

Fleet Safety and Maintenance Plan

**SCHOOL DISTRICT NO. 46
(Sunshine Coast)**



Safety is everyone's responsibility

Unsafe is Unacceptable

Updated Oct. 25th, 2018

School District No. 46 is committed to safety and providing a safe environment for all of our employees, students and volunteers. Our Safety and Maintenance Plan has been developed in an effort to embrace safety and incident prevention amongst our drivers, students, staff and the public. This plan is applied in the context of the various policies and regulations that are approved and may be amended from time to time.

The contents of this Safety and Maintenance Plan provides evidence that due diligence is being performed. Due diligence is the act of an individual or organization doing everything that a reasonable and prudent person or group would do to avoid an incident. Due diligence must be considered by everyone and we must demonstrate due diligence by documenting policies, procedures and ensuring that everyone is trained in their application.

Facilities and Transportation Department
School District No.46 (Sunshine Coast)

TABLE OF CONTENTS

DRIVER SELECTION QUALIFICATIONS	4
Qualifications	4
Road Test Assessment	4
ORIENTATION.....	4
INCIDENT MANAGEMENT	5
Reporting	5
Investigation.....	7
Analysis	7
Action Planning and Implementation	8
Monitoring	8
VEHICLE MAINTENANCE PROGRAM:.....	8
OPERATIONS MANAGEMENT:.....	9
General Transportation Guidelines.....	9
PROCEDURES	10
Backing Procedure.....	10
Coaching/ Progressive Discipline	10
Communications	12
Dealing with on Road Problems	12
Drug and Alcohol Use	12
Hours of Service	13
Load Securement.....	13
Passengers.....	13
Personal Use of Commercial Vehicles	14
Seatbelt Use	14
Smoking.....	14
Speed Limits	14
Submission of Violation Tickets, Inspection Reports, etc.....	14
Trip Inspections.....	15
ADMINISTRATION	15
Driver's Paperwork.....	15
Hours of Service/Trip Inspection Reports	15
Driver's Records	16
Vehicle Records.....	16
Collision (Accident) Records	16
Driver's Abstracts.....	16
NSC Profiles	16
Recall System.....	17

DRIVER SELECTION QUALIFICATIONS

Qualifications

Minimum Standards

1. Valid driver's licence of the appropriate class for the type of vehicle to be operated. (A minimum of a Class 4 for Multi-Function Activity Buses, or vans, a minimum of a Class 7 for cars and pickup trucks and Class 5 for pickup trucks pulling trailers or when driving with passengers.)
2. Current driver's abstract with no more than 2 moving violations in previous 3 years.
3. Current driver's abstract with no impairment related convictions or suspensions in previous 3 years.

Abstracts will be reviewed by the Manager of Facilities and Transportation for proper class and restrictions and scrutinized to determine if the violation is indicative of poor driving habits or if other critical violations exist (e.g. prohibition, suspension, etc.). Drivers:

- Must have an acceptable driving record and collision history
- Must have good communication skills, and be able to follow instructions and take directions
- Must have knowledge of applicable regulations governing safe driving and vehicle inspection and maintenance.

Road Test Assessment

All prospective drivers will be given a road test. The Manager of Facilities and Transportation or his designate will evaluate the driver for knowledge, abilities and actions relating to the type of vehicles that the driver will operate such as:

- ✓ Pre/Post Trip Inspections - demonstrated
- ✓ Slowing on approach to traffic and/or intersections
- ✓ Use of mirrors
- ✓ Use of horn as warning device
- ✓ Use of sight lines to increase awareness
- ✓ Following distance
- ✓ Lane positioning
- ✓ Radio procedures (if applicable)
- ✓ Operating, loading and securing equipment (if applicable)
- ✓ Loading/unloading passengers (if applicable)
- ✓ Physical capability required to do the job
- ✓ Basic mechanical knowledge of vans, buses or trucks and trailers

In cases where drivers may have the responsibility to secure loads, potential candidates will be required to demonstrate correct load security measures for the types of loads likely to be hauled.

ORIENTATION

The Manager of Facilities and Transportation or his designate will introduce the new driver to the duties, including the system of paperwork, communication, sites and the vehicles to be operated. The points to be covered will be part of the overall orientation checklist which, when completed, will become part of the driver's file.

