

Operational Policy

Operational Policy Title:	Applies to:	Reference #
Pre-Trip Inspection Training Policy	All City of Regina Employees	PTITP-FLT-17
Approved by:	Dates:	Total # of Pages
Manager Fleet Services	Effective:	17-Mar-2017
	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 Pre-trip inspection training program that fulfills legislative requirements,
- 2) aligns with SGI MELT curriculum 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 falls into the Commercial Vehicle category in legislation

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.

Inspection Schedule – a list of items as set out in the appendices of legislation identified below.

MELT – Mandatory Entry-Level Training

Pre-trip Inspection – a physical inspection of a vehicles sub-systems to ensure all systems are at the required legislative standard.

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, falling into the classes 5A-G01, 3 & 1 as identified by legislation, must attend the Fleet Training & Safety SGI approved, driver training syllabus.

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 laid down in the Driver Training Request Policy DTRP-2017.

5.2 Employees

Must file an approved drivers medical with SGI Drivers Medical Branch.

Must attend both the in-class, online and in-truck learning modules of the pre-trip training syllabus, passing the practical evaluations as 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 Fleet Training & Safety SGI approved in-class, online & in-truck pre-trip training syllabus.

Pass SGI legislated practical evaluations and testing.

Use appropriate PPE as required by legislation.

Ensure they have a valid driver’s license with the appropriate endorsement (where required) issued by SGI.

6.3 Fleet Training & Safety

Provide in class training that promotes an understanding of the basic mechanical principles of commercial vehicles.

Provide facilities and computers for student participation in MELT online training.

Provide in-truck training and evaluations as required by learning paths 2, 7 and 11 of the class 1 MELT curriculum.

Provide in-truck training to ensure employees obtain a skilled level of competence of conducting a vehicle inspection within class 3 and 5 Heavy Trailer license groups.

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 drivers' abstract authorization form

8.0 Reference Material

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

9.0 Revision History

Date	Author/Reviewer	Description of Change	Approved by:
13-Nov-2017	Stuart Gregory	Initial Release.	Marlowe Pelletier
19-Nov-2018	Stuart Gregory	Grammatical changes and additions	Ted Hampson
11-Apr-2022	Stuart Gregory	Addition of MELT curriculum requirements	Ted Hampson