

DRIVER/OPERATOR FLEET SAFETY POLICY

SAFETY & COMPLIANCE



City of Toronto

Fleet Safety Policy

Drive Smart - Drive Safe

**City of Toronto
Fleet Safety Policy**

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FLEET SAFETY POLICY AMENDMENTS

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1.0 INTRODUCTION

1.1 Policy statement

As employees of the City of Toronto, it is our duty to protect the interests of the residents of Toronto by carrying out our work in a safe and efficient manner, and to maintain good public relations with those who use the City roadways.

The City of Toronto has high expectations of the driver/equipment operator to whom it extends the privilege of operating a motor vehicle or other motorized equipment. You are a professional and, as a professional, you must always demonstrate common sense, courtesy, awareness, and most of all defensive driving skills.

As a driver/equipment operator for the City of Toronto, you accept responsibility for the vehicle/equipment you operate. This includes due care and diligence in its daily maintenance and appearance. You must always know and obey the Highway Traffic Act (HTA) and related statutes, regulations and municipal by-laws. You are further required to know and obey this *Fleet Safety Policy*.

The *Fleet Safety Policy* is based on the fundamentals of defensive driving.

A defensive driver/equipment operator is one who realizes that other drivers can and will make driving errors and is therefore prepared to avoid collision-producing situations caused by these drivers. A City driver/equipment operator must always be prepared for changes in weather, traffic, and road conditions while keeping the vehicle/equipment under constant control.

1.2 Application

These policies and procedures apply to all persons who drive City of Toronto fleet vehicles/equipment whether they are owned, leased, loaned or rented.

This *Fleet Safety Policy* does not apply to:

- any City of Toronto agency, board or commission unless it has been adopted and the agency, board or commission licenses its drivers under the City of Toronto driver's permit system;
- contracted service providers picking up and delivering any City vehicle for repairs, modifications and warranty work;
- elected officials, divisional heads and executives; and
- any vehicle that is part of a corporate compensation package.

1.3 Objectives

This Policy polls and sets out the responsibilities of the City of Toronto employees, managers, departments and the Fleet Safety Program. The objectives of the *Fleet Safety Policy* are to:

- develop and promote professional and defensive operating habits for all drivers of City vehicles/equipment;

- reduce and eliminate preventable motor vehicle/equipment collisions, thereby reducing direct costs of delivering programs to the public;
- promote collision prevention through investigation and review of all collisions, thereby increasing the accountability of City drivers for their own actions;
- provide the education and training required for employees to attain and maintain the professional and defensible driving skills required to prevent collisions; and
- ensure that all drivers of City-owned, leased, loaned or rented vehicles know and obey:
 - › the requirements of the HTA;
 - › Commercial Vehicle Operator Registration Program (CVOR);
 - › applicable municipal by-laws;
 - › the Occupational Health and Safety Act and its regulations; and
 - › this *Fleet Safety Policy*.

1.4 Definitions

For the purpose of the *Fleet Safety Policy*, the following terms are defined.

City driver – a vehicle/equipment operator who has met the requirements set out by the Fleet Safety Policy for the operation of City-owned, leased, loaned or rented vehicles.

Owner/operator – the City of Toronto.

City permit - the document issued to any City employee who meets the requirements for a “City driver’s permit,” as set out in the City’s *Fleet Safety Policy*.

Vehicle - a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power.

Motor vehicle - includes an automobile, motorcycle, motor-assisted bicycle, and any other vehicle propelled or driven other than by muscular power.

Commercial motor vehicle - a motor vehicle having permanently attached thereto a truck or delivery body, including ambulances, hearses, casket wagons, fire apparatus, buses and tractors used for hauling purposes on the highways.

Equipment - any motorized unit not required to be licenced under the Highway Traffic Act (HTA.) It may or may not be self-propelled or it may be mounted on a vehicle.

Collision - any collision involving a City-owned, leased, loaned or rented vehicle that results in death, injury or property damage.

Preventable collision - any collision involving a City-owned, leased, loaned or rented vehicle that results in death, injury, or property damage, where the collision could have been avoided if the City driver had operated the vehicle in such a manner as to avoid collisions, in spite of the actions of others and the conditions under which he/she was operating.

Non-preventable collision - any collision involving a City-owned, leased, loaned or rented vehicle that results in death, injury or property damage where the City driver did everything reasonable to avoid collision.

Incident - any loss or damage that occurs to a City of Toronto vehicle or to private property caused by any means other than a collision (i.e. fire, theft, vandalism).

Defensive driver - a driver who operates in such a manner as to avoid collisions and incidents regardless of the conditions or the actions of others.

Driver’s record - an official document (i.e., Driver’s Abstract) obtainable from the Ministry of Transportation (MTO), a record search of unpaid fines for moving violations at the Provincial Offences Office and the accumulative record of driving vehicles for the City.

Valid licence - an Ontario driver’s licence that is not suspended, canceled, unlicensed, not renewed, or invalid for any other reason.

Ignition Interlock Device - an in-car alcohol breath screening device that prevents a vehicle from starting if it detects a blood alcohol concentration (BAC) over a preset level of .02 (i.e., 20 mg of alcohol per 100 ml of blood, in Ontario). The device is located inside the vehicle, near the driver’s seat, and is connected to the engine’s ignition system.

Prohibited substance - refers to alcohol and other drugs or substances including illegal substances or prescribed and over-the-counter medications that may impair performance, safety at work or the ability to drive safely.

2.0 LEGISLATIVE REQUIREMENTS

Vehicles/equipment operated for the City of Toronto must comply with various federal, provincial and municipal legislation.

2.1 Transportation of Dangerous Goods Act (TDGA) (Federal)

The definition of dangerous goods used in this policy and procedure shall have the same meaning as the Federal Transportation of Dangerous Goods Act (TDGA). Dangerous goods shall only be transported in accordance with the TDGA.

All reasonable measures shall be taken to ensure that the transportation of dangerous goods is only done in such quantities and in a manner that the City is exempt from the requirements.

If it is not possible to meet the standard in the above paragraph, drivers will be required to undergo the training requirements of the TDGA before transporting the dangerous goods. For clarification on proper procedures, contact your supervisor, Fleet Safety and Driver Education Instructor, or Health and Safety Officer.

2.2 Highway Traffic Act (HTA) (Provincial)

Safety on Ontario’s roads and highways is a fundamental priority for the provincial government. Every driver and vehicle operator shares the duty to use the roads and highways responsibly.

Every vehicle must be driven and maintained in a manner that will ensure driver, passenger and pedestrian safety. In Ontario, the HTA is the provincial statute, which regulates vehicular and pedestrian traffic on provincial roadways.

Therefore, the provisions of the HTA strictly regulate how the City must administer the operation of its fleet, including the certification of its drivers.

The Province of Ontario operates under a graded classified driver's licence system which means that a valid driver's licence is classified according to the type of vehicle that is to be driven. *A valid driver's licence is one that is not canceled, suspended, expired or not renewed.* For the purpose of the *Fleet Safety Policy*, the following classifications apply:

Valid driver's licences in Ontario

Class A	permits the operation of any tractor-trailer or truck-trailer combination. If you hold a Class A licence, you are also authorized to operate Class D and G vehicles.
Class B	permits the operation of any school purpose bus. If you hold a Class B licence, you are also authorized to operate Class C, D, E, F and G vehicles.
Class C	permits the operation of any regular bus. If you hold a Class C licence, you are also authorized to operate Class D, F and G vehicles.
Class D	permits the operation of any motor vehicle exceeding 11,000 kg gross weight or registered gross weight, and any combination of a motor vehicle exceeding a total gross weight or registered gross weight of 11,000 kg, and towed vehicles not exceeding a total gross weight of 4,600 kg, but not a bus carrying passengers.
Class E	permits the operation of any school purpose bus with a maximum seating capacity of 24 passengers. If you hold a Class E licence, you are also authorized to operate Class F and G vehicles.
Class F	permits the operation of a regular bus with a maximum seating capacity of 24 passengers and ambulances. If you hold a Class F licence, you are also authorized to operate a Class G vehicle.
Class G	permits the operation of any motor vehicle including a motor assisted bicycle, not exceeding 11,000 kg gross weight or registered gross weight, and any combination of a motor vehicle not exceeding a total gross weight or registered gross weight of 11,000 kg, and towed vehicles where the towed vehicles do not exceed a total gross weight of 4,600 kg. Any passenger vehicle with a seating capacity greater than 10 passengers, including the driver, requires a Class F licence.
Class G1 and G2	learner's licence as classified by the Graduated Licencing System identified as G1 or G2, are not valid Ontario driver's licences for the purpose of the City's <i>Fleet Safety Policy</i> .
Air Brake (Z) Endorsement	permits the operation of air brake equipped vehicles in Ontario.

