

Driver's Manual Standard

The City of Edmonton

Program Impacted: Project and Asset Management,
Employee Experience & Safety

Approved by: City Manager

Date of Approval: September 18, 2023

Approval History: August 12, 2023, August 2020,
April 2018, October 2012

Next Scheduled Review: 2024

Revision History

Regular Review of this Document

This *Driver's Manual Standard* is reviewed on a regular basis to comply with legal requirements and City policies, and when required, up-to-date amendments are issued to all drivers.

Date	Revision Summary
2023	Driver's Manual Standard - September 2023
2023	Driver's Manual Standard - August 2023
2020	Driver Safety Program_ Driver's Manual (Update August 12, 2020)
2018	Drivers Manual April 2018 FINAL.pdf
2012	DriverManual_Oct 2012final.pdf

Table of Contents

1 Introduction	8
1.1 Definitions	8
1.2 Purpose and Application	11
1.2.1 Who This Manual Is Intended For	11
1.2.2 Purpose of the Manual	11
1.3 Compliance	12
1.4 Freedom of Information and Protection of Privacy (FOIP) Act	12
1.5 Designation of Safety Officer	12
2 Expectations of a City Driver	14
2.1 Drivers and Passengers	14
2.1.1 Passengers	14
2.1.2 Seat Belt Usage	14
2.1.3 Helmet Usage	14
2.1.4 Smoking Prohibited	14
2.1.5 Drugs and Alcohol	14
2.1.6 Fatigue	15
2.2 Disability Management	16
2.3 Driver's Responsibilities	16
3 City Driving Permits	19
3.1 Obtaining a City Driving Permit	19
3.2 Driver's Abstract Criteria	19
3.3 Hiring Requirements for Permanent Employees	20
3.4 Hiring Requirements for Temporary Employees	20
3.5 Expiry Dates for City Driving Permits	20
3.6 Authorization for Classes of Permits	21
3.7 Temporary Driving Permits	21
3.7.1 Acquiring a Temporary Driving Permit	21
3.8 City Driving Permit Classifications	22
3.8.1 Road Test and Training and Certification Requirements	22
3.8.2 Graduated Driver's Licence (GDL) Driver	22
3.9 City Driving Permit Suspension and Revocation	23
3.9.1 Suspension Reoccurrence Plan	24
3.9.2 Notification of Suspension of City Driving Permit	24
3.9.3 Appealing a Suspension	24
3.9.4 Provincially Recognized Courses and Demerit Points	25
3.10 Provincial Driver's Licence Suspension or Cancellation	25
3.11 City Driving Permit Reinstatement	25
3.12 Renewing a City Driving Permit	26
3.12.1 Renewing a City Driving Permit After Employment Absence (60 days or more)	26

3.12.2 Renewing a City Driving Permit (Class C, C-NSC, D, E, or T)	26
3.13 Upgrading a City Driving Permit or Driving as a Learner	26
3.13.1 Driver Evaluations and Road Tests	26
3.14 Vehicle Take Home Permits	27
3.15 Driver Training	28
3.15.1 Air Brakes Training	28
3.15.2 Fuel Sense Training	28
3.15.3 National Safety Code (NSC) and Transportation of Dangerous Goods (TDG) Courses	29
3.15.4 Driving for the City—Driver's Manual Online Course	29
3.15.5 Defensive Driving and Professional Driver Improvement Courses	29
4 Safe Operations	31
4.1 General Operation of Vehicles	31
4.1.1 Vehicle Preparation—Inspection Prior to Driving the Vehicle Each Shift	31
4.1.2 Vehicle Inspection After Driving the Vehicle—At the End of Shift	32
4.1.3 Distracted Driving	32
4.1.4 Edmonton's Safe Passing Distance Bylaw	33
4.1.5 City Vehicle Idle Control	33
4.1.6 Travelling Outside the Greater Edmonton Metropolitan Area	34
4.1.7 GPS Telematics	35
4.1.8 Parking of City Vehicles	36
4.1.9 Storage of Keys for Parked Vehicles	36
4.1.10 The EPark Parking System	37
4.1.11 Backing	37
4.2 Air Brake Vehicles	40
4.3 Towing Trailers	40
4.3.1 Instructions for Towing Trailers or Other Equipment	41
4.4 Truck Routes	41
4.5 Transportation of Dangerous Goods (TDG)	42
4.5.1 Shipping Documents	42
4.5.2 Exemptions	42
4.6 Use of Safety Equipment	43
4.6.1 Traffic Safety Devices	43
4.6.2 Fire Extinguishers	43
4.7 Two-Way Radio Operation	45
4.8 General Maintenance	46
4.8.1 Fueling City Vehicles	46
Fuel Pump Operating Instructions	46
Fire at City Fuel Sites	46
Fuel Spills at City Fuel Sites	46
4.8.2 Washing Vehicles	47

4.8.3 Vehicle Repairs	47
4.8.4 Flat Tires and Tire Maintenance	47
4.8.5 Breakdowns and Tire Failures	47
Procedure Once the Vehicle Stops	47
Procedure for Handling a Hot Wheel	48
4.8.6 Stuck Vehicle, Vehicle Recovery and Towing	48
4.8.7 Boosting and Battery Jumper Cables	49
4.8.8 Additional Equipment	49
5 National Safety Code (NSC)	51
5.1 NSC Standards	51
5.2 National Safety Code (NSC)-Rated Vehicles	51
5.3 Driver Records	51
5.4 Driver Evaluations and Driver Safety Program Standards	52
5.5 Medical Standards for Drivers	53
5.5.1 Provincial Medical Standards	53
5.5.2 City of Edmonton Medical Standards	53
5.5.3 Vision Screening Acuity Standards	53
5.5.4 Vision Standard—National Safety Code for Motor Carriers Standard	54
5.6 Safety Fitness Certificate	54
5.7 Drivers' Hours of Service	54
5.8 Maintenance/Commercial Vehicle Inspection Program (CVIP)	55
5.9 Trip Inspections	56
5.9.1 Trip Inspections for City Vehicles with Registered Weights 4,501 kg and greater	57
5.9.2 Trip Inspection Reports for Vehicles With Registered Weights Over 11,793 kg	57
5.9.3 ETS Highway Buses, DATS Buses, or Other Buses/Vans with a Seating Capacity of 11 or More	58
5.9.4 ETS Transit Buses	58
5.10 Commercial Vehicle Safety Alliance (CVSA) Inspection	58
5.11 Loads and Cargo Securement	59
5.11.1 Cargo Securement for Vehicles Registered below 4,501 kg	59
5.11.2 Cargo Securement for Vehicles Registered 4,501 kg and greater, or Bus/Van with a Seating Capacity of 11 or more	59
5.12 Over-Dimensional Vehicles	61
5.13 Overweight Vehicles	62
5.14 Truck Weight Cards	62
6 Oversight and Accountability	64
6.1 City Driving Permit Demerit Points, Suspension or Cancellation	64
6.2 Reporting Vehicle Theft, Fire and Damage	64
6.2.1 Theft	64
6.2.2 Fire	64
6.2.3 Damage	64
6.3 Collisions and Violations	65

6.3.1 When Involved in a Collision	65
6.3.2 Collision Review Procedure	66
6.4 Traffic Infractions	67
6.4.1 Traffic Violation Notices (TVN) Issued to the City of Edmonton	67
6.4.2 Automated Enforcement	68
6.4.3 Demerit Points and Corrective Action	68
6.4.4 Parking Violations	68
6.4.5 Contesting a Traffic Violation Notice	68
6.4.6 Traffic Violation Notices Issued to the Driver	70
6.5 Public Complaints	71
6.6 Assessment of Demerit Points	71
6.6.1 Preventability Assessment Guidelines	71
6.6.2 Traffic Infraction Demerit Assessment Guide	73
6.6.3 Provincial Demerit Points	74
6.6.4 Appeal Process and Procedure	75
6.6.5 Reasons for Appeal	75
6.6.6 Procedure for Appeals	75
6.6.7 Driving Incident Review Board	77
6.6.8 Driving Incident Review Board—Hearing Process	78
6.6.9 Driving Incident Review Board—Rescheduling a Hearing	79
7 Appendices	81
7.1 Classes of City Driving Permits	81
7.2 Permit Class Requirements	82
7.3 Bus Requirements	83
7.4 Air Brake Inspections	84
7.4.1 Class C-NSC and D Air Brake Inspection	84
7.4.2 Class E Air Brake Inspection	86
7.5 Acronyms and Abbreviations	89
7.6 Links to Resources	90

SECTION 1

INTRODUCTION

1 Introduction

The Fleet Safety section within the City of Edmonton's Fleet and Facility Services branch is responsible for the operation and maintenance of a commercial fleet of over 5,000 vehicles. Fleet Safety evaluates and monitors approximately 8,500 drivers to ensure the safe and competent operation of City vehicles. The City of Edmonton operates as a provincial carrier and must comply with the National Safety Code standards established in legislation. These standards require carriers to create a written safety program for the basis of demonstrating safety and compliance. This *Driver's Manual Standard* acts as the written safety program.

The *Driver's Manual Standard* is a critical component of the City's strategy for improving the safety and mobility of all Edmontonians. This strategy includes Vision Zero, a commitment to achieving zero traffic-related fatalities and severe injuries by 2032. Vision Zero has been adopted internationally by leaders in traffic safety, including countries such as Australia and England and major cities such as Oslo, New York, Denver, Minneapolis, and San Francisco. Safe streets are essential to community liveability and vibrancy, making Vision Zero a key component of the City's strategic goals.

The City is committed to providing safe, helpful, accountable, integrated and excellent work environments, and follows the corporate promise: *Working together, aligned with City Council, we enable a better life for all Edmontonians*. The *Driver's Manual Standard* reflects these commitments and is part of a broader driver safety program. Together, they impact not only the roles and responsibilities of City employees, but the experience of all residents and visitors who move around the region and expect efficient, safe and reliable transportation of goods and people.

1.1 Definitions

Agony of collision: Assessing the issue of fault when a motorist is confronted with a sudden and unexpected hazard on the roadway due to circumstances outside the motorist's control (e.g., someone else's negligence). If it is determined that actions by an employee with a City Driving Permit caused and/or contributed to the sudden and unexpected hazard, demerit points may be assessed against the employee's City Driving Permit.

City Driving Permit: A permit issued to an individual authorizing the operation of a specific class of City vehicle.

City vehicle: Any car, truck, bus or similar self-propelled conveyance, including any motorized unit that may or may not be self-propelled or mounted on a truck or trailer, which is owned, rented or leased by the City of Edmonton, including ETS or DATS buses when operated by ETS employees, and vehicles operated by sworn members of the Edmonton Police Service, only with respect to [Section 4.5 Transportation of Dangerous Goods \(TDG\)](#), [Section 5 National Safety Code \(NSC\)](#), and [Section 6.4 Traffic Infractions](#).

Collision: An incident where a vehicle, auxiliary equipment or attachment of the vehicle makes contact with another vehicle, object, individual or roadway where the contact results in injury or death to any person involved, or any damage, including significant fuel spills.

Damage: The loss of or harm to any vehicle, object or roadway that requires repair, other than normal wear and tear.

DATS bus: Dedicated Accessible Transit Service (DATS) buses are those that meet the Canadian Standards Association Standard D409 applicable at the time of manufacture and that are used for Edmontonians who cannot use regular transit for some or all of their travel needs, due to a physical or cognitive impairment.

Demerit point(s): A system of assessing, recording and identifying risk presented by a driver. Includes points assessed against drivers and placed on their City Driving Permit record as a result of their involvement in collisions, agency of collision or traffic infractions, but does not include demerit points assessed against a provincial driver's licence. This is the system used to assess, record and identify risk, and to advise management of the level of risk presented by each driver.

Distracted driving: Operating a vehicle on a roadway while engaged in an activity that distracts the driver from the operation of the vehicle.

Driver: An individual who holds a valid City Driving Permit and is permitted to drive, use or have care or control of a City vehicle, auxiliary equipment and attachments.

Driving Incident Review Board: A board consisting of a chairperson and two board positions who consider appeals by drivers of the Fleet Safety Supervisor Administrative Review, with respect to the classification of a collision as a preventable collision or the assessment of demerit points for a preventable collision or traffic infraction.

Employee: A person who reports to the City Manager or City Auditor and provides services to the City under a contract of employment, contract for the provision of personal services or in the capacity of agent, student or volunteer.

ETS highway bus: An Edmonton Transit Service bus used outside City of Edmonton boundaries.

ETS transit bus: An Edmonton Transit Service bus used inside City of Edmonton boundaries.

Fleet Safety: The Fleet Safety section within Fleet and Facility Services is responsible for managing the overall Driver Safety Program for the City of Edmonton. Fleet Safety also manages the NSC and other legislative requirements related to the operation and maintenance of a commercial fleet. Fleet Safety issues demerit points to City permits and is responsible for sending out Driver Safety Cards.

Fleet Safety Officer: An employee within Fleet Safety designated by the Fleet Safety Supervisor as a Fleet Safety Officer or Fleet Safety Assistant.

Fleet Safety Supervisor: The person assigned as the Supervisor of the Fleet Safety section.

Graduated Driver's Licence (GDL): All new Alberta drivers are part of the Graduated Driver Licensing (GDL) program. This program ensures new drivers get the support, skills and experience they need to handle the complex task of driving. GDL improves road safety by creating a safe and controlled environment for all new drivers.

Idling: The operation of the engine of a vehicle while the vehicle is not in motion and not being used to operate auxiliary equipment that is essential to the basic operation of the vehicle.

National Safety Code (NSC): A set of national safety standards set by the Canadian Council of Motor Transport Administrators with which certain commercial vehicles must comply. Vehicles addressed in this manual to which the NSC applies include City vehicles with registered weights of 11,794 kg or more and vans or buses with a seating capacity of 11 or more, including the driver.

Non-preventable collision: A collision involving a vehicle where the driver took reasonable steps to prevent it, but still could not avoid the collision.

onecity: onecity is the City of Edmonton's internal intranet site that is accessible by all City employees

Peace Officer: A person appointed by a municipal government, the Government of Alberta or the Government of Canada to uphold and enforce specific laws and regulations defined by their appointment.

Preventable collision: A collision involving a vehicle in which the driver of the vehicle failed to take all reasonable steps to prevent the collision.

Q endorsement: An air brakes endorsement on a provincial driver's licence, required to operate a City vehicle with air brakes.

Registered licenced mass: The maximum allowable weight for any given vehicle including passengers, fuel, payload and trailers including cargo as shown on the registration.

Temporary Driving Permit: A City Driving Permit issued for up to 30 calendar days.

Traffic infraction: A contravention of federal, provincial or municipal traffic legislation or this *Driver's Manual Standard*, which may result in a ticket issued to the City of Edmonton or to an individual while the individual is operating or has the care and control of a City vehicle. Traffic infractions may include but are not limited to parking violations, GPS telematics notifications and violations issued via automated enforcement systems (photo radar, intersection safety cameras, etc.).

Traffic Safety Act: *Traffic Safety Act*, RSA 2000 c T-6, or such equivalent provisions or legislation as may be amended from time to time, and any regulations, rules or codes made thereunder.

Traffic Violation Notice: An official document received via mail or in person for an alleged traffic infraction.

Unclassified collision: A collision that cannot be assigned a classification of preventable collision or non-preventable collision. This classification will only be used when insufficient evidence exists to make a determination of preventable collision or non-preventable collision.

1.2 Purpose and Application

1.2.1 Who This Manual Is Intended For

The City of Edmonton's *Driver's Manual Standard* provides guidance on City policies and requirements for drivers of City vehicles. The City places great importance on the safety of employees and the public, and employees must be aware of the safety implications of operating City vehicles.

This *Driver's Manual Standard* applies to anyone who operates a City vehicle under the authority of a City Driving Permit. A City vehicle will include:

- Any car, truck, bus, or similar self-propelled conveyance, including any motorized unit that may or may not be self-propelled or mounted on a truck or trailer, which is owned, rented or leased by the City of Edmonton
- Edmonton Transit Service (ETS) or Dedicated Accessible Transit Service (DATS) buses when driven by ETS employees, and vehicles operated by sworn members of the Edmonton Police Service, only with respect to [Section 6.4 Traffic Infractions](#), [Section 5 National Safety Code](#), and [Section 4.5 Transportation of Dangerous Goods](#).

