



# Vehicle Management and Driver Safety Program Manual





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ALBERTA

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**University faculty, students, Masters, PhD candidates and support staff must return this manual to their supervisor upon termination of employment.**

**Driver Acknowledgement**

I have received the University of Alberta, Vehicle Management and Driver Safety Program Manual and I am responsible to read the entire manual and abide by University Policies and Procedures as set out in the manual and UAPPOL and consider other recommended safety practices where applicable.

I acknowledge that University vehicles may or may not be equipped with Global Positioning System (GPS) receivers or other electronic instruments capable of monitoring vehicle systems and usage. Installation of GPS devices increases safety and logistics efficiencies. GPS data may be requested by law enforcement, or otherwise used to provide information relative to compliance investigations.

**Driver Name**  
**(please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty/ Administrative Unit:**  
\_\_\_\_\_

**Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

Forward a copy to the Fleet Safety Officer.



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## **INTRODUCTION**



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## 1.0 INTRODUCTION

The University of Alberta operates a fleet of motor vehicles as a federally regulated commercial carrier. These vehicles are used by University faculties and departments in support of academic and service activities and are highly visible and represent the University wherever they are being operated. Drivers and passengers are expected to uphold the University's reputation by operating vehicles in a safe professional manner.

University vehicles include:

- Any vehicle displaying a University logo
- Any vehicle operated by any University department
- Any motor vehicle rented or leased by a University of Alberta department
- Any motor vehicle personally rented or leased for a University activity and the University of Alberta is identified on the rental or lease agreement

University vehicles may be equipped with Global Positioning System (GPS) receivers or other electronic instruments capable of monitoring vehicle systems and usage. Installation of GPS devices increases safety and logistics efficiencies. GPS data may be requested by law enforcement, or otherwise used to provide information relative to compliance investigations.

Members of the University community eligible for authorization to use University vehicles include:

- Employees
- Faculty
- Students
- Adjuncts
- Emeriti
- Collaborators
- Volunteers

The University recognizes its obligation as a commercial fleet operator to maintain motor vehicle and driver safety programs and policies in accordance with legislated requirements. The Vehicle Management and Driver Safety Program is centrally funded by the University of Alberta and provides driver training courses to members of the University community who use motor vehicles for University business purposes.



### **Who this manual is intended for**

The information in this manual applies to everyone who operates or travels in a University vehicle for the purposes of conducting any activity on behalf of or associated to the University of Alberta.

University vehicle use is restricted to drivers who have met all University requirements for authorization and passengers who are traveling for the specific University activity for which the vehicle is to be used.

### **Purpose of the manual**

The objective of the University of Alberta Vehicle Management and Driver Safety Program is to manage transportation risk within the University community by promoting safety concepts through comprehensive vehicle management and a driver training and monitoring process.

The Vehicle Management and Driver Safety Program Policy and the procedures contained in this manual provide directions for the use of University vehicles by authorized users in any University Faculty, Department or subunit.

### **Regulatory Compliance**

All University drivers are expected to comply with University Fleet Safety Policy and Procedures and all applicable legislation regardless of where they may be operating.



## **WHO IS AN ELIGIBLE DRIVER?**







## 2.0 WHO IS AN ELIGIBLE DRIVER?

### 2.1 General Requirements for cars, trucks with 2 axles, vans designed to carry fewer than 11 passengers including the driver.

The operation of University vehicles by unauthorized personnel is prohibited.

Authorization to operate University cars, trucks with 2 axles and passenger vans designed to carry up to 11 passengers including the driver, may be granted by the Fleet Safety Officer, Vehicle Pool or the Office of Insurance and Risk Assessment when applicants meet or exceed the following minimum requirements.

### 2.2 If you were employed with the University of Alberta or engaged in a University project or collaboration after March 01, 2003

1. 19 years or older,
2. Possess a valid Class 5, 4, 3, 2 or 1 driver's license issued in Canada or the United States. (Graduated and Probationary Licenses are not acceptable),
3. Submit an **Application for University Driving Privileges** form to the Fleet Safety Officer,

The University will obtain abstracts for Alberta driver's licenses upon completion of the Alberta Abstract Consent (page 2 of the Application for Driving Privileges).

Drivers with licenses issued outside of Alberta must obtain and submit a three year driver abstract from the issuing province or state and submit it to the Fleet Safety Officer.

4. Have less than 6 demerit points and less than 3 moving traffic violations during a three (3) year driving history dated within 60 days of the **Application for University Driving Privileges**.
5. Attend and successfully complete an approved Defensive Driving Course,  
  
The University will accept Provincially approved and Canada Safety Council, Defensive Driving Course certificates dated within two (2) years prior to submission of the **Application for University Driving Privileges**.
6. Successfully complete a driver evaluation conducted by the Fleet Safety Officer or designate or.



**2.3 If employed prior to March 01, 2003 and drive University vehicles daily for employment purposes or as a condition of employment**

1. meet requirements 1 through 4 and
2. Successfully complete a driver evaluation conducted by the Fleet Safety Officer or designate.

**2.4 If employed prior to March 01, 2003 and drive University vehicles occasionally for employment purposes**

1. Requirements 1 through 4 only.

**2.5 Leave University employment in excess of 24 months**

1. Meet the requirements set out in Section 2.2.

**2.6 All others**

1. Meet the requirements set out in Section 2.2.

**AUTHORIZATION REQUIREMENTS FOR OTHER VEHICLE TYPES**

**2.7 Drivers of vehicles designed to carry 11 to 24 occupants**

Authorized University Drivers who intend to operate University owned, leased or rented passenger vehicles designed to carry 11 to 24 persons including the driver must meet or exceed the following minimum requirements.

1. 21 years or older,
2. Requirements 1 to 5 in Section 2.2 and
3. Possess a valid Canadian or U.S. issued Class 4, Class 2 or Class 1 driver's license with less than 6 demerit points,
4. Successfully complete a 15 Passenger Van Operator course and included evaluation conducted by the University of Alberta.

**2.8 Drivers of vehicles designed to carry more than 24 Passengers**

Authorized University Drivers who intend to operate vehicles designed to carry more than 24 passengers must meet the following minimum requirements.

1. 25 years or older and
2. Possess a valid Canadian or U.S. issued Class 2 or Class 1 driver's license
3. All of the minimum requirements in 2.7



## **2.9 All-Terrain Vehicles (ATV)**

Members of the University community may be required to operate all-terrain vehicles during the course of employment or research.

The University of Alberta will authorize persons to operate University owned, leased or rented all-terrain vehicles (ATV) when they have successfully completed an approved ATV rider course.

ATV operators must wear:

- DOT or SNELL helmet
- Adequate eye protection
- Sturdy gloves
- Sturdy boots that cover the ankle bone
- Study jacket with long sleeves
- Sturdy long pants

## **DRIVER LICENSES, SUSPENSIONS, DISQUALIFICATIONS, REINSTATEMENT, RECORDS**

### **2.10 Driver Abstracts**

Drivers with licenses issued outside of Alberta must obtain and submit a 3 year driver abstract from the issuing Canadian Province or American State to the Fleet Safety Officer semi-annually (every 6 months).

The University will obtain abstracts for drivers licensed in Alberta.

All driver abstracts are reviewed and stored in accordance with the Freedom of Information and Protection of Privacy Act. Confidential information contained in a driver abstract is used strictly for University driver monitoring as required by Federal and Provincial Commercial Vehicle Regulations and the University insurer.



## 2.11 Driver Licenses

The University will accept valid Class 1 through Class 5 driver's licenses issued in Canada or the United States.

Graduated (GDL, G2, New, Class7), Probationary, Military and International driver's licenses are **not acceptable**.

Alberta Registries has a reciprocal agreement with the United States, Austria, Belgium, Germany, Japan, South Korea, Switzerland and the United Kingdom (excluding Northern Ireland) to exchange valid class 5 driver's licenses for an Alberta Class 5 Driver's license when accompanied with proper immigration and residency documentation.

Drivers from countries other than those listed above must provide proof of at least two years of driving with a valid class 5 equivalent driver's license from their originating country.

Drivers who are unable to provide adequate documentation to an Alberta Registry agent will receive a Graduated or Probationary driver's license in effect for a two year period.

Drivers with Graduated licenses must successfully complete a Provincial in car road test conducted by a Provincial Drivers' License Examiner after the GDL exit date. A class 5 driver's license will be issued upon successful completion of the road test and payment of all applicable fees.

**Drivers must meet all University requirements and Alberta Traffic Safety Act requirements before they can be authorized to operate University vehicles.**

Class 4 driver's licenses are required when a "For Hire" condition exists. "For Hire" conditions apply when a driver is being paid to transport passengers or when passengers have paid for transportation. Passengers' transportation fees may be included in tuition or in a driver's job/work description.



### **2.12 Statutory and Administrative Driver's License Suspension, Disqualification, Expiry and Reinstatement**

Drivers suspended or disqualified from operating a motor vehicle due to Criminal Code of Canada suspension are prohibited from operating any motorized vehicle, including a train, aircraft or watercraft, in Canada.

Drivers suspended due to an administrative suspension assessed under the authority of a Provincial statute are prohibited from operating a motor vehicle on highway (any road to which the public has access).

The expiry of the suspension term does not mean the suspended driver can resume driving. Driving privileges remain suspended or disqualified until all reinstatement conditions are met. Reinstatement conditions may include payment of fines, driver training courses or other remedial training or services imposed by the presiding Justice, Judge or Commissioner.

Drivers are responsible for license renewal.

### **2.13 Suspension of University Driving Privileges**

University driving privileges may be suspended when:

1. a driver operates a University motor vehicle contrary to Fleet Safety Policy or;
2. a 3 year driver abstract shows more than six (6) demerit points or more than 3 moving traffic violations or;
3. a driver is suspended, disqualified or prohibited from operating a motor vehicle by the Registrar of Motor Vehicles in any Canadian Province or Territory or in the United States or;
4. a driver fails to meet the minimum licensing or operating requirements for any University vehicle or equipment or;
5. a driver demonstrates any unsafe or careless act while operating a University motor vehicle.

The University will not install an ignition interlock device to accommodate conditions of an impaired driving conviction.



## **2.14 Reinstatement of University Driving Privileges**

University driving privileges may be reinstated:

1. Following a review by the Fleet Safety Officer, the Office of Insurance and Risk Assessment and/or the University Fleet Safety Committee and successful completion of remedial driver training and an evaluation.
2. When demerit and violation counts have been reduced below the maximum limit.  
  
Canada Safety Council Defensive Driving Course certificates may be presented to an Alberta Registry Agent, within two (2) years of course completion, for a three demerit point reduction.
3. Upon administrative reinstatement by the Registrar of Motor vehicles if previously suspended due to an administrative or criminal conviction.

## **2.15 Expired Driver's Licenses**

Drivers are expected to renew their driver's licenses as required and advise their supervisors when renewal periods cannot be met.

The Fleet Safety Officer or the Office of Insurance and Risk Assessment will advise supervisors and drivers when abstracts indicate a driver's license has expired.

Supervisors must ensure that drivers with expired licenses are not operating University vehicles.

## **DRIVER TRAINING**





### 3.0 DRIVER TRAINING

The University provides Defensive Driving Courses, 15 Passenger Van Operator Courses and ATV Courses to members of the University community that are required to drive University vehicles for University business purposes.

Additional training may be required by authorized University drivers following review of incidents or collisions by the Fleet Safety Officer, Office of Insurance and Risk Assessment or the Fleet Safety Committee.

Orientation for all new drivers with each vehicle or equipment type is mandatory as per **Section 2 of the Occupational Health and Safety Act**. Orientation dates and times must be recorded, signed and dated (by the employee and person conducting the orientation) and stored with personnel records.

#### 3.1 Defensive Driving Courses

Defensive Driving Courses are regularly scheduled by the Fleet Safety Officer. Course information can be found on the "U Drive" web site at:

[http://www.facilities.ualberta.ca/Operations\\_Maintenance\\_FO/Driving.aspx](http://www.facilities.ualberta.ca/Operations_Maintenance_FO/Driving.aspx)

Click on "Driver Education".

The Canada Safety Council Defensive Driving Course consists of at least 6 hours of classroom instruction and does not include the driver evaluation.

#### 3.2 Driver Evaluations

The driver evaluation is a required component of the University driver authorization process.

Evaluations are normally one hour in a vehicle provided by the University.

The evaluation should be considered as the practical component of the defensive driving course. Training is provided to the participant during the evaluation.

Additional evaluations may be required when participants exhibit dangerous actions or limited driving skill levels.

### **3.3 15 Passenger Van Operator Courses**

15 Passenger Van Operator Courses available upon request to the Fleet Safety Officer. This course is subject to instructor and training vehicle availability. Course duration is dependent on the number of course candidates. The 15 Passenger Van Operator course includes a driver evaluation.

### **3.4 Professional Driver Improvement Courses**

Professional Driver Improvement Courses are available upon request to the Fleet Safety Officer. This course is subject to instructor and training vehicle availability.

### **3.5 All Terrain Vehicle (ATV) Operator Training**

The University of Alberta provides All-terrain vehicle (ATV) operator training to staff and students who may use ATVs for field work. This Canada Safety Council course requires an ATV, DOT or SNELL helmet, adequate eye protection, sturdy gloves, sturdy boots that cover the ankle bone, sturdy long sleeved jacket and sturdy long pants.

The University will accept Canada Safety Council courses provided by other organizations. Check with your department for course reimbursement policies prior to registration.

### **3.6 Trailer Towing**

The University provides optional trailer towing courses for research groups prior to departure for field work.

Course information can be found at:

[http://www.facilities.ualberta.ca/Operations\\_Maintenance\\_FO/Driving.aspx](http://www.facilities.ualberta.ca/Operations_Maintenance_FO/Driving.aspx)



**DRIVERS  
&  
PASSENGERS**





## **4.0 DRIVERS & PASSENGERS**

### **4.1 Passengers**

Only University authorized passengers are permitted to ride in University vehicles.

Authorized passengers are members of the University community, volunteers and collaborators who are assigned to the particular work activity for which the University vehicle is used.

Family members are not permitted to travel in University vehicles unless they are legitimately assigned to the particular University work activity for which the vehicle is used.

Unauthorized passengers such as spouses and children must be transported in a personal or private vehicle.

