

EDMONTON

**Driver Safety
Program**

Driver's Manual

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Disclaimer

The information in this manual is intended to provide general information and guidelines for the operation of vehicles owned or leased by the City of Edmonton. Nothing in this manual is intended as legal advice or is to be relied on as binding in any dispute, claim, action, demand, or proceeding.

The Driver Safety Program Driver's Manual is a supplement to Administrative Directive and Procedure A1416A.

The Driver Safety Program – Driver’s Manual and its contents are the property of the City of Edmonton, Fleet Services and is intended for use by City of Edmonton employees only.

Driver Acknowledgement

I acknowledge that I have received the City of Edmonton Driver Safety Program – Driver’s Manual and I am responsible to read the entire manual and abide by procedures outlined in the manual as well as abide by all other City of Edmonton policies that relate to the operation of City vehicles and equipment.

Driver Name (please print)	
Driver Signature	
Date Issued	

Your personal information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, and will be used for administrative purposes only and for the length of your employment. Your personal information will only be disclosed under Authority of Section 40(1)(c). If you have any questions about the Fleet Safety program, please contact the Fleet Safety Supervisor at 780-496-6466. If you have any questions about the FOIP Program, please contact your Department FOIP Program Coordinator.

Complete and return form to

Fleet Safety Section
3rd Floor, 12404-107 Street NW
Edmonton, AB T5G 2S7

780.496.6400



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Section 1 • Introduction

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1.1 Definitions

City Driving Permit – A permit issued to any person employed (including contract employees) by the City of Edmonton authorizing the operation of a specific class of vehicles or equipment owned or leased by the City of Edmonton. Note: City Driving Permits are not issued to Transit employees who operate Transit buses or DATS buses. City Driving Permits are not issued to sworn members of the Edmonton Police Service unless they operate vehicles regulated by the National Safety Code.

City Vehicle – Any car, truck, bus, or similar self-propelled conveyance, including any motorized unit which may or may not be self-propelled or mounted on a truck or trailer. Limited to those vehicles owned or leased by the City of Edmonton.

Collision – When a City Vehicle makes contact with another vehicle, object, individual, or roadway and the contact results in any property damage to any vehicle, object, or roadway, regardless of degree, or results in injury or death to any person involved.

Damage – Loss or harm to a City Vehicle of which requires repair, other than normal wear and tear.

Demerit Points – A City of Edmonton system of assessing, recording, and identifying risk as well as advising management of the level of risk presented by a Driver. Demerit Points may be assessed against the City Driving Permit of any Driver with the exception of employees of Fire Rescue Services, and sworn members of the Edmonton Police Service. City issued Demerit Points expire 2 years after the date of the event.

Driver – An employee (including contract employee) of the City of Edmonton, who is driving, operating, using, or has care and control of a City Vehicle owned or leased by the City of Edmonton. Employees of Edmonton Transit who operate Transit buses or DATS buses, and sworn members of the Edmonton Police Service (excluding employees who operate vehicles regulated by the National Safety Code) are not considered Drivers for the purposes of this manual.

Fleet Safety Officer – An employee within Fleet Safety Section designated by the supervisor of Fleet Safety Section as a Fleet Safety Officer.

Fleet Safety Supervisor – the person assigned as the Supervisor of Fleet Safety Section, Fleet Services Branch.

Non-Preventable Collision – A Collision involving a City Vehicle where the Driver did everything reasonable to prevent it, but still could not avoid the Collision.

National Safety Code (NSC) - A set of safety standards with which certain commercial vehicles must comply. Vehicles addressed in this manual to which the NSC applies include: vehicles with registered weights of 11,794 kg and higher, and vans or buses that can carry 11 or more occupants including the Driver.

Preventable Collision – A Collision involving a City Vehicle in which the Driver failed to exercise every reasonable precaution to prevent the Collision.

Q Endorsement – Air brakes endorsement on a Provincial Operator's License. Drivers must have the Q endorsement on their Alberta operator's license prior to operating a City Vehicle with air brakes.

Suspended City Driving Permit – A City Driving Permit that has been revoked temporarily during a specified suspension period.

Temporary Driving Permit – A City Driving Permit issued by Fleet Safety Section for a period of up to 30 days (issued only if an employee is required to rent a vehicle on behalf of the City and does not hold a City Driving Permit).

Traffic Infractions – A contravention of federal, provincial or municipal traffic legislation issued to the City of Edmonton or to an employee of the City of Edmonton while the employee is operating or having the care and control of a City Vehicle. Traffic Infractions include but are not limited to parking violations, and violations issued via automated speed enforcement systems (Photo Radar, Intersection Safety Cameras, etc.).

Traffic Violation Notice – An official document received via mail or in person for a Traffic Infraction.

Unclassified Collision – A Collision which cannot be assigned a classification of Preventable Collision or Non-Preventable Collision. This classification will only be used when insufficient evidence exists to make a determination of Preventable Collision or Non-Preventable Collision.

1.2 Purpose and Application

The purpose of the City of Edmonton Driver Safety Program - Driver's Manual is to provide guidance on the City policies and requirements for operators of vehicles and equipment owned, rented, or leased by the City of Edmonton. The City of Edmonton places great importance on the safety of employees and the public, and employees must be aware of the safety implications of operating City Vehicles.

This manual applies to City employees who operate City Vehicles in the course of their duties. Except for section 5.31 relating to Traffic Violations, this manual does not apply to employees of Edmonton Transit who operate Transit or DATS buses, and sworn members of the Edmonton Police Service (excluding those who operate vehicles regulated by the National Safety Code), who shall be governed by the driving policies of their own organization.

It is essential that Drivers observe all rules of the road and follow the guidance related to the use and maintenance of City Vehicles in order to perform their jobs effectively, and to promote a positive public image.

Drivers are expected to drive in a safe, courteous, and professional manner at all times. On the basis that all Collisions are preventable, Drivers are required to operate their vehicles with due regard to the safety of themselves and others to minimize the risk of Collision.

In addition, Drivers must drive defensively at all times which includes, but is not limited to:

- Adjusting their driving to compensate for unusual weather, road, traffic conditions, vehicle payloads, and passenger loads.
- Making due allowance for lack of skill or improper driving practices and actions of others.
- Being prepared to yield the right of way when required.
- Being alert to developing situations and take necessary action to prevent occurrences, and
- Recognizing the need for preventable action in advance.

This Driver's Manual will be reviewed on an annual basis to comply with legal requirements and City policies, and if required, up-to-date amendments will be issued to all Drivers.

1.3 Compliance

All Drivers must comply with all City of Edmonton policies, directives and procedures, as well as all applicable municipal, provincial, and federal legislation governing traffic laws. Where it is not possible to comply with both the provisions in this manual and with legislative regulations, the legislation will prevail.

Section 2 • Driving

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2.1 City Driving Permits

2.11 Permit Required

All employees of the City of Edmonton who drive, use, or have care and control of City Vehicles must have a City Driving Permit. Employees driving or operating City Vehicles without a City Driving Permit may be subject to discipline up to and including termination of employment.

2.12 Obtaining a City Driving Permit

To qualify for a City Driving Permit, Drivers must be over the age of 18 years and possess a valid Alberta operator's licence with the appropriate classifications and endorsements for the type of vehicle operated.

Temporary employees who normally reside outside of Alberta, and employees who are full time students in Alberta, are not required to possess an Alberta operator's licence if they hold a valid operator's licence issued in a jurisdiction outside Alberta with the appropriate classifications and endorsements.

Drivers may only operate vehicles in the permit class which is issued to them. Classes of City Driving Permits are listed in section 2.15.

Employees who require a "B" City Driving Permit will require authorization from their supervisor. In addition, employees requiring a "C", "C-NSC", "D", or "E" City Driving Permit will require approval from Fleet Safety Section – this approval process may include a Road Test conducted by a Fleet Safety Officer or another authorized person.

Employees who hold a Graduated Operator's Licence may be issued a "B" or "C" City Driving Permit. Towing of a trailer with a City Vehicle while holding a Graduated Operators License is not permitted.

City Driving Permits for City employees will be issued by Inside Information – Employee Service Centre once the employee has received supervisory approval or approval from Fleet Safety as per above. Application forms for City Driving Permits are available on ecity, and must be submitted to Inside Information.

City Driving Permits for contract employees, as well as Temporary Driving Permits for City employees are issued by Fleet Safety Section (contact Fleet Safety for this procedure).

Prior to obtaining a new City Driving Permit, a Provincial driver's abstract is required, and must be dated within 30 days of the date of application for a City Driving Permit.

Employees applying for a City Driving Permit will be required to sign a Provincial Abstract Consent form. By providing the City with a signed Provincial Abstract Consent form, the employee agrees to allow the City to obtain a driver abstract at any time while the employee is employed with the City of Edmonton.

City Driving Permits shall be issued with a three year expiry date. Employees are expected to renew their City Driving Permit prior to its expiry date.

City Driving Permits will not be issued to new employees if a Provincial Driver's Abstract reflects:

- More than 8 Demerit Points on the employee's Provincial Operator's Licence, or
- If the employee's operator's license is either suspended or cancelled.

Returning temporary or seasonal employees are required to obtain a new City Driving Permit through Inside Information if their last day of employment with the City was more than 60 days from the date or re-hire.

2.13 Temporary Driving Permits/Rental Vehicles

Drivers of any vehicle rented or leased by the City for business travel within and/or from the City, for a period of up to 30 days, will require a Temporary Driving Permit specific to the type of vehicle being rented (see Section 2.15). Temporary Driving Permits are valid for up to 30 days. This applies only when vehicles are rented for the purposes of being driven within the City or driven from the City to and from another location for business purposes. A Temporary Driving Permit is not required if an employee rents a vehicle at another travel destination (e.g. employee travels by air to another city for business and rents a vehicle while in the other city).

All vehicle rentals should be arranged through Materials Management - Hired Equipment.

2.14 Acquiring a Temporary Driving Permit

A temporary Driving Permit may be issued to a City employee who is required to rent a vehicle for City business purposes for a period of less than 30 days and that employee does not hold a City Driving Permit. This applies only when vehicles are rented for the purpose of being driven within the City or driven from the City to and from another location for business purposes. A Temporary Driving Permit is not required if an employee rents a vehicle at another travel destination (e.g. employee travels by air to another city for business and rents a vehicle while in the other city).

In order to obtain a Temporary Driving Permit, an employee must hold a valid Alberta Operator's License for the class of vehicle they intend to rent or lease, and must not have more than 8 demerits on their Operators License. Fleet Safety will obtain a driver's abstract as part of the application process.

Temporary Driving Permits are granted for a period of up to 30 days, and can be obtained by contacting Fleet Safety at 780-496-6400.

Drivers of any vehicle rented or leased by the City for business travel within and/or from the City, for a period of 30 days or less will require a Temporary Driving Permit if they do not hold a City Driving Permit.

2.15 City Driving Permit Classification

Drivers may only operate vehicles in the permit class which is issued to them.

- Class B permits are issued without a road test.
- Class C, C-NSC, D, and E permits require a road test by a Fleet Safety Officer or a department trainer that is authorized by Fleet Safety.

