



CAN- SMS-P004 R00

FLEET AND DRIVER SAFETY

SAFETY MANAGEMENT SYSTEM

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Notes:

Approval & Authority

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"SAFETY BY CHOICE NOT BY CHANCE"

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1.0 PURPOSE

- 1.1 This program is designed to address specific actions to be taken by all personnel who drive Company vehicles or driving personal vehicles on company behalf.
- 1.2 Personnel must take responsibility for their own driving habits and operate vehicles in a safe professional manner.

2.0 SCOPE

- 2.1 This procedure applies to all employees of Acuren Inc., Acuren Group Inc., Tacten Industrial Inc., Acuren Nuclear Services, and their affiliates collectively, the "COMPANY" when operating any owned, leased, rented or personal vehicle while working on the Company's behalf.
 - 2.1.1 All NSC Drivers must adhere to this and the CAN-SWP-10S047 NSC Manual.

3.0 DEFINITIONS

Authorized Driver – A Company employee or contractor who is permitted to drive Company Vehicles or personal vehicle for work purpose in accordance with this Program.

Only Authorized Drivers, excluding Restricted Drivers, may drive Acuren Vehicles (i.e. this includes forklifts, ATVs).

Driving on Company's behalf – Is driving during working hours and in accordance to assigned duties, it does not include driving to and from your designated work site. (i.e. Hotel to jobsite, home to Acuren office or vice versa). Or non-working activities (i.e. driving to a restaurant, driving to airport, conducting personal errands).

Classroom/On-Line Training – Is an introduction to the Smith 5 Keys model and methodology and consists of a test.

Company Vehicle – Includes Acuren vehicles or a personally-owned vehicle while **Driving on Company's behalf**.

Contractor – A company or person who is contracted by Company to perform work on behalf of Company in some capacity.

Driver Abstract/Motor Vehicle Record (MVR) – A provincial issued document which validates drivers status and demerit points.

GPS Instant Alert – Email notification that the posted speed has been exceeded or assigned perimeters/restrictions have contravened



GPS Speeding Violation— Validated consecutive sustained speeding for more than 4.5 minutes or any speeding 30 km/h over the speed limit.

Gross Vehicle Weight is the operating weight of a vehicle and is the weight registered with the applicable province and determines the classification of a NSC Vehicle.

Motor Vehicle Accident (MVA)— Is any vehicle incident involving a moving Company vehicle, or incident with a vehicle at intersection. Any incident involving a parked vehicle is considered a Property Loss.

NSC Driver is an Authorized Driver that is required to operated a vehicle with Gross Vehicle Weight equal to or greater than 4500 kg and has been certified by the Company as defined by this program.

NSC Vehicle is any company vehicle equal to or greater than 4500 kg which leaves the provincial borders. This would include any company vehicle that tows a trailer therefore if the combined weight of the vehicle and trailer exceeds 4500kg than it is a NSC Vehicle.

Preventable Motor Vehicle Accident - The driver involved failed to exercise reasonable precaution to prevent the incident. Final decisions on preventable incidents shall be made by the Director of Safety post incident investigation.

Preventable MVA is the determination of an At Fault MVA. If the accumulated property loss value exceeds \$1500 it is defined as a Serious at Fault MVA.

Road Evaluation – The observation of a driver for the purpose of determining the ability to safely drive a given vehicle type. The evaluation should be specific to the vehicle type, road conditions and environment.

Smith Defensive Driving Course (Smith Course) – Defensive Driving course that includes both classroom and behind-the-wheel, narrative training.

Trainer – Individual who has completed the Smith Driving “Train the Trainer” program.

Valid Driver’s License— Must be a holder of a full graduated licence with no restrictions and have the minimal capability to operate any car, van or truck.

4.0 RESPONSIBILITIES

4.1 Authorized Drivers:

4.1.1 Maintain a current, valid driver’s license in your possession at all times when driving a Company Vehicle.

a) The license must be valid for the class of vehicle being driven.

4.1.2 If there is a change in the status of a driver’s license, the driver must notify their supervisor and inform them of the change.