2.3 Commercial Vehicle Operators Registration (CVOR)

The Commercial Vehicle Operators Registration (CVOR) program applies to all owner/operators (i.e., City of Toronto) who are responsible for commercial motor vehicles that use Ontario's roadways and highways. All licenced City vehicles over 4,500 kg (9,921 lbs.) Gross Vehicle Weight (GVW) are included in this program, with the exception of emergency response vehicles (i.e., fire, ambulance and police).

The CVOR program provides a structured method of monitoring owner/operator performance. Every owner/operator must be registered and must obtain a CVOR certificate. A copy of this certificate must be present with the vehicle registration and insurance form in the cab of all vehicles over 4,500 kg (9,921 lbs.) GVW that are licenced for the road. Every owner/operator is held responsible and accountable for:

- driver behaviour;
- vehicle operation and condition; and
- compliance with highway-related legislative requirements (i.e. Highway Traffic Act (HTA)).

The following items are registered against both the owner/operator's CVOR record and the driver's CVOR record for a period of five years:

- convictions for National Safety Code as adopted into the HTA violations;
- safety detentions;
- accidents; and
- defaulted fines.

The Ministry of Transportation (MTO) reviews the owner/operator's performance on a regular basis and if it finds an unsatisfactory number of violations or convictions will, based on the size of the fleet, issue a warning or impose other sanctions such as restricting the operable fleet size, other corrective measures or canceling the registration altogether.

Any time a City of Toronto driver is convicted of a violation while operating a City vehicle, or is involved in a preventable collision, it will be recorded on the City's CVOR record.

Owner/operators and their drivers must also comply with other standards regulated by the CVOR program for vehicles exceeding 4,500 kg (9,921 lbs.) GVW such as:

Hours of Service

A driver's on-duty time, includes all time spent waiting for and actually driving, inspecting, servicing, repairing, loading, and unloading or traveling in a truck, and time spent performing any other task for an operator.

A driver may not drive after having driven for 13 hours or after having been on duty for 14 hours, without first taking eight consecutive hours off-duty.

Driver logs must be maintained by all drivers that drive beyond a 160 kilometer radius.

The owner (operator) must maintain accurate records of all commercial drivers duty time.

Load security

All loads must be covered or secured so that no part of it can shift, fall, or be blown from the truck or trailer onto a roadway. Tarpaulins must be placed over loads and secured to the truck while in transit (refer to the HTA). Loads carried in enclosed vehicles must be secured in such a manner as to ensure that the load cannot shift in transit so that the load would present a safety hazard to the driver, passenger, or staff that may be required to unload the material.

NOTE: There are exemptions to the hours of service regulation in the HTA for providing emergency services. These exemptions are defined within the operations of the individual divisions.

Trip inspection

A complete pre-trip inspection (circle check) must be performed and recorded at the start of each work shift on vehicles over 4,500 kg. All mechanical defects must be reported immediately, as well as any signs of damage or vehicle abuse. Reports must be retained by the operating department for a minimum of six months from date of inspection. Refer to the Driver's Manual (sec. 5.2) and Daily Pre-Trip Inspection Report (see Appendix III).

2.4 Occupational Health and Safety Act (Provincial)

The Occupational Health and Safety Act of Ontario legislates specific responsibilities to employers, supervisors and workers. One of the most important is the responsibility of an employer and a supervisor to provide appropriate instructions and education, including written materials, to employees on the work that is to be assigned.

2.5 Ontario Municipal Act regulations and by-laws

Road users must have knowledge of municipal by-laws pertaining to the operation of motor vehicles within the City of Toronto.

2.6 Compliance

Failure to comply with the legislative federal, provincial and municipal requirements above may result in civil and/or criminal penalties to the City of Toronto, its management and drivers.

3.0 CITY PERMIT REQUIREMENTS

For the purpose of authorizing employees to operate City-owned, leased, loaned or rented vehicles, an internal licencing system, the City driver's permit, has been established.

3.1 Authorization for permit

The Fleet Safety and Driver Education Instructors have the right to issue, or inactivate a City driver's permit at their discretion, with strict adherence to this policy, following subject to investigation by the Permit Review Committee (PRC) (see sec. 5.6).

Only persons *authorized by their supervisor, and holding a City driver's permit*, may drive a City vehicle. The supervisor will routinely examine the provincial driver's licence and the City driver's permit to ensure that the driver has of all relevant licences and permits in their possession when operating City-owned, leased, loaned or rented vehicles.

3.2 Request procedures

Written request for driving privileges must be forwarded to Fleet Services (see Appendix I). This request form must be fully completed by the department head, or his/her designate.

3.3 Conditions

The following conditions must be met for consideration of authorized driving privileges:

- must be a City employee on the active payroll, a contract employee or a volunteer;
- employee must be in possession of a valid Ontario driver's licence of the class required to operate the vehicle requested (i.e., Class G1 and G2 licences are not valid Ontario driver's licence for the purpose of the *Fleet Safety Policy*);
- applicants must not have more than three demerit points issued against his/her Ontario driver's licence;
- applicants must not have had any suspension of his/her Ontario driver's licence for any conviction under the Highway Traffic Act (HTA) or Criminal Code of Canada (CCC) in the last five years (i.e., dangerous driving, careless driving, impaired driving, failure to provide breath samples, etc.);
- applicants must not have the Ignition Interlock Device restriction on his/her Ontario driver's licence;
- applicants must be able to pass the City's vision standards, written examinations and practical on-road examinations for class and type of vehicle for which privileges are being requested;
- one additional attempt at the written test will be permitted when the number of incorrect answers is not less than 70% of the total test; and
- where an applicant is unsuccessful in the written or road test for a City driver's permit, these results will stand for six months, an applicant can reapply in six months.

3.4 Grandparenting for amalgamation

Any City employee who operates City-owned, loaned, leased or rented vehicles, as of the effective date of the City of Toronto *Fleet Safety Policy*, shall be considered a City driver. City drivers are issued with a City driver's permit, authorizing that employee to operate specific City of Toronto vehicles/equipment that they have proven competent to operate.

All standards for maintaining the City driver's permit will apply at the time of grandparenting. Applicants must not exceed the number of demerit points or Criminal Code of Canada (CCC) convictions as set out in this policy, in order to maintain their new City driver's permit. A City driver's permit will be immediately suspended after it has been issued if this Policy's standards are not met.

All former municipalities' records of competency such as driving/operating permits or driver's files will be recognized for the purpose of issuing a City driver's permit.

Cars and light trucks

Where a record of operating competency for cars and light trucks less than 4,500 kg GVW has not been kept by the

former municipality or department, a statement of competency for the class (type) of vehicle(s) driven by that employee, must be signed by the manager of that employee.

Heavy trucks and equipment

City driver's permits for vehicles over 4,500 kg GVW will only be issued with proof of competency i.e. former City permits and/or records of training. When no records exist, the driver will be required to undertake the applicable training and permit procedures.

Fleet Services will be responsible for the maintenance of City drivers' files and issuance of City driver's permits.

3.5 Job applicants

Driver applicants will have their driving record reviewed by the Fleet Safety Section. Employment is contingent upon having an acceptable driving record. The City of Toronto will obtain drivers' records from the Ministry of Transportation (MTO) to ensure that All City drivers meet the provisions of this policy.

3.6 Permit Maintenance

A City of Toronto driver must maintain a high personal standard of driving competence. Driving City vehicles is considered a privilege and not a right.

Licence review

An employee's driving record will be subject to review, a minimum of twice annually. Certain circumstances may warrant more frequent reviews, Fleet Safety staff will obtain abstracts. Departments will be notified of any unsatisfactory driver's reviews.