City Driving Permit classes are listed on the next page:

Categories of City Driving Permits

City Driving Permit	Vehicle Type	GDL Authorized	Corresponding Provincial Licence Classification
B	<p>Passenger cars, pickups, 1 ton vans (single rear wheel vehicles) and drivable motorized equipment such as ice resurfacers, forklifts, skid steers, off-highway vehicles, etc.</p> <p>Excludes vehicles with an occupant capacity of 11 or greater including the Driver.</p>	Yes	5
	Motorcycles*	No	6
C	<p>1 – 2 – 3 ton trucks, step vans larger than 1 ton, 2 axle trucks pulling a trailer with 1 or more axles (providing it is not equipped with air brakes), dual rear wheel vehicles.</p> <p>Registered under 11,794 kg.</p> <p>Excludes vehicles with an occupant capacity of 11 or greater including the Driver.</p>	Yes, but may not pull trailers	5
C-NSC	<p>Same as for class C above, but for vehicles registered at 11,794 kg or more (including trailer)</p> <p>and:</p> <p>Vehicles with an occupant capacity of 11-15 including the Driver.</p>	No	5 or 5Q
	Vehicles with an occupant capacity of 16-24 including the Driver.		4 or 4Q
D	<p>Single motor vehicles with 3 or more axles equipped with air brakes.</p> <p>A motor vehicle with 3 or more axles towing a trailer with 1 or more axles.</p> <p>A vehicle with an occupant capacity of more than 24 - without passengers onboard.</p>	No	3Q
E	Any vehicle or combination of vehicles except motorcycles. (The test shall be conducted on an air brake equipped tractor trailer unit).	No	1

*Fleet Services personnel who maintain police motorcycles may operate motorcycles providing they have successfully completed motorcycle training provided by the Edmonton Police Service.

2.15.1 Graduated Driver's Licence (GDL) Drivers

Drivers with Provincial Graduated Driver's Licences are permitted to operate ONLY the following City Vehicles:

- Passenger vehicles (excluding passenger vans with an occupant load of 11 or greater)
- Pick-up trucks;
- Any truck with a single rear axle (including dual wheels) that is registered for a weight below 11,794 kg
- Drivable motorized equipment such as ice resurfacers, turf equipment, etc.

GDL Drivers may NOT operate:

- Trucks pulling trailers; or
- 3 axle or larger vehicles as a learner.

GDL Drivers are encouraged to obtain a permanent Alberta Operator's licence as soon as they are eligible to do so as they are not eligible to upgrade their operator's license from a Class 5 while they are still a GDL Driver.

2.16 City Driving Permit Suspension and Revocation

Fleet Safety may suspend or revoke a Driver's City Driving Permit for reasons including:

- Suspension or revocation of Provincial Operator's Licence
- A provincial driving abstract that demonstrates unsafe driving practices
- Accumulation of over 7 City Demerit Points on City Driving Permit in a 24-month period
- Failure to obey City rules and policies
- Other just cause

City Demerit Points are considered accumulated on a City Driving Permit where any one of the following conditions occur:

- Where no appeal of the assessment of Demerit Points against a Driver's City Driving Permit has been validly commenced.
- Where an appeal of the assessment of Demerit Points against a Driver's City Driving Permit has been validly commenced but later is abandoned by

the Driver prior to a decision by either the Fleet Safety Supervisor or, where applicable, by the Driving Incident Review Board, or

- Where the Driver appealed the assessment of Demerit Points against the Driver's City Driving Permit to the Fleet Safety Supervisor, the Fleet Safety Supervisor decided the appeal, and the Driver did not validly commence a further appeal to the Driving Incident Review Board,
- Where a final determination by the Driving Incident Review Board has been made on any validly commenced appeal.

2.17 Notification of Suspension of City Driving Permit

If a City Driving Permit is to be suspended, Fleet Safety will send a letter through the Driver's supervisor notifying the Driver of the suspension and the effective date of the suspension.

A City Driving Permit will be suspended for a **30-day period** for any Driver that accumulates 8 or more City Demerit Points within a 24-month period.

If a Driver further accumulates 8 or more City Demerit Points in a 12-month period after being reinstated from a 30-day suspension, the City Driving Permit will be suspended for a **60-day period**.

If a Driver further accumulates 8 or more City Demerit Points in a 12-month period after being reinstated from a 60-day suspension, their City Driving Permit will be suspended for a **90-day period**.

At the conclusion of the suspension period, a Driver's City Driving Permit will be reinstated with half of the City Demerit Points or as per the below schedule:

- 8-9 Demerit Points: reinstated at 4 Demerit Points
- 10-11 Demerit Points: reinstated at 5 Demerit Points
- 12-13 Demerit Points: reinstated at 6 Demerit Points
- 13+ Demerit Points: reinstated at 7 Demerit Points

A City Driving Permit may be suspended indefinitely or permanently revoked for just cause by the Fleet Safety Supervisor.

Note that Drivers who successfully complete a Defensive Driving Course may have up to 3 City Demerit Points removed from their City Driving Permit as determined by Fleet Safety. This applies only to demerits accumulated up to and including the date of the Defensive Driving Course and applies only once every

two years. This does not apply to any demerit points accumulated after the date of the Defensive Driving Course.

A Driver cannot appeal a suspension of their City Driving Permit. A Driver is only able to appeal assessment of demerits against their City Driving Permit – see section 5.2 for further details.

2.18 Suspension or Cancellation of Provincial Operator's Licence

It is the employee's responsibility to immediately inform their supervisor if their Provincial Operator's Licence is suspended or cancelled for any reason.

It is the responsibility of the supervisor to immediately inform Fleet Safety Section if one of their employee's Provincial Operator's Licence is suspended or cancelled for any reason.

2.19 City Driving Permit Reinstatement

Drivers who have lost their Provincial Operator's Licence due to a demerit point suspension, driving under the influence of alcohol/drugs, or any other Criminal Code conviction, must be re-tested prior to reinstatement of any City Driving Permit.

Drivers who have had their City Driving Permit suspended for any reason may be tested prior to re-instatement. Additionally, the Driver's complete driving history will be reviewed prior to re-instatement of the City Driving Permit.

Drivers who have allowed their City Driving Permit to lapse more than one year from the expiry date, or have left the City for more than one year, may be retested at the discretion of Fleet Safety prior to reinstatement.

Drivers are required to provide an updated driver abstract prior to consideration of reinstatement of the City Driving Permit.

2.20 Renewing a Driver's Permit After Employment Absence (60 days +)

Drivers that have been laid off or terminated from their position for more than 60 days (temporary or returning seasonal employees) must follow the procedure in section 2.12 to obtain a City Driving Permit. The process for re-permitting a Driver is similar to the process for a new Driver. The permit request paperwork must

be provided including a new abstract dated less than 30 days from application. Road tests for each class of unit on a re-permitted Driver will not be required unless directed by Fleet Safety after a review of the Driver's history and records.

2.2 Driver Testing

2.2.2 Upgrading a City Driving Permit or Driving as a Learner

Employees who are upgrading or learning to drive for a 'C-NSC', 'D', or 'E' City Driving Permit must have the following before operating a City Vehicle:

- A minimum of a "B" City Driving Permit
- A minimum of a Class 5 Provincial Operator's Licence without any GDL restrictions
- Supervisor approval for the type of City Driving Permit they are learning on or seeking
- Successfully completed a provincially approved air brake class if the unit to be trained on is equipped with air brakes
- Successfully completed a provincial written knowledge test for the class of Provincial Operator's Licence being trained or tested for
- A medical / vision report if upgrade is for an "E" City Driving Permit

2.2.3 Road Tests

Applicants for class 'B' City Driving Permits are not required to take a road test. Applicants for permits of classes 'C', 'C-NSC', 'D', and 'E' will be tested. Road testing is booked through an authorized department trainer or through Fleet Safety for the class and type of City Vehicle the driver will be operating. The road test is a practical skills evaluation and is conducted according to Provincial Driver Examiner standards.

The vehicle required for the road test shall be supplied by the branch associated to the Driver seeking the road test.

If a driver fails a road test, they may re-take the test on the next calendar day or on a date set at the discretion of a Fleet Safety officer or authorized department trainer.

2.24 Upgrading Provincial Operator's Licence

Employee's who require their Provincial Operator's Licence to be upgraded to a commercial licence (Class 1, 3) will only be upgraded at the request of their business unit and where there is an operational requirement. Upgrades may be arranged by contacting Fleet Safety or through a designated Provincial Registry Agent.

Class 1

- For a road test, you must provide a tractor-trailer combination with three or more axles, and the trailer must be a pure air brake system to its foundation brakes. You must show proof of your air brake "Q" endorsement or a course completion certificate from an approved air brake delivery agent.
- The Examiner must see your road test permit. Permits can be purchased from most Registry Agents.
- A Class 1 licence may not be obtained without the driver first having qualified for an air brake endorsement. The actual "Q" endorsement does not appear on the Class 1 licence. However, it must appear on licences for other classes that require the operation of air brake equipped vehicles.

Class 3

- For a road test, you must provide a single motor vehicle that has three or more axles. If the vehicle provided for the road test is equipped with air brakes, you must have either an air brake "Q" endorsement or a course completion certificate from an approved air brake delivery agent.
- The Examiner must see your road test permit. Permits can be purchased from most Registry Agents.

If you are applying for a commercial licence in the Class 1, or 3 categories, you will be required to conduct a pre-trip inspection in addition to the road test. You must communicate and demonstrate to the driver examiner:

- A pre-trip inspection of the vehicle
- The appropriate uncouple/couple procedures for Class 1 vehicles
- An in-cab inspection of the vehicle's air brake system for units equipped with air brakes.

Each pre-trip inspection and road test is only allowed a certain amount of time.

Note: Employees with a GDL operators licence cannot upgrade to a commercial licence.

For more information on how to upgrade your Provincial Driver's Licence, refer to the Alberta Professional Operator's Licence Information handbook.

2.3 Medical Standards for Drivers

2.31 Medical Standards

A person who holds or applies for a Provincial Operator's Licence must immediately disclose to the Registrar any disease or disability that may interfere with the safe operation of a motor vehicle. (Alberta Regulation 320/2002 – Section 16 Medical Conditions - Traffic Safety Act; Operator Licensing and Vehicle Control Regulation).

A Driver is therefore required by legislation to self-report to the Driver Fitness and Monitoring Branch of Alberta Transportation whenever the Driver has a medical condition that may interfere with the safe operation of a vehicle. Driver Fitness and Monitoring Branch is responsible for reviewing driving privileges of individuals and assessing their ability to safely operate motor vehicles.

It is the Driver's responsibility to ensure that they do not operate a City Vehicle when they have a medical condition that may affect the safe operation of a City Vehicle. If a Driver is suffering from a medical condition that may affect the safe operation of a City Vehicle, they must immediately report the situation to their Supervisor – disclosure of the actual medical condition is not required. Drivers must also report to the Supervisor whenever the Driver is on a prescribed medication that may affect the safe operation of a motor vehicle – disclosure of the medical condition or medication is not required by the Driver. The Supervisor must then notify Fleet Safety who will review the matter. This review may require proper medical clearance from a physician as per National Safety Code or Provincial standards, or clearance from Driver Fitness and Monitoring Branch of Alberta Transportation.

2.32 Vision Screening Acuity Standards

All persons applying for a City Driving Permit may be subject to a vision acuity screening process and must meet the minimum standard for vision acuity under **Standard 6** of the **National Safety Code for Motor Carriers**. The minimum standard will apply to the current class of provincial licence held by the applicant. The minimum standard also applies to applicants whom possess a driver licence from a province other than Alberta.

