:** Section 15 of the Alberta General Safety Regulation specifies that an employer shall ensure that a known safety hazard which, (a) cannot be readily controlled or eliminated and, (b) has the potential for causing serious injury is identified and brought to the attention of workers who may be exposed to the hazard. Hazard assessments will provide information on the hazards which may exist in the workplace, how the hazards are created, the potential for loss associated with various hazards and, ultimately, the controls for the hazards.

Hazard assessments will be completed regularly for drivers within AVPS operations. Observations from completed hazard assessments will be instrumental in the development of Health and Safety controls and in the need for Personal Protective Equipment (PPE).

### 3.1 HAZARD ASSESSMENT

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A formal hazard assessment is a systematic process to review job methods, the workplace and, to identify hazards. A hazard assessment has been completed for the job of a bus driver and is available for review from the Division Fleet Safety Officer. To follow is general information on ergonomic hazards and the hazards of stress in the workplace.

### 3.2 HAZARD CONTROL

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To protect workers, students, and visitors from hazards, control methods will be used in the following order of preference:

1. If feasible, eliminate the risks associated with a hazard.
2. Use engineering controls to protect workers, students, and visitors from the hazard.
3. Use administrative strategies to protect workers, students and visitors from the hazard.
4. Use personal protective equipment (PPE) only as a last resort, and only to enhance engineering or administrative controls.
5. Ensure workers are trained, competent, and authorized to carry out tasks in a safe manner.

Hazard assessment must be conducted for tasks being performed and reviewed annually to ensure they are up to date. Should new equipment or processes be introduced, a hazard assessment must be completed to reflect these changes.



## 3.3 DRIVER FATIGUE

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### 3.3.1 WHAT IS FATIGUE?

Fatigue is what happens when we work, exert ourselves or experience stress for long periods of time. We contribute to our fatigue simply by being awake. When we are fatigued, we become tired and drowsy.

When we are drowsy, there is an increased chance that our body will have a 'microsleep'. A microsleep can last a few seconds to several minutes and we may not even be aware that a microsleep has occurred. During a microsleep we fail to respond to outside information. For example, during a microsleep, we would not see a red signal light or notice that the road has taken a curve.

#### THE CANADIAN SAFETY COUNCIL STATES:

*"Fatigue is a factor in about 15 percent of motor vehicle collisions, resulting in about 400 deaths and 2,100 serious injuries every year."*

*"Someone who has not slept for 18 hours is as impaired as someone with a .05 blood alcohol level (for which, in most provinces, police can take away your driver's licence for 12 to 24 hours.)"*

#### THE FOLLOWING IS TAKEN FROM THE ALBERTA BASIC LICENCE - DRIVER HANDBOOK

Fatigue is more than just being sleepy. It is a weariness of your mind, your body or both. When driving, fatigue can be dangerous.

Fatigue can be caused by:

- lack of sleep or rest
- emotional stress
- boredom
- driving for long periods of time
- physical activity
- sickness
- eye strain

Overeating, use of alcohol or drugs, warm sunshine, a warm vehicle or carbon monoxide can increase the effects of fatigue.

What are symptoms of fatigue?

In order to reduce the risk of fatigue, people need to know how to identify it. People display several symptoms when they are fatigued:

- *Decreased judgement.* People aren't as capable of doing their jobs.
- *Decreased decision-making ability.* People have trouble making decisions.
- *Diminished memory, reaction time and concentration.* People have shorter attention spans and are unable to react as quickly or accurately.
- *Worsened mood.* People get depressed and irritable.

Fatigue can increase your reaction time and impair your judgment. It may cause you to make a wrong decision or take too long to make the correct decisions. This can mean:

- You fail to realize that you are in a dangerous situation.
- You fail to react quickly enough to a dangerous situation.
- You drive off the road.
- You drive into oncoming traffic.
- Your vehicle wanders.





### 3.3.2 MINIMIZE FATIGUE

The following suggestions will help minimize your fatigue:

- Make sure you are well rested before you start your trip.
- Keep your vehicle at a comfortable temperature and make sure it is well ventilated.
- Keep your eyes moving. Scan the road ahead, pay attention to your surroundings and check your vehicle's gauges.
- Use sunglasses on bright days.
- If you are feeling tired, stop for a short rest. Walk around your vehicle. Do this at least once every two hours.
- Do not drive after consuming alcohol and/or drugs.

Taken from the *"Alberta Basic Licence Driver Handbook"*.

#### RESOURCES:

- Alberta Basic Licence Driver Handbook. Available at: <http://www.transportation.alberta.ca/733.htm>
- *Alberta Reference Guide for Hours of Service Training Development*. Available at: [http://www.transportation.alberta.ca/Content/docType276/Production/Hours\\_of\\_Service\\_Binder.pdf](http://www.transportation.alberta.ca/Content/docType276/Production/Hours_of_Service_Binder.pdf)
- *Commercial Motor Vehicle / Driver Fatigue and Alertness Study*. Available at: <http://www.fmcsa.dot.gov/facts-research/research-technology/publications/cmvfatiguestudy.htm>

## 4.0 NATIONAL SAFETY CODE COMPLIANCE

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In Canada, regulations governing commercial vehicles, drivers and motor carriers are based on the Canadian National Safety Code (NSC) standards. The NSC is a code of minimum performance standards, applying to all persons responsible for the safe operation of commercial vehicles. There are 16 NSC standards, ranging from commercial driver licence requirements to carrier facility audits.

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**Note:** A description of the 15 NSC standards is available on-line at <http://www.ccmta.ca/english/produstandservices/publications/publications.cfm#NSC>.

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The sections that follow reflect, in part, the requirements of the NSC. Additional NSC compliance requirements are discussed in the SAFETY & MAINTENANCE DIRECTIVES - page 14, specifically:

- Regulation Compliance & Driver Qualifications - page 15,
- Inspections, Audits and Driver Evaluations - page 27,
- Training Requirements - page 31,
- Personal Protective Equipment - page 39, and
- Regulated Commercial Vehicle Collision Evaluation - page 41.





## 4.1 DRIVER LEGISLATION

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All drivers authorized to operate AVPS commercial vehicles are required to comply with the Safety and Maintenance Program policies, procedures and rules. This shall include:

- Authorized drivers,
- Mechanics who test drive or drive part-time, and
- Anyone else authorized to operate a Carrier vehicle.

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**Note:** *To become listed as a AVPS authorized driver, the driver shall meet the 5.1.3 Driver Qualifications and Requirements - page 15 and 5.1.5 Driver's File Requirements - Regulated Vehicles - page 17 before being permitted to drive an AVPS commercial vehicle.*

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- Drivers operating AVPS vehicles will comply with all transportation safety laws as required. *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 laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in subclauses (i) and (ii).
- All drivers are required to comply with all Municipal, Provincial and, Federal Bylaws, Acts, Regulations and, Statutes. This will include, but is not limited to:
  - Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.
  - Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription or non-prescription drugs while operating vehicles and other equipment.
  - Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid incident producing situations by practicing and by promoting safe defensive driving skills.
- All drivers shall have a file of NSC regulated information as directed by Driver's File Requirements - Regulated Vehicles - page 17.

### 4.1.1 ALBERTA LEGISLATION

All drivers, vehicles and roadways within the province of Alberta fall under the *Traffic Safety Act* and the related regulations.

The regulations that primarily affect commercial carriers include:

- Use of Highway and Rules of the Road Regulation, AR304/2002
- Operator Licensing and Vehicle Control Regulation, AR320/2002
- Driver Training and Driver Examination Regulation, AR316/2002
- Vehicle Equipment Regulation, AR122/2009
- Vehicle Inspection Regulation, AR211/2006
- Commercial Vehicle Certificate and Insurance Regulation, AR314/2002
- Commercial Vehicle Dimension and Weight Regulation, AR315/2002
- Drivers' Hours of Service Regulation, AR317/2002 (see excerpts on page 78)
- Bill of Lading and Conditions of Carriage Regulation, AR313/2002
- Commercial Vehicle Safety Regulation, AR 121/2009



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**Note:** Additional information and excerpts from the Drivers' Hours of Service Regulation (AR 317/2002) are provided in Appendix I - Alberta Legislation.

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#### **4.1.2 FEDERAL LEGISLATION**

The following Federal Acts and Regulations govern the Carrier:

- Motor Vehicle Transport Act, 1987, T-6 RSA 2000
- Motor Vehicle Safety Fitness Certificate Regulation, SOR/2005-180



## **5.0 SAFETY & MAINTENANCE DIRECTIVES**

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The following directives are included in this section:

- Directive - 5.1 Regulation Compliance & Driver Qualifications - page 15
- Directive - 5.2 Inspections, Audits and Driver Evaluations - page 27,
- Directive - 5.3 Training Requirements - page 31,
- Directive - 5.4 Tobacco Use, Alcohol and Drug Abuse - page 35,
- Directive - 5.5 Driver Conduct and Discipline - page 37,
- Directive - 5.6 Personal Protective Equipment - page 39, and
- Directive - 5.7 Regulated Commercial Vehicle Collision Evaluation - page 41.



## DIRECTIVE 5.1 - REGULATION COMPLIANCE & DRIVER QUALIFICATIONS

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

The following Directive outlines the regulations and qualifications drivers are to operate under.

#### 5.1.1 AVPS REGULATIONS

In accordance with AVPS Administrative Procedure - Operation and Maintenance of Division Fleet Vehicles:

- The Division Fleet Safety Officer shall develop, maintain and implement administrative procedures regarding requirements of approval procedures, and semi-annual and annual inspection requirements, and
- The Site Fleet Safety Supervisor shall maintain driver's records;
  - Using the AVPS secure document procedures with access only as identified by the Site Compliance Administrator,
  - Paper copies are required to be stored in confidential files within a secure school location, and
  - As per Directive - 5.1.8 Summary - Retention of Driver Records - page 20.

#### 5.1.2 DRIVER REGULATIONS

All drivers of regulated Division vehicles are to comply with both Federal & Provincial regulations that pertain to the carrier's operations. Additionally, NSC standards govern carrier and driver operation - See NATIONAL SAFETY CODE COMPLIANCE - page 11.

Additionally, the following are required of drivers:

- AVPS requires all drivers to adhere to the Daily Trip Inspection and maintenance check procedures as set out in Daily Trip Inspection - page 57;
  - Drivers must immediately report to the Site Fleet Safety Supervisor, major defects observed during the daily trip inspection and must not operate the vehicle if the defect renders the vehicle unsafe to operate;
  - All other defects are to be reported to the Site Fleet Safety Supervisor in a timely manner
- Drivers are to comply with the carrier rules as provided below.

#### 5.1.3 DRIVER QUALIFICATIONS AND REQUIREMENTS

Drivers of both regulated and non-regulated vehicles must meet the following qualifications and requirements before being considered to operate AVPS vehicles.

### REGULATED VEHICLES

The following are the qualifications and requirements for individuals wishing to operate regulated vehicles for AVPS.

### LEGISLATED REQUIREMENTS

AVPS will apply this directive when considering an AVPS employee or volunteer as a driver. The driver applicant must:



- Possess a valid license that is appropriate for the vehicle operated,

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**Note:** All drivers of **Multi-Function Activity Buses with 24 seats or less** are required to possess a minimum **Class 4** license. Drivers of all regulated vehicles will have a current medical certificate as required for the license. Drivers of vehicles with more than 24 seats, including the driver, are required to have a class 1 or 2 license (see Alberta Operator License Information - page 127).

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- Meet the requirements of the Driver's File Requirements - Regulated Vehicles - page 17
- Demonstrate competency in the completion of the Daily Trip Inspection for Buses or multi-function vehicles (copy of the inspection report on page 107), or
- By reason of experience, training, or both, is able to safely operate the type of vehicle to which he/she may be assigned.

### AVPS REQUIREMENTS

Additionally, before a prospective driver is given authorization to operate a AVPS vehicle the following operator qualifying steps will be followed:

- Completion of the following tasks and/or forms:
  - The Regulated Vehicle Driver Orientation Checklist - page 99,
  - The Functional Assessment for Regulated Vehicle Drivers - page 101,
- Completion of any special training the operator may need (Hours of Service Regulations, Daily Trip Inspections, WHMIS) (see Training Requirements - page 31).

### NON-REGULATED VEHICLES

AVPS will apply this policy when considering the applicant as a driver of a non-regulated vehicle. The driver applicant must:

- Possess a valid license that is appropriate for the vehicle(s) to be operated, and
- Within 30 days of applying to drive a Division vehicle, be able to produce a current driver's abstract with a maximum of 6 demerits.

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**Note:** All prospective drivers will complete a Driver Abstract Consent form permitting AVPS to request driver's abstracts for that person.

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Additionally, before a prospective driver is given authorization to operate a AVPS vehicle the following operator qualifying steps will be followed:

- By reason of experience, training, or both, is able to safely operate the type of vehicle to which he/she may be assigned.

### NOT QUALIFIED TO DRIVE

Prospective drivers may not be considered to operate a AVPS vehicle if:

- They have been convicted of any driving-related *Criminal Code of Canada* charges such as:
  - Driving while impaired (Section 253(a) C.C.C);
  - Impaired driving causing bodily harm (Section 255(2) C.C.C);
  - Impaired driving causing death (Section 255(3) C.C.C);
  - Dangerous driving (Section 249(1)a C.C.C);
  - Dangerous driving causing bodily harm (Section 249(3) C.C.C);
  - Dangerous driving causing death (Section 249(4) C.C.C);
  - Refusal to stop when pursued by police (Section 249.1 C.C.C); and
  - Hit and run (Section 252(1) C.C.C).
- The individual has had more than one vehicle collision (personal or commercial) where they were at fault in the past three years.



## HOURS OF SERVICE

- All AVPS authorized drivers of regulated vehicles are to comply with Hours of Service Regulation & Driver's Daily Log - page 44). Excerpts from the Drivers' Hours of Service Regulation (317/2002 are provided on page 78, and
- All drivers of regulated vehicles are to record their duty hours as required in Procedure 6.1 - Hours of Service Regulation & Driver's Daily Log - page 44.

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**Note:** Drivers are required to report all duty hours accumulated working for all commercial carriers. See Driver Disclosure of Other Duty Hours - page 44

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Additional duty hours for work other than AVPS duty shall be reported to the Site Fleet Safety Supervisor and recorded as directed by the Site Fleet Safety Supervisor.

## DRIVER FINES - TRAFFIC VIOLATIONS

Drivers of both regulated and un-regulated vehicles when receiving a fine for a traffic violation while driving an AVPS vehicle shall:

- Report it within three (3) working days to the Site Fleet Safety Supervisor,
- Make a copy of the traffic violation and submit the copy to the Site Fleet Safety Supervisor for retention in the driver's file, and
- Be responsible for the payment of the fine.

### 5.1.4 OBTAINING DRIVER ABSTRACTS

Each site is responsible for securing driver abstracts within 30 days of authorizing a new driver and on an annual renewal basis.

Drivers of AVPS non-commercial vehicles (cars/pickup trucks) are required to have a regular driver abstract submitted prior to being authorized to drive a AVPS registered vehicle. An annual abstract is required for each year of employment where the employee is authorized to drive an AVPS registered vehicle.

In order to obtain abstracts, drivers are required to complete an appropriate Driver Abstract Consent form and submit as directed on the form.

Once the Abstract Consent Form is completed, the Site Fleet Safety Supervisor will forward an electronic version of the form to AVPS's authorized Alberta Registry Agent (Alberta Service Bureau). Electronic copies of the completed abstracts will be returned to the school. Electronic abstracts received from the Alberta Service Bureau are to be printed and secured in the driver's file.

All abstracts are to be retained in the driver's file in accordance with the section covering "Collection and Retention of Driver Files" on page 19.

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**Note:** No records are to be retained for individuals who will not be driving Division vehicles.

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### 5.1.5 DRIVER'S FILE REQUIREMENTS - REGULATED VEHICLES

The driver's file must contain the information as noted below:

- The driver's completed application form for employment with the registered owner;

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**Note:** Employees working with Aspen View Public Schools prior to 1998 are exempt from the requirement to produce an application form.

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- The driver's employment history for the 3 years immediately preceding the time the driver started working for the carrier (this requirement is to be included in the employment application submission by the driver);

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**Note:** Prior to being authorized to drive an AVPS vehicle, each operator must submit a completed Driver Abstract Consent form that authorizes the Division to obtain abstracts on the operator's behalf.

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- 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 the employment or hire;
- Annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
- A record of driving violations and collisions using the Record of Driving Concern - page 106 to record the following:
  - 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 commercial 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 of 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 a current medical certificate for the driver or, a copy of the driver's valid operator's licence that requires a medical certificate;
- A record of all 'duty' hours for the preceding 6 months. See Directive - Hours of Service - page 17 for clarification of these records.

#### DRIVER'S FILE - ADDITIONAL INFORMATION

The driver's file constitutes a collection of legislated information requirements as well as a variety of other driver related records relating to their involvement in the carrier's operations. The following table summarizes the various information required or suitable placed in the driver's file and references to the sections of the program governing these requirements:

Item	Description	Reference
Legislated Requirements	Those items of the driver's file required by Section 41(1) of the <i>Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)</i>  Any convictions for moving traffic violations (i.e., speeding, failure to stop, etc.) and, collisions involving personal vehicles.  Any collisions involving commercial vehicles.	SAFETY & MAINTENANCE DIRECTIVES - page 14, Driver Fines - Traffic Violations - page 17. Regulated Commercial Vehicle Collision Evaluation - page 41



Item	Description	Reference
Driver Qualifications	Some of these records are legislated requirements but also includes AVPS requirements. Includes the 'Functional Assessment for Regulated Vehicle Drivers'.	Driver Qualifications and Requirements, Legislated Requirements - page 15, and Non-Regulated Vehicles, AVPS Requirements - page 16. Requirement for the Functional Assessment is part of AVPS Requirements - page 16. A sample of the Appendix III - Emergency Communication is provided on page 125.
Driver Orientations & Evaluations	New driver orientations or orientations of drivers returning after an extended absence to driving for AVPS Evaluations required to qualify as a new driver On-going evaluations of existing qualified drivers	5.2.5 Requirement to Complete Driver Orientations - page 28. 5.3.1 Required Training Summary - page 32 5.2.6 Requirement to Complete Driver Evaluations - page 29.
Training records	Some of these items are legislated requirements but also will include non-legislated training records.	5.3.1 Required Training Summary - page 32. Workplace Hazardous Materials Information System 2015 (WHMIS 2015) - page 33. Workplace Hazardous Materials Information System 2015 (WHMIS 2015) - page 33. MyOTF On-Line Training - page 33.
Driver Conduct & Discipline Records	Records of driver conduct issues requiring notation. Driver violations of hours of service regulations requiring notation.	Suspension of Driving Privileges - page 37. Driver Conduct and Discipline - page 37. Suspension of Driving Privileges - page 37. Reinstatement of Driving Privileges - page 38.
Duty Hours (Hours of Service)	Daily records of driver duty hours including any duty hours for other carriers.	Driver Disclosure of Other Duty Hours - page 44 Driver Daily Log Completion - page 46 Retention of Records (Daily Logs) by AVPS - page 47

### 5.1.6 SCOPE AND INTENT OF DRIVER'S FILES

The collection and retention of documents and information in each driver's file does not constitute employment evaluation. Driver's file contents are not automatically part of an employee file. School Principals should note that, in accordance with Division protocol, HR Staff Relations will provide support in the form of process and messaging on matters of conduct and performance that arise out of the operation of Division Fleet Vehicles.

### 5.1.7 COLLECTION AND RETENTION OF DRIVER FILES

All regulated vehicle driver documents will be collected in accordance with Driver's File Requirements - Regulated Vehicles - page 17. File folder labels **must clearly indicate** the driver's full name (last, first), the Division site, and the school year (ex. 2010-2019).

Driver file folders must be securely stored at each Division site. Driver files will be retained for a period of five years past the school year in which the a driver's file was last modified or in which a driver was declared "inactive" and not be re-activated since.





Driver logs (both log books and/or monthly time-sheets) will be securely stored as part of the individual driver file folder. If driver is deemed **ineligible** to drive a Division vehicle based on the driver's abstract or other documentation collected, **all** documents collected must be secured.

Regulatory requirements specify that Aspen View Public School Board must retain records in a specified location for a specified time period. Files for drivers and vehicles will be collected and retained in one or both of the following formats:

- Electronic format, referred to as MASTER documents which can be uploaded to the Division Database and automatically destroyed in accordance with retention guidelines, and
- Paper format, referred to as SOURCE documents which will be stored on site as noted below and then destroyed in accordance with retention guidelines.

### 5.1.8 SUMMARY - RETENTION OF DRIVER RECORDS

A quick reference of retention requirements is provided below:

Type of Record	Retention Time Required	Location That Records Must be Retained
Driver records outlined in "Driver File Requirements" (excluding driver conviction records)	5 years from time records completed	Paper SOURCE documents – on site in the driver file folder Electronic MASTER documents – AVPS Division Vehicle Database. Automatically discarded 5 years following the date the driver becomes inactive.
Driver conviction history	Current year plus 4 previous years	Paper SOURCE documents – on site in the driver file folder Electronic MASTER documents – AVPS Division Vehicle Database. Automatically discarded 5 years following the date the driver becomes inactive.
Driver daily record (Log Book and duty record sheets)	6 months	Paper SOURCE documents – on site in the driver file folder. Electronic MASTER documents – AVPS Division Vehicle Database. Automatically discarded 6 months following date of upload.

### 5.1.9 SCANNING DOCUMENTS

If documents are to be scanned for secure storage the following will help ensure consistency in document uploading and accurate reproduction the following guidelines must be followed when scanning:

- 300 dpi resolution
- All scanned documents will be in a PDF file format.
- Multiple pages must be scanned as multi independent PDF files.
- All documents will be scanned as black and white, no color scanning.
- No blank pages are to be scanned
- Ensure document orientation is correct (not upside down)



- Naming of documents shall reflect the purpose of the scanned document.

### **5.1.10 CARRIER RULES**

AVPS rules are made available to all drivers. All drivers must know and comply with all rules listed below as a condition of employment. The Carrier rules are listed in three groups:

#### **1. General Rules**

The following carrier rules apply to drivers as they relate to general responsibilities to passengers and the public.

##### **GENERAL REQUIREMENTS**

Drivers will always carry their driver's license and driver duty records, as well as ensure that the vehicle permits, insurance and registrations are in the vehicle at all times. Defensive driving habits must be utilized at all times and will include the following:

- Notify the Site Compliance Administrator when:
  - a driver determines they will not be compliant with the Hours of Service Regulations,
  - a driver feels they are not fit to drive as per the Fatigue Management Due Diligence (FMDD) practice,
  - a Division vehicle cannot or should not be operated.
- Ensure that driver duty hour records or Drivers Daily Log Book are completed as required (see Hours of Service Regulation & Driver's Daily Log - page 44).

##### **RESPONSIBILITY**

The driver is responsible for providing a service. The Health and Safety, comfort and well-being of the passengers shall be the primary concern of the driver. Safety of the public (pedestrians, cyclists, and other motorists) must also be a concern of an AVPS driver.

##### **PUBLIC RELATIONS**

Every driver is a public relations agent for the AVPS and for student transportation in general. The driver is the person who comes into contact with our customers. All customers and possible customers, including pedestrians, cyclists and other motorists will judge the AVPS by the actions of its drivers.

Each vehicle will be seen by many people each day. To reach as many people by conventional advertising would be very expensive. If the drivers are not doing their job safely and courteously, this type of advertising is detrimental to AVPS as a whole. Therefore, it is the driver's duty to ensure the image presented is a good one - safe, courteous and reliable service.

##### **COURTESY TO FELLOW DRIVERS**

AVPS drivers must build a public image of a professional driver who relates well with passengers and other drivers and tries to provide the best possible service. Every driver must try to uphold this image - even one driver's mistake will reflect on everyone.

##### **CONDUCT WHILE ON DUTY**

All drivers must demonstrate tolerance, patience, consideration and self-control when dealing with passengers and public.

##### **SAFETY MEETINGS**

All drivers are required to attend safety meetings as directed by the Site Fleet Safety Supervisor. Safety meetings may be held as a Division-wide meeting or as local, school-based meeting (regular school staff-meetings), chaired by the Site Fleet Safety Supervisor with contributions to the agenda by the Division Fleet Safety Officer.



## 2. Operating Rules

The following carrier rules apply to drivers during the operation of a commercial vehicle.

### **DRIVING AVPS COMMERCIAL VEHICLES**

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**Note:** *No driver shall operate or permit any other person to operate an AVPS commercial vehicle unless they are authorized by AVPS to do so. AVPS vehicles shall only be used on/for AVPS Division business.*

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#### **DEFENSIVE DRIVING**

Vehicles must be driven in a defensive manner. Drivers should be professional and courteous and be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

#### **LICENCES**

AVPS authorized drivers are to comply with Alberta Operator License Information - page 127 and have the appropriate license for the vehicle they drive. Also see Regulation Compliance & Driver Qualifications - page 15 for operator license requirements for AVPS drivers.

Drivers must carry their driver's license with them at all times while on duty driving. If the license becomes lost, stolen or destroyed, AVPS must be notified immediately. A duplicate license must be obtained before the driver may continue driving.

Drivers must report any suspension of their driving privileges immediately to the AVPS Site Fleet Safety Supervisor.

#### **SPEED LIMITS**

Speed limits are established for optimum driving conditions. All posted speed limits must be obeyed and speed must be reduced according to road, weather, visibility conditions and vehicle type. 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.

A driver of a Regulated Vehicle shall not drive the vehicle at a speed greater than the posted speed limits.

The vehicle speed must be reduced:

- If the vehicle is traveling on the same side of the highway as a stopped emergency vehicle or tow truck, and
- If the vehicle is passing a stopped emergency vehicle or tow truck when its flashing lamps are operating.
- If the vehicle is traveling through school zones, playground areas, or construction zones. Obey all posted speed limits.
- If the vehicle is traveling on unfamiliar roads or in inclement weather.

#### **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.



### **FOLLOWING DISTANCE**

Multi-Function Activity Vehicle drivers should be looking well down the intended path of travel at least 12 to 15 seconds or 1 to 1 ½ blocks ahead. Due to the size and weight of a Multi-Function Activity Vehicle, it requires a considerable distance to bring it to a full stop. When a driver is following another vehicle the “4 second” rule shall be used to determine a safe and acceptable following distance under ideal conditions. Under adverse conditions and weather conditions the following distance shall be extended.

### **SEAT BELTS**

If a Multi-Function Activity Vehicle is equipped with seat belts for the driver and passengers, the following must be done:

- The driver must wear the complete seat belt assembly.
- The passengers must wear the complete seat belt assembly.

It is the driver’s legal responsibility to ensure that all passengers under the age of 16 are properly secured.

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**Note:** *If the Multi-Function Activity Vehicle is equipped with seat belts, children weighing less than 18 kilograms (40 pounds) and children that are under six years of age must be transported in an approved child safety seat.*

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### **AUTHORIZED PASSENGERS**

Non-AVPS Division employees or students shall not be transported in AVPS vehicles unless required by an emergency, or in the normal course of conducting AVPS business. Any exception must be done so in writing by the manager/director of the department who is responsible for the vehicle and/or employee.

### **DRIVER’S COMPARTMENT**

Keep the front part of the vehicle neat and tidy. Any papers should be kept in the proper place. Garbage cans, brooms, etc., must be placed and secured so they will not interfere with the operations of the driving pedals. Items on a bus must not block the entrance stairwell or the emergency exits. Students must not be allowed to stand in order to use the garbage cans while the bus is in motion.

Keep the stairwell clean. In the winter, remove any build up of snow and ice with the broom. Do Not use salt.

### **PARKING A BUS**

Buses must be parked in a legal and safe place, preferably off the street. Buses should be closed up and locked as best you can to prevent vandalism. Make sure all switches and lights are off before turning off the ignition. Remove the ignition key and then complete post-trip vehicle check. The rear doors that are locked must be unlocked before beginning a trip.

### **MILITARY AND FUNERAL PROCESSIONS**

Under no circumstances will a driver break into a military parade or funeral procession unless directed by a police officer.

### **EQUIPMENT CHECKS**

Drivers must make sure that the safety equipment required is present and in good operating condition. If this is not the case, drivers must report this to the Site Fleet Safety Supervisor. (See “Vehicle Inspection Schedule” on page 71 for additional information).



### SECURING LOADS

Every driver shall be certain that the load is firmly secured to the vehicle and that no ropes, chains, tarps, or webbing is loose. All objects which may extend beyond the vehicles limits must also be properly flagged. The driver is responsible to ensure all loads are loaded in such a way that no spillage may occur.

