

Operational Policy

Operational Policy Title:	Applies to:	Reference #
Air Brake Training Policy	All City of Regina Employees	ABTP-FLT-17
Approved by:	Dates:	Total # of Pages
Manager Fleet Services	Effective:	14-Mar-2017
	Last Review:	07-Apr-2022
	Next Review:	07-Apr-2024
Authority:		
Policy 001-GEN-10		

1.0 Purpose

The purpose of this policy is to outline the following requirements:

- 1) that ensures the employee, completes a structured air brake training program that has been approved by SGI Driver Development and Safety Services.
- 2) that all requirements of the air brake training request policy have been fulfilled and that the required pre-requisites have been completed.

2.0 Scope

This policy applies to all City of Regina employees whose position requires the operation of a City of Regina Fleet owned vehicle that is fitted with an air brake system.

3.0 Definitions

City Vehicle – means any motor-powered vehicle or equipment, licensed or unlicensed, that is owned, rented or leased by the City of Regina.

Air Brakes – a braking system where the brakes are applied using air pressure.

License Endorsement – an authority added to a driver's licence that permits operation of a certain type of vehicle or equipment.

License Restriction – a limiting condition put on an individual's driver's licence.

Manager – the Out of Scope manager (or designate) of the employee's branch

SGI – Saskatchewan Government Insurance

Valid Driver's License – a driver's license that is not cancelled, expired, refused, revoked, or suspended.

4.0 Policy Statement

All employees of the City of Regina, whose position requires the operation of a City of Regina licensed fleet owned vehicle, falling into the endorsement category A as identified by *The Driver Licensing and Suspension Regulations*, must attend the Fleet Training & Safety SGI approved, air brake training syllabus.

5.0 Policy Requirements

5.1 Managers

Must have submitted employee driving records to Fleet Training & Safety as laid down in the Air Brake Training Request Policy.

5.2 Employees

Must attend both the in-class and on vehicle portions of the air brake training syllabus, passing the written and air brake evaluations legislated by SGI.

6.0 Roles & Responsibilities

6.1 Managers

Ensure employee time & attendance is submitted to the City of Regina Human Resource Department.

Discipline employees who fail to work within City of Regina policies and guidelines.

6.2 Employees

Complete the Fleet Training & Safety SGI approved in class & on-vehicle air brake training syllabus.

Pass all SGI tests.

Ensure they have a valid driver's license.

Use appropriate PPE as required by The Occupational Health & Safety Regulations as identified below:

Personal Protective Equipment

Use of equipment required

86(1) Where it is not reasonably practicable to protect the health and safety of workers by design of the plant and work processes, suitable work practices or administrative controls, an employer or contractor shall ensure that every worker wear or uses suitable and adequate personal protective equipment.

6.3 Fleet Training & Safety

Provide in-class training that fulfills air brake training syllabus requirements and promotes a successful outcome of the employee passing the SGI written test.

Provide on vehicle training that fulfills air brake training syllabus requirements and ensures employees obtain a skilled level of competence, while operating a vehicle with air brakes.

Supply a timetable to the requesting manager for estimated duration of the program that includes the proposed start and end of training.

Consult with management if any concerns are identified during the training process.

Maintain records needed to fulfill legislative requirements.

6.4 Human Resources

Provide advice and assistance to all parties in the event of conflicts with City of Regina policies.

7.0 Related Forms

Drivers Abstract
Commercial Vehicle Online Abstract Authorization

8.0 Reference Material

The Highways & Transportation Act
Driver Licensing and Suspension Regulations
The Trip Inspection Regulations
Saskatchewan Employment Act
The Occupational Health & Safety Regulations
City of Regina Driver`s License Policy
Saskatchewan Government Insurance – Driver Development & Safety Services

9.0 Revision History

Date	Author/Reviewer	Description of Change	(Re)- Approved by
14-Mar-2017	Stuart Gregory	Initial Release.	Marlowe Pelletier
19-Nov-2018	Stuart Gregory	Grammatical changes and additions	Ted Hampson
07-Apr-2022	Stuart Gregory	Addition of legislative info	Ted Hampson