1.2.2 Purpose of the Manual

The purpose of the *Driver's Manual Standard* is to describe the City of Edmonton's expectations in the maintenance and safe use of City vehicles. It describes requirements for obtaining and upgrading City Driving Permits; mandatory and optional training requirements; expectations and safe driving requirements for anyone operating a City vehicle under the authority of a City Driving Permit; and legislative/National Safety Code compliance, oversight and accountability. Resources are also provided in the appendices.

It is essential drivers observe all rules of the road and follow the guidance related to the use and maintenance of City vehicles in order to perform their jobs effectively, safely and to promote a positive public image.

Drivers are expected to drive in a safe, courteous, lawful and professional manner at all times. Drivers are required to operate City vehicles with due regard to the safety of themselves and others to minimize the risk of collision.

In addition, drivers must drive defensively at all times which includes, but is not limited to:

- Adjusting their driving to compensate for unusual weather, road, traffic conditions, vehicle payloads and passenger loads
- Making due allowance for lack of skill or improper driving practices and actions of others
- Being prepared to yield the right of way when required
- Being alert to developing situations and taking necessary action to prevent collisions
- Recognizing the need for advance, preventative action

1.3 Compliance

All drivers must comply with all relevant City of Edmonton policies and procedures (which includes the Standard), as well as all applicable municipal, provincial and federal legislation governing traffic laws. Where it is not possible to comply with both the provisions in this manual and with legislative regulations, the legislation will prevail. See [Appendix 7.6](#) for links to legislation.

The following City vehicles must adhere to the National Safety Code (NSC) standards and are referred to as "NSC-rated vehicles":

- Vehicles, or a combination of vehicles, with a combined registered weight of 11,794 kg or more
- Vans and buses with a seating capacity of 11 or more, including the driver

1.4 Freedom of Information and Protection of Privacy (FOIP) Act

In order to ensure the safety of drivers, employees and the public, the City must collect personal information from drivers, as outlined in this manual. Personal information is collected for the purpose of managing the Driver Safety Program. Collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed and protected in accordance with the Act. Questions about the collection can be made to the Fleet Safety Supervisor, Westwood, 780-496-6464, or fleetsafetyadmin@edmonton.ca.

1.5 Designation of Safety Officer

The person responsible for maintaining the Driver's Manual Standard and ensuring compliance with applicable safety laws is:

Fleet Safety Supervisor

Fleet Safety
Fleet and Facility Services Branch
City Operations Department
780-496-6464

SECTION 2
**EXPECTATIONS OF
A CITY DRIVER**

2 Expectations of a City Driver

2.1 Drivers and Passengers

2.1.1 Passengers

City vehicles must only carry passengers who are City employees on City business. The exception to this is when the transportation of the passengers is related to conducting City business and the passengers are approved by the driver's supervisor. For special circumstances, contact Fleet Safety.

2.1.2 Seat Belt Usage

Seat belts are a proven means of reducing injury to vehicle occupants in the event of a collision. As such, it is mandatory for all drivers and passengers to wear the complete seat belt assembly at all times while the vehicle is in motion. The only time a driver/passenger is exempt from wearing a seat belt is when operating a Waste Services City vehicle on the stand up right side or swampers while actively engaged in waste collection, which includes operation at speeds no greater than 20 km/h.

2.1.3 Helmet Usage

Employees must wear appropriate head protection where required by the *Occupational Health and Safety Code*. This includes employees operating or riding as a passenger on:

- all-terrain vehicles;
- snow vehicles;
- motorized trail bikes or motorcycles; and
- small utility vehicles (i.e. a small vehicle designed for off-road use with a bench type seat and a steering wheel and designed to transport more than one person).

Helmets are not required for small utility vehicles or off-highway vehicles that are equipped with seat belts and rollover protection. Golf carts are exempt from helmet usage.

2.1.4 Smoking Prohibited

Smoking, including the use of electronic cigarettes, is not permitted in City vehicles.

2.1.5 Drugs and Alcohol

In accordance with the City's Drug and Alcohol Standard, employees are not permitted to report for work unfit for duty. Every employee must report any concerns about being unfit for duty, however caused, to their supervisor or a Disability Management Consultant.

Under the Standard, employees must maintain a valid provincial driver's licence for the class operation required, operate motor vehicles in accordance with applicable laws and inform their supervisor immediately of:

- Any expiration, suspension or loss of a driver's license;
- Any charges or administrative penalties brought against them for impaired driving offences in a city vehicle; and
- The occurrence of any Immediate Roadside Sanction (IRS) test while operating a city vehicle.

For more information, consult the [Drug and Alcohol Standard](#) and [Drug and Alcohol Operating Manual](#).

As reinforced by the Standard, City drivers must operate motor vehicles in accordance with applicable laws. This includes both Federal (e.g. *Criminal Code*) and Provincial laws (e.g. *Traffic Safety Act*). These laws may place additional restrictions on vehicle operators in relation to drugs and alcohol. For example:

- The Alberta Immediate Roadside Sanction (IRS) ZERO: Novice program applies to all alcohol and/or drugs and there is a zero tolerance approach for any alcohol and/or drugs for novice drivers in the class 7 learner's licence or class 5 GDL licence category
- The Alberta Immediate Roadside Sanction (IRS) ZERO: Commercial Program applies to any driver who is operating a:
 - commercial vehicle, or combination of commercial vehicles, that has a registered gross vehicle weight of more than 11,794 kg
 - commercial vehicle that has a manufacturer's seating capacity originally designed for 11 or more passengers, including the driver

These drivers must have a zero (0.00) blood alcohol concentration or blood drug concentration when driving a commercial vehicle. Under the IRS ZERO: Commercial Program, there is a zero tolerance approach for any alcohol or drugs, or both, for commercial drivers operating a commercial vehicle in a commercial capacity.

2.1.6 Fatigue

Fatigue can affect an employee's ability to operate vehicles safely. Employees who feel that fatigue may be causing a safety risk should cease operating as soon as safely possible and contact their supervisor without delay so that other operational decisions can be made. Notwithstanding the foregoing, a drivers' failure to attend work fit for duty, may be subject to corrective action up to and including termination, however any disciplinary process or review will be conducted separate and apart from this Standard.

2.2 Disability Management

If an employee is absent from work for more than five days, the employee is required to obtain documentation from the employee's physician authorizing their return to work. If the employee holds a City Driving Permit, the medical documentation will be required to indicate whether the employee is fit to operate a motor vehicle pursuant to the class of driver's licence they hold. All notes/letters from a physician must be forwarded to Disability Management. It

will be up to Disability Management to confirm whether adequate medical documentation is on file to allow the employee to return to operating a City vehicle.

Disability Management will advise the Fleet Safety Supervisor whenever an employee is removed from driving duties because of medical reasons. Fleet Safety will then suspend the employee's City Driving Permit until authorization to drive is received from Disability Management.

Disability Management will notify the Fleet Safety Supervisor when an employee that holds a City Driving Permit is absent from work for more than six months. In these situations, the employee's City Driving Permit will be suspended. Employees absent from work for more than six months will be required to undergo a driving assessment, to be completed by Fleet Safety, prior to returning to driving duties.

2.3 Driver's Responsibilities

City vehicles may be used for City business only.

- Drivers must operate City vehicles in accordance with all applicable laws; regulations and City policies, directives, procedures and training
- Drivers are required to obey all posted speed limits and drive at lower speeds when conditions warrant, such as ice, rain, wind, etc. This [Safe Roads](#) brochure provides additional information when driving in the winter
- Drivers must operate City vehicles, including non-City-owned vehicles driven on City business, in a polite and courteous manner at all times
- A driver in charge of a City vehicle must have, in their immediate possession, their valid provincial driver's licence
- Drivers must ensure that their City Driving Permit is valid and is the appropriate class for the type of City vehicle being operated
- Drivers must be in possession of their City Corporate Identification Card/Driving Permit at all times when operating City vehicles
- Drivers are required to swipe their City Driving Permit in any GPS-equipped vehicle or equipment they are operating, to associate them with the GPS record of the trip
- Drivers may not drive, or permit another person to drive, an unsafe City vehicle
- Drivers may be responsible for fines resulting from traffic infractions while operating City vehicles
- Drivers must immediately report any Traffic Violation Notice(s) received while operating a City vehicle to their supervisor and to Fleet Safety
- Maximum speed in alleys, pathways, park space and/or off-road is 20 km/h unless the posted speed limit is lower (Bylaw 6984)
- Maximum speed in City yards and parking lots is 15 km/h unless the posted speed limit is lower
- Drivers are not permitted to operate City vehicles while wearing earbuds, headphones or hearing protection unless the hearing protection is:
 - required to reduce risk of hearing damage as recommended by the manufacturer of the unit being operated; or

- supported by proper testing conducted by an Occupational Hygiene Consultant;
and
- approved by a City of Edmonton Occupational Hygiene Consultant

SECTION 3
**CITY DRIVING
PERMITS**

3 City Driving Permits

All employees who drive, use or have care and control of City vehicles must have a City Driving Permit. Employees driving or operating City vehicles without a City Driving Permit may be subject to corrective action up to and including termination of employment. See [Section 2 Expectations of a City Driver](#).

3.1 Obtaining a City Driving Permit

To qualify for a City Driving Permit, a driver must:

- Have held a Class 5 (or 5 Graduated Driver's Licence (GDL)) Driver's Licence for a minimum of 24 months
 - Unless drivers only need to qualify for a Class A permit, in which case the two-year minimum is waived
- Possess a valid Alberta Driver's Licence with the appropriate classifications and endorsements for the type of City vehicle operated
- Provide a five-year driver abstract, dated within 30 days of the date of application for the issuance of the City Driving Permit, from the jurisdiction(s) where the employee last resided
- Sign a provincial Driver Abstract Consent form, which allows the City to obtain a driver abstract at any time while the employee is employed by the City of Edmonton

Fleet Safety reserves the right to refuse to issue a City Driving Permit if a driver abstract demonstrates unsafe driving practices, and to determine what constitutes unsafe driving practices.

Supervisor approval is required prior to application for and issuance of a City Driving Permit.

City Driving Permits for employees will be issued by Inside Information once the employee has received supervisor approval or approval from Fleet Safety.

3.2 Driver's Abstract Criteria

A City Driving Permit will not be issued if the provincial driver abstract contains any of the following:

- Current or pending suspension
- Record of any suspension of their driver's licence within the preceding three years that is related to a driving offence
- Eight or more demerit points on a standard driver's licence, or five or more demerit points on a GDL

- Within the preceding three years any *Criminal Code* driving conviction including:
 - Impaired Driving-related offence
 - Dangerous Operation of a Motor Vehicle
 - Criminal Negligence
 - Criminal Flight from a Peace Officer
 - Fail to Remain at the Scene of an Accident
 - Driving While Disqualified/Prohibited

- Within the preceding three years any driving conviction under a Province of Alberta statute for offences involving:
 - Failing to remain at the scene of an accident
 - Driving while prohibited
 - Immediate Roadside Sanctions: IRS FAIL Program

- An overall driving history that reflects poor driving behaviour

3.3 Hiring Requirements for Permanent Employees

Candidates for City of Edmonton employment requiring a City Driving Permit must provide a five-year driver abstract prior to being considered for hire.

Candidates for positions that involve the operation of vehicles requiring a Class 1, 2, 3, or 4 driver's licence must provide a five-year commercial driver abstract prior to being considered for hire.

3.4 Hiring Requirements for Temporary Employees

Temporary employees who normally reside outside of Alberta and/or those working during summer months who are full-time students in another province are not required to possess an Alberta Driver's Licence if they hold a valid driver's licence issued in a jurisdiction outside Alberta with the appropriate classifications and endorsements and provide a five-year driver abstract from the jurisdiction(s) where the employee last resided. The City Driving Permit issued is valid for a maximum of six months. International Driving Permits are not permitted.

3.5 Expiry Dates for City Driving Permits

City Driving Permits shall be issued with a maximum three year expiry date. Employees are expected to renew their City Driving Permit prior to its expiry date. Returning temporary or seasonal employees are required to activate their City Driving Permit through Inside Information if their last day of employment with the City was more than 60 days from the date of re-hire.

Drivers may only operate City vehicles in the permit class that is issued to them. See [Section 7.1 Classes of City Driving Permits](#).

3.6 Authorization for Classes of Permits

Request forms for City Driving Permits are available on [onecity](#) and must be submitted by the employee's supervisor to Inside Information.

Class of Permit	Required Authorization
A	Fleet Safety <ul style="list-style-type: none"> • Issued by special request only
B	Employee supervisor <ul style="list-style-type: none"> • Employees who hold a GDL may be issued a class A, B or C City Driving Permit
C, C-NSC, D, E, or T	Fleet Safety <ul style="list-style-type: none"> • This approval process may include a road test conducted by a Fleet Safety Officer or other authorized person • NSC training must be completed prior to obtaining a class C, C-NSC, D, E or T City Driving Permit

3.7 Temporary Driving Permits

Drivers of any vehicle owned, rented or leased by the City for business travel within and/or from the City, for a period of 30 days or less, will require a Temporary Driving Permit if they do not hold a City Driving Permit.

Temporary Driving Permits are valid for up to 30 days and are specific to the type of vehicle being driven (see [Section 7.1 Classes of City Driving Permits](#)).

All vehicle rentals with a registered weight of 4,501 kg and greater, or a van/bus that is designed with a seating capacity of 11 or more, including the driver, must be authorized by Fleet Safety.

3.7.1 Acquiring a Temporary Driving Permit

In order to obtain a Temporary Driving Permit, an employee must:

- Hold an active and unrestricted provincial driver's licence for the class of vehicle they intend to rent or lease
- Take specific training for specific classes of City Driving Permits (C, C-NSC, D, E, or T) and undergo a road test by Fleet Safety or a designated department examiner. Fleet Safety will obtain a driver abstract as part of the application process and the abstract must meet all criteria listed in [Section 3.2 Driver's Abstract Criteria](#)

Temporary Driving Permits can be granted by contacting Fleet Safety at 780-496-6400.

3.8 City Driving Permit Classifications

Drivers may only operate City vehicles in the permit class that is issued to them. See [Section 7.1 Classes of City Driving Permits](#).

3.8.1 Road Test and Training and Certification Requirements

Class of Permit	Initial Road Test Requirement	Training and Certification Requirements
A	N/A	Driving for the City—Driver's Manual course or a modified course
B	N/A	Driving for the City—Driver's Manual course Required for specific pieces of equipment such as forklifts, skid steers, municipal tractor (e.g., Toolcats), etc.
C, C-NSC, D, E, or T	Requires a road test by a Fleet Safety Officer or a department examiner that is authorized by Fleet Safety	NSC training and Driving for the City—Driver's Manual course must be completed prior to the road test

3.8.2 Graduated Driver's Licence (GDL) Driver

Drivers with GDLs are permitted to operate ONLY the following City vehicles:

- Passenger vehicles (excluding passenger vans with a seating capacity of 11 or more)
- Any truck with a single rear axle (including dual wheels) that is registered for a weight below 11,794 kg
- Drivable motorized equipment such as ice resurfacers, turf equipment, forklifts, golf carts, skid steers, etc.

GDL drivers may NOT operate:

- Trucks pulling trailers
- Three axle or larger vehicles
- Vehicles equipped with air brakes

GDL drivers are strongly encouraged to obtain a full, non-GDL provincial driver's licence as soon as they are able. GDL drivers are not eligible for an upgraded provincial driver's licences that may be required for certain types of City Driving Permits.

