Operational Policy

Operational Policy Title:	Applies to:		Reference #
Light Trailer Training Policy	All City of Regina Employees		LTTP-FLT-17
Approved by:	**Dates:**		**Total # of Pages**
Manager Fleet Services	**Effective:**	16-Mar-2017	3
	Last Review:	11-Apr-2022	
	Next Review:	11-Apr-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 trailer inspection training program that fulfills legislative requirements,

2) aligns with SGI standards, or has been approved by SGI Driver Education and Training,

3) has fulfilled the required pre-requisites needed to attend a City of Regina driver 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 that tows a trailer up to 4,600kg

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 has been issued by SGI 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 Fleet owned vehicle towing a trailer up to 4,600kg.

5.0   Policy Requirements

5.1   <u>Managers</u>

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

5.2   <u>Employees</u>

Must attend both the in-class and in vehicle portions of the trailer training syllabus, passing the driving evaluations required by this policy.

6.0   Roles & Responsibilities

6.1   <u>Managers.</u>

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   <u>Employees.</u>

Attend the Fleet Training & Safety in class & in vehicle trailer training syllabus.

Pass Fleet Training & Safety driver evaluation.

Use appropriate PPE as required by legislation.

Ensure they have a valid driver's license.

6.3   <u>Fleet Training & Safety</u>

Provide in class training that promotes a successful outcome of the employee passing the light trailer training syllabus.

Provide in vehicle training that ensures employees obtain a skilled level of competence, while operating a vehicle towing a trailer.

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.

Carry out a formal evaluation of the employees' abilities whilst towing a trailer.

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

Driver's License
Drivers Abstract

8.0   Reference Material

Traffic Safety Act
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	Approved by
16-Mar-2017	Stuart Gregory	Initial Release.	Marlowe Pelletier
19-Nov-2018	Stuart Gregory	Grammatical changes and additions	Ted Hampson
11-Apr-2022	Stuart Gregory	Re-titled policy to align with policies use	Ted Hampson