© 2020 University of Alberta.
The Vehicle Management and Driver Safety Program manual and its contents are the property of the University of Alberta and are intended for use of University of Alberta faculty, students and support staff only.

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@ualberta.ca
TABLE OF CONTENTS

1.0 INTRODUCTION .................................................................................................................. 1
   Who this manual is intended for ....................................................................................... 2
   Purpose of the manual ..................................................................................................... 2
   Regulatory Compliance ................................................................................................. 2

2.0 WHO IS AN ELIGIBLE DRIVER? .................................................................................... 5
   2.1 General Requirements for cars, trucks with 2 axles, vans designed to
       carry fewer than 11 passengers including the driver ................................................. 5
   2.2 If you were employed with the University of Alberta or engaged in a
       University project or collaboration after March 01, 2003 ........................................ 5
   2.3 If employed prior to March 01, 2003 and drive University vehicles daily
       for employment purposes or as a condition of employment .................................. 6
   2.4 If employed prior to March 01, 2003 and drive University vehicles
       occasionally for employment purposes ...................................................................... 6
   2.5 If you have left University employment in excess of 24 months ......................... 6

AUTHORIZATION REQUIREMENTS FOR OTHER VEHICLE TYPES ...... 6
   2.7 Drivers of vans and buses designed to carry 11 to 24 occupants ......................... 6
   2.8 Drivers of buses designed to carry more than 24 Passengers ............................ 6
   2.9 All-Terrain Vehicles (ATV) ...................................................................................... 7

DRIVER LICENSES, SUSPENSIONS, DISQUALIFICATIONS,
   REINSTATEMENT, RECORDS ........................................................................................... 7
   2.10 Driver Abstracts .......................................................................................................... 7
   2.11 Driver Licenses .......................................................................................................... 8
   2.12 Statutory and Administrative Driver’s License Suspension, Disqualification,
       Expiry and Reinstatement ...................................................................................... 9
   2.13 Suspension of University Driving Privileges ......................................................... 9
   2.14 Reinstatement of University Driving Privileges .................................................... 10
   2.15 Expired Driver’s Licenses ...................................................................................... 10

3.0 DRIVER TRAINING .......................................................................................................... 13
   3.1 Defensive Driving Courses ...................................................................................... 13
   3.3 15 Passenger Van/ 24 Passenger Bus Orientation ................................................. 14
   3.4 All-Terrain Vehicle (ATV) Operator Training ......................................................... 14
   3.5 Trailer Towing ............................................................................................................ 14

4.0 DRIVERS & PASSENGERS ............................................................................................ 17
   4.1 Passengers ................................................................................................................ 17
   4.2 Seat Belts & Supplemental Restraint Systems ....................................................... 17
   4.3 Smoking ................................................................................................................... 17
   4.4 Impairment ................................................................................................................ 18
      4.4.1 Alcohol ................................................................................................................ 19
      4.4.2 Drugs .................................................................................................................. 19
      4.4.3 Fatigue .............................................................................................................. 20
5.0 DAILY ROUTINES

5.1 Pre-trip Inspections

5.2 Drivers’ Hours of Service Regulations

6.0 DRIVING & PARKING

6.1 Backing and Reversing Practices

6.2 Parking

6.2.1 Commercial Loading Zones

6.2.2 Emergency Parking

6.3 Off-Road Driving

6.4 Driving on Logging Roads

6.5 Roadside Work Sites

7.0 CARGO & STORAGE

7.1 Load Security

7.2 Canopies/ Caps

7.3 Tarps/ Straps

7.4 Trailers

7.5 Firearms

7.6 Transporting Animals Owned by the University

8.0 GENERAL SAFETY

8.1 Cell Phones and Other Telecommunication Devices

8.2 Fueling Procedures

8.3 Tire Safety

8.3.1 Tire Air Pressure

8.3.2 Tread Type

8.4 Tire/ Wheel Chaining Requirements

8.5 Fire Safety

9.0 INCIDENTS, COLLISIONS, SPILLS & FINES

9.1 University Vehicle Damage

9.2 Collision damage exceeding $2,000.00

9.3 Collision damage less than $2,000.00

9.4 Tire Blow-Outs

9.5 Regulatory Compliance

9.6 Towing Services (University Pool Vehicles)

9.6.1 Towing other vehicles rented through Transportation Services

9.6.2 Towing Services (Department Specific Vehicles)

9.7 Emergency Response Plan Guidelines for Spills and Releases
10.0 TRIP PLANNING ........................................................................................................ 57
  10.1 Journey Management ............................................................................................ 57
  Personnel ..................................................................................................................... 57
  Vehicle/ Equipment ................................................................................................. 57
  Schedule ....................................................................................................................... 58
  Route ............................................................................................................................ 58
  Potential Journey Hazards ....................................................................................... 58
  Emergency Response Planning ............................................................................... 58
  10.2 Vehicle Documents and Permit Requirements .................................................. 59
  10.3 University vehicles used in Canada or in the United States ............................... 60
  10.4 Personal property ............................................................................................... 60
  10.5 WCB coverage when working outside of Alberta ............................................... 60
  10.6 Additional Safety Equipment ............................................................................. 61
    10.6.1 Survival kits .................................................................................................... 61
  10.6.2 12-15 passenger van/24 passenger bus equipment requirements .......... 62

11.0 VEHICLE RENTAL ................................................................................................. 65
  11.1 Transportation Services – Edmonton Main and South Campus ...................... 65
  11.2 Renting from Transportation Services ............................................................... 66
  11.3 Augustana Faculty – Facilities and Operations – Camrose, Alberta .. 67
  11.4 Other Commercial Rental Companies ............................................................... 67
    11.4.1 Commercial Rental Insurance in Canada and the U.S. ......................... 68
    11.4.2 Commercial Rental Insurance outside of Canada or the U.S. ............ 69
  11.5 Personal vehicle use ............................................................................................ 69
  11.6 Personal Accident Insurance ............................................................................. 70
  11.7 Personal Effects Insurance ................................................................................ 70