3.9 City Driving Permit Suspension and Revocation

Fleet Safety may suspend or revoke a driver's City Driving Permit for reasons relating to competency, safety and conduct including, but not limited to, any of the following:

- Suspension of a provincial driver's licence
- A provincial driver abstract that has eight or more demerit points on a standard driver's licence, or five or more demerit points on a GDL

- A provincial driver abstract that shows a history of unsafe driving practices
- Accumulation of eight or more City demerit points on a City Driving Permit in a 24-month period
- Medical reasons as recommended by Disability Management
- Failure to obey any City directives, procedures, rules and policies
- While an incident is under investigation
- [GPS telematics](#) and/or other information indicates unsafe driving practices, including but not limited to:
 - Failure to wear a seat belt
 - Excessive speeding
 - Repeated speeding at any rate above the posted speed limit
 - Any other violation of the *Traffic Safety Act*
- Failure of ongoing road test evaluation
- Failure to complete mandatory driver training courses
- A series of preventable safety incidents showing a pattern of unsafe driving within a proximate period of time
- Other conduct of concern

City demerit points are considered accumulated on a City Driving Permit where any one of the following conditions occur:

- Where no appeal of the assessment of demerit points against a driver's City Driving Permit has validly commenced
- Where an appeal of the assessment of demerit points against a driver's City Driving Permit has validly commenced but later is abandoned by the driver prior to a decision by either the Fleet Safety Supervisor or, where applicable, by the Driving Incident Review Board
- Where the driver appealed the assessment of demerit points against the driver's City Driving Permit to the Fleet Safety Supervisor, the Fleet Safety Supervisor denied the appeal and the driver did not validly commence a further appeal to the Driving Incident Review Board
- Where a final determination by the Driving Incident Review Board has been made on any validly commenced appeal

3.9.1 Suspension Reoccurrence Plan

For the first and subsequent driver permit suspensions within a 24-month period, the driver may be required to complete the following requirements prior to the permit being reinstated:

- Driver may be required to complete enhanced individualized training as determined by Fleet Safety and/or the work area
- Driver may be required to complete a defensive driving course if it has not been completed in the last two years
- Driver may be required to successfully pass a road test evaluation
- The driver's permit may be reduced to a non-NSC category
- And/or other measures as deemed appropriate

On the successful completion of these safety related and/or competency requirements, a driver's City Driving Permit may be reinstated with half of the City demerit points or as per the below schedule:

- 8-9 demerit points: reinstated at 4 demerit points
- 10-11 demerit points: reinstated at 5 demerit points
- 12-13 demerit points: reinstated at 6 demerit points
- 13 or more demerit points: reinstated at 7 demerit points

Notwithstanding anything in [Section 3.9 City Driving Permit Suspension and Revocation](#), a City Driving Permit may be suspended indefinitely or permanently revoked for conduct of concern by the Fleet Safety Supervisor.

3.9.2 Notification of Suspension of City Driving Permit

If a City Driving Permit is to be suspended, Fleet Safety will send a letter through the driver's supervisor notifying the driver of the suspension and the effective date of the suspension.

The supervisor will be responsible for hand-delivering the letter to the driver and must complete an online Proof of Service process as an acknowledgement of receipt of the letter by the driver.

The letter provided to the driver will state that the driver can appeal the decision of the Fleet Safety Officer by following the procedure set out in [Section 6.6.4 Appeal Process and Procedure](#). The letter will state any appeal must be commenced within 14 calendar days of the receipt of the letter from the Fleet Safety Officer.

3.9.3 Appealing a Suspension

A driver cannot appeal a suspension of their City Driving Permit, which occurs for the time necessary to complete relevant investigation and/or for the driver to complete appropriate training, education and any other statutory requirements as applicable. A driver is only able to appeal an assessment of demerit points against their City Driving Permit. See [Section 6.6.4 Appeal Process and Procedure](#) for further details.

3.9.4 Provincially Recognized Courses and Demerit Points

Drivers who successfully complete a provincially recognized Defensive Driving Course or Professional Driver Improvement Course may have up to three City demerit points removed from their City Driving Permit as determined by Fleet Safety. This applies only to demerit points accumulated up to and including the date of the course and applies only once every 24 months. This does not apply to any demerit points accumulated after the date of the course.

3.10 Provincial Driver's Licence Suspension or Cancellation

It is the employee's responsibility to immediately inform their supervisor if their provincial driver's licence is expired, suspended or cancelled for any reason.

It is the responsibility of the supervisor to immediately inform Fleet Safety if one of their employees' provincial driver's licence is expired, suspended or cancelled for any reason. Failure to do so may result in disciplinary action and/or suspension or revocation of the City Driving Permit.

3.11 City Driving Permit Reinstatement

Drivers who have had their provincial driver's licence or City Driving Permit suspended or cancelled because of a driving-related suspension, driving under the influence of alcohol or drugs, a *Criminal Code* conviction or medical reasons must undergo a driving assessment prior to reinstatement of any City Driving Permit.

Drivers who have had their City Driving Permit suspended for any reason may be required to undergo a driving assessment prior to reinstatement. Additionally, the driver's complete driving history will be reviewed prior to reinstatement of the City Driving Permit.

Supervisors shall notify Fleet Safety when a driver has been absent from work for more than six months. Fleet Safety shall cancel the City Driving Permit when a driver has been absent from work for more than six months and the driver may have to undergo a driving assessment prior to reinstatement of the City Driving Permit.

Drivers who have allowed their City Driving Permit to lapse more than six months from the expiry date, or have left the City for more than six months, may be retested at the sole discretion of Fleet Safety prior to reinstatement.

All driving assessments referenced in this section may be conducted by Fleet Safety or delegated by Fleet Safety to an approved driver examiner within the respective branch where the driver works, or delegated by Fleet Safety to an external provider.

3.12 Renewing a City Driving Permit

3.12.1 Renewing a City Driving Permit After Employment Absence (60 days or more)

Drivers that have been laid off or terminated from their position for more than 60 days (temporary or returning seasonal employees) must follow the procedure in [Section 3.1 Obtaining a City Driving Permit](#) to obtain a City Driving Permit.

The process for re-permitting a driver is similar to the process for a new driver. The permit request paperwork must be provided, including a new driver abstract dated less than 30 days from the permit request. Road tests for each class of unit on a re-permitted driver will not be required unless directed by the Fleet Safety Supervisor after a review of the driver's history and records. Each case will be evaluated individually to determine what the re-permitting process will be.

3.12.2 Renewing a City Driving Permit (Class C, C-NSC, D, E, or T)

A City Driving Permit is valid for up to three years from the date it was issued, which is based on the date that the provincial Driver Abstract Consent form was signed. For City Driving Permits C, C-NSC, D, E or T, the driver may be required to successfully complete a driver evaluation, which includes a road test with either Fleet Safety or a branch-designated road test examiner before the permit can be renewed. The evaluation presented to Inside Information must be dated within 30 days from the date the permit is renewed.

3.13 Upgrading a City Driving Permit or Driving as a Learner

Drivers who are upgrading or learning to drive for a class C, C-NSC, D, E or T City Driving Permit must have the following before operating a City vehicle:

- A minimum of a Class 5 Driver's Licence without any GDL restrictions (except 'C' permit without trailers)
- Supervisor approval for the class of City Driving Permit they are learning on or seeking
- Successful completion of a provincially approved air brake course if the unit to be trained on is equipped with air brakes
- Successful completion of a provincial written knowledge test for the class of provincial driver's licence being trained or tested for
- Successful completion of NSC training

Drivers who are learning must be accompanied by a branch-designated trainer or person approved by Fleet Safety that holds a valid City Driving Permit for the type of City vehicle in which they are learning to drive. The person providing the instruction must be seated in the front seat.

3.13.1 Driver Evaluations and Road Tests

A City Driving Permit or upgrade of a City Driving Permit will not be issued if the record of the road test is older than 30 days.

Applicants for class B City Driving Permits:

- May be required to undergo a driver evaluation that includes a road test prior to issuance of their City Driving Permit.

Applicants for class C, C-NSC,D, E or T City Driving Permits:

- May be required to undergo a driver evaluation that includes a road test
- The requirement for a driver evaluation and the contents of a driver evaluation shall be at the sole discretion of Fleet Safety
- Evaluations are booked through Fleet Safety for the class and type of City vehicle that the employee will be operating
- The evaluation includes, at minimum, a practical skills evaluation using Provincial Driver Examiner standards
- An evaluation will be required even if the employee underwent a recent provincial examination at a registry agent

Drivers holding class C, C-NSC, D, E or T City Driving Permits:

- Must undergo driver evaluations regularly
- The frequency of those evaluations will be determined by Fleet Safety
- The vehicle required for the road test shall be supplied by the branch associated with the driver seeking the road test

To operate a City vehicle pulling a trailer:

- A class C City Driving Permit is the minimum standard required
- Requires documented trailer training by a respective department trainer
- Successful completion of trailer training or successful completion of a road test with a trailer shall be recorded in corporate training records

If a driver fails a road test:

- They may retake the test on the next calendar day, or on a date set at the discretion of a Fleet Safety Officer or authorized department road test examiner
- A driver may attempt a road test evaluation up to three times per year or at the discretion of Fleet Safety

3.14 Vehicle Take Home Permits

Vehicle Take Home Permits allow employees to take City vehicles home overnight when there is a benefit to the City.

- The Vehicle Take Home Permit Program is administered by Fleet Safety, who makes application forms available and may audit employees at random to ensure program compliance
- Applications must be approved by the Deputy City Manager
- Vehicle Take Home Permits are valid for the current calendar year only and drivers must reapply for a new year

City vehicles taken home must be:

- Driven as directly as possible between the employee's place of business and their residence to eliminate any undue mileage
- Properly secured, with doors locked, windows closed, and valuables moved or out of sight when parked to prevent theft of the vehicle or theft of any equipment or contents
- Parked in a safe and secure location, preferably off the street. At a minimum, the City vehicle should be parked in clear sight when viewed from the interior of the employee's personal residence

All drivers with a Vehicle Take Home Permit must:

- Leave the vehicle with the City when on leave for four or more days, or at any time upon the request of the City
- Submit a monthly travel log sheet to identify personal travel (via [Google Form on onecity](#)) whether or not a City vehicle was taken home during the month
- Take Fuel Sense training every five years

Failure to comply with the program may result in disciplinary action and/or loss of Vehicle Take Home Permit and City Driving Permit.

3.15 Driver Training

Employees require approval from their supervisor prior to registering for any driving training courses.

Departments shall ensure that copies of any training records related to driving are forwarded to Fleet Safety for entry into the employee's respective driver file. Contact Fleet Safety for instructions on how to register for courses.

3.15.1 Air Brakes Training

Air brake Q endorsement on a provincial driver's licence is mandatory for operating a City vehicle with air brakes as a learner or a driver. There is no prerequisite for air brakes training. Contact Fleet Safety for information on air brakes training courses.

3.15.2 Fuel Sense Training

Fuel Sense training is available to any employee who wishes to take it. There is no prerequisite. To register, contact your supervisor. For further information, contact Fleet Safety.

It is mandatory that all drivers who operate City vehicles as part of their regular duties (drive 500 km or more per month), and all drivers that hold a Vehicle Take Home Permit take Fuel Sense training:

- Every five years or as requested by the GPS telematics team
- To learn techniques for driving with maximum fuel efficiency that reduce greenhouse gas emissions

3.15.3 National Safety Code (NSC) and Transportation of Dangerous Goods (TDG) Courses

NSC certificate training is mandatory for all drivers that hold a C permit or higher.

Fleet Safety shall determine the frequency of NSC training. The National Safety Code course includes training on Hours of Service, Trip Inspection, Weights and Dimensions, and Cargo Securement. This course must be taken, at a minimum, every three years.

TDG training and certification is mandatory for drivers who handle or transport dangerous goods. This course must be taken, at a minimum, every three years.

Additional training on safety legislation will be conducted as required.

3.15.4 Driving for the City—Driver's Manual Online Course

This course has no prerequisite. The course:

- Is mandatory for City employees to complete within 30 days of obtaining or renewing their City Driving Permit
- Provides highlights of the rules for driving a City vehicle as outlined in this *Driver's Manual Standard Operating Procedure*
- Includes beneficial defensive driving tips

Failure to complete the training will result in suspension of the City Driving Permit.

This course must be taken, at a minimum, every three years.

3.15.5 Defensive Driving and Professional Driver Improvement Courses

The City of Edmonton offers a Defensive Driving Course (for drivers of light City vehicles) and a Professional Driver Improvement Course (for drivers of heavy City vehicles) as a tool to improve driving skills. These courses are scheduled by Fleet Safety.

When a driver successfully completes either course, they will receive a certificate of completion from the training provider, which may also qualify them for up to a three demerit reduction on their provincial driver's licence. The driver must visit a registry agent to have the course applied to reduce demerit points on their provincial driver's licence. The three demerit reduction also applies to the driver's City Driving Permit for City demerit points accumulated up to and including the date of the course. Any demerit points removed from the City Driving Permit will apply to demerit points associated with the oldest preventable collision or traffic infraction on the driver's City driving record (acquired within the previous 24 months). Although there is no limit on the number of times a driver may take a course, demerit points may only be removed once every 24 months.

These two courses are optional, though from time to time the City may, at its discretion, make the courses mandatory. The courses can be completed every 24 months.

SECTION 4

SAFE OPERATIONS

4 Safe Operations

4.1 General Operation of Vehicles

Log records for every City vehicle must be kept for a 24-month period and include the following information:

- Date, time and odometer reading when vehicle is signed out
- Name and payroll number of driver
- Date, time and odometer reading when vehicle is signed back in

4.1.1 Vehicle Preparation—Inspection Prior to Driving the Vehicle Each Shift

Drivers are required to perform a walk-around inspection to ensure the unit is roadworthy and in good working order. During the walk-around inspection, drivers must complete the following:

- Look for any damage that may have occurred while the vehicle was parked
- Ensure windshields, other windows and mirrors are clean and free from obstructions that impair vision (ice, fog, dirt, etc.)
- Ensure licence plates are clean, legible and secure
- Check fluid levels (oil, windshield washer fluid, coolant, etc.)
- Inspect tires for tread depth, cuts and pressure (hammer test wheels where necessary)
- Inspect wheels and rims for damage
 - Where applicable, examine lug nuts to ensure all are present, all appear tight and do not display signs of damage
- If the vehicle is equipped with wheel nut indicators
 - Inspect to ensure all wheel nut indicators are properly aligned—a misaligned indicator could mean the lug nut is loose
 - Inspect wheels for missing, damaged, deformed or melted wheel nut indicators
 - If one or more wheel nut indicators are damaged, missing or misaligned, contact Fleet and Facility Services
 - If the vehicle has a re-torque sticker that shows a past due date or past due mileage, take the vehicle to Fleet and Facility Services or approved vendor for re-torque
- Inspect all lights and indicators and clean them if necessary
- Ensure driver seat is adjusted properly
- Ensure brakes are operational
- Ensure the vehicle has a valid insurance card, registration certificate and any other documents that may be required (truck weight card, Commercial Vehicle Inspection Program (CVIP) certificate and decal, Safety Fitness Certificate, etc.)
- Ensure any load is properly secured to the vehicle
- Ensure passenger side airbag is enabled if a passenger will be travelling in the vehicle
- Ensure unit number is affixed and visible

- Ensure the vehicle is clean and has proper decals as per the City of Edmonton Visual Identity Standards
 - Anything leased beyond 30 days requires City decalling
 - Only City-approved decals may be attached

Drivers are required to perform a walk around inspection of any City vehicle prior to driving, each time during their shift, to ensure they are aware of any people, objects, potential hazards or equipment in the immediate area.

See [Section 5.9.1](#) for drivers of City vehicles with registered weights from 4,501 kg to 11,793 kg.

See [Section 5.9.2](#) for drivers of City vehicles with registered weights 11,794 kg and greater.

See [Section 5.9.3](#) for drivers of City vehicles with a seating capacity of 11 or more.

Vehicle Condition

A person shall not operate or permit another person to operate a City vehicle if the vehicle or any equipment related to the vehicle is in a condition likely to cause danger to people or property.

Any defects to a City vehicle, its operating equipment or accessories must be reported to Fleet and Facility Services immediately so that repairs can be made.

Environmental Condition

The City Manager or Deputy City Managers have the authority to shut down operations when environmental conditions are deemed unsafe.

