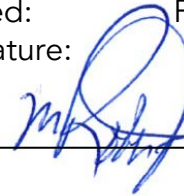


Drivers and Operators Policy

Effective Date: December 11, 2013

Last Revised: February 26, 2025

CAO Signature:



1. Purpose

The purpose of this policy is to describe the various responsibilities of individuals who drive or operate municipal vehicles, or other vehicles and equipment, during the course of City business. All such vehicles or equipment are described in this policy as a 'vehicle'.

All City vehicles should be clearly marked "Pitt Meadows" on both sides of the vehicle. The marking should not be detachable from the vehicle and should be clearly visible at all times (with the exception of the Bylaw Vehicle, as required, due to the nature of the job).

2. Scope

The procedures in this manual apply to all city of Pitt Meadows employees that are required to operate City of Pitt Meadows vehicles and mobile equipment. Employees using their own vehicles are strongly urged to follow these guidelines as well.

Refer to the applicable Manufacturer's Equipment Operator Guidelines for equipment specific information.

The term "City Vehicle" includes all vehicles requiring a B.C. motor vehicle license, owned, rented or leased by the City of Pitt Meadows and without restricting the generality of the foregoing includes the following: automobiles, trucks, tractors, flushers, sweepers, graders, backhoe loaders, salt spreaders, loaders and all towed equipment.

The term Driver shall mean all employees/volunteers who drive or operate any City Vehicle whether on a full-time basis or occasionally.

3. Exclusions

- (1) Paying fines employees accumulate while driving company cars that they are responsible for (e.g. Poor driving records - For driving too fast.)
- (2) Bailing out employees arrested while driving company cars (e.g. employees with health concerns and teen driver).
- (3) Criminal offenses – accidents caused by driving while impaired, with a blood alcohol content above the acceptable limits, or while disqualified.

4. Definitions

n/a

5. Policy Statements

All City of Pitt Meadows employees shall operate a vehicle or equipment in a lawful, safe and courteous manner while on duty. Employees who have occasion to drive while on City business must comply with this policy, the city distracted driving guidelines (Appendix A: DM #134614) and with the procedures described herein, whether the vehicle or equipment used is municipally or privately owned.

5.1. Roles and Responsibilities

(1) Employer

The Employer is responsible for the overall implementation of this policy and must:

- a. Ensure the health and safety of all city employees;
- b. Ensure health and safety of any other workers that are at the city's workplace;
- c. Take immediate action to eliminate, correct or minimize any condition that is potentially hazardous to employees;
- d. Ensure employees are aware of hazards they are likely to encounter in the course of their work-related driving. This includes the hazards known to exist and those that are reasonably foreseeable;
- e. Ensure employees know their rights and duties under the WCA (Part 116) and OHSR;
- f. Review of the policy annually with drivers, supervisors and management and make necessary improvements and updates;
- g. Consult with the employee and their supervisor before authorizing an employee to use a vehicle for work;



- h. Provide employees with the information, instruction and training necessary to ensure they can complete work-related driving in a manner that keeps that employee and other workers on the site and on the road safe;
- i. Provide drivers with appropriate supervision; support supervisors and workers in their health and safety activities;
- j. Store and track associated documents (signed procedures, copies of vehicle insurance, completed inspection/mileage logs and maintenance records);
- k. Consult and work with members of the occupational health and safety committee;
- l. Cooperate with WorkSafeBC employees and any other person who is carrying out duty under the WCA or the OHSR.

(2) Supervisors

Supervisors are responsible to confirm employees and assigned vehicles satisfy and continue to satisfy, the terms and conditions of this policy. The supervisors act as a representative of the employer and responsible under the WCA and OHS Regulation and as they apply to work- related driving will:

- a. Ensure the health and safety of the workers they directly supervise. Supervisory responsibilities extend beyond a specific office or worksite location to when employees are engaged in work-related driving;
- b. Communicate to employees hazards (known to exist and reasonably foreseeable) they are likely to encounter while driving for work;
- c. Instruct workers in safe work procedures;
- d. Ensure workers know and follow safe driving procedures;
- e. Ensure that employees, contractors and other workers who are required to operate a vehicle to conduct city business are aware of and comply with this policy;
- f. Ensure that only authorized, adequately trained workers drive city vehicles or operate equipment;
- g. Confirm the employee is legally authorized to drive, before making appropriate recommendation;
- h. Provide employee with a copy of this policy, review it with them and receive a copy with signed agreement;



- i. Make sure workers have and correctly use required PPE;
- j. Know the relevant sections of the WCA and OHSR, and how they apply to the driving work that they supervise;
- k. Receive and check vehicle insurance, inspection and maintenance records;
- l. Conduct ride-along periodically to confirm the employee continues to meet driving requirements, and spot-check that vehicles are being properly inspected and maintained;
- m. Consult and work with members of the occupational health and safety committee;
- n. Cooperate with WorkSafeBC employees and any other person who is carrying out a duty under the WCA or OHSR.

