



**HEALTH, SAFETY &  
ENVIRONMENTAL PROGRAM**

**Section: Company Vehicles and Drivers**

PREPARED BY: Health and Safety Team

COR Elements: 5, 8, 13

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**COMPANY VEHICLES AND DRIVERS**

**Company Vehicles and Drivers**

Please remember that all drivers must comply with all road and traffic legislation and any company procedures when operating a company vehicle. See **Company Vehicle Policy** at the end of this section.

Some of the most common infractions include:

- Drivers not wearing seat belts
- Drivers speeding
- Drivers using hand held cell phones
- Loads not secure
- Daily vehicle inspections not completed when required

**Please follow all regulations:**

- Make sure you have a valid driver’s licence that is appropriate for the class of vehicle you will drive. Do not drive with an expired or suspended licence.
- Ensure all required paperwork is in the vehicle: ownership, insurance and for **commercial vehicles this includes the CVOR certificate and daily inspection.**

All drivers of **commercial vehicles must** complete daily written inspections as per MTO regulations. Submit them to the office every week.

**What is a Commercial Vehicle?**

A commercial motor vehicle is defined as a vehicle with a registered gross weight or actual gross weight in excess of 4,500 kilograms. This also includes trailers.

A yellow sticker will be placed on the left-side of the vehicle (on the window on trucks) to indicate it is registered as commercial. The RGW will also be listed on the ownership.

If a truck tows a trailer and the trailer has a yellow sticker, they are both considered commercial.

**Driver Training**

All new drivers operating CVOR vehicles will receive an orientation consisting of an in-cab and on-road evaluation. JAG will use an experienced company driver who has completed a train-the-trainer program to compete the evaluation. The evaluation will include:


- Pre-trip inspections
- Skills, abilities
- Safe driving practices
- Load security

When complete, the trainer will submit the evaluation to management for review.

**Driver Abstracts**

JAG will order from the MTO driver abstracts for all employees. They will be reviewed to determine eligibility to drive company vehicles based on licence status and/or any driving violations. The abstracts will be reviewed according to the following schedule:

- Initially when an employee is hired and then;
  - Every 100 days for employees operating CVOR rated vehicles;

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- Twice per year for all other employees.

In the event the abstract is not clear of violations, the company has the right to prohibit driving and remove the use of the company vehicle.

Despite the review of abstracts, the onus is on the employee to immediately inform the company if their licence is invalid, expired or suspended for any reason. Drivers that do not comply with legislation will be responsible for any fines/tickets issued to them. All violations committed by a driver while operating a commercial vehicle impacts the company CVOR. The CVOR is monitored regularly by the company to check violations.

### GPS Monitoring in Vehicles

The company may access GPS locations, monitor a vehicle’s fuel/mileage, idle time, driving practices (such as speeding), and sensors for maintenance. The GPS devices are monitored for removal, tampering and/or breakage (accidental or intentional). Any employee intentionally tampering with a GPS device will be subject to discipline.

### Commercial Vehicle Daily inspections

All drivers of commercial vehicles must complete a daily inspection report. The inspection and report are valid for 24 hours. If a trailer is attached, it must be included.

- Drivers will complete the report prior to driving the vehicle.
- If access to a daily inspection book is unavailable, get one before you start driving.
- Drivers will notify the shop immediately if a defect is found and await further instruction.
- The vehicle may be driven with minor defects, but they must be reported. If defects affect the safe operation of the vehicle, they must be repaired before operation of the vehicle on a public road.
- Drivers must submit paper copies of all inspection reports weekly to the office.
- Ensure all loads are secure with chains, straps as needed. Check with office if any load permits are required.

### On the daily inspections:

Fill in ALL information on the form including:

- First and last name
- Odometer reading
- Plates including trailers
- Write the specific location. Example - do not write “Office”, instead write “3003 Page St.- London”
- Date and time
- Company name

### Commercial Vehicle Logbooks


Any travel beyond a **160 km radius** from a driver’s start point that day requires a driver log entry. A driver log is also required if your start location is different than your end location. Examples would include those working out of town. Logs are now required to be digital only.

### Allowable Driving time

Ontario’s hours-of-service regulation governs the maximum driving times and minimum off-duty times of commercial vehicle drivers.