- 4.1.3 Driver must comply with federal, provincial, state, and local traffic laws and regulations at all times.
- 4.1.4 **ALL** fines for infractions of the National **Safety Code, Traffic Safety Act** or **Municipal Bylaws** including parking tickets will be the responsibility of the driver that committed the offence.
- 4.1.5 Any summons for parking or traffic violations presented directly the Company will be paid by the company to relieve the company of obligation and then will be immediately deducted from the payroll or monthly statement for the offending driver.
- 4.1.6 All violations including those with non-company vehicles must be reported to the Company within 10 days, as well as any change in license status including an increase in demerit points.
- 4.1.7 Operate Company Vehicles in a safe and courteous manner and drive for road and weather conditions:
 - a) Slow down or get off the road when conditions deteriorate.
 - b) Stop driving and contact your supervisor or manager immediately if conditions are unsafe or place you in a high-risk condition.
 - c) Use spotter, when available, for all backing scenarios.
 - d) Report any physical condition, including fatigue, or the use of medications that may prevent you from driving safely prior to operating a Company Vehicle.
 - e) All seated occupants must wear seatbelts
 - f) No persons will ride in a vehicle in a standing position or unsecured position (i.e. truck bed).
 - g) All workers are prohibited from having any part of their body outside of the vehicle while the vehicle is in motion.
- 4.1.8 Take preventive measures to minimize theft and vandalism of Company Vehicles and equipment.
 - a) Always remove valuables from vehicles unless they are parked in a secured facility.
- 4.2 NSC Drivers
 - 4.2.1 Understand and comply with the National Safety Code, the Federal Motor Carrier Safety Regulations, Traffic Safety Act, and/or any other regulations that may apply.
 - a) Must conduct pre-trip and post trip inspections of the NSC Vehicle
 - b) Must maintain a daily log for all work shifts
 - c) Must conform to the company's NSC Manual (CAN-SWP-10S047)



- 4.3 Passengers:
 - 4.3.1 Passengers must remain alert and communicate with the driver.
 - 4.3.2 Passengers are to get out of the vehicle and be a spotter in backing situations.
 - 4.3.3 Non-employees, including family members, are not authorized to drive Company Vehicles.
 - 4.3.4 Non-employees may only ride with employees if permission is specifically given by the employee's supervisor or manager.
- 4.4 Supervisors:
 - 4.4.1 Ensure only Authorized Drivers are assigned drive Company Vehicles.
 - 4.4.2 Must enforce all laws, regulations, and codes related to motor vehicle operation, registration and maintenance are followed.
 - 4.4.3 Will take reasonable measures to evaluate road, traffic and weather conditions when employees are required to travel.
 - 4.4.4 Will ensure that maintenance and inspections of Company Vehicles occur on a regular basis and records are kept in accordance with the Document Control Record of Retention requirements.
 - 4.4.5 Investigate and follow up on all GPS speeding notifications.
 - 4.4.6 Conduct coaching sessions for employees involved in point assignment process.
 - 4.4.7 Investigate and report all incidents involving a motor vehicle and forward all incident reports to the Regional Safety Designate.
- 4.5 Regional General Managers/VP:
 - 4.5.1 Allocation of Fleet Management resources which includes training, vehicle maintenance and Global Position System (GPS) program.
 - 4.5.2 Assign Fleet Coordinator within the Region.
 - 4.5.3 Assign Smith Trainers within the Region.
 - 4.5.4 Provide administrative resources to support approval of Authorized Drivers process.
 - 4.5.5 Approve all Probationary Drivers and review Restricted Drivers.
 - 4.5.6 Support and enforce the Fleet and Driver Safety procedure.
- 4.6 Director of Quality, Health and Safety:
 - 4.6.1 Administration and implementation of this policy and for overseeing the training of all employees.
 - 4.6.2 Oversee Authorized Driver database and administer access.
 - 4.6.3 Determine if a MVA is Preventable.



- 4.6.4 Approve all Probationary Drivers.
- 4.7 Regional Safety Designate:
 - 4.7.1 Administer the Driver Approval Process.
 - 4.7.2 Responsible for maintaining the Authorized Driver Database for the Region:
 - 4.7.3 Reviewing and entering Driver's Abstracts/MVR information.
 - a) Categorize the type of vehicle the Authorized Driver
 - b) Update any driver license changes, infraction point assignments, and inform Operations regarding restricted vehicle usage.
 - c) Ensure that Driver's Abstracts/MVR are evaluated on an annual basis or every 6 months for High Risk Drivers
 - 4.7.4 Conduct monthly GPS speeding reports for the Region and update Authorized Driver database with applicable GPS infractions.
 - 4.7.5 Manage Smith Training conducted in the Region.
 - 4.7.6 Manage the Authorized Driver Database and ensure all applicable Managers and Supervisor have access to the Authorized Driver.
- 4.8 Fleet Coordinator
 - 4.8.1 Facilitate the NSC Manual within the Region.
 - 4.8.2 Monitor and audit Authorized Drivers to ensure compliance
 - 4.8.3 Facilitate the preventative maintenance program for the Region
 - 4.8.4 Facilitate the installation of the GPS Units in all Company Vehicles.