(3) Employees

Employees are responsible to satisfy the terms and conditions of this policy in addition to the following:

- a. Take reasonable care to protect their health and safety and the health and safety of other persons who may be affected by their actions or omissions at work;
- b. Know and follow the city's safe driving procedures, and the laws and regulations that apply to vehicles and driving;
- c. Not engage in horseplay or similar conduct that may endanger any person;
- d. Provide and complete necessary records as required by their supervisor in a timely manner;
- e. Cooperate with supervisors during vehicle spot-checks and ride-along;
- f. Make sure their ability to work without risk to themselves or to any other person is not impaired by alcohol, drugs or other causes;
- g. Report immediately to the supervisor any relevant changed circumstances (e.g. new or different vehicle, vehicle not available for use, etc., license suspension);
- h. Use or wear PPE, devices and clothing when and where required;
- i. Cooperate with members of the occupational health and safety committee;
- j. Cooperate with WorkSafeBC officer and any other person who is carrying out a duty under the WCA or the OHSR.

(4) Human Resources

- a. Human Resources shall partner with Managers /Supervisors to develop and maintain position description and requirement;
- b. Assist Management in determining appropriate action when motor vehicle incident and/or misconduct has occurred;
- c. Request and manage Driver Abstract for everyone driving City of Pitt Meadows vehicle.

(5) Fleet Maintenance / Services

- a. Ensure maintenance of all City vehicles to a safe, clean and roadworthy condition;
- b. Carry out pre and post trip inspections to ensure maximum safety of drivers, occupants and other road users, and reduce the environmental impacts of City vehicles;
- c. Initiate and Conduct investigations and report on all vehicle/equipment related collisions; including the determination of preventable events;
- d. Collect, analyze and report statistics on collisions and their causes as well as preventing a reoccurrence;
- e. Provide guidance on remedial actions that need to be taken based on collision or near miss reports that are investigated or reported.

5.2. Prohibitions

The City management prohibits the use of mobile telecommunications devices while driving. A vehicle being driven on company business must be parked in a legal and safe location before placing or answering a phone call; reading or responding to email/text message or similar communications. Conversely, no calls are to be made or text messages sent to employees who are driving or likely to be driving by another employee or manager.

There are a numerous activities that could cause distractions while the vehicle is in motion. The driver while in motion is prohibited from engaging in the following activities:

- a. Use of any device in violation of any applicable local by-law, provincial or federal law;
- b. Answering or making phone calls;

- c. Use of headphones or earphones connected to radios, MP3 players or other similar mobile entertainment devices;
- d. Entering information into an electronic navigation system (GPS), computer, dispatch device or other electronic device which requires the user to enter information;
- e. Creating, reading or responding to email and/or text messages;
- f. Engaging in conversations using phones, two-way radios or other communication devices, unless coupled to a hands-free device.

5.3. Procedures and Guidelines

The safe work procedure which governs the practices required while driving on behalf of the city can be found in (Appendix C: DM# 134752).

5.3.1. Driver's Qualifications

- a. Drivers for the City include authorized employees, duly authorized and trained volunteer including those from the Fire Department permitted to operate City of Pitt Meadows vehicles and mobile equipment.
- b. Every driver who may be required to operate a City vehicle must be in possession of a valid British Columbia Driver's License or permit which permits him/her to operate the class of vehicle involved. A learner's permit (L) is not a valid driver's license. No driver may operate a City vehicle and mobile equipment in contravention of any restrictions set out on his/her British Columbia Driver's License or permit.
- c. Operators vehicles and mobile equipment that require a specific driver's license class or endorsement (i.e., air brakes, weight classifications etc.) must hold these qualifications.
- d. No driver may drive a City vehicle while under the influence of alcohol or impairing drugs or carry such in the vehicle. The City defines influence or impairment as "the modification of an individual's physical, mental or cognitive functioning resulting from the use, ingestion or inhalation of alcohol, illicit drugs or medication, either the over the counter variety or as prescribed by a physician with operating restrictions, and which adversely affects the performance or behaviour of this individual". All City vehicles are smoke free.
- e. With the exception of fire personnel exempted by the Motor Vehicle Act, any other employee will not use a mobile telecommunications device while



operating a vehicle. If an employee is operating a vehicle, the employee should carefully steer to the side of the road, put the vehicle into park, or turn off the engine, before using their mobile telecommunication devices.