12.0 VEHICLE MAINTENANCE & SERVICE RECORDS ........................................... 73
  12.1 Maintenance ......................................................................................................... 73
  12.2 Service Records .................................................................................................. 74

13.0 APPENDIX ............................................................................................................. 77

SCHEDULE 1 ................................................................................................................. 81
VEHICLE MANAGEMENT AND DRIVER SAFETY POLICY ........................................ 81
  Overview ..................................................................................................................... 81
  Purpose ......................................................................................................................... 81
  POLICY ......................................................................................................................... 81
  DEFINITIONS ............................................................................................................. 83
  RELATED LINKS ........................................................................................................ 83
# DRIVER AUTHORIZATION PROCEDURE

- **Overview**:...
- **Purpose**:...
- **PROCEDURE**:...
- **APPLICATION FOR AUTHORIZATION**:...
- **MINIMUM AUTHORIZATION REQUIREMENTS**:...
- **EXCEPTIONS**:...
- **TWELVE TO TWENTY-FOUR PASSENGER VEHICLES**:...
- **TWENTY-FIVE PASSENGER PLUS VEHICLES**:...
- **FURTHER INFORMATION**:...
- **DEFINITIONS**:...
- **FORMS**:...
- **RELATED LINKS**:...

# VEHICLE FLEET SERVICES PROCEDURE FOR UNIVERSITY OWNED AND LONG TERM LEASED VEHICLES

- **Overview**:...
- **PROCEDURE**:...
- 1. **General Information**:...
- 2. **Transportation Services Rental Office**:...
- 3. **Terms and Conditions of Rental**:...
- 4. **Guidelines for Authorized Drivers**:...
- 5. **Fines and Penalties**:...
- **DEFINITIONS**:...
- **FORMS**:...
- **RELATED LINKS**:...

## SCHEDULE 2

**Roles and Responsibilities**

- Accountability and Steering Committee...
- Authorized University Driver...
- University of Alberta Protective Services...
- Department Fleet Safety Representatives...
- Department Ancillaries, Managers, Supervisors, Human Resources Representatives...
- Facilities and Operations, Operations and Maintenance...
- Transportation Services...
- Office of Insurance and Risk Assessment...
- Fleet Safety Officer...
- Central Human Resources...

## SCHEDULE 3

**Driver Records**

- Authorized Driver Data Base...
SCHEDULE 4 ..........................................................................................................................109
ALBERTA DRIVER’S LICENSE CLASSIFICATIONS ..............................................................109
Class 1 ..................................................................................................................................109
Class 2 ..................................................................................................................................109
Class 3 ..................................................................................................................................109
Class 4 ..................................................................................................................................109
Class 5 ..................................................................................................................................110
Air Brake (Q) endorsement .................................................................................................110
SCHEDULE 5 ..........................................................................................................................113
University Vehicle Service Intervals ..................................................................................113
SCHEDULE 6 ..........................................................................................................................117
TRANSPORTING DANGEROUS GOODS ..............................................................................117
Placards ..................................................................................................................................118
Appendix 1 Hazard Identification System .........................................................................119
SCHEDULE 7 ..........................................................................................................................131
WORKING LOAD LIMITS ....................................................................................................131
Tie Downs .............................................................................................................................131
Load Binders .........................................................................................................................132
Synthetic Webbing (Nylon and Polyester Belts) ...................................................................132
Chains ..................................................................................................................................133
Hooks ...................................................................................................................................134
SCHEDULE 8 ..........................................................................................................................137
OVERSIZE VEHICLE WEIGHTS AND DIMENSIONS .........................................................137
Extended Width Vehicles .....................................................................................................137
Height Exceeds 4.15 metres ...............................................................................................138
Vehicles with 6 axles .............................................................................................................138
Vehicle Weight Limitations ...............................................................................................138
INTRODUCTION
1.0 INTRODUCTION

The University of Alberta operates vehicles as a federally regulated commercial carrier throughout North America. These vehicles are operated by authorized drivers from University faculties and support Portfolios who are involved in academic and service activities. They represent the University and are expected to uphold the University’s reputation by operating and maintaining vehicles in a safe professional manner.

University vehicles are defined as:

- Cars, trucks, vans and buses owned, rented or leased by the University of Alberta and any University of Alberta department.
- Any motor vehicle personally rented or leased for a University activity

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:

- Faculty
- Support Staff
- Students
- Adjuncts
- Emeriti
- Collaborators
- Volunteers

The Vehicle Management and Driver Safety Program is a required element of Provincial Occupational Health and Safety and Traffic Safety legislation. It incorporates driver training and monitoring and vehicle maintenance standards and requirements applicable to the entire institution.
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 or support Portfolio.

Regulatory Compliance

All University drivers are expected to comply with University of Alberta Vehicle Management and Driver Safety Program Policy and related 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 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, 1, or equivalent, driver's license issued in Canada or the United States. (Graduated, GDL and Probationary Licenses are not acceptable),
3. Submit an Application for University Driving Privileges form to the Fleet Safety Officer,
4. If licensed by Alberta, submit the Alberta Consent to Obtain a Driver Abstract (page 2 of the application for driving privileges).

If licensed by any province or state other than Alberta, obtain and submit a three year abstract to the Fleet Safety Officer.

5. 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.
6. Attend and successfully complete University of Alberta online Defensive Driving Course or successfully complete an approved provincial or Canada Safety Council Defensive driving course completed within the previous two years.
7. Successfully complete a driver evaluation conducted by the Fleet Safety Officer or designate.
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 7

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

1. Requirements 1 through 5 only.

2.5 If you have left 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 vans and buses designed to carry 11 to 24 occupants

Authorized University Drivers who may be required to operate University owned, leased or rented large passenger vans or buses designed to carry 11 to 24 persons including the driver must meet or exceed the following minimum requirements.