### A driver:

- must have 10 hours off-duty in a day

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- cannot drive more than 13 hours in a day
- cannot drive after 14 hours on-duty in a day

**After a period of at least 8 hours off-duty, a driver cannot:**

- drive more than 13 hours
- drive after having been on-duty for 14 hours
- drive after 16 hours has elapsed

All timesheets will be reviewed. This includes digital apps. Management will review hours of service to ensure drivers are complying with legislation.

Vehicles may also be equipped with GPS devices to track and monitor location, speed, hours, and vehicle performance.

Files will be created and maintained. Files will contain a copy of:

- current driver abstract
- training documents
- incident reports / enforcement

**Driver Fatigue**

Driver fatigue is a major safety concern. Regulatory provisions alone are not enough to control the harmful effects of driver fatigue on the safety of all road users.

Fatigue is a state of mental and/or physical exhaustion which reduces a person’s ability to perform work safely and effectively. Fatigue is the result of not getting enough sleep. Managing fatigue is one component of the approach to employee well-being.

**Aggravating factors**

Various external factors related to traffic conditions, roadway conditions, the weather, monotony, or the complexity of the tasks to be performed affect a person’s resistance to fatigue. Not to mention personal factors, such as a person’s state of health, age, or the time of day a person feels more alert.

**Time of day**

Certain times of day are more favorable to sleep, and others to wakefulness. The risk of falling asleep at the wheel is greater in the early afternoon and at night.

**How long you have been awake**


After 17 waking hours, physical and mental performance declines considerably and is worse than if the person had a blood alcohol concentration of 50 mg per 100 ml of blood.

**Sleep debt**

Regardless of age, if a person does not get enough sleep, he or she accumulates a sleep debt. A sleep debt of five hours has the same effect as a blood alcohol concentration of 50 mg per 100 ml of blood.

**Sleep disorders**

Sleep disorders, such as sleep apnea, which affects many drivers, amplify the effects of fatigue.

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### Alcohol, medications, and other drugs

The effects of fatigue are greatly amplified by consuming alcohol, certain medications, or other drugs

### Employees must follow these requirements:

- be fit for duty - free from alcohol and drugs;
- not chronically use over the counter or prescription drugs to increase mental alertness.
- report tiredness/fatigue to supervision and supervisors shall take appropriate action to assist the worker.
- be rested prior to starting work.
- monitor their own performance and take regular periods of rest to avoid continuing work when tired.

### Management Strategies to Minimize Fatigue

- training workers and supervisors to recognize the causes is likely the best and most reasonable control – making them understand that they need to sleep.
- critical work, high risk work should be completed when a worker is expected to be most alert from 9:00 am to 1:00 pm
- complying with hours-of-service regulations
- the addition of extra workers to assist in managing any hazards posed by fatigue.  
JAG utilizes vehicle GPS, hours of service and site observations to track and monitor drivers. If fatigue becomes evident, management can intervene accordingly.

### Tips for driving

The best advice is to not drive if you are tired. However, some other tips include:

- keep vehicle well ventilated.
- avoid caffeine or other drugs to keep you awake (you will feel very tired when they wear off).
- listen to the radio (especially "talk" radio).
- eat lightly and avoid heavy fatty foods.
- stop often, about every two hours, to get out of the vehicle and get some fresh air.

### Shared responsibilities

**Employers** are responsible for providing employees with enough time to recuperate from accumulated fatigue and carry out their daily activities.

**Employees** are responsible for using the time so provided to recuperate and come to work well rested.


### J-AAR will train new drivers on fatigue during worker orientations.

### MTO Zero Tolerance Regulations

You will not be allowed to have **any cannabis** (as well as other drugs that can be detected by an **oral fluid screening device**) or **alcohol** in your system if you are driving a motor vehicle and:

- You are 21 or under;
- The vehicle you are driving requires an A-F driver's licence or Commercial Vehicle Operator's Registration (CVOR) or;
- You are driving a road-building machine (i.e. graders, bulldozers, loaders, rock trucks, excavators).

Drivers, in addition to drugs or alcohol, are not permitted to operate a vehicle if their ability or alertness is impaired by fatigue.

