
 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	5.4.18 Safe Work Procedure – Company Vehicles and Drivers				
	Initial HIRA Score:	15	Residual HIRA Score:	5	Critical Task: No
	Program: 4.18				
	Revision Number: R0		Number of Pages: 4		
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 	

COMPANY VEHICLES AND DRIVERS

Procedure

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 must be locked in the yard, with the keys stored in the lock box inside the wash bay. Access to the wash bay is by Key Card, or access code provided by Supervisor or Sr. Manager.

b) Daily Inspection

- Ensure the 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 must be submitted. Daily is preferred, but 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 on 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 a vehicle is 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 stored inside a secured garage or shop.
- Vehicles may be left in the J-AAR 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.



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COMPANY VEHICLES AND DRIVERS

- 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 an appointment with the closest Ford dealership).


f) Driving

- Driving is restricted to the employee driver, except in emergencies. Personal use of a 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 (i.e., 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 any time.
- The driver is responsible for ensuring 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 trucks.
- 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 forms, 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.
- 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



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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 must 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. J-AAR 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 the Health and Safety Team.
 - c. If able, the driver will contact the testing company if a Supervisor/Manager is unavailable (i.e., 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



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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 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.

If you are involved in an incident or motor vehicle collision:

- Assess the situation.
- Contact emergency services (call 911) if necessary.
- Notify your supervisor immediately.
- Secure the area.
- Do not admit fault.
- Do not speak to the media.
- Take down witness names and contact information or license plate numbers.
- If able take photos of the scene and the damage to the vehicles or property ensuring both close and distant photos show the complete picture of the area (close range and full scene range).
- Never post them on social media!
- Assist in completing an Incident Report.

Initial HIRA Score	Hazards	Controls	Residual HIRA Score
15	Motorvehicle Collisions Struck by Property damage Slip, Trip, Fall Exposure to exhaust fumes	<ul style="list-style-type: none"> • Follow J-AAR's Vehicles and Equipment SWP • Never operate a vehicle or piece of equipment in reverse without a spotter • Always make sure any load is secured and/or stable before attempting to move it 	5