5.0 AUTHORIZATION OF DRIVERS

- 5.1 Assessment for Authorization:
 - 5.1.1 To be assessed by the Region and to qualify as an Authorized Driver the following conditions must be met:
 - a) Driver must possess a valid Provincial/State driver's license of the proper class.
 - b) It is a requirement of employee's job to drive a Company vehicle as defined by their supervisors.
 - c) Signed Driver's Agreement Form.
 - d) A Driver's Abstract/MVR is within the past 10 days of the assessment and it covers 3 years of driving history.
 - e) Physical examinations shall be completed when required by the province/state for the driving of specified vehicles or by funding and licensing contract.



5.1.2 If conditions are met than Driver's Abstract/MVR are assessed to determine classification:

- a) Employee's Authorization Classification will be determined by the Driver's Abstract/MVR in accordance to table 9.2
- b) Driving infractions cannot exceed 12 points in accordance to table 9.2 as it must be reviewed by the General Manager and Director of Safety.

5.1.3 New Hire Employee

- a) 1-30 Days - Prohibited from driving a Company vehicle. "Exceptions handled by Director of Safety."
- b) 30-60 Days - Allowed driving Company vehicle when accompanied by an experienced authorized driver with less than 4-Company assigned driving points.
 - Must have completed the Smith Driver Training.
 - Driver's Abstract/ MVR check produces less than 4- Company points.
 - Signed Driver's Agreement form.
- c) 60 Days + - Authorized to drive in accordance to this procedure.
- d) Experienced new hires may drive at the discretion of the Director of Safety provided that:
 - Employee has completed Smith Driver Training.
 - Employee completes a driver evaluation with a Smith trained evaluator.
 - Driver's Abstract/ MVR check produces less than four (4) Company assigned driving points.

5.1.4 Upon classification, employees will be assigned classroom/online training and if classification merits it they will be provided a road evaluation.

5.2 Classification System for Authorized Drivers:

5.2.1 **Low Risk:** 0 to 3 Points (Table 9.2) in accordance to the following conditions:

- a) Acuren tenure >60 days.
- b) Driver's Abstract/MVR <1 year old and within 10 days of the assessment and reviewed annually.
- c) Completed Smith Course and a satisfactory Driver Evaluation for equivalent assigned vehicle.

5.2.2 **High Risk Driver:** 4 to 8 Points in accordance to the following conditions:

- a) General Manager and Director of Safety shall determine drivers with 7 to 8 points if they will be classified as Probationary Driver, instead.



- b) Acuren tenure >60 days.
 - c) Driver's Abstract/MVR <1 year old and within 10 days of assessment and reviewed annually,
 - d) Required annual to complete a satisfactory Smith Refresher and Road Evaluation.
- 5.2.3 **Probationary Driver:** Classification shall be determined by the General Manager and Director of Safety.
- a) All drivers with > 7 points or drivers with restrictions (i.e. Graduated License program) shall be assessed by the General Manager and Director of Quality, Health and Safety.
- 5.2.4 **Restricted Driver:** Is an approved driver that cannot drive Company vehicles due to the following reasons:
- a) Drivers under the age of 21 or have a graduated licence subject to restrictions.
 - b) Driver has not completed a Road Evaluation.
 - c) Occasional Driver which is in an Administration role and drives their personal vehicle.
 - d) Driver's Abstract/MVR assessment by the General Manager or Director of Safety determines that Restricted Driver classification best suits the circumstances to which the employee drives on behalf of the Company.
- 5.2.5 **Probationary Drivers Constraints**
- a) If classified as Probationary the following constraints will be assigned:
 - Written approval by the General Manager and Director of Safety.
 - Driver's Abstract/MVR will be checked on a six (6) month interval during the probation period.
 - Can only be assigned Company vehicles with an Active GPS unit.
 - Zero tolerance for any driving infraction.
 - Mandated an annual Smith Refresher and Road Evaluation for the duration of Probation.
 - The driver will be subject to the constraints of Probation until the abstract check Company points (Table 9.2) are less than seven (7) points and the Director of Quality, Health and Safety agrees to remove them from the probationary status.
 - A satisfactory Road Evaluation to graduate from Probation classification.