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### **Transportation of Dangerous Goods**

The purpose of the Transportation of Dangerous Goods (TDG) Act and Regulations is to promote public safety when dangerous goods are being handled, offered for transport, or transported by road, rail, air, or water (marine). The TDG Regulations are a set of rules that prescribe safety standards and shipping requirements for thousands of different dangerous goods. The Regulations also provide a means of communicating the nature and level of hazard and risk associated with these dangerous goods. The key elements of TDG Regulations are:

- Training
- Preparation of documents such as shipping papers
- Using dangerous goods safety marks to communicate hazards that the product may pose to the public or the environment
- Reporting incidents

### **Training**

All JAG drivers shipping or transporting dangerous goods as defined by Transport Canada, must receive TDG training. Training will be provided by a qualified third-party and be renewed at expiry every 3 years. Workers must carry their training certificate, at all times while working.

### **Shipping**

Before shipping dangerous goods, a shipping document must be prepared. The information required in a shipping document is specified in Part 3 of the TDG Regulations.

As a minimum, the shipping document must contain:

- Consignor’s name and address in Canada
- Date of shipment
- Description of the dangerous goods
- The quantity in metric measurement
- The 24-hour number of an individual who works for the consignor or the telephone number of a person who is not the consignor, such as CANUTEC,

The shipping document template prepared for JAG must be used. The document will be carried in the vehicle while transporting the dangerous goods. It must be kept in the driver’s door bin or on the front seat. When the shipment is complete, the shipping document must be submitted to the main office for filing. The document will be kept for a minimum 2 years.


### **Safety Marks**

Part 4 of the TDG Regulations requires dangerous goods safety marks to be displayed on a means of containment containing dangerous goods in transport.

A dangerous goods safety mark can be a label, placard, orange panel, sign, mark, letter, word, number or abbreviation, or any combination of these things.

Dangerous goods safety marks are displayed on a means of containment to identify dangerous goods and to show the nature of the danger they pose. Dangerous goods safety marks give a quick identification of dangerous goods in the event of an emergency situation such as a release of dangerous goods from a means of containment.

The type of dangerous goods safety marks required will depend on the size of the container and on the classification of the dangerous goods.

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### Labels

A label must **always** be displayed on a small means of containment containing dangerous goods in transport. One label is required for the primary class, as well as one for each subsidiary class of the dangerous goods. Labels for the primary and subsidiary classes can be displayed on any side, except the top or bottom, of a small means of containment, and on the shoulder of cylinders.

### Placards

As per Section 4.15 of the TDG Regulations, the **primary class placard** for each dangerous good contained in a large means of containment must be displayed on each side and on each end of the large means of containment. Each placard only needs to be displayed once on each side and each end regardless of how many products in the large means of containment correspond to that class (primary or subsidiary).

#### Example:



Dangerous Goods at JAG include:

- Fuel – gasoline, diesel
- Propane
- Batteries
- Compressed gases
- Shop materials (AE)

### Incidents


All incidents involving the transportation of dangerous goods must be reported to management and follow the procedures outlined in the Incident Investigations section.

### DEFENSIVE DRIVING

#### Before you Drive

Make sure you are comfortable with your physical, mental and emotional state, your vehicle and the conditions in which you will be driving. If you have doubts about any of them, do not drive. Your ability to drive can change from one day to the next. Illness, fatigue, prescription and over-the-counter drugs, stress and your mental or emotional state can greatly diminish your ability to operate a motor vehicle. You should consider these factors before you begin driving, and you should not operate a motor vehicle when you are not fit to do so.

- Don't drive when you are sick or injured.
- Don't drive when you have been drinking alcohol or taking any drug or medication that may reduce your ability to drive.
- Don't drive when you are tired. You might fall asleep at the wheel, risking the lives of others on the road. Even if you don't fall asleep, fatigue affects your driving ability. Your thinking slows down, and you miss seeing things. In an emergency, you may make the wrong decision, or you may not make the right decision fast enough.
- Don't drive when you are upset or angry. Strong emotions can reduce your ability to think and react quickly.

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Driving is based on three ideas: visibility, space and communication.