5.3.2. Driver's Safe Practices

The City management expects drivers to comply with the following;

- a. Fasten your seatbelt once seated in city vehicle prior to moving the vehicle regardless of the distance;
- b. Avoid any activity (e.g. reading, writing, adjusting controls etc.) that diverts attention from the driving task;
- c. Secure all objects in the vehicle and ensure they will not fall or otherwise distract the driver before starting the vehicle;
- d. Pre-program your GPS with origin and destination points before moving the vehicle;
- e. Do not read a map or atlas while the vehicle is in motion. Study your maps and directions while parked;
- f. Never write or handle paperwork, while the vehicle is in motion;
- g. Pre-select radio stations;
- h. Keep your eye focused on the road ahead when conversing with passenger or co- driver. Avoid any discussion, or conversation that is contentious or causes you to lose focus on your driving responsibilities;
- i. Use a straw and avoid open cups that might spill if must drink something;
- j. Do not reach for something that would cause you to move your body and hands from their proper driving positions or that would cause you to take your eyes off the road

5.3.3. Consequences for Policy Violation

- a. If a driver is involved in a crash or other incident, and significant causal factor is driving while distracted, the driver will be subject to retraining and/or disciplinary action up to and including termination. A driver who is observed



engaged in any specifically prohibited conduct will be subject to retraining and/or disciplinary action up to and including termination.

- b. Additionally, certain federal and provincial regulations prohibit the use of cell phones or texting while driving a motor vehicle and violation of this regulation may result in fines. Drivers will be responsible the payment of any fines resulting from violation of distracted driving laws.

5.3.4. Oversize and Overweight Vehicles

- a. Any City vehicle is subject to all the pertinent size and weight regulations as contained in the Motor Vehicle Act, Motor Vehicle Act Regulations, and National Safety Code for Commercial Motor Vehicles, and any other Acts or Regulations as may apply to the operation of vehicles from time to time in force.
- b. Accordingly, no driver of a City vehicle may drive such vehicle without an appropriate permit and without express permission of the Department Head.
- c. Any driver who directs the movement of such vehicle must be familiar with the applicable regulations.
- d. The driver of any oversized or overweight City vehicle must make sure that any oversize or overweight permit applying to it is carried in the vehicle and can be shown to a Police Officer when required.

5.3.5. Care and Maintenance

- a. A driver of a City vehicle must maintain their vehicle in a clean condition and is responsible for conducting regular checks (pre and post trip inspections) and immediately reporting defects to the City's mechanic in writing. Vehicles that are not in a safe operating condition must not be used. All drivers are responsible for checking vehicles for operational condition before operating the vehicle.
- b. Except under emergency conditions, drivers shall not leave municipal vehicles unattended while the vehicle is idling. Drivers shall be responsible for removing the keys and locking the vehicle, as appropriate, when leaving the vehicle. The driver is responsible for parking the vehicle in an appropriate location and manner.
- c. Except under conditions that require the vehicle to be running, drivers are responsible to limit the amount of time they allow their vehicles to idle.



- Vehicles shall not be left idling on a jobsite to keep them warm. Idling of vehicles for prolonged periods not only significantly increases operating and maintenance costs, but also results in increased levels of exhaust emissions that are discharged into the atmosphere.
- d. It is the driver's responsibility to ensure that all items carried within and transported on a vehicle are properly secured using belts, ropes or chains or other appropriate materials. Loads shall not be carried where they may interfere with the driver's safe operation of the vehicle, or where the load or part of the load may escape the vehicle while being transported.
 - e. The use of seatbelts while operating vehicles is mandatory except where excluded by the Motor Vehicle Act.
 - f. Departments may create additional operating procedures/guidelines to clarify and expand on this policy to accommodate changing regulations, to improve safety, or to outline additional driver responsibilities.

5.3.6. Hours of Service

The employee shall not be requested, required or allowed to drive and a driver must not drive after the driver has accumulated 13 hours of driving time unless the driver takes at least eight consecutive hours of off-duty time before driving again except under emergency conditions.

5.3.7. Insurance and Other Forms

- a. The Finance Department is responsible for renewal of municipal vehicle insurance. Insurance registration and other pertinent forms should be kept in the glove compartment of each vehicle. Drivers must ensure that a copy of the insurance is in the vehicle before operating the vehicle.
- b. Insurance Coverage - All employees who drive either private or City-owned vehicles to conduct City business shall ensure that they are properly licensed and that any private vehicle used for City business is properly registered and insured. If an employee is involved in a vehicle accident while driving or traveling in their private vehicle and conducting City business within the scope of their employment, the insurance policy for that private vehicle will provide insurance protection for the employee. Those employees who use their vehicle for City business more than six times per month should consult with their insurance agent to determine adequate insurance coverage. Those employees requested to use their vehicle for City business on a regular basis (greater than 6 times per month) shall be reimbursed the difference in vehicle



insurance premiums between the rate for 'pleasure plus travel to and from work' and "business use" subject to written confirmation from ICBC.