1. 21 years or older,
2. All requirements 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/ Bus orientation and included evaluation conducted by the Fleet Safety Officer.

2.8 Drivers of buses 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 for research or other work.

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 U.S. state to the Fleet Safety Officer semi-annually (every 6 months).

The University will obtain abstracts for drivers licensed in Alberta provided that Consent to Obtain Driver Abstract form has been submitted.

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 auto insurance policy holder.
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.

Drivers from Austria, Belgium, Germany, Japan, South Korea, Switzerland and the United Kingdom (excluding Northern Ireland) can 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 who wish to exchange their license for an Alberta licence will enter a two year mandatory Graduated Driver’s License (GDL) term.

To be exempted from the GDL term the driver must provide documentation from the originating country attesting that they held the equivalent of an Alberta class 5 driver’s license for two years or more. If the document is not in English, it must be translated and notarized and submitted to an Alberta Registry at the time of the exchange.

Some countries provide sufficient information on the driver’s license to satisfy the registry. Go to any registry to determine if your driver’s license is adequate for a Non-Graduated exchange.

A provincial road test may be required to complete the exchange and upgrade from Graduated to non-graduated

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 conviction 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).

Driving privileges remain suspended or disqualified until all reinstatement conditions are met. Reinstatement conditions may include participation in a vehicle ignition interlock program, payment of fines/ restitution, driver training courses or other remedial training or services imposed by the presiding Justice, Judge or Commissioner.

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

2.13 Suspension of University Driving Privileges

University driving privileges are 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.
2.14 Reinstatement of University Driving Privileges

University driving privileges may be reinstated:

1. Upon administrative reinstatement by the Registrar of Motor vehicles if previously suspended due to a provincial administrative or Criminal Code of Canada conviction.

2. Following a review by the Fleet Safety Officer and the Office of Insurance and Risk Assessment and successful completion of remedial driver training and an in-car 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 a provincial administrative or Criminal Code of Canada conviction.

2.15 Expired Driver’s Licenses

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

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

The University of Alberta provides and online Defensive Driving Course, 15 Passenger Van/24 Passenger Bus orientations and ATV Courses to members of the University community that are required to drive these vehicle types for University business.

University drivers may require remedial training following review of incidents or collisions by the Fleet Safety Officer, Office of Insurance and Risk Assessment.

Orientations for the operators of each 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

The University of Alberta provides a free in-house online defensive driving course to new drivers. The course can be found on E-Class or by clicking on the link below.

https://eclass.srv.ualberta.ca/course/view.php?id=2894

The Canada Safety Council Defensive Driving Courses are available at local driving schools. These courses offer a certificate that can be taken to any registry for a 3 demerit point reduction. This is valid for Alberta licensed drivers only.

3.2 Driver Evaluations

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

The evaluation should be considered as the practical component of the defensive driving course. A University vehicle is provided for the evaluation which involves vehicle stability concepts.

Additional evaluations may be required when participants exhibit dangerous actions or limited driving skill levels.
3.3 **15 Passenger Van/ 24 Passenger Bus Orientation**

15 Passenger Van and 24 Passenger bus orientations are 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 orientation does not include a driver authorization evaluation.

3.4 **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.

3.5 **Trailer Towing**

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

Participants must be authorized drivers and must bring a truck and trailer.

Our online training component is hosted by E-Class and is followed by a practical component that includes hooking up, inspections, turns, backing straight, backing on angles and driver log books.

Our online course can be found at: [https://eclass.srv.ualberta.ca/course/view.php?id=41770](https://eclass.srv.ualberta.ca/course/view.php?id=41770)
DRIVERS & PASSENGERS
4.0 DRIVERS & PASSENGERS

4.1 Passengers

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 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.

Improperly restrained occupants risk ejection from the vehicle during sudden changes in velocity and/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

University drivers must be alert at all times. The University environment is complex and can be difficult to navigate.

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. Impaired drivers demonstrate erratic steering and pedal applications when their visual acuity decreases and they are unable to react to surrounding stimulus in time.

Signs of impairment may appear suddenly and without warning, depending on the cause.

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

Drivers who detect or anticipate impairment must immediately 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 of impairment must request the driver to stop. Once the vehicle is safely parked remove keys from the ignition and report to a supervisor or police. Ask the driver to move to a passenger seat.

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

Many provinces suspend licenses at lower Blood Alcohol Concentrations.

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. You can consume alcohol faster than you are able to eliminate it.

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 and likely should not be working at all.

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**

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

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. Drivers are expected to look and listen for worn or faulty components, they are not expected to dismantle components to effect repairs.

Insert the date, Unit number, departmental work group, odometer reading, name of person conducting the inspection.

Check the OK box next to the item if working properly and there is no damage. If it requires repair check the repair box.

If defects are noted, 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 Transportation Services at \( (780) \, 492-1920 \) and sending the white original of the inspection report to Transportation Services with the vehicle.

Transportation Services will retain the original report until the defect is repaired. The licensed mechanic who has corrected or repaired the defect or the approving supervisor will sign the remarks line attesting the vehicle has been repaired and is roadworthy.

Inspection books contain 30 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.**
# Vehicle Inspection Report

To be completed prior to first vehicle operation of the working day

<table>
<thead>
<tr>
<th>Date</th>
<th>Unit #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Odometer</td>
</tr>
<tr>
<td>Inspector</td>
<td></td>
</tr>
<tr>
<td>Inspector Signature</td>
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</tbody>
</table>

<table>
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<th>Lights</th>
<th>OK</th>
<th>Repair</th>
<th>OK</th>
<th>Repair</th>
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<tr>
<td>Headlights</td>
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<td>Signal Lights</td>
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<td></td>
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<td>Tail Lights</td>
<td></td>
<td>Clearance Lights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Lights</td>
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<td>Brake Lights</td>
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<tr>
<td>Instrument Cluster</td>
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<th>Repair</th>
<th>OK</th>
<th>Repair</th>
</tr>
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<td>Engine Oil</td>
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<td>Washer Fluid</td>
<td></td>
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<tr>
<td>Engine Coolant</td>
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<td>Transmission Fluid</td>
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<tr>
<td>Coolant Hoses</td>
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<td>Brake Fluid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Steering Fluid</td>
<td></td>
<td>Other Leaks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>OK</th>
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* O Safety Vehicle Inspection Form 2019

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**Inspection Report Sample**

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24
5.2 Drivers’ Hours of Service Regulations

The University of Alberta is a Federally Regulated Commercial Carrier as its fleet operates beyond Alberta provincial boundaries.

