

TOWN POLICY

Town of High Prairie

REFERENCE:	ENDORSED BY TOWN COUNCIL	Amended Dec. 12, 2001 Resolution # 814/01
Resolution #299/97	DATE: JUNE 18, 1997	12/2001

VEHICLE AND EQUIPMENT USE POLICY

Policy Statement

The Town of High Prairie recognizes the importance of establishing a policy relating to employee use of Town vehicles and Town equipment. The following guidelines and procedures outline the municipality's position.

- ◆ Supervisors shall ensure that employee's assigned to work, involving the operation of Town vehicles and/or equipment, possess a valid driver's licence for the class of vehicle being operated.
- ◆ When a vehicle is assigned to an employee, the employee is responsible to ensure the vehicle is properly maintained, secured and kept in a safe operating condition. Appropriate vehicle use records must be maintained.
- ◆ Safe driving practices and traffic laws shall be observed by the employee at all times. Violation, due to the negligence of the operator, shall be the responsibility of the employee. Any costs associated with the violation shall be the employee's responsibility.
- ◆ Passengers in Town vehicles and/or equipment is prohibited unless the passenger is involved, in some capacity, in carrying out Town business or otherwise authorized by the Supervisor.
- ◆ Employee's required to be ON CALL (Utility) will be permitted to use a Town vehicle for travel to and from work, for the period they are ON CALL (Utility). While ON CALL (Utility) the employee's use of the vehicle is restricted to Town business only.
- ◆ Town vehicles and/or equipment are not intended for personal use unless authorized by the Town Manager. *(Travel between an employee's residence and usual place of work is considered personal use, unless ON CALL (Utility)).*
- ◆ Where possible employees will endeavour to park Town vehicles in public parking areas. (ie. Sports Palace, Town Office, Water Treatment Plant). Parking by liquor outlets, unless on a service call, is prohibited.
- ◆ In the case of an accident employees shall use the following procedure:
 - i) Notify Supervisor
 - ii) Notify Police
 - iii) Notify Office Manager for insurance purposes.
 - iv) Fill out the appropriate incident report.

Contravening all or part of this policy will result in the following disciplinary action, excepting the consumption of alcohol or illegal drugs, as highlighted below, which will result in immediate dismissal of the employee:

- 1st Offence - oral warning
- 2nd Offence - written warning
- 3rd Offence - Dismissal

Notwithstanding the above, in order to comply with Alberta Federation of Gas Co-ops insurance requirements, all Gas Employees shall be bound by the Federation of Alberta Gas Co-op Fleet Safety Program Policy.

Consuming alcohol or illegal drugs either before or while operating Town vehicles and/or equipment is prohibited and will result in immediate dismissal of the employee.

FEDERATION OF ALBERTA GAS CO-OPS FLEET SAFETY PROGRAM

Management Commitment

For this program to achieve its goal of promoting the safe operation of well maintained vehicles by competent, responsible individuals, there must be full and ongoing support and participation from all levels of management and employees. The directors of the Federation, the managers committee, and the training committee have all endorsed the following in principle, and it is their desire that these guidelines be followed as closely as possible.

The manager at each utility is responsible to implement and monitor the program.

Benefits

There are many benefits to the successful implementation of a safety program. Many are intangible such as management and staff time spent dealing with the resultant problems, increased staff moral, or the heightened reputation and respect in your community. But there are a number of quantifiable benefits as well. They include:

Collision reduction	Lower operating costs
Claims reduction	Lower maintenance expenses
Fewer deductible payments	Extended vehicle life
Lower insurance premiums	Lower employee turnover/training/recruiting costs

Applicants should be required to provide an original driver's abstract, which is not less than 14 days old, prior to being hired. Current employees should sign a driver's authorization form that will enable the employer and/or its insurer to request abstracts. These documents should be requested for all drivers at least once each year but ideally every six months. Any drivers who fail to meet the standards as established and communicated must have the circumstances reviewed with an eye to restoring them to an acceptable position. Management must take whatever actions it deems appropriate in order to comply with driver standards. This may include remedial driver education, training or testing.