Hitch hikers are not permitted in University vehicles.

### **4.2 Seat Belts & Supplemental Restraint Systems**

Drivers must ensure all occupants wear seat belts. The numbers of seat belts in the vehicle determine the maximum number of occupants.

Seat belts must be adjusted firmly across the pelvic cradle. Loosely adjusted and improperly worn seat belts may lacerate internal organs or cause other soft tissue damage in the event of a collision.

Occupants that are improperly restrained risk ejection from the vehicle upon impact or rotation.

Supplemental restraint systems (SRS, air bags) are only effective when the occupant is properly restrained with a seat belt.

Vehicles should not be used when seatbelts show excessive wear or do not retract or lock. Buckles must be free of debris and must lock and release properly.

### **4.3 Smoking**

Smoking is not permitted in University vehicles.



#### 4.4 Impairment

Alcohol, drugs, fatigue and emotions impair a driver's ability to operate a vehicle. These factors affect a driver's ability to process and assess information by extending the time needed for a driver to decide what to do.

Signs of impairment may appear suddenly and without warning. University drivers must be alert at all times. Full attention must be directed to identifying the many hidden obstacles and hazards in the University environment.

Drivers must assess themselves prior to operating any vehicle and continuously while driving.

Drivers who detect or anticipate impairment should park and cease driving. Report to a supervisor and arrange for alternate transportation.

Impaired drivers fail to recognize the severity of their impairment and become confrontational when requested to stop.

Passengers who suspect a driver is suffering from any form or impairment should immediately request the driver to stop. Once the vehicle is safely parked remove keys from the ignition and report to a supervisor. Ask the driver to take a passenger seat.

Your safety comes first. Walk away from the driver and the vehicle if necessary.

**Vehicle dimensions may impair a driver's view.** The width of windshield support pillars and outside mirrors often block the view of vertical objects such as pedestrians, bicycles, motorcycles or pillars. Drivers must alter their body positions to look around view obstructions by propping themselves upward or moving from side to side. Simply moving the head may significantly reduce view obstructions.



#### **4.4.1 Alcohol**

Do not consume alcohol within 12 hours prior to driving.

Although the legal limit of alcohol concentration in blood is 80 mg% (0.08), impaired driving charges may be laid if test results are below 80 mg % and there is evidence of impairment from alcohol or drug.

Drivers may exhibit intoxication after consuming very little liquor. Drivers suffering from chronic alcoholism may be difficult to detect until they make inappropriate decisions.

Body composition may affect alcohol absorption, however, the average alcohol elimination rate is between 8 and 10 mg % per hour.

A male weighing 70 kg (165 pounds) consuming 6 drinks (1 oz of liquor = 1 bottle of beer = 4 oz wine) in 2 hours would have a blood alcohol concentration of 116 mg %. It would take 12 hours for a healthy person to eliminate all of the alcohol from the blood. The total time from the start of consumption to total elimination would be 14 hours. This time could be extended if the person took longer to absorb the alcohol into the blood stream or eliminate it.

#### **4.4.2 Drugs**

Medicinal and recreational drugs may affect a driver's ability to identify hazards and slow the decision making process.

Drivers who have consumed any type of medication known to cause drowsiness should remove themselves from driving duties.

Drivers that use or consume recreational drugs are not permitted to operate any University vehicle or equipment.



#### **4.4.3 Fatigue**

Fatigue may be caused by a number of external and internal factors. Weather, temperature, sleep deprivation and emotional distress are some factors to be considered when determining fitness to drive.

A driver's attention will focus on the cause of the fatigue instead of driving duties and responsibilities.

Drivers must remove themselves from driving duties when they feel unfit to continue.

Passengers and supervisors must prevent fatigued drivers from operating University vehicles and equipment.





# **DAILY ROUTINES**





## 5.0 DAILY ROUTINES

All motor vehicles owned, rented or leased by the University must be visually inspected prior to the first vehicle movement of the day. Failure to inspect a vehicle prior to driving it could result in delay or cancellation of the trip or journey.

### 5.1 Pre-trip Inspections

A trip starts when the vehicle leaves its temporary or permanent home terminal or base of operations and ends upon arrival at the destination.

Only one inspection is required prior to the first trip of the day. Drivers assuming control of the vehicle from another driver should conduct their own inspection to ensure fluid levels (i.e. fuel, windshield washer), lights and brakes are in working order.

Insert the date, time and location of the inspection and identify the vehicle by entering the vehicle license plate number or University Unit number.

Items are listed on the inspection report for convenience. The corresponding box may be checked if found to be defective.

A daily walk around safety check should include:

1. brakes
2. headlights, clearance lights, brake lights, signal lights, emergency flashing lights, dash lights and indicators
3. inspect tires for low pressure and excessive tread wear
4. all windows
5. mirrors
6. doors, including cargo doors and tailgates
7. straps or other equipment to secure loads (including canopy clamps, if used)
8. seatbelts
9. horn (and back-up alarm if equipped)
10. engine oil
11. transmission fluid (if not sealed)
12. power steering fluid
13. windshield washer fluid
14. engine coolant (check cold only)
15. body panels for damage
16. clearance lights
17. brake lights
18. signal lights
19. license plate lamp
20. trailer hitch and coupling (if applicable)
21. safety chain (if applicable)



**Drivers must not operate a vehicle that they suspect is not road worthy.**

If no defects are found check the “no defects found” box at the lower left corner of the daily inspection report. Drivers must print their first and last name and sign and date the report.

If defects are noted check the box corresponding to the defect and/or add a comment on the “remarks” line. Remove the original white page from the book and deliver it to the immediate supervisor for notification of defect.

Supervisors shall arrange for repairs by contacting the Vehicle Pool at **(780) 492-1920** and sending the white original of the inspection report to the Vehicle Pool with the vehicle.

The Vehicle Pool will retain the original report until the defect is repaired. The Vehicle Pool mechanic who has corrected or repaired the defect or the approving supervisor will sign the box at the lower right corner of the report attesting the vehicle has been repaired and is roadworthy.

Inspection books contain 31 carbonless duplicate inspection sheets. Completed books are to be turned over to the Fleet Safety Officer for storage for one calendar year. Additional books are available from the Fleet Safety Officer.

**Consult local Commercial Vehicle Regulations for additional inspection requirements.**



**DRIVER'S DAILY VEHICLE / EQUIPMENT INSPECTION REPORT**

CARRIER: UNIVERSITY OF ALBERTA      INSPECTION DATE: \_\_\_\_\_      INSPECTION TIME: \_\_\_\_\_      LOCATION OF INSPECTION: \_\_\_\_\_  
 ADDRESS: 4th Floor, General Services Building      VEHICLE MAKE/MODEL: \_\_\_\_\_      ODOMETER READING (MILES/KMS): \_\_\_\_\_  
 CITY: Edmonton, Alberta T5G 2R9      TRUCK LICENSE # OR UNIT #: \_\_\_\_\_      TRAILER(S) LIC. OR UNIT #: \_\_\_\_\_

**TRUCK/EQUIPMENT**

Battery       Parking Brake       Front Axle       Load Covering / Capacity       Tires       Towing and Coupling Devices

Body       Back-up Alarm / Low Pressure or Low Vacuum Signal       Fuel System       Load Security       Tire Chains       Towing and Coupling Devices

Brake Accessories       Clutch       Generator/Alternator       Mirrors (Adjustment and Condition)       Transmission       Whistles, Horns, Fasteners

Brake Air Pressure       Detritor and Hailers       Horn       Lights and Reflectors       Radiator       Wheel, Rims, Fasteners

Brake Booster       Drive Line       Head / Stop Lights       Rear End       Driver's Seat Belt and Seat Security       Windshield and Windows

Brake Failure Warning Light       Emergency Equipment       Tail / Dash Lights       Driver's Seat Belt and Seat Security       Windshield Washer and Wipers

Brake Pedal       Engine       Turn Indicators       Steering Column       Other

Brake Fluid       Exhaust System       Turn Wheel       Suspension

Hydraulic Brake Fluid       Fifth Wheels       Clearance Lights       Suspension

**TRAILERS**

Brake Adjustment and Connections       Load Covering       Suspension, Springs       Towing and Coupling Devices

Parking Brake       Hitch/Landing Gear       Load Security       Tires       Wheel, Rims, Fasteners

**REMARKS**

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER REMARKS

DEPARTMENT / RESEARCH TEAM LEADER OR PRINCIPAL INVESTIGATOR (PLEASE PRINT): \_\_\_\_\_

No Defects Found      I declare that the vehicle(s) shown above has (have) been inspected in accordance with the applicable requirements of Schedule 1.

Inspector / Driver's Name: \_\_\_\_\_      Inspector / Driver's Signature: \_\_\_\_\_      Signature of Authorized Repair Person: \_\_\_\_\_      Date: \_\_\_\_\_

Date: \_\_\_\_\_      Driver's Signature (if different from Inspector): \_\_\_\_\_      Driver's Signature: \_\_\_\_\_      Date: \_\_\_\_\_

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## 5.2 Drivers' Hours of Service Regulations

The University of Alberta is considered a Federally Regulated Commercial Carrier as University vehicles travel beyond Alberta provincial boundaries.

Federal and Provincial Hours of Service Regulations were adopted from the National Safety Code and have been adopted and implemented throughout Canada and the United States. These regulations limit the drivers working hours, commercial vehicle driving time and enforce driver's off-duty time with the objective of reducing fatigue related commercial vehicle incidents.

Federal Regulations (Transport Canada) require drivers of University registered vehicles and combinations of University registered vehicles and trailers that exceed a "registered Gross Vehicle Weight of 4500 kg" to comply with log book requirements.

Regulations do not apply to vehicles rented from a commercial source by the University, provided that the rental or lease term does not exceed 30 days.

Drivers must be aware of the combined GVW and actual weights of trucks and trailers prior to departure. Most one ton trucks and combinations of  $\frac{3}{4}$  ton trucks and utility trailers exceed 4500 kg. GVW.

Federal Hours of Service Regulations prohibit a driver from operating a commercial vehicle after accumulating:

- 13 hours of driving time within a 24 hour period or
- 14 hours of on-duty time within a 24 hour period or
- 16 hours combined on-duty and driving time within a 24 hour period

Drivers must have 10 hours of off-duty time (8 hours must be consecutive) prior to the start of the next shift.

Drivers must declare that they are working on **Cycle 1** or **Cycle 2**

**Cycle 1** permits the accumulation of 70 hours of on-duty time within 7 days.

At the end of the 70<sup>th</sup> hour the driver must log 36 continuous hours of off-duty time.

**Cycle 2** permits the accumulation of 120 hours of on-duty time within 14 days.



At the end of the 50<sup>th</sup> hour and prior to the 70<sup>th</sup> hour, the driver must log 24 continuous hours of off-duty time.

At the end of the 120<sup>th</sup> hour, the driver must log 72 continuous hours of off-duty time.

**Duty status for the previous 14 days must be entered into the appropriate boxed at the bottom of the page. On duty and off duty times must be verifiable by a log book page or time card.**

**Log books exemptions:**

- The registered GVW of the University registered vehicle or combination of the University registered vehicle and trailer does not exceed 4500 kg.

or when **all** of the following conditions exist

- The trip is less than 160 km from the home terminal and,
- The driver returns to the home terminal within 14 hours and,
- On-duty and off-duty times are recorded and,
- Records of on-duty and off-duty times (Duty Status) are stored for one year ie: log book pages or time cards

Log books are available for the Fleet Safety Officer.

Each book contains 31 set of carbonless forms. Each set consisted of a white original and yellow copy.

White originals are to be forwarded to the Fleet Safety Officer for storage.

Yellow copies should be retained by the driver in the event of a demand to produce records by a transportation official.



## Log book sample

**DRIVER'S DAILY LOG ( 24 HOURS)**

70 HR / 7 DAY     CYCLE 2     120 HR / 14 DAY    **31** DAY / **04** MONTH / **07** YEAR

**ABC-123 Unit 001**    **John Smith**

LICENCE PLATE (BI OR UNIT NUMBER(S) - SHOW EACH UNIT)    DRIVER'S NAME IN FULL (PLEASE PRINT)  
**24,000**    **24,450**    **450**    **John Smith**

ENDING ODOMETER    STARTING ODOMETER    MILES/KMS DRIVEN TODAY    DRIVER'S SIGNATURE

**UNIVERSITY OF ALBERTA**    **Jane Smith**

NAME OF CARRIER    NAME OF CO-DRIVER (PLEASE PRINT)

**4th Floor, General Services Building, Edmonton, Alberta T5G 2R9**    **Joe Smith**

MAIN OFFICE ADDRESS    NAME OF CO-DRIVER (PLEASE PRINT)

**Campus**    **Forestry Camp**

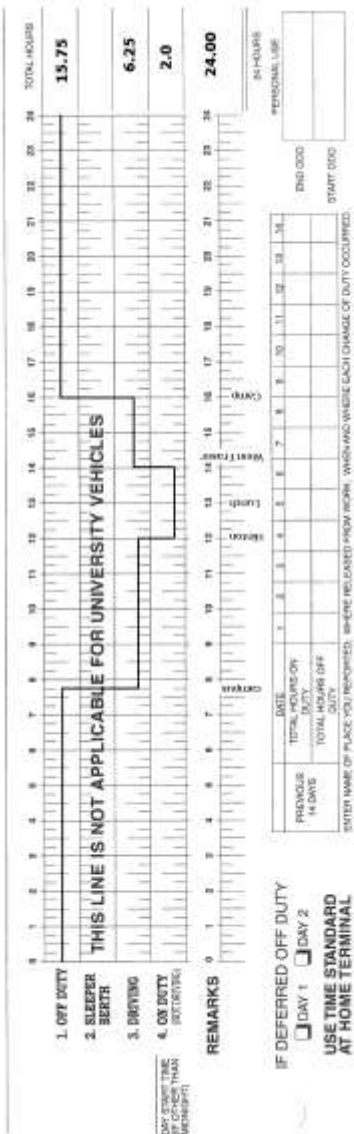
ADDRESS OF ORIGINATING OR (TERMINAL/TEMPORARY) WORKSITE    NAME OF CO-DRIVER (PLEASE PRINT)

**Renewable Resources**    **6.25**

DEPARTMENT, RESEARCH TEAM LEADER OR PRINCIPAL INVESTIGATOR (PLEASE PRINT)    TOTAL TRUCK HOURS

**Forestry**

ADDITIONAL REMARKS







# **DRIVING & PARKING**





## 6.0 DRIVING & PARKING

### 6.1 Backing and Reversing Practices

Unsafe backing is the leading cause of University motor vehicle collisions.