The National Safety Code for motor carriers has been adopted by Federal and Provincial Hours of Service Regulations 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 to comply with log book requirements. When operating University vehicles and combinations of University vehicles and trailers that are registered or actually exceed 4500 kg.

Regulations do not apply to vehicles rented from a commercial source, 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 are rated for 4700 kg. Combinations of ¾ ton trucks and utility trailers exceed 4500 kg, depending on truck and trailer specifications.

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 70th 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 50th hour and prior to the 70th hour, the driver must log 24 continuous hours of off-duty time.

At the end of the 120th 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 (main campus) 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.
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.

LOCAL RESIDENTS MIGHT NOT FOLLOW THE RULES.
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
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 or Municipal Bylaws.

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. Transportation Services provides wrenches required to tighten canopy clamps.

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

7.3 Tarps/ Straps

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

Vehicle 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. The strap or chain must be able to restrain the accelerated mass of the restrained object.

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 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 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 clearance light checks and load securement.

The gross trailer weight should not exceed the gross towing 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.

Transportation Services 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 University of Alberta Protective 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 of 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.

Drivers using telecommunication devices often assume that they are operating motor vehicles or equipment normally, however, studies indicate that driver’s visual acuity decreases resulting in failure to identify hazards or make competent decisions in time.

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 Fueling Procedures

Safety precautions apply to all occupants of a motor vehicle during fueling or re-fueling 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 fueling operation.

No smoking with 7.5 meters of the fueling operation.

Ensure all fuel caps are properly closed when fueling is completed and fueling 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.

¾ and one ton truck tire pressures range from 55 to 80 psi. Passenger car, 7 passenger vans and ½ 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. Excessive sidewall flexing may contribute to 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.

Transportation Services can recommend and supply tires suitable for various road conditions at additional cost and 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.

BC Ministry of Transportation requires winter tires or chains between October and April.

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, COLLISIONS, SPILLS & FINES

9.1 University Vehicle Damage

All damage to University vehicles, regardless of cause or severity must be reported to the Fleet Safety Officer and University of Alberta Protective Services.

Drivers must contact the Fleet Safety Officer immediately at (780) 405-5201 and submit a report to University of Alberta Protective Services within 25 hours.

Vehicle and equipment operators must deliver a copy of the report to their supervisor. The supervisor will forward the report to the Vehicle Pool. Transportation Services will arrange for repair to pool vehicles.

9.2 Collision damage exceeding $2,000.00

When collision damage exceeds $2,000.00 drivers must report to the law enforcement agency having jurisdiction in the area where the collision occurred.

Police will not attend unless there is an injury, fatality or vehicles cannot be moved and have affected traffic flow.

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 Transportation Services, 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 vehicle registration information to the other parties.

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. Ease off of the accelerator pedal.

2. Hold the steering wheel as steady as possible. The flat tire will have less traction than the others. The vehicle centre of mass will rotate in the direction of the flat tire. Light counter pressure will stabilize the vehicle.

3. Avoid braking.

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 if/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:

Transportation Services 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. Transportation Services personnel will assess your needs by phone and provide additional contact information if necessary.

9.6.1 Towing other vehicles rented through Transportation Services

Commercial rental vehicles are normally supplied while they are under factory warranties. Roadside assistance may 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.

Transportation Services 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 trips ranging from daily campus mail deliveries, to research in unforgiving territory and conditions.

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 fieldoff@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 complete the task safely?
- Do they have the experience, skills and training to complete all aspects of the task?
- Do they have the necessary approvals, qualifications, certificates and licenses?
- Are they physically and mentally capable of completing the task?
- Have they been briefed on action plans, hazards and task requirements?

**Vehicle/ Equipment**

- Are the vehicles/ equipment suitable for the task?
- Does the site require specific safety equipment?
- Will the vehicle create additional hazards?
- Are the vehicles 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?
- How much additional time will be required 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/ wildlife/ people

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
- Safety Fitness Certificate
- Mechanical Inspection

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/ 24 passenger bus 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 must 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 Transportation Services. 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 Transportation Services in Edmonton or the Augustana Vehicle Booking System (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 Transportation Services – Edmonton Main and South Campus

Transportation Services provides various types of vehicles to University departments for short and long term leases. 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 Transportation Services and installed on the rented or leased vehicle with sufficient notice. The equipment may be removed upon return and stored until required for the next similar journey or activity.

Additional vehicles are obtained from external sources when demand exceeds internal supply. Approvals are required prior to installation of additional equipment on externally supplied vehicles.

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 Transportation Services

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 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 Transportation Services via email: vehinfo@ualberta.ca, interdepartmental mail, Fax (780) 492-1924, or deliver in person to University of Alberta 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.

Circumstances may arise when an authorized driver not previously listed is required to drive. Notify Transportation Services by phone (780) 492-1920 or email vehinfo@ualberta.ca within 72 hours to request adding authorized drivers to the agreement.

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
- 1st incident commander
- 2nd 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.

Driver 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.

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.

Purchase available insurance coverage offered by the rental company.

Passengers transported in a vehicle rented by the University must be assigned to the specific activity for which the vehicle was rented.
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 purchase additional insurance coverage offered by the rental firm. All drivers listed on the rental agreement must be authorized by the University.