Mandatory Safety Rules for all Operators

Non compliance with the following rules can result in immediate dismissal

- There will be no drinking of alcoholic beverages during working hours or when operating vehicles insured by this program.
- No one shall use or be under the influence of any illegal drugs, marijuana, narcotics or any other controlled substances while working or operating Co-op vehicles or equipment. These substances are not allowed on Co-op property or in Co-op vehicles at any time.
- Employees who are taking prescribed drugs that may alter their performance must report this circumstance to their supervisor before starting their work shift.
- Each driver shall have in their possession a valid drivers license. It is the sole responsibility of the driver to immediately notify his/her supervisor if their license is revoked or suspended during their employ. Any employee who withholds such information could be subject to immediate dismissal.
- All traffic violations or moving violations incurred while driving Co-op vehicles or equipment shall be the sole responsibility of the driver and must be reported to the supervisor no later than the beginning of the next work shift.
- Any accident involving a Co-op employee or vehicle shall be reported as soon as possible to the supervisor.

Driver's Responsibility

The driver involved in a traffic accident has a most important function in making the initial report of the accident. Depending on the accident situation, the driver should contact his/her co-op office about the accident and then gather all information requested on the driver's report form. Even minor incidents should be brought quickly to management's attention in order to protect against potential claims. It may also be wise to report on any accident in which they are not involved, but provided assistance.

The driver's report and conduct at the scene cannot be minimized. What is said and done at the accident scene can either help or hinder the successful settlement of an accident case. Drivers must know what to do and what to say and be equipped to handle situations as they arise.

The following is a typical procedure for drivers at the scene of a traffic accident in which they are involved.

1. Stop vehicle immediately and shut off engine. Turn on flashers.
2. Extinguish any fire if safe to do so. Do not smoke near the scene.
3. Determine that help, such as police, paramedics and ambulance is or has been summoned to the scene. If you are notifying police or ambulance, do not comment on circumstances of accident such as your fault.
4. See that the injured are made as comfortable as possible but do not move if unsure of the extent or nature of injury.
5. Protect the accident scene from further mishap by placing out warning reflectors. It also may be necessary to direct traffic around the accident area. DOT safety regulations specify the location and distance at which warning devices are to be displayed in disabled vehicle situations.
6. Make sure the police inspect the damage and that notations are made of bodily injury if any. Write down the names of police, their badge numbers, and station.

1. Never use the device while in heavy traffic.
2. Pull over and stop whenever possible to make calls or after receiving a call.
3. Use a speed dial feature whenever possible.
4. Don't hesitate to hang up or at least drop the phone on the seat when you see a situation developing that requires all of your concentration.

Accident Reports Newsletter

On a bi-annual basis, a newsletter will be created and circulated that will provide simple details of the accidents during the previous period. It is hoped the higher profile of this issue will create a heightened perception of the cost of incidents and the importance of safe driving will be better relayed to all.

Accident Review Committee

The function of this committee is to review the detail of any loss, determine if it is preventable or not, and to recommend a course of action aimed at correcting a fault, thereby removing the possibility of reoccurrence. The overview of this data can also greatly aid in the establishing of trends or patterns.

This committee should consist of a chairman, and three to five managers representing different areas within the Federation.

Ideally, membership of this committee should be stable with little turnover in order to permit consistency, of approach and action. Membership of the committee should be projected by management as being a prestige position and an integral part of the safety program which is in turn fully supported by top management.

It is important to understand that the role of this committee is not to involve themselves in disciplinary issues; but be charged with the responsibility of determining the cause of the accident and providing recommendations aimed at removing the possibility of repeat accidents.

Other Contributory causes of vehicle accidents include:

Fatigue.	Emotional problems.
Intoxication.	Lack of proper supervision.
Illness.	Vehicle defects.
Physical deficiency.	Condition of the roadway.

Driver responsibility in accidents -As a matter of sound employee relations, and for the purpose of accurate record keeping, a verdict of "accident preventable" or "-non-preventable" should be established as soon as possible.