Recalled/rehired/alternate rate

- Driving records for all former employees being rehired or recalled into jobs requiring specific classes of licences will be checked through the Ministry of Transportation (MTO) by Fleet Safety staff;
- City drivers who are candidates for promotion opportunities or alternate rates to a position where driving privileges are required will have their driving record reviewed by Fleet Safety staff to ensure that they meet the requirements of this Policy; and
- Candidates for recall, rehire, or alternate rate must meet City driver's permit maintenance standards.

Returning to driving/equipment operating positions

City permit holders who for any reason have ceased to operate City vehicles or equipment for 12 months or more will be required to have their operational competency re-evaluated by Fleet Services prior to the return to job duties, which require them to drive/operate City vehicles or equipment.

Notification of employee status

Departments are responsible for notifying Fleet Services of an employee's inactivity from driving for 12 months or more and his/her return to job duties that require them to drive/operate City of Toronto vehicles/equipment.

City permit maintenance

The City reserves the right to set and change as required, what is considered acceptable performance standards of its drivers, based on the City's safety and Commercial Vehicle Operators Registration (CVOR) records.

The Fleet Safety Section of Fleet Services will conduct annual reviews of collisions/incidents and CVOR records to establish acceptable standards.

The Fleet Safety and Driver Education Instructors require a driver to attend a Defensive Driving Course (DDC), or a driver's review, if during review of his/her Provincial and City driving record that driver is found to have accumulated four or more demerit points against his/her Ontario driver's licence.

A City driver's permit will be suspended by Fleet Safety staff when a City driver:

- accumulates nine or more demerit points on his/her Ontario driver's licence. A City driver's permit will not be reinstated until the driver's demerit point total drops below nine points;
- has a suspended, un-renewed, cancelled, or invalid Ontario driver's licence for any reason;
- transports unauthorized alcohol, drugs or any prohibited substance in a City vehicle/equipment;
- operates, or is in care and control of a City vehicle/equipment while under the influence of alcohol, any prohibited substance or any drug that affects his/her ability to drive or operate vehicles/equipment. The employee's department must request that Employee Assistance Program (EAP) arrange a safety sensitive assessment prior to review by the PRC;
- is convicted of an impaired driving, dangerous driving, or any driving related charges under the Criminal Code of Canada (CCC). The employee's department must request that EAP arrange a safety sensitive assessment when "Prohibited Substances" are involved and the offence occurred on work time or involved a City vehicle;
- is suspended under the Administrative Driver's Licence Suspension (ADLS) program;
- has a driver's licence restricted to the Ontario's Ignition Interlock Device program;
- is convicted of careless driving, speeding in excess of 50 km/hr over posted speed limits, or racing under the Highway Traffic Act (HTA), referral to PRC; or
- does not have an acceptable driving record with the City of Toronto (**Refer to section 3.7 Preventable Vehicle Collision Measures**).

Where applicable, once safety sensitive clearance has been provided, the PRC will review the request.

The PRC will review all referred driver's records that have met an action level of this policy and recommend if further training, reinstatement of a permit, extending a suspension of driving privileges, or any other corrective or preventative action is required.

Re-evaluation

If a department has a concern about the driving skills of an employee, an in-vehicle evaluation can be arranged by contacting the Fleet Safety Section.

Permit renewal

The City driver's permit issued by a Fleet Safety and Driver Education Instructor for the operation of City vehicles/equipment has a maximum five year expiry date. This date is set to match the Ontario driver's licence expiry date.

Any employee whose permit is about to expire is responsible for its renewal, contact your supervisor and/or Fleet Safety and Driver Education Instructor for more information.

3.7 Preventable vehicle collision measures

This policy is intended to ensure that corrective action is being taken on a consistent, corporate-wide basis to eliminate collisions caused by driver error.

For a collision to be deemed preventable by the Collision Review Committee, (see 5.5) the guidelines for Preventable Collisions as set out by the Transportation Safety Association of Ontario (TSAO) will be used (see Appendix II). The driver will be subject to the following:

- On the first preventable collision where the investigation does not indicate more severe actions are warranted, the driver will receive a written confirmation letter from the Collision Review Committee (CRC). The letter will advise the driver of the importance of correcting inappropriate driving behavior and the possibility of the driver's loss of City driving privileges. The PRC may review the circumstances of the collision and may require the driver to undertake additional training depending on the results of the investigation.
- For the second preventable collision within a two-year period, where the investigation does not indicate that more serious actions are warranted, the driver will receive a confirmation letter from the CRC. The driver may be required to attend a Defensive Driving Course (DDC). The circumstances of the collision may be reviewed by the PRC and, depending on the results of the investigation, may take actions up to and including the loss of a City driver's permit.
- For the third preventable collision in a two year period, where the investigation does not indicate more serious actions are warranted, the driver may receive a suspension of his/her City driver's permit for no less than three months. The driver shall perform a five-part driver review with the Fleet Safety Section, which includes an interview, written exams, vision screening, a practical evaluation (road testing), and where applicable, attendance to a DDC before reinstatement of driving privileges. The circumstances of the collision(s) may be reviewed by the PRC and, depending on the results of the investigation, PRC may take action up to, and including the loss of a City Driver's Permit.

3.8 Reinstatement of permit

Where an employee's City driving privileges have been suspended and referred to the PRC, reinstatement of privileges will be subject to the review and decision of the Permit Review Committee (PRC).

The PRC may, at its discretion, decide to:

- immediately reinstate City driving privileges;
- refer employees for further training or examination prior to reinstatement;
- suspend City driving privileges for an additional period; or
- take such action as the PRC finds appropriate under the circumstances.

The PRC will not allow the reinstatement of a City driver's permit until the following conditions are met:

- the driver's Ontario licence is valid and meets the class of licence required for the class of vehicles to be operated;

- the employee has been given safety sensitive clearance through Employee Health Rehabilitation and Employee Assistance if applicable; and
- the driver's demerit point total is less than nine, and convictions shown outstanding on their Driver's Abstract meet the standards described in Section 3.6 - Permit Maintenance.

The Fleet Safety Section shall not reissue a City driver's permit until:

- written confirmation from the PRC is received;
- a request in writing from the applicants' department head or their designate is received; and
- successful completion of all operational competency re-evaluations, where applicable.

4.0 EXAMINATION, TRAINING AND UPGRADES

The Fleet Safety Section, in consultation with the operating departments, will administer a program of driver education to develop and promote accident prevention and driver professionalism.

Training programs that include both formal classroom instruction and practical application will be developed and presented as scheduling permits. All drivers will be required to successfully complete any examinations that legislation may require (i.e., Air Brake (Z) Endorsement).

4.1 Automobiles, trucks and buses

The following requirements must be adhered to:

- employees must be in possession of a valid Ontario driver's licence in the class of the vehicle to be operated;
- employees must meet vision and medical requirements;
- employees must successfully pass the City written examination and Air Brake (Z) Endorsement examination where applicable;
- employees must pass an on-road or practical field driving skills examination;
- employees must participate in a practical and/or classroom training program for the specific vehicle/equipment for which driving privileges are being issued; and
- employees must pass a practical demonstration of skills examination, including coupling and uncoupling procedures
- as applicable, unit inspection, braking system and reversing procedures.

4.2 Specialized equipment

The following requirements must be adhered to:

- employees must be in possession of a valid City driver's permit in the appropriate class of licence for the specialized equipment for which driving privileges are being issued;
- employees must participate in a practical and/or classroom training program for the specific type of specialized equipment for which driving privileges are being issued; and
- employees must pass a practical demonstration of skills examination and/or any written examinations required for the type of specialized equipment for which driving privileges are being issued.

4.3 Bicycles

The following requirements must be adhered to:

- all employees who ride a bicycle as part of their job must attend and successfully complete a CAN-BIKE II course prior to obtaining cycling privileges, or provide proof of successfully completing a CAN-BIKE II course within the last three years;
- all employees who ride a bicycle as part of their job must wear a Canadian Standards Association (CSA) or an equivalent approved helmet when cycling; and
- all employees who ride a bicycle as part of their job must wear a reflective vest or other reflective cycling gear.

4.4 Trailers

The following requirements must be adhered to:

- employees must be in possession of a valid Ontario licence and City driver's permit with authorization for the appropriate type of vehicle or piece of equipment that will be towing the trailer unit; and
- employees must pass a practical demonstration of skills examination, including coupling and uncoupling procedures, unit inspection, braking system and reversing procedures.