Unauthorized drivers cannot use rent or lease vehicles for University business.

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.
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 Transportation Services.

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 Transportation Services.

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

Transportation Services 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

Alberta Commercial Vehicle Regulations specify that commercial vehicle service records are to be stored by the carrier in a central location. Transportation Services is the “Carrier” on University of Alberta motor vehicle registration documents and 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.

Transportation Services 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.
Transportation Services 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. [▲Top]

<table>
<thead>
<tr>
<th><strong>University Vehicles</strong></th>
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<tr>
<td><strong>Transportation Services</strong></td>
<td>The University of Alberta Office responsible for managing, maintaining and providing university vehicles and services.</td>
</tr>
<tr>
<td><strong>Authorized drivers</strong></td>
<td>Individuals who have met the University of Alberta’s minimum safety requirements and who has been granted driving privileges. See Driver Authorization Procedure.</td>
</tr>
<tr>
<td><strong>Telecommunications Devices</strong></td>
<td>A communication device using cellular, satellite or other technologies, used for voice or electronic data communications, transmission and/or receiving purposes.</td>
</tr>
</tbody>
</table>

RELATED LINKS

Should a link fail, please contact 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)

Transportation Services (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 the University of Alberta Defensive Driving Course or a Canada Safety Council, Driver Safety Course 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
- Successfully complete a 15 Passenger Van/ 24 Passenger Bus orientation conducted by the University of Alberta
- Successfully complete a 15 Passenger Van/ 24 Passenger Bus 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.
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<tr>
<td><strong>Authorized driver</strong></td>
<td>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.</td>
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<tr>
<td><strong>Transportation Services</strong></td>
<td>The University of Alberta Office responsible for managing, maintaining and providing University vehicles and services.</td>
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FORMS

Should a link fail, please contact uappol@ualberta.ca.

**Application for University Driving Privileges form**

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca.

**Alberta Traffic Safety Act** (Government of Alberta)

**Fleet Safety Officer** (University of Alberta)

**Office of Insurance and Risk Management** (University of Alberta)

Transportation Services (University of Alberta)

**Class 4 Driver’s License**
VEHICLE FLEET SERVICES PROCEDURE FOR UNIVERSITY OWNED
AND LONG TERM LEASED VEHICLES

Overview

Motor vehicle transportation is essential to many University operations necessitating the use of general use vehicles from University Transportation Services, department long term leased vehicles supplied by commercial rental and leasing agents under a lease agreement with the University through the Transportation Services office.

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 by Transportation Services from a commercial rental agent under a long-term lease agreement.

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 automobile insurance for University owned and leased vehicles (under a lease agreement with the University and administered by the Transportation Services office) are only valid in Canada and the United States. Coverage is not extended at any time for personal belongings/contents within the vehicles.

2. Transportation Services Rental Office:

- Administers University owned and long term leased pool rentals
- Maintains and supplies a pool of University vehicles for use by University units.
- Ensures drivers listed on pool vehicle requests have met University authorization requirements.
- Coordinates chartered buses and motor coaches (includes a driver) for field trips and special events upon request by University units.
- Arranges for specialty vehicles on request. Additional charges may apply.
3. Terms and Conditions of Rental

Pool vehicles may be rented to University units for terms ranging from one day to one year.

For more information on renting a University owned vehicle such as fleet rental rates, rental policies, driver regulations, collision, incidents and fines visit their website or contact the Transportation Services office by email or telephone. Vehicle rentals require approximately five business dates notice prior to the rental date.

Cost for cleaning excessively dirty vehicles, repairing any damages to tires and glass are not covered by insurance and repairs caused by abuse or negligence will be transferred to the department, research director or holder of special funds responsible for renting the vehicle.

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

4. Guidelines for Authorized Drivers

University of Alberta authorized drivers must submit a Request for Pool Vehicle form, authorized by the proper signing authority and submitted to Transportation Services prior to the vehicle being released. Review the Driver Authorization Procedure.

5. Fines and Penalties

Fines and penalties issued on University owned and long term leased vehicles are the responsibility of the driver that is operating the vehicle.

The University automobile insurer will defend an action or claim against the University authorized drivers who have operated a motor vehicle on University business.

No insurance protection is available for any claims arising from criminal and or illegal activity.

**Vehicles owned by individuals are not covered under this procedure or University of Alberta insurance.**
# DEFINITIONS

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<table>
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<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
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<td>Cars, trucks, vans and trailers owned by the University and managed by Transportation Services.</td>
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<td>An individual who has met the University of Alberta’s minimum safety requirements and who has been granted driving privileges. See Driver Authorization Procedure.</td>
</tr>
<tr>
<td><strong>Authorized University Passengers</strong></td>
<td>Persons assigned specifically to the University activity for which the vehicle is rented</td>
</tr>
<tr>
<td><strong>Transportation Services</strong></td>
<td>The University of Alberta Office responsible for managing and maintaining all general use vehicles.</td>
</tr>
<tr>
<td><strong>Vehicular Equipment</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Department-Specific Vehicle</strong></td>
<td>Cars, trucks, vans and trailers owned by the University of Alberta and managed by a specific faculty, department or unit.</td>
</tr>
<tr>
<td><strong>Commercial Suppliers</strong></td>
<td>A business that supplies vehicles or equipment to the University through Transportation Services or other department.</td>
</tr>
</tbody>
</table>
REQUEST FOR POOL VEHICLE FORM

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

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 with 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.
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 Transportation Services.
- 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.

Transportation Services

- 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 diving privileges for high risk drivers.
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.
- 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

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. Additional Mandatory Entry Level Training (MELT) required.