2.32.1 Vision Standard - National Safety Code for Motor Carriers Standard 6

Visual Acuity

A driver's visual acuity must at least be such that they have time to detect and react to obstacles, pedestrians, other vehicles and signs while moving at maximum posted speed in daylight and in darkness. Greater levels of visual acuity are required for some classes to ensure public safety.

Visual Field

An adequate continuous field of vision is important to safe driving. Any significant change in the binocular visual field can make driving dangerous. If a visual field defect is suspected (based on medical condition, subjective report or confrontation field assessment), the employee will be referred to an ophthalmologist or optometrist for further testing.

Color Vision

STANDARD: Operators of all classes of vehicles should be able to differentiate the colors of traffic lights.

NOTE:

- (a) Vision acuity exam must be completed by a certified Optometrist.
- (b) Exam results specifying uncorrected and corrected (if applicable) acuity must be provided to the City by the applicant.
- (c) ALL FEES incurred by the applicant for eye examinations; corrective eye glasses or contact lenses are the direct responsibility of the applicant.
- (d) The City is not responsible for any fees incurred by an applicant for any reason.

2.4 Vehicle Take Home Permits

Vehicle Take Home Permits allow employees to take City Vehicles home overnight. They may be issued when there is a benefit to the City and are valid for the current calendar year only. Vehicle Take Home Permits are issued providing appropriate approvals have been obtained as per Administrative Procedure A1421A. Drivers must re-apply to acquire a permit for the next year.

City Vehicles taken home must be:

- Driven as directly as possible between the employee's place of business and their residence to eliminate any undue mileage;
- Properly secured, with doors locked with windows closed when parked to prevent theft of the vehicle or of any equipment in it; and
- Parked in a safe and secure location.

When possible, City Vehicles are to be parked off the street. At a minimum, the City Vehicle must be parked in clear sight when viewed from the interior of the employee's personal residence.

City Vehicles may not be taken home when the employee is on leave for 4 or more days, or at any time upon the request of the employer.

Fleet Safety administers the Vehicle Take Home Permit program. Application forms may be obtained from Fleet Safety.

Any holder of Vehicle Take Home Permit is required to submit a monthly travel log sheet to Employee Service Centre – Payroll. This log identifies personal travel when taking City Vehicles to/from home and work locations.

All Drivers with a Vehicle Take Home Permit must take Fuel Sense training every 5 years.

See the Vehicle Take Home Permits Administrative Procedure A1421A.

2.5 Driver Training

Employees require approval from their supervisor prior to registering for any training courses.

2.51 Defensive Driving and Professional Driver Improvement Courses

The City of Edmonton offers Defensive Driving (for Drivers of light vehicles) and Professional Driver Improvement (for Drivers of heavy vehicles) courses to its employees as a tool to improve driving skills. When a Driver successfully completes either course, they will receive a certificate of completion from the province which may qualify for up to a 3 demerit reduction on their Provincial Operator's Licence. The 3 demerit reduction also applies to the Driver's City Driving Permit for Demerit Points accumulated up to and including the date of the course. Any Demerit Points removed from the City Driving Permit will apply to Demerit Points associated to the oldest Preventable Collision or Traffic Infraction on the Drivers City driving record (acquired within the previous 2 years). Although there is no limit on the number of times a Driver may take a course, Demerit Points may only be removed once every 24 months.

2.52 Air Brakes Course

Drivers must complete a provincially approved air brake course and have the Q endorsement on their Alberta operator's licence prior to operating a City Vehicle with air brakes. Drivers operating a City Vehicle while being trained as a learner must have successfully completed a recognized air brakes course prior to operating a City Vehicle equipped with air brakes.

This training can be arranged through authorized department trainers, or contact Fleet Safety for information on air brakes training courses.

2.53 Fuel Sense

Fuel Sense is designed to reduce greenhouse gas emissions through a comprehensive training program that highlights techniques for driving with maximum fuel efficiency.

Fuel sense is a mandatory driver training program for all holders of City Driving Permits of classes; 'C', 'C-NSC', 'D', and 'E'. The course is also mandatory for

all holders of class 'B' City Driving Permits who annually consume more than 1000 litres of fuel (approximately 100 days driving), or who take vehicles home.

Employees with City Driving Permits are required to take Fuel Sense training every 5 years.

To register, contact Corporate Services, Human Resources Training Administration.

2.54 Other Required Training

Cargo securement training is required for all Drivers of vehicles over 4,500 kg.

Trip inspection training is required for all Drivers of vehicles over 4,500 kg.

Transportation of Dangerous Goods training and certification is required for Drivers who transport dangerous goods.

Training in Hours of Service legislation and fatigue management is required for drivers of National Safety Code rated vehicles.

Additional training on safety legislation will be conducted as required.

2.6 Drivers and Passengers

2.61 Passengers

City Vehicles may not carry passengers except employees on City business.

The exception to this is when the transportation of the passengers is related to conducting City business and the transportation of the passengers is approved by the Driver's supervisor.

2.62 Seatbelt Usage

Seatbelts are a proven means of reducing injury to vehicle occupants in the event of a collision. As such, seatbelts are mandatory for all Drivers and passengers while the City Vehicle is being driven. It is the responsibility of the Driver, but also the duty of every employee, to ensure that all vehicle occupants are wearing seatbelts at all times when the vehicle is being driven. The only time a Driver is exempt from wearing a seatbelt is when operating a Waste Management vehicle from the right side and while actively engaged in refuse collection – which includes operation at speeds no greater than 32 km/h.

2.63 Smoking Prohibited

Smoking is not permitted in City Vehicles.

2.64 Drugs, Alcohol, and Fatigue

The City of Edmonton has a zero-tolerance policy for use of alcohol, illicit drugs, and misuse of prescription drugs at work. Employees are not permitted to use or transport alcohol, illicit drugs, or related paraphernalia at work, in City Vehicles, on City business, or on City premises. Consequences for doing so will involve discipline, up to and including dismissal. This includes employees who are on call. Employees must promptly advise supervisors of any potential safety problems or performance concerns.

Drivers must be fit for duty while working (i.e. sober, alert and not fatigued). Drivers with any condition which may affect their driving ability must report the condition to their supervisor and may not drive. While driving or otherwise in control of a City Vehicle, a Driver may not be under the influence of any intoxicating substance including medication that may affect ability or judgment.

See the Drug and Alcohol Administrative Procedure A1148.

2.7 General Operation of Vehicles

2.71 Vehicle Preparation - Inspection

2.71.1 Prior to Driving the Vehicle Each Shift

Prior to operation of any City Vehicle, Drivers are required to perform a walk-around inspection to ensure that the unit is road worthy and in good working order.

During the walk-around inspection, Drivers will:

- Look for any damage that may have occurred while the vehicle was parked
- Ensure windshields, other windows and mirrors are clean and free from obstructions which impair vision such as frost, ice, fog, dirt, etc.
- Ensure license plates are clean
- Check fluid levels

- Inspect tires for tread depth, cuts, and pressure (hammer test wheels where necessary)
- Inspect wheels and rims for damage
 - Where applicable, examine lug nuts to ensure all are present, all appear tight, and they do not display any signs of damage
- If the vehicle is equipped with Wheel Check Indicators
 - Inspect to ensure all Wheel Check Indicators are properly aligned – a misaligned indicator means the lug nut is loose
 - Inspect wheel for missing, damaged, deformed or melted, Wheel Check Indicators
- Inspect all lights and indicators - clean if necessary
- Ensure Driver seat is adjusted properly
- Ensure brakes are operational
- Ensure the vehicle has a valid insurance card, registration certificate, and any other documents that may be required (such as a truck weight card, CVIP certificate, Safety Fitness Certificate, etc.)
- Ensure any load is properly secured to the vehicle
- Ensure passenger side airbag is enabled if a passenger will be traveling in the vehicle
- Ensure unit number is affixed and visible
- Ensure the vehicle is clean and properly decaled as per city directive
 - Anything leased beyond 30 days requires City decaling
 - Only City approved decals may be attached

Drivers are required to walk-around the City Vehicle prior to driving each time during their shift to ensure they are aware of any people, objects, or equipment in the immediate area.

For Drivers of vehicles with registered weights over 4,500 kg and up to 11,793 kg see section 4.52 for additional inspection requirements.

For Drivers of vehicles over 11,793 kg see section 4.51 for additional inspection requirements.

For Drivers of vehicles with occupant capacities of over 10 (excluding Transit buses) see section 4.53.

2.72 Driving

2.72.1 Driver's Responsibilities

- City Vehicles may be used for City business only.
- Drivers must operate City Vehicles in accordance with all applicable laws, regulations, and City policies, directives, procedures, and training.
- Drivers are required to obey all posted speed limits and drive at lower speeds when conditions warrant.
- Drivers must operate City Vehicles, including non City owned vehicles driven on city business, in a polite and courteous manner at all times.
- A Driver in charge of a City Vehicle must have in their immediate possession their valid Provincial Operator's Licence.
- Drivers must ensure that their City Driving Permit is valid and is the appropriate class for the type of vehicle being operated.
- Drivers may not drive, or permit another person to drive, an unsafe vehicle.
- Drivers are responsible for all fines resulting from Traffic Infractions while operating City Vehicles.
- Drivers must report any Traffic Violation Notice(s) received while operating a City Vehicle to their supervisor as well as to Fleet Safety by the end of the work shift for which the Traffic Infraction occurred.

2.72.2 Distracted Driving

No electronic device may be used by the Driver of a vehicle unless the vehicle is legally parked. This includes the use of hands-free devices and headsets attached to personal audio equipment or other. Two-way radios provided by the City of Edmonton may be used when the use is necessary to perform an employment related duty and the use is made with due care and attention.

If the vehicle is equipped with a display monitor, Drivers must ensure that the monitor's lid is closed or the monitor is turned away from the Driver's view while driving, unless it is used to provide information to the Driver regarding the status of various systems as required for the operation of the City Vehicle.

See the Use of Electronic Devices while Driving Administrative Procedure A1452.

2.72.3 City Vehicle Idle Control

The unnecessary idling of a vehicle wastes fuel and generates harmful emissions. It is every Driver's responsibility to eliminating unnecessary idling. During warm-up, the vehicle must not be idled longer than necessary to ensure safe operation. Vehicle engines, once warmed properly, must be shut off when idle time is expected to exceed 30 seconds.

Exceptions

Drivers are expected to use reasonable judgment in adhering to this policy when the following conditions exist:

- Animals, plants or temperature-sensitive materials are onboard.
- Vehicle is providing power for on-board equipment, inverters, computers, lift platform, air tools, PTOs, emergency lighting, equipment or auxiliary lights.
- Vehicle is attending an emergency scene.
- Vehicle is participating in, or supporting public functions; e.g. parades.
- When the vehicle is stopped while driving as a result of traffic lights, pedestrians or other regular delays encountered in traffic.
- Vehicle is being taken for service due to a mechanical problem provided the vehicle is not left unattended.
- Vehicle is involved in situations over which the driver has no control such as, severe weather conditions or mechanical difficulties.
- Vehicles may be idled to support personal comfort if they are occupied and the outside temperature is:
 - Hotter than twenty-seven degrees Celsius (27°C.); or
 - Colder than minus 10 degrees Celsius (-10°C.); or
 - Any other time when the health and safety of employees or others may be jeopardized.