- Visibility is about seeing and being seen. You should always be aware of traffic in front, behind and beside you.
- Managing the space around your vehicle lets you see and be seen and gives you time and space to avoid a collision. Because the greatest risk of a collision is in front of you, stay well back.
- Communicate with other road users to make sure they see you and know what you are doing. Make eye contact with pedestrians, cyclists and drivers at intersections and signal whenever you want to slow down, stop, turn or change lanes.

As a driver, a preventable crash is one in which you failed to exercise every reasonable precaution to prevent the crash. In general, to be a defensive driver, you need to:

- Assume other drivers will make errors.
- Keep the lights, mirrors, windows, and windshield of the vehicle clean.
- Adjust your vehicle’s mirrors to assure maximum viewing area from your seating position.
- Adjust speed, position, direction, and attention to be able to maneuver safely if a hazard develops.
- Scan far enough ahead to be able to react safely to approaching situations.
- Scan frequently to the side and rear for passing or approaching vehicles.
- Tap your horn in congested areas to warn others you will be moving or use a signaller.
- Turn on the vehicle’s flashers, day or night, if you pull off on the shoulder of the road or are forced to stop in a travel lane.
- When necessary, place emergency warning devices to alert other drivers that your vehicle is stopped.
- Drive according to weather conditions including reduced visibility, rain, snow, ice, loose road surfaces, and time of day.

### Negotiating Curves

While automobiles can lose traction and “slide out” of a curve at an excessive speed, commercial motor vehicles will tend to roll over. The more top heavy a vehicle is, the more likely that it will roll over rather than slide out of a curve. To be a defensive driver, you should:

- Maintain speeds below the curve advisory speed.
- Reduce speed before entering a curve.
- Stay off the roadway shoulder in curves. The right- or left-side wheels may drop or sink down into a shoulder and increase the chance of a rollover.


### Downgrades

The main reason for loss of vehicle control on downgrades is brake failure resulting from the use of improper control techniques by the driver. To be a defensive driver in negotiating downgrades, you should:

- Know the gearing on your vehicle.
- Put the truck in the proper gear, and check brake function before descending long, steep grades.
- Use a lower gear if speed cannot be controlled with light (10-psi) brake pressure.
- Apply both cab and trailer brakes. Applying only trailer brakes could cause overheating and brake failure.

### Pedestrians

Most pedestrian accidents occur when the pedestrian walks onto a roadway and into the path of an approaching vehicle. Pedestrians often misjudge the speed and closeness of a commercial motor vehicle and assume a driver can and will slow down for them.

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In addition, pedestrians think that because they can see the vehicle, the driver can see them. They often walk or stand in the blind spots in front of and to the right of a vehicle. To be a defensive driver when interacting with pedestrians, you should:

- Scan around the vehicle thoroughly when pedestrians are present
- Adjust your driving speed accordingly.
- Assume that a pedestrian will not give you the right-of-way until it is obvious the pedestrian is waiting for the vehicle to pass.
- Be extra careful at night in pedestrian areas, as pedestrians may assume you can see them because they can see the vehicle headlights so easily.

### Emergency Situations

Having emergency equipment available in the vehicle will greatly assist a driver in emergencies. To be a defensive driver when handling emergencies, you should:

- Inspect the vehicle prior to operation to assure that all emergency equipment is in place.
- Turn on emergency flashers and place emergency warning devices immediately after the vehicle stops.
- Try to coast off the travel lane, if safe to do so
- Try to extinguish a fire only if you have been trained in correctly operating the fire extinguisher and it does not put you in danger.

### Ontario Legislation

All drivers, vehicles, and roadways within the province of Ontario fall under the Highway Traffic Act (HTA) and its related regulations. The regulations that primarily affect commercial vehicle operators include:


- HTA Regulation 199/07 – Commercial Motor Vehicle Inspections
- HTA Regulation 424/97 Commercial Motor Vehicle Operators’ Information
- HTA Regulation 577 – Covering of Loads
- HTA Regulation 512/97 – Critical Defects of Commercial Motor Vehicle
- HTA Regulation 340/94 – Drivers’ Licences
- HTA Regulation 587 – Equipment (Includes Speed Limiters)
- HTA Regulation 596 – General
- HTA Regulation 555/06 – Hours of Service
- HTA Regulation 601 – Motor Vehicle Inspection Stations
- HTA Regulation 611 – Safety Inspections (Includes On-Road Standards)
- HTA Regulation 363/04 – Security of Loads

### Management responsibility and commitment

JAG management understands that the safe operation of vehicles and equipment is essential to protect not only the driver or operator but also the safety of other workers and the public. Furthermore, the preservation and sustainability of the environment is essential.