4.1.2 Vehicle Inspection After Driving the Vehicle—At the End of Shift

At the end of each shift, drivers must conduct a post-trip inspection on the City vehicle they were operating, to ensure all of the following:

- All lights are functioning
- No leaks are present
- There is no body damage
- Tires are free of damage or leaks
- The interior is clean
- The vehicle is properly parked and secured

4.1.3 Distracted Driving

No electronic device may be used by the driver of a City vehicle unless the vehicle is legally parked. The use of hands-free devices and headsets attached to personal audio equipment or other devices is also prohibited.

Fire Rescue and Peace Officers are permitted to use electronic hands-free devices. Two-way radios provided by the City of Edmonton may be used when the use is

necessary to perform an employment-related duty and the use is made with due care and attention. If there is more than one employee in the vehicle, the driver should not be using the two-way radio.

See also the [Distracted Driving Standard](#) on [onecity](#).

4.1.4 Edmonton's Safe Passing Distance Bylaw

The City's Charter Safe Passing Distance Bylaw provides clear guidance for how much room people driving need to leave to safely pass people cycling on the street and helps make sure everyone gets to their destination incident-free. The bylaw sets these minimum safe passing distances that motor vehicle drivers need to give cyclists when passing them on the road:

- One metre between the vehicle and the bicycle where the posted speed limit is 60 km/h or less, and
- 1.5 metres between the vehicle and the bicycle where the posted speed limit is greater than 60 km/h

In addition to the safe passing distance, follow these best practices for passing people cycling on the street:

- Cross the solid yellow line, when safe, to give the required space
- Be aware that people cycling on the street may be riding in the middle of the lane to avoid obstacles and debris close to the curb
- Wait until it's safe to pass, it will not add much time to the trip

Learn more at edmonton.ca/cycling.

4.1.5 City Vehicle Idle Control

The unnecessary idling of a vehicle wastes fuel and generates harmful emissions. Idling of City vehicles is monitored by GPS telematics.

Every driver is responsible for:

- Eliminating unnecessary idling
- Idling City vehicles during warm-up only long enough to ensure safe operation
- Shutting off engines when idle time is expected to exceed 30 seconds

Exceptions

Drivers are expected to use reasonable judgment in adhering to the idling guidelines. Exceptions may be made if a vehicle is:

- Carrying animals, plants or temperature-sensitive materials
- Providing power for on-board equipment, inverters, computers, lift platforms, air tools, power take offs (PTOs), emergency lighting equipment or auxiliary lights
- Attending an emergency scene
- Participating in, or supporting public functions (e.g., parades)
- Stopped while driving as a result of traffic lights, pedestrians or other regular delays encountered in traffic
- Being taken for service because of a mechanical problem, provided the vehicle is not left unattended
- Involved in situations over which the driver has no control, such as severe weather conditions or mechanical difficulties
- Being idled to support personal comfort of occupants and the outside temperature is:
 - Hotter than 27 degrees Celsius (27°C)
 - Colder than minus 10 degrees Celsius (-10°C)
 - Any other time when the health and safety of employees or others may be jeopardized
- Required to be left idling, in which case control measures to secure the unit are in place, such as secure idle or an employee present with the vehicle

4.1.6 Travelling Outside the Greater Edmonton Metropolitan Area

Drivers require the approval of the branch manager or designate to travel outside the greater metropolitan area in a City Vehicle. The greater Edmonton metropolitan area includes locations within a 40 km radius from the City of Edmonton boundaries. If travelling beyond the greater Edmonton metropolitan area, it is recommended a rental vehicle be obtained.

Emergency Equipment

City vehicles with registered weights 4,501 kg or greater, or with a seating capacity of 11 or more (including the driver) that travel outside of an urban area must carry two advance warning triangles.

The City has an exemption permit that allows City vehicles to operate within a 15 km radius of the City of Edmonton boundaries without advance warning triangles. Should the exemption permit be required, it can be obtained from Fleet Safety at 780-496-6400.

All drivers of City vehicles travelling beyond a 15 km radius of City boundaries must obtain director approval and contact Fleet and Facility Services.

Expenses—Fuel, Services and Repairs

Fleet and Facility Services issues credit cards for purchasing fuel, services and repairs for City vehicles travelling beyond the City of Edmonton boundaries. Drivers who use these credit cards must:

- Obtain authorization prior to any repairs or expenses over \$150
- Return credit cards at the conclusion of the trip
- Record their name, payroll number and department number on each credit card receipt
- Provide a detailed list of all minor services such as headlights, flat tires, gas, oil and battery service required outside of the City boundaries to Fleet and Facility Services
- Submit all credit card receipts to Fleet and Facility Services at the conclusion of the trip
- Use no personal loyalty cards as the use of a personal loyalty card is considered personal gain as outlined in the City's [Code of Conduct](#).

Contact Information	Credit Card Issue
Fleet and Facility Services 780-496-6471 7:30 a.m. to 4:30 p.m. Monday to Friday	To obtain a credit card for purchasing fuel and services for City vehicles travelling beyond the City of Edmonton boundaries
Fleet and Facility Services 780-496-6400 24-hour service	To report misplaced or lost credit cards and/or request authorization for any repairs or expenses over \$150

4.1.7 GPS Telematics

The City equips vehicles and equipment with GPS telematics devices or other electronic instruments. These devices monitor vehicle systems and log driver performance information such as:

- Vehicle location
- Speed
- Trip details
- Times and dates
- Distances
- Idle times
- Hard accelerations and decelerations
- Collision logs
- Seat belt status
- Engine diagnostic trouble codes

GPS telematics data can only be requested as per the [GPS Telematics Standard/Protocol](#).

A driver ID sticker is affixed to each City Operator's Permit. Drivers are **required** to swipe their City Driving Permit in any GPS-equipped vehicle or equipment they are operating, to associate them with the GPS record of the trip. Most on-road vehicles will have a reminder buzzer that will sound if a driver does not swipe, however off-road equipment does not. The driver is still required to swipe at the start of a trip, even if no reminder buzzer sounds.

Driver reminder chimes will also be implemented for on-road type vehicles to assist with driver coaching. These chimes will provide feedback for events that are used in the Driver Safety Card calculation.

4.1.8 Parking of City Vehicles

"Parking" means allowing a vehicle, whether occupied or not, to remain stationary except when engaged in loading or unloading passengers.

Drivers are encouraged to park City vehicles in a location that will allow the vehicle to be driven forward when exiting a parked location. This reduces the risk of being involved in a collision.

When a City vehicle is left unattended, the driver must ensure the unit is parked so as to prevent accidental runaway, damage or theft. This includes proper use of a park brake, transmission gear selection and wheel chocks for heavy units. Motorized equipment shall be made inoperative through lock-out devices where available.

Prior to driving a City vehicle, drivers must perform a walk-around inspection to ensure the driving path is clear. Drivers must also visually examine the condition of the vehicle and immediately report any damage to their supervisor. If required under [Section 6.2.3 Damage](#), the supervisor will then report the damage to Fleet Safety (780-496-6400).

4.1.9 Storage of Keys for Parked Vehicles

City vehicles should never be left unattended for any amount of time unless the vehicle is locked and the keys are secured on the driver's person (e.g., pocket), or in the possession of another City employee designated by the driver. Keys shall not be left inside unattended vehicles. Any items of value should also be removed. When parking a City vehicle on a grade, the park brake must be set. For City vehicles with air brakes, additional precautions must be used such as chock blocks, particularly on a grade. Vehicles parked on grades should also have the appropriate wheel edge turned to the curb to prevent rolling.

For security and safety reasons, when parking inside a secure City facility including parking inside a building or locked fenced compound, all City vehicles must be locked and their keys secured in a separate and secure location (e.g., lock box) or on the

employee's person (e.g., pocket). Keys for City vehicles parked inside Fleet and Facility Services facilities shall have the keys removed from the ignition and stored in a secure location.

4.1.10 The EPark Parking System

Marked City vehicles are allowed free parking at all on-street EPark zones. Payment is required via the EPark system when parking a marked City vehicle at City Hall Parkade or the Library Parkade.

Employees conducting maintenance at City Hall may park a City vehicle in the City Hall Parkade without having to make payment via the EPark system providing they are parked in any of the stalls reserved for maintenance vehicles on the main level of the parkade. Drivers using these stalls should contact security on the main floor, southwest entrance.

Unmarked City vehicles or private vehicles used for business purposes are not permitted to park in EPark zones without authorized payment made through the EPark system.

With the exception of parking in EPark zones as described in this section, City vehicles must be parked in accordance with the *Traffic Safety Act* and related regulations, as well as in accordance with the City of Edmonton Traffic Bylaw 5590 and applicable work area guidelines.

4.1.11 Backing

Collisions involving City vehicles frequently occur while the driver is operating the vehicle in reverse. If it is necessary to reverse the vehicle to park, then a backing guide must be used if one is available.

Know your blind spots; mirrors (and camera, if equipped) can never give the whole picture while backing. The rear vision camera/monitor is designed as a safety enhancement and should be used as if it was an additional mirror. A camera/monitor does not detect overhead objects, such as awnings, building overhangs, low-hanging tree branches, overhead power lines, etc.

Think ahead—try to park in a location that will allow you to drive forward when you exit.

At minimum follow these rules:

1. **Perform a vehicle walk-around**, always check for a clear path and be aware of obstacles that may be present or in your blind spots
2. **Sound your horn twice** to alert others around you that you are backing up
3. **Use a guide** whenever possible to assist with the maneuver

Backing With a Guide

Drivers must use a guide, flag person or other worker when one is immediately available, or can be obtained with reasonable effort, to assist when backing. This is especially important when backing City vehicles in or out of buildings. A person acting as a guide must wear a reflective safety vest or high visibility clothing while on the roadway. Follow these steps when backing with a guide:

- Before backing, drivers must adjust mirrors and make sure they are not broken, obstructed, frosted up or dirty
- The driver's window should be open to allow the driver to listen for possible hazards of other vehicles or objects, and to allow for the driver and guide to hear each other
- Perform a walk-around inspection to scan the area for obstacles and clearance, and to plan the backing route. The driver must put the vehicle in park or neutral, apply the park brake, and walk to the rear of the vehicle to estimate its distance from nearby vehicles or objects
- The guide should, whenever possible, guide the driver from the driver's side rear of the vehicle
- The guide will position themselves where they have a clear view of the vehicle's intended path and eye contact with the driver. The guide's whole body should be in the driver's view at all times
- The driver will discuss with the guide the intended position of the vehicle and how close the vehicle should be to any objects
- When necessary to back into the flow of traffic, drivers should use STOP signs, where available, to stop traffic
- The driver and the guide have a shared responsibility to identify potential hazards in the vehicle's path, such as overhead power lines, ruts, fixed objects, people, etc.
- If the driver does not like the direction given by the guide, they must stop and discuss the problem with the guide. The driver shall stick their arm out and sound their horn once if they want the guide to come to the vehicle
- Before backing, drivers must sound the horn twice to notify others in the area that the vehicle is about to move. This must be done even if the vehicle is equipped with a backup alarm
- Drivers must stop immediately if:
 - they lose sight of their guide or they do not understand the signals given by the guide
 - the sun or darkness obstructs their vision in any mirror
- Drivers must back no faster than a walking pace.
- When backing up a vehicle, the driver is ultimately responsible for the safe operation of the vehicle

Approved Signals

The signals to be used between the driver and the backing guide should be understood by both parties. Approved signals include the following:

Stop



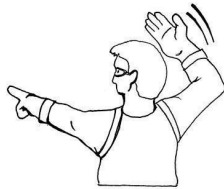
Arms up and crossed, not moving. When the guide crosses their arms, the driver must stop. The driver can only continue when the guide gives a backup or move forward signal.

Judging Distance



As the vehicle gets closer to an obstacle or intended parked position, the guide shall put their hands starting at shoulder-width apart to reflect the approximate distance of the vehicle to the object. As the vehicle continues, the driver will come to a complete stop once the guide's hands are in the stop position.

To Guide Vehicle to the Left



Guide motions their hand in the direction the vehicle is to go.

To Guide Vehicle to the Right



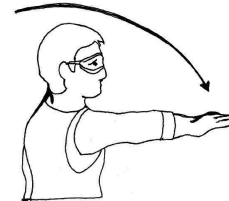
Guide motions their hand in the direction the vehicle is to go.

To Guide Vehicle Backward



Guide motions their hands in a back and forth movement to indicate movement rearward.

To Guide Vehicle Forward



Guide motions their hand in a forward direction.

Backing Without a Guide

When a driver must back up a City vehicle without the assistance of a guide, the following considerations will reduce unknowns and serve to make the maneuver safer. Whenever possible, drivers must:

- Ensure all mirrors and windows are clear and adjusted to afford the best possible viewing
- Roll down the window to hear possible warnings from other vehicles or pedestrians
- Perform a walk-around inspection to scan the area for obstacles and clearance, and to plan the backing route. The driver must put the vehicle in park or neutral, apply the park brake and walk to the rear of the vehicle to estimate its distance from nearby vehicles or objects
- Identify potential hazards in the vehicle's path, such as overhead power lines, ruts, fixed objects, people, etc.
- Perform the maneuver immediately after the walk-around is completed.
- Before backing, sound the horn twice to notify others in the area that the vehicle is about to move. This must be done even if the vehicle is equipped with a backup alarm
- Back no faster than a walking pace
- Be aware that reverse gears in the transmission are usually lower than the forward gears. This will increase torque and make the throttle seem more responsive

4.2 Air Brake Vehicles

Vehicles equipped with air brakes must be inspected once per 24 hours. Drivers must check air brakes as part of the NSC trip inspection. See [Section 5 National Safety Code \(NSC\)](#) for more information. It is important for drivers to perform the six-step air brake inspection when operating a vehicle equipped with air brakes to ensure the air brakes are working properly at all times. A Q endorsement or Class 1 Driver's Licence is required to operate a unit with air brakes. See [Appendix 7.4](#) for steps to take for class C-NSC, D, and E air brake inspections.

4.3 Towing Trailers

All City vehicles have a maximum gross trailer weight located on the weight card and marked on the vehicle information sticker (inside the door or glove compartment) and this weight must not be exceeded under any circumstances. All City trailers are load- and tongue-rated. City vehicles and trailers must not be mismatched when towing.

No City vehicle may be used to tow a trailer that does not have brakes, unless the maximum gross weight of the trailer is 2,300 kg or less and is less than half of the unladen weight of the towing vehicle. All City trailers with electric brakes must be coupled to a truck that has the proper plug-in for electric brake controls. City trailers with air brake systems or air-over-hydraulic trailer brakes must be towed only with air equipped tow vehicles. Any City

trailer in service that has electric or air-over-hydraulic brakes must have a functioning breakaway safety switch.

For Trip Inspection requirements, if the combined weight of the vehicle and trailer is 4,501 kg or greater, see [Section 5.9.1](#). If the combined weight exceeds 11,793 kg, see [Section 5.9.2](#).

Drivers with a class B City Driving Permit are not authorized to pull trailers. See [Section 7.1 Classes of City Driving Permits](#) for City Driving Permit classifications.

Drivers with a provincial GDL are not permitted to pull trailers.

A class C City Driving Permit is the minimum standard required in order to operate a City vehicle pulling a trailer. This therefore requires documented trailer training by a respective department trainer. Successful completion of trailer training or successful completion of a road test with a trailer shall be recorded in the employee's driver file.

4.3.1 Instructions for Towing Trailers or Other Equipment

Before pulling a trailer or other equipment, the driver is required to:

- Receive training from their department
- Ensure any cargo contained in or placed on the trailer is properly secured (see [Section 5 National Safety Code](#))
- Ensure the trailer or other equipment is properly attached to the towing vehicle
- Hook up safety chains (to separate brackets) with chains crossed under the tongue
- Raise centre leg or steady leg before moving; ensure pin and safety pin or locks are in place and secure
- Hook up and test lights
- Hook up and test brakes (if equipped)

While pulling the trailer, the driver is required to use extreme caution when turning or changing lanes and to check the hookup periodically on long hauls. Drivers must use a guide (whenever available) when backing, and secure the trailer wheels with adequate blocking when the trailer is parked.

