

Policy Title:	Applies to:	Reference #						
Air Brake Training Request Policy	All City of Regina Departmental Managers	ABTRP-FLT-17						
Approved by:	Dates:	Total # of Pages						
Manager Fleet Services	<table border="1"> <tr> <td>Effective:</td> <td>15-Mar-2017</td> </tr> <tr> <td>Last Review:</td> <td>07-Apr-2022</td> </tr> <tr> <td>Next Review:</td> <td>07-Apr-2025</td> </tr> </table>	Effective:	15-Mar-2017	Last Review:	07-Apr-2022	Next Review:	07-Apr-2025	4
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Authority:								
Policy 001-GEN-10								

1.0 Purpose

The purpose of this policy is to outline the requirement:

- 1) that ensures the employee, has a driving record that will promote a safe environment for all who are affected by the City of Regina operations and is acceptable in accordance with the Driver`s License Policy;
- 2) has fulfilled the required pre-requisites needed to attend a City of Regina air brake training program.

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 equipped with air brakes.

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.

Driver’s Abstract – a complete record of an individual’s driving accidents or convictions as recorded and provided by SGI, or other out of province jurisdiction.

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.

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

4.0 Policy Statement

All managers of the City of Regina, whose position requires the application for an addition of a driver license A endorsement, must ensure their employees fully satisfy the policy requirements outlined in the Driver`s License Policy.

5.0 Policy Requirements

5.1 Managers

Must review employee driving records and look at their own departmental operational needs, to assess the suitability of the employee to be entered into the air brake training program.

5.2 Employees

Must submit for approval, all information needed by the Manager to fulfil their obligation under section 5.1 of this policy.

6.0 Roles & Responsibilities

6.1 Managers

Identify the departments operational need for their employee's requirement to add the air endorsement to their current class of license.

Investigate the employees driving record, to ensure suitability for approval into the air brake training program.

Make a formal written, or electronic request to Fleet Training & Safety for inclusion of their employee into the air brake training program.

Provide Fleet Training & Safety, with supporting documentation for the driving history (drivers abstract) of the employee for a period of no less than 5 years. This applies to all employees who have not signed up to the online driver's abstract authorization.

Communicate to the coordinator of Fleet Training & Safety, any concerns identified prior to, or during training.

Provide Fleet Training & Safety with account codes to cover the cost of SGI testing.

6.2 Employees

Provide on request, documentation supporting their driving history (driver abstract) for inspection by the departmental manager, or, sign the online abstract authorization form,

Ensure they have a valid driver's license.

6.3 Fleet Training & Safety

On receipt of a request in written, or electronic format, review the submitted documentation to ensure all pre-requisites have been met.

Provide the manager in written, or electronic format any concerns identified on inspection of the documentation provided.

Enter suitable employees into the air brake training program.

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

Provide training authorized under the SGI approved air brake training program.

Pay for employee SGI testing fees when supplied with account codes to cover costs.

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

Maintain training records for a minimum five years 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 Drivers Abstract Authorization Form

8.0 **Reference Material**

Traffic Safety Act
Highway and Transportation Act
City of Regina Driver`s License Policy
Driver Training Regulations 2011
Saskatchewan Government Insurance – Driver Development & Safety Services

9.0 Revision History

Date	Author/ Reviewer	Description of Change	(Re)- Approved by
15-Mar-2017	Stuart Gregory	Initial Release.	Ted Hampson
19-Nov-2018	Stuart Gregory	Grammatical changes and additions	Daryl Massier
07-Apr-2022	Stuart Gregory	Addition of Driver Training Regulation requirements	Ted Hampson