- c. The City will reimburse the employee for the amount of insurance deductible paid by the employee who is involved in an accident in their private vehicle, while on City business, up to a maximum of one thousand dollars (\$1,000).

5.3.8. Procedure in Case of Accident, Theft, Loss or Fire

a. Accidents/Incidents Involving Municipal Vehicles

- (1) All incidents involving municipal vehicles and other vehicles, private property or persons must be reported to police either through the non emergency number or through 911. All incidents involving municipal vehicles must be immediately reported to the supervisor or designate. Those individuals will in turn notify the Risk Management Officer. The Supervisor or designate may attend the scene to observe and record site conditions and the damage caused. The Supervisor shall advise the Risk Management Officer of all third party damage claims.
- (2) A driver should give all reasonable assistance but should not move an injured person unless the injured person is in immediate danger, i.e. burning vehicle.
- (3) A driver must complete a City of Pitt Meadows Vehicle Incident/Accident Report (Appendix B) and a Motor Vehicle Incident/Accident Reporting Checklist (Appendix C) if applicable, within twenty-four (24) hours of any accident/incident and present the report, along with all other pertinent documents, police reports, etc., to the Operations Manager or in the case of a fire vehicle to the Fire Chief or his designate.
- (4) If any City vehicle is stolen or lost, the driver must immediately notify the police and the Operations Manager (or in the case of fire vehicles the Fire Chief or his designate) of all known details of the theft or loss on a City of Pitt Meadows Vehicle Incident/Accident Report (Appendix B) and a Motor Vehicle Incident/Accident Reporting Checklist (Appendix C) if applicable.

b. Procedure in Case of Law Infraction

- (1) When an employee operating a City vehicle is guilty of an infraction of any traffic regulation, they are solely responsible, must pay all fines and may not claim reimbursement.

- (2) Every employee or fire department member required to operate a City vehicle must immediately report any suspensions or restrictions to their driver's license to their supervisor or delegate. In the case of a license suspension, the employee may not operate a City vehicle. In the case of a restriction, the employee may only operate within the restrictions of the license. Under the Motor Vehicle Act Regulations, any driver operating a commercial vehicle must notify their employer within 15 days of an accident, violation or conviction. This is regardless of time, whether at work or after hours while using the City vehicle, while in the employ or engaged by a carrier. A licensed commercial vehicle is any vehicle over 5000 kgs or bigger than a half ton truck.
- (3) Red Light Intersection Cameras - All red light intersection tickets are to be sent to the Operations Superintendent to determine if the vehicle is a City vehicle, the identity of the usual driver of the vehicle and that driver's home department. Operations will forward a copy of the ticket to the appropriate Department Director who confirms who was driving and requests the responsible driver to immediately reimburse the City for the fine payable by sending reimbursement to the Finance Department.
- (4) Red light intersection tickets are paid directly by The City of Pitt Meadows.
- (5) Finance is responsible to ensure that all fines are paid and that The City of Pitt Meadows is reimbursed in a timely manner from identifiable drivers. HR will also maintain a file to track payments, the number of tickets received, and record drivers' violations.
- (6) Any identifiable driver who fails to immediately reimburse The City of Pitt Meadows may be subject to progressive discipline.

5.3.9. Safe Work Procedure

a. Driving Purpose

The purpose of this safe work procedure is to enhance the safety of employees while driving on behalf of the City of Pitt Meadows.

b. Scope

This safe work procedure covers the use of both city and personal vehicles for city business and also the use of city owned and personal cell phones (handheld and hands free) and electronic devices when driving for business.

c. Hazards

- (1) Improper or poorly maintained vehicle
- (2) Changing or poor road conditions
- (3) Over speeding
- (4) Tail gating
- (5) Improper assessment of blind spot before lane change
- (6) Distractions
- (7) Visual skills (seeing)
- (8) Auditory skills (Listening)
- (9) Biomechanical skills (Doing, activity, hand-eye coordination)
- (10) Cognitive skills (Thinking)

5.3.10. Procedures

While driving on business for the city of Pitt Meadows ensure the following are in place:

- a. A valid BC driver's license in the appropriate class for the motor vehicle being driven;
- b. Appropriate insurance for the motor vehicle being driven;
- c. Comply with all "rules of the road" as defined by the motor Vehicle Act and Regulation including driving at or below the posted speed limit and wearing a seat belt at all times;
- d. Ensure all passengers in the motor vehicle wear seat belts or use an age/size appropriate child car seat or booster seat;



- e. Assume full responsibility should a Motor Vehicle Act ticket be issued for any violations such as exceeding the posted speed limit or failing to obey other motor vehicle rules and regulation as applicable, or for parking or other bylaw infractions;
- f. Do not operate a motor vehicle after consuming alcohol or other substances (including prescription and non-prescription medications) that could legally impair their alertness or judgement;
- g. Do not use a hand held cell phone or other portable electronic device while operating the vehicle;
- h. Do not read or send emails or text messages when driving the vehicle;
- i. Do not program or adjust a GPS system while driving the vehicle;
- j. Report any change in your driving status or any motor vehicle related incidence in which you are involved while engaged in city business, including those that do not result in damage or injury, to your supervisor immediately.