See the Vehicle Idle Control Administrative Procedure A1447.

2.72.4 Travelling Outside City Limits

Authorization

To travel outside the City limits, Drivers require the approval of the branch manager or designate.

Drivers of vehicles with registered weights greater than 4,500 kg or with an occupant capacity greater than 10 must contact Fleet Safety for authorization and instruction before traveling beyond a 160 km radius of their normal work location.

Emergency Equipment:

City Vehicles with registered weights greater than 4,500 kg or with an occupant capacity greater than 10 that travel outside of an urban area must carry 2 advance warning triangles.

The City has an exemption permit which allows City Vehicles to operate within a 15 km radius of the Edmonton City limits without advance warning triangles. Should the exemption permit be required, it can be obtained from Fleet Safety 780-496-6400.

All City Vehicles traveling beyond City boundaries must request from the Tire Shop: warning triangles, spare tire, jack and tool kit (780-496-6400 – 24-hour service) a fire extinguisher and first aid kit must be supplied by the Driver's department.

Expenses

A credit card for purchasing fuel and services for City Vehicles traveling beyond the City limits may be obtained from Fleet Services by contacting 780-496-6471 between 8:00 A.M – 4:00 P.M. Misplaced or lost credit cards must be reported to Fleet Services immediately at 780-496-6400. Credit cards must be returned at the conclusion of the trip.

Drivers must record their name, payroll number, and department number on each credit card receipt for fuel and submit all receipts to Fleet Services at the conclusion of the trip.

Repairs

Minor service i.e. headlights, flat tires, gas, oil and battery service required outside of the City of Edmonton can be charged to the credit card and a detailed list of all work obtained shall be submitted to Fleet Services.

Before any expenditure for repairs/expenses over \$150.00 are charged, Drivers must contact Fleet Services 780-496-6400 for authorization.

2.72.5 GPS Logging Devices

City Vehicles may be equipped with GPS logging devices or other electronic instruments capable of monitoring vehicle systems and Driver performance.

These devices may be capable of logging information including the following, which may be retrieved by the City: vehicle location, speed, trip details, time and dates, distances, idle times, hard accelerations and decelerations, Collision logs, seatbelt status, and other engine diagnostic trouble codes.

2.73 Parking

2.73.1 Parking of City Vehicles

“Parking” means allowing a vehicle, whether occupied or not, to remain standing in one place except when standing temporarily for the purpose of, and while actually engaged in, loading or unloading passengers.

When City Vehicles are left unattended, the Driver must ensure the unit is parked so as to prevent accidental runaway, vehicle damage, or theft. This includes proper use of parking brake, transmission gear selection, and wheel chocks if necessary. Mobile equipment shall be made inoperative through lock out devices where available. The vehicle must be locked, and the keys and all other items of value removed.

When parking a City Vehicle on a grade, the park brake must be set. For heavy vehicles, additional precautions must be used such as chock blocks, particularly on steep grades. Vehicles parked on grades should also have the appropriate wheel edge turned to the curb to prevent rolling.

Marked City Vehicles are allowed free parking at all meters with the exception of fifteen minute meters. When parking at the City Hall parkade, Drivers should park in service vehicle stalls and contact security on the main floor, Southwest entrance.

When parking inside a secure City facility (i.e. overnight), City Vehicles should be left unlocked unless otherwise directed by a director of the respective work area associated to the affected vehicle.

Prior to driving, Drivers must perform a walk-around inspection to ensure the driving path is clear. Drivers must also visually examine the condition of the vehicle and immediately report any damage to their supervisor. The supervisor will then report the damage to Fleet Safety 780-496-6400 if required under section 4.23.

2.74 Backing

A large percentage of Collisions involving City Vehicles is caused by Drivers while operating the vehicle in reverse. City Vehicles should be parked in locations that allow for forward exits whenever possible. If it is necessary to back out of a parked position, then a guide must be utilized if one is available.

2.74.1 Backing with a Guide

Drivers must wherever possible use a guide, flag person, or other worker to assist when backing:

- Before backing, Drivers must adjust mirrors and make sure they are not broken, obstructed, frosted up, or dirty.
- The Driver's window should be down to allow the Driver and guide to hear each other.
- The guide should whenever possible guide the Driver from the Driver's side rear of the vehicle.
- The guide will position themselves where they have a view of the vehicle's intended path and eye contact with the Driver. The guide's whole body should be in the Driver's view at all times.
- The Driver will discuss with the guide the intended position of the vehicle and, and how close the vehicle should be to any objects.
- When necessary to back into the flow of traffic, Drivers should use STOP signs, where available, to stop traffic.
- The signals to be used between the Driver and the backing guide should be understood by both parties:

Reverse Faster: Rotate hand quickly.

Reverse Slower: Rotate hand slowly.

Stop: Hand up, not moving. When the guide puts their open hand up, the Driver must stop. The Driver can only continue when the guide starts rolling their wrist again.

Judging Distance with Tall Mirrors: Tall mirrors will require the guide to put one hand over top of the other at the approximate distance of the vehicle to an object. As the vehicle continues, the guide will close his/her hands. The Driver will come to a complete stop once the guide's hands are touching together.

Judging Distance with Wide Mirrors: Wide mirrors will require the guide to put his/her hands starting from the shoulders at the approximate distance of the vehicle to an object. As the vehicle continues, the Driver will come to a complete stop once the guide's hands are touching together.

Guide Requesting Steering Wheel Left Turn: When the guide turns his/her hand to the left, the Driver must turn the steering wheel left.

Guide Requesting Steering Wheel Right Turn: When the guide turns his/her hand to the right, the Driver must turn the steering wheel right.

- Prior to moving; the Driver should plan the move to reduce backing and conduct a visual inspection of the desired path.
- The Driver and the guide have a responsibility to identify potential hazards in the vehicle's path, such as overhead lines, ruts, fixed objects, people, etc.
- If the Driver does not like the direction given by the guide, he must stop and discuss the problem with the guide. The Driver shall stick his/her arm out and beep their horn once if he/she wants the guide to come to the vehicle.
- Before backing, Drivers must tap the horn twice to notify others in the area that the vehicle is about to move.
- Drivers must stop immediately if the sun or darkness obstructs vision in any mirror and let the guide know.
- When necessary to back into the flow of traffic use STOP signs, where available, to stop traffic.
- A person acting a guide should be wearing a reflective safety vest while on the roadway.

2.74.2 Backing without a Guide

When a Driver must back up without a guide, the following considerations will reduce unknowns and serve to make the maneuver safer. Whenever possible, Drivers must:

- Ensure all mirrors and windows are clear and adjusted to afford the best possible viewing.
- Roll down the window to hear possible warnings from other vehicles or pedestrians.
- Perform a vehicle walk around to scan the area for obstacles and clearance, and to plan the backing route. The Driver should put the vehicle in park, apply the park brake, and walk to the left rear of vehicle to estimate the distance to the vehicles or objects that are near. Drivers should not walk directly behind vehicle when the engine is running.
- Perform the maneuver immediately after the walk around is completed.
- Tap the horn twice to notify others in the area that the vehicle is about to move.
- Back at a walking pace.
- Back toward the Driver's side to use the visible side of vehicle.
- Be aware that reverse gears in the transmission are usually lower than the forward gears. This will increase torque and make the throttle seem more responsive.

2.65 Truck Routes

Heavy vehicles (over 7,999 kg registered weight and/or 12.5 m in length or greater) and vehicles carrying dangerous goods must adhere to the Truck Route Network. If the destination cannot be reached directly from a designated Truck Route, Drivers must take the most direct and practical route from the nearest Truck Route.

The onus is on the Driver to be aware of the weights and dimensions of the City Vehicles they drive.

Hard copies of the Edmonton Truck Route Map are available from the Transportation Operations Branch.



**Section 3 • Cargo, Weights,
Dimensions & TDG**

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3.1 Loads and Cargo Securement

3.11 Cargo Securement for Light Vehicles

Drivers may not operate:

- A light vehicle on a highway with any loose material on the exterior of the vehicle;
- A vehicle containing any load on a highway unless the load has been secured to prevent any part of it from falling onto the highway; or
- A vehicle containing a load of earth, sand, gravel or other loose material on a highway unless all parts of the load are at least 75 millimetres below the top of the container, and the container and load are completely covered at all times.

3.12 Cargo Securement for Heavy Vehicles

Cargo Securement Training is required for all Drivers of vehicles over 4,500 kg.

No person may remain in the cab while the vehicle is being loaded by a power-driven shovel, crane, etc., unless the cab has adequate protection at the back and over the top.

Alberta's Commercial Vehicle Safety Regulation (AR 121/2009) adopts the National Safety Code Standard 10 - Cargo Securement. This standard specifies how a carrier and Driver must transport cargo when using a commercial vehicle registered for more than 4,500 kg.

As per Bylaw 5590, Drivers must ensure that any cargo transported by any vehicle (including trailer) is contained, immobilized, or secured so that it cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle. Drivers must also ensure that the load cannot shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.

Tie Down Construction and Maintenance

A tie down must be designed, constructed, and maintained so that the Driver can tighten it (steel strapping is the exception). All components of a tie down must be in proper working order.

Approved tie-downs include:

- Manila Rope
- Wire Rope
- Steel Strapping
- Synthetic Webbing
- Polypropylene Fiber Rope
- Polyester Fiber Rope
- Nylon Rope
- Double Braided Nylon Rope

Bungee cords are NOT acceptable tie downs.

Tie downs must have:

- No knots or obvious damage
- No distress
- No weakened parts
- No weakened sections

Each tie down must be attached and secured so that it does not become loose or unfastened, open, or release during transit. All tie downs and other components of a cargo securement system must be located within the rub rails (when present).

It is the Driver's responsibility to:

- Confirm that the vehicle's tailgate, tailboard, doors, tarpaulins, spare tire, and other equipment used in its operation are secured;
- Ensure that the cargo does not interfere with the Driver's ability to drive the vehicle safely;
- Ensure that the cargo does not interfere with the free exit of a person from the cab or Driver's compartment of the vehicle; and
- Inspect the vehicle's cargo and the cargo securement systems used, and make necessary adjustments both before driving the vehicle and then again not more than 80 kilometres from the point where the cargo was loaded.

Drivers of commercial vehicles are required to have training in Cargo Securement.

3.13 Over Dimensional Vehicles

Drivers must ensure that the City Vehicle and its load comply with the *Commercial Vehicle Dimension and Weight Regulation* (AR 315/2002).

The general maximum dimension restrictions for vehicles are:

- 2.6 metres wide
- 4.15 metres high from the surface of the highway
- 12.5 metres in length

City Vehicles (including any load) that exceed any of these dimensions must obtain an over-dimensional permit and comply with Section 15 of the *Commercial Vehicle Dimension and Weight Regulation* (AR 315/2002).

The following are not included in determining the width of a vehicle:

- Outside rear-view mirrors, unless the mirror protrudes more than 20 centimetres beyond the widest part of the vehicle or its load; and
- Non load bearing devices used to secure any load on a vehicle, to contain any load on a vehicle, or to cover any load on a vehicle, unless the device protrudes more than 10 centimetres beyond the widest part of the vehicle or its load.