Plan an approach to minimize or avoid backing. University vehicles should be parked so that the first movement out of a parking space is forward.

When backing is required follow these guidelines:

**Walk around your vehicle prior to leaving your parking space. You may have forgotten the pillar or bollard in the blind spot beside your vehicle or someone may have put something there while you were away.**

1. **Get Out And Look (GOAL)** around your vehicle and identify a path of travel.
2. identify a tangible stationary object as a target
3. make sure the driver's window is open
4. sound the horn twice prior to backing
5. use a guide (passenger when available) if no guide is available use a reflective triangle as a reference point
6. ensure the that guide is to the left side of the vehicle and visible through the driver's outside mirror or window
7. ensure the guide is not standing between the rear of the backing vehicle and the target area
8. agree on hand signals or other directions before attempting a maneuver
9. if two guides are used, designate one to communicate with the driver
10. if you lose sight of the guide, stop the vehicle



## 6.2 Parking

**Park to avoid backing.** Scan parking lots on entry. Look for parking spaces that can be exited by driving forward or parking lanes that afford more room to either side of the vehicle.

Fully apply the park brake.

Drivers of trucks greater than one ton should block the rear wheels with chock blocks and set marker pylons at the front and rear (**if equipped**).

Do not park propane powered vehicles in enclosed bays or underground parking lots. If a loading dock is enclosed, leave the bay door open.

Remove keys from the vehicle ignition switch.

Lock your vehicle and do not leave valuables in plain view.

### 6.2.1 Commercial Loading Zones

University vehicles are commercially registered and may occupy commercial loading zones where permitted.

Drivers must comply with time limits when using commercial loading zones.

### 6.2.2 Emergency Parking

Drivers must take reasonable precautions when forced to stop due to emergencies.

Avoid stopping near the crest of a hill or in depressions where your vehicle is visible to another driver for less than 15 seconds prior to passing.

Park your vehicle on a secondary highway, residential street, designated roadside pull-out or rest area if possible.

Consider parking well off the roadway to the right on a paved shoulder or if necessary, in a ditch and ensure a safe entry onto the roadway.

Use emergency flashers, reflective triangles, beacons or other reflective material to warn drivers to prepare to avoid your vehicle.

### **6.3 Off-Road Driving**

The University must apply additional automobile insurance coverage when vehicles are driven off-road. Supervisors must notify the Office of Insurance and Risk Assessment when planning to drive off-road.

Determine if special permits or equipment are required before traveling on private property.

Drivers should be aware of four-wheel drive vehicle characteristics prior to traveling off road. Late model four wheel drive trucks utilize electronically controlled transmissions with additional low range gear selections. Lower gear ranges will reduce the potential for differential damage from "wheel hopping".

Cleaning charges will be applied to vehicles returned to the Vehicle Pool or other rental sources with mud build up on undercarriages and occupant compartments.

**See Section 10.3 Tire Safety**

### **6.4 Driving on Logging Roads**

Drivers may be required to "check in" at a Forestry Management office prior to driving on logging roads.

Research groups should inquire with the local Forestry Management office to determine the type and condition of the road that they wish to use.

Narrow single lane gravel log haul roads are normally radio controlled. Logging truck and equipment operators relay information to each other to prevent head-on collisions on narrow roads.

**DO NOT PASS A LOGGING TRUCK OR EQUIPMENT THAT IS STOPPED ON A LOGGING ROAD.**

**WAIT FOR AUTHORIZATION OR CLEARANCE BEFORE PASSING OR PROCEEDING.**



## **6.5 Roadside Work Sites**

Roadside work safety requirements and regulations may differ in the area you are working. Consult the local regulatory body having jurisdiction for the area or work site safety manager.

Warning signs with flags should be posted along the roadway at least 500 meters prior to a roadside work site. Warning signs must be clearly visible to vehicles approaching from each direction and should be placed ahead of curves and hills.

Amber warning beacons should be mounted on the highest point on a University vehicle and should be operating when parked on or near roadway shoulders. Warning beacons with strobe lights or rotating reflectors must have a minimum visible range of 2 kilometers.

Park as far off of the roadway as is possible.

Do not rely solely on reflective triangles when setting up roadside work sites.

Workers must wear reflective vests, head and eye protection and adequate footwear for the work and terrain.



# **CARGO & STORAGE**







## **7.0 CARGO & STORAGE**

### **7.1 Load Security**

All equipment and cargo carried on or in University vehicles must be secured.

Equipment and cargo carried in cars and trucks should be stowed in the trunk or pick-up truck cargo box. Items that must be carried in the occupant compartment must be secured with seatbelts, straps or tethers to prevent cargo from becoming projectiles in the event of a collision and may cause fatal injuries to occupants.

Drivers who operate a vehicle with an insecure load may be subject to a fine under the Traffic Safety Act.

**Appendix Schedule 7 contains working load limits**

### **7.2 Canopies/ Caps**

Canopies and caps should be bolted to the truck cargo box.

Some rental vehicles have canopies attached to the box with aluminum clamps. Clamps must be checked daily. If the clamp can be moved by hand it must be tightened. The Vehicle Pool provides wrenches to vehicles supplied with clamped canopies.

Do not leave firearms, ammunition or other valuables in plain view in an unattended vehicle.

### **7.3 Tarps/ Straps**

Equipment and cargo transported in the open cargo box of truck or roof rack must be covered with a tarp and secured with straps.

Cargo may appear securely loaded prior to vehicle movement, however, body flexing and load settling will produce gaps and allow cargo to be ejected on uneven road surfaces or pulled out by air flow.

All equipment transported on trailers must be secured with chain or straps certified for the weight in excess of the equipment being transported.

Excess cargo transported on utility trailers carrying equipment must be strapped to the trailer.

The drivers of vehicles with loose loads are liable for cleanup costs in the event of a spill and damage costs arising from contact with other vehicles.

## 7.4 Trailers

Trailers must have working lights, safety chains and properly mounted reflectors as required by the National Safety Code for Motor Carriers, Commercial Vehicle Equipment Regulations and Utility Trailer Standards.

Departments operating trailers must ensure their personnel are aware of the trailer capacities and ensure the load to be transported does not exceed trailer capacity.

Department supervisors must ensure personnel must attend an orientation that includes safe work practices (including hazard assessments), driver training with a trailer, attaching and detaching, loading and unloading procedures, brake and light checks.

The gross trailer weight should not exceed the gross vehicle weight. Rearward amplification (trailer fishtailing) of a 7,000 kg trailer could pull a 2,300 kg truck off the road.

Combinations of vehicles and trailers exceeding 4500 kg that operate outside of Alberta must display a valid Commercial Vehicle Inspection Program decal. The accompanying fitness certificate must be presented to a law enforcement official on demand.

Combinations of vehicles and trailers exceeding 11,794 kg that operate solely within Alberta must display a valid Commercial Vehicle Inspection Decal.

The Vehicle Pool will assist departments to determine trailer capacity and register new trailers.



## 7.5 Firearms

The use of firearms for University business purposes must be carried out in accordance with the University **Firearms Policy** which states:

“Normally a need for a firearm while carrying out the business of the University will be met with a University owned and issued firearm. Privately owned firearms are not allowed (whether being transported or used) on University owned, leased, rented or controlled properties without the approval of Campus Security Services and the appropriate Dean or Unit Director”.

The definition of firearms and regulations and restrictions on possession of firearm types can be found in Part III of the Criminal Code of Canada.

Firearms must be accompanied with appropriate documentation and must be properly stored as regulated by Section 86 of the Criminal Code of Canada.

The storage, display and transportation of firearms and other weapons is also legislated by Business Regulations (FIREARMS ACT -SOR/98-210)

Any storage container used to transport a firearm in a University vehicle shall be out of plain view and secured in the vehicle occupant compartment or trunk.

All firearms will be transported unloaded, in an unmarked lockable storage container, the firearm itself will also be locked via a trigger or cable lock.

**Do not leave firearms and ammunition in the cargo box of an unattended truck.**

## 7.6 Transporting Animals Owned by the University

Personally owned pet transportation is addressed in the University Dog Policy. Pets are not permitted in University vehicles.

Animals owned by the University of Alberta are not permitted to ride unrestrained in the passenger compartment of a University vehicle. Unrestrained passengers, animals, animal carriers/containers and luggage contribute to fatal injuries to human and animal occupants during collisions.

Animals must be transported in a container specifically designed for transportation of the animal. The container must provide adequate ventilation.

Animal transportation carriers and containers should be secured in the cargo compartment of the vehicle when possible; however, the type and size of animal and temperature requirements may require stowage in the occupant compartment.

Trip planning should include animal access to food, water, exercise, hygiene and cleaning.

Drivers are responsible to advise their supervisors or the University Occupational Health and Safety Nurse of conditions, such as allergies to animals or required allergy medication that could adversely affect or impair their ability to operate a motor vehicle that is used to transport animals.

**Additional information can be found in Provincial Transportation of Animals legislation.**

# **GENERAL SAFETY**





## **8.0 GENERAL SAFETY**

### **8.1 Cell Phones and Other Telecommunication Devices**

University drivers are not permitted to use hand held or hands free cell phones or other telecommunication devices while the University vehicle is in motion.

Studies have shown that using a cellular telephone, Personal Data Assistants (PDA) with or without hands-free attachments distracts a driver's attention.

Drivers using telecommunication devices often assume that they are operating motor vehicles or equipment normally. Driver may fail to identify hazards or make competent decisions while concentrating on an unrelated conversation or task.

Provincial legislation permits use of University registered two way radios. Radios are operated by support staff and University of Alberta Protective Services. Drivers should use 10-Code and keep communication as brief as possible. Drivers must safely stop and park prior to engaging in lengthy radio conversations or use of the radio for text messaging or convention phone dialing.

Exercise patience and avoid demanding immediate radio response from drivers. An impatient contact could be the root cause of a workplace incident or collision.

### **8.2 Fuelling Procedures**

Safety precautions apply to all occupants of a motor vehicle during fuelling or re-fuelling with gasoline, diesel, propane or any other ignitable fuel.

Turn off the engine, cell phone, any electronic devices or other source of ignition within 7.5 meters of the fuelling operation.

No smoking with 7.5 meters of the fuelling operation.

Ensure all fuel caps are properly closed when fueling is completed and fuelling hoses and nozzles are properly stowed.

In the event of a fuel spill or leak contact the University Communications Control Centre at **(780) 492-5555**.



### **8.3 Tire Safety**

Tires are often overlooked during journey planning and pre-trip inspections. Low tire pressures and improper tire type for the road surface are the most common causes of tire failure.

#### **8.3.1 Tire Air Pressure**

Drivers must be aware of air pressure required for the type of vehicle and the tire.

Late model vehicles list the vehicle manufacturers' recommended tire pressure for front and rear tires on the Vehicle Identification decal on the driver door or pillar. These pressures are for the size and type of tire supplied with the vehicle.

Replacement tires have the tire manufacturers' recommended pressure for maximum load cast into the tire sidewall.

$\frac{3}{4}$  and one ton truck tire pressures range from 55 to 80 psi. Passenger car, 7 passenger vans and  $\frac{1}{2}$  ton truck tire pressures range from 32 to 45 psi.

Low tire pressures create excessive heat build-up resulting in uneven tread wear, cord separation, blow-outs and excessive sidewall flexing resulting in vehicle roll-over.

#### **8.3.2 Tread Type**

Road surface conditions must be considered when planning the journey.

Tread patterns and rubber compounds are designed for each condition to shed road surface material and maximize adhesion to the road surface.

Travel on coarse gravel or "road crush" (large rock with sharp edges) will damage conventional soft treads and sidewalls of tires designed for smooth surfaces.

Tires must be rotated regularly to ensure even wear. Tires with the same size from different manufacturers may have different diameters. Unmatched tires will cause damage to four wheel drive components.

Recapped tires should not be used on steering axles.

The Vehicle Pool can supply tires suitable for various road conditions at additional cost with sufficient notice.





## 8.4 Tire/ Wheel Chaining Requirements

Tire chains are a control device used to prevent vehicle collisions resulting from loss of control due to muddy or icy conditions.

Tire chains are easy to install prior to being stuck and are extremely difficult to install after becoming stuck. If in doubt, chain up.

Tire chains provide:

1. greater stability when traveling on muddy or icy roads by providing additional traction and;
2. better control of the vehicle on roads with high or uneven crowns and slippery or icy surfaces.

Chain types suitable for highway use are conventional for heavy snow and V-bar for ice and other surfaces where added traction is required.

Chain kits should include:

1. chain pliers
2. chain repair kit
3. tightening tools and levers
4. tarp straps

Loose chains will cause extensive damage to body panels, brake lines or other undercarriage components.

Practice installing and removing tire chains prior to making the trip and ensure you have all the required tools and kit contents.

Install chains on a level safe area off of the traveled portion of the roadway. Turn on the vehicle emergency flashing lights. Wear reflective clothing or safety vest to ensure visibility to other motorists.



## 8.5 Fire Safety

In the event of a vehicle fire your first priority is the safety of you, your passengers and others persons nearby. Do not take unnecessary risks and do not endanger the safety of others.

Do not attempt to fight a fire unless you are properly trained and equipped.

Do not drive a vehicle that has been involved in a fire.

Utilize a fire extinguisher that is rated for the applicable class of fire. Do not attempt to extinguish a fire if you do not know what types of materials are burning and if you cannot approach the fire safely.

Use the PASS method when utilizing a fire extinguisher:

- P:** Pull the pin
- A:** Aim the fire extinguisher at the base of the fire
- S:** Squeeze the trigger while holding the fire extinguisher upright
- S:** Sweep the fire extinguisher from side to side, covering the area of the fire with the extinguishing agent

If the fire is too big or is spreading, clear the area. Notify the nearest fire station or police.

Call **9-1-1** or contact the University Communications Control Centre at **(780) 492-5555**

Fires are classified according to the type of material burned. Do not use water to extinguish Class B, C or D fires.