INCIDENT MANAGEMENT

An incident management program is critical to any fleet, regardless of its size. The size of the fleet will dictate the resources required to maintain the program. An incident management program must have the following components:

1. Reporting
2. Investigation
3. Analysis
4. Action Planning and Implementation
5. Monitoring

Reporting

Guidelines for reporting are as follows:

EVERY INCIDENT, INCLUDING CRASHES/COLLISIONS, PERSONAL INJURIES OR NEAR MISSES, MUST BE REPORTED to the Manager of Facilities and Transportation or his designate, regardless of how minor the occurrence may seem. Failure to report may warrant disciplinary action.

The success or, alternately, the failure of this element of School District No. 46 Safety Program is dependent on the honesty and integrity of the drivers enrolled in the system. An essential goal of the reporting process is to have all near misses reported as well. Each one of these near miss incidents presents an excellent learning opportunity. Reporting of near misses can be difficult because drivers anticipate discipline and may not want to report them. Drivers must complete the School District No. 46 Driver's Collision Report Form, in cases when a collision has occurred involving any physical damage or injuries/fatalities. A copy of this form will be kept in all vehicles.

Although it is the ultimate objective of a professional driver not to be involved in a crash, the everyday realities of our transportation system dictate otherwise, and a percentage of drivers will be involved in an incident. There are two essential aspects regarding the driver's conduct at the scene of a collision.

1. The driver must secure all possible information about the occurrence and he/she **must** provide this information to the Manager of Facilities and Transportation.
2. The driver must be courteous to all those involved in the incident: the police and other authorities at the scene, witnesses and bystanders.

By following the rules of conduct outlined below, the driver will protect himself/herself and School District No. 46, and will also be a positive reflection of what the transportation industry determines to be a professional driver.

Failure to stop at the scene of a collision in which you are involved is a criminal offence that will subject you to the penalty of the law in addition to potential disciplinary action.

1. **PROTECT THE SCENE.** Activate the four way flashers. Lose no time in setting out warning devices. If necessary, post reliable bystanders in a **safe location** to help control traffic.
2. Assess any injured person, but **DO NOT** move them unless absolutely necessary. Call BC Ambulance Service (911) for assistance if required. Keep the injured as warm and quiet as possible pending the arrival of competent help.
3. Notify the police according to School District No. 46 protocols. If you cannot contact dispatch, or get to a nearby telephone, write a carefully worded note giving location and apparent seriousness of the event, and give it to a reliable-appearing motorist asking him/her to notify the police for you.
4. All collisions or incidents of damage to vehicles and/or property involving a vehicle must be reported to the Manager of Facilities and Transportation as soon as the immediate safety hazards have been mitigated. "Ensure no further danger" first.
5. The driver of a School District No. 46 vehicle, which is involved in a collision, will remain at the scene of that incident unless instructed otherwise by the Manager of Facilities and Transportation or his designate.
6. In cases where students are onboard a School District No. 46 bus at the time of an incident, the driver is to ensure their safety. Circumstances vary widely in crashes and therefore decisions relating to the safety of the passengers will be left to the discretion of the driver, who is in the best position to evaluate all factors. The driver may seek advice from the Manager of Facilities and Transportation to assist with decisions relating to passenger safety post-collision.
7. If the incident involves a school bus carrying passengers, confirm that a passenger manifest is present and complete.
8. Be polite and courteous. Give your name and offer to produce your driver's license, vehicle registration and insurance documents. Do not discuss the crash with anyone except a police officer or a School District No. 46 representative. Remember that statements you make may be used against you at a later date. Regardless of the circumstances, admit nothing, promise nothing, and do not argue.
9. Have cell phone photographs taken, if possible. **DO NOT** move, or allow to be moved, any of the vehicles until someone arrives who can verify positions of vehicles. (This procedure usually applies to serious crashes.) Always follow the directions of the police officers at the scene. All crash photos taken are to be forwarded to the Manager of Facilities and Transportation.
10. Obtain names and addresses of all witnesses **BOTH FOR YOU AND AGAINST YOU**. If witnesses refuse to give names, make a note of the license plate number of

their vehicle. If there are no witnesses, obtain the identity of the first person to arrive at the scene. Be sure to notify police (if attending) if the behavior of any involved person is indicative of impairment through alcohol, drugs or fatigue.

