

SAFE WORK PRACTICES

3.27 SAFE USE OF VEHICLES

Safe Work Practices:

1. Operator must have a current and valid license for each vehicle used.
2. Operator must be properly insured through DVS and must provide an abstract when requested.
3. Operator must have knowledge of Bill 16 as well as general Alberta Motor Vehicle guidelines.

Procedures:

1. Ensure you walk around your vehicle to find any hazards that are visible.
2. Check your lights and tires prior to driving to ensure in good working order.
3. Ensure you have an insurance and registration card in the vehicle.
4. Always follow safe driving practices including not using you cell phone while you drive.
5. Adjust your mirrors and ensure you can safely see around your vehicle.
6. When backing out, if your vision is obstructed, ask for assistance from a co-worker or passer-by.
7. Should you find any issues with the vehicle itself, ensure you advise the vehicle coordinator (Robert Paxton).
8. You must complete a monthly inspection and hand it into the vehicle coordinator. This inspection must be completed properly by doing a walk around and ensuring everything is functioning properly.
9. When weather conditions are poor, drive accordingly by leaving extra room between the vehicle in front of you.
10. Always signal when changing lanes and complete a shoulder check in case of blind spots.
11. Be a courteous and professional driver, you are driving a billboard.
12. Drivers of 11,000Kgs or over must complete daily trip inspections as per the Alberta Transportation Board.
13. Any tickets received by a driver whether in company vehicles or personal vehicles, must be disclosed to DVS for insurance purposes.
14. Keep a safety kit in the vehicle in case of emergencies.

For further information, see Safe Job Procedures for *Motor Vehicle Operation* as well as Incident Investigations section on *Fleet Safety* in this manual.