

Policy Title:	Applies to:		Reference #
Corporate Fleet Safety Program	All City Departments; All Operators of City of Regina Vehicles		401-FLT-11
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Directors Forum	Effective:	19-Jul-2011	5
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Authority:			
Policy 001-GEN-10: Corporate Operational Policy and Guideline Management Occupational Health & Safety Act and Regulations The Traffic Safety Act The Commercial Vehicle and Drivers (Record-Keeping) Regulations National Safety Code for Motor Carriers			

1.0 Purpose

The City of Regina utilizes a wide range of vehicles and equipment in carrying out municipal operations. There are two primary purposes of the Fleet Safety Program. Firstly, to protect employee and public safety by promoting a Corporate safety culture with respect to vehicle operation, and secondly to ensure compliance with legislative requirements. A secondary purpose is to protect the City's investment in fleet assets.

In order to comply with Provincial Occupational Health & Safety Act & Regulations, The Traffic Safety Act, National Safety Code for Motor Carriers, as well as to protect the safety of the public, employees, and equipment, the City of Regina is required to ensure that the City has only qualified and competent operators working with safe and roadworthy vehicles.

This Operational Policy establishes the tenets of a City of Regina Fleet Safety Program necessary to achieve the overall Policy objectives noted above. It also provides the authority for the establishment of guidelines and procedures that will describe administrative procedures, technical information, and standards for administering the Program.

2.0 Scope

The Program shall apply to all City departments and personnel that are assigned, or have occasion to use City vehicles.

The Program does not apply to:

- a) Regina Police Service vehicles or personnel, or
- b) Use of personal vehicles for City business.

3.0 Definitions

- 3.1 **Collision** – a traffic collision or motor vehicle accident occurs when a vehicle collides with another vehicle, pedestrian, animal, road debris, or other geographical or architectural obstacle. Traffic collisions or accidents can, but do not necessarily, result in injury, vehicle damage, property damage and death.
- 3.2 **Competent** – means possessing the knowledge, experience and training to perform a specific duty.
- 3.3 **Driver's Abstract** – For the purposes of this policy, Driver's Abstract refers to the drivers' record history as provided by Saskatchewan Government Insurance (SGI) or any other Out-of-Province jurisdiction.
- 3.4 **Emergency Vehicle** - refers to any fire response or other approved emergency response vehicle as authorized by Section 238 of The Traffic Safety Act.
- 3.5 **Incident** – occurrences involving a City vehicle that came about or happened accidentally; not in the usual course of things; not according to expectation.
- 3.6 **Operator** – any City of Regina employee who, as part of their assigned duties, is, or may be, operating a City vehicle.
- 3.7 **Roadworthy Condition** - meets all legislated road safety and environmental standards.
- 3.8 **Vehicle** – includes all licensed and unlicensed vehicles, powered mobile equipment, and trailers that are owned, rented or leased by the City of Regina.

4.0 Policy

This Policy and related Operational Procedures will collectively be known as *The City of Regina Fleet Safety Program* (the Program) and will be guided by the following policy directives:

4.1 Operational Procedures

- 4.1.1 Appropriate Operational Procedure documents shall be created to describe the detailed rules, procedures and processes required by this Policy.
- 4.1.2 Approval authority for the Operational Procedures shall rest with the Fleet Governance Committee.
- 4.1.3 Operational Procedures shall be reviewed bi-annually or earlier if required, to ensure the content is current and appropriate.

4.2 Operator Qualifications and Screening

- 4.2.1 All operators of City vehicles shall have and maintain a valid Saskatchewan driver's license appropriate to the type of vehicle being operated.
- 4.2.2 All existing operators shall possess, maintain, and produce an acceptable driver's abstract, as defined by Operational Procedures.
- 4.2.3 All applicants for City employment shall provide an acceptable driver's abstract, as defined by Operational Procedures, prior to being offered employment at the City.

- 4.2.4 The Program shall include a procedure to screen all drivers' abstracts.
- 4.2.5 The Program shall include criteria to establish a drivers' abstract standard that must be met to be accepted for employment at the City of Regina.
- 4.2.6 The Program shall include criteria to suspend or restrict operating privileges for those employees with an unacceptable driver's abstract.

4.3 Operator Training and Education

- 4.3.1 The Program shall ensure compliance with the minimum operator training and vehicle inspection requirements pursuant to Sections 154 (including Table 14.1), 155, and 156 of the Occupational Health and Safety Regulations.
- 4.3.2 All City employees shall be trained and deemed competent on the vehicles they will be required to operate.
- 4.3.3 Program criteria shall take into consideration compliance with regulatory requirements, vehicle manufacturers' recommended operating procedures, operating requirements associated with an employee's job duties, history of traffic violations or incidents/collisions involving the operation of City vehicles and, incident/collision investigation findings and recommendations.
- 4.3.4 Program criteria shall include refresher training to maintain and update operator skills, and remedial training to correct improper operating procedures.
- 4.3.5 Program criteria shall include a certification process to verify successful completion of required training and education.
- 4.3.6 No employee shall operate a City vehicle which is not in roadworthy condition.