Note: Disciplinary action will be taken for any 24 hour prohibition received while driving on city business.

5.3.11. Vehicle Maintenance and Emergency Kit

Ensure vehicles are properly maintained. This includes:

- a. Tire condition and inflation
- b. Battery
- c. Windshield wiper blades
- d. Fluid levels (windshield washer fluid, oil, gas, transmission, brake, etc.)
- e. Fill up gas tank when half empty
- f. Keep a first aid kit in the vehicle
- g. Prepare for winter emergencies (carry shovel, blanket, flash light, etc.)



5.3.12. Journey Management

Ensure to plan ahead as appropriate:

- a. Plan your route, check the map and read the directions properly. If you are driving to an unfamiliar area, plan your route in advance.
- b. Schedule enough time to drive safely
- c. Ensure to check road conditions by phone or on the web.
- d. Allow extra travel time when travelling in bad weather.
- e. Ensure to do a circle check of your vehicle before getting in.
- f. Stow away belongings properly.
- g. Adjust seat, mirrors, steering wheel, climate controls, etc.
- h. Select a radio station or have the tape/CD/MP3 player ready.

5.3.13. Safe Practices while Driving

While driving ensure to:

- a. Maintain good mental and physical condition before getting behind the wheels. Stay alert and be well rested;
- b. Wear seat belt;
- c. Drive defensively and follow vehicles at a safe distance;
- d. Adjust your speed for road conditions and do not drive at excessive speed;
- e. Be courteous and pay attention to vehicular and pedestrian traffic;
- f. Be aware of changing driving conditions such as the volume of traffic, weather, etc.;
- g. Do not consume alcohol, drugs, medications or other substances that may affect driving;
- h. Keep distractions (eating, drinking, smoking, adjusting radio or GPS, etc.) under control;



- i. Do not use cell phones or other electronic devices;
- j. Do not write notes while driving;
- k. Do not reach for items that are out of reach or have fallen or shifted. If you must reach fallen items, pull over and stop;
- l. Avoid thinking about personal or business matters that could be upsetting;
- m. Pull over to check map and avoid stress or distractions.

5.3.14. While driving during winter ensure the following:

- a. Prepare your vehicle for winter driving in the fall;
- b. Install four matching winter tires;
- c. Pack an emergency kit;
- d. Practice and know the winter techniques before you need them;
- e. Plan your trip, check road and weather conditions;
- f. Remove all snow from the vehicle before each trip;
- g. Do not use overdrive and cruise control on slippery roads;
- h. Remember snow and ice are more slippery at 0° than at 20°C or below. Slow down and wear your seatbelt;
- i. Travel with a fully charged cell phone and ensure to:
 - (1) Plan ahead. Call or send require message(s) before leaving your desk or getting into your car;
 - (2) Use hands-free device;
 - (3) Do not use a hand held cellphone or portable electronic device when at a stoplight;
 - (4) Exercise caution at intersections as this is where most crashes occur.



5.3.15. Defensive Driving Expectations

- a. Drivers are always required to maintain a safe following distance. Drivers should keep a three to four second interval between their vehicle and the vehicle immediately ahead.
- b. During slippery or adverse road conditions, the following distance should be increases to at least four seconds.
- c. Drivers should be prepared to yield for safety's sake at all times. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Yield to pedestrians and be aware of the potential of cyclists riding on sidewalks at high speeds/ not stopping and using crosswalks.
- d. Drivers must adhere to posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting and volume of traffic.
- e. Speed within any City of Pitt Meadows property is not to exceed 20 kilometers per hour at anytime.
- f. Appropriate turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- g. When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into the lane.
- h. Be alert of other vehicles, pedestrians and bicyclists when approaching intersections. Never speed through an intersection on a caution light.
- i. Look both ways for oncoming traffic before proceeding even when the traffic light turns green.
- j. Do not enter the intersection when making a left turn movement at a signalized intersection, unless the movement can be completed safely before the signal turns red.
- k. When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front and three to five feet of visible road surface. This allows room to go around the vehicle if necessary and may prevent being pushed into the car in front if you are rear-ended.