### DANGER ZONE

The danger zone of a Multi-Function Activity Vehicle is considered to be the area immediately around the outside of the Multi-Function Activity Vehicle where:

- The driver has limited or poor visibility.
- The passenger could be injured by being too close to the Multi-Function Activity Vehicle.

### 3. SAFETY OF PASSENGERS RULES

The following carrier rules apply to driver and their interaction, protection and care of the commercial vehicle passengers.

The Safety of the driver, passengers and the public is a primary concern. All drivers are required to exercise constant care to prevent injury to persons or property damage and, in all cases of doubt, to take the safe way.

### USE OF VEHICLES IN EMERGENCIES

Under normal driving conditions AVPS vehicle drivers must obey all traffic regulations, even in emergencies. Call 911 to obtain emergency services, if required. No privileges shall be taken which might involve the breaking of established laws or that might endanger staff members, students, the general public, and/or other road users.

### EMERGENCY DRILLS AND EVACUATIONS

Drivers of Multi-Function Activity Vehicle must be familiar with emergency evacuation of passengers. Drivers and passengers must be aware of the location of emergency exits, evacuation procedures, and emergency equipment contained on the vehicle. As the person in charge of the Multi-Function Activity Vehicle, it is a driver's responsibility to train passengers in emergency and evacuation procedures. In an incident, a driver may be injured and be unable to assist and a mature passenger may need to take charge of the evacuation of passengers. See Emergency Bus Evacuations - page 65 for more information.

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**Note:** Drivers will be required to review videos on emergency bus evacuations available at <https://transportation.AVPS.ca/FleetVehiclesVideo.cfm>

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### LEAVING THE BUS

Never leave passengers unattended to go use a telephone or for any other reason. The driver is responsible for the safety of all passengers under their care.

As well, drivers are not to leave the bus unsecured.

Section 30 as part of the Commercial Vehicle Safety Regulation (AR 121/2009) states:

When a school bus is used for a purpose under section 19, the driver of the school bus shall not leave the school bus unless

- (a) the engine and ignition are turned off,
- (b) the ignition key is removed, and
- (c) the parking brake is set



### **STANDING IN A MULTI-FUNCTION ACTIVITY VEHICLE**

Section 30 as part of the Commercial Vehicle Safety Regulation (AR 121/2009) states:

When a school bus is used for a purpose under section 19, no person shall

- (a) stand in the school bus,
- (b) get up from that person's seat in the school bus, or
- (c) load onto or unload from the school bus while in motion.

No one is allowed to stand in the Multi-Function Activity Vehicle, get up from a seat or get on or off the Multi-Function Activity Vehicle while it is moving.

### **HEAD LIGHTS**

All Aspen View Public Schools vehicles will use headlights and clearance lights, if installed. Headlights and clearance lights must always be used together. These lights must be on at all times.

### **EMERGENCY EXITS - BUS**

Drivers must make sure that the emergency exits are not blocked or locked in any manner and that the doors can be easily opened from inside or outside of the bus. Proper door function must be checked before every trip. All buzzers and other warning devices must be operational.

### **DOORS**

No driver shall drive for any distance with any door, including the emergency exit, open or unsecured.

### **PERSONAL EQUIPMENT ON THE VEHICLE**

Transporting passenger luggage and/or equipment can be a hazard. When luggage, equipment or tools are carried on a school bus they shall not be carried in the interior of the school bus.

Where it is not practical to carry luggage, equipment or tools other than in the interior of the bus they may be carried in the interior of the school bus if they

- (a) are stored under the seats where possible,
- (b) do not block the aisles or emergency exits, and
- (c) are stored, lodged or secured in such a manner so that they cannot be dislodged or move about when the brakes of the school bus are applied, during acceleration of the school bus or in the event of an accident involving the school bus.

The person operating the school bus shall ensure that any luggage, equipment or tools carried on the school bus are transported in accordance with this section.

Any complaints by students are to be reported to the school administration.

### **PROHIBITED MATERIALS**

While transporting passengers it is prohibited to carry the following in or on the Multi-Function Activity Vehicle:

- Animals
- Firearms
- Explosives
- Flammable materials or substances
- Fuel other than in the fuel system and fuel tank of the Multi-Function Activity Vehicle
- Anything of a dangerous or objectionable nature or that might endanger the lives or safety of the passengers on the Multi-Function Activity Vehicle



### **PASSENGER DISCIPLINE AND PROBLEM SOLVING**

The driver must not allow the conduct of the passengers to endanger any other passengers or any member of the public. Students are required to comply with the “SAFETY & MAINTENANCE DIRECTIVES” on page 14, and “Federal Legislation” on page 13.

The driver of a Multi-Function Activity Vehicle is not only responsible for the safety of the passengers but also for their conduct while being transported. Many discipline problems are also safety problems and should be handled quickly and efficiently. School staff will collaborate with drivers to ensure that safety and respectful behavior is maintained at all times.

Drivers should always remember the following:

- Establish the rules and passenger responsibility early and maintain them throughout trip(s).
- Stay calm, as shouting or arguing with passengers is likely to make the situation worse.
- Recognize and act on problems early.
- Whenever possible, individuals should be disciplined in private.
- If a driver must deal with a problem they must pull over and stop the Multi-Function Activity Vehicle in a safe location. Often, the act of stopping helps improve the situation.
- Drivers will inform school staff of ongoing behavior and safety concerns.

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**Note:** See “Regulation Compliance & Driver Qualifications” on page 15 for more information on most of these rules.

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## DIRECTIVE 5.2 - INSPECTIONS, AUDITS AND DRIVER EVALUATIONS

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

The purpose of this Directive is to provide a safe work place for its drivers and those whose Safety may be affected by AVPS Safety and Maintenance Program and the hazards associated with AVPS work.

The following elements constitute the requirements of this Directive:

#### 5.2.1 REQUIREMENT TO COMPLETE A DAILY TRIP INSPECTION

##### INTENT

The purpose of vehicle daily trip inspection is to inspect AVPS vehicles for safety and maintenance concerns.

##### REQUIREMENTS

Daily trip inspections are to be completed as per Procedure 6.8 - Daily Trip Inspection - page 57

#### 5.2.2 REQUIREMENT TO COMPLETE COMMERCIAL VEHICLE INSPECTIONS

Depending on the type of vehicle commercial vehicle inspections (annual or semi-annual) are to be completed by a licensed mechanic at a certified inspection station.

##### SEMI-ANNUAL INSPECTIONS

This inspection requirement is directed by the Maintenance Program and is described as per Semi-Annual Commercial Vehicle Inspection - page 72

The original CVIP certificate is to be maintained in the vehicle and a copy of the CVIP certificate is to be placed within the vehicle file; a CVIP decal is to be placed on the door of the bus.

##### ANNUAL INSPECTIONS

This inspection requirement is directed by the Maintenance Program and is described as per CVIP Inspection Mechanic - page 72

The original CVIP certificate is to be maintained in the vehicle and a copy of the CVIP certificate is to be placed in the vehicle file.

#### 5.2.3 REQUIREMENT TO COMPLETE REGULAR SAFETY & MAINTENANCE PROGRAM REVIEWS (INTERNAL AUDIT)

##### Intent

The purpose of the review would be to ensure drivers and others, are in compliance with the requirements of the safety and maintenance program.

Reviews are to be:

- Completed annually by the Site Fleet Safety Supervisor or their designate and limited to the drivers and vehicle based at their site using the Safety & Maintenance Program Internal Audit checklist (sample provided on page 122).





- Completed annually by the Division Fleet Safety Officer or their designate and limited to a random sample of documentation from each of the AVPS sites using the Safety & Maintenance Program Internal Audit checklist (see page 122).

Any non-compliance items noted in either of the above noted reviews shall be the responsibility of the Site Fleet Safety Supervisor to develop an action plan to mitigate.

If the non-compliance item relates to an authorized driver and is considered a breach of any directive or procedure within the program, a written record shall be placed in the driver file. Such non-compliance items shall be addressed as per Driver Conduct and Discipline - page 37.

## **5.2.4 REQUIREMENT TO COMPLETE CARRIER PROFILE REVIEWS**

### **Intent**

A monthly review of the carrier profile will ensure that the AVPS safety fitness rating is maintained at an acceptable level.

### **Carrier Profile Review**

A carrier profile report will be requested from Carrier Services monthly by the Division Fleet Safety Officer. To ensure the most up-to-date information, the profile will be requested after the first Sunday of each month.

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**Note:** *The Carrier Services database is updated monthly on the 1ST Sunday of each month.*

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The review will examine:

- Conviction information to ensure that drivers have reported all convictions and that all reported convictions are accurate;
- CVSA Inspection information to ensure that drivers are routinely submitting the inspection reports, all infractions are addressed and that daily trip inspections are being completed properly;
- Collision information to ensure that all Division reported vehicle collisions have been reported by drivers, that all collision information is accurate and the collisions evaluated for preventability;
- Violation information to ensure that all violations have been reported by drivers and that all infractions (i.e., documentation, mechanical defects, etc.) have been corrected; and
- Monitoring information to ensure the AVPS Safety Rating (R-Factor) does not exceed an acceptable threshold.

Any non-compliance items noted in the carrier profile reviews shall be the responsibility of affected Site Fleet Safety Supervisor to develop an action plan to mitigate.

If the non-compliance item relates to an approved driver and is considered a breach of the terms of the safety & maintenance program requirements or procedures, a written record shall be placed in the driver file. Such non-compliance items shall be addressed as per Directive - 5.5 Driver Conduct and Discipline - page 37.

## **5.2.5 REQUIREMENT TO COMPLETE DRIVER ORIENTATIONS**

### **INTENT**

The purpose of a driver orientation would be to provide an opportunity for AVPS to review with the applicant, key elements of the Safety and Maintenance program with the objective of continual improvement while working for AVPS.



## **DRIVER ORIENTATIONS**

A driver orientation is to be done prior to the applicant performing any carrier assigned duties including driving.

The orientations are to be completed by the Site Fleet Safety Supervisor or their designate using the Regulated Vehicle Driver Orientation Checklist - page 99.

Upon completion, the orientation form is to be signed by the employee and retained in the employee's driver file for a period of 5 years.

The orientation is to be repeated if a driver takes a leave from driving or on leave from the school for 6 months or more.

## **5.2.6 REQUIREMENT TO COMPLETE DRIVER EVALUATIONS**

### **INTENT**

The purpose of the driver evaluation would be to provide an opportunity for AVPS to look specifically at the driver's performance and driving skills with the objective of authorizing competent drivers and continual improvement of existing drivers working for AVPS.

On a regular basis a series of *Evaluations* will be completed for each driver. Any areas of concern will be noted, discussed confidentially with the driver, and have an action plan developed for improvement and a copy retained in the driver's file using the Record of Driving Concern - page 106.

The driver's evaluation will be completed as follows:

### **PRE-QUALIFICATION EVALUATION**

Applicant drivers for AVPS will be evaluated using two methods:

#### **1. Driver File Review**

This portion of the evaluation reviews the driver's file to ensure that all file requirements are in place and that the prospective driver meets the requirements of Driver Qualifications and Requirements - page 15.

#### **2. Driver Ride-Along Evaluation**

Each new driver will be observed by a competent driver while the driver is operating the regulated vehicle. Every effort will be made to complete this portion of the evaluation as soon as is reasonably possible after authorizing the individual to drive.

This portion of the evaluation will be completed using the Regulated Vehicle Driver Evaluation - page 102.

Both parts of the pre-qualification will be reviewed and discussed with the prospective driver upon completion of the evaluation;

If the applicant is authorized to drive, the completed copy of the evaluation form will be maintained in the driver's file for five years and remain confidential except to AVPS management and their designates;

If the applicant is not to be considered for driver authorization, the evaluation form shall be destroyed immediately.



### **ON-GOING EVALUATIONS FOR EXISTING DRIVERS**

A on-going evaluation will be completed for existing authorized drivers. These drivers will be evaluated using two methods:

#### **1. Driver File Review & Performance Evaluation**

This portion of the evaluation includes:

A review of the driver's file to ensure that all file requirements are in place and that the prospective driver continues to meet the requirements of Driver Qualifications and Requirements - page 15, and

#### **2. Driver Ride-Along Evaluation**

Every three years from the date of their first ride-along evaluation, existing drivers will be observed by a competent driver while the driver is operating the regulated vehicle.

This portion of the evaluation will be completed using the Regulated Vehicle Driver Evaluation - page 102.

### **FOLLOW-UP**

Upon completion of any evaluation:

- The evaluation will be reviewed and discussed with the prospective driver, and
- The original copy of the driver's safety performance evaluation form will be maintained in the driver's file for five years.



## DIRECTIVE 5.3 - TRAINING REQUIREMENTS

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

The purpose of this Directive is to clarify AVPS responsibilities for, and the training requirements of all authorized AVPS drivers and vehicle service personnel.

### CARRIER RESPONSIBILITIES

- AVPS will arrange for and provide training required by drivers to proficiently complete the duties of their driving responsibilities,
- The Site Fleet Safety Supervisor is responsible for supervising the driver training program for the respective school, which includes, but is not limited to, reviewing driver training records to ensure they are current and valid.

### GENERAL INFORMATION

The following training is required by drivers as shown below and is to be completed prior to commencement of work.

#### ALL DRIVERS:

- Initial driver orientation to the Safety & Maintenance Program (using the Regulated Vehicle Driver Orientation Checklist - page 99),
- Reorientation to work after an extended leave of absence (6 months or more),
- OHS Orientation and Training as per Training Requirements - page 31,
- Daily trip inspection for regulated vehicles (using the Daily Trip Inspection - Bus or Multi-Function Activity Vehicle - page 107 or,
- WHMIS 2015,
- Use and maintenance of fire extinguishers,
- Use and maintenance of regular PPE and other safety equipment,
- Collision response and reporting, and
- Emergency Evacuation of passengers.

#### REGULATED VEHICLE DRIVERS ONLY:

- Completion of a 'Safe Vehicle Operation' and driver 'Road Test',
- Drivers' Hours of Service Regulations,
- Daily trip inspection regulations and procedure,
- Emergency evacuation of passengers, and
- Professional driver improvement course (if required).



### 5.3.1 REQUIRED TRAINING SUMMARY

Training required by Carrier personnel is explained in the table below:

TYPE OF TRAINING	Venue	TYPE OF WORKER			
		Safety Officer(s)	Site Fleet Safety Supervisor	Un-Regulated Vehicle Driver	Regulated Vehicle Driver
Standard Level or, Emergency Level First Aid c/w CPR	3	R	R	R	R
WHMIS 2015	1 or 2	✓	✓	✓	✓
Safety & Maintenance Program Overview & Orientation	2	✓	✓	✓	✓
OHS Orientation & Training	2	✓	✓	✓	✓
PPE Use & Maintenance	2	✓	✓	✓	✓
Fire Extinguisher Use	1	✓	✓	✓	✓
Vehicle Safety Equipment Use & Maintenance	2	✓	✓	✓	✓
Commercial Vehicle Operation & Safe Driving	3	R	R	R	R
Un-regulated Safe Vehicle Operation	2	✓	✓	✓	NR
Professional Driver Improvement	3	R	R	R	R
National Safety Code & Relevant Transportation Regs.	2	✓	✓	✓	✓
Daily walk-around Un-regulated vehicle inspection	2	✓	✓	✓	✓
Daily Trip Inspection Procedures	1 or 4	✓	✓	NR	✓
Emergency Passenger Evacuations	1	✓	✓	NR	✓
Hours of Service Regulations (Alberta)	1	✓	✓	NR	✓
Notable Near Miss and Incident Investigation	1	✓	✓	NR	NR
Hazard Identification, Assessment and Control	1	✓	✓	NR	NR
Training Legend: ✓ Required, 'R' recommended, 'NR' Not Required					
Venue Legend: 1 = MyOTF, 2 = AVPS In-house, 3 = Private off-campus, 4 = Video Viewing					

**DRIVER ORIENTATION AND PRE-EMPLOYMENT COMPETENCY**

All drivers will receive a safety & maintenance program orientation. This includes former drivers returning to work after an extended period of leave (i.e., 6 months or more) or if significant changes have been made to AVPS Safety & Maintenance Program.

New drivers will receive an orientation to driving the commercial vehicle that includes a ride-along with an experienced driver until it is determined that the new driver is competent and comfortable with the job and route.

Driving competency of the new driver will be determined through:

- Discussions between the experienced 'ride along' driver, and
- Completion of the Regulated Vehicle Driver Orientation Checklist - page 99.

**5.3.2 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM 2015 (WHMIS 2015)**

The following WHMIS responsibilities are mandated:

**Responsibility of Employer**

The employers must:

- Ensure that all employees are competently WHMIS trained,
- Ensure that all controlled products at the workplace have the correct WHMIS labels,
- Ensure that there are up-to-date Material Safety Data Sheet (MSDS) for each controlled product at the workplace and that workers have easy access to that information,

**Responsibility of the School Administration**

- Develop and manage the school WHMIS training program, and
- Ensure employee WHMIS training is adequate and that employees are competent in the handling of controlled products.

**Responsibility of the Worker**

The worker must:

- Take WHMIS training prior to commencing work, and
- Use the WHMIS information to protect themselves from the hazards of the controlled products they handle at their workplace.

**5.3.3 MYOTF ON-LINE TRAINING**

AVPS subscribes to an on-line training facility called 'My On-Line Training Facility' (MyOTF).

A number of courses are available to drivers and other AVPS employees through this facility. Courses may be completed at the individuals convenience using any computer with internet access.

Currently courses that may be of interest and/or required by drivers and other employees include:

**ALL DRIVERS**

- WHMIS 2015,

**REGULATED VEHICLE DRIVERS**

- Daily Trip Inspection,
- Hours of Service Regulations, and
- Fire Extinguisher Operation,



**DIVISION FLEET SAFETY OFFICER, SITE FLEET SAFETY OFFICER & INTERESTED DRIVERS**

- Daily Trip Inspections,
- Hours of Service Regulations,
- Close Call & Incident Investigation,
- Conducting Safety Observations, and
- Hazard Identification, Assessment & Control.

Individuals wishing to enrol in a MyOTF on-line course should speak to the Site Fleet Safety Supervisor. For those people enrolled in courses the link to the MyOTF site is as follows:

<https://asperview.myotf.com/>

Once you have accessed this site you will be required to enter a 'username' and 'password' that would have been emailed to you from the Site Compliance Administrator when you were enrolled in the MyOTF account. If you have forgotten your username and/or password or did not receive them, contact your Site Fleet Safety Supervisor.

Each course includes a certificate of competency and completion that can be printed directly from the MyOTF site. You will need to have successfully completed a course c/w any evaluation requirements before the site will permit you to print your certificates.

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**Note:** *When a user completes their training, the Site Fleet Safety Supervisor or Site Compliance Administrator will receive an email from MyOTF notifying them of the driver's course completion along with the training certificate attached. It is the responsibility of the Site Fleet Safety Supervisor to retain all MyOTF training certificates in the driver's file.*

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**MyOTF On-line training costs**

Each Division site will be responsible for the costs of training received by drivers based at the site. The Division sites will be invoiced by the board for costs associated with on-line training courses completed by drivers and supervisors.



## DIRECTIVE 5.4 - TOBACCO USE, ALCOHOL AND DRUG ABUSE

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Last Reviewed: August, 2018	Revised: August, 2018
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### **Purpose**

The purpose of the tobacco, alcohol, and drug policy is to reduce Health and Safety risk by minimizing the potential of abuse and misuse of such substances through increased employee awareness and individual responsibility. Clear communication of the objectives and employment conditions described in this policy will enable the AVPS and its employees to create a safe and healthy work environment.

### **Legislation**

The Commercial Vehicle Safety Regulation (AR 121/2009), reference is provided for bus driver information on page 78.

This directive reflects Administrative Procedure 165 - Tobacco.

### **Alcohol And Drug Work Rule**

The consumption of alcoholic beverages is prohibited:

- in schools, and
- at off-site, Division-sponsored student functions.

Employees shall not be under the influence of alcohol or narcotics while at work. All employees are expected to report fit for duty and remain fit throughout their time at work.

### **Tobacco Use**

Tobacco use is prohibited in Aspen View Public Schools' facilities used in whole or in part by Division staff, including all fleet vehicles.

Tobacco use is banned from all Division property.

Tobacco products are not permitted to be used within 5 meters of a Division bus at any time.

### **Prescription drugs or other medication.**

Employees are expected to use medications, both prescribed and over-the-counter, responsibly. If there is any question or concern as to an employee's ability to perform the job safely or efficiently while taking such medication, the employee has an obligation to report any physician authorized need for modified work associated with the medication used to his or her supervisor.

The intentional misuse of medications on AVPS premises is strictly prohibited under this policy and can result in disciplinary action up to and including termination.

### **Illicit drugs.**

The following are strictly prohibited under this policy:

- The possession, use, distribution, offering for sale of illicit drugs or drug paraphernalia while on Carrier premises;

Violations of this policy are grounds for disciplinary action up to and including termination.





**Impaired driving charges and convictions.**

Any employee whose job requires the operation of an AVPS vehicle must maintain a valid driver's license and immediately report any loss of license, or an impaired driving charge, to his or her supervisor. Each situation will be fully investigated and any action taken will depend on the circumstances surrounding each incident.

Any employee charged with impaired driving offense when operating a vehicle on behalf of AVPS must immediately report such a situation to his or her supervisor. This includes, but is not restricted to, breath analyzer recording over the legal blood alcohol content, driving while impaired, or refusing to blow into a breath analyzer.



## DIRECTIVE 5.5 - DRIVER CONDUCT AND DISCIPLINE

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Last Reviewed: August, 2018	Revised: August, 2018
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### Purpose

AVPS believes that safe operation of Division owned vehicles is essential. Drivers are expected to practice good driver conduct and demonstrate due diligence in the application of the safety & maintenance program at all times.

### Good driver conduct will include:

- to safely operate our 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, 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;
- remain current with semi-annual bus evacuation drills
- drivers must report all significant events on road including, violations, near misses, etc.

### Procedure

Based on the seriousness of the driving violation, the Site Fleet Safety Supervisor may take the appropriate disciplinary actions. This action may include a variety of approaches up to and including termination as a driver and as an AVSP employee. In all cases where disciplinary action is being considered the Site Fleet Safety Supervisor must contact HR Staff Relations and the Division Fleet Safety Officer.

Factors to be considered in disciplinary actions include:

- The number of offences involved,
- The seriousness of the offence,
- The time interval and driver response to disciplinary action(s), and
- Previous employee Health and Safety history.

As appropriate, actions may include:

- written warnings;
- re-training;
- suspension of driving privileges; and
- termination of driving privileges or employment.

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**Note:** *The Record of Driving Concern form on page 106 is to be used for any written notifications.*

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### 5.5.1 SUSPENSION OF DRIVING PRIVILEGES

The Site Fleet Safety Supervisor or, the Division Fleet Safety Officer or, the Superintendent may suspend driving privileges. AVPS driving privileges may be suspended when:

- a driver operates an AVPS motor vehicle contrary to Administrative Procedures and the Division Vehicle Safety & Maintenance manual or;



- a driver abstract shows more than six (6) demerit points or more than three (3) moving traffic violations in the previous three (3) years or;
- a driver is suspended, disqualified or prohibited from operating a motor vehicle by the Registrar of Motor Vehicles in any Canadian Province or Territory or in the United States or;
- a driver fails to meet the minimum licensing or operating requirements for any AVPS vehicle or equipment or;
- a driver demonstrates any unsafe or careless act while operating an AVPS motor vehicle.

Administrative penalties, including suspension of driving privileges, will be documented and retained in accordance with Collection and Retention of Driver Files - page 19. Documentation will include:

- a clear description of the issue/offense including dates and chronology
- the conditions under which driving privileges will be re-instated (if applicable)

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**Note:** The Record of Driving Concern form on page 106 is to be used for any written notifications.

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## Appeals

An appeal of a suspension or termination decision by the Division Fleet Safety Officer can be made to the Superintendent. Any appeal must be in writing and presented to the Superintendent within 30 days of the decision being appealed.

### 5.5.2 REINSTATEMENT OF DRIVING PRIVILEGES

Following a review by the Division Fleet Safety Officer driving privileges may be reinstated:

- a) Following the completion of remedial driver training and an evaluation.
- b) When demerit and violation counts have been reduced below the maximum limit.
- c) Canada Safety Council Defensive Driving Course certificates may be presented to an Alberta Registry Agent, within two (2) years of course completion, for a three demerit point reduction.
- d) Upon administrative reinstatement by the Registrar of Motor Vehicles in any Canadian Province or Territory or in the United States if previously suspended due to an administrative or criminal conviction.

Upon reinstatement, the individual responsible for reinstating driving privileges will update driver documentation related to the initial suspension of driving privileges to indicate:

- The date that the reinstatement of driving privileges takes effect
- Any conditions related to the driver moving forward
- Any conditions under which driving privileges will be removed again in the future

### 5.5.3 EXPIRED DRIVERS' LICENSES

Drivers are expected to renew their driver's licenses as required and advise their supervisors when renewal periods cannot be met. The Site Fleet Safety Supervisors must ensure that drivers with expired licenses are not operating AVPS vehicles.



## DIRECTIVE 5.6 - PERSONAL PROTECTIVE EQUIPMENT

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

AVPS recognizes that provision of and proper training in the use and maintenance of personal protective equipment can significantly reduce incidents or injuries from incidents.

### REGULATIONS

#### Footwear

- Proper footwear (to be provided at the driver's or employee's expense) suitable for the safe operation of a commercial vehicle and suitable to expected weather and ground conditions, must be worn. Refer to the General Safety Regulation 88(1) – Occupational Health & Safety Act.

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**Note:** Specifically, shoes without a back are not permitted while operating an AVPS commercial vehicle.

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#### Rubber Gloves

- Rubber gloves suitable for protection against petroleum products must be worn when fueling vehicles.

#### Eye Protection

- When there is a risk of eye injury, approved eye protection must be worn.

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**Note:** Eye protection is normally not required in meeting rooms, offices, lunchrooms, enclosed mobile equipment, trucks, buses, washrooms.

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#### Hearing Protection

- All workers require the use of hearing protection when noise levels reach 85 dba or higher. Refer to the Noise Regulation Section 3(2)(b) – Occupational Health & Safety Act.
- Hearing protection must meet the CSA standard "Hearing Protectors" Z94.2 M1984.

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**Note:** Refer to the table on page 40 for a summary of PPE requirements.

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#### Maintenance of PPE

Each driver is responsible for maintaining their PPE in proper condition.

- PPE use and maintenance training will be provided to drivers as required.



## PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR EMPLOYEES

JOB	Footwear Suitable for Driving	Safety Footwear	Rubber Gloves	Eye Protection	Hearing Protection
Bus Driver (driver of a regulated vehicle)	X	-	*	**	**
Driver of Non-regulated vehicles	X	-	*	**	**

SYMBOL	DESCRIPTION
X	Required PPE
1	Recommended PPE
*	Required when performing related task (E.g.: refueling)
**	Recommended when exposed to potential risks (E.g.; noise dust)



## DIRECTIVE 5.7 - REGULATED COMMERCIAL VEHICLE COLLISION EVALUATION

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Last Reviewed: August, 2018	Revised: August, 2018
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### Purpose

The following Directive outlines vehicle collision evaluation requirements as directed by Alberta Transportation, Carrier Services.

### Regulations

The following regulations constitute the Company requirements of this policy:

#### Alberta Transportation Collision Evaluation

Collisions requiring to be reported to the police or requiring an insurance claim will be subjected to a collision evaluation by Alberta Transportation. The following information is provided from Alberta Transportation on the process of collision evaluations. The collision evaluation will be under the direction and guidance of the Division Fleet Safety Officer but may require the assistance of the Site Fleet Safety Supervisor accordingly.

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**Note:** A sample of the Alberta Transportation - Request For Collision Evaluation is provided on page 117.

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The following excerpt can be viewed on-line at <http://www.transportation.alberta.ca/656.htm>.

