# COMMERCIAL VEHICLE POLICY

It is the policy of **ABC Company** that all commercial vehicles operate locally within 160 kilometers of our office and return home at the end of each day.

This policy is to provide measures to protect the health and safety of, and minimize the risk to, any worker or any other person during the use and/or operation of any of **ABC Company** commercial vehicles. This policy is also supplementary and/or to compliment other relevant and applicable legislation and company policy.

**Inspection & Documentation**

All of **ABC Company** vehicles and transportation equipment must be inspected prior to its first trip of the day and at least once in every 24 hour period.

This includes but is not limited to:

•All vehicles (pick-up trucks, tandem trucks, 1 ton trucks)

•All trailers (tag-along trailer, flat-deck trailer, utility trailer)

•Any equipment used for securing or tying down materials and equipment (ratchet straps, bungee cords, ropes, etc.)

Commercial vehicle operators shall document their inspection on the **ABC Company** Commercial vehicle Inspection form.

Workers who are performing these daily inspections must immediately document and communicate to their supervisor any defect that is observed. The supervisor must pass along the documentation to management and communicate the defect to all other employees and ensure that the vehicle/equipment is not put into use again until the appropriate repairs are made.

**Employee Qualifications & Limitations**

Upon hire and at the start of every calendar year, each employee must provide a photocopy of his/her valid driver’s license and a copy of their drivers abstract to be kept on file. It is the responsibility of each employee to notify management of any changes to the status of their driver’s license (within 10 days of the status change) and to only operate vehicles appropriately in respect to their particular driving privileges.

**ABC Company** will comply with applicable Nova Scotia vehicle regulations including Commercial Drivers’ Hours of Service Regulations effective December 15, 2009.

The following are requirements of commercial vehicles operated by **ABC Company** employees:

- Operate within a 160 km radius of driver's home terminal and

- The driver returns to the home terminal each day to begin a minimum of 10 hours off duty

- The maximum daily on-duty time (driving) is 14 hours

- Records of working time shall be kept in the vehicle for the previous 7 days (This includes time each shift begins and ends.)

Any employee experiencing diminished alertness or impairment of any kind to their ability to safely operate any vehicles or equipment must report this immediately to their supervisor and will be exempt from any such duties or responsibilities.

President/Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_