5.2.6 **Restricted Drivers Constraints**



- a) All new drivers < 60 days tenure will be assigned as Restricted Drivers.
- b) Personal vehicles are < 4500 kg and are not subject to Commercial Vehicle requirements.
- c) General Manager and Director of Safety can assign this classification at their discretion.
- d) Prior to driving on Company's behalf the following conditions must be met:
- e) The distance travelled is less than 200km (125 Miles) each way.
- f) A journey management plan has been established and there is no unusual risk in road conditions. (Icy, blizzard, heavy rain, mud etc.).
- g) Online Smith Five Keys to Safe Driving - Small Vehicle Forward Motion Course is completed (or the classroom portion of the Smith Driving 1 day program).
- h) Proof of two million liability insurance for business use on personal vehicle (or personal rental).

5.2.7 **NSC Drivers**

- a) Authorized Drivers which drive NSC Vehicles must meet the requirements of NSC Manual (CAN-SWP-10S047)

5.2.8 **Unauthorized Drivers**

- a) All active employees that do not meet the classification criteria will be classified as Unauthorized.
- b) All unauthorized drivers are prohibited from driving on Company's behalf.
- c) Authorized Drivers will be unauthorized, if the driver is under investigation or there is concern regarding his or her ability to drive.
- d) Re-authorization shall be re-establish by re-conducting the authorization process.

5.3 **Suspended License**

- 5.3.1 If a Driver's Abstract/MVR check the status check reveals that a person's license has been suspended or revoked the driver's authorization status will be changed to Unauthorized.
- 5.3.2 If an Authorized Driver's license is suspended or revoked, driving privileges will be immediately suspended and will be classified as Unauthorized.
- 5.3.3 Knowingly driving a Company Vehicle with a suspended license is grounds for disciplinary action.



6.0 OPERATING A VEHICLE

6.1 General Requirements

- 6.1.1 A certificate of registration and proof of insurance documentation must be carried in all vehicles.
- 6.1.2 All employees shall maintain insurance coverage in force for any personal vehicle used on Company business.
- 6.1.3 Vehicles shall be driven with headlights on at all times. This action increases other drivers' ability to see your vehicle and greatly reduces the odds of being involved in a traffic incident. "Make Sure They See You".
- 6.1.4 The driver and passengers will follow all local, state/province, and federal laws, including Department of Transportation regulations and codes (if applicable), while operating or riding in a Company vehicle.
 - a) Obey by posted speed limits
 - b) Employees shall use seat belts at all times while the vehicle is in motion.
 - c) Use of radar/laser detection and/or jamming devices is prohibited in all Company owned, leased, rented or in vehicle where personnel are being reimbursed for mileage.
- 6.1.5 Riding in the bed of a pickup truck is prohibited.
- 6.1.6 No employee shall enter/exit a vehicle while it is in motion.
- 6.1.7 Supervisory personnel will assist in determining the safe condition of a Company vehicle.
 - a) No person is allowed to approach, work on or under the raised body of a vehicle without the vehicle being adequately supported with "jack" stands.

6.2 Driver Distraction and Tentativeness

- 6.2.1 Driving under the Influence of Alcohol or Drugs
 - a) An employee may not drive a vehicle if they have consumed alcohol or prescription or over-the-counter medication that may impair or otherwise affect their ability to drive.
- 6.2.2 Illegal drugs are not allowed in Company Vehicles at any time.
- 6.2.3 The driver shall not use any hand held device (GPS, ipod, game, texting etc.) while the vehicle is in motion.
- 6.2.4 Hands Free speakerphones can be used.
 - a) Hands free operation is still distracting use caution and if in city limits pulls the vehicle over to a safe location to use the phone.
 - b) If there is a passenger in the vehicle, have the passenger take the call.