4.4 Truck Routes

City vehicles over 8,000 kg registered weight and/or 12.5 m in length or longer, and City vehicles carrying dangerous goods, must adhere to the Truck Route Network. If the destination cannot be reached directly from a designated truck route, drivers must take the most direct and practical route from the nearest truck route.

The responsibility is on the driver to be aware of the weights and dimensions of the City vehicles they drive.

Copies of the Edmonton Truck Route Map are available on edmonton.ca.

4.5 Transportation of Dangerous Goods (TDG)

Drivers may be required to carry items that fall under the dangerous goods category. A dangerous good is defined as any material that poses an inherent risk to life, property or the environment.

Every employee who handles, receives or transports dangerous goods must possess a valid certificate of training issued by the City in the handling of dangerous goods. In Canada, the certificate of training is valid for a maximum of three years. Drivers who have expired TDG training may not carry dangerous goods or sign off on any Dangerous Goods shipping document as a function of their duties.

As stipulated in the *Dangerous Goods Transportation and Handling Act*, RSA 2000, c. D-4, a person shall not handle, offer for transport or transport any dangerous goods unless all of the following are met:

- The person complies with all applicable prescribed safety requirements and security requirements
- The goods are accompanied by all applicable prescribed documents
- A means of containment that is prescribed to be required or permitted for the goods is used
- The means of containment and transport comply with all applicable prescribed safety standards and display all applicable prescribed safety marks

Additional information may be obtained from Fleet Safety at 780-496-6400, department trainers, or Alberta Transportation of Dangerous Goods at 1-800-272-9600. Drivers must comply with the City of Edmonton Bylaw 5590 as it relates to the transportation of dangerous goods.

4.5.1 Shipping Documents

A Dangerous Goods shipping document would be created as per legislation. In Alberta, the *Dangerous Goods Transportation and Handling Act* and the *Dangerous Goods Transportation and Handling Regulation* must be followed, as well as the federal Transportation of Dangerous Goods Act and the Transportation of Dangerous Goods Regulations.

Shipping documents must be carried within the driver's reach and, when the driver leaves the cab, the shipping documents must be left on the driver's seat, in a pocket on the driver's door or in an obvious place in the cab. If the City vehicle is left in a supervised area, a copy of the shipping document must be left with the person in charge.

4.5.2 Exemptions

When a driver is carrying dangerous goods in a City vehicle, there are some exemptions to the standard TDG rules. The driver must refer to Schedule 1 of the Transportation of Dangerous Goods Regulations, or contact Fleet Safety for

information on the amounts of each product that would qualify for the limited quantities exemption.

Alberta EDGE (Environmental and Dangerous Goods Emergencies) operates 24 hours a day and 7 days a week to provide information to the general public and industries on dangerous goods compliance.

Alberta EDGE is also an emergency response centre for all Transportation of Dangerous Goods (TDG) incidents. The toll free number is 1-800-272-9600.

4.6 Use of Safety Equipment

Use of some safety equipment is specific to each branch and/or to specific City vehicles. Procedures for specific risks such as working on roadways or active thoroughfares, and/or working in proximity to traffic will be determined through collaboration between the branch and the branch's assigned WSEH Safety Professional.

Generic safety equipment found in most City vehicles is described below.

4.6.1 Traffic Safety Devices

In the performance of their daily duties, drivers will be exposed to traffic hazards. Work on roadways requires general safety precautions.

Drivers are required to:

- Wear a high visibility vest when exiting a City vehicle in traffic
- Ensure any passengers do not exit the City vehicle into traffic without appropriate protection
- Employ appropriate traffic control when workers are on foot and exposed to vehicle traffic on a worksite
- Use warning lights and display pylons when stopped on a roadway, if available

When a City vehicle is stopped on a highway outside the limits of an urban area at night:

- The hazard lights must be lit
- Advance warning triangles must be placed on the highway in line with the City vehicle at a distance of approximately 30 m behind and 30 m in front of the vehicle

The City has an exemption permit that allows City vehicles to operate within a 15 km radius of the City of Edmonton boundaries without advance warning triangles. Should the exemption permit be required, it can be obtained from Fleet Safety at 780-496-6400.

4.6.2 Fire Extinguishers

The following City vehicles are required to have at least one fire extinguisher:

- All buses (seating capacity of 11 or more, including the driver); and

- Any vehicle carrying explosives as defined by the *Occupational Health and Safety Code*.

All other City vehicles are not required to carry fire extinguishers. If a vehicle has a fire extinguisher, then the extinguisher must be inspected monthly. Drivers of vehicles required to have a fire extinguisher must have fire extinguisher training.

In case of fire, drivers must use a fire extinguisher if the City vehicle is equipped with one, only after considering the following:

- Can I remain near the source of the fire without increasing the risk to personal safety?
- Have I called for help prior to attempting to combat the fire?
- Is it safe to attempt to fight the fire with an extinguisher?
- Do I have the appropriate training in the use and limitations of fire extinguishers?
- Do I have the appropriate fire extinguisher for the fire?

If all of the previous questions were answered yes, then the driver may make a safe attempt to extinguish the fire.

When using a fire extinguisher, remember the acronym **P-A-S-S**:

Pull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

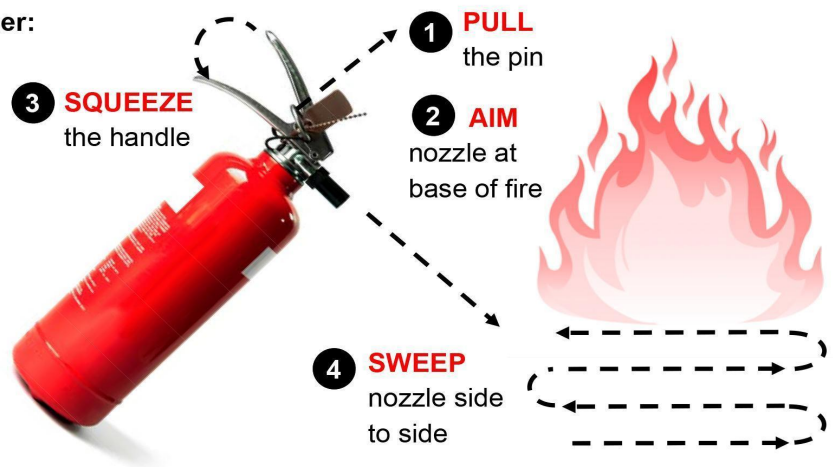
Aim at the base of the fire, not the flames. This is important—to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out.

To operate an extinguisher:

PULL
AIM
SQUEEZE
SWEEP



Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher—different fire extinguishers recommend operating them from different distances.

4.7 Two-Way Radio Operation

Drivers are permitted by legislation to drive a City vehicle while operating a two-way radio, during the performance of their duties. If there is more than one employee in the vehicle, the driver should not be using the two-way radio.

Drivers should:

- Learn radio protocols, etiquette and conduct
- Prepare the radio before the trip by adjusting the volume and setting the channel
- Use the radio only to send and receive messages with vital information
 - Excessive communications as well as profane and/or obscene language are strictly prohibited on City radios
 - Only essential information should be communicated
- Send transmissions that are brief, yet descriptive enough for the receiver to fully understand

Prior to transmitting, the driver should:

- Plan their message
- Make sure the radio is clear before transmitting
- If the radio is clear, press the transmit button and keep it pressed for one to two seconds before speaking
- Speak directly into the microphone
- Preface their first transmission as follows: Intended receiver's call sign (from) your call sign. For example, to call unit L2207 from the control office, the caller would say: "L2207, control office."
- End their transmission by releasing the transmission button
- Listen for a response

If a passenger is unable to operate the radio, the desirable time to use the radio is:

- On straight roads, when steering skills are not needed—this will prevent the microphone cord from becoming wrapped around the steering wheel assembly
- On flat roads, rather than hilly
- During slower speeds
- When stopped, rather than moving

4.8 General Maintenance

4.8.1 Fueling City Vehicles

Fuel Pump Operating Instructions

- Eliminate all potential sources of ignition, including putting out cigarettes and leaving cell phones inside the vehicle
- Observe the City's no smoking rule
- Ensure the vehicle and any attachments are shut off
- Follow instructions on fuel pump
- Select proper fuel
- Do not pass filler hose under a raised truck box
- Do not leave nozzle unattended while fueling
- In order to prevent spillage, do not use any objects to jam open the fuel nozzle while fueling
- Once fueling is complete, return the nozzle to the pump and ensure caps are replaced
- Loyalty cards are not to be used for fuel or car wash services at commercial fuel sites

Fire at City Fuel Sites

If there is a fire at a City fuel site, drivers will:

- Stop fueling and if it is safe to do so, press the emergency shut-off button
- Clear all personnel from the area and if it is safe to do so, move to a designated muster point
- Call Fire Rescue Services at 911 in all cases of fire
- Extinguish the fire if it is safe to do so with the fire extinguisher inside the break-glass cabinet on-site
- Call Fueling Emergencies/Spills at 780-496-6666

Fuel Spills at City Fuel Sites

If there is a fuel spill at a City fuel site, drivers will:

- Stop fueling and if it is safe to do so, press the emergency shut-off button
- Keep any sources of ignition away from the vicinity of the spill
- Control spill with absorbent material from the spill kit on-site
- Call Fueling Emergencies/Spills at 780-496-6666
- Do not start any vehicles in the vicinity
- Clean up and properly dispose of contaminated absorbents
- If fueling equipment repair is required, call Fleet and Facility Services at 780-915-9109

4.8.2 Washing Vehicles

Drivers must ensure that both the interior and exterior of City vehicles are kept clean in order to promote a professional public image. Drivers should contact their supervisor for locations of car wash facilities.

4.8.3 Vehicle Repairs

Unless otherwise approved by Fleet and Facility Services, all repairs to vehicles, including changing a flat tire, must be performed by designated Fleet and Facility Services personnel. Employees are not permitted to perform repairs or alterations to vehicles without the approval of Fleet and Facility Services.

Repairs cannot be obtained commercially within the greater Edmonton metropolitan area (including St. Albert, Sherwood Park, Stony Plain, Spruce Grove, Beaumont or any towns within that radius) unless authorized by Fleet and Facility Services.

4.8.4 Flat Tires and Tire Maintenance

Any driver that finds a tire that is not properly inflated or has signs of damage should call Fleet and Facility Services at 780-496-6400 (24-hour service) and arrangements will be made to have a service person attend to repair or change the tire. Drivers should not attempt to change the tire.

4.8.5 Breakdowns and Tire Failures

If a mechanical breakdown or tire failure occurs, drivers should:

- Take precautions to protect themselves and the City vehicle
- Try to get to a safe location before the vehicle stops
- Consider travelling very slowly on a flat tire to a safe area off the main road

Procedure Once the Vehicle Stops

In the event of a breakdown:

- Ensure all vehicle occupants continue to wear seat belts
- Activate the vehicle's hazard lights and set out any warning devices
- Create a safety zone behind the vehicle with traffic cones or advance warning triangles (if equipped)
- Ensure all City employees wear personal protective equipment when outside the vehicle

If the vehicle is in a dangerous position on the roadway, employees should consider leaving the vehicle and moving off the roadway unless it would be more dangerous to do so.

Drivers must not attempt to drive the vehicle to a repair facility. The vehicle cannot be driven until the flat tire or defect has been repaired on-site.

Drivers must immediately contact Fleet and Facility Services at 780-496-6400 (24-hour service) and follow the instructions provided. Fleet and Facility Services will determine, based on the time of day and the circumstances of the breakdown, what action should be taken such as towing or mobile repair services.

Procedure for Handling a Hot Wheel

A driver may notice smoke coming from a wheel or tire on the vehicle they are operating. This can be an extremely dangerous situation and there may be risk of an explosion that can cause serious injury or death. It is therefore important to follow proper handling and reporting procedures if a driver suspects their vehicle may have a hot wheel.

- Immediately pull the vehicle to the side of the road, preferably in a location that would not put the vehicle occupants or the public at risk
- Never approach a hot wheel and keep all people a safe distance away from the vehicle—at least five metres
- Contact Fleet Safety immediately at 780-496-6400 (24-hour service) and follow the instructions provided
- Fleet Safety, Fleet and Facility Services personnel or designated branch personnel will be required to obtain a temperature reading of the suspected hot wheel to determine the severity of the situation
- Fleet Safety will determine whether the vehicle can be towed or driven to a repair facility for repairs or further investigation, or have the repairs performed on-site before the vehicle can be driven

4.8.6 Stuck Vehicle, Vehicle Recovery and Towing

If a City vehicle becomes stuck and requires towing, the driver must immediately contact Fleet and Facility Services at 780-496-6400 (24-hour service) and act upon the instructions provided. All routine towing will be performed by Fleet and Facility Services.

Drivers shall not attempt to tow or recover vehicles or equipment on their own unless all of the following conditions exist:

- Their branch has a policy in place that allows drivers to tow in emergency situations
- The circumstances are deemed to be an emergency
- The employee attempting to recover the stuck unit is properly trained and using approved equipment
- Their foreperson, leader or supervisor has authorized the tow or recovery at the time

It is extremely dangerous to tow a unit. This task should be left in the hands of properly trained personnel. A hazard and risk assessment will be completed prior to any emergency towing situations.

4.8.7 Boosting and Battery Jumper Cables

Drivers shall not use battery jumper cables on any City vehicles unless authorized by Fleet and Facility Services, as damage can be done to the electrical system or vehicle accessories, and injury can occur if the battery explodes. If a City vehicle requires boosting, contact Fleet and Facility Services at 780-496-6400.

4.8.8 Additional Equipment

Drivers are not permitted to add or remove accessories from City vehicles. Items such as radar detectors, portable audio equipment, etc. are prohibited. The use of aftermarket GPS or dash cameras requires approval through Fleet Safety.

SECTION 5

**NATIONAL SAFETY
CODE**

5 National Safety Code (NSC)

5.1 NSC Standards

The National Safety Code (NSC) is a set of standards used by all Canadian jurisdictions to enhance the safety of truck and bus carriers. The list of standards is as follows:

- Standard 1: Single Driver Licence Concept
- Standard 2: Knowledge and Performance
- Standard 3: Driver Examiner Training Program
- Standard 4: Classified Driver Licensing System
- Standard 5: Self-Certification Standards and Procedures for Drivers
- Standard 6: Determining Driver Fitness in Canada ([see section 2.15 Drugs and Alcohol](#))
- Standard 7: Carrier and Driver Profiles
- Standard 8: Short-term Suspension
- Standard 9: Commercial Vehicle Drivers Hours of Service
- Standard 10: Cargo Securement
- Standard 11: Maintenance and Periodic Inspection
- Standard 12: CVSA On-road Inspections
- Standard 13: Trip Inspection
- Standard 14: Safety Rating
- Standard 15: Facility Audits
- Standard 16: Entry Level Training (Class 1)

5.2 National Safety Code (NSC)-Rated Vehicles

Drivers of NSC-rated vehicles have the same rules and responsibilities as normally permitted City vehicles, with some stipulations, as noted below. The following City vehicles must adhere to the NSC standards and are referred to as “NSC-rated vehicles”:

- Vehicles, or a combination of vehicles, registered for a combined registered weight of 11,794 kg or greater
- Vans and buses with a seating capacity of 11 or more, including the driver See [Appendix 7.3 Bus Requirements](#)

5.3 Driver Records

Fleet Safety will maintain a driver file for each driver that operates NSC-rated vehicles. The following information is required to be contained in the driver file according to Section 41(1) of the *Commercial Vehicle Certificate and Insurance Regulation* (Alta Reg 314/2002):

- Completed application form for employment*
- Record of three years of employment history*
- Driver abstract dated within 30 days of hiring and every 12 months thereafter
- Record of all convictions and administrative penalties for provincial and federal legislation relating to the operation of a commercial motor vehicle for the current year and preceding four years
- Record of all collisions involving any motor vehicle

- Record of all training completed, including dangerous goods training certificate, hours of service, etc.
- Copies of road test results
- Copy of current medical certificate (indirect information may be acceptable, such as a copy of the driver abstract or driver's licence)
- Rewards and other recognition
- Record of administrative penalty*
- Copies of information from the carrier profile

*Information may be kept in a Human Resources personnel file.