11. Obtain the following information to complete a collision report. Refer to the School District No.46 Driver's Collision Report Form.
 - a) The crash location, time and date.
 - b) Make, model and license plate number of every vehicle involved.
 - c) Names and addresses of all persons involved; drivers, owners and passengers of all vehicles;
 - d) Name of persons injured and apparent extent of injury.
 - e) Names and addresses of insurance companies providing coverage for vehicles or other property involved.
 - f) Names and addresses of all possible witnesses.
 - g) Police File #, name of police officer attending and detachment phone number.
12. If required, report to ICBC with the vehicle, vehicle registration and driver's license.
13. A School District No.46 Driver's Collision Report Form must be completed and returned to the Manager of Facilities and Transportation or his designate within 24 hours. The Manager of Facilities and Transportation or his designate will obtain any required missing information and complete the form.

Injuries

Any employee injuries, resulting during the course of employment, require that the employee complete the District First Aid Incident forms, which should be forwarded immediately to the Human Resources Department.

Investigation

The Manager of Facilities and Transportation or his designate will attend the scenes and investigate incidents whenever possible. This will allow for the collection of all available evidence to look after the interests of School District No. 46 and its driver. The investigator will also be able to establish the physical and mental condition of the driver (will his/her physical and mental state allow them to safely continue with the trip?) and manage the recovery of the School District No. 46 vehicle, should that be required.

They will insure that the driver has completed a Driver's Collision Report and prepare a summary of their findings.

Analysis

When all the facts about the incident have been collected, they will be assessed for contributing factors and root causes. In this process, an assessment will be conducted as to whether or not the driver could have prevented the incident.

Action Planning and Implementation

Once the contributing factors have been established through the investigative process, the next step is the development of countermeasures.

For incidents deemed as preventable, actions will include a review of the driver's record and a discussion with the driver about how he/she would prevent an incident in similar circumstance. Consideration will be given to such things as training or in some cases progressive discipline. The results of this review will be documented on the collision file.

In cases where the incident is found to be preventable, one of the key pieces of information to be considered is the involved driver's suggestion of how they would react differently if presented with similar circumstances.

The results of the incident review will be conveyed to all affected employees. A notice will be sent to all supervisors who will provide the results to all drivers at department meetings.

Monitoring

The final step in the incident management process is the monitoring stage. Once the action plan has been implemented, it is essential that the changes implemented be measured and evaluated. The Manager of Facilities and Transportation will conduct these evaluations on a quarterly basis.

VEHICLE MAINTENANCE PROGRAM:

The following is a general overview of the preventive maintenance system:

- Drivers record odometer readings on daily pre-trip inspection forms. These forms are forwarded to the office at the end of each week.
- All defects reported on Trip Inspection Reports will be repaired or confirmed as not being a defect and these steps will be recorded on the Trip Inspection Reports.
- Service for School District No. 46 vehicles will be performed by the Maintenance Department or a licenced contracted facility as recommended by the vehicle manufacturer. The number of kilometers driven by many of the School District No. 46 vehicles is very limited, therefore the service will be based on two factors. The service intervals will be every 8,000 kilometers or every six months (whichever comes first) for cars, buses and trucks and every 6 months for trailers.
- Vehicles shall be considered for replacement when they reach 10 years of age or 200,000 kilometres.
- The vehicles will be inspected with particular attention being paid to critical safety components. Results of these inspections will be recorded in the School District No. 46 automated system.
- Usage will be tracked by the Maintenance Department to trigger preventive maintenance. Stickers showing when the next service is due are affixed in a conspicuous place to enable drivers to assist with service scheduling.
- Invoices for any work performed by outside shops will be forwarded to the Maintenance Department for inclusion in the maintenance file for that unit.
- Deficiencies are normally repaired at the time of the service, unless there is difficulty in securing parts. If a unit is safe for operation, while parts are on order and prior to

repair, the vehicle can be utilized. At such a time as the part(s) become available, the unit will be scheduled back into the shop to complete repairs.

- Mechanics sign off inspections at the completion of each service. Forms are not signed off until all deficiencies are rectified.
- Failed parts will be inspected and, if there is any possibility of similar vehicles having the same deficiency or failure, that unit is scheduled into the garage for evaluation.