- c) Certain clients prohibit the use of cell phones at any time while on their sites or assigned to their jobs.
 - d) The client rules regarding vehicle operation will supersede the rules of this program unless they are assessed to be less stringent.
 - 6.2.5 Smoking is not permitted in Company Vehicles.
 - 6.2.6 No person is permitted to operate a vehicle after working a period of 16 hours (in this case “work” includes driving time for that day) without a rest period of at least eight hours.
 - a) This does not pertain to NSC Drivers refer to CAN-SWP-10S047
 - b) Exceptions for Authorized Drivers shall be made ONLY by the Director of Safety.
 - Exceptions should be rare; sleeping accommodations should be made for proper rest prior to driving again.
 - c) Authorized Drivers may alternate driving duties; however napping in the passenger seat is not considered a rest period, and the above limits apply.
- 6.3 Personal and “Necessary Use”
 - 6.3.1 Authorized Drivers may use Company Vehicles during out-of-town projects for “Necessary Use” where the vehicle is the only means of transportation.
 - a) Includes driving for meals, supplies, laundry, etc.
 - b) Picking up or dropping off employees at public transportation
 - c) If there are any questions concerning this use contact the Supervisor. “Necessary use”
 - d) Personal use may be restricted for NSC Drivers, if hours of services have been exceeded.
 - 6.3.2 Vehicles assigned full-time to an individual employee may be driven for personal use as follows:
 - a) The Authorized Driver assigned to the vehicle is the only person who may drive the vehicle.
 - Authorized can NOT be assigned a NSC vehicle unless the Authorized Driver is an NSC Driver.
 - b) Authorized Drivers must have written permission from their direct Manager for any personal use of Company Vehicles.
- 6.4 Passenger Safety
 - 6.4.1 All personnel riding in a vehicle that is owned/leased/rented by Company or personnel being reimbursed for mileage by Company, must wear a seat belt at all times.



- a) The driver has the responsibility of ensuring that all passengers are wearing seat belts.
- 6.4.2 The number of passengers carried in a vehicle must be strictly limited to the number of functioning seat belts.
 - a) All personnel must remain seated at all times while the vehicle is in motion.
- 6.4.3 Transporting hitchhikers is prohibited.
- 6.5 Instructions for Driving on Unpaved Roads
 - 6.5.1 Each road must be assess for its own individual situation and take the appropriate steps to eliminate driving hazards, while using the following information as a guide:
 - a) Vehicles must be driven with headlights on at all times.
 - b) A vehicle must not pass other vehicles when dusty conditions are present.
 - c) Vehicles must not follow other vehicles at a distance that would put their vehicle inside the “dust trail” of the vehicle in front of them, which significantly reduces the driver’s visibility.
 - 6.5.2 Other items such as: terrain, type of vehicles, number of vehicles, type of load, weight of load, vehicle speed, etc., must be taken to consideration.
- 6.6 Parking of Vehicles
 - 6.6.1 Vehicles if reasonably practicable must be parked away from the congested areas.
 - 6.6.2 Whenever possible, drive the vehicle through the spaces so that the vehicle may be driven forward to exit the space.
 - a) Where pull-through techniques cannot be utilized, operators of motor vehicles should back into the parking spot.
 - 6.6.3 Any time backing is required a spotter shall be used.
 - 6.6.4 If weather conditions warrant leaving the engine running, the vehicle must be in “park” or out of gear (standard shift vehicles) with emergency brake set.
 - 6.6.5 If the driver is alone, attempt to get assistance from a co-worker if possible. If no spotter is available:
 - a) Get Out and Look (GOAL). Walk around the vehicle, observe and plan for any vehicles or structures that may be in the way of the planned backing manoeuvre.
 - b) Unless prohibited, sound the horn just prior to moving. This will help to alert others to your intentions.

- c) Move slowly out of the spot and continuously check for other vehicles coming from both directions.
- d) Vehicles must not be left running when a vehicle is parked in an enclosed space (i.e. closed garage, shop or warehouse).
 - Vehicles otherwise left unattended must have the engine off, in gear or park and emergency brake applied (when on an incline or decline).