#### Excerpt

*Under the department's monitoring program, carriers may request that a collision be evaluated to determine if it was non-preventable. Collisions evaluated through an approved process and deemed to be "non-preventable" will not be held against a carrier and will be displayed as a "non-preventable" collision on their carrier profile.*

*Alberta Transportation has entered into an agreement with the Alberta Motor Transport Association (AMTA) to perform collision evaluations. A committee administered by AMTA, comprised of trained motor transport industry personnel, will review the application and evaluate the collision for "preventability". The evaluation may be subject to an administrative fee.*

*A carrier may request a collision evaluation at any time. No collision will be displayed on a carrier's profile until 45 days after the collision occurred. This allows carriers the option to have all collisions evaluated prior to the event being displayed on their Carrier Profile. **In all cases it is the carrier's responsibility to request an evaluation.***

*Carriers wishing to have a collision evaluated for preventability under Alberta's NSC program must complete this form and submit all other information requested to the Manager of National Safety Code and Operating Authority. AMTA will contact applicants directly if an application fee is required. For more information contact Carrier Services at (403) 340-5430. For further information regarding the National Safety Code program visit our web site at [www.transportation.alberta.ca](http://www.transportation.alberta.ca) select Commercial Transportation, then Bus/Truck Certificates and Monitoring.*

### Collision Reporting

When a collision occurs, the driver and/or other competent first-hand witness is to gather relevant information concerning the collision as required by Procedure 6.17 - Collision Reporting - page 69.



### **Follow-up Action**

Following an investigation or collision review, management must, without undue delay undertake any corrective action required to prevent recurrence of similar incidents.

As soon as is reasonably practicable, management shall prepare a report of the incident, the action(s) taken, and any hazard alert that is applicable and communicate these to all AVPS drivers.



## 6.0 SAFETY & MAINTENANCE PROCEDURES

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The following procedures are provided in this section:

- Procedure 6.1 - Hours of Service Regulation & Driver's Daily Log - page 44,
- Procedure 6.2 - Emergency Equipment - page 49,
- Procedure 6.3 - Vehicle Washing - page 52,
- Procedure 6.4 - Fueling Vehicles - page 53,
- Procedure 6.5 - Severe Weather Precautions - page 54,
- Procedure 6.6 - Winter Plug-In - page 55,
- Procedure 6.7 - Distracted Driver Legislation - page 56,
- Procedure 6.8 - Daily Trip Inspection - page 57,
- Procedure 6.9 - Vehicle Breakdowns - page 60,
- Procedure 6.10 - Reversing Multi-Function Activity Vehicles - page 61,
- Procedure 6.11 - Turning Multi-Function Activity Vehicles Around - page 62,
- Procedure 6.12 - Railway Crossing - page 63,
- Procedure 6.13 - Mirrors and Their Use - page 64,
- Procedure 6.14 - Emergency Bus Evacuations - page 65,
- Procedure 6.15 - Emergency Bus Procedure - page 67,
- Procedure 6.16 - Checked and Empty Bus Sign Procedure - page 68, and
- Procedure 6.17 - Collision Reporting - page 69.





## PROCEDURE 6.1 - HOURS OF SERVICE REGULATION & DRIVER'S DAILY LOG

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

To ensure the driver of a regulated commercial vehicle will properly complete a daily log for Hours of Service when required as required by the 'Drivers' Hours of Service Regulation (317/2002).

### GENERAL INFORMATION ON HOURS OF SERVICE

AVPS will educate staff in hours of service regulations, **as required**. A record will be maintained on each driver's file showing that the training has been delivered and understood. AVPS will review all daily logs for proper completion.

#### 6.1.1 DRIVER DISCLOSURE OF OTHER DUTY HOURS

As per Regulation Compliance & Driver Qualifications - page 15, Drivers are required to advise AVPS if they perform additional duty hours with another carrier or carriers and/or perform any other duties outside of work with AVPS that may contribute to driver fatigue and therefore should be recorded as applicable duty hours when the driver is required to complete a Daily Log for days when driving for AVPS.

#### 6.1.2 FATIGUE MANAGEMENT DUE DILIGENCE (FMDD)

The hours of service regulations are in place to ensure drivers have sufficient rest and are fit to drive when required to. Driver fatigue is responsible for many 'driver error' accidents in the commercial vehicle industry.

When drivers are required to drive a Division regulated vehicle they are required to consider their fitness to drive as it relates to fatigue. The back page of the driver duty record (see page 114) provides duty hour limits and a fatigue statement for the driver to consider before they drive. These statements include:

- I have had a full 8 hours of off-duty time prior to commencing my shift,
- I will not exceed 15 hours of on-duty time or 13 hours of driving time during the trip and,
- I am well rested and feel confident I am fit to drive at this time.

If the driver can answer in the affirmative to all of these statements they are to check the FMDD box on their duty record for that day. Otherwise, the driver is to report to their supervisor that they are not fit to drive and another driver is to be assigned the trip.

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**Note:** For drivers that suspect they are fatigued, refer to Driver Fatigue - page 10.

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#### 6.1.3 WHEN A DAILY LOG IS NOT REQUIRED

Section 12- Daily Log not required - page 81 of the Drivers' Hours of Service Regulation states that the driver does not require a daily log when ALL of the following conditions are met:

- The driver does not operate beyond **160 kilometre** radius of the home terminal;
- The driver returns to the home terminal (start and end at the same location);
- The driver is released from work within **15 hours** from the start of the work shift;



- AVPS will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is released from work (end time). Time sheet available on “Regulated Vehicle Driver Daily Log” on page 111.
  - This requirement means that an accurate record of the hours worked (duty hours) is maintained and covers at minimum the previous 6 months. For example, if a teacher is an occasional driver, a daily record of their teaching hours, coaching hours, commercial vehicle (bus) driving hours, and other school related hours must be recorded to validate the daily log hours when a daily log is required.

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**Note:** *If any one of the conditions listed above ceases to exist, then the driver must complete a **daily log** and record the total number of on-duty (driving and not driving) hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist. The AVPS Driver or Volunteer Driver Duty Record - page 113 form is to be used when a ‘Daily Log’ is to be completed.*

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#### 6.1.4 DRIVER DUTY RECORD COMPLETION

When a driver can be exempt from completing a driver daily log (see When a Daily Log is Not Required - page 44) they are required to complete a AVPS Driver or Volunteer Driver Duty Record (example on page 113) for every day of the month they are considered to be authorized to drive. The information that must be provided on this form for each day of the month includes:

- Driver’s full name,
- Name and address of the driver’s school or site,
- Month and year of the record,
- Start and end of work shift for every day including weekends and holidays,

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**Note:** *Note: The driver will record days where he does not report for duty as ‘Off-Duty’*

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- Total on-duty hours for each day including days for which the driver is recorded as ‘off-duty’,

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**Note:** *Note: Total On-Duty hours for days where the driver is recorded as Off-Duty will be ‘0’ hours*

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- A brief description of the driver’s activities while on-duty,
- The unit number or name of the vehicle being driven during that day,

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**Note:** *This field can be left blank or marked ‘n/a’ if no driving occurs during the shift*

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- Fatigue Management Due Diligence statement by checking the box if the driver determines they meet the requirements of being fit to drive at that time (see Fatigue Management Due Diligence (FMDD) - page 44).

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**Note:** *Drivers must have a time record for every calendar day, whether they are driving or not. “Remember, Once a Driver, Always a Driver”.*

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### 6.1.5 DRIVER DAILY LOG COMPLETION

If a driver daily log is required, the following are the requirements for trips within Alberta.

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**Note:** Because AVPS is a Provincial carrier, trips outside of Alberta are not permitted with AVPS regulated vehicles.

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The following information must be entered in a daily log:

- a graph grid in the form set out in the schedule;
- the date;
- the odometer reading at the commencement of driving;
- the total number of kilometres or miles driven by the driver during the work day;
- in the case where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has travelled during a work day;
- the vehicle's unit or licence plate number;
- the name of the carrier for whom the driver worked during the work day;
- the name and signature of the driver;
- the name of any co-driver;
- the time of commencement of the work shift and the location at which the driver commenced the work shift;
- the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day;
- record at each change of duty status enter the name of city, town or village or highway location and name of Province;
- record the name of city, town or village or highway location when fueling in Alberta and number of litres or gallons of fuel;
- record the total number of hours of each duty status and aggregate of these hours;
- the driver signs the daily log at the end of the driver's work shift.

#### REQUIRED FORM

Drivers completing a daily log shall use the Regulated Vehicle Driver Daily Log - page 111.

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**Note:** A sample of a completed driver daily log is provided on page 112.

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#### ON-DUTY HOURS

Section 4 - On duty - page 78 of the Drivers' Hours of Service Regulation define the tasks that are considered to be 'On-Duty' and therefore recordable on the 'Daily Log' and count towards the total hours the driver is permitted to drive in a 24-hour day.

#### OFF-DUTY TIME

Section 5 - Time required to be off duty - page 79, states that a driver cannot commence a work shift (driving or otherwise) unless they have had 8 consecutive hours off duty immediately prior to starting the shift.

#### ON-DUTY TIME

Section 6 - Limitation on being on duty - page 79 states that a driver cannot:

- Drive in excess of 13 hours in a 24 hour day, and cannot
- Continue to drive after they have been on duty for 15 hours.



Section 6 also states that, in the event of unexpected and adverse driving conditions or in the event of an emergency where an occupant, the driver or the vehicle are in danger, the driver may continue to drive for an additional 2 hours or until they reach a place of safety.

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**Note:** *In order for the driving time to be extended beyond the 13 hour limit, the original trip must have been reasonably able to be completed within 13 hours before any adverse or emergency conditions occurred.*

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### TIME BREAKS

Section 7 – Time Breaks - page 80 of the regulation states:

- that when a driver is driving continuously for four consecutive hours that they must stop and take a minimum of a 10 minute break, or
- that a driver may exceed four consecutive hours of driving, up to a maximum of 6 hours when they must stop for a minimum of a 30 minute 'off-duty' or 'non-driving' time.

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**Note:** *If a daily log is required for the day, these breaks are to be recorded on the line-graph section of the daily log form.*

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### DISTRIBUTION OF DAILY LOGS

Section 15 – Distribution of daily logs - page 81 addressed the scenario of the driver that holds another job that they go to on weekends or holidays, or in the case of a busing contractor driver volunteering for a particular school, is hired by a carrier to complete activity trips other than regular bus runs. This section of the regulation is somewhat open to interpretation but what follows is a general explanation:

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**Note:** *A second element that is taken into account by Peace Officers and the Registry is 'Fatigue of the Driver'. If the second job (other than teaching or driving) is considered a stressful job and contributes significantly to the overall fatigue of the driver, those hours may be considered as 'On-Duty, Not Driving' hours and recorded as such on the daily log. For example, a school teacher is considered to be 'On-Duty, Not Driving' during a regular school day and included in the total 'Duty' hours when driving an extra-curricular bus or activity van after the regular school day. It is the responsibility of AVPS and driver to ensure that the driver is not suffering from fatigue when required to drive the bus or activity van.*

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### Ensure the driver and carrier understand 'Duty' Hours.

It is diligent to confirm if the work that a driver does during the regular work day is considered 'On-Duty' hours or not. Section 4 - On duty - page 78 of the regulation helps to define 'On-duty' hours but as explained in the note above, some jobs may contribute to driver fatigue and therefore be considered 'On-Duty' hours even though they are not listed specifically in Section 4 of the regulation.

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**Note:** *If you are unsure if the work constitutes 'Duty Hours', contact Carrier Services to help with clarification; (1-403-755-611, or toll-free in AB by first dialing 310-0000).*

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### RETENTION OF RECORDS (DAILY LOGS) BY AVPS

Section 16 - Retention of records by carrier - page 81, states that AVPS is to place the original daily log in the driver's file within 30 days of that daily log being written and will retain them for 6 months from the date they were written (See "Summary - Retention of Driver Records" on page 20).



The daily logs are to be retained in a neat and orderly manner (expected to be in chronological order).

**RETENTION OF RECORDS (DAILY LOGS) BY THE DRIVER**

Section 17 - Retention of records by driver - page 82, states that the driver will retain a copy of each daily log at their personal residence for a period of 6 months from the day they were written.

The daily logs are to be retained in a neat and orderly manner (chronological) at the residence of the driver. If requested by a peace officer, the driver will be required to produce a duplicate of daily logs within 7 days.

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**Note:** *Driver personal records retention does not affect the requirements of AVPS record retention.*

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## PROCEDURE 6.2 - EMERGENCY EQUIPMENT

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

Prevent damage to property and/or injury to yourself or others through the knowledge of which emergency equipment to use and how to use it.

The emergency equipment discussed in this procedure includes:

- Fire Extinguisher - page 49,
- Approved Highway Warning Devices - page 51, and
- Hazard Warning Lights - buses - page 51.

### 6.2.1 FIRE EXTINGUISHER

#### General Information

Drivers will be trained (see “Regulated Commercial Vehicle Collision Evaluation” on page 41) on the use of approved fire extinguishers to be in each AVPS regulated vehicle. A Multi Function Activity Vehicle shall not be operated unless the vehicle carries at least one fire extinguisher. The fire extinguisher must meet all requirements as specified in the *Commercial Vehicle Safety Regulation* (AR 121/2009) Section 17 of Schedule 1.

A record of the training given and the date the training was provided will be retained on the drivers file.

In the event of a vehicle fire the driver's first priority is the safety of the driver, passengers and others persons nearby. Drivers must not take unnecessary risks or endanger the safety of others and will not attempt to fight a fire unless it is small. Drivers should not drive a vehicle that has been involved in a fire. Drivers will not attempt to extinguish a fire if they do not know what types of materials are burning and if the fire cannot be approached safely. If the fire is too big or is spreading, the driver should clear the area and notify the nearest fire station or police.

Fires may result from several causes; namely, leaking fuel, overheated tires or brakes, carburetor or other motor problems. Whatever the cause, if the vehicle is a bus or activity van, an evacuation of the students should begin immediately upon discovering a fire or danger of a fire. Your passengers should be moved away from the danger area to a safe place at least 35 metres (approximately 115 feet) from the bus until the danger is over.

Your vehicle will be equipped with at least one adequately pressurized, dry chemical-type fire extinguisher bearing the label of a recognized testing agency and showing a rating of not less than a 2A, 10 B:C. This fire extinguisher will be located in the area of the driver's compartment. You should be aware of its capabilities and proper use **before** attempting to fight a fire with it. **Do not** attempt to put out a fire if it is beyond the capability of yourself or your extinguisher. Remember, depending upon the type and size of the extinguisher, you may only have 8 to 10 seconds of chemical discharge.



## TYPES OF FIRES

Class/ Symbol	Materials	Recommended Extinguisher	Fighting the Fire
<b>A</b>	Wood, paper, rags, rubbish and other ordinary combustible materials	Water from a hose, pump type water can or pressurized extinguisher and soda acid extinguisher	Soak the fire completely – even the smoking embers
<b>B</b>	Flammable liquids, oil and grease	ABC units, dry chemical, foam and carbon dioxide extinguishers	Start at the base of the fire and use a swinging motion from the left to right, always keeping the fire in front of you
<b>C</b>	Electrical equipment	Carbon dioxide and dry chemical (ABC units) extinguishers	Use short bursts on the fire. When electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electric are ignited
<b>D</b>	Combustible metals such as sodium, magnesium and potassium	Dry powder	Follow manufacturer's instructions

Always keep fire extinguishers visible and easy to get at. Fire extinguishers have to be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

## GENERAL PRECAUTIONS

- Fire extinguisher caps shall not be interchanged
- Water or water extinguishers shall not be used on electrical fires
- Dry chemicals recharge materials shall be stored in a dry location
- Dry chemical shall be blown from the extinguisher hose after use, by turning the extinguisher upside down and squeezing control lever.
- A straight stream of water shall not be directed towards hot oil, steam lines or, other hot surfaces.
- All extinguishers shall be inspected at regular intervals and shall be tagged with the date of inspection and/or refill
- All extinguishers shall be promptly refilled after use
- The contents of all extinguishers shall be projected on a fire from the windward side and directed at its base or outer edge of fire with sweeping motion
- All instructions of the manufacturer as to the recharging of the extinguisher and it's maintenance shall be followed

## FIRE EXTINGUISHER OPERATION

While you may encounter many extinguisher types, they are all used in basically the same way. The procedure is to:

- Remove the fire extinguisher from the bracket,
- Pull the safety pin by breaking the seal,
- Approach the fire from upwind if possible,
- Hold the extinguisher in an upright position,
- Point the discharge apparatus (hose, horn, nozzle) at the base of the fire,





- Squeeze the handle,
- Continue to use until fire is out and extinguisher is fully discharged, and
- Ensure all discharged fire extinguishers be replaced with a fully charged one.

**Remember the word PASS:**

- **P**ull - pull the safety pin by breaking the seal;
- **A**im - aim the nozzle, horn or hose at the base of the fire;
- **S**queeze - squeeze the handle;
- **S**weep - sweep from side to side moving carefully toward the fire.

Keep the fire extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

### **6.2.2 APPROVED HIGHWAY WARNING DEVICES**

Each of Aspen View Public Schools' vehicles shall carry certified highway warning triangles and drivers must be able to produce them on the demand of a Peace Officer.

If a vehicle must be stationary on the highway between the time period of sunrise and sunset outside the limits of a city, town or village:

- The driver must activate the flashing emergency hazard warning lights and place approved warning devices on the highway in line with the vehicle at a distance of approximately 30 meters (100 feet) in front of the vehicle as well as approximately 30 meters (100 feet) behind the vehicle.
- If a vehicle must be stationary on the highway between the time period of sunset and sunrise or at anytime when there is not sufficient light to clearly see persons or vehicles on the highway at a distance of 150 meters (500 feet):
- The driver must activate the flashing emergency hazard warning lights and within 10 minutes of becoming stationary place approved warning devices on the highway in line with the vehicle at a distance of approximately 75 meters (250 feet) in front of the vehicle as well as approximately 75 meters (250 feet) behind the vehicle.

Triangles should be set according to the following patterns:

**Two Way Traffic:**

- 1<sup>st</sup> triangle 30 meters (100 feet) in front of unit
- 2<sup>nd</sup> triangle 30 meters (100 feet) behind unit
- 3<sup>rd</sup> triangles 60 to 150 meters (200 to 500 feet) behind unit

**One Way Traffic:**

- 1<sup>st</sup> triangle 3 meters (10 feet) in front of unit
- 2<sup>nd</sup> triangle 30 meters (100 feet) behind unit
- 3<sup>rd</sup> triangle 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 incidents.*

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### **6.2.3 HAZARD WARNING LIGHTS - BUSES**

When involved in a collision or other emergency situations, you must use the hazard warning lights on your bus as a further warning device in addition to the warning devices placed on front of and to the rear of your bus or activity van. These are your four-way flashers and not your alternately flashing amber or red lights.





## PROCEDURE 6.3 - VEHICLE WASHING

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

To provide proper and safe conditions for the washing of vehicles.

### Equipment Required:

- Wash wand;
- Soap; and
- Scrub brush.

### Personal Protective Equipment:

- Safety goggles (if there is potential for dirt particles to strike the eyes), and
- Gloves

### Vehicle Washing

- Move vehicle or part to be washed into washing area. Shut off and secure the vehicle.
- Wear gloves and eye protection.
- Turn on water supply to pressure washer.
- Pull out wand and amount of hose needed.
- With a firm grip on wash wand, turn on power to pressure washer.

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**Note:** CAUTION: The water is under 'Very High Pressure' Do not point wand at any person or part of your own body.

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- Point wand at area of vehicle or part to be cleaned.
- When item is cleaned, first, and if the wash wand is still under pressure, shut off the pressure washer and proceed to rinse.
- When finished coil up hose and wand and put away.
- Start the engine and unsecure the vehicle
- Remove the vehicle from the wash area.
- Wipe down any walkways or stairs that may be wet and slippery.



## PROCEDURE 6.4 - FUELING VEHICLES

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

To minimize the potential for incidents, both personal and environmental, through safe and proper vehicle fueling procedures.

### Personal Protective Equipment (PPE)

- Rubber gloves suitable for protection from petroleum products.

### Fueling

During fueling, the driver must:

- shut off engine;
- not smoke;
- check for fuel leaks;
- not overfill the tank;
- not leave nozzle unattended; and
- replace filler cap when finished fueling.

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**Note:** *The driver of a bus or activity van used for a purpose specified under Section 19 of the Commercial Vehicle Safety Regulation (AR121/2009) shall not allow any person other than the driver, in the bus when it is being fueled.*

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**Note:** *Under any circumstance fuel for the bus or van must not be transported inside the passenger compartment of the vehicle.*

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**Note:** *A link to the Commercial Vehicle Safety Regulation (AR 121/2009) is provided on page 78.*

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### Half-Full Fuel Tank Rule

All drivers shall maintain, whenever possible, the fuel tank at a level above or equal to the half-full level.



## PROCEDURE 6.5 - SEVERE WEATHER PRECAUTIONS

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

Severe weather can create very hazardous conditions and drivers must be prepared and exercise extreme caution. This procedure is intended to assist drivers in preparing for severe weather when operating a AVPS commercial vehicle.

### Slip and Trip Hazards

When weather conditions create slippery and unstable ground conditions, drivers are cautioned to walk and drive with additional care and attention.

The yard and vehicle steps can be very slippery. Take precautions as required and alert all passengers to any hazardous conditions.

### Personal Protective Equipment (PPE)

When conditions are severe, wear appropriate clothing as protection:

- Footwear with reliable grips on the bottom - do not wear moccasins or other smooth soled footwear.
- Coats, hats (or toques), and gloves are required during weather that warrants added protection.

### 6.5.1 INCLEMENT WEATHER DECISION TO DRIVE

The decision for a driver to begin, continue or complete a trip depends on a number of factors including the driver's judgement at the time.



## PROCEDURE 6.6 - WINTER PLUG-IN

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

To ensure that buses and activity vans are properly plugged in and the driver handles the cord safely.

### Procedure

Hold the electrical cord by the head piece where it connects with the vehicle heater cord and firmly but careful push or pull the cord to either connect or disconnect the two cords.

Pulling by the cable to separate the two cords may damage either the electrical cord, the heater cord or both.

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**Note:** *You can often hear the heater warming when the connection is correct. Take a few seconds to listen to see if the heater is properly connected to the extension cord.*

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### Electrical Hazard

If there is any arcing of the contact points or if the driver receives any level of electrical shock, advise the office or mechanic immediately.

- An incident report is to be completed in the event of an electrical shock being received by the driver, and
- A maintenance request is to be submitted.



## PROCEDURE 6.7 - DISTRACTED DRIVER LEGISLATION

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

To provide information to help protect drivers and passengers from injuries associated with activities that may distract the operator of a AVPS vehicle while driving.

### Application

Alberta Distracted Driver legislation restricts drivers from:

- using hand-held cell phones
- texting or e-mailing
- 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

### Cellular Telephone Use - Driver Responsibility

1. When the vehicle is in motion calls may not be answered by the driver and must be directed to voice mail or a passenger. Phones are to have a voice mail option to allow the driver to check for calls when the vehicle is stopped and it is safe to do so.
2. If a driver driving a vehicle must make or receive a phone call, the vehicle must be parked and in a safe location before using the cellular phone.
3. If making an emergency call (911) the vehicle must be safely parked before making the call.
4. A "Hand-Free/Bluetooth" device should be used once a vehicle is stopped to allow free hand movement.
5. Ensure cell phones are turned off at all times while fuelling gas powered vehicles and equipment.



## PROCEDURE 6.8 - DAILY TRIP INSPECTION

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

Drivers or other competent persons are required by current legislation to complete a daily trip inspection of the commercial vehicle before it is used. This procedure provides guidance in the completion and reporting of the inspection.

### Legislation

Section 10 of the Commercial Vehicle Safety Regulations (AR 121/2009) requires that the driver, or other persons authorized by AVPS, must complete a trip inspection on each commercial vehicle during the 24 hour period and prior to its use.

#### 6.8.1 INSPECTION & REPORT REQUIREMENTS - REGULATED VEHICLES

- A completed trip inspection report is valid for a maximum of 24 hours and can be used by another person using the same vehicle during the 24 hour period.
- The trip inspection report is to be completed using:
  - Daily Trip Inspection - Bus or Multi-Function Activity Vehicle - page 107,
- Trip inspections are to be completed based on the terms of Schedule 1 (trucks/trailers) or Schedule 2 (buses) of Part 2 of the National Safety Code Standard 13. A copy of the appropriate Schedule is to be kept on the commercial vehicle at all times and must be produced if requested by a Peace Officer.
- Required information to be recorded on the Daily Trip Inspection report are:
  - License plate number,
  - VIN or unit number,
  - odometer or hubmeter reading,
  - Name of the carrier operating the vehicle,
  - Name of the municipality or highway location where the inspection was completed,
  - Identify defects of every item or state that 'no defect was found',
  - Time and date of the inspection report,
  - Name of the person completing the inspection, and
  - Name and signature of the person completing the report.
  - If a person other than the driver completes the inspection, the name and signature of this person is to be recorded on the trip inspection report.
- Drivers are to use the report form provided by AVPS. Copies are available from the Site Fleet Safety Supervisor (see a sample on page 107).

##### 6.8.1.1 TRANSPORTATION OF PERSONS WITH PHYSICAL DISABILITIES

If the regulated vehicle is designed for transportation of persons with physical disabilities, the daily trip inspection must include inspection of the following components to ensure they are operating properly:

- Mobility aid securement devices,
- Ramps and lift general requirements and functionality,
- Ramp and lift controls,
- Lift capacity will not be exceeded,
- Lift platform requirements are met,
- Warning notices are in place and visible, and
- Ramp storage components are secure and operating properly.



### **6.8.1.2 DAILY TRIP INSPECTION REPORT**

The daily trip inspection report must:

- be in a legible written format,
- must state or record all information as described above, and
- completed using the report form provided for buses or MFVs (see a sample on page 107).

Defects are to be reported to the Site Fleet Safety Supervisor as required:

- Defects considered minor and do not cause the vehicle to be unsafe to drive are to be reported and corrected as soon as possible, and
- Defects considered major and cause the vehicle to be unsafe to driver must be repaired prior to the vehicle being operated.
- The daily trip inspection report for the day is to be kept on the vehicle and be produced to a peace officer if requested.
- Daily trip inspection reports are to be forwarded to the appropriate Site Fleet Safety Supervisor within 20 days where they will be retained in the appropriate vehicle file.

### **6.8.1.3 INSPECTION SCHEDULE**

Daily trip inspections are required once in every 24 hour period the regulated vehicle is used. See Daily Trip Inspections - Regulated Vehicles - page 71 for more information.

### **6.8.1.4 RECORD RETENTION**

Daily trip inspection records shall be:

- Retained in the inspected vehicle for the day of the inspection, and then
- Delivered to the appropriate AVPS site within 20 days of completing the report and then retained in the appropriate vehicle file for 6 months after completing the report or after the report is received (which ever is longer).
- Retained as per Summary - Retention of Vehicle Records - page 76

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**Note:** Trip inspection reports that record defects will be retained in the vehicle file as a maintenance record for a period of 5 years from the date the trip inspection report was completed.

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## **6.8.2 INSPECTION & REPORT REQUIREMENTS - NON-REGULATED VEHICLES**

- A daily walk-around inspection is to be completed prior to using the vehicle for first time on any given day.
- The inspection report is to be completed using the Daily Walk-Around Inspection - Non-Regulated Vehicles - page 109,
- Required information to be recorded on the daily walk-around inspection report are:
  - Name of the driver,
  - License Plate or Unit number of the vehicle,
  - Odometer reading for both the start and end of the week,
  - Date of the inspection (ensure the date includes the year),
  - Initial of the driver or person completing the inspection, and
  - Description of any defects noted.

### **ACTION PLAN**

A sample of the 'Action Plan' portion of this inspection report can be viewed on Action Plan - page 110.

If defects are noted after completing the inspection, an action plan to repair the defects is to be prepared. This will include:



- Description of the repairs needed,
- Date the repairs were completed, and
- Name of the person completing the repairs or confirming the repairs have been completed by others.

#### **6.8.2.1 INSPECTION SCHEDULE**

Daily walk-around inspections are required once in every 24 hour period the non-regulated vehicle is used. See Daily Walk-Around Inspections - Non-Regulated Vehicles - page 72 for more information.

#### **6.8.3 MULTIPLE OPERATORS**

If more than one driver operates the vehicle during the 24 hour period for which the Inspection report is valid, the subsequent drivers are to add their name in the additional space for drivers on the inspection report form.





## PROCEDURE 6.9 - VEHICLE BREAKDOWNS

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

In the event of a vehicle breakdown (either regulated or non-regulated), proper procedure may result in improved safety to passengers and less damage to vehicles.

### Procedure

Whether a drive stops during the day or night, the Highway Traffic Act requires that warning triangles (see Approved Highway Warning Devices - page 51) be set out if the driver is going to be stopped on the shoulder of the road for more than 10 minutes.