A vehicle being used for snow and ice control is exempt from this legislation as it relates to vehicle dimensions.

Drivers may obtain additional information and Over-Dimensional Permits from Fleet Safety 780-496-6400. A minimum of 24-hours notice is required to issue an Over-Dimensional Permit.

3.14 Overweight Vehicles

All oversized and overweight City Vehicles are subject to the load limitations outlined by Provincial regulations and therefore no City Vehicles with a load exceeding any of the limitations may be driven on City streets. Maximum weight allowances are determined using axle configurations and spacing.

Drivers must ensure that the City Vehicle and its load comply with the requirement listed in Section 9 of the *Commercial Vehicle Dimension and Weight Regulation* (AR 315/2002). Vehicles that exceed any of the listed weights require a permit.

A vehicle being used for snow and ice control is exempt from this legislation, except for the requirement to adhere to posted weight restrictions on bridges.

Drivers may obtain additional information and Overweight Permits from Fleet Safety 780-496-6400. A minimum of 24-hours notice is required to issue an Overweight Permit.

3.15 Truck Weight Cards

Provincial legislation exempts City Vehicles from displaying weights on the outside of the vehicles. In order to aid Drivers, City Vehicles with a registered weight more than 4,500 kg may have a truck weight card included with the vehicle registration.

The card will indicate legal front axle weight, legal rear axle weight, maximum trailer weight, and proper tongue weight for that unit.

Drivers must ensure that the weights listed are not exceeded. Certain units may be restricted by permit, so the weight card will be the directed limit, and not the standard weights associated with the type of unit generally.

3.2 Transportation of Dangerous Goods (TDG)

Drivers may be required to carry goods which fall under the Dangerous Goods category. A Dangerous Good is defined as any material which poses an inherent risk to life, property, or the environment.

Every employee who handles, receives, or transports dangerous goods must possess a valid certificate of training issued by the City in the handling of dangerous goods. In Canada, the certificate of training is valid for a maximum of 3 years. Drivers who have expired TDG training may not carry dangerous goods as a function of their duties.

As stipulated in the Dangerous Goods Transportation and Handling Act:

No person shall import, offer for transport, handle, or transport any dangerous goods unless

- (a) the person complies with all applicable prescribed safety requirements;
- (b) the goods are accompanied by all applicable prescribed documents; and
- (c) the means of containment and transport comply with all applicable prescribed safety standards and display all applicable prescribed safety marks.

Additional information may be obtained from Fleet Safety 780-496-6400 and department trainers.

3.21 Shipping Documents

A Dangerous Goods Shipping Document shall set out at least the following:

- a) Date;
- b) Name;
- c) Address of consignor;
- d) Description of goods transported;
- e) Shipping name;
- f) Primary classification;
- g) Compatibility group
- h) Subsidiary classification;
- i) UN number;
- j) Packing group;
- k) Risk group;
- l) 24-hour contact number; and
- m) ERAP number and telephone number.

Shipping documents must be carried within the Driver's reach and, when the Driver leaves the cab, the shipping documents must be left on the Driver's seat, in a pocket on the Driver's door, or in an obvious place in the cab. If the vehicle is left in a supervised area, a copy of the shipping document must be left with the person in charge.

3.22 Exemptions

When a Driver is carrying Dangerous Goods in the vehicle among other considerations there are some exemptions to the standard TDG rules.

The exemptions for limited quantity transportation allow a Driver to carry a small amount of Dangerous Goods without utilizing a shipping document and or a placard for the vehicle. Examples of such "limited quantities" are:

- 150 kg for dangerous goods in means of containment with a gross mass less than or equal to 30 kgs except gases (which must be in small means of containment) to a total of 150 kgs gross mass on board [refer to 1.15 of the TDG schedule].
- 500 kgs for dangerous goods in a means of containment with a gross mass less than or equal to 30 kgs, except gases (which must be in small means of containment) to a total of 500 kgs gross mass on board.
- Requires a document containing for each class of dangerous goods on board; the primary gas class followed by the word "Class" and the number of means of containment followed by the words "Number of Means of Containment". The means of containment must have safety marks. The person transporting the dangerous goods must be trained [refer to 1.16 of the TDG schedule].

If the Driver maintains quantities lower than any one concentration of dangerous good specified in column 6 of Schedule 1 of the TDG Regulations and the items are in plain view from any external side of the means of transport then a placard is not required to be placed on the exterior of the vehicle.

In all cases, if the Driver is unsure he/she should refer to the Schedule 1 of the Transportation of Dangerous Goods Regulations, or contact Fleet Safety for information on the amounts of each product that would qualify for the limited quantities exemption.

3.23 Spills

Drivers must immediately report any spill or release to the City of Edmonton Spill Hotline 780-496-6666 (24/7).

3.3 Towing Trailers

All City Vehicles have a maximum gross trailer weight located on the weight card and marked on the vehicle info sticker (inside the door or glove compartment) and this weight must not be exceeded under any circumstances. All City trailers are load and tongue rated. City Vehicles and trailers must not be mismatched when towing.

No City Vehicle may be used to tow a trailer that does not have brakes, unless the maximum gross weight of the trailer is 2,300 kg or less and is less than half of the un-laden weight of the towing vehicle. All City trailers with electric brakes must be

coupled to a truck that has the proper plug-in for electric brake controls. City trailers with air brake systems or air over hydraulic trailer brakes must be towed only with air equipped tow vehicles. Any City trailer in service that has electric or air over hydraulic must have a functioning break away safety switch.

If the combined weight of the vehicle and trailer exceeds 4,500 kg, see section 4.52, if the combined weight exceeds 11,793 kg, see section 4.51.

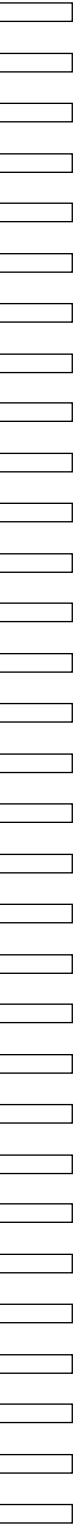
3.31 Instructions for Towing Trailers or Other Equipment

Drivers must receive training from their department before towing a trailer.

Before pulling a trailer or other equipment, the Driver is required to:

- Ensure any cargo contained in the trailer is properly secured (see section 3.1);
- Ensure the trailer or other equipment is properly attached to the towing vehicle;
- Hook up safety chains (to separate bracket) with chains crossed under the tongue;
- Raise centre leg or steady leg before moving, ensure pin and safety pin or locks are in place and secure;
- Hook up and test lights; and
- Hook up and test brakes (if equipped).

While pulling the trailer, the Driver is required to use extreme caution when turning or changing lanes and to check the hook-up periodically on long hauls. Drivers must use a guide (whenever available) when backing, and secure the trailer wheels with adequate blocking when the trailer is parked.



Section 4 • Safety & Maintenance

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Section 4 • Safety & Maintenance

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4.1 General Safety and Maintenance

4.11 Refuelling City Vehicles

4.11.1 Fuel Pump Operating Instructions

- Prior to entering fuel station, eliminate all potential sources of ignition including cigarettes and cell phones
- Ensure the City Vehicle and any attachments are shut off
- Activate fuel dispense system
- Enter accurate vehicle mileage and other required data
- Select proper fuel
- Do not pass filler hose under a raised truck box
- Begin fueling
- Do not leave nozzle unattended while fuelling
- Once fueling is complete, return the nozzle to the pump and ensure caps are replaced

4.11.2 Fire at City Fuel Sites

If there is a fire at a City fuel site, Drivers will:

1. Stop fueling and press emergency shut off button if safe to do so.
2. Clear all personnel from the area.
3. Call Fire Rescue Services at 9-1-1 in all cases of fire.
4. Extinguish the fire if safe to do so with the fire extinguisher inside the break-glass cabinet on-site.
5. Call Fleet Services at 780-496-6400.

4.11.3 Fuel Spills at City Fuel Sites

If there is a fuel spill at a City fuel site, Drivers will:

1. Stop fueling and shut off pump if safe to do so.
2. Keep any sources of ignition away from the vicinity of the spill.
3. Control spill with absorbent material from the container on-site.
4. Clean-up and properly dispose of contaminated absorbents.

5. Do not start any vehicles in the vicinity.
6. Call the City's Spill Hotline 780-496-6666.
7. If the spill was a result of a faulty fuel pump, call Fleet Services 780-496-6400.

4.12 Washing Vehicles

Drivers must ensure that both the interior and exterior of City Vehicles are kept clean in order to promote a professional public image.

Car washes are located at:

- Westwood
- Kennedale
- Davies
- Central

4.13 Abnormal Repairs

Repairs cannot be obtained commercially within the City of Edmonton area (including St. Albert, Sherwood Park, Stony Plain and any towns within that radius) unless instructed by Fleet Services 780-496-6400.

4.14 Flat Tires and Tire Maintenance

Any Driver that finds a tire that is not properly inflated or has signs of damage should call the City of Edmonton Tire Shop 780-496-6400 for instruction. If a light duty City Vehicle is equipped with a spare tire and tools, the Driver is responsible for changing the tire and taking the flat tire to Fleet Services as soon as possible.

If the City Vehicle is not properly equipped to change flats, the Driver will call Fleet Services at 780-496-6400 (24-hours service) and arrangements will be made to have a service person attend.

4.15 Breakdowns & Tire Failures

If a mechanical breakdown or tire failure occurs, Drivers should take the necessary precautions to protect themselves and the vehicle, and try to get to a safe location before the vehicle stops.

If there is a flat tire, Drivers should consider traveling very slowly to a safe area off the main road.

If on a roadway, Drivers and passengers should leave the vehicle and move off of the roadway so as not to be a traffic hazard, unless it would be more dangerous to do so.

If remaining in the vehicle, Drivers must:

- Ensure Driver and passengers continue to wear seat belts;
- Activate the vehicle hazard lights and set out any warning devices;
- Create a safety zone behind the vehicle with traffic cones or warning triangles (if equipped); and
- Ensure that all staff members wear personal protective equipment when outside of the vehicle.

Drivers must immediately contact Fleet Services at 780-496-6400 (24-hour service) and follow the instructions provided. Fleet Services will determine, based on the time of day, and the circumstances of the breakdown, what action should be taken such as towing or mobile repair services.

4.16 Stuck Vehicle / Vehicle Recovery / Towing

If a City Vehicle becomes stuck and requires towing, Drivers must immediately contact Fleet Services at 780-496-6400 (24-hour service) and act upon the instructions provided.

All routine towing will be performed by Fleet Services.

Drivers shall not attempt to tow or recover vehicles or equipment on their own unless:

1. Their branch has a policy in place that allows Drivers to tow in emergency situations;
2. The circumstances are deemed to be an emergency;
3. The employee attempting to recover the stuck unit is properly trained and using approved equipment; and
4. Their foreman, leader, or supervisor has authorized the tow or recovery at the time.

It is extremely dangerous to tow a unit and this task should be left in the hands of properly trained personnel. A hazard and risk assessment will be completed prior to any emergency towing situations.

4.17 Boosting and Battery Jumper Cables

Drivers shall not use battery jumper cables on any City Vehicles unless authorized by Fleet Services, as damage can be done to the electrical system or vehicle accessories, and injury can occur if the battery explodes. If a City Vehicle requires boosting, contact Fleet Services at 780-496-6400.