4.5 Procedures for licence upgrades

The City of Toronto can conduct Ontario driver's licence upgrades for its employees through the Ministry of Transportation's (MTO) Certification Program. Under this program, the director of Fleet Services is the recognized authority responsible to the MTO for compliance with the certification program.

The City of Toronto Fleet Safety and Driver Education Instructors are recognized signing authorities under the MTO driver certification program, and can conduct vision screening, applicable testing and/or training for the purpose of renewal or upgrading an Ontario driver's licence.

All upgrades must be beneficial to the operation of the Department. Other procedures that must be followed are:

- the employee's manager must make a written request;
- an official MTO medical form must be completed by a physician and submitted with the request for training to the Fleet Safety and Driver Education Instructor (costs to acquire the medical are borne by the employee). Where employees wish to protect their confidentiality, they may send the official medical to the MTO. The medical receipt must accompany the request form; and
- upon successful completion of the upgrade, the employee must attend a Defensive Driving Course (DDC) within 60 days.

Pre-requisites that must be met are:

- for upgrades to Classes A, C, or D, employees must have Air Brake (Z) Endorsement;
- for upgrades to Class A, employees must have held and used a Class D or C for a minimum of two years;
- for upgrades to Class C, employees must have held and used a Class D or F level for a minimum of two years;

- for upgrades to Class D or Class F, employees must have held and used an unrestricted Class G for a minimum of two years; and
- for upgrades to Air Brake (Z) Endorsement, employees must hold an unrestricted Class G.

4.6 Job competitions

Postings for job competitions that require City driving privileges will list the minimum class of Ontario driver's licence required and the type of vehicles that will be operated. To be considered a qualified candidate for the position, the candidate must:

- be in possession of a valid Ontario driver's licence of the classification as stated in the job competition,
- maintained at an acceptable level as per this policy (refer to Section 3.6 of this policy);
- be in possession of a valid City driver's permit with authorization for the particular vehicle required for the position, or;
- if the candidate *does not possess* a valid City driver's permit, he/she must pass the applicable examinations to determine further eligibility for the posted position; or
- if the candidate is in possession of a valid City driver's permit, but is not authorized for the particular vehicle required for the posted position, he/she must pass the applicable examinations to determine further eligibility for the posted position.

Once it has been determined that a candidate is qualified for the position, Fleet Services will notify Human Resources.

5.0 RESPONSIBILITIES

5.1 Departmental

Departments are responsible for the administration and direction of the Fleet Safety Program within their respective areas and will provide leadership in the support of all Fleet Safety activities.

The specific responsibilities of the department include:

- familiarization of the details of the City's *Fleet Safety Policy* and procedures, and ensuring the effective **application of and compliance** within the policy's area of responsibility;
- the drafting of a set of procedures for situations that are unique to the departmental vehicles that are not covered by these policies and procedures. Any procedure that is drafted within a department must be consistent with Fleet Services' policies and procedures;
- co-operate with Fleet Services in the training of drivers on significantly changed equipment;
- ensuring all employees are endorsed on their City driver's permit before allowing the operation of any City vehicle/equipment by that employee;
- **ensuring that all employees are in possession of all applicable licences, permits and certification cards before allowing the operation of any City vehicles/equipment;**
- reviewing collision/accident reports, Fleet Safety Collision Review Committee reports, collision statistics and other related material to determine the effectiveness of the Fleet Safety Program as it applies to the department; and
- determining realistic Fleet Safety goals for the department and divisions with the Fleet Safety and Driver Education Instructors

5.2 Driver responsibilities

The City requires all driver/permit holders:

- **be properly qualified and licenced and have all required documents and permits in their possession;**
- comply with all applicable laws, regulations and requirements of this policy governing the operation of City vehicles/equipment for the City of Toronto. When a City driver's provincial licence has become invalid it is the responsibility of the driver to immediately inform his/her supervisor and Fleet Services. **No City driver will operate any vehicle owned, leased, loaned, or rented by the City when his/her provincial driver's licence is invalid for any reason. To do so will result in the loss of his/her City driver's permit;**
- **not be under the influence of alcohol or drugs while operating City vehicles/equipment;**
- accept full responsibility as the City's representative for their vehicle/equipment, its condition and safe operation. The driver is responsible for all charges (i.e., parking, speeding, towing, and impoundment charges) resulting from failure to comply with the Highway Traffic Act (HTA) and its regulations, local municipal by-laws and Criminal Code of Canada (CCC) infractions where they pertain to vehicle/equipment operation. **Unpaid violations are subject to late fees and re-licensing denial. The total of the penalties, original violation costs, late fee and services fee will be directed to the initial driver/operator;**
- comply with the hours of work regulations under the HTA;
- **perform daily pre-trip inspection** (see Appendix II);
- not use or operate any vehicle or attachment in a manner that may endanger themselves, fellow workers, or other users of the roads and sidewalks of Ontario;
- ensure that no person(s) is allowed to operate a City vehicle other than an authorized City driver certified for the type of vehicle/equipment being used or operated;
- ensure that City vehicles/equipment are to be used for City business only;
- ensure that no person(s) other than a Fleet Safety and Driver Education Instructor (in the course of training) shall ride a vehicle/equipment unless a proper seat and restraining device is provided for and used by the person(s);
- ensure that no part of a person's body protrudes from the vehicle/equipment cab;
- **wear seat belts (where provided) at all times;**
- shall not carry any non-City employees, unless authorized by your department head;
- shall not take a City vehicle out of town or province unless authorized by your department head;
- not tamper with or mark the City vehicle/equipment or have accessories added or removed (i.e., radio, speakers or items that may be deemed obstructive or offensive, etc.), except by permission from their department head. All modifications must be made by qualified mechanical staff; and
- **not smoke in any City owned, loaned, leased or rented vehicle.**

Any employee found to be abusing City vehicles/equipment will face actions up to and including loss of City permit.

5.3 Fleet Safety and Driver Education Instructors

The Fleet Safety and Driver Education Instructors monitor vehicles and drivers for compliance to this policy, federal and provincial regulations, and municipal by-laws, and notify departments of non-compliance issues.

The Fleet Safety and Driver Education Instructor will act as advisors to management and drivers, and provide leadership

in the development, implementation and operation of the Fleet Safety Program. *The specific responsibilities of the Fleet Safety and Driver Education Instructors are as follows.*

Testing and training

Fleet Safety and Driver Education Instructors will:

- conduct vision, written and practical testing to assess the driving abilities of current drivers and new applicants to determine their qualification for a City driver's permit;
- act as signing authority for the Ministry of Transportation (MTO);
- conduct and co-ordinate driver education courses to qualify drivers for
 - › Province of Ontario class A,C,D and F licence upgrades;
 - › operation of specialized vehicles/equipment;
 - › the improvement of employee qualifications for promotion;
 - › remedial training when required; and
 - › testing for Ontario driver's licence renewal;
- conduct and co-ordinate driver education courses such as
 - › Defensive Driving Course (DDC);
 - › Professional Driver Improvement Course (PDIC);
 - › Air Brake training courses for Ontario driver's licence;
 - › CVOR compliance courses.
- design, prepare and conduct class and practical training sessions to improve and maintain driver knowledge, proper driving attitudes, driver actions and procedures;
- retain and catalog at least one original operator's manual and training video for any new classified or specialized vehicle/equipment, where applicable; and
- ensure completion of satisfactory testing before new employees are hired for a position requiring operation of City vehicles/equipment.

City permit maintenance

Fleet Safety and Driver Education Instructors will:

- monitor driver licences, and driving records through the Ministry of Transportation (MTO) of City driver's permit holders in compliance with the Commercial Vehicle Operators Registration (CVOR) program and this policy;
- notify department managers/supervisors of driver non-compliance;
- issue or suspend City driver's permits at their discretion, subject to review by the Permit Review Committee (PRC); and
- assist PRC with driver histories and sequence of events reports, and investigations.