The procedures and policies described in this section provide instruction, advice, and training to operators and drivers so that incidents can be avoided, and the environment protected. JAG will continue to ensure that these procedures are followed in order to comply with all regulatory requirements.



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### Company Vehicle Policy

#### PURPOSE

The purpose of this policy is to outline the acceptable practices for drivers of John Aarts Group (JAG) vehicles. At the Company’s sole discretion, the Company can provide you with an appropriate Company- owned or leased vehicle for you to properly use to perform the duties and responsibilities of your position,subject to, and in accordance with, the Company’s applicable policies.

#### DEFINITIONS

A “company vehicle” or “workplace vehicle” is any vehicle that the company assigns to an employee (driver) to support their transportation needs for their employment duties.

#### SCOPE

#### Vehicle Operating Requirements

Drivers who are provided access to vehicles are required to monitor the vehicle appearance, content security, and to ensure proper operation.

#### a) Pickup / Dropoff

- Vehicles parked at 3003 Page Street should be locked in the yard, with the keys stored in the lock box inside the wash bay. Access to wash bay is by Key Card, or access code provided by Supervisor or Sr. Manager.

#### b) Daily inspection


- Ensure daily inspection is completed.
- If the vehicle has a yellow commercial vehicle sticker, ensure that the inspection is documented according to the MTO guidelines in the back of the inspection book.
- Inspection sheets should be submitted daily, and no later than Monday of the following week

#### c) Cleanliness / Appearance

- Ensure the exterior of the vehicle is cleaned when required. A minimum of once per week.
  - Vehicles may be left in the yard Friday evening to receive a wash over the weekend.
- Ensure the interior of the vehicle is kept clean and safe.
  - Remove all garbage daily.
  - Always keep windows clean and clear.
  - Periodically dust/wipe down the interior of the vehicle.
- Keep tools, supplies, and equipment organized in an orderly, secure and accessible manner.
- Report any damage to seat covers requiring replacement.

#### d) Storage of valuables

- Ensure valuables are always stored / locked.
  - During the day, if vehicle left unattended in a public area, the vehicle and all doors (tailgates, toolboxes, etc.) must be locked.
  - Lasers, GPS Equipment, generators, saws must be stored inside a secured area at night, or the vehicle must be

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stored inside a secured garage or shop.


- Vehicles may be left in the John Aarts Group yard overnight, after checking the above into Stores/Parts Department.

### e) Maintenance

- Drivers assigned vehicles are responsible for timely and routine maintenance in accordance with the company maintenance procedures located in console of vehicle (report if missing).
- Complete daily pre-trip inspection, report or repair all deficiencies immediately.
  - Submit a copy of daily pre-trip inspection to shop.
- Drivers are responsible to ensure that all required documents are in the vehicle (Ownership, Insurance Card, Inspection book).
- Complete regular 10,000km service. (Drive through Jiffy Lube or arrange appointment with closest Ford dealership).