The City uses this information, as well as training and testing, to monitor driver performance for risk management purposes.

Branch training sections are required to forward copies to Fleet Safety of any training certificates or other records for any vehicle-related training taken by the driver. These records will be kept in the driver's file at Fleet Safety as per the above. ETS and DATS operator information is stored with ETS internal resource management.

Driver records will be retained according to Section 43(1) of the *Commercial Vehicle Certificate and Insurance Regulation* (Alta Reg 314/2002).

Requests for an experience letter for insurance or training purposes can be sent via email to fleetsafetyadmin@edmonton.ca.

5.4 Driver Evaluations and Driver Safety Program Standards

Drivers are required to comply with the City's safety policies and procedures. Ongoing driver road test evaluations and Driver Safety Cards enable Fleet Safety to assess driver competency, safety and conduct. As noted in [Section 3 City Driving Permits](#), a City Driving Permit is valid for up to three years from the date it was issued, which is based on the date that the provincial Driver Abstract Consent form was signed.

For class C, C-NSC, D, E or T City Driving Permits:

- The driver may be required to successfully complete a driver evaluation that includes a road test with either Fleet Safety or a branch-designated road test examiner before the permit can be renewed
- The evaluation presented to Inside Information must be dated within 30 days from the date the permit is renewed

If a driver fails a road test they may retake the test on the next calendar day or on a date set at the discretion of a Fleet Safety Officer or authorized department road test examiner. A driver may attempt a road test evaluation up to three times before being deferred one year or at the discretion of Fleet Safety.

While operating a City vehicle, a driver must be fit for duty. This means they are able to safely and productively perform assigned duties without limitations resulting from the use of, or potential impairment from alcohol, drugs of concern or fatigue.

The NSC Standard 8: Short Term Suspensions allows a peace officer to suspend a driver's licence for up to 24 hours when the driver's ability to operate a vehicle is impaired by alcohol, drugs or fatigue. Employees must notify their supervisor immediately of the occurrence of any Immediate Roadside Sanction (IRS).

5.5 Medical Standards for Drivers

5.5.1 Provincial Medical Standards

Alberta Transportation is responsible for determining driver fitness and making decisions regarding a person's privilege to drive. A person who holds or applies for an Alberta Driver's Licence must immediately disclose to the registrar any disease or disability that may interfere with the safe operation of a motor vehicle (see the *Operator Licensing and Vehicle Control Regulation*, Alta Reg 320/2002, a regulation passed under the *Traffic Safety Act*).

A driver is required by legislation to self-report to the Driver Fitness and Monitoring Branch of Alberta Transportation whenever the driver has a medical condition that may interfere with the safe operation of a vehicle.

5.5.2 City of Edmonton Medical Standards

It is the driver's responsibility to ensure they do not operate a City vehicle when they have a medical condition that may affect the safe operation of the vehicle. If a driver has such a medical condition, they must:

- Immediately report the situation to their supervisor; however, disclosure of the actual medical condition is not required
- Report to the supervisor whenever they are taking medication that may affect the safe operation of a motor vehicle; however, disclosure of the medical condition or type of medication is not required

The supervisor must then notify Fleet Safety as well as the Disability Management Consultant who will review the matter. This review may involve Disability Management requiring proper medical clearance from a physician as per NSC or provincial standards, or clearance from the Driver Fitness and Monitoring Branch of Alberta Transportation.

5.5.3 Vision Screening Acuity Standards

All persons applying for a City Driving Permit may be subject to a vision acuity screening process and must meet the minimum standard for vision acuity under Standard 6 of the National Safety Code for Motor Carriers. The minimum standard will apply to the current class of provincial driver's licence held by the applicant. The minimum standard also applies to applicants who possess a driver's licence from a province other than Alberta. Note that:

- A vision acuity exam must be completed by a certified optometrist
- Exam results specifying uncorrected and corrected (if applicable) acuity must be provided to the City by the applicant

- All fees incurred by the applicant for eye examinations, corrective eyeglasses or contact lenses are the direct responsibility of the applicant
- The City is not responsible for any fees incurred by an applicant for any reason

5.5.4 Vision Standard—National Safety Code for Motor Carriers Standard

Visual Acuity

A driver's visual acuity must at least be such that they have time to detect and react to obstacles, pedestrians, other vehicles and signs while moving at the maximum posted speed in daylight and in darkness. Greater levels of visual acuity are required for some classes to ensure public safety.

Visual Field

An adequate continuous field of vision is important to safe driving. Any significant change in the binocular visual field can make driving dangerous. If a visual field defect is suspected (based on medical condition, subjective report or confrontation field assessment), the employee will be referred to an ophthalmologist or optometrist for further testing.

Colour Vision

Drivers of all classes of City vehicles should be able to differentiate the colours of traffic lights.

5.6 Safety Fitness Certificate

Alberta Transportation has issued the City of Edmonton with a Safety Fitness Certificate, which grants the City with a Provincial Operating Status. This authorizes the operation of commercial City vehicles only within the Province of Alberta. Under no circumstances shall a City vehicle with a registered weight of 4,501 kg or greater, or with a seating capacity of 11 or more (including the driver) be permitted to leave the Province of Alberta.

A copy of the provincial Safety Fitness Certificate must be carried in all NSC-rated vehicles and produced on demand if requested by a Peace Officer. Safety Fitness Certificates are available from Fleet Safety and expire every 24 months. It is the driver's responsibility to ensure a valid copy is present in the vehicle or available through a cell phone in electronic copy.

5.7 Drivers' Hours of Service

Alberta's *Drivers' Hours of Service Regulation* (Alta Reg 317/2002) limits the total number of hours that drivers of NSC-rated vehicles may drive in a day.

- Drivers are prohibited from driving more than 13 hours total in a work day (designated 24-hour period)
- Additionally, drivers are prohibited from driving after working more than 15 hours in a 24-hour period
- Drivers must have at least eight consecutive hours off duty between work shifts

Under the *Drivers' Hours of Service Regulation* (Alta Reg 317/2002), a driver is exempt from having to maintain a log book only if all of the following conditions are met:

- The driver operates within a 160 km radius of their home terminal
- The driver's work shift does not exceed 15 hours
- The driver starts and ends the shift at their home terminal
- The carrier that employs the driver maintains and keeps accurate time records of the driver's start time and of the end time for each calendar day, and retains these records for a period of at least six months

If any one of the above conditions that exempt the driver from keeping a log book ends, then the driver must complete an NSC Hours of Service Time Sheet to report hours worked for every calendar day. Log sheets are available from Fleet Safety.

Drivers must contact Fleet Safety before travelling beyond a 160 km radius for authorization and instruction.

Fleet Safety must approve each department's method of keeping driver time records. If Fleet Safety determines that a driver's department does not keep sufficient records to satisfy the above exemption, then the driver must complete an NSC Hours of Service Time Sheet to cover each calendar day (including days off, vacation, etc.).

Edmonton Fire Rescue and Edmonton Police Service employees that operate emergency vehicles are exempt from the *Drivers' Hours of Service Regulation*. ETS drivers that operate an ETS transit bus are also exempt from the *Drivers' Hours of Service Regulation*.

Training in Hours of Service legislation and fatigue management is required for all drivers of NSC-rated vehicles. Additional information regarding hours of service can be obtained from Fleet Safety at 780-496-6400

5.8 Maintenance/Commercial Vehicle Inspection Program (CVIP)

Fleet and Facility Services conducts periodic and major service of City vehicles. The maintenance schedule includes the CVIP criteria.

CVIP inspections must be conducted:

- At six-month intervals on vans and buses with a seating capacity of 11 or more including the driver (ETS transit bus exempt); and
- Annually on City vehicles and combinations of City vehicles with a registered weight above 11,793 kg
 - Trailers pulled by City vehicles with a registered weight above 11,793 kg also require an annual CVIP inspection

Drivers must ensure that the CVIP sticker on the City vehicle is valid and legible, and that a valid CVIP certificate is contained in the City vehicle or trailer at all times. The certificate must be produced on demand if requested by a Peace Officer.

For further information on maintenance schedules, refer to the written Maintenance Program, available from Fleet and Facility Services.

BOTH TRUCK AND TRAILER ARE CVIP CERTIFIED Truck & Trailer Registered Weight combined is MORE than 11793 Kg



ONLY THE TRAILER IS CVIP CERTIFIED Truck & Trailer Registered Weight combined is LESS than 11793 Kg



ONLY THE TRUCK IS CVIP CERTIFIED TRUCK WITH CVIP REGISTERED FOR MORE THAN 11793KG, CAN ONLY TOW TRAILERS WITH CVIP



5.9 Trip Inspections

Trip inspection training is required for drivers of all City vehicles with a registered vehicle weight of 4,501 kg or greater, as well as for drivers of City vehicles that have a seating capacity of 11 or more (including the driver).

ETS transit buses are exempt from carrying or producing NSC Standard 13, Schedule 2 and the trip inspection report.

Drivers of vehicles with registered weights of 4,501 kg and greater are required to:

- Prior to driving, conduct the walk-around inspection described in [Section 4.1.1 Vehicle Preparation—Inspection Prior to Driving the Vehicle Each Shift](#).
- Perform a daily trip inspection as per the NSC.
- Include an inspection of a trailer, if one is attached to the City vehicle.
- [Use NSC Standard 13, Schedule 1 \(for trucks\)](#) and [NSC Standard 13, Schedule 2 \(for vans or buses with seating capacities of 11 or more, including the driver\)](#). If any inspected items are noted as a major defect, then the vehicle may not be driven until the deficiency is corrected.

For the full City vehicle inspection schedule and more information on trip inspections, refer to the NSC Standard 13 or contact Fleet Safety.

Electronic trip inspection reports are accepted but must be approved by Fleet Safety.

5.9.1 Trip Inspections for City Vehicles with Registered Weights 4,501 kg and greater

Drivers of City vehicles with registered weights of 4,501 kg to 11,793 kg are not required to carry the provincial Safety Fitness Certificate with them or inside the vehicle.

City vehicles with registered weights of 4,501 kg or greater are considered commercial vehicles by provincial legislation, and drivers who operate them must perform trip inspections.

Each driver of a commercial vehicle is required to perform a trip inspection at the beginning of their shift prior to driving.

The NSC Standard 13, Schedule 1 must be followed, and if any inspected items are noted as a major defect, then the City vehicle shall not be driven until the deficiency is repaired. If a driver observes a major defect while operating the City vehicle, they must park the City vehicle immediately and contact Fleet and Facility Services to arrange for repairs—the City vehicle cannot be driven until the deficiency is repaired.

Although drivers of City vehicles 11,793 kg and lighter are required to conduct a daily trip inspection, they are not required to:

- Retain the NSC Standard 13, Schedule 1 in the City vehicle; or
- Complete a trip inspection report.

Drivers of all City vehicles with registered weights of 4,501 kg and greater are required to have trip inspection training.

5.9.2 Trip Inspection Reports for Vehicles With Registered Weights Over 11,793 kg

Trip inspection reports that meet the NSC standard must be completed by drivers of vehicles with registered weights over 11,793 kg for each trip inspection. A trip inspection is valid for 24 hours from the time recorded on the trip inspection report.

Drivers must:

- Carry the completed trip inspection report and the schedule of inspected items (NSC Standard 13) inside the City vehicle for the duration of their shift
- At the conclusion of their shift, submit the completed trip inspection report to their supervisor
- Produce the trip inspection report and the schedule of inspected items for a Peace Officer, on demand

Supervisors will:

- Arrange for the trip inspection report to be filed in a specific unit file held at the department level where the City vehicle is assigned

- Ensure the trip inspection reports are stored in chronological order in a respective City vehicle file
- Retain reports for a minimum of six months from the time they were filed

5.9.3 ETS Highway Buses, DATS Buses, or Other Buses/Vans with a Seating Capacity of 11 or More

Drivers must complete the following:

- Receive training in conducting trip inspections
- Perform a daily trip inspection as per NSC Standard 13, Schedule 2
 - If any inspected items are noted as a major defect, then the City vehicle shall not be driven until the deficiency is repaired
 - If a driver observes a major defect while operating the City vehicle, they must park the City vehicle immediately and contact Fleet and Facility Services to arrange for repairs
 - The City vehicle cannot be driven until the deficiency is repaired
- Complete the trip inspection report and produce it on demand (electronic or paper)
- Carry the Safety Fitness Certificate and NSC Standard 13, Schedule 2 and produce it on demand (electronic or paper)

5.9.4 ETS Transit Buses

Drivers must complete the following:

- Receive training in conducting trip inspections
- Perform a daily trip inspection as per NSC Standard 13, Schedule 2
 - If any inspected items are noted as a major defect, then the City vehicle shall not be driven until the deficiency is repaired
 - If a driver observes a major defect while operating the City vehicle, they must park the City vehicle immediately and contact Fleet and Facility Services to arrange for repairs
 - The City vehicle cannot be driven until the deficiency is repaired
- Carry the Safety Fitness Certificate and produce it on demand (electronic or paper)

ETS transit buses are exempt from carrying or producing NSC Standard 13, Schedule 2 and the trip inspection report.

5.10 Commercial Vehicle Safety Alliance (CVSA) Inspection

- Drivers must immediately notify their supervisor and Fleet Safety of any CVSA inspection conducted by a Peace Officer for any City vehicle they were operating
- A copy of the CVSA inspection report is to be sent to Fleet Safety as soon as possible
- If a defect is identified, Fleet Maintenance must be notified as soon as possible to make arrangements for repair

5.11 Loads and Cargo Securement

5.11.1 Cargo Securement for Vehicles Registered below 4,501 kg

Drivers may not operate:

- A City vehicle on a highway with any loose material on the exterior of the City vehicle
- A City vehicle containing any load on a highway unless the load has been secured to prevent any part of it from falling onto the highway
- A City vehicle containing a load of earth, sand, gravel or other loose material on a highway unless all parts of the load are at least 75 mm below the top of the container, and the container and load are completely covered at all times

Drivers must comply with City of Edmonton Bylaw 5590 as it relates to cargo securement.

5.11.2 Cargo Securement for Vehicles Registered 4,501 kg and greater, or Bus/Van with a Seating Capacity of 11 or more

Appropriate cargo securement training is required for all drivers of City vehicles 4,501 kg and greater, or buses/vans designed with a seating capacity of 11 or more, including the driver.

No person may remain in the cab while the City vehicle is being loaded by a power-driven shovel, crane, etc., unless the cab has adequate protection at the back and over the top.

Alberta's *Commercial Vehicle Safety Regulation* (Alta Reg 121/2009) adopts the National Safety Code Standard 10: Cargo Securement. This standard specifies how a carrier and driver must transport cargo when using a commercial vehicle registered 4,501 kg and greater.

As per Bylaw 5590, drivers must ensure that any cargo transported by any City vehicle (including trailer) is contained, immobilized or secured so that it cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged from the City vehicle. Drivers must also ensure that the load cannot shift upon or within the City vehicle to such an extent that the City vehicle's stability or maneuverability is adversely affected. Drivers shall not operate a vehicle containing a load of earth, sand, gravel or other loose material on a highway unless all parts of the load are at least 75 mm below the top of the container, and the container and load are completely covered at all times.

Tie-down Construction and Maintenance

A tie-down must be designed, constructed and maintained so that the driver can tighten it (steel strapping is the exception). All components of a tie-down must be in proper working order.

Approved tie-downs include:

- Wire rope
- Synthetic webbing
- Steel chain

Bungee cords are not acceptable tie-downs.

Tie-downs must have:

- No knots or obvious damage
- No distress
- No weakened parts
- No weakened sections

All securement devices must have their approved Working Load Limit (WLL) ratings stamped or embossed directly upon the tie-down. A steel chain is marked by the manufacturer in accordance with the Working Load Limit table and is based on the grade and size.

