Name of Task:
Vehicle Operation – Safe Driving Practice

Department/Unit: All Staff

Personal Protective Equipment or other required equipment or other safety considerations:
Proper seasonal tires, seat belts, windshield scrapers and snow shovel

Hazards:
They can include, but are not limited to, pooling of water on the roads, ice, snow, animals on the road and general road debris
Note: driving conditions vary and can change quickly during fall, winter, and spring seasons.

Required Training
Employees must possess a valid Province of New Brunswick driver’s license.

Steps to be taken to complete task safely:

1. All employees must have a valid Driver’s License with the appropriate classification for the vehicle being driven (any person operating an Activity Bus must hold a valid Class 4 Driver’s License).
2. Prior to using any vehicle, the driver should familiarize him/herself with the vehicle’s operating manual.
3. Before each trip perform a vehicle inspection. Walk around the vehicle to inspect tires for wear and tire pressure. The inspection should include, but not limited to: fuel level, oil and fluid levels, lights, mirrors, signal lights, gauges. During winter months ensure that all windows and mirrors are free of ice and snow. During winter ensure vehicle has winter tires installed. A sample vehicle checklist is attached.
4. If vehicle is unfit for travel report to Regional Operations Manager or Facility Supervisor. If vehicle is a rental, ensure that winter tires are installed if driving during winter months – if not request alternate vehicle.
5. Ensure all passengers are wearing their seat belts.
6. Secure loose cargo items in the vehicle, ensure that vehicle load limits are not exceeded, and ensure that hazardous or flammable items are not carried in the vehicle.
7. Check road and weather reports and other potential hazards that may be encountered during the trip.
8. Drive in a safe and controlled manner that is suitable for road and weather conditions, avoiding driving maneuvers for which the driver is not trained; Do not become distracted while driving. Do not operate a handheld device such as a cell phone while operating a motorized vehicle.
9. Follow posted speed limits and reduce speed if conditions deteriorate. Drive to the road conditions: reduce speed when visibility is reduced due to snow, fog, dust, rain, etc.
10. Respect presence of larger vehicles on the road.
11. Promptly report any mechanical problems to the Regional Operations Manager or Facility Supervisor as appropriate.
12. Promptly report accidents to the police, Regional Operations Manager / Facility Supervisor and complete a Damage and Loss Report.
### If transporting students, the following rules must be followed:
- The number of students who may be transported in a NBCC-owned or rented vehicle cannot exceed the number of seat belts available in the vehicle. All passengers in the vehicle are required to always wear seatbelts while the vehicle is in operation.
- Vehicle operators may not be on duty for periods of longer than 14 hours in a day. If the total amount of time on duty is greater than 14 hours in a day, a second vehicle operator is required for the trip. A person is ‘on duty’ for the period of time they are operating the vehicle plus any hours they have worked or been responsible for the supervision of students on that day. For example, a person who instructs from 8:30 a.m. to 3:30 p.m. (7 hours) then drives from Fredericton to Halifax to a conference with students 3:30 p.m. to 7:30 p.m. (4 hours) is considered to be on duty for 11 hours.
- The vehicle must be equipped with appropriate safety gear (e.g., shovel, jumper cables, tow rope, jack, wheel wrench and spare tire, flashlight, first aid kit etc.) always while the vehicle is in use. This should include adequate survival gear, if appropriate, for travel occurring during cold weather (e.g., warm clothes, sleeping bags etc.).

### Animals may not be transported in a government-owned or rented vehicle used to transport students unless it is an essential part of the school activity and is properly caged at all times while in the vehicle.

### Trailers shall not be towed behind the vehicle at any time unless the vehicle is properly equipped for towing and the driver can tow in a safe manner.

### When operating an electric vehicle (EV) the following additional cautions must be considered:
- The vehicle must be properly disconnected and connected to the charging station. Failure to do so could result in shock, fire, or property damage.
- EVs create less exterior noise than conventional vehicles and, when stationary, can be silent. Never assume that an EV is shut off simply because it is silent.
- Because an EV is silent, people around the vehicle may not know it is in operation so added precautions must be taken to prevent accidents.

### Refuse to operate a company vehicle if you are under the influence of any substance - whether legal or illegal, that can impair your ability to drive safely or if your physical condition would impair your ability in any way (fatigue, alcohol, temporary illness, medical condition, etc.).

### Understand and always comply with all traffic laws and regulations.

**If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.**

### Responsibilities, Completion and Review

- Management and workers to ensure all duties performed in accordance with training, established health and safety regulations/guidelines, policies, and procedures (e.g., utilizing personal, protective equipment as per SAFE Work Procedures).
- Notify Manager or designates (i.e., supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.

**Completed by and Date:**

**Approved by:**

**Last Reviewed / Revised by and Date:**

**Note:** This task will be monitored periodically to ensure compliance and effectiveness.
VEHICLE CHECKLIST
Checks to be conducted before use of the vehicle:

Date: ________________________________________
Departure Time: ____________________________
Return Time: ________________________________
Driver’s Name: ______________________________
Department: __________________________________
Budget Code: Task __________ Option __________

VEHICLE CONDITION:

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<table>
<thead>
<tr>
<th>Description on Vehicle Condition / Inspection</th>
<th>Satisfactory – No Issues</th>
<th>Problem Identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body (damage)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass (chips / cracks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wipers (tears / condition)</td>
<td></td>
<td></td>
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<tr>
<td>Tires (appear low)</td>
<td></td>
<td></td>
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<tr>
<td>Warning Lights on Dash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If any items are deemed critical, the driver must not drive the vehicle until the fault has been rectified.

Odometer Reading (To track KM travelled):
__________ KM - Beginning
__________ KM - Ending

Comments/Notes:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Sanitization Note: All high-touch surfaces must be sanitized upon return of the vehicle. This includes door handles, window buttons, steering wheel, indicator handles, audio dials, gear shifts, mirrors, and seats.

Cleaning Inventory | Satisfactory (over half full) | No, needs refill
---|---|---
Lysol Wipes | | |

Emergency Numbers:

- In the event of an emergency during work hours, contact the Regional Operations Manager / Facilities Supervisor and Vehicle Management Agency DTI (506) 453-2601.
- In the event of an accident call 911 and call the insurance claim representative at 1-800-561-0061 or (506) 458-458-8595

If the vehicle becomes damaged or needs repair (e.g., flat tire, broken windshield, etc.), the keys to the vehicle must be given to the vehicle booking staff or Facilities Supervisor as soon as the vehicle is returned. Vehicle booking staff must be notified so that they can contact the next person that has reserved the vehicle. Use the red tags provided in dash and use zip tie to attach to the steering wheel to let user know that the vehicle needs to be repaired. Do not leave the keys where they are normally stored to avoid the vehicle being used in an unsafe condition.

All the items above have been checked and any defects / issues noted.

Return Vehicle Checklist form and keys to vehicle booking staff.

Vehicles must be returned with a full fuel tank in all cases.

Signature: ________________________________

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.