Drivers should notify their supervisor if they have a breakdown to arrange for instructions or special equipment if necessary. They should be prepared to provide the following information regarding the breakdown:

- Type of failure
- Can the unit be moved and how fast.
- What is the location of the breakdown.
- Is the vehicle loaded or empty.
- Are passengers on board.
- What was the destination.
- Is a repair shop necessary.
- Is a tow truck necessary.
- What parts are required if it can be determined.

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**Note:** *The safest location for passengers is within the vehicle unless the vehicle is deemed unsafe.*

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### 6.9.1 VEHICLE BREAKDOWN AWAY FROM HOME BASE

In the event an AVPS bus or MFV breaks down during an out-of-town trip, the Division subscribes to a 'Mutual Aid' program whereby a nearby school Division will come to your aid. There is a 'Mutual Aid Handbook' that provides instructions and contact information for all areas of the Province and is available from Student Transportation.

This handbook should be carried in the vehicle when travelling outside of the school Division.



## PROCEDURE 6.10 - REVERSING MULTI-FUNCTION ACTIVITY VEHICLES

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

Reversing any vehicle poses inherent dangers greater than moving forward with the vehicle. The following procedure is intended to minimize the additional hazard and risk of reversing a multi-function activity vehicle.

### Procedure

Reversing a Multi-Function Activity Vehicle shall be avoided whenever possible. It is illegal to reverse on school property without the proper direction from a responsible person standing outside at the rear of the Multi-Function Activity Vehicle. Drivers shall also avoid backing onto private property.

Always remember that the Multi-Function Activity Vehicle driver is responsible for all movements of the Multi-Function Activity Vehicle.

Following are requirements for reversing:

- Physically check the area for obstructions
- Any area where vehicle reversing is taking place, students and the general public must be accounted for, and requested to leave the area prior to moving the vehicle.
- When ever possible a guide person should be used to assist the driver when reversing a vehicle.
- The use of a guide person does not relieve the driver of responsibility; good judgement must prevail.
- Agree on the hand signals that drivers will use with the guide person
- Tell the guide where to stand
- Tap the horn
- If the line of sight is lost with the guide, stop immediately
- Back up slowly – no faster than walking speed (less than 5 km/hr)
- Remember the overhang on the Multi-Function Activity Vehicle; do not back up until the wheels make contact with a solid object on the ground (i.e. curb)
- If in doubt, stop and check the safety and/or progress of moving the vehicle in reverse.
- If a driver must back up, the law states that the movement must be done:
  - Safely
  - Without interfering with other traffic on the roadway
  - Never in an intersection within an urban area

On occasion when drivers must back up and they do not have a person who can assist them, drivers shall make sure the area is clear of obstruction. Drivers shall back up slowly using both side mirrors.



## PROCEDURE 6.11 - TURNING MULTI-FUNCTION ACTIVITY VEHICLES AROUND

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

The Multi-Function Activity Vehicle route may require a driver to make at least one turn around to avoid having to drive a considerable distance out of the way.

### Procedure

When it is necessary to turn around, the following procedure is recommended:

- Start slowly down and activate the brake lights well in advance of the turnaround. Look well down the intended path of travel for vehicles, animals or obstructions.
- Stop the Multi-Function Activity Vehicle in the proper position on the roadway, which shall be about one Multi-Function Activity Vehicle length ahead of the road to be backed into.
- Check traffic in all directions and ensure drivers have a sufficient gap in traffic to permit the manoeuvre.
- Wait for traffic to pass around drivers if this is possible.
- Back into the roadway on the right when it is clear, using both side mirrors.
- Re-enter the main roadway when it is clear and safe to do so.

### NEVER BACK INTO OR ACROSS A MAIN HIGHWAY

Loading of passengers shall be done before the turnaround and unloading of passengers shall be done after backing up.



## PROCEDURE 6.12 - RAILWAY CROSSING

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

The Multi-Function Activity Vehicle route is very likely to require crossing at a railway crossing. The following information and procedures are to be followed in this situation.

### Procedure

Drivers are required by law to stop at a railway crossing unless:

- There is a traffic control signal (lights)
- A police officer or flagman directs the driver to proceed

The following procedure is recommended when stopping at a railway crossing:

- If the driver is in the left lane of a multi-lane highway, signal and change to the far right hand lane well in advance of the crossing
- Check traffic behind and signal a stop well in advance
- Slow to a gradual stop not less than 5 meters (approx. 16 feet) or more than 15 meters (approx. 50 feet) from the track
- Put the transmission in neutral, engage the parking brake and maintain firm pressure on the brake pedal
- Open the front door and the driver's window
- Look both ways and listen for an approaching train
- When the driver is sure it is safe to proceed:
  - Select an appropriate low gear
  - Disengage the park brake
  - Check left and right
  - Close the door and window
  - Cross the tracks
  - Do not shift gears until the Multi-Function Activity Vehicle is clear of the last track



## PROCEDURE 6.13 - MIRRORS AND THEIR USE

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

Proper adjustment and the use of vehicle mirrors is required for all moving vehicle operations.

### Procedure

- The mirrors on a Multi-Function Activity Vehicle shall be adjusted to each individual's height and shall not be cracked or broken or have any reduction in the reflective surface. Mirrors shall always be firmly mounted, adjusted properly and clean.
- Rear view mirrors shall be located inside and outside of the Multi-Function Activity Vehicle and they shall conform to Canadian Standards Association (CSA) standards.
- Interior mirrors shall afford the driver a good view of the Multi-Function Activity Vehicle interior and the roadway to the rear. They shall not unduly restrict the driver's forward vision.
- Outside mirrors shall be located on each side of the Multi-Function Activity Vehicle, forward of the driver's seat. They shall be capable of providing a view along the left and right side of the Multi-Function Activity Vehicle, including a view of the rear tires at ground level. The mirrors shall not unduly restrict the vision through the driver's side windows.
- The cross over mirror shall be positioned to provide the driver with a view of the blind spot immediately in front of the Multi-Function Activity Vehicle. The cross over mirrors shall also give a view of the front corners of each Multi-Function Activity Vehicle including the front tires and front door.



## PROCEDURE 6.14 - EMERGENCY BUS EVACUATIONS

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

To ensure safe and proper evacuation of passengers from a bus in the event of an emergency where the safety of passengers is at risk by remaining on the bus.

### PROCEDURE

#### EVACUATION OF THE BUS

Usually the safest place for the passengers is to remain in the bus during an emergency. But all of the following three situations will require you that you evacuate the bus:

1. Fire
2. Danger of fire
3. Unsafe position

#### FIRE

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire passengers should move to a safe point, a minimum 35 m, in the safest direction from the bus and remain there until you've determined that no danger exists.

#### DANGER OF FIRE

Being near an existing fire and unable to move the bus, or near the presence of fuel or other flammable materials should be considered as danger of fire, and passengers should be evacuated.

#### UNSAFE BUS POSITION

In the event that a bus is stopped due to a collision, mechanical failure, road conditions, or operator error, you must determine immediately whether it is safer for passengers to remain in the bus or whether the passengers should be evacuated.

You must evacuate if:

- The final stopping point of the bus is in the path of any train or immediately adjacent to any railway tracks
- The stopping position of the bus may change and increase the danger. If, for example, a bus should come to rest near a body of water or precipice where it could still move and go into the water or over a cliff, it should be evacuated. You must be certain that the evacuation is carried out in a manner which affords maximum safety for the passengers.
- The stopping position of the bus is such that there is danger of a collision with traffic on the highway. In normal traffic conditions, the bus should be visible for a distance of 300 m or more. A stopped position just over a hill or around a curve where such visibility does not exist should be considered sufficient reason for evacuation.



## EVACUATION PROCEDURES

There are three standard ways to evacuate a bus, although other methods can be devised for extreme situations.

The three standard evacuation methods are:

1. everyone exits to the front entrance door.
2. everyone exits through the rear emergency door.
3. front half exits to the front door and the rear half exits to the rear door.

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**Note:** All buses are equipped with emergency windows. These are only to be used if the standard exits are impossible to use due to position of the bus or damage to the bus

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Your assessment of the emergency will determine the type of evacuation to be performed. Always evacuate the passengers starting with those nearest the door that they will be going through. Getting the passengers off the bus safely in the shortest time possible, in an orderly fashion is the objective, regardless of which method is used under a given set of circumstances.

You are responsible for the safety of your passengers; however, in an emergency you might be incapacitated in which case you would not be in a position to direct the passenger evacuation. Prior to commencing a trip mature passenger should be appointed to assist in an emergency evacuation. These assistants need to know how to:

- turn off the ignition switch,
- set the parking brake,
- summon help where and when needed,
- open and close doors and emergency exits, and account for all passengers,
- set out emergency devices (road triangles),
- provide extra help for small passengers getting off the bus and assist passengers with disabilities, and
- perform other assignments as required.

## TRAINING

Drivers are expected to be trained in the proper evacuation of passengers from a bus. A video covering the procedures of a bus evacuation using the three exit methods under several scenarios is provided on the Student Transportation website.

This video is available on the Student Transportation website: <https://transportation.AVPS.ca/FleetVehicleVideo.cfm>.

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**Note:** Refer to Directive - 5.3 Training Requirements - page 31 for more information on this training requirement.

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## PROCEDURE 6.15 - EMERGENCY BUS PROCEDURE

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

This procedure is to be followed when circumstances prevent the bus driver from delivery of students to their school.

### PROCEDURE

#### 1. Outside of Town of Athabasca

If access to the regular school is not possible, the driver proceeds to the designated alternate site chosen for that school. At that site the driver keeps the students on the bus, counts heads, and records the student names and route numbers. Drivers should remain at the alternate site until they receive directions from school administrators or the bus supervisor before taking further action.

#### 2. Within the Town of Athabasca

The driver delivers students to the schools where access is possible. Drivers should remain at the last school site that is accessible, keep the undelivered students on the bus, count heads, and record student's names and route numbers. Drivers are to report the information to the school office at that site and await direction from school administration or the bus supervisor before taking further action.

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**Note:** Drivers shall not return students home until they have received direction from the school administration or the bus supervisor.

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List of designated alternate sites for use when access to the school is not possible.

School	Alternate Site
Vilna	Vilna curling rink
H.A. Kostash	Smoky Lake Agricultural Complex
Thorhild	Thorhild community hall
Athabasca	Last school to which the driver has access in the normal pattern
Rochester	Rochester community hall
Boyle	Boyle community centre
Grassland	Grassland community hall
Smith	Smith community hall





## PROCEDURE 6.16 - CHECKED AND EMPTY BUS SIGN PROCEDURE

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

To ensure all passengers have exited the bus before the driver secures and locks the bus.

### PROCEDURE

At the start of each run the “EMPTY” sign that was placed at the end of the previous run will still be displayed in the rear window on the driver’s side of the bus.

#### 1. Start of Run

When the driver gets on the bus they will go to the back of the bus and remove the sign from the window.

#### 2. End of the Run

At the end of the run (normally at the school) the driver is to go to the back of the bus, ensure all passengers have disembarked from the bus, and hang the “CHECKED” sign in the rear window on the driver’s side of the bus.

Once the driver parks and secures the bus they are to go to the back of the bus turn the sign so that the “EMPTY” side of the sign is visible in the window.

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**Note:** The final check and placement of the “EMPTY” sign must be conducted prior to leaving the school or town.

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### EXCEPTION

Some flexibility can be exercised for the “End of the run” procedure.

For example: Some loading/unloading areas at schools may not accommodate all of the buses to stop to conduct their check. Some drivers may park their buses in a different location in town and some drivers go straight home.

In any exception the driver must ensure the bus is empty before placing the “EMPTY” sign in the rear window.



## PROCEDURE 6.17 - COLLISION REPORTING

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Last Reviewed: August, 2018	Revised: August, 2018
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### PURPOSE

To ensure all collision are properly reported and all relevant collision information is collected and recorded.

### Procedure

In the event of a collision involving an AVPS vehicle, the driver of the vehicle is responsible to do the following:

- Ensure the safety of the driver, passengers and general public are maintained;
- If the collision is expected to have damage greater than \$2000, the collision must be reported to the local police;
- As soon as reasonably possible report the accident to the school's Site Fleet Safety Supervisor or, alternately to the Division Fleet Safety Officer (contact information on page 125).
- Gather the details of the collision using the 'AVPS Collision Reporting Kit' as their reporting tool (a sample of the reporting kit is provided beginning on page 115).

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**Note:** Every effort should be made to gather information requested by the Collision Reporting Kit while still at the scene of the collision. Alternately, the Collision Reporting Kit is to be completed as soon as reasonably possible.

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- Once the 'AVPS Collision Reporting Kit' is completed, submit it to the Site Fleet Safety Supervisor for review and submission to the Division Fleet Safety Officer.
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**Note:** Copies of the Collision Reporting Kit are available from the site and/or Division Fleet Safety Officer or the Site Fleet Safety Supervisor. A sample of the Alberta Transportation - Request For Collision Evaluation form is provided on page 117. The information provided within the Collision Reporting Kit will be used to investigate the accident for root cause and also for completion of and submission to Alberta Carrier Services for a Collision Evaluation preventability analysis.

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## 7.0 VEHICLE PREVENTIVE MAINTENANCE & INSPECTION

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

- Daily trip inspections,
- Repairs,
- Routine scheduled maintenance,
- Semi-annual CVIP inspections, and
- Record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP.

Regular vehicle maintenance is necessary for safe use and effective work programs. Vehicles will be maintained according to the inspection and maintenance guidelines provided below:

- Vehicle Maintenance Components - page 71,
- Vehicle Inspection Schedule - page 71,
- Vehicle Maintenance Schedule - page 72,
- Inspection Response & Maintenance - page 73, and
- Vehicle Maintenance Files - page 75.

### 7.1 PROGRAM RESPONSIBILITY

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It is the responsibility of the *Division Fleet Safety Officer* and *Site Fleet Safety Supervisor* to ensure the maintenance and inspection components of this program are implemented.

AVPS drivers 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.

No person shall change, reconstruct or modify the body or seating capacity of a bus or activity van without the written approval of the register.

It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation.

Copies of the Division Vehicle Safety & Maintenance program will be kept at the school division office in Athabasca as well as the school locations with school-based buses and/or activity vans. A copy of the Division Vehicle Safety & Maintenance program shall be made available to each driver and any person who carries out the duties of the maintenance and inspection program.

#### 7.1.1 APPLICATION

All NSC commercial vehicles registered to AVPS are required to comply with the maintenance and inspection program policies and procedures, including:

- All buses, activity vans, and other commercial vehicles registered to AVPS.



## 7.2 VEHICLE MAINTENANCE COMPONENTS

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The AVPS maintenance program shall cover at least all of the components as listed in Schedule 2 buses & activity vans of NSC Standard 13, Part 2.

### 7.2.1 STANDARD OPERATION COMMERCIAL VEHICLES

Schedule 2 of the Commercial Vehicle Safety Regulation (AR 121/2009) listing all components to be inspected on commercial vehicles is provided starting on page 82. As well a complete copy of the Regulation is maintained at AVPS division office and is available to review on-line at the following website: (<http://www.transportation.alberta.ca/525.htm>).

### 7.2.2 COMMERCIAL VEHICLES FOR TRANSPORTATION OF PERSONS WITH PHYSICAL DISABILITIES

Schedule 3 of the Commercial Vehicle Safety Regulation (AR 121/2009) listing all components to be inspected on commercial vehicles used for transportation of persons with physical disabilities is provided starting on page 97. As well a complete copy of the Regulation is maintained at AVPS division office and is available to review on-line at the following website: (<http://www.transportation.alberta.ca/525.htm>).

## 7.3 VEHICLE INSPECTION SCHEDULE

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A variety of vehicle inspections are required and completed to maintain a safe and efficient fleet of AVPS vehicles. As well these inspections are regulated by NSC and Provincial legislation.

### 7.3.1 DAILY TRIP INSPECTIONS - REGULATED VEHICLES

All commercial vehicle drivers, or another competent person shall complete a 'Daily Trip Inspection' each 24 hour day the vehicle is operated. The inspection shall include all items as identified on either Schedule 1 or 2 of NSC Standard 13, Part 2 and be recorded on the Daily Trip Inspection form.

The Daily Trip Inspection forms are available from the Site Fleet Safety Supervisor or their designate and a sample form is provided for:

- Multi-Function Activity vehicles is provided on page 107, and
- Buses or Multi-Function Activity vehicles with equipment for transportation of persons with physical disabilities on page 107.

The completed Daily Trip Inspection report for the day of travel shall be kept on the vehicle until the next checklist is completed.

A copy of NSC Standard 13 - Trip Inspections, Schedule 2 for (buses & activity vans) shall be maintained on the vehicle at all times and available to a Peace Officer upon request.

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**Note:** For assistance in the completion of the Regulated Vehicle Daily Trip Inspection and reporting see *Inspection & Report Requirements - Regulated Vehicles - page 57*.

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### 7.3.2 DAILY WALK-AROUND INSPECTIONS - NON-REGULATED VEHICLES

Drivers of non-regulated AVPS vehicles are required to complete a daily walk-around inspection of the vehicle prior to operating the vehicle for the first time in a day. This inspection is intended to identify obvious mechanical or body structure defects that may make the vehicle unsafe to operate.

Completion of the walk-around inspection is to be guided by and recorded on the Daily Walk-Around Inspection - Non-Regulated Vehicles - page 109.

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**Note:** For assistance in the completion of the non-regulated vehicle Daily Walk-Around inspection see Inspection & Report Requirements - Non-Regulated Vehicles - page 58.

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### 7.3.3 SEMI-ANNUAL COMMERCIAL VEHICLE INSPECTION

All **buses and multi-function activity vans** will be subject to a semi-annual Commercial Vehicle Inspection as required by Alberta Infrastructure and Transportation;

- The 6 month Bus Inspection will be conducted by or under the supervision of a mechanic licensed to do the inspection;
- The inspection will include all vehicle components as required by Alberta Infrastructure and Transportation to achieve the 'Bus Inspection Certificate'.
- Upon completion of the inspection, an Alberta Infrastructure and Transportation 'Bus Inspection Certificate' shall be completed and distributed as required by regulations;

A copy of the Alberta Infrastructure and Transportation 'Bus Inspection Certificate' shall be:

- retained in the appropriate vehicle file for 5 years or for the life of the bus, whichever is longer; and
- retained in the respective commercial vehicle for the period for which it is valid.

The Site Fleet Safety Supervisor shall maintain a written schedule ensuring that all buses and activity vans receive the Six-Month Inspection and subsequent required servicing in a timely manner.

### 7.3.4 CVIP INSPECTION MECHANIC

The CVIP inspection shall be completed by a certified mechanic qualified to complete the inspection.

## 7.4 VEHICLE MAINTENANCE SCHEDULE

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### 7.4.1 REQUIREMENT TO REPAIR, CORRECT AND REPORT DEFECTS

No AVPS employee shall allow a driver to drive and no driver shall drive an AVPS vehicle with any uncorrected or existing major defects (see Schedule 2 for a description of a major defect),

### 7.4.2 VEHICLE OIL CHANGE, LUBRICATION & GENERAL MAINTENANCE PROGRAM

- All commercial vehicles are to have the engine oil changed within a minimum distance interval equal to the vehicle manufacturer's maintenance schedule (see note below).
- All buses and activity vans are to have a mechanical equipment/component lubrication service completed within a distance interval equal to the vehicle manufacturer's maintenance schedule (see note below).



- Records of oil changes, lubrications and general repairs are to be maintained in the vehicle file as per the requirements of Vehicle Maintenance Files - page 75.

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**Note:** *The best source of information concerning the scheduled maintenance of the vehicle is from the vehicle manufacturer. The owner's portfolio that came with the vehicle when it was new will include a maintenance schedule booklet that may be incorporated with the owner's manual. The vehicle manufacturer's maintenance schedule must be followed to meet warranty requirements and to ensure trouble free, safe vehicle operation. Also, regular vehicle maintenance, periodic vehicle inspections and, semi-annual inspections need to be arranged with qualified technicians to meet the vehicle manufacturer's and commercial carrier's legal requirements.*

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### **7.4.3 VEHICLE DAY TO DAY MAINTENANCE**

- As required by the Daily Trip Inspection form, and observations while operating the vehicle, drivers are to make requests for repairs of defects and general maintenance to the Site Fleet Safety Supervisor as required;
  - The maintenance request is to be recorded on the Vehicle Daily Trip Inspection Checklist, and
  - The maintenance request is to be submitted to the Site Fleet Safety Supervisor;
- All service requests submitted by drivers are to be repaired within a reasonable time as determined by the service mechanic; and
- A copy of all maintenance requests shall be retained in the school-based office as per Collection and Retention of Vehicle Files - page 75.

## **7.5 INSPECTION RESPONSE & MAINTENANCE**

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Any deficiencies discovered in the course of a Daily Trip inspections, or general observations are to be submitted to the Site Fleet Safety Supervisor or designated service personnel with a vehicle file retention system to meet the "Commercial Vehicle Maintenance Standards Regulation (118/89) as discussed in Collection and Retention of Vehicle Files - page 75.

### **7.5.1 DEFECTS OBSERVED DURING OPERATION**

If a driver or person authorized by AVPS to conduct daily trip inspections believes or suspects there is a safety defect in the vehicle, that driver or person shall record the safety defects in the daily trip inspection report or otherwise in a written document and report that defect to the Site Fleet Safety Supervisor for the vehicle, as the case may be,

- a) without delay if the defect is a major defect, or
- b) in a timely manner, and not later than the next required daily trip inspection, in all other cases.

**7.5.2 INSPECTION AND MAINTENANCE SCHEDULE SUMMARY**

<b>Inspection Type</b>	<b>Vehicle Type</b>	<b>Inspection Interval</b>	<b>Comments</b>
Daily Trip Inspections	Non-Regulated Vehicles	Every day (24 hr) vehicle used	Complete a Daily Walk-Around Inspection - Non-Regulated Vehicles - page 109. Report all defects & document repairs.
	Buses / Multi-Function Activity Vehicles	Every day (24 hr) vehicle used	Complete a Daily Trip Inspection - Bus or Multi-Function Activity Vehicle - page 107. Report all defects and document all repairs.
Greasing Interval	Buses/Activity Vans	Every 6000 kms. or 6 months, which ever occurs first.	Maintain service records in the vehicle file (see Vehicle Maintenance Files - page 75)
Oil Change Interval	Non-regulated vehicles Buses/Activity Vans	Every 6000 kms. or 6 months, which ever occurs first.	Retain service records in the vehicle file (see Vehicle Maintenance Files - page 75)
CVIP Inspections	Buses/Activity Vans	Semi-annually	Required every 6 months before next CVIP expires and is to be completed by a Certified CVIP Station Copy of current and all past CVIP reports to be retained in the vehicle file.
Day to Day Repairs	All vehicles	As required	Maintain service records in the vehicle file (see Vehicle Maintenance Files - page 75)



## 7.6 VEHICLE MAINTENANCE FILES

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### 7.6.1 REGULATED VEHICLES

All Carrier commercial vehicles will have individual maintenance files as indicated below:

#### VEHICLE MAINTENANCE FILE REQUIREMENTS

As per the Commercial Vehicle Maintenance Standards Regulation (AR 118/89) each Vehicle Maintenance File shall contain the following information:

##### IDENTIFICATION

The file for each vehicle registered to AVPS must contain at least all of the following information about the vehicle:

- Manufacturer's serial number, and vehicle unit number or identifying mark,
- Vehicle make, and
- Year of the vehicle manufacture.

##### DOCUMENTATION

The file for each vehicle shall contain:

- Records of all scheduled maintenance inspections, repairs, and lubrications, with each record displaying the nature of the inspection, vehicle identification, the date, and odometer reading of the vehicle,
- Copies of the current annual or semi-annual Safety inspections (CVIP),
- All daily trip inspection forms for the previous 6 months, and
- Notice of defects from the vehicle manufacturer and corrective action(s) taken regarding the notices.

### 7.6.2 COLLECTION AND RETENTION OF VEHICLE FILES

Required paper (Source) vehicle documents will be collected in accordance with Section 6.0 depending on the type of vehicle. The documents are to be retained for a period of 5 years following the date that they were created and will satisfy Provincial audit requirements.

In the event a documented defect identified during a daily inspection was repaired, both the record of repair, together with the signed daily inspection report noting that the defect was repaired must be retained in the vehicle file.

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**Note:** *If a daily trip inspection report records a defect and the repair, that inspection report is to be retained as a repair record for the current year and four previous years.*

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### 7.6.3 NON-REGULATED VEHICLES

Inspection and maintenance records for each non-regulated Division-owned vehicle will be uploaded and stored in the appropriate vehicle file.

#### VEHICLE MAINTENANCE FILE REQUIREMENTS

Each non-regulated Vehicle Maintenance File shall contain the following information:

##### IDENTIFICATION

The file for each vehicle registered to AVPS must contain at least all of the following information about the vehicle:

- Manufacturer's serial number,
- vehicle unit number or identifying name (determined by individual sites),





- Vehicle make, and
- Year of the vehicle manufacture.

#### DOCUMENTATION

The file for each vehicle shall contain:

- Records of all scheduled maintenance inspections, repairs, and lubrications, with each record displaying the nature of the inspection, vehicle identification, the date, and odometer reading of the vehicle,
- All daily walk-around inspection forms (arranged chronologically), and
- Notice of defects from the vehicle manufacturer and corrective action(s) taken regarding the notices.

### 7.6.4 SUMMARY - RETENTION OF VEHICLE RECORDS

A quick reference of retention requirements is provided below:

Type of Record	Retention Time Required	Location That Records Must be Retained
Vehicle maintenance and repair records	Current year plus 4 previous years	Vehicle file maintained on the school site responsible for the vehicle.
Daily Inspection Reports (DIR)  <b>Note:</b> *DIRs that record defect(s) and the repairs necessary to correct the defect(s) are to be retained as vehicle maintenance & repair records.	*6 months	Vehicle file maintained on the school site responsible for the vehicle.
Retired (obsolete or sold) vehicle records	6 months from date vehicle declared obsolete or sold	Automatically discarded 6 months following date of sale.



### **Vehicle Maintenance Records**

Vehicle maintenance records shall be retained as per Section 38 of the Commercial Vehicle Safety Regulation (AR121/2009). All individual vehicle files are to be retained for the current calendar year and the four previous years.

### **Daily Trip Inspection Records**

Daily trip inspection records shall be retained as per Section 38 of the Commercial Vehicle Safety Regulation (AR121/2009) for 6 months after completion of the report.

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**Note:** *A daily trip inspection form that reflects a vehicle defect and subsequent repair is to be retained as a 'vehicle maintenance record'.*

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## 8.0 APPENDICES

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The following items are included in this section:

- Appendix I - Alberta Legislation - page 78,
- Appendix II - Safety & Maintenance Program Forms - page 97,
- Appendix III - Emergency Communication - page 125, and
- Appendix IV - Resource Information - page 127.

### 8.1 APPENDIX I - ALBERTA LEGISLATION

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The following information is available for review on the Alberta Transportation website (<http://www.transportation.alberta.ca>):

- Commercial Vehicle Safety Regulation (AR 121/2009),
- Vehicle Equipment Regulation (AR122\2009),
- Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002), and
- Drivers' Hours of Service Regulation (AR 317/2002) - page 78.

Excerpts from the:

- Drivers' Hours of Service Regulation (AR 317/2002) - page 78, and
- Commercial Vehicle Safety Reg. (AR 121/2009) - Schedule 2 - page 82.

are provided below and can be accessed on-line at <http://www.transportation.alberta.ca>.

#### 8.1.1 DRIVERS' HOURS OF SERVICE REGULATION (AR 317/2002)

The following are excerpts taken directly from Regulation AR 317/2002. For a complete listing of this regulation visit the Alberta Transportation website: [www.qp.alberta.ca](http://www.qp.alberta.ca).