### f) Driving

- Driving is restricted to the employee-driver, except in emergencies. Personal use of vehicle is restricted to an allowable radius of operation.
- Continued personal use must be pre-approved by your manager.
- All drivers are required to abide by all federal, provincial, and local motor vehicle regulations, laws, and ordinances. Under the Smoke-Free Ontario Act (SFOA) smoking is prohibited in workplace vehicles.
- All fines, defense costs and other legal penalties arising out of ticketed offenses are the responsibility of the driver.
- Drive vehicles in a safe and courteous manner. Be patient, avoid negative actions towards fellow drivers (ie. Road rage).
- Avoid speeding. Always operate the vehicle at safe legal speed.
- Look ahead, avoid hard acceleration or hard braking.
- Avoid extended idle time. Company and municipal policies prohibit idling longer than 2 minutes, except where the temperature is over 27 degrees or below 5 degrees Celsius.
- A driver may not operate a vehicle at any time when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, prescribed drugs, medication, illnesses, fatigue, or injury. For company sponsored social events, cabs will be provided for employee use.
- No driver may have, or permit possession of alcohol in a vehicle being used for business purposes.
- No driver may have or permit possession of illegal drugs in a vehicle at anytime.
- The driver is responsible to ensure all occupants are wearing safety belts when operating or riding in a vehicle.
- Riders are not permitted in rear cargo, or on running boards, of truck.
- Drivers are responsible for ensuring that all doors are locked while the vehicle is in motion.
- All accidents must be reported immediately to your Supervisor or Sr. Manager. Reporting requirements include completion of any forms or HCSS Safety E-Form, utilized by the company for the purpose of documentation and recordkeeping.
- All vehicle problems, or defects, must be reported immediately to your Supervisor or the shop. Reporting requirements include completion of any forms utilized by the company for the purpose of documentation and recordkeeping.
- Drivers are required to immediately notify their Supervisor of any tickets, accidents, or other violations they have received while driving. Note: Speeding includes driving too fast for the conditions, e.g. rain, fog and heavy traffic.

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- Traffic Violations are not considered reimbursable costs. All violations, including parking tickets and speeding tickets, will be the responsibility of drivers. Violations will be subject to disciplinary action, at the sole discretion of the company and this may include the loss of use of the company vehicle and/or termination, in accordance with the severity of the violation.
- Violations of any of the above provisions may result in disciplinary action ranging from a written reprimand to a temporary or permanent loss of company driving privileges, suspension or dismissal.
- If you must make or take a business or personal phone call, use the autodial and hands-free option on your cellular phone. Be sure the phone is mounted in the vehicle or stored in a compartment. Driving safety always takes precedence over talking on the phone.

### **g) Post-Incident Drug and Alcohol Testing**

When a driver is involved in a motor vehicle incident, drug and alcohol testing must be conducted, with the driver's consent, if any of the following conditions occur:

- There is a human fatality;
- There is bodily injury with immediate medical treatment required away from the scene or;
- There is disabling damage to any motor vehicle requiring a tow.

According to standards, the drug testing should be administered within 32 hours. The alcohol testing should be administered within 2 hours, but no later than 8 hours after the incident.

### **Procedures:**

1. JAG has an account setup with a professional third-party drug and alcohol testing company/consultant.
2. Testing shall be conducted as soon as possible from the time the incident took place:
  - a. The driver will contact their Supervisor/Manager in the event of an incident;
  - b. If criteria deem necessary, the testing company will be contacted by the Supervisor/Manager or Safety Team;
  - c. If able, the driver will contact the testing company if a Supervisor/Manager is unavailable (ie. after-hours);
  - d. Testing company contact information will be available in all company vehicles and at the main office.
3. A representative from the testing company will contact and meet with the driver(s) at an approved location to collect samples for drug and alcohol testing. Testing will consist of an oral fluid test (drugs) and a breath or saliva test (alcohol).
4. If the driver(s) is unavailable because they are in police custody or medical treatment, testing will be conducted at the earliest time possible, subject to testing deadlines.
5. All testing will be in accordance with legislation and industry standards. The professional testing consultant will be used by the company throughout the testing and reporting process.
6. Tampering or attempting to tamper with a test sample is prohibited.
7. Where a driver refuses to undergo drug and alcohol testing, the company may take such refusal into consideration in determining the appropriate course of action with respect to such driver, which could include discipline, loss of use of the company vehicle, or termination.
8. Management will discuss the results of all testing with the driver(s), CEO, and legal counsel where required.
9. A driver who tests positive for drugs and/or alcohol will be advised of the positive test result, and will be suspended.



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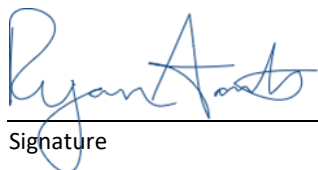
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with pay immediately, pending an investigation by the company. Return to duty testing may be required at the discretion of management.

- 10. In the absence of legislated thresholds, the drug levels that will be reported as a positive result will be based on industry norms as recommended by the professional consultant engaged by the company.




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Signature

February 10, 2023

Date