- I. Keep the wheels facing straight ahead when waiting to make left turns. This will ensure not being pushed into the lane of oncoming traffic if rear ended.

5.3.16. Backing Up

- a. Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
- b. Prior to backing up a vehicle and /or Mobile Equipment with restricted vision or reliance on side mirrors, vehicle operators must physically check behind the vehicle operator must physically check behind the vehicle or have another person act as a spotter – OHS Regulation Section 16.
- c. Drivers must provide an audible warning by sounding the horn prior to backing up in vehicles not equipped with back up alarm.
- d. Back up alarms are not to be disconnected or shut off with an override switch.
- e. Backing up accidents will be considered as negligence and therefore subject to disciplinary action. Drivers are responsible for seeing that a crew person (or crew member) is stationed at the rear of the truck before backing up. If alone in the truck, the driver is advised to step out, walk around truck and check the path before moving backward.

5.3.17. Safe Practices

- a. Get out and check behind your vehicle before backing
- b. Back to the driver's side
- c. Do not back around a corner or into an area of no visibility.
- d. Use a guide whenever possible
- e. STOP immediately if you lose sight of the guide
- f. Where available use drive through parking
- g. Do not back into an area that you have not been first viewed



5.3.18. Parking Vehicles

- a. When parking any equipment, the operator shall stop the engine and apply the park brake/emergency braking system prior to exiting a vehicle.
- b. City vehicles are not to be left unattended in an unlocked, unsecured or unsafe manner and should not be left idling while unattended.
- c. When parking where there is a curb, the front wheels shall be turned into the curb so that the curb will act as a block.
- d. When feasible a vehicle should be backed into its parking spot.

5.3.19. Fueling Vehicles

- a. Park vehicle in a proper position.
- b. Review emergency response instructions and follow instructions in the event of an emergency.
- c. City Employees required to fuel city vehicle or Mobile equipment should receive fueling orientation and fuel pump procedures prior to using the fuel pumps.
- d. When refueling a vehicle, the driver must ensure that the engine is turned off, emergency break is set and that there are no sources of ignition in the immediate area of the fueling.
- e. Turn off vehicle engine and lights, to ensure there are no ignition sources.
- f. Clean debris around tank cap prior to removing cap.
- g. Do not leave the vehicle unattended while fueling.
- h. When nuzzle shuts off do not top up the tank to minimize the risk of spills.
- i. Replace nozzle, cap, etc., and proceed safely away from the fuel island area.

*Do not smoke or use cell phone while fueling any vehicle.



5.3.20. Transportation of Dangerous Goods

All City of Pitt Meadows employees transporting Dangerous Goods must be trained to ensure compliance with the Act. The safety and security requirement of the Act must be complied with by all city employees transporting dangerous goods.

All employees transporting dangerous goods must be aware of Emergency Response requirements and means of containment.

5.3.21. Safety Notes

- a. Check brakes after having been in deep water or mud;
- b. Check lights before driving during hours of darkness;
- c. Keep windshield, light and license plates clean;
- d. Check rear blow horn before backing up;
- e. Ensure to put on seatbelt when operating vehicle/mobile equipment;
- f. Ensure to immediately notify your supervisor and complete an incident report form regardless of how minor the accident might appear.

5.3.22. Driver's Abstracts

There are two types of driver abstracts (P print and N print) available in B.C. The N print abstracts provide all the necessary information required by a commercial carrier. The P print is a public print to provide a record of driver penalty points (eg. speeding, drinking & driving).

For audit purposes and to ensure that our drivers are not driving under restriction, etc. the City of Pitt Meadows will maintain driver's abstract records for all employees who use municipal vehicles. Human Resources and the Fire Chief are responsible for requesting driver's abstracts on an annual basis and for maintaining records of same for audit purposes. The appropriate supervisor shall be advised whenever there is a problem regarding a driver's performance. The City also reserves the right to monitor driving performance through available technology or other means.

5.3.23. Governing Acts, Regulations and Guidelines

In any situation not covered in this policy employees are expected to conform to all acts, regulations, laws and guidelines covered under, but not limited to, the following:

- a. Motor Vehicle Act and Regulations
- b. Commercial Transport Act and Regulations
- c. Passenger Transportation Act and Regulations
- d. Transportation to Dangerous Goods Act and Regulations
- e. National Safety Code
- f. Carrier Safety Guide

6. Related Policies

n/a.

APPENDIX A – DISTRACTED DRIVING

The City of Pitt Meadows views seriously the dangers of distracted driving and recognizes that distracted driving can impair safe driving and contribute to vehicle crashes. In view of this concern, management has established this document to compliment the Drivers & Operators Policy intended to protect the safety of our employees, the safety of the general public as well as city assets and reputation.