4.4 Operating Practices and Safety Maintenance

- 4.4.1 The Program shall include criteria for the approved use of City vehicles.
- 4.4.2 The Program shall include education in the Standard Operating Procedures used by the operational area.
- 4.4.3 All operators shall abide by all applicable Federal, Provincial and Municipal laws and bylaws while operating City vehicles.
- 4.4.4 The provisions of Section 238 of The Traffic Safety Act shall apply to the operation of emergency vehicles when responding to an emergency; in all other instances, emergency vehicles shall be operated in accordance with the requirements of this Program.
- 4.4.5 All employees shall comply with the applicable vehicle Pre-Trip Inspection procedures to minimize the potential of vehicle failure on the road.
- 4.4.6 Managers shall ensure that operators are provided adequate time to conduct vehicle inspections and that vehicle inspections and operation comply with approved practices.
- 4.4.7 City vehicles shall be maintained in accordance with Fleet Maintenance Policies and Procedures in order to minimize the likelihood of mechanical failure causing or contributing to vehicle incidents or collisions.

4.5 Reporting and Review of Incidents/Collisions

- 4.5.1 The Program shall include guidelines and procedures for:
- a) Operator's responsibilities when involved in an incident/collision resulting in property damage, injury, or death
 - b) reporting of incidents/collisions
 - c) recordkeeping
 - d) investigating and reviewing incident/collisions and making recommendations to prevent re-occurrence
- 4.5.2 The Program shall include criteria for the reporting of incidents/collisions that do not result in damage or injury (i.e. 'near misses').
- 4.5.3 The Program shall include criteria for the determination of preventability.
- 4.5.4 The Program shall include reporting of incident/collision frequency and severity rates that are calculated using standards pertinent to a municipal fleet operation.
- 4.5.5 The Program shall include progressive corrective action criteria to be used by the operating departments as a result of the findings of the incident/collision review process. Operators may be assessed in accordance with Program criteria for each incident/collision if found at fault.
- 4.5.6 Fleet Services shall provide technical assistance as requested, gather and analyze data, and propose amendments to the Program as necessary. Operating departments shall provide operational leadership, fleet safety and incident/collision related information as required by Fleet Services to perform these responsibilities.

5.0 **Roles & Responsibilities**

5.1 Fleet Services

- The Fleet Services Department will administer the Corporate Fleet Safety Program, with the assistance of Human Resources and Risk Management as required.
- Maintain all required operator training and vehicle maintenance records.
- Provide or arrange for required operator training and education.
- Establish, maintain, and perform a regular schedule of vehicle inspections and preventative maintenance.

5.2 Directors/Managers

- Accountable for successful implementation and on-going compliance with the Program in their areas of responsibility by:
 - o Ensuring that all operators have the required license and training for the type of vehicle operated.
 - o Making vehicles available for inspection, preventative maintenance and repair as required.
 - o Providing operators sufficient time to inspect their vehicles and ensuring that all required vehicle inspections are completed in accordance with the Program requirements.

- Taking appropriate action as defined by the Program to manage employee vehicle operating performance.

5.3 Operators

- Have and maintain a valid driver's license of the appropriate class for the types of City vehicles operated.
- Have and maintain an acceptable driver abstract.
- Provide a copy of current driver's license and/or other records in accordance with regulatory and Program requirements.
- Always operate all City vehicles in a safe manner and in accordance with all applicable Federal, Provincial and Municipal laws and bylaws.
- Operate only the types of vehicles for which the required training has been successfully completed.
- Adhere to established work area standard operating procedures.
- Conduct and document prescribed pre-trip and post-trip inspections in accordance with the Program requirements.
- Promptly report all vehicle mechanical defects. No employee shall operate a City vehicle which is not in roadworthy condition.
- Promptly report any vehicle incidents/collisions and other occurrences in accordance with the Program requirements.
- Advise his/her supervisor of any changes in license or driving status, regardless of whether the change is caused by a work-related occurrence or not.

6.0 **Related Policies & Guidelines**

- Operational Procedure documents created to describe the detailed rules, procedures and processes required by this policy
- Fleet Maintenance Policy and Operational Procedures
- Fleet Management Policy and Operational Procedures
- Discipline Policies and Procedures

7.0 **Reference Material**

- Occupational Health & Safety Act and Regulations
- The Traffic Safety Act
- The Commercial Vehicle and Drivers (Record-Keeping) Regulations
- National Safety Code for Motor Carriers

8.0 **Revision History**

Date	Description of Change	(Re)-Approval Required (y/n)
Jul 19, 2011	Initial Release	Yes
April 2014	Scheduled review – no changes	No