Commercial Vehicle Inspection Program (CVIP) inspections for buses are scheduled every 6 months. For other commercial trucks with a GVW between 8,200 and 17,300 kgs and trailers other than those equipped with a dump box they are scheduled annually. These inspections will be performed by outside contractors. One copy of the current CVIP Inspection Report will be retained in or on each truck and trailer and a second copy will be placed in the vehicle file.

On occasion a School District No. 46 vehicle may not be utilized for a full year. If the CVIP Inspection decal has expired and the vehicle is parked (for example during the summer months) a clear notation must be made on the vehicle file showing the date the vehicle was parked and when it is scheduled to be used again.

OPERATIONS MANAGEMENT:

The following requirements and procedures form the basis of the operations management portion of the School District No. 46 Safety and Maintenance Plan and apply to all employees utilizing School District No. 46 vehicles:

- General transportation guidelines
- Backing procedure
- Coaching and Progressive Discipline
- Communications
- Dealing with on road problems
- Drug and alcohol
- Hours of service
- Load securement
- Passengers
- Personal use of commercial vehicles
- Seat-belt requirements
- Smoking
- Speeding
- Submission of Violation Tickets, Inspection Reports, etc.
- Trip inspections

General Transportation Guidelines

The following are general transportation guidelines:

1. All vehicles must be driven in a safe and responsible manner in accordance with the traffic safety laws of British Columbia. Weather, time of day, road characteristics, and road conditions must be taken into account. Anyone found in non-compliance may be subject to disciplinary action.
2. Drivers are to meet the appropriate licence criteria for the vehicle they are operating, as set by the Motor Vehicle Act Regulations of British Columbia.
3. Drivers must adhere to all School District 46 regulations as well as local bylaws such as anti-idling.

4. All vehicles owned by the district shall be marked "School District No. 46 (Sunshine Coast).
5. A driver must not jeopardize him/herself or the motoring public in a situation that has arisen from any unsafe or unplanned action by them. Arriving at the destination safely, with no abuse to the vehicle, is always more important than arriving on time.
6. A driver suffering from illness or fatigue likely to affect safe operation must not be permitted to operate a vehicle. Drivers who become ill or fatigued on the road must stop at the nearest safe location and notify the Manager of Facilities and Transportation.
7. Pre-trip planning, which includes route knowledge, is always beneficial to a driver. New routes with which a driver is unfamiliar must prompt the driver to "always expect the unexpected". Complacency can be a primary factor in commercial vehicle incidents. If possible, trips should be planned in such a way as to minimize hazardous maneuvers, heavy traffic and/or construction zones or other events that can cause delays.
8. In case of a collision, breakdown or any damage to a vehicle, the driver must immediately inform the School District No. 46 Maintenance office. Note that failure to make these reports is a major violation, which will result in a disciplinary response.
9. Loss of a driver's licence, licence suspension, driving violations, convictions, and motor vehicle incidents must be reported **immediately** to the Manager of Facilities and Transportation.
10. Drivers should drive defensively at all times and be aware of the erratic driving of other motorists. Never drive aggressively or insist on the right-of-way. Use extreme caution around buses, school buses and school/playground zones.
11. Know the dimensions and weight of your vehicle.
12. Drivers must be aware that, at all times they are operating School District No. 46 vehicles, they are representatives of the district, and as such, must exercise such prudence and good conduct as to positively reflect on School District No. 46

PROCEDURES

Backing Procedure

Always plan route to avoid backing. This is of particular importance in areas around schools or other areas where children may be present.

If drivers cannot avoid backing and children are present, they must use a spotter to assist them to make these manoeuvres in safety.

In other circumstances, drivers should always get out of the vehicle to observe and survey the area in which they are backing. NEVER assume everything is fine, be sure!

Coaching/ Progressive Discipline

Supervisory staff must correct any unsafe or unproductive behaviour. School District No. 46 encourages all supervisory staff to work with their employees to maintain each worker's commitment to productivity and safety. Work often requires that every worker have a progressive, "get it done" work ethic, but it is equally important that every worker is continually aware of safety.

Supervisory staff will encourage good behaviour by setting a personal example and encouraging others in an ongoing positive way. Supervisory staff should compliment workers when they're doing a good job. When they're not, or are not working safely, usually a friendly positive approach will correct the behaviour.