- Class A: Ordinary combustibles such as wood, paper, cloth, rubber and certain types of plastics
- Class B: Flammable or combustible gases or liquids such as gasoline, solvent, paint or propane
- Class C: Energized electrical equipment
- Class D: Combustible metals such as Potassium, Sodium, Titanium or Magnesium

Ensure your fire extinguisher is charged by checking the gauge at the top of the fire extinguisher.

Do not store flammable liquids near engines and do not operate engines in the immediate vicinity of stored or spilled flammable material.

New and used batteries must be stored in a manner that will prevent electronic discharge. Batteries loosely stored in wooden and cardboard containers may release sufficient energy to cause sparks and ignite other material.

Starting aids (i.e. ether) shall not be stored in the occupant compartment of the vehicle.

Industrial work sites may require vehicles carry a fire extinguisher and other safety equipment. Contact the work site safety officer to determine the specific size and type of equipment required.

Avoid parking on long dry brush, wood or other flammable material. Hot vehicle exhaust components may ignite dry material. Clean dried brush from the vehicle undercarriage immediately.





**INCIDENTS  
ACCIDENTS  
SPILLS  
&  
FINES**



## **9.0 INCIDENTS, ACCIDENTS, SPILLS & FINES**

### **9.1 University Vehicle Damage Reports**

All damage to University vehicles, regardless of cause or severity must be reported to University of Alberta Protective Services.

Incidental damage, collision damage or defects caused during University vehicle operation must be noted on vehicle and equipment daily inspection reports to prevent duplication of reports.

Vehicle and equipment operators must deliver the original white page of the vehicle/ equipment inspection report to their supervisor. The supervisor will forward the report to the Vehicle Pool. The Vehicle Pool will arrange for repair.

### **9.2 Collision damage exceeding \$2,000.00**

All collisions where damage exceeds \$2,000.00 must be reported to the law enforcement agency having jurisdiction in the area where the collision occurred.

Drivers must deliver a copy of the collision report form obtained from the law enforcement agency to University of Alberta Protective Services. University of Alberta Protective Services will issue an internal file number and forward the information to the Vehicle Pool, the Office of Insurance and Risk Assessment and the Fleet Safety Officer.

### **9.3 Collision damage less than \$2,000.00**

Drivers must provide their driver's license number, vehicle insurance and registration documentation to the other parties involved and exchange the same information with the other driver(s).

Drivers must report to University of Alberta Protective Services.

If the collision occurs on or near campus, University of Alberta Protective Services may attend and assist if available.

**University of Alberta Protective Services 24 hours  
(780) 492-5050**



#### 9.4 Tire Blow-Outs

In the event of a tire blow-out utilize the following practices:

1. Release the accelerator
2. Hold the vehicle as steady as possible
3. Avoid braking. One of your wheels will have less traction than the others. Extreme braking could result in vehicle rotation.
4. Slow down gradually to a complete stop as far to the right side of the road as possible
5. park on level terrain
6. Activate emergency flashers
7. Position emergency warning reflectors
  - a) one to the front, two to the rear on a two lane highway
  - b) three to the rear on a divided highway
  - c) 30 meters apart in daylight
  - d) 75 meters apart in darkness
8. Remove tire debris from the roadway only when safe to do so.
9. Block the wheels to prevent the vehicle from rolling when lifted
10. Use the jack or other lifting apparatus designed for the vehicle.

#### **Do not attempt to lift a vehicle when:**

- **occupants are in the vehicle**
- **the vehicle contains excessive cargo**
- **the vehicle is parked on uneven terrain**
- **the vehicle is parked on soft surface material**
- **the vehicle is in a traffic lane**
- **the person operating the lifting apparatus has to stand in a traffic lane**



## 9.5 Regulatory Compliance

All University drivers are expected to comply with University Vehicle Management and Driver Safety Policy and Procedures regardless of where they operate.

All University drivers must comply with all national, provincial and municipal laws.

Fines and penalties assessed to the driver or passenger of a University vehicle are the sole responsibility of the recipient.

A driver or passenger of a University vehicle that receives a fine or penalty shall notify the immediate supervisor and provide a copy of the offence notice, violation ticket or tag to the department.

The driver or passenger receiving the fine or penalty is responsible to pay fines in a timely manner and any associated court costs.

## 9.6 Towing Services (University Pool Vehicles)

Towing services for disabled University vehicles can be arranged by contacting:

**Vehicle Pool business hours: 08:00 – 16:00**

**(780) 492-1920**

**Or**

**University Communications Control Centre 24 hours**

**(780) 492-5555**

Towing services may be required under various circumstances. Vehicle Pool personnel will assess your needs by phone and provide additional contact information if necessary.

### 9.6.1 Towing other vehicles rented through the Vehicle Pool

Commercial rental vehicles are normally supplied while they are under factory warranties. Roadside assistance will provide services to some areas but may not provide service to remote research sites.

Contact roadside assistance through the telephone number affixed to the vehicle window.

If roadside assistance is not available use contact numbers provided in the previous section.

Vehicle Pool staff will assess the condition and determine which towing service to use, destination for the vehicle and provision of a replacement.



### **9.6.2 Towing Services (Department Specific Vehicles)**

University vehicles owned and used by specific departments may be towed according to department internal policies, procedures or job practices.

### **9.7 Emergency Response Plan Guidelines for Spills and Releases**

**For Dangerous Goods or Bio-hazardous spills or releases requiring local Emergency Medical Services, Fire response, law enforcement agencies or out of province emergencies**

#### **Call 9-1-1**

University Communication Control Centre operators have immediate access to University protocols and business and after-hours contact lists in case of any emergency.

The Communication Control Centre may direct you to report to the nearest law enforcement agency

**Contact the University Communication Control Center @ (780) 492-5555**

**Be prepared to provide the Product Identification Number (PIN), classification and amount or quantity spilled or released.**

#### **Spill or release of:**

- **Explosives**
- **Poison gases**
- **Corrosive gases**
- **Organic peroxides**
- **Radioactive materials**
- **Substances that, on contact with water emit flammable gases**

**May require advisory to the Canadian Transport Emergency Centre of the Department of Transport  
CANUTEC @ (613) 996-6666**

For the Transport of Dangerous Goods Technical Information assistance call the Alberta Infrastructure and Transportation 24 hour hotline @ **1-800-272-9600 (in the Edmonton area please call: 422-9600)**



## **TRIP PLANNING**





## **10.0 TRIP PLANNING**

### **10.1 Journey Management**

University personnel may be engaged in journeys or trips ranging from daily campus mail deliveries, to research in formidable territory.

Research groups often travel to the same geographic area for several years and develop similar templates that are modified to address personnel, destination accessibility, vehicle equipment and weather factors.

Additional information is available through the Field Research Office <http://www.fieldoffice.ualberta.ca/>

One journey may require several templates, each developed independently. Planners must communicate objectives to all involved and be prepared to adjust as required.

The following templates were designed to assist in the planning process and determine if the journey can be accomplished safely. Templates must be updated on a regularly to ensure all hazards have been identified and addressed.

#### **Personnel**

- Are the supervisors/ operators able to do the job safely?
- Do they have the experience, skills and training to complete all aspects of the job?
- Do they have the necessary qualifications, certificates and licenses?
- Are they physically and mentally capable of doing the job?
- Have they been briefed on action plans, job hazards and job requirements?

#### **Vehicle/ Equipment**

- Are the vehicles/ equipment suitable for the job?
- Does the site require specific safety equipment?
- Will they create additional hazards?
- Are they in operational condition?
- Have they been inspected and maintained properly?
- Is all of the necessary documentation available?
- Is all of the support/ emergency equipment (communication equipment, safety equipment, fire protection, personal protection, first aid, warning devices) available and in operational condition?
- Have the drivers been provided maps and directions?
- Is the vehicle equipped with winches, slings or chains?



### **Schedule**

- Has enough time been allotted for loading and travel?
- Has enough time been allotted for adverse road and weather conditions?
- Has time been allotted for Weigh Station stops?
- Has consideration been given to the drivers' hours of service requirements and log book status?
- Has consideration been given for rest breaks, meals, vehicle inspections and refuelling?
- Has consideration been given to time of day to maximize driving in daylight and minimize driving in darkness?
- Have departure times, estimated arrival times and routes been communicated and confirmed by all team members?
- Are all involved capable of making a safe return trip?
- Has adequate time been allowed for required maintenance?

### **Route**

- Are up to date maps available to facilitate appropriate routes?
- Has the route been examined to eliminate unsuitable roads?
- Are selected routes compatible with the vehicle and load?
- Do selected routes compromise University policy, procedures or legislation?
- Have you determined the road type and condition?
- Have you communicated site location directions to each driver?
- Have you communicated road hazards and precautions to each driver?
- Have you considered and communicated convoy procedures?
- Have dangerous goods (T.D.G.) routes been considered?

### **Potential Journey Hazards**

- Road conditions (rain, mud, snow, icy, construction)
- Driver fatigue
- Weather conditions
- Visibility/ vision (fog, smoke, dust)
- Unusual load characteristics
- Traffic
- Equipment condition
- Other potential hazards

### **Emergency Response Planning**

- Have hazards and controls been identified?
- Are drivers and passengers trained in first aid?
- Are drivers and passengers trained in injury, incident or emergency response?
- Are environmental spill kits required and available?
- Is other emergency response equipment available (survival kit)?
- Is emergency contact information available?
- Is an adequate communication system available?



## 10.2 Vehicle Documents and Permit Requirements

The University of Alberta is a federally regulated commercial carrier required to operate under an Intra-Provincial and Extra-Provincial Operating Authority. Copies of Certificates of Operating Authority must be carried in vehicles transporting passengers for the University of Alberta. Certificates of Operating Authority must be produced on demand by a peace officer. Check the certificate expiry date before making additional copies.

Drivers must ensure that the following documents are carried in a University vehicle prior to operating.

- Valid Insurance card
- Registration Certificate
- Intra-Provincial Certificate of Operating Authority (copy)
- Extra-Provincial Certificate of Operating Authority (copy)

12 and 15 passenger vans, 24 – 37 passenger buses, and vehicles with a GVW exceeding 4500 kg that travel outside of Alberta, and vehicles with a GVW exceeding 11,794 kg that travel within Alberta must carry a Commercial Vehicle Inspection Program Certificate and have a decal affixed to the windshield.

Departments must determine if additional permits must be obtained prior to departure.

Over-weight and over-dimension permits must be obtained prior to any movement on a roadway.

Review log book and inspection report requirements in Section 7



**10.3 University vehicles used in Canada or in the United States.**

University drivers and passengers must comply with University Policies and Procedures and local law regardless of where they may be operating University vehicles.

University of Alberta automobile insurance policy coverage applies to University vehicles used in Canada or the United States by drivers authorized by the University of Alberta.

University vehicle use is restricted to drivers who have met all University requirements for authorization and passengers who are traveling for the specific University activity for which the vehicle is to be used.

**10.4 Personal property**

Personal property such as clothing and equipment not owned by the University of Alberta is not insured under any automobile insurance policies or any other University insurance.

It is the responsibility of the individual to ensure that any personal belongings are covered by their own homeowner or tenant policy and that the coverage extends to items outside the residence.

**10.5 Worker's Compensation Board Coverage when working outside of Alberta**

The University Human Resources WCB representative must be notified that you are going to be working outside of Alberta. Send them a memorandum prior to departure that identifies the person by University Identification number, the Administrative Unit, Department, destination, departure and return dates, and the purpose of the trip.

Forward a copy of the memorandum to the Office of Insurance and Risk Assessment.





## 10.6 Additional Safety Equipment

University drivers operate vehicles in a variety of environmental conditions. Harsh weather conditions necessitate the need to be prepared for emergencies, especially when traveling to remote locations.

### 10.6.1 Survival kits

Additional items to be considered for travel to remote areas or during unpredictable weather conditions include:

- First aid kit
- Snow shovel
- Flashlight and batteries
- Emergency beacon or amber flashing light
- Long handled windshield scraper with brush
- Tow strap – rated for the double the loaded weight of the vehicle or more
- Booster cables – minimum 6 gauge x 4 meters
- Non-scented candles
- Matches in a waterproof container
- Blankets or sleeping bags
- Tarp and straps
- Emergency rations – water or purification tabs with a container, energy bars (examine for allergy alerts)
- Special medication for passengers  
i.e.: insulin, epi-pen
- Winter clothing  
i.e.: cold weather boots, gloves, mittens, parka or jacket, overalls



### **10.6.2 12 and 15 passenger van equipment requirements**

12 and 15 passenger vans must be equipped with a 5 BC fire extinguisher, # 3 first aid kit and 3 advance warning triangles as per Provincial Commercial Vehicle Regulations (Bus Equipment)

Required safety equipment is permanently mounted in 12 and 15 passenger vans. Drivers must familiarize themselves with the location of each item and ensure that the vehicle is properly equipped and roadworthy prior to the first trip of the day.

Any missing safety equipment should be noted on the "Driver's Daily Vehicle Inspection Report" and the vehicle must be taken out of service until replaced.

Replacement safety equipment is available from the Vehicle Pool. Replacements required while traveling may be claimed and reimbursed by the University.



## **VEHICLE RENTAL**





## **11.0 VEHICLE RENTAL**

The following sections provide University vehicle rental information to authorized drivers of University vehicles and transportation options for drivers who are unable to become authorized.

University general use vehicles may be rented through the Vehicle Pool in Edmonton or the Augustana Faculty (Augustana Campus use only) for travel to local destinations.

Drivers and passengers are urged to remember that they represent the University of Alberta when travelling on University business regardless of the transportation mode.

### **11.1 Vehicle Pool – Edmonton Main and South Campus**

The University Vehicle Pool provides various types of vehicles to University departments for short term rentals and long term leases. Vehicle Pool staff will assist departments in determining which vehicles and equipment are suitable for the trip or activity.

Additional equipment, such as off-road tires, canopy, trailer hitches and winches, required by the user may be purchased independently or through the Vehicle Pool and installed on the rented or leased vehicle by the Vehicle Pool, with sufficient notice, prior to departure. The equipment may be removed upon return and stored until required for the next similar journey or activity.