**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.

Also requires Mandatory Entry Level Training (MELT)

**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

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Service Type</th>
<th>Service Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact Sedan</td>
<td>Periodic</td>
<td>5 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10,830km</td>
</tr>
<tr>
<td></td>
<td>Major</td>
<td>15 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>32,500km</td>
</tr>
<tr>
<td>Intermediate Sedan</td>
<td>Periodic</td>
<td>5 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10,830km</td>
</tr>
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<tr>
<td></td>
<td></td>
<td>32,500km</td>
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<td>Campus Security</td>
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<td></td>
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<td>15 Months</td>
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<tr>
<td></td>
<td></td>
<td>32,500km</td>
</tr>
<tr>
<td>7P Van</td>
<td>Periodic</td>
<td>5 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7,200km</td>
</tr>
<tr>
<td></td>
<td>Major</td>
<td>15 Months</td>
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<tr>
<td></td>
<td></td>
<td>32,500km</td>
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<tr>
<td>8P Van</td>
<td>Periodic</td>
<td>5 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7,200km</td>
</tr>
<tr>
<td></td>
<td>Major</td>
<td>25 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>36,000km</td>
</tr>
<tr>
<td>15P Van</td>
<td>Periodic</td>
<td>5 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7,200km</td>
</tr>
<tr>
<td></td>
<td>Bus Inspection</td>
<td>6 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>24P Van</td>
<td>Periodic</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>7,200km</td>
</tr>
<tr>
<td></td>
<td>Bus Inspection</td>
<td>6 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>1/2T Truck</td>
<td>Periodic</td>
<td>5 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7,200km</td>
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<tr>
<td></td>
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<td>25 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>36,000km</td>
</tr>
<tr>
<td>3/4T Truck</td>
<td>Periodic</td>
<td>5 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7,200km</td>
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<td>Major</td>
<td>25 Months</td>
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<td>Vehicle Type</td>
<td>Service Type</td>
<td>Service Interval</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------</td>
<td>------------------</td>
</tr>
<tr>
<td>3/4T Cargo Van</td>
<td>Periodic</td>
<td>5 Months, 7,200km</td>
</tr>
<tr>
<td></td>
<td>Major</td>
<td>25 Months, 36,000km</td>
</tr>
<tr>
<td>1 Ton Truck</td>
<td>Periodic</td>
<td>5 Months, 7,200km</td>
</tr>
<tr>
<td></td>
<td>Major</td>
<td>25 Months, 36,000km</td>
</tr>
<tr>
<td>1 Ton 4X4 Truck</td>
<td>Periodic</td>
<td>5 Months, 7,200km</td>
</tr>
<tr>
<td></td>
<td>Major</td>
<td>25 Months, 36,000km</td>
</tr>
<tr>
<td>Cube Van</td>
<td>Periodic</td>
<td>3 Months, 3,500km</td>
</tr>
<tr>
<td></td>
<td>Major</td>
<td>21 Months, 24,500km</td>
</tr>
<tr>
<td>Step Van</td>
<td>Periodic</td>
<td>3 Months, 3,500km</td>
</tr>
<tr>
<td></td>
<td>Major</td>
<td>21 Months, 24,500km</td>
</tr>
<tr>
<td>2 &amp; 3 Ton Truck</td>
<td>Periodic</td>
<td>3 Months, 3,500km</td>
</tr>
<tr>
<td></td>
<td>Major</td>
<td>21 Months, 24,500km</td>
</tr>
<tr>
<td></td>
<td>CVIP &gt;11,794kgs units</td>
<td>Annual, N/A</td>
</tr>
<tr>
<td>Dump Truck</td>
<td>Periodic</td>
<td>3 Months, 3,500km</td>
</tr>
<tr>
<td></td>
<td>Major</td>
<td>21 Months, 24,500km</td>
</tr>
<tr>
<td></td>
<td>CVIP &gt;11,794kgs units</td>
<td>Annual, N/A</td>
</tr>
<tr>
<td>Department owned vehicles</td>
<td>Inspection/CVIP</td>
<td>Annual, N/A</td>
</tr>
<tr>
<td>Department owned utility trailers</td>
<td>Inspection</td>
<td>Annual, N/A</td>
</tr>
<tr>
<td>Department owned Highway trailers</td>
<td>Inspection/CVIP</td>
<td>Annual, N/A</td>
</tr>
<tr>
<td>Department owned ATV's</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SCHEDULE 6
SCHEDULE 6

TRANSPORTING DANGEROUS GOODS

The most recent version of the Emergency Response Guidebook is available from Transport Canada at tc.canada.ca

Work Place Materials Information System (WHMIS) and the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) visit Canada.ca

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 receive training prior to handling and transporting dangerous goods.

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.

Some items such as lithium batteries, radioactive materials and water reactive substances require special attention due to a risk of explosion during transportation.

University personnel may encounter incidents that involve dangerous goods while travelling to various work sites. Labels and placards on damaged vehicles or containers may provide notice required to vacate to a safe zone.

**Placards**

Placards and UN numbers identify contents and 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

HAZARD CLASSIFICATION SYSTEM

The hazard class of hazardous materials/dangerous goods is indicated either by its class (or division) number or name. Placards are used to identify the class or division of a material. The hazard class or division number must be displayed in the lower corner of a placard and is required for both primary and subsidiary hazard classes and divisions, if applicable. For other than Class 7 placards, text indicating a hazard (for example, "CORROSIVE") is not required. Text is shown only in the U.S. The hazard class or division number and subsidiary hazard classes or division numbers placed in parentheses (when applicable), must appear on the shipping paper after each proper shipping name.