Fleet Safety

Fleet Safety and Driver Education Instructors will:

- develop, promote and maintain a Safe Driver Award Program;
- conduct vehicle collision investigations, complete and distribute appropriate reports;
- act as chair of the Collision Review Committee and provide administrative support for the committee;
- review collision statistics to determine causes and trends and develop new programs to reduce current collision rates;
- recommend, develop and implement appropriate driving procedures and standards;
- with Fleet Services' consultation, staff will participate in the development of specifications for purchase of equipment;

- inspect and test all new vehicles/equipment to ensure that they meet the safety requirements, and make recommendations for the correction of any faults found; and
- assess all new vehicles/equipment to determine any significant change in operation that operators may have to be trained on before operating.

Fleet Compliance

Fleet Safety and Driver Education Instructors will:

- develop and maintain a corporate-wide Driver Records System;
- conduct road patrols to observe driver actions and procedures to ensure drivers are conforming to this policy and appropriate statutes, and make recommendations for remedial action;
- conduct random vehicle/equipment and driver spot checks to ensure driver and vehicle compliance and vehicle/equipment condition.

Other Duties

Fleet Safety and Driver Education Instructors will:

- maintain a continuous awareness of professional developments in the driver education field and participate as a member of appropriate professional organizations; and
- provide effective assistance and advice in labour relations matters pertaining to safety and training areas and make recommendations as required.

5.4 Insurance Expediter

A Fleet Safety Insurance Expediter receives collision/incident reports and sets (allocates) responsibility for collisions as preventable or non-preventable in accordance with this policy.

5.5 Collision Review Committee

The committee meets as required, but not less than quarterly. Membership of the committee will consist of Fleet Safety and Driver Education Instructor, driver appealing the collision responsibility, union representation if desired, a Management Representative from the department of the driver appealing collision responsibility and the Insurance Expediter as an advisor. The chair will be elected from within. The committee's mandate is to:

- inform drivers and supervisors of collision record;
- deal with driver appeals of collision responsibility;
- review collisions for frequency and severity;
- make recommendations for remedial measures for collision frequency, severity and driver's actions;
- recommend programs and practices to drivers and departments to correct unsafe actions; and
- communicate in writing to all parties involved in committee decisions.

5.6 Permit Review Committee (PRC)

The committee meets as required, but not less than quarterly. Membership of the committee will consist of representatives from the department from which the permit holder is being reviewed, plus one representative from Labour

Relations, Risk Management, the Employee Assistance Program, Fleet Safety Supervisor (chair) and Fleet Safety and Driver Education Instructor as an advisor, if requested. The PRC will:

- deal with the review of all City drivers whose driving records have met any of the action levels indicated in the *Fleet Safety Policy* that have been referred by the user departments and/or the Fleet Safety and Driver Education Instructors;
- deal with all drivers with any CCC charges, Careless or Dangerous Driving, Racing, Fail to Remain or Report an Accident, Speeding in excess of 50km/hr over posted speed limit, or Administrative Driver's Licence Suspensions (ADLS) or convictions on their Provincial driver's licence;
- deal with all driver vehicle abuse, dangerous use of a City vehicle, bad public relations, causing City vehicle impoundment, fail to provide an accident report involving a City vehicle, Failure to complete a pre-trip inspection of a City vehicle;
- deal with all drivers' incidents involving alcohol, drugs or any prohibited substance and confirm safety sensitive clearance where applicable, before reinstatement of a City driver's permit and driving privileges;
- make decisions on the duration for suspensions, revocations and reinstatement of City driver's permit, for those employees having their permits reviewed, based on the investigation of the facts; and
- communicate in writing to all parties involved the decision of the PRC.

The PRC has the right to deal with all issues not listed above that effect the safe and legal operation of any fleet vehicle owned, leased, loaned or rented by the City of Toronto.

The PRC will only deal with the removal or reinstatement of a City driver's permit, any discipline of a driver is the sole responsibility of the permit-holder's department.

Contact Fleet Services for the procedures for preliminary investigation, and driver interview for incidents brought to the PRC. Contact Employee Assistance Program Section for procedures regarding Safety Sensitive Clearance.

5.7 Safe Driving Awards Committee

The committee provides recognition to those drivers who have achieved a high level of operating competency and remain collision free. The committee meetings are held as required, but not less than quarterly. The committee consists of the commissioner, or their designate from each department, with Fleet Safety and Driver Education Instructors as advisors. The chair will be elected from within committee ranks. The committee has developed and implemented an annual Safe Driving Roadeo that tests the skills of City drivers.

6.0 VEHICLE COLLISIONS/INCIDENTS

6.1 Procedures in the Event of a Collision/Incident

In case of bodily injury or hazardous complications, the emergency contact number is 911.

- In the event of a collision, all reasonable assistance shall be given; however, an injured person **shall not** be moved unless further injury may be caused to that person by fire, water, poisonous fumes, traffic, falling debris, etc.

- In all cases where a City vehicle is involved in any type of collision, the police must be called at 416-808-2222, or the driver's own department contacted asking that the police be notified immediately.
- *The police are required to attend all government vehicle collisions regardless of how minimal the damage,*
- failure to report a vehicle collision is a serious offence under the HTA.
- Full co-operation should be given to the police, but any discussion of blame should be avoided, and in particular, no admission of blame or liability should be given. This applies to every collision, even if the police lay charges.
- No statements shall be offered or given to any persons other than the Police, or a verified employee of the City appointed to investigate the collision.
- The appropriate department office or immediate supervisor shall be notified as soon as possible. If the collision occurs outside normal working hours, call the 24-hour dispatcher who will contact the driver's supervisor.
- The supervisor, or his/her designate, in charge of the driver will attend the collision scene to record the facts of the collision and obtain a police report if available;
- in all cases involving a fatality, or bodily injury a Fleet Safety and Driver Education Instructor (416-328-3336) and the City's Insurance Adjusters (416-252-4431) must be notified (see Accident Fatality Contacts and Procedures Appendix IV);
- full co-operation is to be given to the Fleet Safety and Driver Education Instructor. The driver can assist by obtaining witnesses and noting facts about the cause of the collision; and
- the driver will complete a City of Toronto Driver's Collision/Incident Report.

6.2 Responsibilities

When a collision/incident occurs, the department must ensure that:

- the driver at the scene of the collision/incident completes a Driver's Collision/Incident Report in every detail within 24 hours;
- a copy of the Driver's Collision/Incident Report is to be carried in each City vehicle and available to the driver as needed;

NOTE: A driver who fails to complete the Driver's Collision/Incident Report will be subject to possible suspension of his/her City driver's permit.

- where the driver is unable to do so, the attending departmental supervisor shall ensure that the Driver's Collision/Incident Report is completed as required and forwarded to Fleet Services no later than the next working day; and
- if the City vehicle/equipment was mechanically defective or alleged to be defective when the collision occurred (i.e., mechanical failure and the defect is alleged to have contributed to the collision), the vehicle will be removed from service immediately, the vehicle/equipment shall be towed to the appropriate garage, inspected and repaired if needed. The Fleet Safety and Driver Education Instructor shall be made aware of any defect and the same shall be noted on the accident report.

6.3 Fire

If a City vehicle or parts/accessories catch fire and the driver cannot extinguish the fire without danger to him or herself, call Fire and Emergency Services at 911 immediately. If a City vehicle/equipment or parts/accessories are damaged or

destroyed by fire:

- the driver must notify his/her supervisor immediately; and
- the driver must complete a Driver's Collision/Incident Report with the details of the loss.

If any tools, personal belongings, etc. are damaged or destroyed by fire, the driver must complete a Driver's Collision/Incident Report and notify his/her supervisor as soon as possible.

6.4 Theft

City vehicles

If any City vehicle/equipment or parts/accessories are stolen:

- the driver must notify his/her supervisor immediately;
- the supervisor will call the Police immediately at 808-2222 (this does not apply if the theft value is under \$250);
- the driver must complete a Driver's Collision/Incident Report; and
- the supervisor must notify Fleet Services as soon as possible, in writing, regarding the loss.

Note: In all cases, the driver's supervisor shall ensure that the City of Toronto's Driver's Collision/Incident Report is completed as required and forwarded to Fleet Services no later than the next working day.

Appendices

APPENDIX I Request for Driving Privileges



Driver Privileges/Training/Course Request

Return in a sealed envelope marked Confidential to:
Fleet Services, 843 Eastern Avenue, Toronto ON M4L 1A2

Tel: 416-338-1103
Fax: 416-392-7301

Employee Information

Date:

Last Name	First Name	Employee No.	Work Telephone Number
Department	Division	Class/Condition	Permit No. <i>(if applicable)</i>
Location		Drivers Licence No.	