The Vehicle Pool may supply vehicles from external sources when demand exceeds internal availability. Approval from outside suppliers is required prior to installation of additional equipment.

Vehicles must be returned in the condition that they were rented or leased. All damage incurred during the rental or lease period must be reported to University of Alberta Protective Services immediately. Collision damage exceeding \$2000.00 or damage resulting from a hit and run collision or other criminal act (i.e.: theft, arson, break-ins) must be reported to the law enforcement agency with jurisdiction over the area where the collision or incident occurred and to University of Alberta Protective Services.

Addition rental costs are assessed when cleaning excessive mud and dirt from vehicle interior and exterior or damage repair is required.



## 11.2 Renting from the Vehicle Pool

University Faculties and Departments may request pool vehicles.

University of Alberta automobile insurance policy coverage applies to University vehicles used in Canada and the United States for drivers who are authorized to drive by the University of Alberta.

University pool vehicle use is restricted to drivers who meet all University requirements for authorization and passengers who are traveling for the specific University activity for which the vehicle is to be used.

Complete a **Request for Pool Vehicle** form and list all authorized drivers travelling with the vehicle(s).

Submit the completed and signed request to the Vehicle Pool via interdepartmental mail, Fax (780) 492-1924, or deliver in person to Edmonton South Campus.

Drivers listed on the request form are not restricted to a specific vehicle when several vehicles are requested by one department or group provided they have met University requirements for authorization to drive the type of vehicle requested.

Circumstances may arise when an authorized driver not previously listed is required to drive. Notify the Vehicle Pool by phone (780) 492-1920 or email [ypool@ualberta.ca](mailto:ypool@ualberta.ca) within 72 hours when additional authorized drivers not previously listed on the form are required for driving duties.

School bus and motor coach charters may be arranged through the Vehicle Pool. An itinerary is required to meet charter provider requirements.

Required charter information includes:

- Date and time of departure
- Date and time of each scheduled stop and departure
- Contact name and phone (mobile phone#) for each stop
- Number of passengers for each stop and departure
- Name of person with first aid certification
- 1<sup>st</sup> incident commander
- 2<sup>nd</sup> incident commander
- Campus contact person (24 hours)



### **11.3 Augustana Faculty – Facilities and Operations – Camrose, Alberta**

University vehicle rentals for the Augustana Faculty in Camrose, Alberta are administered by the Augustana Faculty, Department of Facilities and Operations.

Driver training, registration and authorization requirements must be met prior to renting vehicles.

Vehicle requests may be submitted online through “My Web” accessed from the Augustana Faculty main page or by calling:

**The Augustana Faculty, Department of Facilities and Operations  
(780) 679-1124**

### **11.4 Other Commercial Rental Companies**

Commercial vehicle rental companies provide various vehicle types under terms and conditions applicable to local and national laws and insurance requirements.

Renters must be aware of the terms and conditions in the rental and credit card agreements and ensure that they meet University requirements.

Authorized drivers may use a University “Diner’s Club” corporate credit card to purchase commercial vehicle rentals for University business. The “University of Alberta” must be listed as the primary renter on the rental agreement. The University green purchasing credit card cannot be used for vehicle rental purchases.

Passengers transported in a vehicle rented by the University must be assigned to the specific activity for which the vehicle was rented.

Unauthorized drivers must not use a University corporate credit card to purchase commercial rentals and must not list the “University of Alberta” on the rental agreement.



### 11.4.1 Commercial Rental Insurance in Canada and the United States

The University of Alberta **non-owned auto insurance policy** is valid only in Canada and the United States and when the vehicle is operated by an authorized University driver. This policy includes:

- Third Party Liability  
Responsibilities, remedies, debts and obligations owed to a party other than the renter as a result of interaction with the rented vehicle

Not included in credit card agreements.

- Collision Damage  
Physical damage to the rented vehicle

Third party liability insurance is mandatory in Canada and United States but may be transferred to the rental vehicle from other auto insurance policies or purchased from the rental agent.

Authorized University drivers must decline optional third party liability insurance, Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW) as the University non-owned vehicle insurance policy is transferrable to the rental agreement. The "University of Alberta" must be listed as the primary renter and insurer on the rental agreement. All drivers listed on the rental agreement must be authorized by the University.

Unauthorized University drivers must purchase third party insurance coverage from the rental agent or rely on transfer of coverage from their personal auto insurance policy.

Unauthorized drivers must not list the "University of Alberta" on the rental agreement. Unauthorized drivers should purchase the Collision Damage Waiver or Loss Damage Waiver or risk having to pay additional costs for damage upon return of the vehicle to the rental agent or in the event of damage incurred to the vehicle during the trip.

The University will not respond to claims assessed to a personal auto insurance policy.

Renters must be aware of limitations and exclusions in rental agreements such as:

- 30 day rental limit
- Limited number of passengers transported in the vehicle
- Travel beyond the originating provincial or state
- Travel on private roads
- Off road use





- Operation by a driver not listed on the agreement
- Operation by a driver under a specified age
- Operation by a driver with a specified license class
- Operation by a driver involved in criminal activity
- Glass damage

#### **11.4.2 Commercial Rental Insurance outside of Canada or the United States.**

**University of Alberta non-owned automobile insurance does not extend to vehicles used outside of Canada and the United States.**

University policies and procedures apply when traveling for or on behalf of the University. Familiarity with local laws may prevent additional travel expenses or delay.

Rental and lease agreements in other countries often vary from North American agreements.

Renters must purchase Third Party Liability insurance coverage and Collision Damage Waiver or Loss Damage Waiver when renting or leasing vehicles in foreign countries, including Mexico. Purchase up to \$2 million coverage if available.

Renters must examine vehicle rental and credit card agreements and determine coverage exclusions and limitations for:

- personal injury to the renter and other occupants
- vehicle collision damage
- fire
- theft
- vandalism
- off-road use
- mechanical defects
- loss or damage to personal property
- third party liability

#### **11.5 Personal vehicle use**

There is no extension of any University of Alberta automobile insurance coverage to a privately owned vehicle. The owner is solely responsible for obtaining all vehicle insurance and ensuring that the coverage applies to the vehicle being used for a work-related activity.

The vehicle owner's automobile insurer will respond to any physical damage, bodily injury to the owner and passengers and third party claims arising from a collision.



Travel beyond Canada and the United States may not be included under your personal auto policy. Check with your insurer or purchase insurance in advance or at the border crossing.

### **11.6 Personal Accident Insurance**

Personal accident insurance is offered in credit card agreements, personal life and auto insurance and may be included in employee benefits packages.

Travelers must determine the extent of existing coverage to avoid unnecessary expense of overlapping coverage. Insurers provide reimbursement for injury only after the limitations of the primary carrier have been exhausted. This prevents multiple claim payouts for a single incident.

Travelers must determine the limitations and exclusions in their agreements. Credit card companies apply coverage to items lost or stolen when the vehicle rental was paid with their credit card.

Workers' Compensation Board may apply if injuries occur during work related travel.

The University will not reimburse personal accident insurance fees or premiums.

### **11.7 Personal Effects Insurance**

Personal effects insurance is offered in credit card agreements and personal property insurance policies. These agreements and policies often include lost luggage and stolen or damaged property such as laptop computers, cameras and jewelry.

Travelers must determine the limitations and exclusions in their agreements. Credit card companies apply coverage to items lost or stolen when the vehicle rental was paid with their credit card.

The University will not reimburse personal effects insurance fees or premiums.



UNIVERSITY OF  
ALBERTA

**VEHICLE  
MAINTENANCE  
&  
SERVICE RECORDS**





## **12.0 VEHICLE MAINTENANCE & SERVICE RECORDS**

### **12.1 Maintenance**

Departments must ensure that vehicles, owned by or assigned to their department, are properly maintained and regularly serviced.

Departments that own vehicles used only by personnel within their faculty or department are required to submit an annual vehicle inspection record to the Vehicle Pool.

Department specific vehicles that are stored in remote areas may be inspected by a licensed mechanic in the area. An inspection form listing components to be inspected is available from the Vehicle Pool.

This annual inspection is required by the University auto policy insurer.

The Vehicle Pool conducts periodic and major service of University Pool vehicles and can provide service for department specific vehicles.

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

- 15 passenger vans at 6 month intervals
- 24 passenger buses at 6 month intervals
- trucks (with or without trailers) with GVW exceeding 4500kg and travel outside of Alberta annually
- trucks with GVW exceeding 11,794 kg that remain in Alberta annually

**See Appendix Schedule 7 for service intervals**



## 12.2 Service Records

The Vehicle Pool is listed as the “Carrier” on University of Alberta motor vehicle registration documents. Alberta Commercial Vehicle Regulations stipulate that commercial vehicle service records are to be stored in a central location. The Vehicle Pool is required to store service documents for all motor vehicles registered to the University of Alberta.

Records for vehicles owned by departments must be retained by the department for 5 years and copies must be forwarded to the Vehicle Pool.

Vehicle maintenance and service records must include:

- Vehicle identification number
- Make of the vehicle
- Date of manufacture
- Unit number
- License plate number
- Size of tires
- Registered Gross Vehicle Weight (GVW)
- Manufacturer’s defect notices and actions taken to correct the defect
- Scheduled service and inspections (must include quarterly odometer readings)

## **APPENDIX**







## **13.0 APPENDIX**

### **SCHEDULE 1**

**Policy and Procedures  
Vehicle Management and Driver Safety Policy  
Driver Authorization Procedure  
University Vehicles Procedure**

### **SCHEDULE 2**

**Roles and Responsibilities**

### **SCHEDULE 3**

**Driver Records**

### **SCHEDULE 4**

**Alberta Driver's License Classifications**

### **SCHEDULE 5**

**Transportation of Dangerous Goods  
Placard Diagrams  
Classes and quantities that require immediate reporting**

### **SCHEDULE 6**

**Working Load Limits  
Tie Down Spacing  
Load Binders  
Synthetic Webbing  
Chains  
Hooks**

### **SCHEDULE 7**

**Vehicle Weights and Dimensions  
Requirements for Extended Width Vehicles  
Requirements when Height Exceeds 4.15 metres  
Vehicles with 6 axles  
Vehicle Weight Limitations**

### **SCHEDULE 8**

**University Vehicle Service Intervals**



**SCHEDULE 9**

**Buildings and Grounds Services  
Sustainable Electric Utility Vehicle (SEUV) Instructions and  
Operating Procedures**



## **SCHEDULE 1**





## SCHEDULE 1

### VEHICLE MANAGEMENT AND DRIVER SAFETY POLICY

#### Overview

The Post-Secondary Learning Act of Alberta 2003, in conjunction with the Traffic Safety Act of Alberta, gives the University the authority to manage its transportation options, as well as the vehicle travel practices of members of the University community.

Providing necessary transportation options is integral to effective business practices, as well as to the mission and core values of the University of Alberta. As a leading research institution with a global perspective and an international presence, the University of Alberta facilitates travel and transportation on a local, national and global scale. The University's distinct, geographically separate campuses also necessitate comprehensive arrangements for the physical transport of people, equipment and goods. The University is committed to the safe, courteous and efficient operation of vehicles.

The University supports and facilitates safe, cost-effective, expeditious transportation through vehicle management and maintenance services, comprehensive driver training and education programs, a variety of procurement procedures including preferred vendor agreements, and risk management initiatives.

#### Purpose

This policy explains how and by whom vehicles may be operated while on University of Alberta business. It establishes methods for procurement, maintenance and service of **University vehicles**.

#### POLICY

The University of Alberta owns and operates a fleet of vehicles for use by the University community when conducting **University business**.

The **Vehicle Pool Office** coordinates the purchase of new or used cars, trucks, vans or trailers to obtain the most appropriate, efficient and cost-effective vehicle. This applies to all university vehicles purchased with unrestricted or restricted university funds.

University vehicles are purchased using the appropriate Supply Management Services procurement procedure.

Some university vehicles are reserved for the exclusive use of specific departments or unit. University vehicle management and driver safety requirements extend to these department-specific vehicles, and compliance with University policies and procedures is the responsibility of the department or unit.



The Vehicle Pool Office also manages, maintains and provides university vehicles and services on a cost recovery basis at competitive rates.

Members of the University community who drive University vehicles in the course of conducting business must be **authorized drivers** – see the [Driver Authorization Procedure](#). Driver authorization provides everyone driving on University business with comprehensive training to ensure their own safety, as well as that of authorized passengers and of others using the roads. The University of Alberta imposes specific authorization requirements in addition to those required by Canadian law.

While operating University vehicles in Canada, authorized drivers are bound by the Criminal Code of Canada, the National Safety Code for Motor Carriers, Provincial Traffic Acts and Regulations, Municipal Bylaws and University Policy and Procedures. While operating vehicles outside of Canada, authorized drivers must continue to comply with all University policies and procedures, while observing all applicable laws and regulations of their current geographical location.

Authorized drivers must operate and care for University vehicles in a safe, efficient and professional manner at all times, ensure the safety of authorized passengers and maintain the integrity of any cargo.

Drivers of University vehicles are prohibited from using hand held or hands free **telecommunications devices** while the vehicle is in motion. Drivers must safely stop and park, prior to using telecommunication devices. Two-way radio communication is permitted while the vehicle is in motion. Conversations must be kept brief.



## DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">[▲Top]</a>	
<b>University Vehicles</b>	Cars, trucks, vans and other licensed and/or motorized equipment owned, rented or leased by the University of Alberta.
<b>University business</b>	Activities conducted in the course of official or authorized business.
<b>Vehicle Pool Office</b>	The University of Alberta Office responsible for managing, maintaining and providing university vehicles and services.
<b>Authorized drivers</b>	Individuals who have met the University of Alberta’s minimum safety requirements and who has been granted driving privileges. See <a href="#">Driver Authorization Procedure</a> .
<b>Telecommunications Devices</b>	A communication device using cellular, satellite or other technologies, used for voice or electronic data communications, transmission and/or receiving purposes.