6.7 Cargo/Materials Handling

- 6.7.1 While vehicles are being unloaded/loaded with materials, the engine must be off, in gear or park and the emergency brake set.
- 6.7.2 When large loads are being unloaded/loaded with the assistance of a mechanical lifting device, such as: forklift, crane, etc., the vehicle wheels must be chocked and personnel should move a safe distance away from the vehicle being unloaded/loaded to avoid exposure to dropped objects.
- 6.7.3 A driver must ensure that cargo transported by a commercial vehicle is contained, immobilized or secured so that it cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle, or shift upon or within the vehicle to such an extent that the vehicle's stability or manoeuvrability is adversely affected.
- 6.7.4 Materials, goods, tools or equipment carried in a portion or compartment of a vehicle in which workers are riding must be located and secured to prevent injury to the operator or workers.
- 6.7.5 If materials, goods, tools or equipment are regularly carried in a worker transportation vehicle there must be a designated area in the vehicle for transporting these items.
- 6.7.6 Personnel must not jump down from vehicle beds.
- 6.7.7 Personnel required to transport dangerous goods must complete the TDG Course. They must keep their wallet certificate with them.
 - a) A Company TDG Manifest is in the forms (CAN-SMS-F012)

6.8 Refueling Vehicles

- 6.8.1 Vehicle engines must be off before refuelling begins.
 - a) Smoking is not permitted during the refuelling process.
 - b) Due to concerns surrounding the potential for cellular phones to cause the ignition of gas vapours, cellular phones must not be worn or used during refuelling of gas powered vehicles.
- 6.8.2 Vehicles must not carry large quantities of extra fuel unless the fuel is stored in an approved container and properly labeled and secured.

6.9 Safety Equipment



- 6.9.1 All Company owned/leased vehicles must be equipped with a suitable fire extinguisher (i.e. BC class) and a first aid kit.
- 6.9.2 Vehicles used in extreme weather conditions (hot or cold) must be equipped with the necessary survival equipment, communications equipment, ice scraper, shovel, water, abrasive material (i.e. sand, kitty litter, grit), flares, jumper cables, blankets, candles, matches, extra clothing, non-perishable food, etc.
- 6.10 Rentals
 - 6.10.1 Any rental unit valued at over \$50k additional insurance from the rental company is required.
 - 6.10.2 Auto rentals are covered by our corporate Commercial General Liability policy but only for 30 days.
 - a) Any rental that is longer than 30 days will need to be added to the Automobile Liability Policy.
 - 6.10.3 Rental vehicles must be inspected prior to driving from the rental lot.
 - a) Damages not noted after signing the rental agreement will be the responsibility of the person renting (not Company).
 - 6.10.4 Any damages incurred by an individual due to neglect or intentional abuse will be the responsibility of the individual who last inspected and took responsibility of the vehicle.

7.0 VEHICLE INSPECTION

- 7.1 Daily Inspection Pre-Trip for Company Vehicles
 - 7.1.1 The Daily Vehicle Pre-Trip Inspection Report must be completed prior to the first trip by the operator before and after operation.
 - 7.1.2 If a trip lasts more than one day, the inspection report must be completed no later than the first rest stop of any subsequent day of the trip or within 24 hours of the previous inspection on each and every subsequent day of the trip.
 - 7.1.3 This daily inspection will be a basic a full walk around inspection and must include an inspection of the following equipment:
 - a) the lighting devices and reflectors,
 - b) the tires,
 - c) the coupling devices,
 - d) the wheels and rims,
 - e) the service brake, including the trailer brake connections,
 - f) the parking brake,



- g) the steering mechanism,
 - h) the horn,
 - i) the windshield wipers,
 - j) the rear vision mirrors, and
 - k) the emergency equipment
 - 7.1.4 Any major defect of any of these items will result in the Company Vehicle being placed out of service and must be reported to the driver's Supervisor as soon as possible for immediate repair.
- 7.2 All NSC Vehicles must adhere to 23 Schedule as identified in the checklist.
- 7.3 Post Trip Inspections for Company Vehicles
 - 7.3.1 The driver must inspect the Company vehicle at the end of the final trip of the day or where a trip lasts more than one day, on every subsequent day of the trip at the final rest stop of the day, and record on the Daily Vehicle Pre-Trip Inspection Report any defects observed.
 - 7.3.2 NSC Vehicles must be inspected in accordance to the NSC inspection form.
- 7.4 Preventative Maintenance
 - 7.4.1 Establishment of a preventive maintenance program for all company vehicles is essential.
 - 7.4.2 Log sheets will be maintained on all vehicles so that maintenance, as well as repairs made from noted defects, vehicle mileage (owned and rented), etc. are recorded.
 - a) NSC Drivers require Driver Log Sheets
 - b) NSC Vehicles require Trip inspections
 - 7.4.3 Pending mileage Company vehicles should be serviced monthly.
 - 7.4.4 The service records for all inspections, maintenance, lubrication, and repairs performed on their trucks shall be returned designated Regional employee.
 - 7.4.5 Drivers should pay special attention to how the vehicle is operating properly. Major problems can be avoided by early detection and can often be corrected less expensively.
 - a) **Listen** for unusual or abnormal equipment sounds; these could be trouble or potential trouble.
 - Report them promptly and describe them accurately to the mechanic.
 - b) **Smell** for unusual odors such as burning insulation; rubber or wood, scorched fabric, hot oil and other abnormal smells.