Welded Steel Chain - Working Load Limit

Size mm (in)	Grade 3 Proof Coil	Grade 43 High test	Grade 70 Transport	Grade 80 Alloy	Grade 100 Alloy
7 mm (1/4 in)	580 kg (1300 lb.)	1180 kg (2600 lb.)	1430 kg (3150 lb.)	1570 kg (3500 lb.)	1950 kg (4300 lb.)
8 mm (5/16 in)	860 kg (1900 lb.)	1770 kg (3900 lb.)	2130 kg (4700 lb.)	2000 kg (45 lb.)	2600 kg (5700 lb.)
10 mm (3/8 in)	1200 kg (2650 lb.)	2450 kg (5400 lb.)	2990 kg (6600 lb.)	3200 kg (7100 lb.)	4000 kg (8800 lb.)
11 mm (7/16 in)	1680 kg (3700 lb.)	3270 kg (7200 lb.)	3970 kg (8750 lb.)	--	
13 mm (1/2 in)	2030 kg (4500 lb.)	4170 kg (9200 lb.)	5130 kg (11300 lb.)	5400 kg (12000 lb.)	6800 kg (15000 lb.)
16 mm (5/8 in)	3130 kg (6900 lb.)	5910 kg (13000 lb.)	7170 kg (15800 lb.)	8200 kg (18100 lb.)	10300 kg (22600 lb.)
Chain Marks	3 30 300	4 43 430	7 70 700	8 80 800	10 100 1000

Each tie-down must be attached and secured so it does not become loose, unfastened, open or released during transport. All tie-downs and other components of a cargo securement system must be located within the rub rails (when possible).

It is the driver's responsibility to:

- Confirm that the vehicle's tailgate, tailboard, doors, tarpaulins, spare tire and other equipment used in its operation are secured
- Ensure the cargo does not interfere with the driver's ability to drive the vehicle safely
- Ensure the cargo does not interfere with the free exit of a person from the cab or driver's compartment of the vehicle
- Inspect the vehicle's cargo and the cargo securement systems used, and make necessary adjustments both before driving the vehicle and upon mandatory reinspection:
 - No more than 80 km from the point where the cargo was loaded
 - When there is a change of duty status of the driver
 - When the vehicle has been driven for three hours or 240 km

5.12 Over-Dimensional Vehicles

Drivers must ensure the vehicle and its load comply with the *Commercial Vehicle Dimension and Weight Regulation* (Alta Reg 315/2002).

The general maximum dimension restrictions for City vehicles are:

- 2.6 m wide
- 4.15 m high from the surface of the highway
- 12.5 m in length (truck)

City vehicles (including any load) that exceed any of these dimensions must obtain an Over-Dimensional Permit and comply with Section 15 of the *Commercial Vehicle Dimension and Weight Regulation* (Alta Reg 315/2002).

The following are not included in determining the width of a City vehicle:

- Outside rear-view mirrors, unless the mirror protrudes more than 20 cm beyond the widest part of the vehicle or its load
- Non-load-bearing devices that are used to secure, contain or cover any load on a vehicle, unless the device protrudes more than 10 cm beyond the widest part of the vehicle or its load

A City vehicle being used for snow and ice control is exempt from vehicle dimension legislation.

Drivers may obtain additional information and Over-Dimensional Permits from Fleet Safety at 780-496-6400. A minimum of 24-hours' notice is required to issue an Over-Dimensional Permit.

5.13 Overweight Vehicles

All oversized and overweight City vehicles are subject to the load limitations outlined by provincial regulations and therefore no City vehicles with a load exceeding any of the limitations may be driven on city streets. Maximum weight allowances are determined using axle configurations and spacing.

Drivers must ensure that the City vehicle and its load comply with the requirement listed in Section 9 of the *Commercial Vehicle Dimension and Weight Regulation* (Alta Reg 315/2002). Vehicles that exceed any of the listed weights require a permit.

A City vehicle being used for snow and ice control is exempt from this legislation, except for the requirement to adhere to posted weight restrictions on bridges.

Drivers may obtain additional information and Overweight Permits from Fleet Safety at 780-496-6400. A minimum of 24-hours' notice is required to issue an Overweight Permit.

5.14 Truck Weight Cards

Provincial legislation exempts City vehicles from displaying weights on the outside of the vehicles. In order to aid drivers, City vehicles with a registered weight of 4,501 kg or greater should have a truck weight card included with the vehicle registration.

The weight card will indicate legal front axle weight, legal rear axle weight, maximum trailer weight and proper tongue weight for that unit.

Drivers must ensure that the weights listed are not exceeded. Certain units may be restricted by permit, so the weight card will be the directed limit instead of the standard weights associated with the type of unit.

SECTION 6
**OVERSIGHT/
ACCOUNTABILITY**

6 Oversight and Accountability

6.1 City Driving Permit Demerit Points, Suspension or Cancellation

Fleet Safety may suspend or revoke a driver's City Driving Permit for reasons relating to competency, safety and conduct. City demerit points are considered accumulated on a City Driving Permit and the periods of suspension are during the time that is necessary to complete relevant investigation and/or for the driver to complete appropriate training, education and any other statutory requirements as applicable. However, a City Driving Permit may be suspended indefinitely or permanently revoked for conduct of concern by the Fleet Safety Supervisor as circumstances may warrant.

For City Driving Permit reinstatement, drivers must undergo a driving assessment and the driver's complete driving history will be reviewed. Drivers may also be asked to complete other training, assessments, testing, certifications, etc. as determined necessary by the Fleet Safety Supervisor before reinstatement. The Fleet Safety Supervisor reserves the right to impose conditions on an employee's City Driving Permit and/or to reinstate a driver's permit at a lower classification. The process for re-permitting a driver is similar to the process for a new driver. For details, see:

- [Section 3.9 City Driving Permit Suspension and Revocation](#)
- [Section 3.10 Provincial Driver's Licence Suspension or Cancellation](#)
- [Section 3.11 City Driving Permit Reinstatement](#)
- [Section 3.12 Renewing a City Driving Permit](#)

6.2 Reporting Vehicle Theft, Fire and Damage

6.2.1 Theft

If a City vehicle, vehicle part or accessory is stolen, the driver must:

- If the crime is in progress, call 911
- Call the Edmonton Police Service at 780-423-4567 and Fleet Safety at 780-496-6400

Supervisors must complete any necessary documentation and notify Corporate Security of the theft

6.2.2 Fire

If a City vehicle, vehicle part or accessory catches fire and cannot be put out with a fire extinguisher, the driver must call 911.

If at any time a City vehicle, vehicle part or accessory is damaged or destroyed by fire, the driver must call Fleet Safety at 780-496-6400. The driver must also notify their supervisor.

6.2.3 Damage

Normal wear and tear such as a windshield crack, rock chip or minor scratch does not need to be reported to Fleet Safety, but drivers must inform their supervisor.

All other damage incurred to a City vehicle must be reported to Fleet Safety immediately, at 780-496-6400. Drivers must also immediately inform their supervisor.

Any damage incurred to a City vehicle must be repaired as soon as possible and practicable. Repairs shall only be performed by Fleet and Facility Services maintenance personnel or other authorized personnel.

Damaged leased vehicles shall be returned for repairs to the vendor from which the vehicle was leased.

6.3 Collisions and Violations

6.3.1 When Involved in a Collision

Steps a driver involved in a collision must take:

Remain at the Scene

- Even if the other party leaves the scene, a City driver must remain
- Give assistance where possible and protect the scene
- Exchange information with the other driver(s), including insurance details
- Record the names, phone numbers and addresses of all witnesses
- Record the time, location, weather and any other details that may be important
- Notify the owner of any unattended vehicles involved in the collision of any damage caused by the collision. If the owner cannot be located, place a note in a visible location containing the following information: the driver's name, work address, and work phone number, driver's licence number and vehicle licence plate number

When to Call 911

- Call 911 if the collision involves an injury or fatality, if there is a fire or risk of fire/explosion or when fluids are leaking and are a risk to the environment

Call Fleet Safety and the Supervisor

- Call Fleet Safety at 780-496-6400 (24-hour service) before moving the City vehicle and follow the instructions given
- Immediately inform their supervisor of the collision.
 - The supervisor is responsible for ensuring an Incident Data Collection (IDC) form is submitted

Who to Speak With

- Do not talk about who caused the collision or who is at fault with anyone other than the Fleet Safety Officer investigating the collision
- Do not speak to witnesses or third party insurance companies about the collision or investigation; direct all inquiries to Fleet Safety or Risk Management
- Fully cooperate with Fleet Safety Officers in the investigation and provide statements and other information as required
- Advise the Fleet Safety Officer if, in the driver's opinion, the City vehicle was mechanically defective at the time of the collision

If a driver is issued a Traffic Violation Notice, see [Section 6.4 Traffic Infractions](#).

6.3.2 Collision Review Procedure

Investigation and Classification

Fleet Safety will investigate all collisions involving City vehicles. Collisions involving vehicles operated by sworn members of the Edmonton Police Service and any collisions involving ETS buses and DATS buses are not investigated by Fleet Safety.

The driver may be suspended from driving while a collision is still under investigation.

The Fleet Safety Officer may then classify the collision as a preventable, non-preventable or unclassified.

For a collision assessed as being a preventable collision, the investigating Fleet Safety Officer may also assess City demerit points against the driver's City Driving Permit.

The Fleet Safety Officer will then submit their report to the Fleet Safety Supervisor for review.

The City reserves the right to defend any civil action in the name of and on behalf of an employee. The City may, in its discretion, provide legal representation for an employee or pay on behalf of or reimburse the employee for all or part of legal fees and expenses the employee may incur in defence of criminal or quasi-criminal charges or that the employee may incur for legal representation for a complaint or inquiry. See the Legal Representation and Indemnification of City Employees, Agents, and Members of Council City Policy and City Procedure (C482).

Risk Management may retain any records relating to a legal action as a result of an incident involving a City vehicle.

Notification of Classification

Non-Preventable Collision or Unclassified Collision

The investigating Fleet Safety Officer will notify the driver of non-preventable or unclassified classifications.

Preventable Collision

The Fleet Safety Officer will:

- Make a reasonable effort to verbally notify the driver of the classification of the collision, including the number of City demerit points assessed against a City Driver's Permit
- Provide appropriate safety feedback to the driver involved
- Notify the driver by letter of any preventable collisions, the assessment of demerit points for the collision and the total number of demerit points the driver has as of the date of the collision
- Send the notification letter via email to the driver's supervisor

The driver's supervisor will:

- Print and hand-deliver the notification letter from Fleet Safety to the driver
- Complete an online Proof of Service process, which will be considered acknowledgement of receipt of the letter by the driver

Appeals

- The notification letter states that the driver can appeal the decision of the Fleet Safety Officer to the Fleet Safety Supervisor by following the procedure set out in [Section 6.6.4 Appeal Process and Procedure](#)
- The letter will state that any appeal must commence within 14 calendar days of the receipt of the letter from the Fleet Safety Officer

Disciplinary Action

- Employees involved in preventable collisions or found committing traffic infractions while operating City vehicles may be subject to corrective action up to and including termination, however any disciplinary process or review will be conducted separate and apart from this Standard. Any demerit points assessed against a City Driver's Permit will be recorded on the driver's file in Fleet Safety and removed 24 months after the date of the incident.

6.4 Traffic Infractions

When drivers receive a Traffic Violation Notice while operating a City vehicle, they must:

- Immediately notify Fleet Safety and their supervisor
- Fully cooperate with Fleet Safety Officers in the investigation and provide statements and other information as required
- **NOT pay any Traffic Violation Notice issued for any traffic infraction without the expressed consent of the Fleet Safety Supervisor**
 - Payment of any Traffic Violation Notice (i.e., ticket) issued for any traffic infraction may be the responsibility of the driver who had care and control of the City vehicle at the time the ticket was issued.

6.4.1 Traffic Violation Notices (TVN) Issued to the City of Edmonton

TVN issued to the City will be promptly processed by Fleet Safety by forwarding a copy of the Traffic Violation Notice to the respective department for investigation and identification of the employee.

Fleet Safety will make payment of the TVN. The respective department will provide Fleet Safety with a cost centre.

Demerit points may be assessed against a driver's City Driving Permit for any Traffic Violation Notice received by the driver while operating a City vehicle as per [Section 6.6.2 Traffic Infraction Demerit Assessment Guide](#).

6.4.2 Automated Enforcement

Upon receipt of a Traffic Violation Notice issued to a City vehicle for any traffic infraction captured via automated enforcement systems (photo radar or intersection safety camera), Fleet Safety will determine the City vehicle's department and forward the original Traffic Violation Notice to that department. The receiving department will notify Fleet Safety as to the identity of the appropriate driver. The department will be responsible for payment of any penalty.

6.4.3 Demerit Points and Corrective Action

Employees who commit traffic infractions while operating City vehicles may be subject to corrective action up to and including termination, however any disciplinary process or review will be conducted separate and apart from this Standard.

Fleet Safety may also assess demerit points against a driver's City Driving Permit for any traffic infractions.

Before assessing demerit points, Fleet Safety may consider an investigation, if and as it sees fit in making a determination as to whether or not to assess demerit points. Fleet Safety's policy is to conduct thorough and timely investigations in these situations.

Fleet Safety will provide notification to the driver of the demerit points assessed via a letter to the driver's supervisor, as per the same process outlined in [Section 6.3.2 Collision Review Procedure](#). Any demerit points assessed against a driver will be recorded on the driver's file at Fleet Safety unless the assessment of demerit points is reversed on appeal. Demerit points will not be assessed to ETS employees, Edmonton Fire Rescue employees, or sworn members of the Edmonton Police Service.

6.4.4 Parking Violations

When notified of a parking infraction that was issued to a City vehicle, Fleet Safety will determine what department the vehicle is assigned to and forward the original Traffic Violation Notice to that department. The receiving department will notify Fleet Safety as to the identity of the appropriate driver. The department will be responsible for payment of any penalty. The driver may be held responsible for payment of the ticket.

6.4.5 Contesting a Traffic Violation Notice

Traffic Violation Notices Issued to the City of Edmonton (Other than Edmonton Transit Employees and Sworn Edmonton Police Service Members)

Drivers who wish to contest a Traffic Violation Notice issued by a Peace Officer for a City vehicle they were operating may do so only with the written approval of the Fleet Safety Supervisor. This process differs from situations where Traffic Violation Notices are issued directly to the individual driver (see [Section 6.4.9](#)) and does not apply to ETS employees who operate buses and sworn members of the Edmonton Police Service who operate City-owned or City-leased vehicles or equipment.

A driver wishing to contest a Traffic Violation Notice shall submit their request in writing to the Fleet Safety Supervisor, and they must clearly outline the reasons for disputing the Traffic Violation Notice. The deadline for submission of the request shall be 14 calendar days prior to the court date that is noted on the Traffic Violation Notice.

The Fleet Safety Supervisor shall review the matter and provide a written response to the driver that submitted the request. If approval is not granted, the employee may be required to pay the fine prior to the specified court date. If the driver is permitted to contest the Traffic Violation Notice and does so, at the conclusion of the matter the driver must notify their supervisor and the Fleet Safety Supervisor of the final disposition of the matter. If any fine was upheld by the courts, the driver must provide proof that the fine was paid by the driver responsible for the violation (where the driver is required to pay the fine).

Traffic Violation Notices Issued to the City of Edmonton (Edmonton Transit)

ETS employees who wish to contest a Traffic Violation Notice issued by a Peace Officer for a bus they were operating may do so only with the written approval of the Transit Superintendent of Safety.

The ETS employee wishing to contest a Traffic Violation Notice shall submit their request in writing to the Transit Superintendent of Safety and they must clearly outline the reasons for disputing the Traffic Violation Notice. The deadline for submission of the request shall be 14 calendar days prior to the court date that is noted on the Traffic Violation Notice.