<table>
<thead>
<tr>
<th>Class 1 - Explosives</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Division 1.1</td>
<td>Explosives which have a mass explosion hazard</td>
</tr>
<tr>
<td>Division 1.2</td>
<td>Explosives which have a projection hazard but not a mass explosion hazard</td>
</tr>
<tr>
<td>Division 1.3</td>
<td>Explosives which have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard</td>
</tr>
<tr>
<td>Division 1.4</td>
<td>Explosives which present no significant hazard</td>
</tr>
<tr>
<td>Division 1.5</td>
<td>Very insensitive explosives with a mass explosion hazard</td>
</tr>
<tr>
<td>Division 1.6</td>
<td>Extremely insensitive articles which do not have a mass explosion hazard</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class 2 - Gases</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Division 2.1</td>
<td>Flammable gases</td>
</tr>
<tr>
<td>Division 2.2</td>
<td>Non-flammable, non-toxic* gases</td>
</tr>
<tr>
<td>Division 2.3</td>
<td>Toxic* gases</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class 3 - Flammable liquids (and Combustible liquids [U.S.])</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class 4 - Flammable solids; Substances liable to spontaneous combustion; Substances which, on contact with water, emit flammable gases</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Division 4.1</td>
<td>Flammable solids, self-reactive substances and solid desensitized explosives</td>
</tr>
<tr>
<td>Division 4.2</td>
<td>Substances liable to spontaneous combustion</td>
</tr>
<tr>
<td>Division 4.3</td>
<td>Substances which in contact with water emit flammable gases</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class 5 - Oxidizing substances and Organic peroxides</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Division 5.1</td>
<td>Oxidizing substances</td>
</tr>
<tr>
<td>Division 5.2</td>
<td>Organic peroxides</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class 6 - Toxic* substances and Infectious substances</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Division 6.1</td>
<td>Toxic* substances</td>
</tr>
<tr>
<td>Division 6.2</td>
<td>Infectious substances</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class 7 - Radioactive materials</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class 8 - Corrosive substances</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class 9 - Miscellaneous hazardous materials/dangerous goods and articles</th>
<th></th>
</tr>
</thead>
</table>

* The words "poison" or "poisonous" are synonymous with the word "toxic".
INTRODUCTION TO THE TABLE OF MARKINGS, LABELS AND PLACARDS

USE THIS TABLE ONLY WHEN THE ID NUMBER OR PROPER SHIPPING NAME IS NOT AVAILABLE.

The next two pages display the placards used on transport vehicles carrying hazardous materials/dangerous goods with the applicable reference GUIDE circled. Follow these steps:

1. Approach scene from upwind, uphill and/or upstream at a safe distance to safely identify and/or read the placard or orange panel. Use binoculars if available.
2. Match the vehicle placard(s) with one of the placards displayed on the next two pages.
3. Consult the circled guide number associated with the placard. Use that guide information for now. For example:
   - Use GUIDE 127 for a FLAMMABLE (Class 3) placard
   - Use GUIDE 153 for a CORROSIVE (Class 8) placard
   - Use GUIDE 111 when the DANGER or DANGEROUS placard is displayed or the nature of the spilled, leaking or burning material is not known. Also use this GUIDE when the presence of hazardous materials/dangerous goods is suspected but no placards can be seen.

If multiple placards point to more than one guide, initially use the most conservative guide (i.e., the guide requiring the greatest degree of protective actions).

4. Guides associated with the placards provide the most significant risk and/or hazard information.
5. When specific information, such as ID number or proper shipping name, becomes available, the more specific Guide recommended for that material must be consulted.
6. A single asterisk (*) on orange placards represents an explosive’s compatibility group letter. The asterisk must be replaced with the appropriate compatibility group letter. Refer to the Glossary (page 375).
7. Double asterisks (**) on orange placards represent the division of the explosive. The double asterisks must be replaced with the appropriate division number.
TABLE OF MARKINGS, LABELS, AND PLACARDS

USE THIS TABLE ONLY IF MATERIALS CANNOT BE SPECIFICALLY IDENTIFIED BY

For Divisions 1.1, 1.2, 1.3, and 1.5, enter division number (**), compatibility group letter(*) when required.

For Divisions 1.4 and 1.6, enter compatibility group letter(*), when required.
AND INITIAL RESPONSE GUIDE TO USE ON-SCENE
USING THE SHIPPING PAPER, NUMBERED PLACARD, OR ORANGE PANEL NUMBER

- 134 Flammable Solid
- 136 Combustible
- 139 Dangerous Goods
- 143 Oxidizer 5.1
- 148 Organic Peroxide 5.2
- 153 Poison 6
- 158 Infectious Substance 6
- 163 Radioactive
- 171 Marine Pollutant

Lithium metal batteries (UN3090, UN3091)
Lithium ion batteries (UN3480, UN3481)
RAIL CAR IDENTIFICATION CHART

CAUTION: Emergency response personnel must be aware that rail tank cars vary widely in construction, fittings and purpose. Tank cars could transport products that may be solids, liquids or gases. The products may be under pressure. It is essential that products be identified by consulting shipping papers or train consist or contacting dispatch centers before emergency response is initiated. The information stenciled on the sides or ends of tank cars, as illustrated below, may be used to identify the product utilizing:

a. the commodity name shown;

b. the other information shown, especially reporting marks and car number which, when supplied to a dispatch center, will facilitate the identification of the product.

The recommended guides should be considered as last resort if the material cannot be identified by any other means.

117 Pressure tank car

- For flammable, non-flammable, toxic and/or liquefied compressed gases
- Protective housing
- No bottom fittings
- Pressures usually above 40 psi

131 Non-pressure / low pressure tank car

- Known as general service tank car
- For variety of hazardous and non-hazardous materials
- Fittings and valves normally visible at the top of the tank
- Some may have bottom outlet valve
- Pressures usually below 25 psi
RAIL CAR IDENTIFICATION CHART

**128** Non-pressure / low pressure tank car  
(TC117, DOT117)  
- For flammable liquids (e.g., petroleum crude oil, ethanol)  
- Protective housing separate from manway  
- Bottom outlet valve  
- Pressures usually below 25 psi

**111** Box car  
- For general freight that carry bulk or non-bulk packages  
- May transport hazardous materials/dangerous goods in small packages or "tote bins"  
- Single or double sliding door

**140** Hopper car  
- For bulk commodities and bulk cargo (e.g., coal, ore, cement and solid granular materials)  
- Bulk lading discharged by gravity through the hopper bottom doors when doors opened

COMMON MARKINGS ON RAIL CARS: reporting marks and car number, load limit (pounds or kilograms), empty weight of car, placard, tank qualification and pressure relief device information, car specification, and commodity name.
ROAD TRAILER IDENTIFICATION CHART

CAUTION: This chart depicts only the most general shapes of road trailers and cargo transport units. Emergency response personnel must be aware that there are many variations of road trailers, not illustrated below, that are used for shipping chemical products. Many intermodal tanks that transport liquids, solids, liquefied compressed gases, and refrigerated liquefied gases have similar silhouettes. The suggested guides are for the most hazardous products that may be transported in these trailer types.