4.18 Additional Equipment

Drivers are not permitted to add or remove accessories from City Vehicles. Items such as radar detectors, portable audio equipment, etc. are prohibited.

4.2 Reporting Vehicle Theft, Fire and Damage

4.21 Theft

If a City Vehicle, or a vehicle part or accessory is stolen, the Driver will call the Police at 780-423-4567, then Fleet Safety at 780-496-6400. The Driver must then notify their supervisor and complete any necessary documentation. The Driver or their supervisor must also notify Corporate Security of the theft.

4.22 Fire

If a City Vehicle, part, or accessory catches fire and cannot be put out with a fire extinguisher, the Driver must call 9-1-1.

If at any time a City Vehicle, part, or accessory is damaged or destroyed by fire, the Driver will call Fleet Safety at 780-496-6400. The Driver must also notify their Supervisor.

4.23 Damage

All damage caused by a Collision with another vehicle or object must be reported to Fleet Safety immediately. Other damage must be reported if it is significant enough to require repair. Normal wear and tear damage such as a windshield crack, rock chip, or minor scratch, does not need to be reported.

4.3 Use of Safety Equipment

Use of some safety equipment is specific to the branch in oversight of the specific vehicle. Procedures for specific risks such as working on roadways or active thoroughfares, and or working in proximity to traffic will be determined by the branch Occupational Health and Safety Officer and hazard controls provided by the branch.

Generic safety equipment found in most City Vehicles is described below.

4.31 Traffic Safety Devices

In the performance of their daily duties, Drivers will be exposed to traffic hazards. Work on roadways requires general safety precautions.

Drivers are required to:

- Wear a high visibility vest when exiting a vehicle in traffic;
- Ensure that any passengers do not exit the vehicle into traffic without appropriate protection;
- Employ appropriate traffic control when workers are on foot and exposed to vehicle traffic on a worksite; and
- Use warning lights and display pylons when stopped on a roadway, if available.

When a City Vehicle is stopped on a highway outside the limits of an urban area at night:

- The hazard warning lamps must be lit; and
- Advance warning triangles must be placed on the highway in line with the vehicle at a distance of approximately 30 metres behind the vehicle and approximately 30 metres in front of the vehicle.

The City has a permit which allows City Vehicles to operate within a 15 km radius of the Edmonton City limits without advance warning triangles. Should the permit be required, it can be obtained from Fleet Safety 780-496-6400.

4.32 Fire Extinguishers

In case of fire, Drivers are instructed to use a fire extinguisher if the vehicle is equipped with one, only after considering the following:

1. Can I remain near the source of the fire without increasing the risk to personal safety?
2. Have I called for help prior to attempting to combat the fire?
3. Is it safe to attempt to fight the fire with an extinguisher?
4. Do I have the appropriate training in the use and limitations of fire extinguishers?
5. Do I have the appropriate fire extinguisher for the fire?

If the previous questions were answered yes, then the Driver may make a safe attempt to extinguish the fire.

When using a fire extinguisher, remember the acronym **P-A-S-S**:

Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out.

Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances.

4.4 Radio Operation

Drivers are encouraged to use common sense when operating a two-way radio while operating City Vehicles. Drivers are permitted by legislation to drive a City Vehicle while operating a two-way radio, during the performance of their duties. Radio protocols, etiquette and conduct should be learned. Drivers shall prepare the radio before the trip by adjusting the volume and setting the channel. Drivers should utilize radios only to send and receive messages with vital information. Superfluous communications as well as profane and obscene language are strictly prohibited on City radios. Only essential information should be communicated. Transmissions should be brief yet descriptive enough for the receiver to fully understand.

Prior to transmitting, the Driver should:

- Plan their message;
- Make sure the radio is clear before transmitting;
- If the radio is clear, press the transmit button and keep it pressed for 1-2 seconds before speaking;
- Speak directly into the microphone;
- Preface their first transmission as follows: Intended receiver's call sign (from) your call sign. For example, to call unit L2207 from the control office, the caller would say: "L2207, Control Office."
- End their transmission by releasing the transmission button;
- Listen for a response.

If a passenger is unable to operate the radio, the desirable time to use the radio is:

- On straight roads, when steering skills are not needed – this will prevent the microphone cord from becoming wrapped around the steering wheel assembly;
- On flat roads, rather than hilly;
- During slower speeds; or
- When stopped, rather than moving.

4.5 National Safety Code Regulations

4.51 National Safety Code (NSC) Rated Vehicles

The following vehicles must adhere to the National Safety Code standards and are referred to as a “NSC Rated Vehicle” in the following section:

1. Vehicles with registered weights of 11,794 kg and higher; and
2. Vans and buses that can carry 11 or more occupants including the Driver.

Drivers of a NSC Rated Vehicle have the same rules and responsibilities as normally permitted vehicles; however, there are some stipulations. This section contains general requirements applicable to NSC Rated Vehicles and Drivers who operate NSC Rated Vehicles.

4.51.1 Driver Records

Fleet Safety will maintain a Driver file for each Driver that operates NSC Rated Vehicles. The following information is required to be contained in the Driver file according to *Section 41(1) of the Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002):

- Completed application form for employment*
- Record of 3 years employment history*
- Driver’s abstract dated within 30 days of hiring and every 12 months thereafter
- Record of all convictions and administrative penalties for Provincial and Federal legislation relating to the operation of a commercial motor vehicle
- Record of all Collisions involving any motor vehicle
- Record of all training completed, including dangerous goods training certificate, Hours of Service, etc.
- Copies of road test results
- Copy of current medical certificate (indirect information may be acceptable, such as a copy of the Driver’s abstract or operator licence)
- Rewards and other recognition
- Record of discipline*
- Copies of information from carrier profile

** Information may be kept in Human Resources personnel file*

The City uses this information, as well as training and testing, to monitor Driver performance for risk management purposes.

Departments are required to forward to Fleet Safety copies of any training certificates or other records for any vehicle related training taken by the Driver. These records will be kept in the Driver's file at Fleet Safety as per the above.

Driver records will be retained according to the *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) Section 43(1).

4.51.2 Safety Fitness Certificate

Alberta Transportation has issued the City of Edmonton with a Safety Fitness Certificate which grants the City with a "Provincial Operating Status". This authorizes the operation of commercial City vehicles only within the Province of Alberta. Under no circumstances shall a City vehicle with a registered weight of more than 4500 kgs, or with an occupant capacity of over 10 be permitted to leave the Province of Alberta.

A copy of the provincial Safety Fitness Certificate must be carried in all NSC rated vehicles and produced upon demand by a peace officer.

4.51.3 Trip Inspections

In addition to the walk-around inspection described in section 2.7, Drivers of NSC Rated Vehicles are required to perform and document daily trip inspections. The inspection is to include a trailer, if attached to the vehicle.

The NSC Standard 13, Schedule 1 (for trucks) and NSC Standard 13, Schedule 2 (vans or buses with occupant capacities of over 10) must be followed, and if any inspected items are noted as a major defect, then the vehicle may not driven until the deficiency is corrected.

An inspection report that meets the NSC standard must be completed for each trip inspection. A trip inspection is valid for 24 hours from the time recorded on the trip inspection report; however, all Drivers are required to conduct their own trip inspection at the start of their shift. The completed trip inspection report must be carried inside the vehicle for the duration of the Driver's shift. At the conclusion of the shift, the Driver must submit the completed trip inspection report to their supervisor, who will then arrange for the report to be filed in a specific unit file held at the department level where the vehicle is assigned. The reports must then be retained for a six-month period.

Both the schedule of inspected items (NSC Standard 13) and the completed trip inspection report must be retained in the vehicle and produced on demand by a peace officer. At the end of their shift, Drivers must give the completed trip inspection reports to their supervisor. Departments are required to store the trip inspections reports in chronological order in a respective vehicle file. Reports are to then be retained for a minimum six-month period from the time they were filed.

For the full vehicle inspection schedule and more information on trip inspections, refer to the National Safety Code - Standard 13, or contact Fleet Safety.

Trip Inspection training is required for Drivers of all vehicles with a registered gross vehicle weight of over 4500 kilograms, as well as for Drivers of vehicles that have an occupant capacity of 11 or more (including the Driver).

4.51.4 Drivers' Hours of Service

Alberta's *Drivers' Hours of Service Regulation* (AR 317/2002) limits the total number of hours that Drivers of NSC rated vehicles may drive in a day:

- Drivers are prohibited from driving more than 13 hours total in a work day (designated 24-hour period).
- Additionally, Drivers are prohibited from driving after working more than 15 hours in a 24-hour period.
- Drivers must have at least 8 consecutive hours off duty between work shifts.

Under the Alberta *Drivers' Hours of Service Regulation* (AR 317/2002), a Driver is exempt from having to maintain a logbook only if ALL of the following conditions are met:

- The Driver operates within a 160 kilometre radius of Driver's home terminal;
- The Driver's work shift does not exceed 15 hours;
- The Driver starts and ends the shift at his home terminal; **AND**
- The carrier that employs the Driver maintains and keeps accurate time records of the Driver's start time and of the end time for each calendar day and retains these records for a period of at least six months.

If one of the above conditions that exempt the Driver from keeping a log book end, then the Driver must complete an NSC Hours of Service Time Sheet to report hours worked for every calendar day (log sheets available from Fleet Safety).

Drivers must contact Fleet Safety before traveling beyond a 160 km radius for authorization and instruction.

Fleet Safety must approve each department's method of keeping Driver time records. If Fleet Safety determines that a Driver's department does not keep sufficient records to satisfy the above exemption, then the Driver must complete an NSC Drivers Hours of Service Time Sheet to cover each calendar day (including days off, vacation etc.).

Edmonton Fire Rescue, Edmonton Police Service, and Edmonton Transit operators are exempt from Hours of Service legislation.

Training in Hours of Service legislation and fatigue management is required for all Drivers of National Safety Code vehicles. Additional information regarding hours of service can be obtained from Fleet Safety 780-496-6400.

4.51.5 Maintenance / Commercial Vehicle Inspection Program (CVIP)

Fleet Services conducts periodic and major service of City Vehicles. The maintenance schedule includes the Commercial Vehicle Inspection Program (CVIP) criteria.

Commercial Vehicle Inspection Program (CVIP) inspections must be conducted:

- At 6-month intervals on vans and buses with an occupant capacity of 11 or more including the Driver; and
- Annually on vehicles and combinations of vehicles with a registered weight above 11,793 kg.
 - Trailers pulled by vehicles with a registered weight above 11,793 kgs also require an annual CVIP inspection.

Departments must ensure that vehicles they own, and vehicles assigned to them, are properly maintained and regularly serviced as per legislation.

Drivers must ensure that the CVIP sticker on the vehicle is valid and legible, and that a valid CVIP certificate is contained in the vehicle or trailer and must be produced on demand by a peace officer.

For further information on maintenance schedules, refer to the written Maintenance Program- available from Fleet Services.

4.52 Drivers of Vehicles Over 4,500 kg to 11,793 kg

Drivers of vehicles with registered weights of over 4,500 kg to 11,793 kg are not required to carry the provincial Safety Fitness Certificate.

4.52.1 Trip Inspections

City Vehicles with registered weights over 4,500 kg to 11,793 kg are considered commercial vehicles by provincial legislation, and Drivers who operate them must perform trip inspections (see below).

