

Operational Policy

Operational Policy Title:	Applies to:	Reference #
Driver Training Policy	All City of Regina Employees	DTP-FLT-2017
Approved by:	Dates:	Total # of Pages
Manager Fleet Services	Effective:	13-Mar-2017
	Last Review:	05-May-2022
	Next Review:	05-May-2024
Authority:		
Policy 001-GEN-10		

1.0 Purpose

The purpose of this policy is to outline the requirement:

- 1) that ensures the employee, completes a structured driver training program that fulfills legislative requirements and has been submitted to SGI Driver Development and Safety Services,
- 2) has fulfilled the required pre-requisites needed to attend a City of Regina driver training program and ensure training sessions meet government regulated training standards.

2.0 Scope

This policy applies to all City of Regina employees whose position requires the operation of a commercially plated City of Regina Fleet owned vehicle.

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.

Commercial Vehicle – a vehicle that is used for the transportation of goods and/or passengers with a gross combined weight in excess of 11,974kg.

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.

ELD – Electronic Logging Data management system certified by Transport Canada.

MELT – Mandatory Entry Level Training.

4.0 Policy Statement

All employees of the City of Regina, whose position requires the operation of a City of Regina Fleet owned vehicle, falling into the class's 5-G01, 3 & 1 as identified by legislation, must attend the Fleet Training & Safety SGI approved, driver training syllabus. All class 1 training, must be carried out in accordance with legislative MELT requirements.

5.0 Policy Requirements

5.1 Managers

Must have submitted employee driving records to Fleet Training & Safety & ensure employees have confirmation of an approved drivers medical from SGI driver medical branch as required by the Driver Training Request Policy DTRP-2017.

5.2 Employees

Must file an approved drivers medical with SGI Drivers Medical Branch and provide a current valid driver's license and a recent driver's record history for the last 5 years to Fleet Training & Safety.

Must attend the classroom, in yard and in cab portions of the driver training program, passing all written and driving 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

Attend the SGI approved, or MELT legislated, classroom, in yard and in cab driver training syllabus.

Provide Fleet Training & Safety with a current driver's abstract.

Provide Fleet Training & Safety with a valid driver's license issued by SGI.

Pass all SGI legislated exams.

Complete all Electronic Logging Data documentation required by federal and provincial legislation.

Sign MELT program evaluation sheets required by employees taking class one training.

Use appropriate Personal Protective Equipment as required by The Occupational Health & Safety Regulations as identified below:

Personal Protective Equipment (PPE)

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 wears or uses suitable and adequate personal protective equipment.

6.3 Fleet Training & Safety

Refuse entry to any employee who has not received confirmation of an acceptable driver's medical from SGI Drivers Medical Branch and/or provided a valid driver's license and recent drivers record history.

Provide in class training that promotes a successful outcome of the employee passing the SGI written exams. If the employee progresses onto class 1 training, provide SGI mandated classroom training in preparation for taking the MELT competency exams and final test. Where the MELT online training route is followed, provide facilities and equipment suitable for a positive student learning environment.

Provide in vehicle training that ensures employees obtain a skilled level of competence, while operating a vehicle within the license class being taught. If the employee is undertaking class 1 training, complete all MELT training learning paths as legislated by SGI.

Pay for all initial SGI testing, after the employees departmental account codes have been provided by their manager.

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

The instructor must sit in the seat next to the driver and must be capable of always assuming operation of the vehicle.