##### Section 4 - On duty

4(1) For the purposes of this Regulation, a driver is on duty during any period of time that the driver is

- (a) checking in or preparing reports at the commencement or termination of a work shift,
- (b) inspecting, servicing, repairing, conditioning or starting a vehicle,
- (c) driving a vehicle,
- (d) in the case of a vehicle that is being operated by co-drivers, travelling as one of the drivers, except the time that the driver spends resting en route in a sleeper berth,
- (e) participating in the loading or unloading of a vehicle,
- (f) inspecting or checking the load of a vehicle,
- (g) waiting, at the request of the carrier by whom the driver is employed or otherwise engaged, for a vehicle to be serviced, loaded or unloaded,
- (h) waiting for a vehicle or load to be checked at customs, at a vehicle inspection station or by a peace officer,
- (i) at the request of the carrier by whom the driver is employed or otherwise engaged, travelling as a passenger to a work assignment when the driver has not been off duty for at least 8 consecutive hours immediately prior to departure,



- (j) waiting at a point en route due to an accident involving the vehicle that the driver is operating or other unplanned event, or
- (k) at the request of the carrier by whom the driver is employed or otherwise engaged, waiting in readiness for work at any place other than,
  - (i) A private residence, or
  - (ii) A motel, hotel or other similar place of rest, where the accommodation is provided by the carrier.

### **Section 5 - Time required to be off duty**

5(1) Subject to subsections (3) and (4), a carrier shall not permit a driver to commence a work shift unless the driver has been off duty for at least 8 consecutive hours immediately prior to commencing the work shift.

(2) Subject to subsections (3) and (4), a driver shall not commence a work shift unless the driver has been off duty for at least 8 consecutive hours immediately prior to commencing the work shift.

(3) Where a driver is driving a vehicle that is equipped with a sleeper berth, the driver may take the time off duty referred to in subsections (1) or (2) in 2 periods of rest if

- (a) neither of the 2 periods of rest is less than 2 hours,
- (b) the aggregate of the time spent resting in the sleeper berth immediately preceding and immediately following the time on duty is at least 8 hours in total, and
- (c) the aggregate of the driving time immediately preceding and immediately following the resting time in the sleeper berth does not exceed 13 hours in total.

(4) Subject to subsections (5) and (6), where the last work shift of a driver did not exceed 15 hours, the number of hours that the driver is off duty before the driver commences the driver's next work shift may be reduced to not less than 4 hours if the total consecutive hours that the driver will be off duty immediately following that next work shift will not be less than 8 hours plus the number of hours by which the driver's time off duty had been reduced before the driver had commenced that next work shift.

(5) A driver's time off duty may only be reduced under subsection (4) once in any period of 7 consecutive days.

(6) If the Registrar is of the opinion that a reduction under subsection (4) of the number of hours that a driver is off duty will jeopardize or is likely to jeopardize the safety or health of the driver, the Registrar may

- (a) direct that off duty time not be reduced under subsection (4), or
- (b) specify the minimum number of hours that the driver must be off duty before the driver commences the driver's next work shift.

### **Section 6 - Limitation on being on duty**

6(1) Except as permitted by this Regulation, a carrier shall not permit a driver during the driver's work shift

- (a) to exceed 13 hours of driving time, or
- (b) to drive at any time after the driver has been on duty for 15 or more consecutive hours.

(2) Except as permitted by this Regulation, a driver shall not during the driver's work shift

- (a) exceed 13 hours of driving time, or



- (b) drive at any time after the driver has been on duty for 15 or more consecutive hours.

(3) A driver may, in the case of unexpected adverse driving conditions, exceed by not more than 2 additional hours the number of hours that the driver is permitted to drive under this Regulation if the trip as originally planned could have been completed within the driving time or the time on duty specified by subsection (2).

(4) Where the safety of an occupant of a vehicle, the goods being transported by a vehicle or a vehicle itself is in jeopardy, the driver of the vehicle may exceed the number of hours that the driver is permitted to drive under this Regulation in order to reach a place of safety for the person, goods or vehicle, as the case may be.

## **Section 7 – Time Breaks**

**7(1)** A driver may continuously drive a vehicle

- (a) for a period of time of up to 4 consecutive hours if at the conclusion of driving for that period of time the driver takes at least 10 consecutive minutes off duty or of non-driving time, or
- (b) for a period of time that exceeds that permitted under clause (a) but does not exceed 6 consecutive hours if at the conclusion of driving for that period of time the driver takes at least 30 consecutive minutes off duty or of non-driving time.

## **Section 9 - Daily logs manually recorded**

9(1) Subject to section 10, a carrier shall ensure that for each work day, a daily log is maintained by every driver employed or otherwise engaged by the carrier.

(2) Subject to section 10, every driver shall, for each work day that the driver is engaged as a driver, maintain a true and accurate daily log in duplicate.

(3) The following information must be entered in a daily log:

- (a) a graph grid in the form set out in the Schedule;
- (b) the date;
- (c) the odometer reading at the commencement of driving;
- (d) the total number of kilometres or miles driven by the driver during the work day;
- (e) in the case where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has travelled during a work day;
- (f) the vehicle's unit or licence plate number;
- (g) the name of the carrier for whom the driver worked during the work day;
- (h) the name and signature of the driver;
- (i) the name of any co-driver;
- (j) the time of commencement of the work shift and the location at which the driver commenced the work shift;
- (k) the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day.

(4) The information required by subsection (3) must be entered in the daily log,

- (a) in the case of the graph grid referred to in subsection (3)(a), at each change in a duty status referred to in the Schedule,
- (b) in the case of the information referred to in subsection (3)(b) and (f) to (k), at the commencement of the work shift,



- (c) in the case of the information referred to in subsection (3)(c), at the commencement of driving, and
- (d) in the case of the distance driven or hours travelled referred to in subsection (3)(d) and (e), at the end of the work day.

(5) The driver shall sign the daily log at the end of the driver's work shift.

(6) A daily log maintained under this section may, with the written approval of the Registrar, be incorporated in duplicate in any other daily record maintained by the driver.

### **Section 12- Daily Log not required**

**12(1)** Notwithstanding sections 9 and 10, a daily log is not required to be maintained where all of the following conditions exist:

- (a) the driver does not operate beyond a radius of 160 km from the home terminal of that driver;
- (b) the driver returns to the home terminal and is released from work within 15 hours from the commencement of the driver's work shift;
- (c) the carrier that employs the driver maintains and retains for a period of 6 months accurate time records showing the time that the driver reports to commence the driver's work shift and the time that the driver is released from work.

**(2)** Notwithstanding subsection (1), if one or more of the conditions under which a person is excused from maintaining a daily log ceases to exist,

- (a) the carrier shall, on that condition ceasing to exist, comply with section 9 or 10, as the case may be, and
- (b) the driver shall,
  - (i) on that condition ceasing to exist, commence keeping a daily log, and
  - (ii) record in the daily log the total number of hours on duty accumulated by the driver during the 7 days immediately preceding the day on which that condition ceased to exist.

### **Section 15 – Distribution of daily logs**

**15(1)** Where a driver is employed or otherwise engaged by more than one carrier in a calendar day, the driver shall forward a copy of the daily log for that day to each carrier by whom the driver was employed or otherwise engaged.

**(2)** A driver shall, within 20 days from the day that a daily log is completed, forward the original of the daily log to the home terminal of the driver or to the principal place of business of the carrier by whom the driver was employed or otherwise engaged.

### **Section 16 - Retention of records by carrier**

**16(1)** A carrier shall retain at its principal place of business

- (a) every copy of the daily log that is forwarded to the carrier pursuant to section 15(1), and
- (b) every daily record referred to in section 15(2), for a period of at least 6 months from the date that the information is recorded in the daily log.

**(2)** A carrier

- (a) shall retain the daily records and daily logs referred to in subsection (1) in a neat and orderly manner, and
- (b) shall, on request by a peace officer, produce forthwith to the peace officer the daily records and logs for inspection.



(3) A carrier shall, within 30 days after it has received the original copy of a daily log pursuant to section 15, place the original copy of the daily log at the location where the carrier retains the records relating to its drivers or at such other location as may be approved in writing by the Registrar.

### **Section 17 - Retention of records by driver**

17(1) A driver shall retain a duplicate of all of the daily logs maintained by the driver for a period of at least 6 months from the date that the information is recorded in the daily log.

(2) A driver

- (a) shall retain the duplicate of the daily logs referred to in subsection (1) in a neat and orderly manner at the residence of the driver, and
- (b) shall, within 7 days from the day that a peace officer makes a request for the duplicate of the daily logs, produce the duplicate of the daily logs to the peace officer for inspection.

## **8.1.2 COMMERCIAL VEHICLE SAFETY REG. (AR 121/2009) - SCHEDULE 2**

### **COMMERCIAL VEHICLE MAINTENANCE STANDARDS**

#### **BODY AND FRAME - BODY AND SEATS**

1(1) The standards to be met by the body, doors and seats of a commercial vehicle are as follows:

- (a) each bumper, fender, moulding and other part must
  - (i) not be missing,
  - (ii) not be corroded,
  - (iii) be securely mounted, and
  - (iv) not be broken, bent or have sharp edges;
- (b) each mud flap, mud guard and splash shield must be in the proper position;
- (c) any hood latch must
  - (i) not be missing, and
  - (ii) hold the hood securely;
- (d) any tilt cab latch must
  - (i) not be missing, and
  - (ii) hold the cab securely;
- (e) the safety catch of a front opening hood latch or a tilt cab latch must
  - (i) not be missing, and
  - (ii) operate smoothly;
- (f) each seat must
  - (i) be securely mounted,
  - (ii) not have its cushion or padding missing, torn or worn to be ineffective, and
  - (iii) retain its position and adjustment;
- (g) the main door, and where applicable, the emergency door and roof hatch must
  - (i) be securely fastened to the body,
  - (ii) function properly,
  - (iii) be equipped with a lock, latch or spring device that holds it securely closed, and



- (iv) not have missing, loose or torn materials on closing edges;
  - (h) any sun visor must
    - (i) be securely mounted, and
    - (ii) maintain a set adjustment.
- (2) In addition to subsection (1), a bus must meet the standards:
  - (a) door controls must operate smoothly and the seals must be in good condition;
  - (b) the seating capacity of the bus must not exceed the manufacturer's designated seating capacity;
  - (c) the floor pan must not be perforated by rust or exhibit other structural damage;
  - (d) the engine compartment doors must latch securely;
  - (e) floor and stepwell coverings must
    - (i) be in good condition, and
    - (ii) have no loose or sharp edges;
  - (f) any baggage racks and package-retaining components must
    - (i) be securely mounted,
    - (ii) not be broken, and
    - (iii) not be worn so as to render them ineffective;
  - (g) each stanchion, grab handle, guard rail and guard panel must be securely mounted and fastening parts must not be missing;
  - (h) energy-absorbing material installed by the manufacturer on stanchions, guard rails or the tops or sides of seat backs must not be missing, torn or damaged;
  - (i) any emergency exit must open freely and close securely when the release mechanism is actuated from inside the bus;
  - (j) if the vehicle is fitted with an outside release mechanism for an emergency exit, the emergency exit must open freely and close securely when the release mechanism is actuated from outside the bus;
  - (k) any emergency exit warning device must function as intended;
  - (l) adequate markings for the locations and directions for the emergency use of the emergency exits must be displayed on or adjacent to the exits;
  - (m) any exterior compartment doors must
    - (i) be securely attached,
    - (ii) function properly,
    - (iii) be equipped with a lock, latch or spring device that holds it closed securely, and
    - (iv) not have any missing, broken or frayed counterbalance cables;
  - (n) for any separate exit door other than a door to be used for emergency purposes only, any interlock system, braking system and master override controls must function in accordance with the manufacturer's specifications.
- (3) Subsection (2)(i) and (j) do not apply to a bus used for the purpose of transporting a person who is





- (a) committed to a correctional institution, as defined in the Corrections Act, or a jail, including a military guard room, remand centre, penitentiary, facility or place designated as a place of open or secure custody pursuant to the Youth Criminal Justice Act (Canada), a place of custody, as defined in the Youth Justice Act, a detention centre or a place where a person is held under a warrant of a judge, or
- (b) under arrest.

#### **CHASSIS FRAME**

2 The standards to be met by the chassis are as follows:

- (a) chassis frame or subframe members must not be cracked, perforated by corrosion or exhibit structural damage or deformation;
- (b) chassis frame or subframe connecting fasteners must not be missing or loose.

#### **BODY FRAME**

3 The standards to be met by the unitized or monocoque body frame are as follows:

- (a) structural members must not be cracked or exhibit structural damage or deformation;
- (b) structural members must not be perforated by corrosion;
- (c) no structural member must be missing;
- (d) no connecting fasteners must be missing, loose or corroded.

#### **Sliding subframe**

4 The standards to be met by the sliding subframe are as follows:

- (a) the subframe members must not be cracked, perforated by corrosion or exhibit structural damage or deformation;
- (b) locking devices must not be missing, cracked or inoperable;
- (c) lock pins must not be missing;
- (d) stops must not be missing or cracked.

#### **Underbody**

5(1) In this section, "underbody" does not include the underbody of a separate cargo body.

(2) The standards to be met by the underbody are as follows:

- (a) the underbody must not have any perforations or exhibit structural damage or deformation;
- (b) the underbody must not have any openings other than those designed by the manufacturer.

#### **DRIVE SHAFT**

6 The standards to be met by drive shaft hanger brackets and guards are as follows:

- (a) no fasteners, hanger brackets or drive shaft guards must be missing, loose or damaged;
- (b) the drive shaft and universal joints must not
  - (i) be damaged, or
  - (ii) have any loose, missing or damaged bolts or retainers;
- (c) the universal joints must not be loose or show evidence of free play;



- (d) the drive shaft slip yokes, stub shaft splines and centre bearings must not be worn in excess of the manufacturer's specifications.

#### **WINDOWS AND MIRRORS**

7(1) The standards to be met by the windshield, windows and mirrors are as follows:

- (a) each mirror must
  - (i) be securely mounted, and
  - (ii) maintain a set adjustment;
- (b) no mirror must be damaged so as to have any significant alteration in its reflective surface;
- (c) subject to the requirements under the Vehicle Equipment Regulation (AR 322/2002), opaque material or any other material must not be fitted upon or in place of glazing in the windshield or in the 2 front side windows to the left or right of the driver's seat;
- (d) glazing material must not
  - (i) be crazed, discoloured or fogged,
  - (ii) have exposed sharp edges,
  - (iii) have any part missing, or
  - (iv) have any cracks affecting both layers of glass;
- (e) the windshield must not have
  - (i) any cracks affecting both layers of glass,
  - (ii) any crack that extends from one edge to another edge,
  - (iii) intersecting cracks in an area swept by the wipers, or
  - (iv) cracks or star chips greater than 25 millimetres in diameter in an area swept by the wipers;
- (f) any window to the left of the driver's seat must be capable of being opened from the inside.

(2) In addition to subsection (1), a bus must meet the following standards:

- (a) any emergency window must operate smoothly and the seals associated with the emergency window must be in place and in good condition;
- (b) adequate directions for the use of any emergency window must be displayed on or adjacent to the emergency window;
- (c) any emergency warning device fitted for the window must function properly;
- (d) any banding fitted on exposed edges of safety glass must not be missing, loose or broken.

#### **FUEL AND EXHAUST**

##### **FUEL**

8 The standards to be met by the fuel system are as follows:

- (a) the mounting or attachment of the fuel tank and fuel lines must
  - (i) not be missing, and
  - (ii) be secure;
- (b) the fuel tank and fuel lines must be protected from abrasion or damage;
- (c) the filler cap must



- (i) not be missing, and
- (ii) be secure;
- (d) the fuel system must not leak;
- (e) any pressurized fuel system must meet the applicable standards prescribed by the Canadian Gas Association, and regulations under the Safety Codes Act.

#### **EXHAUST**

9(1) In this section, "exhaust system" includes exhaust manifolds.

(2) The standards to be met by the exhaust system are as follows:

- (a) no component of the exhaust system must be missing, perforated, patched or insecurely mounted;
- (b) no part of the exhaust system must be closer than 50 millimetres to wiring, any part of a fuel or brake component or any combustible material that is not protected by a shield;
- (c) no component of the exhaust system must pass through the occupant compartment;
- (d) the exhaust system must be designed and situated so that an individual who enters or leaves the vehicle cannot be burned by any component;
- (e) no leakage may occur at any point in the exhaust system, except through drain holes provided by the manufacturer;
- (f) an exhaust system must not be shortened or modified from the original equipment so that it fails to direct the outlet of the system more than 150 millimetres from the periphery of the occupant, sleeper or luggage compartments past which the exhaust is directed.

#### **BRAKES**

##### **FRICTION COMPONENTS**

10 The standards to be met by the brake friction components are as follows:

- (a) a drum or disc must not have any crack on the friction surface, other than a normal heat check crack, that may reach the edge of the drum bore or periphery of the disc;
- (b) a drum must not have any fasteners missing or loose;
- (c) parking brake friction material must not be broken, cracked, nor worn thinner than
  - (i) 1.6 millimetres when measured at any point of a bonded lining or pad other than the chamfered area of the lining,
  - (ii) in the case of a riveted lining or pad, the dimensions specified by the vehicle manufacturer, or
  - (iii) in the case of a clamped segmented lining, the dimensions specified by the brake manufacturer;
- (d) a drum or disc must not have any mechanical damage to the friction surface, other than normal wear;
- (e) a ventilated disc must not have broken or visibly cracked cooling fins;
- (f) the inside diameter of a drum must not be greater than
  - (i) the dimension stamped on the drum, or
  - (ii) where the dimension is not stamped on the drum, the manufacturer's wear limit;
- (g) the thickness of a disc must not be less than



- (i) the dimension stamped on the disc, or
- (ii) where the dimension is not stamped on the disc, the manufacturer's wear limit;
- (h) bonded lining must not be thinner than 1.6 millimetres when measured at the thinnest point;
  - (i) the surface of a riveted lining must not be closer to the rivet head than
  - (i) the dimension specified by the vehicle manufacturer, or
  - (ii) 0.8 millimetres, whichever is greater;
- (j) a riveted lining must not be thinner than 3.2 millimetres when measured at the thinnest point;
- (k) the riveted lining of an air brake system must not be thinner than
  - (i) the dimension specified by the vehicle manufacturer, or
  - (ii) 8 millimetres on a trailer or on the rear axle of a bus, truck or a truck-tractor and 4.8 millimetres on the front axle when measured at the thinnest point other than the chamfered area of the lining, whichever is greater;
- (l) the bonded brake pad of an air brake system must not be thinner than
  - (i) 3.2 millimetres, or
  - (ii) the dimension specified by the vehicle manufacturer;
- (m) the riveted brake pad of an air brake system must
  - (i) not be thinner than
  - (A) 4.8 millimetres, or
  - (B) the dimension specified by the vehicle manufacturer, and
  - (ii) not be less than 1.6 millimetres above the rivet head;
- (n) brake linings and pads must not
  - (i) be cracked or broken loose on the shoe or backing plate,
  - (ii) show evidence of contamination that could affect braking performance,
  - (iii) be worn to the manufacturer's visual wear indicator,
  - (iv) be worn beyond the dimensions specified by the brake manufacturer, or
- (v) be so worn as to indicate a defective drum, disc, caliper or shoe;
- (o) all brakes must be adjusted to the manufacturer's specifications without brake drag;
- (p) if the vehicle was originally equipped with a self-adjusting brake, it must be maintained and be operating properly.

#### **HYDRAULIC AND VACUUM-ASSISTED BRAKE COMPONENTS**

11(1) In this section, "hydraulic and vacuum-assisted brake components" includes cylinders, reservoirs, fittings, valves, supports, hose clamps, connections, air chambers, air cleaners, hoses and tubes of the brake systems.

(2) The standards to be met by the brake systems are as follows:

- (a) there must be no hydraulic or vacuum leak when
  - (i) vacuum, hydraulic or air boost systems are fully charged, and
  - (ii) the service brakes are fully applied or released;
- (b) hose and tubing must not
  - (i) be abraded, restricted, crimped, bulged, cracked, broken or disconnected,
  - (ii) rub against any part of the vehicle, or



- (iii) have damaged or missing clamps or supports;
- (c) the brake hose and tubing must not show any indication of leakage or heavy corrosion scaling;
- (d) the minimum hydraulic fluid level in any reservoir must
  - (i) not be lower than the level specified by the manufacturer, or
  - (ii) if no specification is made by the manufacturer, not be more than 10 millimetres below the lowest edge of each filler opening;
- (e) where the system is composed of power-boosted hydraulic brakes, the brake pedal must move toward the applied position when the vacuum, air or hydraulic pressure is first depleted by stopping the engine and moderate pressure is applied on the brake pedal and the engine is then started;
- (f) where the system is equipped with hydraulically-boosted hydraulic brakes and an electrically driven hydraulic pump for the reserve power system,
  - (i) the pump must start and run, and
  - (ii) the brake pedal must move toward the applied position when the hydraulic boost is first depleted by stopping the engine and moderate pressure is then applied on the brake pedal while moving the ignition switch to the "on" position;
- (g) the air cleaner of the vacuum system or air compressor must not be clogged;
- (h) a hydraulic brake cylinder must not show evidence of leakage;
  - (i) a hydraulic brake piston must not fail to move when moderate pressure is applied to the brake pedal.

#### **MECHANICAL COMPONENTS**

12 The standards to be met by the components of the brake and parking brake systems are as follows:

- (a) no mechanical or structural part must be misaligned, worn so as to render it ineffective, missing, frayed, stretched, cracked, broken, binding, seized, disconnected or insecurely attached;
- (b) no grease retainer must be missing or leaking.

#### **BRAKE PEDAL**

13 The standards to be met by the brake pedal assembly of a hydraulic brake are as follows:

- (a) any movement of the service brake pedal toward the applied position must be within the manufacturer's specifications when
  - (i) moderate foot force is maintained on the service brake pedal for 10 seconds, and
  - (ii) where the brakes are power-boosted, the force referred to in sub-clause (i) is applied while the engine is running;
- (b) where the assembly is equipped with a brake pedal pad, the brake pedal pad must be present, secure and not worn so as to render it ineffective;
- (c) where the assembly is equipped with a brake pedal anti-skid surface, the brake pedal anti-skid surface must not be worn so as to render it ineffective;
- (d) the pedal and other components must not bind or cause high friction;
- (e) the pedal lever assembly must be aligned and positioned in accordance with the manufacturer's specifications;
- (f) the total pedal travel shall not exceed 80% of the total available travel when
  - (i) heavy foot force is applied to the brake pedal, and



- (ii) where the brakes are power-boasted, the force referred to in sub-clause (i) is applied while the engine is running;
- (g) despite clause (f), where the vehicle is equipped with a power-boasted braking system, the foot force applied to the pedal for the purposes of clause (f)(i) must be a light foot force;
- (h) the hydraulic master cylinder push rod must be properly adjusted and aligned;
- (i) the brake failure warning lamp must operate in accordance with the manufacturer's specifications;
- (j) any vacuum gauge must be operative;
- (k) with the engine stopped, and with its ignition switch in the "on" position, any low vacuum warning device must operate.

#### **AIR BRAKE SYSTEM**

14 The standards to be met by the air brake system are as follows:

- (a) hoses, tubes and connections must not
  - (i) leak or be restricted, abraded, crimped, bulged, cracked or broken,
  - (ii) rub against any part of the vehicle,
  - (iii) have damaged or missing clamps or supports, or
  - (iv) have connections showing evidence of non-standard field repair;
- (b) the air safety valve must operate in accordance with the manufacturer's specifications;
- (c) the tractor protection valve must maintain air in the power unit air system as the manufacturer's design allows;
- (d) the air parking and emergency system must, on application and release or as a result of a sudden air loss or on a bus if fitted, by activation of the interlock system, fully apply the brakes on application and release positively;
- (e) any compressor drive belt must
  - (i) be adjusted to the tension specified by the manufacturer, and
  - (ii) not be cut, frayed or worn so as to render it ineffective;
- (f) the air pressure gauge must be operative;
- (g) the time required to build up air pressure from 350 kPa to 600 kPa must not exceed 3 minutes when the engine is running at a steady fast idle;
- (h) each air reservoir drain valve must function properly when the air system is fully charged and the engine is running;
- (i) the governor cut in pressure must not be lower than 560 kPa gauge pressure and the cut out pressure must not be higher than 945 kPa gauge pressure unless other pressures are specified by the manufacturer;
- (j) compressed air reserve must be sufficient to permit one full brake application from the fully charged air brake system without lowering reservoir pressure more than 20% when the engine is stopped;
- (k) with the air brake system fully charged, spring brake released and the engine stopped, air pressure drop must not exceed
  - (i) with the brake released, 2 psi per minute on a single unit or 3 psi per minute on a combination, and



- (ii) with the brake fully applied, 3 psi per minute on a single unit or 4 psi per minute on a combination;
- (l) any low pressure warning device must operate when system pressure is reduced to 382 kPa.

#### **PARKING BRAKE**

15 The standards to be met by the parking brake system are as follows:

- (a) the parking brake, when fully applied and not held by foot or hand force or by hydraulic or air pressure, must hold the vehicle stationary against the engine momentarily while the vehicle is operated in reverse gear and low forward gear at a light throttle setting;
- (b) the mechanism while in the "off" position must fully release the brakes;
- (c) when the mechanism is in the fully applied position, there must be reserve travel available.

#### **BRAKE SYSTEM**

16(1) In this section, a "truck tractor" means a truck tractor as defined in the Commercial Vehicle Dimension and Weight Regulation (AR 315/2002).

(2) The standards to be met by the brake system are as follows:

- (a) the vehicle must be equipped with a brake system acting on all wheels;
- (b) the vehicle must not pull to the right or the left when the brake is applied;
- (c) the brake must release immediately when pressure is released from the pedal;
- (d) braking performance must be within the manufacturer's specifications.

(3) Subsection (2)(a) does not apply to

- (a) a 3 axle truck tractor that was manufactured without front wheel brakes, or
- (b) a vehicle whose brakes are not operable when an axle is lifted.

(4) Subsection (2) comes into force on January 1, 2018.

#### **ENGINE CONTROLS**

17 The standards to be met by the engine control system are as follows:

- (a) the engine speed must drop to idle when the accelerator pedal is released;
- (b) where the engine is equipped with an emergency braking device, the engine must stop when the control is actuated.

#### **STEERING COLUMN AND BOX**

18 The standards to be met by the steering column and box are as follows:

- (a) the steering column and box must not be loose in their mountings to the body and frame;
- (b) no bolt or nut must be loose or missing from a mounting;
- (c) the steering shaft coupling and spline must be secure with no
  - (i) visible separation of flex couplings, or
  - (ii) visible sign of wear at the splines or universal joints;
- (d) where the steering column is equipped with an energy-absorbing section, that section must not appear on visual inspection to be damaged so as to reduce its effectiveness;





- (e) the power steering drive belt must not be missing, cut, frayed or worn so as to render it ineffective;
- (f) the fluid in the power steering reservoir must not be lower than the minimum level specified by the vehicle manufacturer;
- (g) when the engine is running,
  - (i) the power steering system must operate as intended, and
  - (ii) the hydraulic system must not show evidence of active fluid leakage.

#### **WHEEL ALIGNMENT**

19 The wheels must be aligned so that the wheels are not visibly out of alignment while all the wheels are on the ground and the front wheels are in the straight ahead position. C-dolly steering

20(1) In this section, "C-dolly" means a C-dolly as defined in the Motor Vehicle Safety Regulations (Canada), as amended from time to time.

(2) The standards to be met by the C-dolly steering system are as follows:

- (a) while the wheels are being turned through a full right and left turn
  - (i) the operation must not bind or jam during the cycle, and
  - (ii) the steering stops must not be missing or improperly adjusted on applicable vehicles;
- (b) yaw dampening diaphragms must not be missing, inoperable or leaking;
- (c) the steering lock must
  - (i) not be missing or inoperable,
  - (ii) be centred in the "zero" locked position, and
  - (iii) be equipped with a manual locking system independent of the remote locking system;
- (d) steering dampers must not be missing, inoperable or leaking on applicable vehicles;
- (e) the air pressure regulator must not be missing or inoperable;
- (f) the air pressure gauge must
  - (i) not be missing, inoperable or inaccurate, and
  - (ii) be equipped with a label indicating the minimum design pressure required to comply with centring force requirements;
- (g) the C-dolly must be equipped with an operating plate stating the speed at which the axle locks.

#### **STEERING LINKAGE**

21(1) In this section and sections 29, 31 and 32 of this Schedule, "field welding" describes a method of repair by welding that does not meet the original equipment manufacturer's design standards.