Each Driver of a commercial vehicle is required to perform a trip inspection at the beginning of their shift prior to driving.

The NSC Standard 13, Schedule 1 must be followed, and if any inspected items are noted as a major defect, then the vehicle shall not be driven until the deficiency is repaired. If a Driver observes a major defect while operating the vehicle, they must park the vehicle immediately and contact Fleet Services to arrange for repairs – the vehicle cannot be driven until the deficiency is repaired.

Although Drivers of vehicles 11,793 kg and lighter are required to conduct a daily trip inspection, they are not required to:

- Retain the NSC Standard 13, Schedule 1 in the vehicle; nor
- Complete a trip inspection report.

Drivers of all vehicles with registered weights over 4,500 kg are required to have Trip Inspection training.

4.53 Drivers of Vehicles - Occupant Capacities of 11 or more (excludes Transit Buses)

Vehicles with an occupant capacity of 11 or more (including the Driver) are National Safety Code Rated Vehicles, and Drivers are required to:

- Perform a daily trip inspection as per National Safety Code, Standard 13, Schedule 2, and if any inspected items are noted as a major defect, then the vehicle shall not be driven until the deficiency is repaired. If a Driver observes a major defect while operating the vehicle, they must park the vehicle immediately and contact Fleet Services to arrange for repairs – the vehicle cannot be driven until the deficiency is repaired.
- Complete the trip inspection report, and carry it inside the vehicle.
- Carry the Safety Fitness Certificate and National Safety Code Standard 13, Schedule 2 inside the vehicle.
- Receive training in conducting Trip Inspections.

COLLISIONS & VIOLATIONS

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5.1 Collisions

5.11 When Involved in a Collision

A Driver involved in a Collision must:

- Remain at the scene, even if the other party leaves the scene.
- Report the Collision to the Edmonton Police Service at 780-423-4567 if the Collision has caused overall combined damage over \$2,000, caused injury or death to a person, or involved a hit-and-run.
- Report any damage to traffic control devices, railroad signs or signals, traffic signs of any kind, or parking meters to the Edmonton Police Service at 780-423-4567 immediately, even if the damages are less than \$2,000.
- Call Fleet Safety at 780-496-6400 (24 hours) before moving the vehicle, and follow the instructions given.
- Give assistance where possible and protect the scene.
- Exchange information with the other driver(s) including insurance details.
- Record the names, phone numbers, and addresses of all witnesses.
- Record the time, location, weather, and any other details that may be important.
- Notify the owner of any unattended vehicles involved in the Collision of any damage caused by the Collision. If the owner cannot be located, leave in a conspicuous place a note containing the following information: the Driver's name, address, operator's licence number, and vehicle plate number.
- Not discuss liability with other drivers.
- Fully cooperate with Fleet Safety officers in the investigation and provide statements and other information as required.
- Advise the Fleet Safety Officer if, in the Driver's opinion, the City Vehicle was mechanically defective at the time of the Collision.
- Not speak to witnesses or third party insurance companies about the Collision or investigation; direct inquiries to Fleet Safety or Risk Management.

5.12 Collision Review Procedure

5.12.1 Investigation and Classification

Fleet Safety will investigate all Collisions involving City Vehicles, excluding vehicles operated by sworn members of the Edmonton Police Service, as well as any Collisions involving Transit buses and DATS buses. The Fleet Safety officer will then classify the Collision as a Preventable Collision, Non-Preventable Collision, or Unclassified.

For Collisions assessed as being a Preventable Collision, the investigating Fleet Safety Officer will also assess City demerit points against the Driver's City Driving Permit (this section does not apply to employees of Fire Rescue Services).

The Fleet Safety Officer will then submit their report to the Fleet Safety Supervisor for approval.

5.12.2 Notification of Classification

Non-Preventable Collision or Unclassified

- The investigating Fleet Safety Officer will notify the Driver of Non-Preventable or Unclassified classifications.

Preventable Collision

- The Fleet Safety Officer will make effort to verbally notify the operator of the classification of the Collision, including the number of Demerit Points assessed.
- The Fleet Safety Officer will provide appropriate safety feedback to the Driver involved.
- The Fleet Safety Officer will notify the Driver by letter of any Preventable Collisions, the assessment of Demerit Points for the Collision, and the total number of Demerit Points the Driver has as of the date of the Collision.
- The notification letter will be sent to the Driver's supervisor, who will be responsible for hand-delivering it to the Driver.
- Accompanying the letter will be a 'Proof of Service' letter.
- The supervisor will complete the 'Proof of Service' letter as acknowledgement of receipt of the letter by the Driver
- The 'Proof of Service' letter will be returned to Fleet Safety.

- The letter will state that the Driver can appeal the decision of the Fleet Safety Officer to the Fleet Safety Supervisor by following the procedure set out in section 5.2. The letter will state any appeal must be commenced within 14 calendar days of the receipt of the letter from the Fleet Safety Officer.

Employees involved in Preventable Collisions or commit Traffic Infractions while operating City Vehicles may be subject to the discipline up to and including termination. Any Demerit Points assessed against a Driver will be recorded on the Driver's file in Fleet Safety.

5.2 Appeal Process and Procedure

A Driver may appeal the classification of a Collision as a Preventable Collision, or the assessment of Demerit Points for a Preventable Collision or a Traffic Infraction.

Drivers involved in any Collision deemed a Preventable Collision or any Traffic Infraction that results in Demerit Points being assessed will receive notification of such in writing from the Fleet Safety. The notification will identify the Collision as a Preventable Collision as well as the number of Demerit Points assessed. The letter will also explain the appeal process and how to submit an appeal.

The appeal process may consist of 2 stages:

- Stage 1 - involves the Fleet Safety Supervisor reviewing the matter and providing his/her findings back to the Driver.
- Stage 2 - involves a review or hearing by the Driving Incident Review Board, should a Driver not be satisfied with the findings from Stage 1.

5.21 Reasons for Appeal

5.21.1 Collisions may be appealed for the following reasons:

- An error or omission in the original investigation which would require the original classification to be changed
- An error or omission in the original investigation which would require the original assessment of Demerit Points to be changed
- A misinterpretation for the preventability assessment guidelines when the original classification was made
- To consider new information or evidence which would require the initial classification to be changed

5.21.2 Who May Appeal

The Driver involved in a Collision classified by a Fleet Safety Officer as a Preventable Collision or a Driver that received Demerit Points as a result of a Traffic Infraction has the right to appeal.

Employees who are disciplined by the City for driving without a valid City Permit have no right of appeal under this process.

5.22 Procedure for Appeals

A Driver may appeal the classification of a Collision as a Preventable Collision, or the assessment of Demerit Points for a Preventable Collision or a Traffic Infraction.

If a Driver appeals the classification and/or assessment of Demerit Points for a Preventable Collision and that Driver's City Driving Permit has 8 or more Demerit Points as a result of that assessment, the suspension shall not take effect until the conclusion of the appeal.

5.22.1 Stage 1: Process for Appeal to the Fleet Safety Supervisor

The Fleet Safety supervisor will review the matter including the appeal letter and all related documents pertaining to the investigation as submitted by the investigating Fleet Safety Officer.

Once the Fleet Safety Supervisor has reviewed the matter, he/she may:

- Re-assess the classification of the Collision;
- Decrease or increase the demerit points that were originally assessed; or
- Uphold the original assessment.

The Fleet Safety Supervisor may consider new evidence that was not before the Fleet Safety Officer.

The findings of the Fleet Safety Supervisor will be provided in writing to the Driver. The letter will outline instructions for further appeal should the Driver not be satisfied with the findings of the Fleet Safety Supervisor.

The letter will state that the Driver can appeal the decision of the Fleet Safety Supervisor to the Driving Incident Review Board by following the procedure set out 5.22.2. The letter sent to the Driver will state that the appeal must be commenced by the Driver within 14 calendar days of the receipt of the letter from the Fleet Safety Supervisor.

The letter shall be sent to the Driver's supervisor, who will be responsible for hand-delivering the letter to the Driver.

The completed 'Proof of Service' letter will be returned to Fleet Safety.

5.22.2 Stage 2: Process for Appeal to Driving Incident Review Board

If the Driver is not satisfied with the decision of the Fleet Safety Supervisor, they may commence an appeal to the Driving Incident Review Board.

To appeal the decision of the Fleet Safety Supervisor, the appeal must:

- Be in writing to the Fleet Safety Supervisor,
- State the grounds and supporting reasons why the matter is being appealed; and
- Be submitted within 14 calendar days of receipt of the letter from the Fleet Safety Supervisor (letter sent regarding disposition of the Stage 1 appeal).

Upon receipt of a letter requesting appeal to the Driving Incident Review Board, Fleet Safety will notify the Driver in writing of the date, time, and location where their appeal will be heard.

Employees who are disciplined by the City for driving without a valid City Permit have no right of appeal under this process.

There is no further appeal or review after a determination by the Driving Incident Review Board.

5.23 Driving Incident Review Board

The purpose of the Driving Incident Review Board is to consider appeals by Drivers of the decision of the Fleet Safety Supervisor made in respect to the classification of a Collision as a Preventable Collision or the assessment of Demerit Points for a Preventable Collision or Traffic Infraction.

The Driving Incident Review Board shall be comprised of the following:

- Chairperson
 - This member is a lawyer from Law Branch and is appointed by the City Solicitor.
- Two board positions
 - Each position shall be filled by employees who are familiar with the Driver Safety Program, the principles of Defensive Driving, and other safety practices.
 - For each hearing, at least one of the people filling a position on the board shall be an employee that is a member of a union that is part of the Coalition of Edmonton Civic Unions.
 - Employees eligible to fill either of these board member positions shall be appointed by the Fleet Safety Supervisor.

The Driving Incident Appeal Board will convene on a quarterly basis to hear any outstanding appeals. Hearing dates for the upcoming calendar year shall be scheduled in advance. If a notice of appeal is filed more than 14 calendar days before the scheduled hearing date of that quarter, the appeal will be heard on the hearing date scheduled for that quarter. If a notice of appeal is filed less than 14 calendar days before the scheduled hearing date of that quarter, the appeal will be heard the following quarter, unless both the Driver and the Fleet Safety Supervisor agree that the appeal should be heard on the scheduled hearing date of the current quarter.

5.23.1 Driving Incident Review Board – Hearing Process

The review by the Driving Incident Review Board will involve a hearing at which the Driver appealing the matter may present their case. The Driver may bring representation on their behalf to assist.

The hearing will follow the below process:

- Fleet Safety Officer will present their investigation or review.

- Board and appellant may ask questions of Fleet Safety Officer.
- Appellant may then present their case or argument.
- Board may ask appellant questions.

After hearing the matter, the Driving Incident Review Board may:

- Uphold the findings of the Fleet Safety Supervisor
- Re-assess the classification of the Collision
- Decrease or increase the Demerit Points that were assessed by the Fleet Safety Supervisor for the Collision or Traffic Infraction.

The Driving Incident Review Board may consider new evidence that was not before the Fleet Safety Officer or Fleet Safety Supervisor.

The Driver will be notified in writing of the decision of the Driving Incident Review Board. The decision of the Driving Incident Review Board is final.