When this approach does not correct the problem or in the event of a more serious infraction, the supervisory staff must proceed with "corrective disciplinary measures" as specified in this section. In no case can supervisory staff allow counterproductive or unsafe behaviours to continue. If the worker's behaviour does not improve or correct then the next step for the supervisory staff becomes the progressive discipline process. Supervisory staff must document all accounts of unsafe behaviour as well as the date and time it was witnessed and the corrective actions utilized to change the behaviour.

What is Progressive discipline?

Progressive discipline is a series of increasingly serious steps taken by Management, which are designed to deter an employee from continuing to demonstrate unacceptable conduct or actions. It should be emphasized that the objective of progressive discipline is to correct the problem rather than punish the offender. This progressive discipline is not intended to substitute or in any way supersede the applicable Collective Agreement of the employee in question.

However, if the problem is not corrected, progressive discipline has the secondary purpose of showing that the Employer has given fair warning to the Employee, and has made an effort to alter the employee's unacceptable conduct or actions.

Steps in Progressive Discipline

- Oral Warning
- Written Warning
- Suspension
- Dismissal

Dismissal

Dismissal is the final step in Progressive Discipline and usually occurs only after all the steps have been taken and an Employee's performance or conduct is still unacceptable. There are some exceptions to this. Situations where dismissal is warranted even if the employee has had no previous incidents of misconduct, an example would be unprovoked physical abuse of a Client/Customer/Co-Worker, Theft, etc.

Offences that are usually dealt with by means of Progressive Discipline:

- Failure to carry out instructions
- Minor insubordination
- Minor violations of District Rules, Regulations and Procedures
- Other offences that are not considered to be of a serious nature

Offences that are usually considered to be serious and justify exceptions to the system of Progressive Discipline:

- Operating District vehicles without a valid or applicable Provincial drivers licence
- Major safety violations
- Unfit for Duty (Drugs/Alcohol)
- Other serious misconduct (i.e. Sexual Harassment)

Communications

The use of all cell phones (including hand-held, hands-free cell phones and other electronic devices) by employees is prohibited while operating a motor vehicle on behalf of School District No. 46.

Studies have confirmed that driver distraction due to talking on a cell phone, either hand held or hands-free, increases the risk of a motor vehicle crash four to six times. This not only presents a danger to our employees, it jeopardizes the safety of passengers, other drivers and pedestrians.

Voice mail messages can be returned when your vehicle is parked in a safe location.

Dealing with on Road Problems

If your vehicle breaks down or you have other problems on the road contact the School District No. 46 Maintenance Department. If the incident occurs after hours, call the Manager of Facilities or Assistant Manager of Facilities for advice on to how to proceed.

Drug and Alcohol Use

For the safety of all drivers, passengers and road users all employees have a joint responsibility to see that vehicle operators are drug and alcohol free while on duty.

Under no circumstances may a driver operate a vehicle while taking medication with a warning label that states that the medication may affect their ability to operate machinery or a vehicle.

Drivers must be aware combining drugs can have unexpected adverse affects. Over the counter drugs such as painkillers, antihistamines, diet pills, cough medicines, cold remedies, and sleeping pills, when combined with each other or prescription drugs, illegal drugs, alcohol or fatigue can cause impairment.

Being under the influence of alcohol and illegal drugs on School District No. 46 owned or operated premises, including District vehicles, during your scheduled working hours or while volunteering for School District No. 46 activities is strictly prohibited. Severe disciplinary action up to and including dismissal may follow. **Drivers should recognize that the effects of alcohol and/or drugs can last for a number of hours and therefore must refrain from their use within a minimum eight hours of driving.**

Possession of alcoholic beverages and/or illicit drugs in District vehicles or on District property is prohibited.

Hours of Service

This section relates only to those drivers transporting students.

Drivers will abide by the Hours of Service limits set out in Part 3 of Division 37 of the Motor Vehicle Act Regulations or the Regulations of other Provinces when operating there. All School District No. 46 drivers will operate under Cycle 1.

Where trips are within a 160-kilometer radius of School District No. 46 maintenance yard **and** the driver will be returning home at the end of the day, the Record of Duty Status will be used to record hours of service. In all other cases, drivers must complete a Driver's Daily Log form for that purpose.