(2) The standards to be met by the steering system are as follows:

- (a) while the front wheels are on the ground in the straight ahead position, and in the case of a vehicle equipped with power-booster steering, with the engine running, and with no movement of the front wheels, free movement of the steering wheel rim must not exceed
  - (i) 30 degrees or,
  - (ii) where a limit is designated by the manufacturer, that limit;





- (b) there must be no visible play in a ball and socket joint when measured with hand pressure only;
- (c) while the front wheels are on the ground in the straight ahead position, and in the case of a vehicle equipped with power-assisted steering, with the engine running, the steering mechanism must move smoothly when the front wheels are turned from full right to full left and back again;
- (d) in the case of king pins, when the vehicle is supported so that the steering linkage is in its normal attitude, no front wheel must have
  - (i) a vertical movement in excess of 2.5 millimetres or the vehicle manufacturer's specifications, and
  - (ii) a rocking play about a horizontal axis in excess of 4.8 millimetres for wheels 510 millimetres and larger, and 3.2 millimetres for wheels under 510 millimetres;
- (e) no component of the steering linkage system may be loose or damaged;
- (f) no component of the steering linkage system may be repaired by field welding or modified so as to weaken the linkage system or affect the proper steering of the vehicle;
- (g) no nut, bolt, clamp or cotter pin may be loose, badly worn or missing;
- (h) there must be a minimum clearance of 25 millimetres between a steering tire and frame, fender or other part.

## **SUSPENSION**

22 The standards to be met by the suspension are as follows:

- (a) ball joints must not have play in excess of the manufacturer's specifications;
- (b) the control arm inner pivots must not have excessive play;
- (c) wheel and axle bearings must not have excessive wear, play, binding or damage;
- (d) shock absorbers must not be loose, bent, disconnected, missing or damaged, or show evidence of active fluid leakage;
- (e) front and rear springs, shackles, U-bolts, centre-bolts, radius rods, control arms, torque arms, equalizers, sway-bars, stabilizers and their supports and attachments must not be loose, bent, cracked, broken, disconnected, displaced, perforated by corrosion or missing;
- (f) the rear axle or axles and their wheels must track properly so as not to adversely affect control of the vehicle;
- (g) where a vehicle is equipped with full air brakes and the engine is started with zero gauge air in the air brake system, air must not begin to flow into the suspension system until the pressure in the system reaches 450 kPa gauge pressure;
- (h) no air leakage may occur when air in the suspension system is at normal operating pressure and the pusher or tag axle, if fitted, is tested in the load and reduced load sharing modes;
- (i) where the system has a pusher or tag axle, the pusher axle must respond to its load sharing control switch or valve when air in the suspension system is at normal operating pressure;
- (j) when air in the suspension system is at normal operating pressure, the vehicle body and chassis frame must
  - (i) be supported clear of all axles, and
  - (ii) appear to be level;



- (k) suspension joints of a variable load sharing axle with independent suspension must not be worn beyond the limits specified by the manufacturer;
- (l) the air bag or air line shall not be missing, cut, bruised, crushed or leaking and the air bag must not be cracked to the braid or mounted insecurely.

## **ELECTRICAL COMPONENTS**

### **GENERAL REQUIREMENTS**

23 The standards to be met by the electrical components are as follows:

- (a) an electrical component must be secure on its mounting;
- (b) the horn operating mechanism must function in accordance with the manufacturer's specifications;
- (c) the electric wiring and any trailer cord must not be loose so as to contact moving parts, rubbed through the insulation, peeled, cut or deteriorated;
- (d) the battery must be securely mounted, and must not be loose, missing or have hold downs missing.

### **WINDSHIELD WIPERS AND WASHERS**

24 The standards to be met by the windshield wipers and washers are as follows:

- (a) the windshield washer system must function in accordance with the manufacturer's specifications;
- (b) each wiper arm and blade assembly must sweep the area specified by the manufacturer;
- (c) each part of the windshield wiper system must be in place and in a condition so that its effectiveness is not impaired.

### **HEATING AND DEFROSTING SYSTEMS**

25(1) The standards to be met by the heating system and the defrosting system are as follows:

- (a) the heating system must function in accordance with the manufacturer's specifications;
- (b) the visible portions of the hoses and piping for the interior heaters routed within the occupant compartment must not be abraded, cracked or leaking;
- (c) the windshield defroster system must deliver heated air to the windshield and, where fitted, to the side windows to the left and right of the driver.

(2) Despite subsection (1)(c), the windshield defroster system of a bus must deliver heated air to the windshield, the driver's side window and the door glass panels, unless the service door is equipped with frost-resistant glass panels.

### **STARTING SWITCH**

26 The standards to be met by the neutral safety starting switch are as follows:

- (a) the neutral safety starting switch must not be missing;
- (b) the starter must operate only when the gear selector or transmission is in the park or neutral position.

### **LAMPS AND REFLECTORS**

27 The standards to be met by lamps and reflectors are as follows:

- (a) each circuit must light and activate the required lamps on that circuit when the appropriate switch is in the "on" position;



- (b) each indicator lamp must operate in accordance with the manufacturer's specifications;
- (c) a circuit must not interfere with any other circuit;
- (d) each lamp, lens and reflex reflector must
  - (i) not be missing in whole or in part,
  - (ii) not be discoloured,
  - (iii) be correctly installed,
  - (iv) be securely mounted, and
- (v) operate in accordance with the manufacturer's specifications;
- (e) a lamp must not be covered with translucent or opaque material;
- (f) a lamp must not be modified by the attachment of any device to the lamp or the vehicle that reduces
  - (i) the effective area of the lens, or
  - (ii) the brightness of the light;
- (g) each headlamp shutter or retracting headlamp must either
  - (i) operate over the full range of movement, or
  - (ii) be secured in the fully open position;
- (h) all headlamps must be aligned according to the manufacturer's specifications;
- (i) retro-reflective markings must not be damaged, obscured or contaminated in such a way to render them ineffective.

## **WHEELS AND TIRES**

### **TIRES**

28(1) In this section,

- (a) "construction type" means a type of tire carcass construction and includes
  - (i) bias ply,
  - (ii) belted-bias, and
  - (iii) radial ply, but does not include variations in tread pattern or in cord material used in building a tire carcass;
- (b) "steering axle" means a steering axle under the Commercial Vehicle Dimension and Weight Regulation (AR 315/2002).

(2) The standards to be met by the tires are as follows:

- (a) all tire pressures must be maintained in accordance with the manufacturer's specifications;
- (b) subject to clause (c), the tire on a steering axle must not be worn so that less than 3.2 millimetres of tread remain in any 2 adjacent major grooves;
- (c) despite clause (b), a tire must not be worn so that
  - (i) any tread wear indicator contacts the road, and
  - (ii) less than 1.6 millimetres of tread remain in any 2 adjacent major grooves;
- (d) a tire must not have exposed cord;
- (e) a tire must not have cuts or snags deep enough to
  - (i) expose the cord, or
  - (ii) affect the safety of the tires;



- (f) a tire must not have any abnormal visible bump, bulge or knot related to tread or side-wall separation or to failure or partial failure of the tire, including the bead areas;
  - (g) except for a tire designed for recutting and marked by the manufacturer as being so designed, a tire must not have been regrooved or recut below the original new tire groove depth;
  - (h) a retreaded tire must not
    - (i) be fitted to a steering axle, or
    - (ii) have a peeled surface;
  - (i) no tire may be mounted or inflated so as to be in contact with any part of the vehicle;
  - (j) a tire must not be of a smaller size than the minimum size specified by the manufacturer of the vehicle;
  - (k) except where a vehicle has dual rear tires, a vehicle shall not be fitted with both radial ply and bias or belted-bias ply tires unless the combination of types of tires is in accordance with the tire manufacturer's specifications;
  - (l) a vehicle must not be fitted with a combination of construction types or sizes of tires on an axle unless that combination is stated by the manufacturer to be equivalent by tire industry standards;
  - (m) dual tires must not
    - (i) be in contact with each other, or
    - (ii) differ from each other by more than 13 millimetres in diameter or by more than 38 millimetres in circumference;
  - (n) a vehicle must not be fitted with a tire that
    - (i) bears the wording "not for highway use", "farm use only", "competition circuit use only" or any other wording or lettering indicating that the tire was not designed for highway use, or
    - (ii) bears the letters "SL", "NHS" or "TG" after the tire designation.
- (3) In addition to subsection (2), where a bus is equipped with one rear axle and the axle is equipped with 2 tires, neither tire may be retreaded.

## **WHEELS**

29 The standards to be met by the wheel studs, hub, rims and wheel bearings installed on axles are as follows:

- (a) a wheel stud, bolt, clamp, nut or lug must not be loose, missing, damaged, broken or mismatched;
- (b) the nut must be fully engaged with the stud;
- (c) a disc wheel assembly must not
  - (i) have any visible crack or elongated bolt hole,
  - (ii) have any indication of repair by field welding, or
  - (iii) be so bent or damaged as to affect the safe operation of the vehicle;
- (d) a wheel rim and lock ring must not be mismatched, bent, sprung or otherwise damaged so as to affect the safe operation of the vehicle;
- (e) a spacer band must not be bent, sprung or otherwise damaged so as to affect the safe operation of the vehicle;
- (f) a cast wheel must not show evidence of excessive wear in the clamp area;



- (g) wheel spokes must not be missing, loose, repaired, welded or broken;
- (h) a hub must not be
  - (i) repaired by field welding,
  - (ii) cracked, broken, bent, distorted, worn or missing, or
  - (iii) show evidence of active leaking lubricant from the hub seal or from the oil cap.

**LUBRICATION**

30 The standards to be met for the lubrication of a commercial vehicle are as follows:

- (a) the vehicle must be properly lubricated;
- (b) the vehicle must not have active oil or grease leaks.



## 8.2 APPENDIX II - SAFETY & MAINTENANCE PROGRAM FORMS

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The following Safety and Maintenance forms are provided for review:

- Authorized Regulated Vehicle Driver Application Form - page 98,
- Regulated Vehicle Driver Orientation Checklist - page 99,
- Functional Assessment for Regulated Vehicle Drivers - page 101,
- Regulated Vehicle Driver Evaluation - page 102,
- Record of Driving Concern - page 106,
- Daily Trip Inspection - Bus or Multi-Function Activity Vehicle - page 107,
- Daily Walk-Around Inspection - Non-Regulated Vehicles - page 109,
- Regulated Vehicle Driver Daily Log - page 111,
- AVPS Driver or Volunteer Driver Duty Record - page 113,
- AVPS Collision Reporting Kit - page 115,
- Alberta Transportation - Request For Collision Evaluation - page 117, and
- Safety & Maintenance Program Internal Audit - page 122.

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**Note:** *Working copies of these forms are available from the Site Fleet Safety Supervisor at each school with a bus or activity van or from the Division Fleet Safety Officer.*

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**8.2.1 AUTHORIZED REGULATED VEHICLE DRIVER APPLICATION FORM**

Aspen View Public Schools Authorized Regulated Vehicle Driver Application Form					
Name				Date of Application	
Address					
Home Phone		Work Phone		Cell Phone	
<b>Employment History – minimum of previous three years required (recent to oldest)</b>					
<b>Employer:</b>				From: _____ to _____	
Reason for leaving					
<b>Employer:</b>				From: _____ to _____	
Reason for leaving					
<b>Employer:</b>				From: _____ to _____	
Reason for leaving					
Provide two recent employment references (excluding relatives)					
Name		Address		Phone #	
Name		Address		Phone #	
<b>Applicable Training (provide expiry or completion dates as requested)</b>					
First Aid ___ Yes ___ No Course: Exp Date:	S Endorse. ___ Yes ___ No Exp Date:	Driver Train ___ Yes ___ No Course: Exp Date:	Hrs of Ser ___ Yes ___ No Date Taken:	Trip Insp. ___ Yes ___ No Date Taken:	
Have you completed WHMIS 2015 training? ___ Yes ___ No; Date: _____					
Current Operator's License: Class: _____ Number: _____ Expiry Date: _____					
List Codes or Restrictions on Operator's License: _____					
Please attach the following documentation to your application: 1. A photocopy of your current operator's license (both sides) 2. A signed consent to release of your driver's abstract					
Declaration by Applicant: To the best of my knowledge this information set forth in my application for this position is true and complete. I understand that false statements on this application may be sufficient cause for the rejection of this application or dismissal from employment if discovered at a later date.					
Applicant Signature: _____				Date: _____	
<b>Administrator's Use Only</b>					
Hire Date: Day _____ Month _____ Year _____					

**8.2.2 REGULATED VEHICLE DRIVER ORIENTATION CHECKLIST****Regulated Driver Orientation Checklist**

School/Site \_\_\_\_\_

Driver \_\_\_\_\_ Date \_\_\_\_\_

Date Authorized to drive \_\_\_\_\_ Supervisor \_\_\_\_\_

**Topics Covered**

**Note:** Use blank spaces below, or the back of this form for items not listed, but needing to be discussed with the employee. Place a check mark to the left of each item after the item is fully discussed and the driver demonstrates understanding.

	AVPS Driver Orientation		Fatigue Management Personal Assessment (procedure as part of driver's duty record sheets)
	Meets requirements for driver authorization (see Directive 5.1)		Hours of Service Regulation Training (MyOTF) ___ Done ___ Scheduled for:
	Driver File Requirements met (see list on reverse)(also see Section 5.1.5)		Daily Trip Inspection Training (MyOTF) ___ Done ___ Scheduled for:
			WHMIS 2015 Training (MyOTF) ___ Done ___ Schedule for:
	Personal Vehicle(s) - Reporting of all driving violations and vehicle collisions (at fault and not at fault)		Passenger Evacuation training ___ Done ___ Schedule for: (see Directive 5.3 and Procedure 6.14)(video viewing)
			Load Securement Training (Truck drivers only) ___ Done ___ Scheduled for:
	Commercial Vehicle (bus) - Reporting of all notable near misses, incidents, traffic violations, accidents & administrative penalties. Discussed 'Collision Reporting Kit' (see Procedure 6.15)		Driver qualification evaluation completed (see Directive 5.1.3) ___ Yes, ___ No ___ part of S-endorsement training Scheduled for:
	Use of Approved Highway Warning Devices (road flares) (See Procedure 6.2)		First Aid certified? ___ Yes, ___ No Type: EFA / SFA Expiry Date:
A copy of this orientation form shall be maintained in the employee's driver file (see note below)			



**Driver Orientation – Part II****Directives**

	Directives as listed in the program manual table of contents
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**Procedures**

	Procedures as listed in the program manual table of contents
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**Operator File Requirements**

	Completed application form c/w 3 years employment history
	Current Operator's abstract or required annual abstract
	Any records of safety law convictions (____ check if none to report on abstract)
	Any records of administrative penalties (____ check if none to report on abstract)
	Any records of collisions with a school bus or other commercial vehicles (____ check if none to report)
	Any records of collisions with personal vehicles (____ check if none to report)
	Any applicable training certificates not already listed
	Copy of current medical certificate or photocopy of current operator's license
Driver Signature: _____ Date: _____ (Signature indicates all items have been discussed and understood)	

**Instructions:** Once the orientation is completed and the driver has indicated a clear understanding of the items presented, retain both pages of the "Regulated Driver Orientation Checklist" into the driver's file.

**Note:** Confidential information related to drivers of Division owned vehicles is used for the monitoring and Provincial reporting purposes only. I understand that any unauthorized access or use of information contained in this site for any purpose other than monitoring and Provincial reporting is strictly forbidden and could result in disciplinary measures including employment termination. \_\_\_\_\_ **(Driver Initial)**



## 8.2.3 FUNCTIONAL ASSESSMENT FOR REGULATED VEHICLE DRIVERS

### Aspen View Public Schools FUNCTIONAL ASSESSMENT FORM FOR REGULATED VEHICLE DRIVERS (To be completed annually)

Driver's Name: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Assessor will instruct the driver to complete the following tasks required of the commercial driver and record if the driver is able to safely complete each task (as required for the type of driver). If assessor and driver is the same person the assessment must be done by a third party. Aspen View Public Schools indicates all of the criteria below are essential job specific fitness criteria for a commercial driver.

**This individual demonstrated the ability to:**

Yes	No	N/A	Lift hood of vehicle for inspection.
Yes	No	N/A	Bend, kneel or squat to check under vehicle & return to standing position without aid. Must be able to view exhaust, brakes, springs and all items underneath vehicle as required for daily trip inspection.
Yes	No	N/A	Walk around vehicle for inspection without aids.
Yes	No	N/A	Enter/exit vehicle using only the hand rail/grab bar for assistance.
Yes	No	N/A	Sit behind the steering wheel and fasten the seat belt. Must be able to wear shoulder and lap seatbelt without making modifications.
<b>All Drivers to complete functional assessment items above</b>			
Yes	No	N/A	<b>(Multi-Function Activity Vehicle (MFAV) / Bus Drivers Only)</b> Open and close right hand glider/door operation to allow for passenger entry/exit.
Yes	No	N/A	<b>(MFAV / Bus Driver Only)</b> Bend/kneel to pick up articles from the floor located in the aisle or under seats.
Yes	No	N/A	<b>(MFAV / Bus Driver Only)</b> Able to exit rear emergency exit unassisted & without aids.
Yes	No	N/A	<b>(MFAV / Bus Driver Only)</b> Able to enter through the rear emergency exit with assistance of aids, if required.
Yes	No	N/A	<b>(MFAV / Bus Driver Only)</b> Drag a static force of 30 lbs down the aisle & out the rear door to simulate an evacuation.

**Consent to Release Functional Assessment Information:**

I, \_\_\_\_\_, authorize my employer, Aspen View Public Schools to disclose the results of this Functional Assessment and place this assessment form in my driver file.

Driver's Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Assessor's Name: \_\_\_\_\_ Assessor's Signature: \_\_\_\_\_

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## 8.2.4 REGULATED VEHICLE DRIVER EVALUATION

### *Regulated Vehicle Driver Evaluation*

#### **Type of Evaluation**

(**Note:** Select the type of evaluation being completed and indicate if driving a bus.)

☐

Driver Applicant Pre-qualification Evaluation

☐

Bus

☐

Existing Driver On-Going Evaluation

☐

Bus

**Evaluation Intent:** To review current or past performance of a driver to determine the ability of the individual to provide services within the objectives and guidelines of AVPS's Safety & Maintenance Program.

**NOTE:** *This evaluation process is intended for drivers of AVPS regulated vehicles but may be applied to the evaluation / hiring process for potential employees who may be required to drive non-regulated AVPS vehicles.*

A decision concerning the individual's application to be authorized to drive or to continue to driver will be made within two weeks of the completion of the evaluation.

This evaluation is to be signed by the Safety Officer and driver. Copies are to be delivered to the driver and maintained in the driver's file as per AVPS file retention requirements.

#### **Driver Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School / Department: \_\_\_\_\_

E-mail address: \_\_\_\_\_



## Aspen View Public Schools

<b>Regulated Driver Review (On-Going Evaluation only)</b>					
Ratings					
	(5) = Poor	(4) = Fair	(3) = Satisfactory	(2) = Good	(1) = Excellent
Adherence to S&M program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comment:</b>					
Reporting of Incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comment:</b>					
Hours of Service Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>					
Daily Trip Inspection & report completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>					
<b>Overall Rating (average the rating numbers above):</b>					



### Review Regulated Driver Violations and Vehicle Accidents (On-Going Driver Evaluations only)

As part of this evaluation, the Driver file has been reviewed specifically for:

- Copies of all Driver violations as reported by the Driver and recorded on the Driver's abstract.
- Records of all Driver accidents (at-fault and not-at-fault) as reported by the Driver and recorded on the Driver's abstract.

Driver file records complete and reviewed as required:	__ Yes	__ No	Comments:
Completed any discussions as required with the Driver:	__ Yes	__ No	Comments:
Action plan for Driver improvement developed and discussed with the Driver (if required)	__ Yes	__ No	Comments:
Driver states they understand and commit to the action plan for improvement.	__ Yes	__ No	Comments:

### Regulated Driver Ride-Along Evaluation

**Note:** Required for pre-qualification and on-going driver evaluations

The evaluator shall complete a ride-along with the driver and complete their assessment using the 'Regulated Driver Ride-Along Evaluation Checklist applicable to the type of driver (i.e., bus). The ride-along form shall be attached to this evaluation and be retained in the Driver's file.

### Evaluation Summary

Overall Evaluation: ☐ Satisfactory ☐ Requires Improvement (see goals below) ☐ Requires 2<sup>ND</sup> Review

Additional Comments:

Goals (as agreed upon by employee and manager):

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

**Employee Driver Consideration Statements**

- \_\_\_\_ Evaluation is acceptable and the employee may be considered to drive or may continue as an authorized driver for the AVPS.
- \_\_\_\_ Evaluation is acceptable with recommendations but the employee may be considered to drive or may continue as an authorized driver upon submission of an acceptable action plan addressing areas of concern. See the recommendations section below.
- \_\_\_\_ Evaluation is unacceptable and the employee should not be considered to driver or to continue as an authorized driver for the AVPS.

**Recommendations to be made to the employee driver or, driver applicant**

Item No.	Recommendations (Action Plan)	Required Action Plan Date

Date of Evaluation: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*(Note: Your signature confirms the evaluation has been discussed with you and you understand each element of the evaluation)*Comments *(use reverse side if necessary)*



## 8.2.5 RECORD OF DRIVING CONCERN

### *Record of Driver Concern*

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*Note: This record is for use in recording violations and concerns related to the Safety and Maintenance Program. Information noted must be related to driver conduct, administrative actions, suspensions, or re-instatement of driving privileges. Matters not directly related to the operation of district vehicles are not to be included in any records contained within the driver's file. Only one record (electronic) is to be retained.*

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Name of Driver: \_\_\_\_\_

Date & Time of Incident of Concern: \_\_\_\_\_

Person Recording Driver Concern: \_\_\_\_\_

Details of Driver Concern: \_\_\_\_\_

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Date & Time: \_\_\_\_\_

Driver signature (indicates the driver has read and understands the record of concern as presented)

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Signature of person recording driver concern \_\_\_\_\_ (Date & Time) \_\_\_\_\_

#### **Disciplinary Actions (Administrator's Use Only)**

Verbal	Written	Re-training	Suspension	Termination of Driving
— Warning	— Warning	— required/scheduled	— of Driving Privileges	— Privileges/employment

Principal Name: \_\_\_\_\_ Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**8.2.6 DAILY TRIP INSPECTION - BUS OR MULTI-FUNCTION ACTIVITY VEHICLE****School Bus - Daily Trip Inspection**

Carrier Name: \_\_\_\_\_

Operator Name (print): \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(Date & time the trip inspection was completed)Unit # or \*VIN: \_\_\_\_\_  
(\*VIN = Vehicle Identification Number – located on driver's door panel & vehicle registration)

License Plate #: \_\_\_\_\_

Odometer Start: \_\_\_\_\_  
(Odometer reading for start of the day)

Location of Inspection (Address, Municipality or highway location) : \_\_\_\_\_

**Purpose:** *To review & record the condition of the vehicle and to record actions taken to prepare the vehicle for a trip**I have performed an inspection of the above noted vehicle using the criteria set out in Schedule 2 of Part 2, NSC Standard 13 and as per Sections 10(4) and 10(10) of Alberta's Commercial Vehicle Safety Regulation (AR 121/2009) and report the following:***Results of Inspection**

- ☐ Major defects found as noted below
- ☐ Minor defects found as noted below
- ☐ No Defects found

**Defect Definitions:**

- Minor defects = vehicle may be driven but repairs should be made as soon as practical
- Major defects = vehicle must not be driven until repairs have been made by a competent person

**Major Defects** *(record any defects using the item number and description from the list (Schedule 2) on the reverse side of this form)*

Item #	Item Description	Details

**Minor Defects** *(record any defects using the item number and description from the list (Schedule 2) on the reverse side of this form)*

Item #	Item Description	Details

**Inspection Signature**

<i>Name of person completing inspection (print name)</i>	<i>Signature of person completing inspection</i>

**Statement of Repairs Made**

- ☐ All major defects have been repaired.
- ☐ All minor defects have been repaired or scheduled for repair.
- ☐ Minor defects do not require repair (examples: minor body damage, small rock chip, etc.)

<i>Name of person completing repairs (print name)</i>	<i>Signature of person completing repairs</i>





### School Bus - Daily Trip Inspection

Items to be inspected are listed below. A description of minor and major defects is provided to assist with observation of each item. This list meets the regulatory requirements of Schedule 2 of the National Safety Code (NSC), Standard 13, Part 2. Remember, the vehicle must not be driven if any major defects are observed and cannot be repaired prior to the trip.

No.	Item	Description of General Defects	Description of Major Defects
1	Brakes (hydraulic)	<ul style="list-style-type: none"> <li>• Brake fluid level is below minimum level</li> </ul>	<ul style="list-style-type: none"> <li>• Parking brake is inoperative or will not hold vehicle</li> <li>• Brake boost or power assist is inoperative</li> <li>• Brake fluid leak (look on ground)</li> <li>• Brake pedal fade (slowly pushes in)</li> <li>• Activated warning device (other than ABS)</li> <li>• Brake fluid reserve is less than ¼ full</li> <li>• Friction components defective</li> </ul>
2	Cargo Securement & General Prohibitions	<ul style="list-style-type: none"> <li>• Load is insecure or, load covering is flapping (wind)</li> </ul>	<ul style="list-style-type: none"> <li>• Insecure cargo or, absence, failure, malfunction deterioration of req'd cargo device or load covering</li> <li>• Loose tools, equipment or luggage</li> <li>• <b>Note:</b> fuel cannot be carried inside passenger area</li> </ul>
3	Doors & emergency exits	<ul style="list-style-type: none"> <li>• Door, window or hatch fails to open or close securely</li> <li>• Alarm inoperative (if equipped with)</li> </ul>	<ul style="list-style-type: none"> <li>• Door controls do not operate effectively</li> <li>• Emergency door is obstructed and does not open easily from inside &amp; outside (vehicle may be moved if no passengers on board)</li> </ul>
4	Driver controls	<ul style="list-style-type: none"> <li>• Accelerator pedal, clutch, gauges, audible &amp; visual indicators or instruments fail to function properly.</li> </ul>	<ul style="list-style-type: none"> <li>• Accelerator sticking &amp; engine fails to return to idle.</li> <li>• Neutral starting switch not functioning – i.e., vehicle must not start when not in neutral</li> </ul>
5	Driver seat	<ul style="list-style-type: none"> <li>• Seat is damaged or fails to remain in set position</li> </ul>	<ul style="list-style-type: none"> <li>• Seatbelt is insecure, missing or malfunctions.</li> </ul>
6	Emergency equip.	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> aid kit, fire ext. or road flares missing/defective</li> </ul>	
7	Exhaust system	<ul style="list-style-type: none"> <li>• Exhaust leak</li> </ul>	<ul style="list-style-type: none"> <li>• Leak causing exhaust gas to enter occupant area</li> </ul>
8	Body, Frame & Drive Train	<ul style="list-style-type: none"> <li>• Insecure or missing body parts or compartment door</li> <li>• Damaged frame or body</li> </ul>	<ul style="list-style-type: none"> <li>• Visibly shifted, cracked, sagging frame members</li> <li>• Drive shaft and/or universal joints insecure or loose</li> </ul>
9	Fluid Leaks & General Condition		<ul style="list-style-type: none"> <li>• Visible leaks on the ground</li> <li>• Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation</li> </ul>
10	Fuel system	Note: vehicle may be moved with a major defect when no passengers carried	<ul style="list-style-type: none"> <li>• Missing fuel tank cap, insecure fuel tank or, dripping fuel leak (look under bus)</li> </ul>
11	Glass & mirrors	<ul style="list-style-type: none"> <li>• Damages to glass, mirrors, attachments and windshield wipers.</li> </ul>	<ul style="list-style-type: none"> <li>• Required mirror or window glass fails to provide required view to the driver or has broken or damaged attachments to the vehicle body</li> <li>• Driver's view of road is obstructed in the area swept by the windshield wipers.</li> <li>• Vehicle may be moved if no passengers on board.</li> </ul>
12	Heater / defroster	<ul style="list-style-type: none"> <li>• Heater controls not working as designed or system failure</li> </ul>	<ul style="list-style-type: none"> <li>• Defroster does not provide clear view through windshield</li> </ul>
13	Horn	<ul style="list-style-type: none"> <li>• Vehicle has no operative horn.</li> </ul>	
14	Lamps & reflectors	<ul style="list-style-type: none"> <li>• Required lamp does not function as intended</li> <li>• Required reflector is missing or partially missing</li> <li>• Passenger safety or access lamp does not function</li> </ul>	<p>When lights are required:</p> <ul style="list-style-type: none"> <li>• Failure of both low-beam headlamps</li> <li>• Failure of both rear tail lamps</li> </ul> <p>At all times:</p> <ul style="list-style-type: none"> <li>• Failure of a rear signal lamp</li> <li>• Failure of both rear brake lamps</li> </ul>
15	Passenger compartment	<ul style="list-style-type: none"> <li>• Damaged steps or floor; insecure or damaged overhead luggage rack/compartment; malfunction or absence of required passenger seatbelts</li> <li>• Passenger seat is insecure but seat not occupied</li> </ul>	<p>When affected seat is occupied:</p> <ul style="list-style-type: none"> <li>• Passenger seat is insecure</li> <li>• Required seat belts malfunction or are absent</li> </ul>
16	Steering	<ul style="list-style-type: none"> <li>• Steering wheel free-play is greater than normal</li> </ul>	<ul style="list-style-type: none"> <li>• Steering wheel is insecure, or operates wrong</li> <li>• Steering wheel free-play exceeds required limit</li> </ul>
17	Suspension system	<ul style="list-style-type: none"> <li>• Air leak in air suspension system</li> <li>• Broken leaf spring</li> <li>• Suspension fastener is loose, missing or broken</li> </ul>	<ul style="list-style-type: none"> <li>• Cracked or broken main leaf spring or more than one broken leaf spring</li> <li>• Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component or, loose U-bolt</li> </ul>
18	Tires, wheels, hubs, fasteners	<ul style="list-style-type: none"> <li>• Damaged tread or sidewall of tire</li> <li>• Tire leaking (if leak can be felt or heard, the tire is considered a flat)</li> <li>• Hub oil below minimum level (when fitted with sight glass)</li> <li>• Leaking wheel seal</li> </ul>	<ul style="list-style-type: none"> <li>• Flat tire or, tire tread depth is less than wear limit</li> <li>• Tire is in contact with another tire or any vehicle component other than a mud-flap</li> <li>• Tire is marked "not for highway use"</li> <li>• Tire has exposed tread cords or outside wall area</li> <li>• Wheel has loose or missing fastener</li> <li>• Damaged cracked or broken wheel, rim or attaching part</li> <li>• Evidence of imminent wheel/hub or, bearing failure</li> <li>• Wheel alignment –visibly out of alignment</li> </ul>
19	Wipers / washer (pump & fluid)	<ul style="list-style-type: none"> <li>• Wiper/washer controls or system malfunction</li> <li>• Wiper blade damaged, missing or fails to adequately clear driver's field of vision</li> </ul>	<p>When necessary for prevailing weather conditions</p> <ul style="list-style-type: none"> <li>• Wiper or washer fails to adequately clear Operator's field of vision in area swept by Operator's side wiper.</li> </ul>
20	Accessibility Devices		<ul style="list-style-type: none"> <li>• Mobility Aid securement, ramps &amp; lifts &amp; controls defective or not operating properly</li> </ul>
21	Required documents		<ul style="list-style-type: none"> <li>• Missing any-current CVIP, Sched. 2, insur/reg, SFC</li> </ul>



## 8.2.7 DAILY WALK-AROUND INSPECTION - NON-REGULATED VEHICLES

### Aspen View Public Schools Non-Regulated Vehicle Pre-Trip Walk-Around Inspection (Weekly Walk-Around Record)

#### Instructions:

- Complete this inspection prior to the start of the first trip of the day.
- These walk around inspections are to be done daily by the driver or designate and turned in to a supervisor at the end of each week.
- Inspect all of the items listed under the 'Walk-Around Checklist' to properly complete this inspection.
- If deficiencies are observed, note them on 'Items needing attention' section and also on the 'Repairs Needed' section and submit to a supervisor at the end of the week.
- If deficiencies are considered serious and the vehicle is not considered road-worthy, advise a supervisor immediately, and ensure the repairs are completed before driving the vehicle.
- When deficiencies noted in the action plan are completed, the person making the repairs is to record the repairs on this form and submit the form to a supervisor for filing in the vehicle file.
- For the purpose of scheduling, all minor repairs are to be completed prior to the beginning of the next week, and major repairs that are necessary for vehicle worthiness are to be made immediately and before the vehicle is driven.