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

Maintain records as identified by ***The Commercial Vehicle and Drivers (Record Keeping) Regulations*** and the ***Driver Training Regulations*** as below:

The Commercial Vehicle and Drivers (Record Keeping) Regulations

Records of convictions

3 Every carrier shall maintain a written record of any conviction against a driver pursuant to any of the following enactments for any offence committed while the

driver was operating the carrier's commercial vehicle:

- (a) *The Alcohol and Gaming Regulation Act, 1997*;
- (b) *The Animal Products Act*;
- (c) the *Criminal Code*;
- (d) *The Dangerous Goods Transportation Act*;
- (e) the *Transportation of Dangerous Goods Act, 1992* (Canada);
- (f) *The Highways and Transportation Act, 1997*;
- (g) the Act;
- (h) the *Motor Vehicle Transport Act* (Canada);
- (i) any regulations made pursuant to any of the Acts mentioned in clauses (a) to (h);
- (j) any enactment of any other jurisdiction in Canada or the United States of America similar to an Act or regulation mentioned in clauses (a) to (i);
- (k) any enactment, including a regulation or bylaw, of any other jurisdiction in Canada or the United States of America that deals with motor vehicle and road safety other than an enactment or provision of an enactment related to a parking violation.

Driver records

4(1) Every carrier shall maintain a copy of the following for each driver who operates the carrier's commercial vehicles:

- (a) a copy of a valid driver's licence, including all documents deemed to be part of the driver's licence; and
- (b) subject to subsection (2), a copy of the driver's driving record.

(2) A carrier shall ensure that each of its driver's driving records is kept up to date and contains information respecting the driver's driving record for at least the previous 12 months.

Accident records

5(1) Every carrier must maintain a written record for each driver who operates the carrier's commercial vehicles of all accidents involving the carrier's commercial vehicles.

(2) A record maintained pursuant to subsection (1) must identify:

- (a) the date and circumstances of the accident;
- (b) the name of the driver;
- (c) the nature and amount of damage sustained; and
- (d) the commercial vehicle involved in the accident.

Training records

6 Every carrier must maintain a written record of all training or upgrading respecting the transportation of dangerous goods that is undertaken by each driver operating the carrier's commercial vehicles.

Driver Training Regulations, 2011

Records

13(1) Every driver training school shall maintain records with respect to each student showing:

- (a) if the completion of the student's driver training is not recorded by the school on the administrator's electronic driver training application, a copy of the student driver education certificate number;
- (b) the student's name, address, date of birth and SGI-issued customer identification number;

- (c) if the student is attending a secondary school, the name of the secondary school;
- (d) the dates and number of hours of in-car instruction and simulation instruction;
- (e) the dates and number of hours of in-class instruction;
- (f) if required by the administrator, the student's vision test results;
- (g) the class of licence or endorsement with respect to which instruction was given;
- (h) the student's attendance;
- (i) the student's marks on all examinations; and
- (j) if the student is receiving driving instruction for a commercial vehicle:
 - (i) the logbooks required to be maintained during training;
 - (ii) if applicable, the dates and hours of in-yard instruction;
 - (iii) all Schedule 1 inspection reports as set out in *The Trip Inspection Regulations*;
 - (iv) the student's progress reports and evaluations.

(2) **Repealed.** 15 Mar 2019 SR 13/2019 s6.

(3) Every driver training school shall make any records kept pursuant to subsections (1) open to inspection by the administrator at all reasonable times.

(4) Records kept pursuant to this section are for the confidential use of the administrator.

(5) A driver training school shall maintain any record respecting a student for at least five years after the date on which the record was made.

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

Commercial Driver's License Medical Report
SGI Drivers Abstract Online Access Authorization
SGI Commercial Driver Abstract (Authorization form not signed)

8.0 Reference Material

Traffic Safety Act
The Commercial Vehicle and Driver (Record Keeping) Regulations
Driver Licensing & Suspension Regulations
The Driver Training Regulations
The 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
13-Mar-2017	Stuart Gregory	Initial Release.	Yes
19-Nov-2018	Stuart Gregory	Grammatical changes and additions	Yes
15-Mar-2019	Stuart Gregory	Update document with MELT requirements,	Yes
20-Jul-2021	Stuart Gregory	Added instructor responsibilities to align with SGI Class 1 Instructor Policy Manual.	Yes
05-May-2022	Stuart Gregory	Added requirements for ELD	Ted Hampson