All Hours of Services Records and supporting documentation such as ferry receipts or other time/date stamped documents will be submitted to the school at the end of each trip. In cases where a driver has an additional trip approved for that week the documents will be forwarded no later than Monday of the following week.

These records will be forwarded to the Manager of Facilities and Transportation within 7 days of their receipt.

Load Securement

Drivers will abide by the Load Securement requirements set out in Division 35 of the Motor Vehicle Act Regulations. If a driver has any doubts about the securement of their load, additional securement devices can always be added. All securement devices (chains, straps, binders, etc.) will be examined to insure they are marked with the Working Load Limits and in good condition.

The driver must inspect the vehicle(s) before driving to:

- Confirm that equipment used in the vehicle's operation is secured,
- Ensure that the cargo does not interfere with the safe operation of the vehicle,
- Ensure that the cargo does not interfere with exiting the vehicle and
- Make any necessary adjustments to the cargo and the cargo securement.

The driver must re-inspect the cargo securement system within 80 km. from the point where the cargo was loaded and on a regular basis during the trip.

All cargo securement inspections must be recorded on the Driver's Vehicle Inspection Report.

If a driver is uncertain of securement requirements for an unusual load contact the School District No. 46 Mechanic for advice.

Passengers

No riders other than School District No. 46 employees or those authorized by School District No. 46 management are permitted in School District No. 46 vehicles.

A manifest including the names of all passengers will be completed for each van/bus trip. This manifest will be updated in the event passengers are added or deleted. This record will be held at the originating school and a copy kept in the vehicle for the duration of the trip.

Personal Use of Commercial Vehicles

Personal use of district vehicles such as to and from your place of residence, must have approval from management.

Seatbelt Use

All drivers and passengers must wear supplementary restraints (seatbelts) at all times they are operating or traveling in School District No. 46 vehicles. Drivers are responsible to ensure that all passengers are wearing the complete seat belt assembly in a properly adjusted and securely fastened manner prior to setting the vehicle in motion.

Smoking

Smoking, including the use of e-cigarettes, is not allowed on School District No. 46 property or in School District No. 46 vehicles.

Smoking is not permitted within 10 metres of any School District No. 46 vehicle that is fuelling, or contains a hazardous substance that may be volatile and prone to combustion.

Speed Limits

“Speed for conditions” is one of the leading contributing factors to motor vehicle crashes. All drivers must obey posted speed limits and exercise caution in areas where advisory limits are in effect. Drivers must take into account the load they are hauling, weather, and road conditions and operate their vehicle at an appropriate speed considering all these factors.

Radar/Laser sensing equipment is not allowed in School District No. 46 vehicles.

Submission of Violation Tickets, Inspection Reports, etc.

The National Safety Code (NSC) requires drivers (**those who operate vans/buses or trucks with a licenced GVW over 5,000 kg.**) to notify the carrier, School District No. 46, of accidents, violations and convictions. All traffic violations and bylaw offences including tickets such as speeding, disobeying traffic lights or traffic control signs, failure to wear seatbelts & parking must be reported to the Manager of Facilities and Transportation on the day of the occurrence or next business day following an out of town trip.

The requirement to report accidents, violations and convictions extends to include those received while off duty and operating private vehicles. The law also requires that drivers report suspensions or other changes in the status of their driver’s licence immediately. **Any Violation Tickets, Notice and Orders, Inspection Reports and Police Collision Reports received while on duty shall be forwarded with a driver’s paperwork. Any accident, violation or conviction while off duty is to be reported to the Manager of Facilities and Transportation within 15 days.**

The driver will pay the fines associated with any ticket they receive while operating a School District No. 46 vehicle. If the driver feels the contravention was not his/her fault, he/she can put forward the reasons for that opinion in writing. The School District No. 46 office will consider the driver submission. If the violation was not preventable by the driver, School District No. 46 may pay the fine or assist the driver in disputing the allegation. Violations such as speeding, failing to wear seatbelt, over size/weight, insecure load and disobeying a stop sign or traffic light are clearly under the control of the driver and will not be paid by School District No. 46.

Trip Inspections

A pre-trip vehicle inspection must be conducted on all School District No. 46 vans/buses NSC trucks (those with a licenced GVW over 5,000 kg.) and commercial trailers prior to the beginning of each shift. A post-trip inspection must be completed at the end of each shift. Throughout the day when the opportunity presents itself drivers should inspect their vehicle. Record any defects found on the Trip Inspection Report. Trip Inspection forms are supplied in each vehicle and must be properly completed and forwarded to the Maintenance office at the end of each week.