Distracted driving is prohibited as it presents serious risks to our employees, contractors and other workers and the public and to operation and reputation of the city.

Distracted driving applies to all drivers operating city vehicles and equipment or their personal vehicles while on duty on city business to ensure the following:

- Reduce the incidence of driver distractions and ensure the safety of city employees and other persons
- Comply with the BC Motor Vehicle Act
- Reduce operational and financial risks
- Strengthen the reputation of the city.

Distracted Driving entails any activity which would cause drivers to take both hands off the wheel at the same time or their mind entirely off their driving responsibilities. Driving distractions include devices or objects inside the cab as well as conversations with passengers or co-drivers or interactions with pets. Distractions may also be caused by objects or occurrences outside the cab, such as signs, billboards, “rubbernecking”, etc.

Distracted driving applies to the following:

- Operating of any vehicle on the city business regardless of whether the vehicle is owned by the city or the employee;
- Both handheld and hands-free phones and other communication devices;
- All devices, whether owned by the city or by the employee; and
- All conversations, whether personal or business.

Specific Prohibitions

The city management prohibits the use of mobile telecommunications devices while driving. A vehicle being driven on company business must be parked in a legal and safe location before placing or answering a phone call; reading or responding to email/text message or similar communications. Conversely, no calls are to be made or text messages sent to employees who are driving or likely to be driving by another employee or manager.

There are numerous activities that could cause distractions while the vehicle is in motion. The driver while in motion is prohibited from engaging in the following activities:

- Use of any device in violation of any applicable local by-law, provincial or federal law;
- Answering or making phone calls;
- Use of headphones or earphones connected to radios, MP3 players or other similar mobile entertainment devices;
- Entering information into an electronic navigation system (GPS), computer, dispatch device or other electronic device which requires the user to enter information;
- Creating, reading or responding to email and/or text messages;
- Engaging in conversations using phones, two-way radios or other communication devices, unless coupled to a hands-free device.

Drivers' Safe Practices

The City management expects drivers to comply with the following:

- Avoid any activity (e.g. reading, writing, adjusting controls etc.) that diverts attention from the driving task;
- Secure all objects in the vehicle and ensure they will not fall or otherwise distract the driver before starting the vehicle;
- Pre-program your GPS with origin and destination points before moving the vehicle;
- Do not read a map or atlas while the vehicle is in motion. Study your maps and directions while parked;
- Never write or handle paperwork, while the vehicle is in motion;
- Pre-select radio stations;
- Keep your eye focused on the road ahead when conversing with passenger or co-driver. Avoid any discussion, or conversation that is contentious or causes you to lose focus on your driving responsibilities;
- Use a straw and avoid open cups that might spill if must drink something;
- Do not reach for something that would cause you to move your body and hands from their proper driving positions or that would cause you to take your eyes off the road.

Consequences for Policy Violation

If a driver is involved in a crash or other incident, and significant causal factor is driving while distracted, the driver will be subject to retraining and/or disciplinary action up to and including termination. A driver who is observed engaged in any specifically prohibited conduct will be subject to retraining and/or disciplinary action up to and

including termination.

Additionally, certain federal and provincial regulations prohibit the use of cell phones or texting while driving a motor vehicle and violation of this regulation may result in fines. Drivers will be responsible the payment of any fines resulting from violation of distracted driving laws.

APPENDIX B - VEHICLE INCIDENT/ACCIDENT REPORT (DM #143094)

All drivers of city vehicles must report ALL incidents or Accidents regardless of the extent of damage to the vehicle immediately.

SECTION 1: INCIDENT INFORMATION		
Date Incident Occurred:	Time Incident Occurred:	
Describe Incident/Accident in Detail		
Speed at time of accident		
Weather conditions: Sunny <input type="checkbox"/>	Overcast <input type="checkbox"/>	Raining <input type="checkbox"/>
Conditions of road: Wet <input type="checkbox"/>	Dry <input type="checkbox"/>	Rough <input type="checkbox"/>
Location of Incident/Accident:		
Police Authority Notified	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, Police Dept. Name/Report #:		
SECTION II: DRIVER INFORMATION		
Surname:	Given Name(s):	
License #:	Expiry Date:	Date of Birth:
Dept.:	Job Title:	Work Phone:
Any injuries? Describe in details:		



Have you ever been convicted of any traffic offence or had your license suspended?