- c) **Feel** changes in your vehicles operation that affect steering, shifting, braking or other handling operations.
 - If your vehicle does not respond in its usual manner, report this promptly so that maintenance can check the vehicle over.

8.0 COMPANY GLOBAL POSITION SYSTEMS (GPS)

8.1 GPS Installation/Repair

- 8.1.1 GPS will be installed in all Company owned and/or leased vehicles. The only exceptions are vehicles that never leave a job site (i.e. refineries, no license plate) or vehicles that are being sold within (90) ninety days.
- 8.1.2 Every month the Regional Safety manager or designate will assess for inactive GPS units and arrange for repair or replacement.
- 8.1.3 Non responding GPS units shall be replaced or repaired with (60) sixty days.

8.2 GPS Notifications

- 8.2.1 All speeding notifications shall be investigated and evaluated for compliance to assigned speeding threshold.
- 8.2.2 The direct Supervisor shall attempt to notify upon receiving an email notification.
 - a) Upon notification to the driver any additional speeding violations will be deemed an additional violation. (Refer to Table 9.1)
- 8.2.3 Information gathered by GPS may identify drivers who may require defensive/safe driver training, or individual coaching.
- 8.2.4 GPS data may be used as a secondary source of information to verify if violation of company policy has taken place.
- 8.2.5 GPS vehicle identification will be identified by a vehicle unit number and not the driver's name.
- 8.2.6 GPS speeding events shall be tracked using the Company Authorized Driver Database which will trend annotations for possible coaching or training requirements.
 - a) Retentions of observations in this database shall be three years in accordance with driver abstract requirements.
- 8.2.7 GPS data shall be retained for one year by the GPS service provider unless special circumstances warrant retention for a longer period of time.
- 8.2.8 Instant alert: Exceeding the set threshold limit will generate an "Instant Alert" which will indicate the vehicle, type of vehicle, speed, location, date and time.
- 8.2.9 This alert provides instant information.
 - a) These alerts are set at 10 km above the posted speed limit.



- 8.2.10 Direct Manager (or designated monitor) will receive all alerts, review speeding reports and will have primary responsibility for employee communication and observation tracking.
- 8.3 Information collected by the GPS service includes:
- 8.3.1 Vehicular assets, locations, mileage, engine hours and maintenance.
- 8.3.2 Vehicle alerts/reports including; moving, stationary, speeding, idle, history, route trace, zone entry and exit, and transponder diagnostics.
- 8.3.3 Dates and time of vehicle use.
- 8.3.4 Real time or historical information will not be disclosed outside of Company Group Inc. unless required by law or as permitted under the relevant privacy legislation.
- 8.3.5 In the event that Manager/Supervisor/Safety feels it is necessary to contact a driver following a received alert, the following steps should be followed to avoid creating a distraction for the driver and, as a result, an unsafe condition:
- a) First attempt should be to contact a passenger in the vehicle.
 - The communication should be brief to instruct the driver to slow down and to call back when the driver can safely pull off the road.
 - b) Immediately contacting a driver while driving should be limited only to those instances where an immediate reduction in speed is required (i.e. sustained speeds > 30 km (19 Miles) (rural, highway) over the posted speed limit).