When defects are found, they will be dealt with in one of two ways:

- If the defect affects the safe operation of the vehicle, **the defect will be corrected before proceeding**. The person making those repairs must sign the Trip Inspection Report to verify they have been completed.
- If the defect need not be corrected for the safe operation of the vehicle, the driver will check that box at the bottom of the Trip Inspection Report and sign and date that statement.

Should a driver have any doubt on whether a vehicle can be driven prior to a defect being repaired they should contact the School District No. 46 Mechanic for advice.

ADMINISTRATION

Driver's Paperwork

Paperwork properly completed is essential to meet regulatory requirements. Drivers are to ensure all paperwork is completed and submitted to their supervisor as follows:

- Vehicle Inspection Reports – at the end of each week
- Record of Duty Status and/or Driver's Daily Logs – at the completion of the trip for occasional drivers or (for those who will have approved multiple trips in the week) at the end of each week
- Violation Tickets, Notice and Orders, Inspection Reports and Collision Reports – **at the end of the day or in the case of multi-day trips at the end of the trip**
- The law requires that drivers of NSC vehicles forward all violation tickets received in private vehicles, within 15 days.

Hours of Service/Trip Inspection Reports

When these records are received from the drivers, they will be scrutinized for errors, omissions and violations by the Manager of Facilities and Transportation or his designate. Any deficiencies will be reviewed with the driver who completed the report. These reports, and any corrective actions taken relative to them, will be retained by the School District No. 46 maintenance office and filed in the driver's Hours of Service file.

Driver's Daily Logs will be filed within 30 days of receipt and retained for 6 months.

Trip Inspection Reports will be filed within 30 days of receipt and retained for 3 months.

Driver's Records

Each driver will have a file for all his/her records. These records will include:

1. a current copy of his/her driver's licence
2. driver application
3. initial abstract ("N" Print)
4. road test record
5. current abstract
6. other training certificates
7. copies of tickets
8. Notice & Orders
9. collision reports
10. complaints, commendations, corrective actions, supervisory responses and
11. discipline

Driver's records will be retained for the current year plus 4 years.

Vehicle Records

Vehicle records will include:

1. registration documents
2. maintenance schedules
3. maintenance records
4. repair records,
5. current CVIP Inspection Reports
6. expired CVIP Inspection Reports
7. Notice & Orders and
8. manufacturers recall notices and their remedy

Each vehicle, including all trailers, will have a separate file for these records.

The above vehicle records will be retained for the current year plus 4 years or 6 months after disposal of the vehicle.

Collision (Accident) Records

Manager of Facilities and Transportation will generate a file for each collision that resulted in injury, death or property damage exceeding \$1,000 including cargo damage.

Collision files will be retained for the current year plus 4 years.

Driver's Abstracts

Manager of Facilities and Transportation or his designate will order Driver's Abstracts ("N" prints) from the NSC Section each year on or before September 1st and again February 1st. The Manager of Facilities and Transportation will review these abstracts for violations, status, and convictions and compare abstract information with the driver's file, for consistency. Discrepancies will be addressed with the driver.

NSC Profiles

Manager of Facilities and Transportation will order NSC profiles from the NSC Section every month. Upon receipt, he will review the profile, compare information on the profile to district records, insure that all new entries have been reported by the drivers and belong on the profile.

Recall System

School District No. 46 office will maintain a recall system to track the following:

1. Expiry dates of driver's licences
2. Ordering carrier profiles
3. Ordering annual driver abstracts
4. Expiry dates of CVIP Inspections
5. Expiry dates of Vehicle Registration

LINKS

Carrier Safety Guide

http://cvse.ca/references_publications.htm

Motor Vehicle Act Regulations (MVAR) dealing with the National Safety Code

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/26_58_12

Hours of Service Regulations

Sec. 37.11 to 37.21 MVAR

Trip Inspection Regulations

Sec. 37.22 to 37.27 MVAR

Vehicle Inspections and Maintenance

Division 25 MVAR

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/26_58_12

Cargo Securement

http://cvse.ca/nacs/NSC_10_Cargo%20Securement.pdf