## RELATED LINKS

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Ethical Conduct and Safe Disclosure Policy](#)

[Driving Personal Vehicles on University Business – Information Document](#) (University of Alberta)

[Fleet Safety Committee Terms of Reference](#) (University of Alberta)

[Post-Secondary Learning Act](#) (Government of Alberta)

[Office of Insurance and Risk Management](#) (University of Alberta)

[Traffic Safety Act](#) (Government of Alberta)

[Occupational Health and Safety Act](#) (Government of Alberta)

[Vehicle Pool Office](#) (University of Alberta)

[Commercial Coverage - Automobile](#) (University of Alberta)

[Class 4 Driver's License](#)







## **DRIVER AUTHORIZATION PROCEDURE**

### **Overview**

Any individual using a **University vehicle** to conduct University of Alberta business must be an **authorized driver**. Only authorized drivers using university vehicles are insured under the University of Alberta's automobile insurance policy.

Driver authorization and safety requirements were developed in accordance with National Safety Code standards and automobile insurance requirements.

### **Purpose**

This procedure outlines the steps necessary for driver authorization at the University of Alberta.

### **PROCEDURE**

All University of Alberta and [Alberta Traffic Safety Act](#) requirements must be met before any individual can be authorized to operate a University vehicle on official business.

Departments shall not permit the operation of University vehicles by unauthorized personnel.

### **APPLICATION FOR AUTHORIZATION**

Members of the University community who intend to operate a vehicle while on University business should apply for University driving privileges by submitting an Application for University Driving Privileges to the **Fleet Safety Officer**

Once the application has been submitted, the Vehicle Pool Office will obtain the necessary license abstracts on behalf of drivers whose licenses were issued in Alberta. The Vehicle Pool Office is not able to obtain abstracts on behalf of drivers who were licensed in a province other than Alberta, or from the United States. Drivers licensed outside of Alberta must obtain and submit a three year driver abstract from the issuing province or state upon first application, and every six (6) months thereafter.

## MINIMUM AUTHORIZATION REQUIREMENTS

Authorization to operate a vehicle while on University business can only be granted when applicants meet or exceed all of the following minimum requirements:

- 19 years or older
- Possess a valid Class 5 driver's license issued by a Canadian Province, Territory or by the United States. (Graduated and Probationary Licenses are not acceptable)
- Have less than 6 demerit points and less than 3 moving traffic violations during a three (3) year driving history dated within 60 days of the Application for University Driving Privileges
- Submit a signed and dated Application for University Driving Privileges to the Vehicle Pool
- Attend and successfully complete a Canada Safety Council, Driver Safety Course. The University will accept Canada Safety Council, Driver Safety Courses completed within two (2) years prior to submission of the application form
- Successfully complete a driver evaluation conducted by the [Fleet Safety Officer](#) or designate.

## EXCEPTIONS

Individuals employed prior to March 01, 2003 who are required to drive on a daily basis for employment purposes, or as a condition of their employment are not currently required to complete an approved driver safety course although they must successfully complete a driver evaluation conducted by the Fleet Safety Officer or designate.

Individuals employed prior to March 01, 2003 who drive occasionally for employment purposes are not currently required to complete an approved driver safety course or a driver evaluation.

Those who leave University employment in excess of 24 months must meet the requirements of a new employee.

As requirements for driver authorization are set at federal and provincial levels and are dictated by outside insurers, the University of Alberta cannot guarantee that individuals employed prior to March 1, 2003 will always be exempted from driver safety training and evaluation. It is therefore recommended that individuals to whom this exception applies make arrangements to complete the course and evaluation in order to avoid losing driving privileges when circumstances beyond the University's control prompt an unexpected change in driver regulations.



## **TWELVE TO TWENTY-FOUR PASSENGER VEHICLES**

Authorized University Drivers who intend to operate vehicles designed to carry 12 to 24 persons (including the driver) must meet or exceed all of the conditions listed under the "Minimum Authorization Requirements" section above, as well as the following requirements:

- 21 years or older and
- Possess a valid Alberta Class 4, Class 2 or Class 1 driver's license with less than 6 demerit points
- Successfully complete a 15 Passenger Van Operator course conducted by the University of Alberta
- Successfully complete a 15 Passenger Van driver evaluation conducted by the Fleet Safety Officer or designate

## **TWENTY-FIVE PASSENGER PLUS VEHICLES**

Authorized University Drivers who intend to operate vehicles designed to carry more than 24 passengers must meet or exceed all of the conditions listed under the "Minimum Authorization Requirements" section above, as well as the following requirements:

- 25 years or older and
- Possess a valid Alberta Class 2 or Class 1 driver's license

## **FURTHER INFORMATION**

For further information on obtaining a University vehicle, see the [University Vehicles Procedure](#).

Information on licensing, all-terrain vehicles (ATVs), suspension, disqualification and reinstatement of driving privileges, and other related topics, can be obtained from the [Vehicle Pool Office](#) or the [Fleet Safety Officer](#).

Information on insurance requirements should be obtained from the [Office of Insurance and Risk Management](#).



**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">[▲Top]</a>	
<b>University vehicle</b>	Cars, trucks, vans and other licensed and/or motorized equipment owned, rented or leased by the University of Alberta.
<b>Authorized driver</b>	Any individual, including University of Alberta employees, volunteers or collaborators, who have met the University of Alberta’s minimum safety requirements and who have been granted driving privileges.
<b>Vehicle Pool Office</b>	The University of Alberta Office responsible for managing, maintaining and providing University vehicles and services.

**FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Application for University Driving Privileges form](#)

**RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Alberta Traffic Safety Act](#) (Government of Alberta)

[Fleet Safety Officer](#) (University of Alberta)

[Office of Insurance and Risk Management](#) (University of Alberta)

[Vehicle Pool Office](#) (University of Alberta)

[Class 4 Driver's License](#)



## VEHICLE RENTAL PROCEDURE

### Overview

Motor vehicle transportation is essential to many University operations necessitating the use of general use vehicles from the University Vehicle Pool, department specific rental vehicles or rental vehicles supplied by commercial rental and leasing agents.

#### Purpose

- Details the vehicle rental process for **authorized drivers** requiring vehicles for University business.
- Details the vehicle rental limitations for unauthorized drivers.

### PROCEDURE

#### 1. GENERAL INFORMATION

Driver Authorization requirements apply to all university vehicles including those rented from a commercial rental agent for University business.

Without exception, University owned, rented or leased vehicles or vehicles rented in the name of the University can only be used on University business.

University of Alberta registered vehicles shall be operated within Canada or the United States.

The University owned and non-owned auto insurance policies are valid only in Canada and the United States. The University non-owned auto policy will respond to claims sustained by a commercially rented vehicle used for University business and operated by an authorized University driver in Canada or the United States.

The University will not reimburse costs for Personal Accident Insurance or Personal Effects Insurance. These may be included in the renter's personal credit card auto rental insurance or personal home owner's insurance policy. University travelers renting or leasing vehicles outside of Canada must determine the content and limitations of rental agreements and be aware of auto insurance (third party liability and collision damage), registration and driver's license requirements prior to departure.

#### 2. VEHICLE POOL RENTAL OFFICE:

- a) Administers Vehicle Pool rentals
- b) Maintains and supplies a pool of University vehicles for use by University faculties and departments.
- c) Ensures drivers listed on pool vehicle requests have met University authorization requirements.

- d) Coordinates chartered buses and motor coaches (includes a driver) for field trips and special events upon request by University faculties and departments.
- e) Arranges for specialty vehicles on request. Additional charges may apply.

### 3. VEHICLE POOL GENERAL USE VEHICLE RENTAL

Pool vehicles may be rented to University faculties and departments for terms of one day to one year.

Requests for Vehicle Pool rentals can be initiated by calling the Vehicle Pool Office, preferably a minimum of five business days prior to the rental date.

The [Request for Pool Vehicle Form](#), authorized by the proper signing authority, must be submitted before the vehicle can be released.

Vehicle Pool resources may necessitate acquisition of vehicles from other suppliers at additional cost to the renter.

Vehicles must be returned in a reasonable state of cleanliness. Costs for cleaning excessively dirty vehicles and damage repairs not covered by insurance or repairs caused by abuse or negligence will be transferred to the requisitioning department, research director or holder of special funds, responsible for the vehicle.

Vehicles must be returned with all standard and any additional **vehicular equipment** supplied by the Vehicle Pool. The cost of replacing missing items will be billed to the requisitioning department, research director or holder of special funds who rented the vehicle.

### 4. DEPARTMENT SPECIFIC VEHICLE RENTAL

Departments and faculties to whom specific University vehicles have been allocated are authorized to manage the use of the vehicle in accordance with all University of Alberta policies and procedures. University driver authorization procedures, requirements and responsibilities apply to those using department-specific vehicles as apply to the rest of the fleet.

Departments must ensure that University vehicle and driver authorization standards are met.

### 5. VEHICLE RENTAL FOR AUTHORIZED DRIVERS

Authorized University drivers must:

- a) Rent vehicles using one of the following methods;



- i) submit a [Request for Pool Vehicle Form](#), authorized by the proper signing authority, to the Vehicle Pool prior to the vehicle being released or;
- ii) request a department specific vehicle through their department vehicle administrator or;
- iii) rent a vehicle from another commercial source using a University corporate credit card or a personal credit card and list the "University of Alberta" as the primary renter and

1) If renting in Canada or the United States

- i Decline Third Party Liability Insurance (if optional)
- ii Decline Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW)  
  
Both are included in University non-owned vehicle insurance policy
- iii List all provinces or states you will be travelling in during the period of the rental

2) If renting outside of Canada or the United States

- i. Determine extent of Third Party Liability Insurance included in the rental fee. (Third Party Liability Insurance is not included in credit card supplement auto rental insurance agreements and must be purchased by the renter). As part of the rental agreement purchase a minimum of \$1,000,000.00 Third Party Liability Insurance.  
  
The purchase of \$2,000,000.00 Third Party Liability Insurance is preferable. .  
  
If it is not possible to purchase \$1,000,000.00 or \$2,000,000.00 Third Party Liability Insurance purchase the maximum amount of Third Party Liability Insurance available.
- ii. Purchase the Collision Damage Waiver or Loss Damage Waiver.  
  
(Check credit card agreement and decline if coverage beyond North America is included)
- iii List all places you will be travelling in during the period of the rental



b) Use a personal vehicle for University business only if the vehicle is specifically insured for business use.

c) Transport only authorized University passengers who are assigned to the specific University activity for which the vehicle was rented.

Authorized University drivers shall not:

- a) Operate a University vehicle off-road without prior authorization from the Office of Insurance and Risk Management.
- b) Operate a University vehicle outside of Canada or the United States.

## **6. VEHICLE RENTAL FOR UNAUTHORIZED DRIVERS**

Unauthorized University drivers must:

- a) Rent vehicles from a commercial source with a personal credit card and

- i) Determine the extent of Third Party Liability Insurance included in the rental fee from the rental agent (Third Party Liability insurance is not included in credit card supplemental auto rental insurance agreements and must be purchased by the renter). As part of the rental agreement purchase a minimum of \$1,000,000.00 Third Party Liability Insurance. The Purchase of \$2,000,000.00 Third Party Liability Insurance is preferable.

If it is not possible to purchase \$1,000,000.000 or \$2,000,000.00 Third Party Liability Insurance purchase the maximum amount of Third Party Liability Insurance available or;

- ii) Rely on the renter's personal vehicle insurance policy for Third Party Liability coverage.

Renter should ensure their personal vehicle insurance covers at least \$1,000,000.00 Third Party Liability but carrying \$2,000,000.00 Third Party Liability is preferable.

(The renter's personal vehicle insurer will respond to Third Party claims involving the rented vehicle) or;

- iii) List all provinces or states you will be travelling in during the period of the rental

- b) Purchase the Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW) offered by the renting agent.





- c) Use a personal vehicle for University business only if the vehicle is specifically insured for business use.
- d) Transport passengers in a personal vehicle or in a vehicle rented with a personal credit card.

Unauthorized University drivers shall not:

- a) Operate University vehicles
- b) Identify the "University of Alberta" on a vehicle rental agreement.
- c) Purchase vehicle rentals with a University corporate credit card.

**7. FINES and PENALTIES**

Fine and penalties issued on University owned rented or leased vehicles are the responsibility of the driver. If the driver of the vehicle cannot be identified, the fine or penalty will be transferred to the department or unit responsible for the vehicle at the time of infraction. For further information on fines and penalties on University vehicles, consult the [Vehicle Management and Driver Safety Manual](#).

The University will not respond in defense of an action or claim against drivers who have operated a motor vehicle contrary to University policies and procedures

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">▲ Top</a>	
<b>General Use Vehicle</b>	Cars, trucks, vans and trailers owned by the University and managed by the Vehicle Pool Office.
<b>University Business</b>	Activities conducted in the course of official or authorized business.
<b>University Vehicle</b>	Cars, trucks, vans and other licensed and /or motorized equipment owned, rented, or leased by the University of Alberta.
<b>Authorized Driver</b>	An individual who has met the University of Alberta’s minimum safety requirements and who has been granted driving privileges. See <a href="#">Driver Authorization Procedure</a> .
<b>Authorized University</b>	Persons assigned specifically to the University



<b>Passengers</b>	activity for which the vehicle is rented
<b>Vehicle Pool Office</b>	The University of Alberta Office responsible for managing and maintaining all general use vehicles.
<b>Vehicular Equipment</b>	Items such as quads, trailers, RV's or other miscellaneous pieces of equipment necessary to conduct university business or research. Such equipment can be owned, rented or leased by the University.
<b>Department-Specific Vehicle</b>	Cars, trucks, vans and trailers owned by the University of Alberta and managed by a specific faculty, department or unit.
<b>Commercial Suppliers</b>	A business that supplies vehicles or equipment to the University through the Vehicle Pool Office or other department.

**FORMS**

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

[Request for Pool Vehicle Form](#)

**RELATED LINKS**

[Class 4 Driver's License](#)

[Driver Authorization Procedure](#) (UAPPOL)

[U-Drive Website](#)

[Supply of Goods and Services Policy](#)

[CFI Purchasing Procedure](#)

[Competitive Bid Procedure](#)

[Preferred Supplier Agreement Procedure](#)

[Purchase Order System Procedure](#)

[Standing Purchase Order System Procedure](#)



## **SCHEDULE 2**



## **SCHEDULE 2**

### **ROLES AND RESPONSIBILITIES**

The responsibility for safe operation and maintenance of University assets is shared by the entire University community.

University vehicles include those owned by departments and those leased or rented for the purposes of conducting any activity associated to the University.