<b>Name of driver #1</b>	<b>Lic. Plate or Unit No.</b>
<b>Name of driver #2</b>	
Kilometer reading – start of week:	
Kilometer reading – end of week:	

Date	Description	*Initial	Items needing attention (use the reverse side if you need more room)
	Walk Around Completed		
	Walk Around Completed		
	Walk Around Completed		
	Walk Around Completed		
	Walk Around Completed		
	Walk Around Completed		
	Walk Around Completed		

\*Initial – of the person who completed the walk-around inspection

#### Walk Around Checklist

- Tires – damage & pressure
- Windshield, side windows & rear window safe for driving
- Headlights, taillights, signal lights, park lights, back-up lights
- Body damage – all sides
- Visual inspection under the vehicle for leaks, debris & damage
- Fluid levels (motor oil, transmission oil, brake fluid, coolant) – checked weekly or when refueling
- Engine compartment (leaks & debris) checked weekly or when refueling
- Cab cleanliness



### Action Plan

- Enter the items needing attention observed on the daily walk-around.
- Repairs are to be completed by a mechanic or other competent person.
- The driver may make minor repairs if competent to do so or approved by a mechanic.

Repairs Needed	Items Corrected (date)	Repairs Completed or Confirmed by
1.		
2.		
3.		
4.		
5.		
6.		

### Repair Review

All items corrected or transferred to a mechanical action plan.

Driver Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 8.2.8 REGULATED VEHICLE DRIVER DAILY LOG

**Note:** To determine when the Driver Daily Log is required, see 'When a Daily Log is Not Required - page 44'.

Driver Daily Log									
Carrier: Aspen View Public Schools					Date:				
School: Name of School			Vehicle Unit/Lic. No. DGV-654		Odometer Finish:				
Home Terminal Address:			Cycle 1 (7days)		Odometer Start:				
					Total Distance Driven Today: km.				

	Hour at which day begins = Midnight																									
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total Hours
Off-duty time other than sleeper berth																										
Off-duty time in sleeper berth																										
Driving time																										
On-duty time other than driving time																										
<b>Total:</b>																										

Daily Deferral Used:      Day 1      Day 2 (check one)

**Personal Use of Commercial Vehicle (record odometer reading below)**

Start Odometer:      End Odometer:

Printed Name of Driver

Signature of Driver (Certified True and Correct)

Previous Days' Time Records							
Previous Day (first = 1)	1	2	3	4	5	6	7
Total Hours On-Duty							
Total Hours Off-Duty							



## 8.2.9 REGULATED VEHICLE DRIVER DAILY LOG (SAMPLE)

Driver Daily Log			
Carrier: Aspen View Public Schools		Date: March 29, 2012	
School: Name of School		Vehicle Unit/Lic. No. DGV-654	
Home Terminal Address:		Address of School	
		Cycle 1 (7 days)	
		Odometer Finish: 1100	
		Odometer Start: 1000	
		Total Distance Driven Today: 100 km.	

Hour at which day begins = Midnight

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Off-duty time other than in sleeper berth																									
Off-duty time in sleeper berth																									
Driving time																									
On-duty time other than driving time																									

Total: 24.0

School TRIP INSPECTION

Edmonton (School)

Red Deer (80 L Gas)

Red Deer

Edmonton (School)

Edmonton (School)

Daily Deferral Used: \_\_\_\_\_ Day 1 \_\_\_\_\_ Day 2 (check one)

Personal Use of Commercial Vehicle (record odometer reading below)

Start Odometer: \_\_\_\_\_ End Odometer: \_\_\_\_\_

Previous Days' Time Records							
Previous Day (first = 1)	1	2	3	4	5	6	7
Total Hours On-Duty	8	10	8	8.5	9	8	8
Total Hours Off-Duty	16	14	16	15.5	15	24	24

Teacher Driver

Printed Name of Driver

Teacher Driver

Signature of Driver (Certified True and Correct)



## 8.2.10 AVPS DRIVER OR VOLUNTEER DRIVER DUTY RECORD

**Note:** See Driver Duty Record Completion - page 45 to determine when a driver should be using this form.

### Regulated Driver Duty Record - Aspen View Public Schools

Carrier Name: Aspen View Public Schools				Driver Name: _____		
Carrier Address: 3600 48th Avenue, Athabasca, AB				Month & Year (MM/YYYY) _____		
School Name: _____				School Address: _____		
Day	Start Work	End Work	Total On-Duty	Description	Unit #	*FMDD
1			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
2			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
3			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
4			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
5			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
6			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
7			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
8			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
9			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
10			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
11			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
12			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
13			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
14			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
15			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
16			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
17			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
18			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
19			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
20			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
21			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
22			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
23			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
24			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
25			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
26			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
27			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
28			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
29			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
30			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		
31			0:00	<input type="checkbox"/> Teaching/Supervising <input type="checkbox"/> Coaching <input type="checkbox"/> Driving <input type="checkbox"/> Off-Duty		



**\*FMDD = Fatigue Management Due Diligence**

Use the checklist below to complete a personal assessment of your fatigue status prior to every trip. If you determine you are not fit to drive, write 'Not Fit' and advise your supervisor. Operators must not drive nor should any person permit a person to drive that is not considered fit to drive.

I have had a full 8 hours of off-duty time prior to commencement of my shift  
I will not exceed 15 hours of on-duty time or 13 hours of driving time during my shift  
I am well rested and feel confident I am fit to drive at this time.

*Note: The driver must retain, and be able to produce to a Peace Officer, duty records for 2 days prior to the day the driver is driving*





## **8.2.11 AVPS COLLISION REPORTING KIT**

(pages 1-2 of 14 - full copy available from the School Principal or Transportation office)

*Aspen View Public Schools  
Student Transportation Department*

*Athabasca, Alberta*

# ***COLLISION REPORTING KIT***

*In the event of a collision,  
complete this report fully  
and, in a timely manner*

*If possible secure all details  
while at the scene of the collision.*

*Please notify Rhonda Alix  
or, her designate as soon as possible.*

**780-675-7080**

***Ext. 16***

*Complete this booklet,  
and submit to Rhonda Alix,  
Coordinator, Student Transportation*



**DATE, TIME & LOCATION OF INCIDENT**

DATE OF INCIDENT			DAY	MONTH	YEAR	TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
INCIDENT TYPE: (Check applicable boxes)		<input type="checkbox"/> Injury <input type="checkbox"/> Fatality		<input type="checkbox"/> Property Damage <input type="checkbox"/> Other: _____		<input type="checkbox"/> Major Potential	<input type="checkbox"/> Fire	
LOCATION – STREETS, INTERSECTIONS OR HIGHWAY(s)								
CITY					PROVINCE			

**INJURED PERSONS**☐ Not applicable (check if no injuries sustained)

<b>FULL NAME</b> Person #1	
HOME ADDRESS	
HOME PHONE NO.	BUSINESS PHONE NO.
INJURED PERSON WAS <input type="checkbox"/> DRIVER OF YOUR VEHICLE <input type="checkbox"/> PASSENGER IN YOUR VEHICLE <input type="checkbox"/> IN OTHER VEHICLE <input type="checkbox"/> A PEDESTRIAN	
Taken to medical facility <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> By ambulance <input type="checkbox"/> By personal vehicle      Name of Facility: _____	
Print another copy of this page if there are more than two injured persons	
<b>FULL NAME</b> Person #2	
HOME ADDRESS	
HOME PHONE NO.	BUSINESS PHONE NO.
INJURED PERSON WAS <input type="checkbox"/> DRIVER YOUR VEHICLE <input type="checkbox"/> PASSENGER YOUR VEHICLE <input type="checkbox"/> IN OTHER VEHICLE <input type="checkbox"/> A PEDESTRIAN	
Taken to medical facility <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> By ambulance <input type="checkbox"/> By personal vehicle      Name of Facility: _____	



## 8.2.12 ALBERTA TRANSPORTATION - REQUEST FOR COLLISION EVALUATION



### Request for Collision Evaluation

Under the Carrier Service's monitoring program, carriers may request that a collision be evaluated to determine if it was non-preventable. Collisions evaluated through an approved process and deemed to be "non-preventable" will be displayed as a "non-preventable" collision on their carrier profile.

Evaluating driver collisions is a critical part of every carrier's safety program. Without a proper evaluation carriers cannot determine the root cause of the collision so that remedial action can be taken to ensure future collisions do not occur. In addition, a thorough internal evaluation may reduce a carrier's liability.

Alberta Transportation has entered into an agreement with the Alberta Motor Transport Association (AMTA) to perform collision evaluations. Carrier Services will send applications they feel may be "preventable" to the AMTA for evaluation. A committee administered by AMTA, comprised of trained motor transport industry personnel, will review the application and evaluate the collision for "preventability". The evaluation will be subject to an administrative fee assessed by the AMTA.

Carriers wishing to have a collision evaluated for preventability under Alberta's NSC program must complete this form and submit all other information requested to the Manager of National Safety Code and Operating Authority.

For more information contact Carrier Services at (403) 340-5430. For further information regarding the National Safety Code program visit our website at [www.transportation.alberta.ca](http://www.transportation.alberta.ca) select "Commercial Transportation", then "Bus/Truck Certificates and Monitoring".

Manager of National Safety Code & Operating Authority  
Alberta Transportation  
Room 401, Provincial Building  
4920 – 51 Street  
Red Deer, Alberta T4N 6K8

Fax - (403) 340-4806  
Email – [carrier.services@gov.ab.ca](mailto:carrier.services@gov.ab.ca)

**Request for Collision Evaluation**

Collision Document Number : \_\_\_\_\_  
*(located on the Carrier Profile)*

Applicant's Name <i>(name of the registered owner of the vehicle in the collision):</i>	
Contact Person:	Title:
Mailing Address:	
Phone Number:	Fax:
Email Address:	
National Safety Code (NSC) Number <i>(located on Safety Fitness Certificate):</i>	
<b>Section 1 – General Collision Information</b>	
Date of Collision:	Time of Collision:
Location <i>(be specific and list city/town, province, or nearest city/town):</i>	
Collision Type: Property <input type="checkbox"/> Another Vehicle <input type="checkbox"/> Person <input type="checkbox"/> Animal <input type="checkbox"/> Single Vehicle <input type="checkbox"/>	
Was an internal investigation completed within your organization to determine the cause of the collision? Yes <input type="checkbox"/> <i>(if yes, supply a copy of the final report along with pictures of the scene)</i> No <input type="checkbox"/>	
Was there a co-driver or any passengers in the vehicle? If yes, explain what they were doing at the time of the collision. Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation: _____	
<i>Detailed witness statements may be submitted to support your collision evaluation.</i>	
Was a mechanical inspection completed by a police agency? Yes <input type="checkbox"/> <i>(if yes, supply a copy the report)</i> No <input type="checkbox"/>	
<b>Road Type</b> <i>(Note: This section <b>must</b> be accompanied by a drawing of the collision scene map. See page 5. Clearly display all lanes, vehicle(s) and direction of travel, as well as the location of any witness(es) and traffic control devices.)</i>	
<b>Description of road:</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Two Lane Undivided</div> <div style="width: 50%;"><input type="checkbox"/> One Way Highway</div> <div style="width: 50%;"><input type="checkbox"/> Six Lane Divided</div> <div style="width: 50%;"><input type="checkbox"/> Merge Lane</div> <div style="width: 50%;"><input type="checkbox"/> Four Lane Undivided</div> <div style="width: 50%;"><input type="checkbox"/> Two Lane Divided</div> <div style="width: 50%;"><input type="checkbox"/> Intersection</div> <div style="width: 50%;"><input type="checkbox"/> Parking Lot</div> <div style="width: 50%;"><input type="checkbox"/> Six Lane Undivided</div> <div style="width: 50%;"><input type="checkbox"/> Four Lane Divided</div> </div>	
Was the road:      Uphill <input type="checkbox"/> Downhill <input type="checkbox"/> Level <input type="checkbox"/> Curved <input type="checkbox"/>	

**Description of road surface:** (check all appropriate boxes)

- |  |                                 |                                       |   |
|--|---------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Paved (asphalt) | <input type="checkbox"/> Brick  | <input type="checkbox"/> Ice Covered  | <input type="checkbox"/> Railway Crossing   |
| <input type="checkbox"/> Dry Road        | <input type="checkbox"/> Gravel | <input type="checkbox"/> Snow Covered | <input type="checkbox"/> Under Construction |
| <input type="checkbox"/> Concrete        | <input type="checkbox"/> Muddy  | <input type="checkbox"/> Holes/Ruts   | <input type="checkbox"/> Off Highway        |
| <input type="checkbox"/> Oiled           | <input type="checkbox"/> Wet    | <input type="checkbox"/> Bridge Deck  |   |

**Environmental conditions:** (check all appropriate boxes)

- |   |  |  |                                      |
|---|--|--|--------------------------------------|
| <input type="checkbox"/> Dusk/Dawn        | <input type="checkbox"/> Mixed Sun/Cloud | <input type="checkbox"/> Freezing Rain | <input type="checkbox"/> Hail        |
| <input type="checkbox"/> Sunny and Clear  | <input type="checkbox"/> Dark            | <input type="checkbox"/> Heavy Snow    | <input type="checkbox"/> Smoke       |
| <input type="checkbox"/> Sun Glare        | <input type="checkbox"/> Light Rain      | <input type="checkbox"/> Fog           | <input type="checkbox"/> Dust        |
| <input type="checkbox"/> Low Light        | <input type="checkbox"/> Heavy Rain      | <input type="checkbox"/> Smog          | <input type="checkbox"/> Strong Wind |
| <input type="checkbox"/> Artificial Light |  |  |                                      |

Was the intersection controlled by a traffic control device?

Yes ☐ (If yes, identify the type of device and identify it on the collision scene map on page 5) No ☐

Traffic Device Not Working ☐

Traffic Control Device Missing ☐

**Vehicle Speeds:** Posted Limit: \_\_\_\_\_

Speed Prior to Collision: \_\_\_\_\_

Vehicle Speed at Time of Collision: \_\_\_\_\_

Vehicle Parked and Driver not in Care and Control of the Vehicle ☐

**Section 2 – Vehicle Information****Vehicle #1** (Your vehicle – identify as vehicle #1 on collision scene map, page 5)

Power unit license plate number: \_\_\_\_\_

**Type of Vehicle:** (check all appropriate boxes)

- |   |                                  |   |   |
|---|----------------------------------|---|---|
| <input type="checkbox"/> Truck                | <input type="checkbox"/> A-Train | <input type="checkbox"/> Triple Trailer (LCV) | <input type="checkbox"/> Transit Bus        |
| <input type="checkbox"/> Truck Trailer        | <input type="checkbox"/> B-Train | <input type="checkbox"/> School Bus           | <input type="checkbox"/> 11 – 15 Person Van |
| <input type="checkbox"/> Tractor Trailer      | <input type="checkbox"/> C-Train | <input type="checkbox"/> Motor Coach          | <input type="checkbox"/> Other Bus          |
| <input type="checkbox"/> Tractor Semi-Trailer |                                  |   |   |

If a jeep, booster or other specialized equipment was used in the vehicle configuration, describe the equipment.

\_\_\_\_\_

**Load Description:** (check all appropriate boxes)

Trailer 1	Empty <input type="checkbox"/>	Loaded <input type="checkbox"/>	Commodity(s): _____
Trailer 2	Empty <input type="checkbox"/>	Loaded <input type="checkbox"/>	Commodity(s): _____
Trailer 3	Empty <input type="checkbox"/>	Loaded <input type="checkbox"/>	Commodity(s): _____

Was the vehicle operating under the authority of a special permit? (include permits for weights, dimensions, licensing, hours of service, etc.)

Yes ☐ No ☐ Permit Number(s): \_\_\_\_\_



Section 3 – Driver Section	
Driver's Name:	
Driver's License Number:	Province/State of License:
<p>Every collision evaluation starts with a detailed driver statement. Without an adequate driver's statement no credible internal evaluation can be conducted. It is critical that drivers complete their statement as soon as possible after the collision occurred.</p> <p><b>Ensure you have a driver's statement that will meet minimum requirements. Incomplete statements will be returned to applicant.</b></p> <p><b>The following information is required:</b></p> <ul style="list-style-type: none"> <li>✓ Date, time, and place (highway number, street address, etc.).</li> <li>✓ External factors (weather, light, road type and condition, and visibility).</li> <li>✓ Speed limits and if highway/intersection was controlled by traffic control devices.</li> <li>✓ Vehicle speed before and at the time of the collision.</li> <li>✓ Detailed account of the driver's actions and observations. A good statement, as a minimum, starts at the beginning of the driver's shift. The statement becomes much more detailed starting minutes before the collision occurred.</li> <li>✓ What action the driver took to avoid the collision. <b>This is critical in determining preventability.</b></li> <li>✓ If the driver's hand writing is difficult to read, the statement must be typed.</li> <li>✓ It is recommended that if the driver has difficulty communicating in English, a 3<sup>rd</sup> party must write/type the driver's statement and the driver must sign the statement.</li> <li>✓ Statement signed by the driver.</li> <li>✓ A detailed diagram of the collision scene. The diagram must clearly show the direction of all vehicle(s) during the collision and their final resting location. A well-drawn collision scene diagram is a valuable asset.</li> <li>✓ Have the driver's logs been retained and reviewed to identify potential fatigue issues? A detailed review should always be conducted.</li> </ul>	
<p><b><u>Driver's Hours of Service</u></b></p> <p>Carrier <b>must</b> submit a copy of the driver's daily logbook for the collision event day and;</p> <ul style="list-style-type: none"> <li>• If Federally regulated, the driver's daily logs for the preceding 14 days;</li> <li>• If Provincially regulated, the driver's daily logs for the preceding 7 days.</li> </ul> <p>If records have been destroyed, as they are past the 6-month retention period as set out in regulation, the carrier shall submit their <b>detailed internal review</b> report which evaluates the driver's compliance to hours of service legislation at the time of the collision.</p> <p>Was the driver a local driver taking advantage of the 160 kilometer radius exemption? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, submit:</i></p> <p><b>If Provincially regulated;</b> the driver's start and end times as per Section 12 of the Provincial Drivers' Hours of Service Regulation AR 317/2002. For the purpose of this evaluation, 7 days of records will be required.</p> <p><b>or if Federally regulated;</b> 14 days of records as outlined in Section 81. (2)(c) of the Federal Commercial Vehicle Drivers Hours of Service Regulation.</p>	



**Driver's Hours of Service Review**

From the time of the collision, how many hours has it been since the driver had 8 consecutive hours off?

\_\_\_\_\_.

From the time of the collision, how many hours has the driver worked in the previous (complete **one** of the following):

7 days, if Provincially Regulated: \_\_\_\_\_

7 days, if Federal on Cycle 1: \_\_\_\_\_

14 days, if Federal on Cycle 2: \_\_\_\_\_

Did your internal review of the driver's logs identify any violations? Yes ☐ No ☐

If yes, what violations were identified? A review of the driver's logs will be conducted during this evaluation.

**Section 4 – Declaration**

I certify that the information contained in this application is, to the best of my knowledge, true and accurate:

\_\_\_\_\_  
(Printed Name of Carrier Representative)

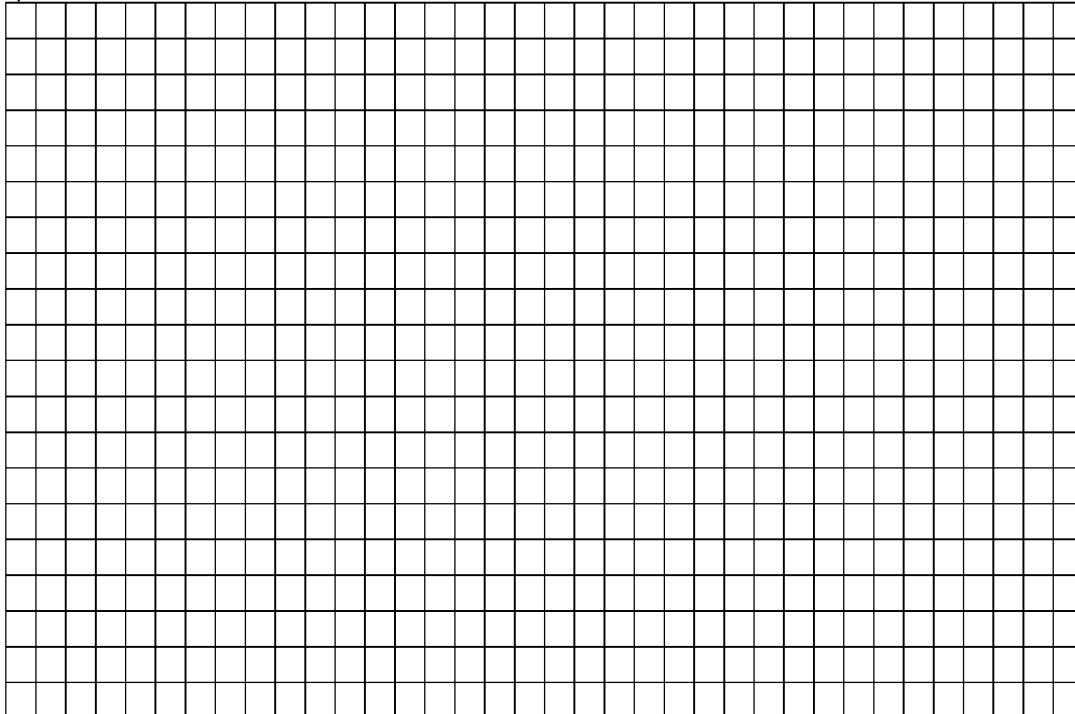
\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Carrier Representative)

**Collision Scene Map**

Show your vehicle as vehicle #1 - the vehicle in which the collision evaluation is based on. Explain how all other vehicles are identified. Clearly display all lanes, vehicle(s) and direction of travel, as well as the location of any witness(es) and traffic control devices.