Employee Signature: _____ Date: _____

Requested by *(Requests must be authorized by the division manager)*

Name	Position	Phone No.	Date Permit Required
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Choose only one (1) Course or Driving Privileges/Training per form.

<input type="checkbox"/> Courses <input type="checkbox"/> Air Brake <input type="checkbox"/> Air Brake Refresher <input type="checkbox"/> Defensive Driving Course <input type="checkbox"/> Boom Truck Certification <input type="checkbox"/> Forklift Certification <input type="checkbox"/> Transportation of Dangerous Goods <input type="checkbox"/> CVOR (Driver Orientation) <input type="checkbox"/> Course Date Request <i>(if available)</i> <i>(See Driver Course Manual for Dates)</i> <input type="checkbox"/> Other: <i>(please specify)</i>	<input type="checkbox"/> Driving Privileges/Training <input type="checkbox"/> City Driving Privileges <input type="checkbox"/> City Permit Upgrade <input type="checkbox"/> Reinstatement <input type="checkbox"/> Provincial Licence Upgrade <input type="checkbox"/> Other <i>(please specify)</i>
---	--

Type of Equipment Required

Approval

Manager: *(first & last name)* _____
 Manager's Signature: _____
 Cost Centre Number: _____ Date: _____

FLEET SERVICES USE ONLY

Course Date: _____ Confirmation: _____

The personal information on this form is collected under the authority of the City of Toronto Act, 1997 (No.2) and the Highway Traffic Act, R.S.O., 1990, c.H.8, s. 16, 17, 32. The information will be used to register City of Toronto employees for driver training courses offered by Fleet Services. Questions about this collection can be directed to : Fleet Safety Supervisor, 843 Eastern Avenue, Toronto, ON M4L 1A2, Tel: 416-338-1101.

APPENDIX II

Preventable Collision Guidelines

As per the Transportation Safety Association Ontario and the Insurance Bureau of Ontario

The heart of the Safe Driving Program is the careful determination of the preventability of each collision in which a driver is involved.

Despite the fact that each collision must be judged individually, experience in Fleet Safety suggests that certain types of collisions are generally non-preventable on the part of the professional driver, and that others, in the absence of extenuating circumstances and conditions, are preventable. The types of collisions listed below cannot cover every collision that may occur, but are intended to provide guidance in determining the preventability of a collision.

Non-preventable collisions

Struck in rear by other vehicle

- driver was proceeding in his/her own lane of traffic at a safe and lawful speed;
- driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal, or the directions of a police officer, or other person legitimately controlling traffic; or
- driver was in a proper lane and waiting to make a turn.

Struck while parked

- driver was properly parked in a location where parking was permitted; or
- vehicle was protected by emergency warning devices as required by federal, provincial and municipal regulations, or if a driver was in the process of setting out, or retrieving signals. These provisions shall apply to the use of turn signals as emergency warning lights under provincial regulations.

Preventable collisions

Collisions at intersections

- driver failed to control his/her speed so that he/she 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 a side street in the face of oncoming traffic;
- driver collided with a person, vehicle or object while making a right or left turn; or
- driver collided with vehicle making a turn in front of him/her.

Striking a vehicle in the rear

- driver failed to maintain safe following distance and have his/her vehicle under control;
- driver failed to keep alert to traffic conditions and note slowdowns;
- driver failed to be certain whether the 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 the car ahead to move into the clear before starting up; or
- driver failed to leave sufficient room for passing a vehicle to get back into line.

Sideswipe and head on collisions

- driver was not entirely in own lane of traffic; or
- driver did not pull to the right, slow and stop for vehicle encroaching on his/her own lane of travel when such action could have been taken without additional danger.

Struck in rear by other vehicle

- driver was passing slower traffic near an intersection and had to make a sudden stop;
- driver made a sudden stop to park, load or unload;
- vehicle was improperly parked; or
- driver rolled back into a vehicle while starting on a grade.

Squeeze plays and shutouts

- driver failed to yield right of way when necessary to avoid a collision.

Backing collisions

- driver reversed when it could have been avoided by planning a better route;
- driver backed into a traffic stream when such backing could have been avoided;
- driver failed to get out of cab and check proposed path of travel;
- driver depended solely on mirrors when it was practical to look back;
- driver failed to get out of the cab periodically and recheck conditions when backing a long distance;
- driver failed to sound horn while backing;
- driver failed to check behind vehicle parked at a curb before attempting to leave parking space;
- driver relied solely on a guide to help his/her backing up; or
- driver backed from blind side when he/she could have made a slight angle approach.

Collisions involving rail operated vehicles

- driver attempted to cross tracks directly ahead of train or streetcar;
- driver ran into the side of train or streetcar; or
- driver stopped or parked on or too close to train tracks.

Collisions while passing

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

Collisions while being passed

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

Collisions while entering traffic stream

- driver failed to signal when pulling out from the curb;
- driver failed to check traffic before pulling out from the curb;
- driver failed to look back to check traffic if in a position where mirrors did not show traffic condition;
- driver attempted to pull out in a manner that forced other vehicle(s) to change speed or direction;
- driver failed to make a full stop before entering from a side street, alley or driveway; or
- driver failed to yield right of way to approaching traffic.

Pedestrian collisions

- driver did not reduce speed in an area of heavy pedestrian traffic;
- driver was not prepared to stop; or
- driver failed to yield right-of-way to a pedestrian.

Mechanical defects collisions

- defect was of a type that a driver should have detected it when performing the pre-trip or in-trip inspections of the vehicle; or
- defect was of a type that a driver should have detected it during the normal operation of the vehicle.

All types of collisions

- driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic;
- driver failed to control speed so that he/she could stop within an assured clear distance;
- driver misjudged available clearance;
- driver failed to yield right of way to avoid the collision;
- driver failed to accurately observe existing conditions; or
- driver was in violation of City operating rules or special instructions, the regulations of any federal, provincial, or municipal regulatory agency, or any applicable traffic laws.

This guide, while designed to assist in determining the preventability of collisions, cannot list every type of collision that may be encountered, nor can it list all of the factors that may be involved in a given collision. However, it does cover the most common aspects of the principal types of collisions and, as such, can serve as a guide for consideration of each collision, and as a point of departure for assessing preventability.

While evidence of a violation of the law is a clear-cut indication of the preventability of a collision, the absence of any violation does not make the collision non-preventable. There are many steps that the professional driver can, and must, take to avoid a collision that is above and beyond the requirements of the law. It is the extent to which the driver could, and did, take such steps that must be determined and evaluated based on the facts of the collision.

**APPENDIX III
Daily Pre-trip Inspection Form**



Daily Pre-Trip Inspection Report

- This vehicle inspection **must be completed each day** prior to movement of any licensed CVOR vehicle over 4500 kg (RGVW).
- This completed report must be carried in the vehicle and submitted to your supervisor or mechanic at the end of your shift.

Date	Driver's Name (please print)	Employee No.	Driver's Signature
Vehicle Make	Vehicle Plate/Unit No.	Odometer Reading (km) Start _____ Finish _____	Time of Vehicle Inspection Start <input type="checkbox"/> AM <input type="checkbox"/> PM Finish <input type="checkbox"/> AM <input type="checkbox"/> PM
Trailer Unit No.	Trailer Plate No.	Time of Trailer Inspection ▶	Start <input type="checkbox"/> AM <input type="checkbox"/> PM Finish <input type="checkbox"/> AM <input type="checkbox"/> PM

All items **must be inspected and marked** using the legend codes below.
List any defects on the form where shown. Report safety-related defects to your supervisor prior to moving the vehicle.