#### **Accountability and Steering Committee**

- Vehicle Management and Driver Safety Program oversight

#### **Authorized University Driver**

- Comply with University Policies and Procedures.
- Drive defensively and encourage safe driving practices.
- Advise immediate supervisor of driver's license suspensions, prohibitions or violations.
- Do not drive when they no longer meet University driver requirements or when operation of a University vehicle constitutes a violation of any University policy or procedure.
- Report collisions and other vehicle damage to Campus Security Services, immediate supervisor and the Vehicle Pool.
- Report fleet safety concerns or suggest methods of improvement to the immediate supervisor, Department Safety Officer, Fleet Safety Officer or Office of Insurance and Risk Assessment.

#### **University of Alberta Protective Services**

- Attend University vehicle collisions and incidents occurring on or near campus.
- Receive collision reports and other damage reports occurring in other jurisdictions.
- Provide copies of collision and damage reports to the Fleet Safety Officer, Office of Insurance and Risk Assessment, and the Vehicle Pool.



## **Defensive Driving/ Professional Driver Improvement**

### **Course Instructors**

- Maintain instructor certification as required by the Canada Safety Council.
- Instruct members of the University community who are required to drive University vehicles for University business purposes.
- Forward course attendance lists to the Fleet Safety Officer and the Vehicle Pool.

### **Department Fleet Safety Representatives**

- Advise department managers, supervisors and end users of Fleet Safety initiatives.
- Promote driver safety and awareness.
- Assist drivers in scheduling training

### **Department Ancillaries, Managers, Supervisors, Department Human Resources Representatives**

- Advise new employees of University driver requirements during the hiring process.
- Request training courses and driver evaluations for department drivers through the Fleet Safety Officer.
- Ensure drivers in the department meet University requirements.
- Ensure only University authorized drivers operate department vehicles.
- Prohibit drivers from operating University vehicles upon notification suspension of driving privileges by the driver, Fleet Safety Officer or Office of Insurance and Risk Assessment.
- Maintain a list of active University drivers.
- Assist in disciplinary action arising from abuse and loss of University driving privileges.

### **Facilities and Operations, Operations and Maintenance**

- Oversees operation of the Vehicle Pool.
- Co-Chair of the University Fleet Safety Committee (UFSC).
- Schedule UFSC meetings.
- Communicate Vehicle Management and Driver Safety Program initiatives to departments within its portfolio

### **Vehicle Pool**

- Vehicles and equipment maintenance and records.
- Assist with department vehicle purchases.
- Manage and coordinate vehicle rental and leasing to authorized University drivers.
- Direct drivers to report unreported damage to Campus Security Services.
- Schedule and coordinate vehicle damage repair with departments and The Office of Insurance and Risk Assessment.
- Obtain and review driver abstracts semi-annually.
- Maintain a list of authorized University drivers.
- Advise the Office of Insurance and Risk Assessment and the Fleet Safety Officer of vehicle misuse by University drivers.

### **Office of Insurance and Risk Assessment**

- University vehicle claims administration.
- Compile collision trends analysis and statistical information for annual reports.
- Co-Chair of the University Fleet Safety Committee (UFSC).
- Final approval or denial of University driving privileges for high risk drivers.

### **Fleet Safety Committee**

- Hold committee meetings regularly.
- Establish and modify Vehicle Management and Driver Safety Program Policy and Procedures in the best interests of the University.
- Actively communicate Fleet Safety Policy and Procedures to the University through administrative correspondence.
- Operate under the Fleet Safety Terms of Reference.
- Promote safety and awareness through campus media.
- Review collisions, driver files and investigations as required at the committee level.
- Collision preventability review and countermeasures for repetitive collisions and incidents.
- Assist in the ongoing development of University Vehicle Management and Driver Safety Policy and Procedures.

### **Fleet Safety Officer**

- Responsible for the daily operation of the Vehicle Management and Driver Safety Program.
- Report to Facilities & Operations and to the Office of Insurance and Risk Assessment.
- Establish, instruct and modify driver training courses.
- Implement new programs as needs are identified.
- Maintain a list of driving course instructors and driver evaluators.
- Review driver abstracts.
- Advise supervisors when drivers no longer meet minimum University driver authorization requirements.
- Review and update Vehicle Management and Driver Safety Program Policy and Procedures.
- Ensure University compliance with changing Federal and Provincial Regulations.
- Conduct investigations when required.





### **Central Human Resources**

- Maintain personnel records and driver information.
- Assist in disciplinary matters relating to policy violations.
- Assist in the hiring process.





### **SCHEDULE 3**





### **SCHEDULE 3**

#### **DRIVER RECORDS**

Driver records are retained confidentially in accordance with the Alberta Freedom of Information and Protection of Privacy Act and are available for internal and external auditing to ensure regulatory compliance only.

Driver records are retained for the current calendar year and the previous three years.

Driver records contain the following:

1. Application for University Driving Privileges
2. Driver abstract containing previous three year driving history
3. University driver evaluation
4. Records of driver training
5. Records of disciplinary action
6. TDG, WHMIS, H2S certificates
7. Any other records of training related to the operation of vehicles
8. Driver hours of service logs

#### **Authorized Driver Data Base**

The Vehicle Pool maintains a data base of authorized University drivers containing the following information:

- a) driver's name
- b) driver's date of birth
- c) driver's license number, class and conditions
- d) date of abstract
- e) violations and demerits and suspensions
- f) University Identification number
- g) department
- h) department supervisor
- i) employment or affiliation (i.e.: permanent/ seasonal/ student/volunteer)



- j) driving status (i.e.: daily, casual, seasonally)
- k) University incidents/ collisions
- l) Driver Training/ Courses
- m) Authorized or not

The driver database may be accessed:

- 11. To confirm driver authorization for vehicle requests
- 12. For verification of driver authorization following incidents and claims
- 13. For official review or follow-up investigations of incidents and collisions involving University vehicles is required
- 14. For statistical analysis

Driver information is confidential and is stored in accordance with the Alberta Freedom of Information and Protection of Privacy Act.

## **SCHEDULE 4**







## SCHEDULE 4

### ALBERTA DRIVER'S LICENSE CLASSIFICATIONS

The Alberta Traffic Safety Act and its Regulations list the classes of licenses required by operators of specific vehicle types.

#### **Class 1**

Driver's license authorizes the holder to drive:

any motor vehicle or combination of vehicles but does not include motorcycles.

#### **Class 2**

Driver's license authorizes the holder to drive:

- a) a bus;
- b) a motor vehicle or combination of vehicles that the holder of a Class 3, 4 or 5 driver's license may drive.

#### **Class 3**

Driver's license authorizes the holder to drive:

- a) a motor vehicle or combination of vehicles that the holder of a class 5 driver's license may drive, other than a motor vehicle designed to carry more than 15 passengers or a motor vehicle transporting passengers for hire;
- b) a single motor vehicle with 3 or more axles;
- c) a single motor vehicle with 3 or more axles towing a trailer with one or more axles, provided the trailer is not equipped with air brakes;
- d) a mobile crane as defined in the Crane and Hoisting Equipment Operator Trade Regulation.

#### **Class 4**

Driver's license authorizes the holder to drive:

- a) a motor vehicle or combination of vehicles that the holder of a Class 5 driver's license may drive;
- b) a bus with a seating capacity of 24 or less, excluding the driver;
- c) an ambulance or a taxi.

**Class 5**

Driver's license authorizes the holder to drive:

- b) a 2 axle single motor vehicle;
- c) a recreational vehicle with not more than 3 axles;
- d) a 2 axle motor vehicle tow a trailer with one or more axles, if the trailer is not equipped with air brakes;
- e) a 2 axle recreational vehicle towing a trailer with one or more axles, towing a trailer with one or more axles, if the trailer is not equipped with air brakes;
- f) a 2 axle recreational vehicle towing a trailer, if the trailer has no more than 2 axles and is not equipped with air brakes
- g) a moped;
- h) an off-highway vehicle on a highway pursuant to S120(4) of the Traffic Safety Act (special permits issued by the Registrar of Motor Vehicles authorizing use of an off-highway vehicle on or along a highway);
- i) if the holder is 18 years old or older, a mobile mounted oil or gas well service rig or an associated vehicle if its registered owner has a subsisting permit that authorizes the operation of that type of motor vehicle.

A Class 5 operator's license does not authorize the operation of:

- b) a motorcycle;
- c) a motor vehicle designed to carry more than 15 passengers;
- d) a motor vehicle that is transporting passengers for hire

**Air Brake (Q) endorsement**

An air brake endorsement is required when the holder of any of the above classes operates or is learning to operate a motor vehicle equipped with air brakes



## **SCHEDULE 5**





**SCHEDULE 5**

**University Vehicle Service Intervals**

Vehicle Type	Service Type	Service Interval	
Compact Sedan	Periodic	5 Months	10,830km
	Major	15 Months	32,500km
Intermediate Sedan	Periodic	5 Months	10,830km
	Major	15 Months	32,500km
Campus Security	Periodic	5 Months	5,000km
	Major	15 Months	32,500km
7P Van	Periodic	5 Months	7,200km
	Major	15 Months	32,500km
8P Van	Periodic	5 Months	7,200km
	Major	25 Months	36,000km
15P Van	Periodic	5 Months	7,200km
	Bus Inspection	6 Months	N/A
24P Van	Periodic	5 Months	7,200km
	Bus Inspection	6 Months	N/A
1/2T Truck	Periodic	5 Months	7,200km
	Major	25 Months	36,000km
1/2T Cargo Van	Periodic	5 Months	7,200km
	Major	25 Months	36,000km
3/4T Truck	Periodic	5 Months	7,200km
	Major	25 Months	36,000km



Vehicle Type	Service Type	Service Interval	
		Months	Kilometers
3/4T Cargo Van	Periodic	5 Months	7,200km
	Major	25 Months	36,000km
1 Ton Truck	Periodic	5 Months	7,200km
	Major	25 Months	36,000km
1 Ton 4X4 Truck	Periodic	5 Months	7,200km
	Major	25 Months	36,000km
Cube Van	Periodic	3 Months	3,500km
	Major	21 Months	24,500km
Step Van	Periodic	3 Months	3,500km
	Major	21 Months	24,500km
2 & 3 Ton Truck	Periodic	3 Months	3,500km
	Major	21 Months	24,500km
	CVIP >11,794kgs units	Annual	N/A
Dump Truck	Periodic	3 Months	3,500km
	Major	21 Months	24,500km
	CVIP >11,794kgs units	Annual	N/A
Department owned vehicles	Inspection/CVIP	Annual	N/A
Department owned utility trailers	Inspection	Annual	N/A
Department owned Highway trailers	Inspection/CVIP	Annual	N/A
Department owned ATV's			



## **SCHEDULE 6**





## SCHEDULE 6

### TRANSPORTING DANGEROUS GOODS

The transportation of dangerous goods must be carried out in accordance with the Transportation of Dangerous Goods Act and Workplace Hazardous Materials Information System guidelines.

University personnel must be training specific to handling the dangerous goods prior to transporting.

Dangerous Goods Inspectors do not require a warrant to enter a commercial premise or search a commercial vehicle for dangerous goods or dangerous goods documentation.

Drivers are required to produce dangerous goods documentation and a valid Transportation of Dangerous Good Certificate upon demand by an inspector.

University personnel should consider the following guidelines when dangerous goods must be transported in a University vehicle:

- Do not transport dangerous goods in the occupant compartment
- Drivers must advise all passengers that dangerous goods are being transported in the vehicle
- Drivers and passengers must be aware of safety precautions and response procedures in the event of a spill or release.
- Safety and response equipment (protective gloves, masks, gowns, footwear) must be within easy access of all vehicle occupants
- Any required dangerous goods labels must be clearly visible on the package or container that is being transported.
- Dangerous goods placards must be displayed on vehicles when required by the Transportation of Dangerous Goods Act.
- Dangerous goods must not be transported in the same container or compartment as food and potable water.



### **Placards**

A placard and UN number must be displayed as required by the Transportation of Dangerous Goods Regulations on a large means of containment of dangerous goods, if the dangerous goods:

- (a) are in a quantity or concentration for which an Emergency Response Assistance Plan (ERAP) is required;
- (b) are included in Class 7, Radioactive Materials, for which a Category III – yellow label is required;
- (c) are a liquid or gas in direct contact with the large means of containment;
- (d) have a gross mass greater than 500 kg; or
- (e) are included in Class 1.1, 1.2, 1.3 or 1.5 under certain circumstances as listed in the Regulations

UN Numbers shall be indicated on the placard when the load is shipped in bulk

“Danger” placards can be used when dangerous goods have different UN numbers and an ERAP is not required for any of them.

When required, placards must be displayed on the front, rear and both sides of the transporting unit or trailer.



## Appendix 1

### TDG Placards and Signs

(Reproduced with permission of Transport Canada [www.tc.gc.ca](http://www.tc.gc.ca))

Unless otherwise noted, the diagrams for the following 9 classes are for both LABELS and PLACARDS

#### CLASS 1, EXPLOSIVES

Class 1.1, 1.2, 1.3



Class 1.4



Class 1.5



Class 1.6



#### CLASS 2, GASES

Class 2.1, Flammable Gases



Class 2.2, Non-flammable  
and Non-toxic Gases



Class 2.3, Toxic Gases



Oxidizing Gases



#### CLASS 3, FLAMMABLE LIQUIDS





**CLASS 4, FLAMMABLE SOLIDS, SUBSTANCES LIABLE TO SPONTANEOUS COMBUSTION AND SUBSTANCES THAT ON CONTACT WITH WATER EMIT FLAMMABLE GASES (WATER REACTIVE SUBSTANCES)**

**Class 4.1, Flammable Solids to Spontaneous Combustion**



**Class 4.2, Substances Liable**



**Class 4.3, Water Reactive Substances**



**CLASS 5, OXIDIZING SUBSTANCES AND ORGANIC PEROXIDES**

**Class 5.1, Oxidizing Substances Class 5.2, Organic Peroxides**



**CLASS 6, TOXIC AND INFECTIOUS SUBSTANCES**

**Class 6.1, Toxic Substances**



**Class 6.2, Infectious Substances**

**Label**



**Placard**





**CLASS 7, RADIOACTIVE MATERIALS**

**Category I – White Label and optional placard**



**Category II - Yellow Label and optional placard**



**Category III – Yellow optional placard**



**Class 7, Radioactive Label and Materials Placard**



**CLASS 8, CORROSIVES**



**CLASS 9, MISCELLANEOUS PRODUCTS, SUBSTANCES OR ORGANISMS**



**OTHER PLACARDS**

**DANGER PLACARD**







**SIGNS**

**ELEVATED TEMPERATURE SIGN**



**FUMIGATION SIGN**

	<b>DANGER</b>	
This unit is under fumigation with		Cette unité est sous fumigation au
_____		_____
(Name of fumigant)		(Nom du fumigant)
Applied on		Depuis le
_____		_____
Date		Date
_____		_____
Time		Heure
DO NOT ENTER		D'ÉVITER D'ENTRER.