↑N



**8.2.13 SAFETY & MAINTENANCE PROGRAM INTERNAL AUDIT**

**Aspen View Public Schools**  
**Safety & Maintenance Program Review Checklist**

☐

School Site Review

☐

District Review

School: \_\_\_\_\_ Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Area	Item Descriptions	Completed as per S&M Program	Action Plan & Comments
Driver Requirements	<b>Log Books / Hrs of Service Records?</b>		
	• Completed properly	__ Y __ N __ N/A	
	• Copies at appropriate school	__ Y __ N __ N/A	
	• Driver retains original at their residence	__ Y __ N __ N/A	
	• Record in Driver file within 30 days	__ Y __ N __ N/A	
	• Records in neat and orderly manner	__ Y __ N __ N/A	
	• Records retained for 6 months	__ Y __ N __ N/A	
	<b>Driver Duty Records</b>		
	• Duty status record complete, & accurate	__ Y __ N __ N/A	
	• Duty status hours compliant	__ Y __ N __ N/A	
	• Records available for 6 months previous	__ Y __ N __ N/A	
	<b>Driver's License</b>		
	• Appropriate for type of vehicle(s) driven	__ Y __ N __ N/A	
	• License is current	__ Y __ N __ N/A	
	• Copy of valid license in the Driver's file	__ Y __ N __ N/A	
Maintenance Program Requirements	<b>New Drivers</b>		
	New Employee Orientations done for all employees completed & filed in employee file?	__ Y __ N __ N/A	
	Pre-qualification evaluation done for any new Drivers?	__ Y __ N __ N/A	
	• 'Driver Ride-Along Evaluation'	__ Y __ N __ N/A	
	On-going evaluations completed for current year?	__ Y __ N __ N/A	
	• Includes 'Driver Ride-Along Evaluation'	__ Y __ N __ N/A	
	<b>Driver Files</b>		
	• Driver file for every authorized Driver	__ Y __ N __ N/A	
	• Driver files complete per Regs. (see checklist in below)	__ Y __ N __ N/A	
	• Driver files are retained for 5 years	__ Y __ N __ N/A	
	<b>Daily Trip Inspections</b>		
	• Completed as required (for each 24 hour period)	__ Y __ N __ N/A	
	• Completed legibly	__ Y __ N __ N/A	
	• Current inspection retained in bus	__ Y __ N __ N/A	
	• Past inspections retained within Vehicle files	__ Y __ N __ N/A	
	• Placed in file within 20 days	__ Y __ N __ N/A	
	• Retained for 6 months or *5 yrs	__ Y __ N __ N/A	
	• Schedule 2 in each bus	__ Y __ N __ N/A	
	• Defects being reported & corrected	__ Y __ N __ N/A	



<b>Maintenance Program Requirements (Continued)</b>	<b>CVIP Inspections</b>		
	• Valid for all commercial vehicles?	__ Y __ N __ N/A	
	• Inspection decal on door of the bus?	__ Y __ N __ N/A	
	• Schedule in place for next inspections?	__ Y __ N __ N/A	
	<b>Vehicle Files</b>		
	• File for each vehicle	__ Y __ N __ N/A	
	• Each file properly labeled	__ Y __ N __ N/A	
	• All req'd items in each file (see S&M manual for list)	__ Y __ N __ N/A	
	<b>Lubrications</b>		
	• Oil change intervals as per policy	__ Y __ N __ N/A	
	• Grease job intervals as per policy	__ Y __ N __ N/A	
	<b>Documentation</b>		
	• Safety Fitness Certificate on each bus	__ Y __ N __ N/A	
	• Current CVIP on each bus / decal on door	__ Y __ N __ N/A	
	• Schedule 2 on each bus	__ Y __ N __ N/A	
	• Proof of vehicle insurance	__ Y __ N __ N/A	
	• Vehicle registration	__ Y __ N __ N/A	
<b>Safety Program Elements</b>	<b>Training Records</b>		
	Employee training records checked?	__ Y __ N __ N/A	
	• Any training renewals scheduled	__ Y __ N __ N/A	
	• Hours of Service Training to all Drivers	__ Y __ N __ N/A	
	• Daily Trip Inspection Training to all Drivers	__ Y __ N __ N/A	
	<b>Incident Reporting</b>		
	Reporting/Investigating Incidents & near misses:	__ Y __ N __ N/A	
	• Are employees / Drivers reporting all incidents?	__ Y __ N __ N/A	
	• Incident reports completed as required?	__ Y __ N __ N/A	
	• Incidents investigated?	__ Y __ N __ N/A	
	• Incident recommendations reviewed & addressed?	__ Y __ N __ N/A	
	• Incident report/investigation signed off by management?	__ Y __ N __ N/A	
	<b>Bus Safety Equipment</b>		
	• Have inspected buses for all equipment in place and operating properly	__ Y __ N __ N/A	
	<b>Bus Evacuation Drill</b>		
	Scheduled for: _____	__ Y __ N __ N/A	
	Completed? (Date: _____)	__ Y __ N __ N/A	
	• Report completed c/w recommendations?	__ Y __ N __ N/A	
	• Recommendations addressed?	__ Y __ N __ N/A	

\*Daily trip inspections with defect records retained as maintenance records



**Management Review & Sign-Off**

Position	Name / Signature	Date	Status
<input type="checkbox"/> Division Fleet Safety Officer	Name: _____	_____	<input type="checkbox"/> Acceptable as submitted
<input type="checkbox"/> Site Safety Supervisor	Signature: _____	_____	<input type="checkbox"/> Action required (see below)
<input type="checkbox"/> Other (specify) _____			
<b>Management</b>			
<input type="checkbox"/> Rec'd from Site Safety Super.	Name: _____	_____	<input type="checkbox"/> Acceptable as submitted
<input type="checkbox"/> Received from other (specify) _____	Signature: _____	_____	<input type="checkbox"/> Action required (see below)
<b>Action Plan (as required)</b>			
<b>Site Safety Supervisor</b>			
<b>Division Fleet Safety Officer</b>			



## 8.3 APPENDIX III - EMERGENCY COMMUNICATION

### 8.3.1 ASPEN VIEW PUBLIC SCHOOLS - TRANSPORTATION SERVICES

Contact Person	Contact Information
Rhonda Alix - Transportation Coordinator & Compliance Administrator	Office: (780) 675-7080, ext. 16 Email: rhonda.alix@asperview.org
Division Office Liaison - Amber Oko, Secretary Treasurer	Office: (780) 675-7080, ext. 04 Email: amber.oko@asperview.org

### 8.3.2 SCHOOL-BASED BUS CONTACTS

SCHOOL	TELEPHONE NUMBER
Boyle School	780-689-3647
Edwin Parr Composite School	780-675-2285
HA Kostash School - Smoky Lake	780-656-3820
Smith School	780-829-3979
Thorhild Central School	780-398-3610
Vilna School	780-636-3651

### 8.3.3 ALBERTA CARRIER SERVICES

Telephone Fax Email	(403) 755-6111 or toll-free in Alberta by first dialing 310-0000) (403) 340-4811 carrier.services@gov.ab.ca
Address	#401, 4920-51 Street Red Deer, AB T4N 6K8
Requests for Collision Evaluations	Manager of National Safety Code & Operating Authority Alberta Transportation Room 401, Provincial Building 4920 – 51 St Red Deer, Alberta T4N 6K8 Fax (403) 340-4806



### 8.3.4 EMERGENCY SERVICES TELEPHONE NUMBERS

Contact Agency	Contact Person or Location	Contact Number
Police	All areas	911
Ambulance	All areas	911
Fire Department	All areas	911
AB Infrastructure & Transportation	Province Wide	780-427-2731
Workplace Health & Safety (24 hrs)	To report an incident or immediately dangerous situation	1-866-415-8690 (Toll-free within Alberta)
Worker's Compensation Board	Calgary Regional Office	403-517-6000
Poison Center	All of Alberta	800-332-1414



## 8.4 APPENDIX IV - RESOURCE INFORMATION

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This section provides:

- Alberta Operator License Information, and
- Glossary of Terms (page 129)

### 8.4.1 ALBERTA OPERATOR LICENSE INFORMATION

License Class	Description
<b>Class 1</b>	Permits an operator to drive: <ul style="list-style-type: none"><li>* Any motor vehicle, or combination of vehicles, other than a motorcycle</li><li>* Class 6 type vehicles, for learning only</li></ul> The minimum learning or licensing age is 18.
<b>Class 2</b>	Permits an operator to drive: <ul style="list-style-type: none"><li>* Any motor vehicle, or combination of vehicles, that the holder of a Class 3, 4 and 5 operator's licence may operate</li><li>* Any bus</li><li>* Class 1 and 6 type vehicles, for learner only</li></ul> The minimum learning or licensing age is 18. Requirements: vision screening, written and road test, and medical report, airbrake certificate for vehicle with airbrakes. Vehicle for road test: a bus with a seating capacity exceeding 24 including the operator.
<b>Class 3</b>	Permits an operator to drive: <ul style="list-style-type: none"><li>* Any motor vehicle, or combination of vehicles that the holder of a Class 5 operator's licence may operate</li><li>* A single motor vehicle with three or more axles</li><li>* A motor vehicle with three or more axles towing a trailer with one or more axles, if the trailer is not equipped with airbrakes</li><li>* Class 2 and 4 type vehicles without passengers</li><li>* All motor vehicles included under Class 1, 2 and 6, for learning only</li></ul> No holder of a Class 3 operator's licence shall operate a motor vehicle: <ul style="list-style-type: none"><li>* That has a seating capacity of more than 15, while that vehicle is transporting any person in addition to the operator</li><li>* To transport passengers for hire</li></ul> The minimum learning or licensing age is 18. Requirements: vision screening, written and road test, airbrake certificate if the vehicle is equipped with airbrakes. Vehicle for road test: Any single motor vehicle having three or more axles.



License Class	Description
<b>Class 4</b>	<p>Permits an operator to drive:</p> <ul style="list-style-type: none"><li>* A taxi, ambulance or bus (including school or kindergarten buses) where seating capacity is not over 24, excluding the operator</li><li>* All motor vehicles included under Class 5</li><li>* All motor vehicles included under Class 1, 2, 3 and 6, for learning only</li></ul> <p>The minimum learning or licensing age is 18.</p> <p>Requirements: vision screening, written test, medical report, road test required if operator does not hold a class 1, 2, or 3 licence.</p> <p>Vehicle for road test: any two axle motor vehicle, excluding a motorcycle.</p> <p>Bus with no more than seating for 24 passengers Note: considered by AR 320/2002 Alberta Licensing and Control Regulation to be the minimum class for teachers driving student transport vehicles.</p>
<b>Class 5</b>	<p>Permits an operator to drive:</p> <ul style="list-style-type: none"><li>* A two axle single motor vehicle, excluding a motorcycle</li><li>* A two axle motor vehicle towing a trailer with one or more axles, if the trailer is not equipped with airbrakes</li><li>* A recreational vehicle or any combination of a recreational vehicle and a trailer, if the trailer has not more than two axles and is not equipped with airbrakes</li><li>* A moped</li><li>* Class 1, 2, 3, 4 and 6 type vehicles, for learning only</li></ul> <p>No holder of a Class 5 operator's licence shall operate a motor vehicle:</p> <ul style="list-style-type: none"><li>* That has a seating capacity of more than 15, while that vehicle is transporting any person in addition to the operator</li><li>* To transport passengers for hire</li></ul> <p>The minimum learning age is 14.</p> <p>The minimum licensing age is 16.</p> <p>Requirements: road test.</p> <p>Vehicle for road test: any two axle motor vehicle excluding a motorcycle.</p>



## 8.4.2 GLOSSARY OF TERMS

The following terms are defined as they apply to the context of the Company Health and Safety program. Each term is defined as accurately as possible and is provided to clarify the intent of various statements, policies, and procedures contained in the program document:

### ADMINISTRATIVE PENALTY

A financial penalty imposed by the Registrar for failing to comply with regulatory legislation. Details identified in *Traffic Safety Act* Section 143.

### Carrier

A person or corporation who is the registered owner, leases or is responsible for the operation of a commercial vehicle in respect of which a certificate is issued or who holds or is required to hold a certificate.

(Also see “Federal Carrier” and “Provincial Carrier”.)

### CARRIER PROFILE

A “report card” for a carrier that reports on the carrier’s on-road compliance, and its drivers, much like a Driver’s Abstract. It contains information on convictions, regulatory violations and collisions reported in Alberta and by other agencies, provinces and territories. Written requests for a copy of your Carrier Profile in Alberta can be faxed to 403-340-4806. Questions regarding CCMTA points on your Carrier Profile can be directed to 403-755-6111. Carrier Profiles are covered in Module 9.

### COMMERCIAL VEHICLE

A commercial vehicle operated on the highway that excludes private passenger vehicle but which includes:

1. Trucks, tractors and trailers or combinations, registered with a gross vehicle weight of 11,794 kilograms or greater that operate in Alberta only.
2. Trucks, tractors and trailers or combinations, registered with a gross vehicle weight of more than 4,500 kilograms which operate outside of Alberta, (this includes farmers).
3. Mounted Mobile Service Rig equipped with a mounted mobile service rig or equipped with equipment that is directly used in the operation or transportation of a mobile service rig.
4. Commercial buses which transport passengers for compensation or a private bus used for no compensation. These are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers including the driver.
5. School buses described in the CSA Standard D250-00 “School Buses” as a Type A, B, C, or D and which are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers, including the driver.
6. Commercial school buses used as commercial buses but not operated as a school bus and described in the CSA Standard D270-07 “School Buses” as a Type A, B, C, or D and which can include a private bus used for no compensation. They are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers, including the driver.
7. Motor coaches are types of buses commonly known in the transportation industry as a motor coach, for example, MCI, or Prevost. They are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers, including the driver.
8. These above may also be known as a National Safety Code (NSC) vehicle.



### **COMMERCIAL VEHICLE INSPECTION PROGRAM (CVIP)**

This is a mandatory annual or semi-annual inspection program required for all NSC vehicles. It must be done at an “approved” facility that checks vehicles for mechanical fitness. A vehicle with a gross weight of 11,794 kilograms or more or a bus originally designed to carry 11 or more passengers cannot be operated on a highway without a valid CVIP inspection. This would apply to all Provincial carriers.

### **COMMERCIAL VEHICLE INSPECTION REPORT (CVR (OLD) OR CVIR (NEW))**

This is the name of a form used to record the information obtained from a CVSA inspection conducted by authorized enforcement staff.

### **COMMERCIAL VEHICLE SAFETY ALLIANCE (CVSA)**

A non-profit organization of federal, provincial, territorial, and state government agencies and representatives from private industry in the United States, Canada, and Mexico dedicated to improving commercial vehicle safety. More information is available on the internet at: [www.cvsa.org](http://www.cvsa.org).

### **COMPETENT**

Properly qualified, suitably trained and with sufficient experience to perform the required tasks with limited supervision.

### **COMPLIANCE INVESTIGATOR**

The Alberta Transportation staff responsible for conducting facility audits and investigations on the commercial trucking and busing industry.

### **CONDITION ENDORSEMENT (OPERATOR’S LICENCE)**

Codes imposed by the Driver Fitness and Monitoring Branch and shown on either the Driver Abstract and/or on the operator’s licence.

These endorsements identify specific conditions imposed on the driver, and include:

Condition Code A – Adequate Lenses. This code is placed on a driver’s licence when vision does not meet the minimum vision requirements without corrective lenses.

Condition Code B – Special Conditions. This code is placed on a driver’s licence when one or more of the following conditions exist:

- Special mechanical devices are required to operate the vehicle;
- The operating area is restricted;
- The operating speed is restricted;
- The same type of vehicle is required on the road test.

Condition Code C – Periodic Medical. This code is placed on a driver’s licence when a medical condition of the driver may affect the safe operation of the motor vehicle.

Condition Code D – Periodic Vision Report. This code relates to a driver’s degenerative eye conditions which may affect the safe operation of the motor vehicle. This code does not appear on the operator’s licence.

Condition Code E – Periodic Driver Examination. This code relates to a driver’s degenerative medical conditions or borderline driving habits which affect the ability to operate a motor vehicle. This code does not appear on the operator’s licence.

Condition Code F – Licence Valid Without Photo. This code is placed on a driver’s licence for persons who are temporarily out of the Province of Alberta. Drivers with this code must apply for a photo within 14 days after returning to Alberta.



Condition Code G – Licence Valid Without Photo. This code is placed on a licence when the driver is a member of a recognized religious organization that is exempted by the Registrar from obtaining a photo.

Condition Code H – Daylight Driving Only. This code is placed on a licence when the driver's vision does not meet minimum vision requirement, but is able to attain the vision standards for daylight driving only.

Condition Code J – Both Outside Mirrors. This code is placed on a licence when a person has restricted neck movement to the point where they are unable to shoulder check or has a total loss of hearing.

Condition Code K – Automatic Transmission. This code is placed on a licence when a person has limited or no use of one or more limbs.

Condition Code L – Adequate Hand Controls. This code is placed on a licence when a client has lost the use of one or both legs.

Condition Code M – Under Transportation Safety Board Review. This condition exists when the Alberta Transportation Safety Board has reinstated a person's licence, but continues to monitor the person's driving. This code does not appear on an operator's licence.

Condition Code N – Excludes Class 2 and 4 Operation. This code is placed on a licence when the driver has a medical condition that normally would preclude them from obtaining a Class 2 or Class 4 licence.

Condition Code Q – Air Brake Endorsement. This code is placed on a licence when a driver successfully completes an air brake course through an authorized agency and presents an Air Endorsement Certificate dated after May 1, 1985.

Condition Code S – School Bus Endorsement. This code is placed on a licence when a client successfully completes the School Bus Driver Improvement Program through an authorized agency and presents "A Notice of Driver Education Course Completion" form.

Condition Code T – Special Medical. This condition is imposed at the request of a Medical Review Board. This code does not appear on the operator's licence.

Condition Code U – Completed Driver Education Course. This condition identifies a driver who successfully completes a Driver Education Course through an authorized agency and presents "A Notice of Driver Education Course Completion" form. This code does not appear on the operator's licence.

### **CVSA INSPECTION**

This is an inspection of a driver and/or vehicle done at Vehicle Inspection Stations or on the roadside by Alberta Transportation enforcement staff, RCMP, or other police agencies. These inspections are used to check vehicles and drivers for road worthiness and compliance.

The inspections are recorded in different level types:

- Level 1 - Full inspection;
- Level 2 - Walk around driver/vehicle inspection;
- Level 3 - Driver only inspection;
- Level 4 - Special inspections (e.g. brakes only);
- Level 5 - Vehicle only inspection (e.g. carrier's yard).





### **DAILY RECORD (*DRIVER'S LOG BOOK*)**

Is a written record required by the Hours of Service regulations of what a driver did during the course of the work day. A daily record may consist of a driver's daily log or a record of the start and end times of a driver's work shift.

### **DIVIDED RECORD AUTHORITY**

Written authority granted to a carrier by the Registrar to keep specific records at a location other than at the carrier's Principal Place of Business. Records may include vehicle maintenance, driver information, hours-of-service information and so on.

### **DRIVER FILE**

A file kept and maintained by AVPS on all full and part time drivers who are authorized to operate the registered owner's (carrier's) NSC vehicles. This file illustrates the procedures AVPS used to ensure that the drivers hired are adequately licensed and trained to do the job for which they were hired. For a list of the regulated requirements of a driver's file, see Driver's File Requirements - Regulated Vehicles - page 17.

### **DRIVER'S ABSTRACT**

Is a summary of a driver's moving violations referred to in section 8(3) of the *Traffic Safety Act*.

### **DRIVER'S DAILY LOG**

Is a record, including a graph grid, that records changes to the daily duty status of a driver. See Driver Daily Log Completion - page 46.

### **DRIVING TIME**

As defined by the *Driver's Hours of Service Regulation*, means the period during which a driver is occupying the position in the vehicle that is normally occupied by a person driving a vehicle and the vehicle is in motion.

### **DUE DILIGENCE**

Due diligence is the level of judgment, care, prudence, determination and activity that a person would reasonably be expected to do under particular circumstances. Apply to occupational health and safety, due diligence means that employer shall take all reasonable precautions, under the particular circumstances, to prevent injuries or incidents in the workplace.

### **HAZARD**

The source of danger.

### **HOME TERMINAL**

The location where a driver normally reports for work.

### **HOURS OF SERVICE (HOS)**

Hours of-service is related to the legislation governing the number of hours that a driver is legally allowed to drive an NSC vehicle. This is legislated by each federal, provincial and territorial jurisdiction.

### **INCIDENT**

Incident includes an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease;

### **INTRA-PROVINCIAL CARRIER**

An Alberta based carrier which operates exclusively within the borders of Alberta.

**MAINTENANCE PROGRAM**

A Maintenance Program, also referred to as “Preventive Maintenance Program”, is written by or for AVPS and covers the maintenance requirements of AVPS. It applies to AVPS, to AVPS’s contractors, to drivers and to maintenance personnel who are responsible for maintaining the commercial vehicles registered to AVPS.

It must address regular inspections and demonstrate that the commercial vehicles are maintained to the legislated minimum requirements. The program should be written clearly enough that all of the people responsible for maintaining the commercial vehicles know exactly what to inspect and what to do if vehicle defects are found. AVPS must keep a record of each inspection for the current year and 4 prior years.

Carriers that exceed the defined threshold performance values for their operation type (truck or bus) or fleet size are identified and contacted. These performance thresholds are identified as Monitoring Stages 1 to 4 (*with Stage 4 being the highest safety risk*). Also see “Risk-Factor Monitoring”.

**MOTOR CARRIER**

See ‘Carrier’

**MOTOR VEHICLE IDENTIFICATION NUMBER (MVID)**

A unique number given to a person who has an Alberta driver’s licence or a vehicle(s) registered in Alberta. This number can be found on the vehicle’s registration or driver’s licence. A single carrier may have more than one MVID.

**NATIONAL SAFETY CODE (NSC)**

A group of 16 safety standards developed by the CCMTA group including the federal, provincial and territorial governments, along with the trucking industry, labour, safety groups and other interested parties. The Code is built upon existing safety standards and practices, with additions in specific key areas. One objective of the NSC program is the adoption of uniform national safety standards across Canada in the form of legislation passed by each government authority.

**NOTABLE NEAR MISS**

A situation where, under slightly different circumstances, injury to people, damage to equipment or harm to the environment could have occurred. Close call should be investigated to a level of 1, 2 or three depending on the realistic perception of what the result may have been if contact had been made.

**NORTH AMERICAN OUT-OF-SERVICE CRITERIA**

A set of vehicle inspection standards, published by the Commercial Vehicle Safety Alliance (CVSA), which lists critical vehicle and driver circumstances which may render the highway operation of a vehicle unsafe. Also see Commercial Vehicle Safety Alliance (CVSA).

**NSC VEHICLE**

A commercial vehicle that meets one of the following criteria:

1. Trucks, tractors or trailers or a combination of these vehicles that have a registered gross weight of 11,794 kilograms or more and operated solely in Alberta;
2. Buses with a manufactured seating capacity of 11 persons or more, including the driver;
3. Trucks, tractors or trailers, or a combination of these vehicles operated outside of Alberta that have a registered gross weight greater than 4,500 kilograms.



### ON-DUTY TIME

As defined by the Alberta *Driver's Hours of Service Regulation* (AR317/2002) on-duty time for a driver means the time between reporting ready for work and finishing the assigned work or being relieved of the job responsibilities by AVPS. This includes the time spent by the driver:

- Checking in or preparing reports at the beginning or end of a work shift;
- Inspecting, servicing, repairing, conditioning or starting a commercial vehicle;
- Driving a commercial vehicle;
- Traveling as one of two drivers, except the time that the driver spends resting on route in a sleeper berth;
- Participating in the loading or unloading of a commercial vehicle;
- Inspecting or checking the load of a commercial vehicle;
- Waiting at the request of the carrier for a commercial vehicle to be serviced, loaded or unloaded;
- Waiting for a commercial vehicle or load to be checked at customs or at a weighing checkpoint;
- Traveling, as a passenger in a commercial vehicle at the request of AVPS, to a work assignment when the driver has not had eight consecutive hours of off-duty time immediately prior to departure;
- Waiting at an en-route point because of a collision involving the vehicle or because of another unplanned event;
- Performing any other work assigned by AVPS;

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**Note:** For additional information on driver duty hours, see *Procedure 6.1 - Hours of Service Regulation & Driver's Daily Log* - page 44.

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### OUT OF SERVICE (OOS)

A vehicle or driver may be placed Out-Of-Service (OOS) if one of the following is found during a CVSA inspection:

1. The driver of an NSC vehicle is found to be in violation of the Driver's Hours of Service legislation, federal or provincial, not having a Dangerous Goods Training Certificate, when required; or
2. The vehicle is found to have one or more defects listed in the North American Standard CVSA Out-Of-Service criteria; or
3. Invalid or suspended operator licence.

### POLICY

A senior management statement which guides the program administration processes, reflects management's attitudes and commitment, and defines the authority and respective relationships required to accomplish the company's goals and objectives.

### PPE

Personal Protective Equipment, which includes high visibility vests, safety glasses, chainsaw pants, hardhats, hearing protection, gloves, proper footwear, etc.

**PPE - SPECIALIZED**

Personal protective equipment, which is not standard issue to all levels of workers. Examples of this are cartridge style respirators, SCBA units, chemical sniffers and chemical resistant clothing. By definition, specialized PPE requires that the worker received training in the equipment (such as fitting, testing, etc.).

**PRINCIPAL PLACE OF BUSINESS**

AVPS's main office or corporate head office location, where AVPS runs the daily business and makes essential business decision such as: booking loads; shipping/receiving; and maintaining vehicles. All of AVPS's NSC records must be kept at this location unless AVPS has been granted a written Divided Record Authority.

**PRIVATE BUS**

Is a type of operating authority where a bus is used to transport:

1. Employees of the person who owns the bus or members of an organization that owns the bus;
2. Other persons authorized by the Registrar.

The owner does not receive any financial support from any level of government.

The Registrar may issue an Operating Authority Certificate for a private bus upon application.

**PROCEDURE**

A procedure is defined as the established, accepted criteria which serve as support for the methods or manners to fulfill a function or task. An example of this is a cellular phone SOP, which delineates when and how cellular phones may or may not be used and under what conditions.

**PROVINCIAL CARRIER**

A Carrier with a Provincial Operating Status. See "Provincial Operating Status".

**PROVINCIAL OPERATING STATUS**

A "**Provincial**" Operating Status authorizes the operation of commercial vehicles **ONLY** within Alberta and applies to commercial trucks registered for a weight of 11,794 kilograms or more, or a commercial vehicle with a seating capacity of 11 or more persons including the driver.

**RADIUS DRIVER**

Is a driver operating under the Hours of Service Regulation who does not drive beyond a 160 kilometre radius of where they normally report for work (home terminal), and who meets the other requirements outlined in section 12 of the *Alberta Driver's Hours of Service Regulation* (AR 317/2002) or Section of the *Federal Commercial Vehicle Driver's Hours of Service Regulation* (SOR/2005-313).

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**Note:** For more information, see *When a Daily Log is Not Required* - page 44.

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**REGULATED VEHICLE**

A 'regulated' Division vehicle is any vehicle (or combination of units such as a truck and trailer) with a GVW of 11,794 kgs or designed to carry 11 or more persons (including the driver). An individual is considered a 'driver' of a regulated vehicle if they have operated a regulated vehicle one or more times.

A 'non-regulated' Division vehicle is any vehicle with a GVW less than 11,794 kgs or with a capacity of less than 11 persons (including the driver) and not used to transport passengers for hire.



### **REPORTABLE COLLISION**

A collision involving a vehicle that is required to be reported to a peace officer in Alberta. This includes collisions when there is a total damage of \$2,000 or more, an injury or a fatality. Risk

A weighting up the possibility of an incident occurring.

### **ROOT CAUSE**

The most basic cause (or causes) that can reasonably be identified that management has control over to fix, and when fixed, will prevent (or significantly reduce the likelihood of) the problem's recurrence. A root cause usually identifies a deficiency that goes beyond the actions of an individual, such as job or system factors.

### **SAFETY EQUIPMENT**

A carrier must ensure that their Safety Program includes clear written instruction on the use of safety equipment such as; respirators, fire extinguishers, flags, flares or highway warning devices, first aid kits, chock blocks, goggles and hard hats. If any other safety equipment is used or required by AVPS, then there should be instructions on how and when to use each.

### **SAFETY FITNESS CERTIFICATE (SFC)**

A Safety Fitness Certificate is issued to a carrier by the Registrar in Alberta, identifying a National Safety Code (NSC) number and Safety Fitness Rating. Carriers may hold a Safety Fitness Certificate (or equivalent) from any provincial, territorial or United States government bodies that authorize the use of NSC vehicles. In Alberta, carriers must make application to the Registrar for a Safety Fitness Certificate.

### **SAFETY FITNESS RATING**

In Alberta, all carriers operating an NSC vehicle receive a Safety Fitness Rating. The rating gauges a carrier's overall compliance with current safety laws and the National Safety Code. The possible ratings are:

1. Excellent;
2. Satisfactory;
3. Satisfactory Unaudited;
4. Conditional;
5. Unsatisfactory.

### **SAFETY LAWS**

Defined in the *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) as laws that govern:

1. The *Traffic Safety Act* and regulations made under the Act;
2. The *Dangerous Goods Transportation and Handling Act* and regulations made under the Act; and
3. 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)

### **SAFETY OFFICER**

The safety officer is a person designated as responsible for maintaining and implementing AVPS's safety and maintenance programs and ensuring compliance with the safety laws. The safety officer is responsible for coordinating all policies, information, and training relating to safety.



Furthermore, the safety officer must be aware of all critical items that affect their company so that problems can be addressed before or as they arise.

### **SAFETY PROGRAM**

The registered owner of every commercial vehicle who operates the vehicle under the authority of a Safety Fitness Certificate.

### **SENTINEL EVENT**

An unexpected occurrence involving death or serious physical injury, or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase “or the risk thereof” includes any process variation for which a re-currents would carry a significant chance of a serious adverse outcome. Such events are called “Sentinel” because they signal the need for an immediate and in-depth investigation and response.

### **SUPERVISOR**

An individual who is tasked with the command and control of another individual or individuals and directs work of these people. As supervisor can also be an individual who controls the work aspect of a contractor or subcontractor. In the school environment, the principal or assistant principal would be considered to be a supervisor.

### **SUPPORTING DOCUMENTS**

Any document that can be used to support the information written on a Driver’s Daily Log. These documents are related to the driver, vehicle, or load. Examples of these include: fuel receipts; invoices; weigh slips; dispatch records; bills of lading; hotel receipts; inspection records; payroll records; time cards; driver call-in records; gate record receipts; weigh scale tickets; toll receipts; fuel tax agreement receipts; port of entry receipts; delivery receipts; lumber receipts; interchange and inspection reports; lessor settlement sheets; over/short damage reports; agricultural inspection reports; CVSA inspection reports; incident reports; on board computer reports; border crossing reports; customs declarations; record of violations/permits; charter orders; and, any other records relating to the shipping and transportation of goods and/or passengers.

### **WORKER**

A worker in this document specifically means an individual engaged as an employee by the company to conduct work on its behalf.