Legend: = OK = Defective = Not Applicable

Inside Vehicle Inspection

- Steering wheel - excessive play
- Brake pedal - reserve and fade
- Brake booster operation
- Brake failure warning light
- Brake air pressure or vacuum gauge
- Warning signal, low pressure or low vacuum
- Windshield washer & wipers - operation
- Windshield and windows
- Mirrors
- Defroster and heaters - operation
- Horn(s) - operation
- Driver's seatbelt & seat security
- Parking brake - operation
- Emergency equipment
- Ownership, insurance, CVOR certificates
- Other - please specify below

Outside Vehicle Inspection

- All lights, reflectors, alarms
- Wheels and fasteners
- Tires - condition, inflation
- Fuel system - leaks, secure
- Exhaust system - leaks, secure
- Fifth wheel secure, locking devices lubrication
- Suspension, spring, air bags & controlling attachments
- Towing and coupling devices
- Fluid levels - oil, rad, etc.
- Load security - covering
- Air brake adjustment & connections
- Hydraulic brake fluid - leaks, level
- Mirrors condition, adjustment
- PMCVI - valid sticker
- License plates & valid sticker
- Other - please specify below

Trailer Inspection (if applicable)

- All lights, reflectors, alarms
- Wheels and fasteners
- Tires - condition, inflation
- Fuel system - leaks, secure
- Exhaust system - leaks, secure
- Fifth wheel secure, locking devices lubrication
- Suspension, spring, air bags & controlling attachments
- Towing and coupling devices
- Fluid levels - oil, rad, etc.
- Load security - covering
- Air brake adjustment & connections
- Hydraulic brake fluid - leaks, level
- Mirrors condition, adjustment
- PMCVI - valid sticker
- License plates & valid sticker
- Other - please specify below

Driver found safety defects during inspection. Yes No Driver observed defects while driving vehicle. Yes No

List of defects found (Identify if Pre- or Post -Trip)	Defects repaired (Repair Work Order No.)

Mechanic	Are repairs required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have repairs been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Signature: _____	Date: _____

Supervisor/Foreperson:
Pre-trip inspection report has been completed correctly and any defects reported. Supervisor's initials: _____

DO NOT MODIFY ANY ITEMS ON THIS FORM WITHOUT CLEARANCE FROM THE FLEET SERVICES STEERING COMMITTEE.

The personal information on this form is collected under the authority of the City of Toronto Act, 1997 (No.2), the Highway Traffic Act, R.R.O. 1990, O. Reg. 575 and is used to record daily pre-trip inspection information about City-owned vehicles. Questions about this collection can be made to the Director, Fleet Services, 843 Eastern Avenue, Tel: 416-392-7791.

C002053R 06/01

APPENDIX IV Accident Fatality Contacts and Procedures

In the event of a fatality or critical injury to either a City employee or a member of the public, from any cause at the work place the following must be notified.

Please note that all numbers are area code 416 unless otherwise stated.

Emergency services

Ambulance

Police

Fire

911

Departmental responsibilities

Departmental Supervisor to contact::

Departmental Director or Manager

Departmental Commissioner

Human Resources

The Human Resources Critical Injury and Reporting Policy (see attached) must be followed and the following peoples contacted:

Ministry of Labour	hours (8:30 to 16:30)	314-5421
	hours (16:30 to 8:30)	325-0000
City's Insurance Adjusters (Risk Management)	(24 hours)	252-4431
Union representative	Local 416	968-7721
	Local 79	977-1629
Joint Health and Safety Committee Worker Representative		

In the event that a fatality or critical injury involves a City of Toronto vehicle or piece of equipment, Fleet Services must be notified at

hours (7:30 to 15:30)	338-1103
24 hour Pager No.	328-3336

Fleet Services responsibilities

Fleet Safety and Driver Education Instructorto contact:

Director of Fleet Services

Commissioner of Corporate Services

Chief Administrative Officer (CAO)

Human Resource Critical Injury Investigation & Reporting Policy

Purpose and application

Responsibilities of the City of Toronto staff for investigating and reporting workplace injuries are defined in the policy "Investigation and Reporting of Injuries and Accidents". The *Occupational Health and Safety Act* establishes additional requirements where a person (employee or member of the public) is killed or critically injured from any cause at the workplace. This Policy outlines these requirements and assigns responsibilities to ensure that they are dealt with in the manner prescribed. The Policy applies to all City of Toronto employees.

Definitions

Accident: An unplanned occurrence in a sequence of events that results in unintended injury, illness, death and/or property damage including:

- a wilful and intentional act, not being the act of the worker,
- a chance event occasioned by a physical or natural cause, and
- disablement arises out of, and in the course of employment.

Critical injury: An injury of a serious nature that:

- (a) places life in jeopardy;
- (b) produces unconsciousness;
- (c) results in substantial loss of blood;
- (d) involves the fracture of a leg or arm but not a finger or toe;
- (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- (f) consists of burns to major portion of the body; or
- (g) causes the loss of sight in an eye.

Responsibilities

In order to achieve the requirements of investigating and reporting a critical injury or fatality, as defined by the Occupational Health and Safety Act.

City departments will:

- develop department-specific procedures for investigating critical injuries/fatalities,
- arrange for training in critical injury/fatality investigation, as needed, for supervisory staff, and
- establish a process for review of critical injury/fatality reports to prevent similar injuries.

Supervisors of injured employees will:

- determine if the injury is a critical injury by using the criteria stated in the definition.

In the case of critical injury or fatality, supervisors will:

- preserve all relevant evidence by keeping the integrity of the scene and not allowing anyone to:
 - alter or remove evidence, except for the purpose of saving life or relieving human suffering; maintaining an essential public utility service or a public transportation system or preventing unnecessary damage to equipment or other property,

- › interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by a Ministry of Labour inspector.
- when it is necessary, for the reasons outlined above, to disturb the accident scene, record details of the original scene as soon as possible;
- take immediate actions to secure the scene to prevent secondary accidents;
- immediately notify the following by phone, or by direct means:
 - › the Ministry of Labour [During business hours (08:30 to 16:30), call the duty officer at 416-314-5421. After business hours (16:30 to 08:30), call 416-325-3000], the joint health and safety committee worker representative, and the union representative.
- forward a written report of the occurrence of the accident to the Ministry of Labour *within 48 hours* as per section 51(1) of the Act. Include the following information in the critical injury/fatality report as per Reg. 85 section 5 (1) and Reg. 213/91 section 8:
 - › the name and address of the employer or constructor,
 - › the nature and the circumstances of the occurrence and the bodily injury sustained,
 - › a description of the machinery or equipment involved,
 - › the time and place of the occurrence,
 - › the name and address of the person who was killed or critically injured,
 - › the names and addresses of all witnesses to the occurrence,
 - › the name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury, and
 - › steps taken to prevent a recurrence and recommendations for remedial action or alternative work procedures.
- ensure the following people or places, in addition to the Ministry of Labour, receive a copy of the critical injury/fatality investigation report:
 - › the workplace of the injured worker,
 - › the local Joint Health and Safety Committee (JHSC),
 - › the corporate Occupational Health, Safety and Worker's Compensation unit,
 - › the union representative(s), and
 - › the departmental and/or business unit occupational health and safety staff.

Following the completion of the above mentioned duties and in the case of any accident involving an employee, supervisors will:

- investigate the accident to the extent warranted by its severity and, at a minimum, to the extent necessary to complete all sections of the *Supervisor's Report of Injury/Accident*

Joint Health and Safety Committee (JHSC) worker representatives will:

- designate one or more worker members to investigate cases where a worker is killed or critically injured at a workplace from any cause. This member may, while keeping the integrity of the scene, inspect the place where the accident occurred and any machine, device or thing and shall report his or her findings to the Ministry of Labour and to the committee.
- forward a written report of this investigation to the JHSC for review.

Injured workers will:

- report the critical injury to their supervisor and assist in the investigation, as soon as the nature and extent of their injuries permits.

Human Resources business unit or Departmental Health and Safety staff will:

- assist in the investigation of a critical injury or fatality and in report preparation and distribution, as needed;
- assist when occupational health and safety expertise is needed in completing corrective actions identified in the report; and
- develop a method for collecting and presenting statistical data.

Corporate Occupational Health, Safety and Workers' Compensation unit will:

- establish guidelines for critical injury and fatality investigation and reporting; and
- review critical injury/fatality reports, to assist in identification and initiation of appropriate prevention efforts and to determine relevance to other areas within the City of Toronto.

Standard procedures

Each location of the City of Toronto will use this Policy to implement and maintain critical injury/fatality investigation and reporting procedures. All critical injuries and fatalities must be investigated to establish what occurred, what the causes were, and what corrective actions should be implemented to prevent recurrence. There are specific reporting requirements for critical injuries above those required for accident investigation. However, accident investigation techniques are the same. For information about responsibilities with respect to non-critical injuries, see the *Investigation and Reporting of Injuries and Accidents* policy.