Preventability of Accidents

The following should be included in a driver's handbook to educate drivers on some accident causes and to share with them the criteria that will be used as part of the accident review process.

This material has been based upon the concept of defensive driving which is the ability to avoid accidents in spite of the incorrect actions of others and adverse conditions.

Performance Standards

Accidents involve so many different factors that it is difficult to set hard and fast rules to classify them preventable or non-preventable, however, drivers do respect a strict interpretation of the rules so long as the company takes the time and effort to ensure that these are implemented and applied consistently and impartially.

A *preventable accident* is one in which the driver failed to exercise every reasonable precaution to prevent the accident, regardless of the extent of property damage and/or personal injury, to whom it occurred or the location of the accident and irrespective of legal conditions surrounding an accident.

A *non-preventable accident* is usually one in which the vehicle was legally and safely parked, or stopped in a line of traffic.

Struck While Parked

Non-preventable if:

Driver was properly parked in a location where parking was permitted;

Vehicle was protected by emergency warning devices as required by the local Ministry or Department of Transport or if driver was in process of setting out retrieving warning devices.

Preventable Accidents

Accidents At Intersections

Preventable if:

Driver failed to control speed so that he could stop within available sight distance;

Driver failed to check cross-traffic and wait for it to clear before entering the intersection;

Driver pulled out from side street in the face of oncoming traffic;

Driver collided with person, vehicle or object while making right or left turn;

Driver collided with vehicle making turn in front of him,

Striking Other Vehicle In Rear

Preventable if:

Driver failed to maintain safe following distance and have his vehicle under control;

Driver failed to keep track of traffic conditions and note slow-down;

Driver failed to ascertain whether vehicle ahead was moving slowly, stopped or slowing down for any reason;

Driver misjudged rate of overtaking;

Driver came too close before pulling out to pass;

Driver failed to wait for car ahead to move into the clear before starting up;

Driver failed to leave sufficient room for passing vehicle to get safely back in line.

Accidents Involving Rail Operated Vehicles

Preventable if:

- Driver attempted to cross tracks directly ahead of train or street car;
- Driver ran into side of train or street car;
- Driver stopped or parked on or too close to tracks.

Accidents While Passing

Preventable if:

- Driver passed where view of road ahead was obstructed by hill, curve, vegetation, traffic adverse weather conditions, etc.
- Driver attempted to pass in the face of closely approaching traffic;
- Driver failed to warn driver of vehicle being passed;
- Driver failed to signal change of lanes;
- Driver pulled out in front of other traffic overtaking from rear; I
- Driver cut-in short returning to right lane.

Accidents While Being Passed

Preventable if:

- Driver failed to stay in his own lane and hold speed or reduce speed to permit safe passing.

Accidents while entering traffic stream

Preventable if:

- Driver failed to signal when pulling out from curb;
- Driver failed to check traffic before pulling out from curb;
- Driver failed to look back to check traffic if he was in position where mirrors did not show traffic conditions;
- Driver attempted to pullout in a manner, which forced other vehicles to change speed or direction;
- Driver failed to make full stop before entering from side street, alley or driveway;
- Driver failed to make full stop before crossing sidewalk; Driver failed to yield right-of-way to approaching traffic



FILE COPY

December 19, 2001

Mike Heck, President & CEO
Federation of Alberta Gas Co-Ops Ltd.
400, 9945 - 50 Street
Edmonton, Alberta
T6A 0L4

Dear Mr. Heck:

Re: Vehicle and Equipment Use Policy

At the Regular Meeting of Council held December 12, 2001, the following motion was made:

814/01 MOVED by Councillor Bugar, Seconded by Councillor Dumont that the Town of High Prairie's Vehicle & Equipment Use Policy be amended by adding the sentence *"Notwithstanding the above, in order to comply with Alberta Federation of Gas Co-ops insurance requirements, all Gas Employees shall be bound by the Federation of Alberta Gas Co-op Fleet Safety Program Policy."*

Attached for your records is a copy of our amended policy.

Sincerely,



Rod Griffiths
Town Manager