**MARKS**

**MARINE POLLUTANT MARK**



**PANELS  
ORANGE PANEL**



Black: Numbers and border

Orange: Background

Size: Rectangle, at least 120 mm high and 300 mm wide with a border 10 mm wide.

Replace \* with the four digits of the UN number which must be at least 65 mm high.



## Appendix 2

### Quantities and levels for immediate reporting

Class	Quantity	Emission Level
1	<b>a.</b> Any quantity that could pose a danger to public safety or 50 kg; or  <b>b.</b> is in Class 1.1, 1.2,1.3 or 1.5 and meets particular requirements of the TDG Regulations	
2	Any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more	
3	200 L	
4	25 kg	
5.1	50 kg or 50 L	
5.2	1 kg or 1 L	
6.1	5 kg or 5 L	
6.2	Any quantity	
7	Any quantity that could pose a danger to public safety	An emission level greater than the emission level established in section 20 of the "Packaging and Transport of Nuclear Substances Regulations"
8	5 kg or 5 L	
9	25 kg or 25 L	







## **SCHEDULE 7**





**SCHEDULE 7**

**WORKING LOAD LIMITS**

**Tie Downs**

- the load must be secured by not less than the minimum number of tie downs
- the safe working load of the tie downs must not be less than the mass of the load secured
- use 2 tie downs for the first 2.5 meters of a load and one tie down for every 2.5 meters thereafter

Commercial Vehicle Regulations stipulate the minimum number of the tie downs required as follows

<b>Along the longitudinal axis of the vehicle</b>		
<b>Meters</b>	<b>Feet</b>	<b># of tie downs required</b>
0 – 2.5	0 – 8	2
2.5 – 4.8	8 – 16	3
4.8 – 6.7	16 – 22	4
6.7 – 9.1	22 – 30	5
9.1 – 11.5	30 – 38	6
11.5 – 14.0	38 – 46	7

Exceptions:

If an article is less than 2.5 meters long and less than 1.5 meters high and is butted against another substantial object or bulkhead, only one tie down is required.



### Load Binders

If the working load limit of a load binder cannot be determined, use the following chart in accordance with the size of the of the load binder.

<b>Standard Load Binder and Ratchet Load Binder</b>			
<b>Size</b>		<b>Working Load Limit</b>	
<b>Inches</b>	<b>Millimeters</b>	<b>Pounds</b>	<b>Kilograms</b>
3/8	10	2650	1200
1/2	13	4500	2040
5/8	16	6900	3130

### Synthetic Webbing (Nylon and Polyester Belts)

Web tie down load limits are found on labels commonly attached 46 cm (18") from one end. If load limits cannot be found on the webbing the tie down should not be used. The following table lists common working load limits for web tie downs.

<b>Web Width</b>		<b>Working Load Limit</b>	
<b>Inches</b>	<b>Millimeters</b>	<b>Pounds</b>	<b>Kilograms</b>
1 3/4	45	1750	795
2	50	2000	910
3	75	3000	1360
4	100	4000	1815



### Chains

Check chain links for grade identification (letter(s), number(s) or combination of both). The following tables reflect general use only. Manufacturer’s specifications may vary.

<b>Chain Size</b>		<b>Proof Coil Grade 3</b>		<b>High Test Grade 4</b>	
<b>Inches</b>	<b>Millimeters</b>	<b>Pounds</b>	<b>Kilograms</b>	<b>Pounds</b>	<b>Kilograms</b>
1/4	7	1300	580	2600	1180
5/16	8	1900	860	3900	1770
3/8	10	2650	1200	5400	2450
7/16	12	3500	1590	5800	2630
1/2	13	4500	2030	9200	4170
5/8	16	6900	3130	11500	5220

<b>Chain Size</b>		<b>Transport/ Grade 7</b>		<b>Alloy, Grade 8</b>	
<b>Inches</b>	<b>Millimeters</b>	<b>Pounds</b>	<b>Kilograms</b>	<b>Pounds</b>	<b>Kilograms</b>
1/4	7	3150	1430	3500	1590
5/16	8	4700	2130	5100	2310
3/8	10	6600	2990	7100	3200
7/16	12	8750	3970	7100	3200
1/2	13	11300	5130	12000	5400
5/8	16	15800	7170	18100	8200



**Hooks**

Chain hooks are generally stamped with a grade identification mark. The following table may assist in determining the working load limit of a hook if the grade mark is not legible.

<b>Size</b>		<b>Grab Hook</b>		<b>Slip Hook</b>	
<b>Inches</b>	<b>Millimeters</b>	<b>Pounds</b>	<b>Kilograms</b>	<b>Pounds</b>	<b>Kilograms</b>
1/4	7	2600	1180	1950	880
5/16	8	3900	1770	2870	1330
3/8	10	5400	2450	4000	1810
7/16	12	5800	2630	5000	2270
1/2	13	9200	4170	6500	2950
5/8	16	11500	5220	9250	4200

The following table may be used only if the hook is marked with **A, AA, AL, ALLOY, TRANSPORT 7, CR70, T7, G70, or S7**

<b>Size</b>		<b>Grab Hook</b>		<b>Slip Hook</b>	
<b>Inches</b>	<b>Millimeters</b>	<b>Pounds</b>	<b>Kilograms</b>	<b>Pounds</b>	<b>Kilograms</b>
1/4	7	3150	1430	2750	1250
5/16	8	4700	2130	4300	1950
3/8	10	6600	2990	5250	2380
7/16	12	8750	3970	7000	3170
1/2	13	11300	5130	9000	4080
5/8	16	15800	7170	13500	6120



## **SCHEDULE 8**







## SCHEDULE 8

### OVERSIZE VEHICLE WEIGHTS AND DIMENSIONS

Provincial and State vehicle dimension and weight limitations vary across Canada and the U.S. Drivers and department administrators must be aware of local dimension and weight restrictions prior to the start of the trip.

The type of cargo being transported and its placement on the vehicle may affect vehicle handling characteristics and significantly increase braking and stopping distances. Drivers must adjust driving habits to compensate for extra weight and an elevated centre of mass.

#### Extended Width Vehicles

Most conventional passenger car and light truck widths are between 1.7 metres and 2.0 metres.

Heavy trucks may reach 2.5 metres wide

All vehicles that exceed 2.6 metre widths must have an "Over-Dimensional Permit" issued by Alberta Infrastructure and Transportation prior to any movement.

Additional safety equipment is required for the following vehicle widths.

#### 2.6 metres:

- red warning flags during the day
- warning lights at night, mounted on the extremities of the load

#### 3.05 metres:

- red warning flags during the day
- warning lights by night on the extremities of the load
- a "WIDE LOAD" or "D" sign on the front and rear of the hauling vehicle

#### 3.35 metres:

- red warning flags during the day
- warning lights at night on the extremities of the load
- "WIDE LOAD" or "D" signs on the front and rear of the hauling vehicle.
- One or more amber rotating lights or two amber flashing lights.

#### 3.85 metres:

- red warning flags during the day
- warning lights at night on the extremities of the load
- a "WIDE LOAD" or "D" sign on the front and rear of the hauling vehicle
- One or more amber rotating lights or two amber flashing lights.
- One escort vehicle



- No movement from 1500 to 2400 Friday, all day Sunday or any statutory holidays.

**4.45 metres:**

- red warning flags during the day
- warning lights at night on the extremities of the load
- a "WIDE LOAD" or "D" sign on the front and rear of the hauling vehicle
- 2 escort vehicles (one lead and one following) except on a divided highway when only one trailing vehicle is required
- No movement from 1500 to 2400 Friday, all day Sunday or any statutory holidays

**5.5 metres:**

- Restricted to daylight travel only
- Contact the Alberta Infrastructure and Transportation, Central Permit Office @ **1-800-662-7138** prior to any movement.

**Height Exceeds 4.15 metres**

Vehicles that exceed 4.15 metres require an "Over-Height Permit" issued by the Alberta Infrastructure and Transportation, Central Permit Office prior to movement on any road.

Over-Height permits are required prior to entering other provinces and when travelling into the United States. Counties and Municipal Districts may also require the purchase of additional permits prior to travelling on their roads.

A minimum of 3 days notice must be provided to utility companies if overhead wires and signs must be moved to facilitate transportation of oversized loads.

**Vehicles with 6 axles**

An additional permit must be purchased from Alberta Infrastructure and Transportation prior to operating a vehicle with 6 axles off of primary or secondary highways.

**Vehicle Weight Limitations**

Commercial vehicle weight gross vehicle weights cannot exceed the sum of the allowable axle weights. Axle weights are determined by:

- Number of steering axles
- Number of drive axles
- Number of tires per axle
- Tire size



## **SCHEDULE 9**





## **SCHEDULE 9**

### **Buildings and Grounds Services Sustainable Electric Utility Vehicle (SEUV)**

#### **Purpose**

The purpose of the University of Alberta, Sustainable Electric Utility Vehicle (SEUV) operating procedure is to ensure the safe and effective operation of these vehicles on/around faculty, staff, students, visitors, operators and University property.

#### **Scope**

This procedure applies to all operators of the SEUV on all University of Alberta Property.

#### **Start-up Procedures**

1. Perform circle check as outlined in "Equipment and Safety Checklist."
2. Unplug electric battery charging cord.
3. Ensure electrical cord is completely recoiled under driver's seat.
4. Turn ignition key.
5. Disengage parking brake to release.
6. Turn on headlights.
7. Shift into drive.
8. Lock compound gate before leaving.

#### **Return Procedures**

1. Before parking SEUV ensure unit is clean.
2. Engage parking brake.
3. Turn off lights.
4. Plug in charging cord (if battery charge indicator is low)
5. Complete daily equipment log book.
6. Ensure all tools are locked in tool box.
7. Take ignition key with you.
8. Lock up compound gate before leaving.



## Operational Procedures

SEUV may be used for the transportation of staff and utility purposes. They are of significant value to the University of Alberta for efficient, effective and economic transportation of resources. Buildings and Ground Services has established procedures for the safe operation of these vehicles.

1. **Pedestrians have the right-of-way AT ALL TIMES. Do not drive through crowds of people. Maintain adequate distance between vehicles and pedestrian.**
2. Operators are required to have a valid driver's license, are over the age of 18 years.
3. Operators are required to read the Owner's Manuals located in the tool box for both the battery charger and the Carry All 2 vehicle and familiarize themselves with the **Safety Details and General Warnings as found on page 20 of Owner's Manual.**
4. Operators will receive specific training on the safe use of these vehicles and must read and **acknowledge they have received trained and understand the procedures.**
5. Operators will observe all Alberta Vehicle Traffic laws including stop signs and other traffic control devices and signals.
6. Crossing of Public Roadways/streets maybe necessary and will be done only at controlled intersections.
7. Travel on internal University streets is preferred over sidewalks at speeds not to exceed **15 k/h.**
8. Ensure you have pedestrian recognition of your presence by using the horn to alert them, as electric vehicles operate very quietly.
9. Operate with lights on at all times and use signal light to indicate direction of travel.
10. The SEUV is not to be operated with more than two people on board (driver and one passenger).
11. Passengers are not permitted in the cargo box of the SEUV.
12. Before leaving the SEUV stop engine, set parking brake and take the key with you.
13. Use of cell phones, pagers, and radios are prohibited while driving the SEUV. Operator must pull over and stop to make or receive calls or messages.
14. Smoking is not permitted in any University owned vehicle.
15. Promptly report any incident or injury to your immediate supervisor.
16. Loads shall not extend more than one foot from either side of the SEUV and must be secured.
17. Material and equipment must be flagged if it exceeds the length of the box by 3'.
18. Before dumping a load ensure the SEUV is on level ground with the parking brake engaged.
19. Never back up without making sure there is no person or obstruction behind the SEUV.
20. Reduce speed to compensate for inclines, pedestrians, and weather conditions.



## **Equipment and Safety Checklist**

Before operating the SEUV, the operator will perform circle check for the following items:

Unplug the vehicle – it will not start while being charged.

- Tire condition and inflation
- Brakes
- Head lights and signal lights
- horn and back-up alarm
- Slow moving vehicle sign and side reflectors are clean
- Indication of battery fluid leaks such as wet spots under the unit

If the SEUV is in need of repair or maintenance, it should not be driven and tagged OUT OF SERVICE.

Contact your immediate supervisor who will arrange for servicing.  
First aid kit and fire extinguisher are in the tool box.

At the end of each day complete the vehicle/equipment LOG BOOK and record any deficiencies.

## **Battery Recharge**

When recharging the batteries, the following safety rules shall be observed:

1. Ensure eye wash station bottle is full and changed once a month.
2. Do not operate cell phone near the recharge area.
3. For battery acid spills: isolate the vehicle and call Vehicle Pool to initiate repairs.
4. Use eye wash station as necessary and remove clothing contaminated with battery fluid and rinse skin with water.
5. Disconnect all battery charger cords before using the SEUV.
6. Reconnect the battery charger cord when returning the SEUV to Timms Car Park.







### Acknowledgement Sheet

I have read and understand the University of Alberta, Sustainable Electric Utility Vehicle (SEUV) Operating Procedures. Violation of the above operational procedures may result in loss of operating privileges and/or disciplinary action.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I have reviewed the University of Alberta, Sustainable Electric Utility Vehicle (SEUV) Operating Procedures with the employee noted above. This individual has demonstrated safe operation of the vehicle and is permitted to drive it.

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

Ensure a copy is sent to the Facilities and Operations Health and Safety Officer, 2-35 Materials Management Building.