9.0 TABLES

9.1 GPS Speeding Events Table

GPS Level	Condition	Management Action
1	<ul style="list-style-type: none"> - Speed over posted speed limit but < 30 km/h over posted speed. - > 3 Consecutive Instant Alerts - Low Risk Driver's 1st Offence 	<ul style="list-style-type: none"> - Driver notification - Confirmation of posted speed limit and driver speed - Coaching upon return - Record "Level 1 Alert" in Authorized Driver Tracking system (Pangea)
2	<ul style="list-style-type: none"> - Speed over posted speed limit but < 30 km/h over posted speed limit. - > 3 Consecutive Instant Alerts - Instant Alerts post notification from Supervisor or Company Designate following >3 Consecutive Instant Alerts - 1st Offence for GPS 1 2nd offence <ul style="list-style-type: none"> o 0-60 Day New Driver o Cautionary Driver o Probationary Driver o Restricted Driver - 2nd Offence for GPS 1 Notification 	<p>Immediate supervisors' action:</p> <ul style="list-style-type: none"> - Contact passenger/driver for sustained high speeds. Communication should be brief to instruct the driver to slow down and to call back when the driver can safely pull off the road. - Review "Full Event History" report for driver - Review driver history and notify driver of possible driving privilege implications for the current driving habits. - Record "Level 2 Alert" in Authorized Driver Tracking system (Pangea). - Company Infraction point (1)
3	<ul style="list-style-type: none"> - Speed over posted speed limit but > 30 km/h over posted speed limit. - > 3 Consecutive Instant Alerts - 2nd Offence for GPS 2 <ul style="list-style-type: none"> o 0-60 Day New Driver o Cautionary Driver o Probationary Driver o Restricted Driver - 3rd Offence for GPS 1 Notification 	<p>Immediate supervisors' action:</p> <ul style="list-style-type: none"> - Immediately contact passenger/driver for speeds >30 km/h over posted speed. Communication should be brief to instruct the driver to slow down and to call back when the driver can safely pull off the road. - Review "Full Event History" report for driver. - Review driver history (speeding, violations, accidents, 800 calls) and notify next level of management / HR for review & progressive discipline. - Record "Level 3 Alert" in Authorized Driver Tracking system (Pangea). - Company Infraction point (2)

9.2 Infraction Points for Driver Eligibility

9.2.1 The following table will be used to determine the number of points assigned to any authorized or potential driver. The driving history that will be reviewed is for the most recent 3-year period.

1 Point	2 Points	3 Points
<ul style="list-style-type: none"> ○ Moving violations such as failure to yield, failure to obey a traffic signal, stop sign, etc. ○ Improper lane change. ○ Radar monitored / photo ticket. ○ Seatbelt Violation. ○ GPS Level 2 Events. ○ Parking Ticket. ○ Minor Citation 	<ul style="list-style-type: none"> ○ Speeding (up to 15 km/h). ○ “How is my driving?” complaint. ○ One-way street violation. ○ Improper turns (e.g. U turns). ○ Distracted Driving ○ GPS Level 3 Events. ○ Unable to present necessary driving documentation. 	<ul style="list-style-type: none"> ○ Speeding (16-30 km/h). ○ Driving with suspended or revoked license, insurance or registration. ○ Following too closely. ○ Preventable incidents.

4 Points	5 Points	6 Points
<ul style="list-style-type: none"> ○ Speeding (31 -49 km/h). ○ Open alcohol container. ○ Speeding in a School Zone. ○ Emergency Vehicle violations. ○ Speeding in a Construction Zone. ○ Serious Preventable Incidents. 	<ul style="list-style-type: none"> ○ Failure to stop for or illegal passing of a school bus. ○ Making a false report. ○ Striking a Pedestrian. 	<ul style="list-style-type: none"> ○ Speeding (50+ km/h). ○ Reckless operation. ○ Unauthorized use of company vehicle. ○ DWI/DUI.

These Infractions Automatically make a person Ineligible to Drive:
<ul style="list-style-type: none"> ○ Homicide, Manslaughter, Assault ○ More than 1 DWI/DUI in the last 3 years. ○ DWI/DUI in a company vehicle. ○ Failure to stop when involved in an incident resulting in bodily injury or property damage. ○ Commission of a felony through the use of a motor vehicle. ○ Attempting to elude a police officer. ○ Driving with a suspended or revoked license (Company Vehicle).

9.2.2 Authorization status may be impacted by failed/passed spot checks, completion of paperwork, CVSA/On Road Performance.

10.0 REFERENCES

- Authorized Database
- Journey Management (CAN-SMS-P005)
- Driver Commitment Form (CAN-SMS-F010)



CAN- SMS-P004 R00

Fleet and Driver Safety

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- Passenger Commitment Form (CAN-SMS-F011)
- Transportation of Dangerous Goods Form (CAN-SMS-F012)
- Vehicle Inspection Checklist (CAN-SMS-F013)
- Driver Abstract Request Form (CAN-SMS-F014)
- NSC Manual (CAN-SWP-S047)