No Yes (If yes, please give details)

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Use of vehicle at the time of accident/incident: Business

Private

SECTION III: VEHICLE INFORMATION		
License Plate No.:	Reg. Expiry Date:	
Vehicle Type:	Model / Year:	
City Vehicle ID #:		
Describe Damage:		
Insurance Coy:	Policy Number:	
SECTION IV: THIRD PARTY DETAILS		
Driver's Name:	Telephone #:	
Address:	Province:	Postal code:
Insurance coy:	Policy Number:	
License Plate #:	Reg. Expiry Date:	
Vehicle Type:	Model / Year	
Registered Owner of Vehicle (If different from Driver):	Phone #:	



Description of Damage to vehicle (attach details if more than one vehicle involved)

Witness information:

S/N	Name	Address(street, city, postal code)	Phone #
1			
2			

Attach photos (if available), drawings, additional information, etc. to this report.

APPENDIX C – MOTOR VEHICLE INCIDENT/ACCIDENT REPORTING CHECKLIST (DM #143108)

1. **Exchange Information: Complete ICBC Operator/Vehicle Information Form**
Be polite, but do not apologize. If you say “I’m so sorry I hit you” you may be admitting legal liability for the accident. Try not to admit guilt unnecessarily like this, as it may not be clear who was at fault in the immediate aftermath.
 2. **Talk to witnesses. (if needed):**
Obtain names and contact information for any witnesses of the accident.
Fill out a witness Statement form if applicable
 3. **Take pictures.**
Photograph damage to your car and the other vehicles involved in the accident. Also take photos of accident location and the people involved. This will also help document the damage when you submit an accident claim to your insurance company. It will also help protect you in the event the other motorist claims more serious injury or car damage than actually occurred.
 4. **Fill out a Motor Vehicle Incident Reporting Form**
 5. **Report Incident to ICBC**
 - a. Immediately report the car accident to your insurance company. Also provide the insurance company with information on the other driver. If necessary, immediately file a claim to speed up the process of getting your car repaired and securing a rental vehicle. Do not lie when stating the facts of the accident, as this can result in denial of your coverage.
 - b. The other driver may suggest not filing claims in the event of a small accident, as filing claims will raise your rates. However, it is always a good idea to file a claim to protect you. The other driver may later change his mind and file a claim, even claiming injuries that were not apparent at the time of the accident. You want to be sure your insurance company has your version of the accident as soon as possible.
- Dial a claim 1-800-910-4222**
6. Return all papers to your Supervisor.
 7. Supervisor to forward all documentation to Finance Department.
 8. Finance to send copy to HR/ Health and Safety.

Motor Vehicle Incident Reporting Safe Practices

A motor vehicle accident can be a traumatic and scary experience, making it difficult to know what to do after it happens. It is important to act quickly to ensure that everyone involved is safe and that all legal steps are followed.

Procedures

1. Take a moment to calm down.

You will likely be angry, scared, shocked, nervous, guilty, or a combination of all of these emotions in the aftermath of an accident. The calmer you are, the better you will be able to deal with the situation. Take a few deep breaths or count to ten to steady yourself.

2. Stay in your car with seatbelt fastened.

Do not stand next to a car that is stranded in traffic or on the shoulder and don't try to cross traffic to get off the road. People who get out of their car are killed or injured more often than those who stay inside. However, if you smell gas, get out of your vehicle right away. This could signal a fuel leak that could lead to a fire or explosion.

3. Stay at the scene.

Leaving the scene of an accident, whether you caused the accident or not, can result in serious criminal penalties. Leaving the scene after even minor damage can result in suspension of driving driver's license.

4. Determine any injuries.

Immediately after an accident it is important to assess any injuries you or the other driver and passengers may have received. Ensure your own safety, then check with the other people involved and, if necessary call for an ambulance immediately. If someone is unconscious or has neck pain, moving them may cause serious harm. Leave them in place until medical personnel arrives, unless leaving them in place would endanger them (i.e. they are lying in traffic, their car is on fire, etc.).

5. Call the police.

It is a good idea to call the police even for what looks like a fender-bender. This ensures there is official documentation of the accident, which will provide protection in case the other party sues you or disputes your account of the accident. The police can also help dispatch assistance in the event of a serious accident.

- Stay on the phone with the police until they arrive or instruct you to hang up. Many 911 operators can provide safety instructions.



- Ask that a police report be filed. This report will help when filing insurance claims and in the event of a lawsuit.
- Obtain the name and badge numbers of the police who arrive, in case your insurance agent or lawyer needs to contact them.

6. Move your vehicle, if possible.

Move your vehicle to the side of the road and out of the path of oncoming traffic, if it safe to do so. This will keep you at a safe distance from traffic while you exchange information with other drivers and make it easier for police and ambulance workers to reach the scene of the accident.

7. Turn on hazards and set up cones if you can't move your vehicle.

Alerting oncoming traffic that there is a disabled vehicle in the road will increase your safety especially on the highway. People who get out of their car are killed or injured more often than those who stay inside. However, if you smell gas, get out of your vehicle right away. This could signal a fuel leak that could lead to a fire or explosion.