5.3 Traffic Infractions

Employees must immediately notify their supervisor and Fleet Safety Section of any Traffic Violation Notice they receive while operating a City Vehicle.

Payment of any Traffic Violation Notice issued for any Traffic Infraction is the responsibility of the Driver who had care and control of the City Vehicle at the time of the occurrence. Drivers must notify their supervisor and Fleet Safety of any Traffic Violation Notices received by them. A Fleet Safety Officer may assess Demerit Points against a Driver's City Driving Permit for any Traffic Violation Notice received as per the schedule in section 5.52.

Employees who commit Traffic Infractions while operating City Vehicles may be subject to the discipline up to and including termination. Fleet Safety may also assess Demerit Points against a Driver's City Driving Permit for any Traffic Infractions listed in section 5.52. Fleet Safety will provide notification to the Driver of the Demerit Points assessed via a letter to the Driver and Drivers supervisor – as per the same process outlined in section 5.12.2. Any Demerit Points assessed against a Driver will be recorded on the Driver's file at Fleet Safety.

5.31 Traffic Violation Notices Issued to the City of Edmonton

Traffic Violation Notices issued to the City will be promptly processed by Fleet Safety Section by forwarding a copy of the Traffic Violation Notice to the respective Department for investigation and identification of the employee, and payment of the fine. Fleet Safety Section will monitor the infraction due date and address any unpaid fines for Traffic Violation Notices that employees have not paid to ensure late payment penalties are not incurred. Any fines paid by Fleet Safety Section will be collected from the respective Department. The department will then be responsible for collecting the fine from the Driver.

Drivers who wish to contest a Traffic Violation Notice issued to the City for a City Vehicle they were operating, may do so only with the approval of both their supervisor and the Fleet Safety Supervisor. A Driver wishing to contest a Traffic Violation Notice shall firstly submit their request to their supervisor in writing, outlining the reasons for disputing the Traffic Violation Notice. The deadline for submission of the request shall be 14 days prior to the court date that is noted on the Traffic Violation Notice. The supervisor will then forward the request to the Fleet Safety Supervisor for approval. If approval is not granted, the employee must pay the fine prior to the specified court date. At the conclusion of the matter, the employee must notify their supervisor and the Fleet Safety Supervisor of the final disposition of the matter and if any fine was upheld by the Courts, the employee must provide proof that the fine was paid.

Demerits may be assessed against a Driver's City Driving Permit for any Traffic Violation Notice or received by the Driver while operating a City Vehicle as per the assessment guide in section 5.52.

5.31.1 Automated Enforcement

Upon receipt of a Traffic Violation Notice issued to a City Vehicle for any Traffic Infraction captured via automated enforcement systems (Photo Radar or Intersection Safety Camera), Fleet Safety will determine the vehicle's department and forward the original Traffic Infraction notice to that department. The receiving department will investigate and forward the Traffic Violation Notice to the appropriate Driver for payment. If the receiving department is unable to identify the appropriate Driver, the department will be responsible for payment of any penalty.

5.31.2 Parking Violations

When notified of a parking infraction that was issued to a City Vehicle, Fleet Safety will determine what department the vehicle is assigned to and forward the original Traffic Violation Notice to that department. The receiving department will investigate and forward the Traffic Violation Notice to the appropriate Driver who will be responsible for payment. If the receiving department is unable to identify the appropriate Driver, the department will be responsible for payment of any penalty.

5.32 Traffic Violation Notices Issued to the Driver

5.32.1 Officer Issued

When a Driver receives a Traffic Violation Notice issued by a Peace Officer, the Driver must notify their supervisor. The Driver is also required to notify Fleet Safety of the Traffic Infraction, and to provide Fleet Safety with a copy of each Traffic Violation Notice. The Driver is responsible for payment of the fine. A Driver does not require permission to contest in court any Traffic Violation Notice that was issued directly to them.

5.32.2 Issued by Fleet Safety

Fleet Safety Officers may issue a Traffic Violation Notice to Drivers for violations observed by the Fleet Safety Officer, or those substantiated by a complaint. Depending on the nature of the Traffic Infraction, the Fleet Safety Officer may issue Demerit Points against the Driver's City Driving Permit. The issuance of this Traffic Violation Notice is an internal Driver management process and does not affect the Driver's Provincial Licence. Drivers may not continue to operate the vehicle after they are issued a Traffic Violation Notice until the situation has been corrected and the violation is no longer being committed. Failure to comply with the Traffic Violation Notice issued by a Fleet Safety Officer may result in the Driver's City Driving Permit being suspended and disciplinary action being initiated.

5.33 Appeals for Traffic Infractions

Drivers may appeal Demerit Points assessed against their City Driving Permit resulting from a Traffic Infraction. The appeal process is the same as the appeal process in section 5.2.

Drivers who wish to dispute Demerit Points assessed for any Traffic Infraction must submit their appeal in writing to the Fleet Safety Supervisor within 14 calendar days of being notified of the assessment of Demerit Points.

5.4 Citizen Complaints

Citizen complaints about Drivers are generally received by 311 and then forwarded to Fleet Safety. Fleet Safety may investigate the matter or forward the complaint to the respective department for investigation. Complaints about Drivers are taken seriously and founded complaints may result in disciplinary action by the Driver's department. Fleet Safety may also assess Demerit Points on the Driver's City Driving Permit if the Traffic Infraction reported in the complaint is found to be substantiated.

5.5 Assessment of Demerit Points

Employees involved in Preventable Collisions, or who commit a Traffic Infraction while operating City Vehicles may be subject to the discipline up to and including termination. Any Demerit Points assessed against a Driver will be recorded on the Driver's file in Fleet Safety.

If a Driver accumulates 8 or more Demerit Points on their City Driving Permit in any 2 year period, their City Driving Permit shall be suspended (see section 5.53). The Demerit Points assessed for a Preventable Collision or Traffic Infraction will be removed 2 years after the date of the incident.

Note that Demerit Points removed as a result of the successful completion of a Defensive Driving Course will be for Demerit Points related to the oldest Preventable Collision or Traffic Infraction (that occurred within the preceding 24 months).

Any driver assessed Demerit Points as a result of a Preventable Collision or Traffic Infraction will have the opportunity to appeal the assessment as per the appeal process outlined in section 5.2.

5.51 Preventable Collisions

Drivers' responsibilities to avoid Collisions go beyond carefully observing traffic rules and regulations. Drivers are expected to prevent Collisions – in spite of hazards of weather, road, or traffic conditions and any other person's faulty driving or failure to obey traffic regulations.

The criteria listed below are a guideline for assessing Demerit Points:

With respect to road traffic location, the Driver failed to:

- (a) Consider or allow for adverse road conditions.
- (b) Adjust to off-road conditions.
- (c) Adjust for parking lot or inside building conditions.
- (d) Adjust for traffic conditions.
- (e) Consider vehicle clearances.
- (f) Other.

With respect to environment, the Driver failed to:

- (a) Adjust to adverse condition of light or weather.
- (b) Other.

With respect to vehicle, the Driver failed to:

- (a) Have a vehicle defect corrected.
- (b) Refuse to drive an unsafe vehicle.
- (c) Secure load, equipment and/or trailer.
- (d) Other.

With respect to actions of the driver, the driver failed to:

- (a) Take all reasonable precautions to avoid the Collision.
- (b) Exercise alertness, foresight or good judgment.
- (c) Report an adverse physical/health condition.
- (d) Report for work in fit condition to drive; or refrain from alcohol, or drugs, which will affect his ability to drive during work.
- (e) Inform the supervisor that he lacked the necessary knowledge of driving skills required.
- (f) Obey all traffic laws or City driving policy.
- (g) Back safely.
- (h) Utilize a guide while backing.
- (i) Other.

5.52 Traffic Infractions

Demerit Points will be assessed against City Driving Permits for Traffic Infractions according to the below schedules:

Speed Over Limit	Level 1 0 to 10 km/h	Level 2 11 to 30 km/hr	Level 3 31 to 49 km/hr	Level 4 50 or more km/h
Demerit Points Assessed-First Offence	Warning	1	2	Suspension of City Driving Permit up to 6 months
Each additional offence when preceding offence was within 24 months	1	2	3	Permanent suspension of City Driving Permit

Other violations	Red Light	Parking	Failure to use seat belt	Back without assistance, when available	Other moving violation	Other non-moving violation
First Offence	2	Warning	1	1	1	0*
Each additional offence when preceding offence was within 24 months	3	1	2	2	2	0*

*Other non-moving violations will not result in Demerit Points, but may be noted on the Driver's record

5.53 City Driving Permit Suspension

If a City Driving Permit is to be suspended, Fleet Safety will:

- Send a letter through the Driver's supervisor notifying the Driver of the suspension and the effective date of the suspension.
- The supervisor will be responsible for hand-delivering the letter to the Driver
- Accompanying the letter will be a 'Proof of Service' letter.
- The supervisor will complete the 'Proof of Service' letter as acknowledgement of receipt of the letter by the Driver
- The completed 'Proof of Service' letter will be returned to Fleet Safety.

A City Driving Permit will be suspended for a **30-day period** for any Driver that accumulates 8 or more Demerit Points on their City Driving Permit within a 24-month period.

If a Driver further accumulates 8 or more Demerit Points in a 12-month period after being reinstated from a 30-day suspension, their City Driving Permit will be suspended for a **60-day period**.

If a Driver further accumulates 8 or more Demerit Points in a 12-month period after being reinstated from a 60-day suspension, their City Driving Permit will be suspended for a **90-day period**.

At the conclusion of the suspension period, a Driver's City Driving Permit will be reinstated with half of the Demerit Points or according to the following schedule:

- 8-9 Demerit Points: reinstated at 4 Demerit Points
- 10-11 Demerit Points: reinstated at 5 Demerit Points
- 12-13 Demerit Points: reinstated at 6 Demerit Points
- 13+ Demerit Points: reinstated at 7 Demerit Points

A City Driving Permit may be suspended indefinitely or permanently revoked for just cause by the Fleet Safety Supervisor. See section 2.16 for additional reasons that a City Driving Permit may be suspended or revoked.

Should a Driver appeal the classification and assessment of Demerit Points for a particular Preventable Collision, or Traffic Infraction, and their City Driving Permit has 8 or more Demerit Points as a result of that assessment, the suspension will not take effect until the conclusion of the appeal (assuming the Driver still has 8 or more Demerit Points at the conclusion of the appeal).

Note that Drivers who successfully complete a Defensive Driving Course or a Professional Driver Improvement Course may have up to 3 Demerit Points removed from their City Driving Permit as determined by Fleet Safety. This applies only to Demerit Points accumulated up to and including the date of the Defensive Driving Course. This does not apply to any Demerit Points accumulated after the date of the Defensive Driving Course.

A Driver cannot appeal suspension of their City Driving Permit. They may only appeal the assessment of Demerit Points against their City Driving Permit. See section 5.3 for further details.

5.54 Provincial Demerits

It is the employee's responsibility to maintain an acceptable driving record. If a total of 8 or more demerit points have accumulated against an employee's Provincial Operator's Licence, the employee must attend a provincially recognized and accredited driver merit course (i.e. Professional Driver Improvement Course or Defensive Driving Course). Contact Fleet Safety 780-496-6400 to register.

The employee's City Driving Permit may be immediately suspended if their provincial driving abstract demonstrates unsafe driving practices.

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