WARNING: Road trailers may be jackeded, the cross-section may look different than shown and external ring stiffeners would be invisible.

NOTE: An emergency shut-off valve is commonly found at the front of the tank, near the driver door.

The recommended guides should be considered as last resort if the material cannot be identified by any other means.

MAWP: Maximum Allowable Working Pressure.

117 MC331, TC331, SCT331
- For liquefied compressed gases (e.g., LPG, ammonia)
- Rounded heads
- Design pressure between 100-500 psi

117 MC338, TC338, SCT338, TC341, CGA341
- For refrigerated liquefied gases (cryogenic liquids)
- Similar to a "giant thermo-bottle"
- Fitting compartments located in a cabinet at the rear of the tank
- MAWP between 25-500 psi

131 DOT406, TC406, SCT306, MC306, TC306
- For flammable liquids (e.g., gasoline, diesel)
- Elliptical cross-section
- Rollover protection at the top
- Bottom outlet valves
- MAWP between 3-15 psi
ROAD TRAILER IDENTIFICATION CHART

137  DOT407, TC407, SCT307, MC307, TC307
- For toxic, corrosive, and flammable liquids
- Circular cross-section
- May have external ring stiffeners
- MAWP of at least 25 psi

137  DOT412, TC412, SCT312, MC312, TC312
- Usually for corrosive liquids
- Circular cross-section
- External ring stiffeners
- Tank diameter is relatively small
- MAWP of at least 15 psi

112  TC423
- For emulsion and water-gel explosives
- Hopper-style configuration
- MAWP between 5-15 psi

117  Compressed Gas/Tube Trailer
ROAD TRAILER IDENTIFICATION CHART

134  Dry Bulk Cargo Trailer

137  Vacuum Tanker

111  Mixed Cargo

111  Intermodal Freight Container

117  Intermodal Tank
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

<table>
<thead>
<tr>
<th>Meters</th>
<th>Feet</th>
<th># of tie downs required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 2.5</td>
<td>0 – 8</td>
<td>2</td>
</tr>
<tr>
<td>2.5 – 4.8</td>
<td>8 – 16</td>
<td>3</td>
</tr>
<tr>
<td>4.8 – 6.7</td>
<td>16 – 22</td>
<td>4</td>
</tr>
<tr>
<td>6.7 – 9.1</td>
<td>22 – 30</td>
<td>5</td>
</tr>
<tr>
<td>9.1 – 11.5</td>
<td>30 – 38</td>
<td>6</td>
</tr>
<tr>
<td>11.5 – 14.0</td>
<td>38 – 46</td>
<td>7</td>
</tr>
</tbody>
</table>

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 load binder.

<table>
<thead>
<tr>
<th>Standard Load Binder and Ratchet Load Binder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
</tr>
<tr>
<td>Inches</td>
</tr>
<tr>
<td>3/8</td>
</tr>
<tr>
<td>1/2</td>
</tr>
<tr>
<td>5/8</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Web Width</th>
<th>Working Load Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inches</td>
<td>Millimeters</td>
</tr>
<tr>
<td>1 ¾</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>50</td>
</tr>
<tr>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>4</td>
<td>100</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Chain Size</th>
<th>Proof Coil Grade 3</th>
<th>High Test Grade 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inches</td>
<td>Millimeters</td>
</tr>
<tr>
<td>1/4</td>
<td>7</td>
<td>1300</td>
</tr>
<tr>
<td>5/16</td>
<td>8</td>
<td>1900</td>
</tr>
<tr>
<td>3/8</td>
<td>10</td>
<td>2650</td>
</tr>
<tr>
<td>7/16</td>
<td>12</td>
<td>3500</td>
</tr>
<tr>
<td>1/2</td>
<td>13</td>
<td>4500</td>
</tr>
<tr>
<td>5/8</td>
<td>16</td>
<td>6900</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chain Size</th>
<th>Transport/ Grade 7</th>
<th>Alloy, Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inches</td>
<td>Millimeters</td>
</tr>
<tr>
<td>1/4</td>
<td>7</td>
<td>3150</td>
</tr>
<tr>
<td>5/16</td>
<td>8</td>
<td>4700</td>
</tr>
<tr>
<td>3/8</td>
<td>10</td>
<td>6600</td>
</tr>
<tr>
<td>7/16</td>
<td>12</td>
<td>8750</td>
</tr>
<tr>
<td>1/2</td>
<td>13</td>
<td>11300</td>
</tr>
<tr>
<td>5/8</td>
<td>16</td>
<td>15800</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Size</th>
<th>Grab Hook</th>
<th>Slip Hook</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inches</td>
<td>Millimeters</td>
</tr>
<tr>
<td></td>
<td>1/4</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>5/16</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>3/8</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>7/16</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>1/2</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>5/8</td>
<td>16</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Size</th>
<th>Grab Hook</th>
<th>Slip Hook</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inches</td>
<td>Millimeters</td>
</tr>
<tr>
<td></td>
<td>1/4</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>5/16</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>3/8</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>7/16</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>1/2</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>5/8</td>
<td>16</td>
</tr>
</tbody>
</table>
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 oversize 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