Authority

Occupational Health and Safety Act (R.S.O. 1990, c. 0.1) and associated regulations
 Critical Injury - Defined (R.R.O. 1990, Regulation 834, made under the Occupational Health and Safety Act)

Workplace Safety and Insurance Act (S.O 1997, c.16)

Review Date: Annually

NOTE: Departments are responsible for contacting Human Resources for any updates or revisions to the Critical Injury Investigation & Reporting Policy

APPENDIX V

Permit Review Committee Guidelines

These guidelines are issued to provide some guidance to members of the Permit Review Committee; however, the PRC will consider each case individually, considering particular circumstances, and department recommendations. The PRC has the right to deal with issues not dealt with in these guidelines.

The PRC may reduce or increase the suspension duration of a City permit at its discretion, because of circumstances not spelled out in this Policy or these Guidelines. In all cases driver must be licenced to re-instate. The PRC will deal with City driving privileges and departments will determine if loss of driving may be cause for suspension and/or termination.

Class	Definition of Offence	Guidelines
Accidents/colisions		Follow Preventable Vehicle Collision Measures as per City of Toronto <i>Fleet Safety Policy</i> provided with these guidelines.
Alcohol and drugs		In all cases involving alcohol and/or illegal or misused drugs on work time, or involving a City vehicle, the employee's department must request that Employee Health, Rehabilitation and Employee Assistance Program (EAP) arrange a safety sensitive assessment prior to review by the PRC. Once a safety clearance has been provided, the PRC will review the request.
	Unauthorized transport. Alcohol or illegal drugs found or transported in a City vehicle while the driver is in care and control of that vehicle.	First occurrence: three months minimum suspension of City permit. Second occurrence within two years of first occurrence: Six month minimum suspension of City permit. Any repeat occurrences: permit revoked and department recommendations.
	Operate. Driver operated a City vehicle or equipment under the influence of alcohol or illegal or misused drugs.	First occurrence: minimum one-year suspension of permit. Second occurrence within two-years of first occurrence: three-year minimum suspension of City permit. Any repeat occurrences: permit revoked and department recommendations. Safety Sensitive Clearance by EAP before reinstatement.
Invalid, unlicensed or suspended Provincial driver's licence	City driver/equipment operator was not in possession of a valid Ontario driver's licence while operating City motorized vehicle and/or equipment. In that the licence is one that was suspended, not renewed, cancelled, unlicensed, or invalid for any reason.	See below

Class	Definition of Offence	Guidelines
	Driver drove City vehicles while unlicensed or not renewed. The driver's licence has expired within the last 12 months. The driver's licence was cancelled. The driver's licence has expired for more than 12 months or cancelled for other reasons (medical reasons).	First occurrence: an equal amount of permit suspension for the same duration as the driver operated City vehicle or equipment while his/her Ontario licence was not renewed or he/she was not licensed. Not to exceed three months. Second occurrence in a two-year period from the date of first occurrence: whichever is more, a three month permit suspension, or an equal amount of time as the driver operated a City vehicle or equipment while his/her Ontario licence was not renewed or unlicensed. Subsequent occurrences: City permit revoked and department recommendations.
	Drove a City vehicle while suspended for unpaid fine. Suspensions are for moving violations under the HTA and do not include parking infractions.	First occurrence: an equal amount of permit suspension for the same duration as the driver operated City equipment while his/her licence was suspended. Not to exceed three months. Second occurrence in a two-year period from the date of the first occurrence: whichever is more of a one year minimum, a) suspension of City permit, or b) an equal amount of suspension duration as the driver operated City equipment while his/her Ontario licence was suspended. Subsequent occurrences: City permit revoked and department recommendations.
	Drove a City vehicle with an Administrative Drivers Licence Suspension (ADLS) ADLS occurred while operating any vehicle other than a City vehicle.	To be treated as ability impaired or impaired driving suspension or conviction. First occurrence: minimum three month suspension of City permit. Second occurrence in a two-year period from the first occurrence: one-year suspension of City permit. Any repeat occurrences: City permit revoked and department recommendations.
	ADLS or Criminal Code of Canada (CCC) conviction while operating a City vehicle.	First occurrence: one-year suspension of City permit Second occurrence: three-year suspension of City permit Any repeat occurrences: City permit revoked and department recommendations.
	Suspended or convicted of: Impaired Driving, Care and Control while Impaired Drive over 80 mgs. Care and Control over 80 mgs. Refuse to Supply Breath/Blood Sample, under the CCC.	First occurrence: minimum one-year suspension of City permit. Second occurrence: minimum three-year suspension of City permit. Third occurrence: City permit revoked. Lifetime.

Class	Definition of Offence	Guidelines
	While operating any vehicle other than a City vehicle.	Appeal after 10 years. As per HTA.
	Operate City vehicle while drivers licence suspension for any CCC conviction	Revoke City permit. Note: operating a vehicle while under suspension for a CCC conviction may cause impoundment of that vehicle for a minimum of 45 days up to 180 days and department recommendations.
Ontario driver's licence status	Demerit point total Ontario licence reaches nine points or more.	Review - driver will receive a corporate standard letter at four points informing of point level and possible permit loss at nine, must attend a Defensive Driving Course (DDC). Loss of driving privilege. Level One: at six points a letter and interview, driver put on probation until points drop to pre-hire level (three points). Level Two: City permit suspended when a City driver has accumulated nine or more demerit points against his/her Ontario licence. Reinstatement of permit will occur only when demerit, point total drops below nine points. Upon reinstatement a five point driver review will be performed.
	Convictions for: Dangerous or Careless Driving, failing to remain at the scene of an accident, failing to report an accident, speeding in excess of 50 km/hr over posted speed limits.	While operating any vehicle other than a City vehicle: City permit suspended for three months minimum. While operating a City vehicle: City permit suspended for one year minimum, and department recommendations.
Driver action	Dangerous use of a City vehicle.	City permit reviewed, any permit suspension dependent on circumstances and department recommendations.
	Vehicle impoundment. Driver causes City vehicle impoundment.	Minimum three month suspension of City permit, and department recommendations.
	Bad public relations between a City Driver and the public. Example: fighting with or swearing at the public.	City permit reviewed any suspension duration to be determined depending on circumstances and department requirements.
	Accident/collision reporting. Driver fails/refuses to provide an collision/incident report for a City vehicle.	Review circumstances possible. Minimum three month suspension of City permit, and department recommendations.
	Pre-trip Inspection Report. Driver fails to complete and carry a Pre-Trip Inspection Report in vehicle.	Review circumstances possible. Minimum three months suspension of City permit, and department recommendations.

REVISIONS

1.2 Application

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These policies and procedures apply to all persons who drive City of Toronto fleet vehicles/equipment whether they are owned, leased, loaned or rented.

This *Fleet Safety Policy* does not apply to:

- any City of Toronto agency, board or commission unless it has been adopted and the agency, board or commission licenses its drivers under the City of Toronto driver's permit system;
- contracted service providers picking up and delivering any City vehicle for repairs, modifications and warranty work;
- elected officials, divisional heads and executives; and
- any vehicle that is part of a corporate compensation package.

Hours of Service

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A driver's on-duty time, includes all time spent waiting for and actually driving, inspecting, servicing, repairing, loading, and unloading or traveling in a truck, and time spent performing any other task for an operator.

A driver may not drive after having driven for 13 hours or after having been on duty for 14 hours, without first taking eight consecutive hours off-duty.

Driver logs must be maintained by all drivers that drive beyond a 160 kilometer radius.

The owner (operator) must maintain accurate records of all commercial drivers duty time.

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NOTE: There are exemptions to the hours of service regulation in the HTA for providing emergency services. These exemptions are defined within the operations of the individual divisions.

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FLEET SAFETY POLICY AMENDMENTS

Contact Information

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Amendment history

Date: February 2007
Changes made:
Section 1.2 - Application
Section 2.3 - CVOR, hours of service

3.3 Conditions

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- one additional attempt at the written test will be permitted when the number of incorrect answers is not less than 70% of the total test; and