The Transit Superintendent of Safety shall review the request and provide a recommendation to the Fleet Safety Supervisor as to whether the ETS employee may contest the Traffic Violation Notice. The Fleet Safety Supervisor shall review the matter and provide a written response to the Transit Superintendent of Safety to adopt or reject the recommendation. If the ETS employee is permitted to contest the Traffic Violation Notice and does so, at the conclusion of the matter the ETS employee must notify the Transit Superintendent of Safety and the Fleet Safety Supervisor of the final disposition of the matter.

Traffic Violation Notices Issued to the City of Edmonton (Edmonton Police Service Sworn Members)

Sworn members of the Edmonton Police Service are governed by Edmonton Police Service policy and procedure as it pertains to Traffic Violation Notices issued to the City of Edmonton for vehicles operated by a sworn member.

Non-sworn members of the Edmonton Police Service are governed under [Section 6.4.2 Automated Enforcement](#).

Traffic Violation Notices Issued to Another Carrier

Automated enforcement tickets obtained by vehicles that are owned by another carrier (e.g., Alberta Health Services, rental car, etc.) may not be appealed because the City of Edmonton does not have the authority to make an appeal on behalf of another carrier. A driver wishing to contest demerit(s) issued due to a Traffic Violation Notice issued to another carrier shall submit their request in writing to the Fleet Safety Supervisor, and they must clearly outline the reasons for disputing the demerit(s). The deadline for submission of the request shall be 14 calendar days of receipt of the notification letter from Fleet Safety.

6.4.6 Traffic Violation Notices Issued to the Driver

Issued by a Peace Officer

During the course of driving while on duty for the City, when a driver receives a Traffic Violation Notice issued in their personal name by a Peace Officer, the driver must immediately notify their supervisor. The driver is also required to notify Fleet Safety of the traffic infraction, and to provide Fleet Safety with a copy of each Traffic Violation Notice. In the case of an ETS employee, the Edmonton Transit Supervisor is responsible for notifying Fleet Safety.

The driver is responsible for payment of the fine.

A driver does not require permission to contest in court any Traffic Violation Notice that was issued directly to the driver in their personal name.

Drivers are also required to provide Fleet Safety with copies of any roadside inspection forms issued to them by a Peace Officer.

Issued by Fleet Safety

Fleet Safety Officers may issue an internal Traffic Violation Notice to drivers for violations observed by the Fleet Safety Officer, those substantiated by a complaint and/or those noted by the City's GPS telematics system.

Drivers must notify their supervisors of any internal Traffic Violation Notices they receive. Depending on the nature of the traffic infraction, the Fleet Safety Officer may issue demerit points against the driver's City Driving Permit.

The issuance of this type of Traffic Violation Notice is an internal driver management process and does not affect the provincial driver's licence

If the violation relates to a defect in or on the City vehicle, drivers are not permitted to continue to operate the City vehicle until the defect or condition has been corrected and the violation is no longer being committed.

Failure to comply with the Traffic Violation Notice issued by a Fleet Safety Officer may result in the driver's City Driving Permit being suspended and disciplinary action being initiated.

6.5 Public Complaints

Complaints from the public about drivers are generally received by 311 and then forwarded to Fleet Safety. Fleet Safety may investigate the matter or forward the complaint to the respective department for investigation. Complaints about drivers are taken seriously. Founded complaints may result in disciplinary action by the driver's department. Fleet Safety may also assess demerit points against the driver's City Driving Permit if the traffic infraction reported in the complaint is found to be substantiated.

If demerit points are assessed as a result of an investigation where a member of the public has complained, and the driver appeals the assessment of demerit points, the member of the public who made the complaint may testify at any hearing involving that appeal before the Driving Incident Review Board.

6.6 Assessment of Demerit Points

Employees involved in a preventable collision, or who commit traffic infractions while operating City vehicles or while as a passenger in a City vehicle, may be subject to corrective action up to and including termination. Any demerit points assessed against a driver or passenger that holds a City Driving Permit will be recorded on their City Driving Permit.

If a driver accumulates eight or more demerit points on their City Driving Permit in any 24-month period, their City Driving Permit shall be suspended until the time necessary to complete relevant investigation and/or for the driver to complete appropriate training, education and any other statutory requirements as applicable (see [Section 3.9 City Driving Permit Suspension and Revocation](#)). Demerit points will be removed 24 months after the date of each incident.

Note that demerit points removed as a result of the successful completion of the Defensive Driving Course will be for demerit points related to the oldest preventable collision or traffic infraction (that occurred within the preceding 24 months).

Any driver assessed demerit points as a result of a preventable collision or traffic infraction will have the opportunity to appeal the assessment as per the appeal process outlined in [Section 6.6.4 Appeal Process and Procedure](#).

6.6.1 Preventability Assessment Guidelines

Drivers are expected to show due care and attention to avoid collisions by driving defensively and carefully observing traffic rules and regulations. Drivers are expected to show due care and attention to hazards of weather, road or traffic conditions and any other person's faulty driving or failure to obey traffic regulations. Preventable collisions do not necessarily align with fault. A preventable classification can be assigned to incidents where the driver is not at fault.

The assessment guide below lists the criteria used for assessing demerit points for drivers involved in preventable collisions.

Assessment Guide

1. Demerit points may not be assessed for a non-preventable collision
2. No demerits issued for each entry in column 1
3. Assess **one demerit point** for each entry in column 2
4. Assess a **minimum of four demerit points** for an entry in column 3
5. A **maximum of six demerit points** can be assessed for any one collision
6. Do not score points for the same error in more than one row (do not penalize the driver twice for the same error)
7. Only score points in the "Other" row if there is no other category that applies to a given error
8. Notwithstanding (3) above, a driver willfully obstructs the investigation or knowingly makes a statement orally or in writing that is false or misleading to a Fleet Safety Officer during their investigation, will be assessed a minimum of 4 demerit points shown in Column 3

Circumstances or Degree of Error		*Minor Incident No Demerits Issued	Incident Occurred Without Intent	Incident Occurred With Intent**
		Column 1	Column 2	Column 3
Driver failed to:				
a	Adjust to adverse condition of light or weather			
b	Adjust to off-road conditions			
c	Adjust for parking lot or inside building conditions			
d	Adjust for traffic conditions			
e	Adjust speed to conditions			
f	Allow proper following distance			
g	Consider or allow for adverse road conditions			
h	Consider vehicle clearances			
i	Exercise alertness, foresight or good judgment			
j	Inform the supervisor that they lacked the necessary knowledge of driving skills required			
k	Refuse to drive an unsafe vehicle			
l	Report an adverse physical/health condition			
m	Follow backing procedure			
n	Have a vehicle defect corrected			
o	Obey all traffic laws, City driving policy, directives/procedures or City <i>Driver's Manual Standard</i>			
p	Report to work in fit condition to drive			
q	Secure load, equipment and/or trailer			
r	Use a guide when available			

Other action:				
s	Driver caused collision without any direct contact (agony of collision)			
t	Other:			

*Minor incident is determined by the investigating Fleet Safety Officer.

**Intent: A driver being fully aware of the nature and consequences of the action.

6.6.2 Traffic Infraction Demerit Assessment Guide

Demerit points may be assessed against City Driving Permits for traffic infractions based on the guides below and relevant circumstances:

Speeding Over the Limit	Level 1 Up to 10 km/h	Level 2 11 to 30 km/h	Level 3 31 to 49 km/h	Level 4 50 or more km/h
First offence	Warning	1	3	Immediate Suspension of City Driving Permit up to 6 months. Will return with a minimum of 4 demerits upon permit activation.
Each additional offence when preceding offence was within 24 months	1	2	6	Permanent suspension of City Driving Permit

Other violations	Failure to stop at a red light	Failure to yield to pedestrian or driver without due care and attention	Parking	Driver/ passenger failure to use seat belt
First offence	2	3	Warning	1
Each additional offence when preceding offence was within 24 months	4	6	1*	2

Other violations	Back without assistance, when available	Distracted driving violation**	Other moving violation***	NSC violations****	Other non-moving violation*** **
First offence	1	3	2	1	Warning
Each additional offence when preceding offence was within 24 months	2	6	4	2	1

- * Parking: A demerit will be applied if there were any Traffic Violation Notices within the preceding 24 months.
- ** A contravention of the City's [Distracted Driving Standard](#) (available on [onecity](#)) and/or a traffic infraction relating to Sections 115.1 to 115.4 of the *Traffic Safety Act* any regulations made pursuant to or pertaining to those sections).
- *** Moving violations include those offences listed in the *Traffic Safety Act*, that can result in demerit points being assessed against a person's provincial driver's licence, or contraventions of any City of Edmonton Bylaw as they pertain to vehicle operation, including, but not limited to, Bylaw 5590 Traffic Bylaw and Bylaw 14600 Community Standards Bylaw.
- **** This includes non-moving violations related to the operation of a commercial vehicle including but not limited to failure to perform trip inspection, equipment violations, cargo securement violations, missing required driver or vehicle documentation, etc.
- ***** Non-moving violations include those offences listed in the *Traffic Safety Act* and the *Dangerous Goods Act*, which do not result in demerit points being assessed against a person's provincial driver's licence, or contraventions of other legislation or the *Driver's Manual Standard* not specified under other violations listed.

6.6.3 Provincial Demerit Points

It is the employee's responsibility to maintain an acceptable driving record.

If a total of eight or more demerit points have accumulated against an employee's provincial driver's licence, or five or more demerit points on a provincial GDL driver's licence, their City Driving Permit will be suspended immediately. The City Driving Permit will not be reinstated until the demerit points on the provincial driver's licence are brought below eight demerit points or below five demerit points for a GDL, and a driver abstract meets the criteria for holding a City Driving Permit. The employee must attend a provincially recognized and accredited driver merit course (i.e., Defensive Driving Course or Professional Driver Improvement Course), available through Fleet Safety. They must also undergo a road test evaluation by Fleet Safety prior to consideration of reinstating the employee's City Driving Permit.

An employee's City Driving Permit may be immediately suspended if their provincial driver abstract demonstrates unsafe driving practices.

6.6.4 Appeal Process and Procedure

A driver may appeal the classification of a collision as a preventable collision, or the assessment of demerit points for a preventable collision or a traffic infraction, for any of the reasons listed in [Section 6.6.5 Reasons for Appeal](#).

Drivers involved in any collision classified as a preventable collision or any traffic infraction that results in demerit points being assessed will receive notification of such in writing from Fleet Safety. The notification will identify the collision as a preventable collision as well as the number of demerit points assessed. The letter will also explain the appeal process and how to submit an appeal. The appeal process consists of two stages as described in [Section 6.6.6 Procedure for Appeals](#).

6.6.5 Reasons for Appeal

Who May Appeal

The driver involved in a collision classified by a Fleet Safety Officer as a preventable collision, or a driver that received demerit points as a result of a traffic infraction has the right to appeal.

Employees who are disciplined by the City for driving without a valid City Driving Permit have no right of appeal under this process.

Collisions and Traffic Infractions Reasons for Appeal

Collisions and traffic infractions may be appealed for the following reasons:

- An error or omission in the original investigation that would require the original classification to be changed
- An error or omission in the original investigation that would require the original assessment of demerit points to be changed
- In the case of collisions, a misinterpretation for the Preventability Assessment Guidelines (see [Section 6.6.1](#)) when the original classification was made
- To consider new information or evidence that would require the initial classification to be changed

6.6.6 Procedure for Appeals

A driver may appeal the classification of a collision as a preventable collision, or the assessment of demerit points for a preventable collision or a traffic infraction for any of the reasons listed in [Section 6.6.5](#).

Suspension of a City Driving Permit for accumulation of eight or more demerit points may take effect immediately upon assessment of the latest demerit points. If a driver appeals the classification and/or assessment of demerit points for a preventable collision or Traffic Violation Notice and that driver's City Driving Permit has eight or

more demerit points as a result of that assessment, the original suspension shall remain in effect despite the matter being appealed.

Stage 1: Process for Fleet Safety Supervisor Administrative Review

The Fleet Safety Supervisor will review the matter, including the appeal letter and all related documents pertaining to the investigation as submitted by the investigating Fleet Safety Officer. The Fleet Safety Supervisor may also consider new evidence that was not considered by the Fleet Safety Officer in making their decision.

The Fleet Safety Supervisor Administrative Review shall be conducted solely in writing and on the basis of written or documentary evidence.

To apply for a Fleet Safety Supervisor Administrative Review, the application must:

- Be in writing to the Fleet Safety Supervisor;
- State the grounds and supporting reasons why the matter is being reviewed, including any new evidence the driver wishes the Fleet Safety Supervisor to consider and a list of witnesses and all witness statements; and
- Be submitted within 14 calendar days of receipt of the notification letter from the Fleet Safety Officer.

Once the Fleet Safety Supervisor has reviewed the matter, they may:

- Re-assess the classification of the collision (if the matter involves a collision);
- Decrease or increase any demerit points that were originally assessed; or
- Uphold the original classification and/or assessment.

If the Fleet Safety Supervisor decreases or increases the demerit points that were assessed by the Fleet Safety Officer, the Fleet Safety Supervisor must do so in a manner that is consistent with:

- **In the case of a collision:** the Assessment Guide on the version of the Collision Review Form that was used by the Fleet Safety Officer for the collision at issue
- **In the case of a traffic infraction:** the Traffic Infraction Assessment Guide

The Fleet Safety Supervisor may consider new evidence that was not previously considered by the Fleet Safety Officer in making their decision. If new evidence is brought forward by the driver in their appeal letter:

- The Fleet Safety Supervisor will assign the Fleet Safety Officer to investigate the new evidence and provide their findings to the Fleet Safety Supervisor
- In making their decision, the Fleet Safety Supervisor will review the findings of the Fleet Safety Officer with regard to the new evidence brought forward, the original findings of the Fleet Safety Officer and the driver's appeal letter
- The decision of the Fleet Safety Supervisor will be provided in writing to the driver. The letter will outline instructions for further appeal should the driver not be satisfied with the decision of the Fleet Safety Supervisor

- The letter will state that the driver can appeal the decision of the Fleet Safety Supervisor Administrative Review to the Driving Incident Review Board by following the procedure set out in Stage 2, below. The driver must commence the appeal to the Driving Incident Review Board within 14 calendar days of the receipt of the decision letter from the Fleet Safety Supervisor
- The letter shall be sent to the driver's supervisor, who will be responsible for hand-delivering the letter to the driver

Stage 2: Process for Appeal to Driving Incident Review Board

If the driver is not satisfied with the decision of the Fleet Safety Supervisor, they may commence an appeal to the Driving Incident Review Board.

To appeal the decision of the Fleet Safety Supervisor, the appeal must:

- Be in writing to the Fleet Safety Supervisor;
- State the grounds and supporting reasons why the matter is being appealed; and
- Be submitted within 14 calendar days of receipt of the letter from the Fleet Safety Supervisor (letter sent regarding disposition of the Stage 1 appeal).

*Evidence that was not before the Fleet Safety Supervisor in the Stage 1 Administrative Review **shall not** be considered in the Stage 2 Appeal to the Driving Incident Review Board.*

Upon receipt of a letter requesting appeal to the Driving Incident Review Board, Fleet Safety will notify the driver in writing of the date, time and location where the appeal will be heard.

Employees who are disciplined by the City for driving without a valid City Driving Permit have no right of appeal under this process. There is no further appeal or review after a determination by the Driving Incident Review Board.

6.6.7 Driving Incident Review Board

The purpose of the Driving Incident Review Board is to consider appeals by drivers of the Fleet Safety Supervisor Administrative Review decision with respect to the classification of a collision as a preventable collision or the assessment of demerit points for a preventable collision or traffic infraction.

The Driving Incident Review Board shall be composed of the following:

- Chairperson, who is a lawyer from the Law Branch and is appointed by the City Solicitor
- Two board positions
 - Each position shall be filled by employees who are familiar with the Driver Safety Program, the principles of defensive driving and other safety practices
 - For each hearing, at least one of the people filling a position on the board shall be an employee that is a member of a union that is part of the Coalition of Edmonton Civic Unions or a member of the International Brotherhood of Electrical Workers (IBEW) Local 1007

- o Employees eligible to fill either of these board member positions shall be appointed by the Fleet Safety Supervisor

The Driving Incident Review Board will convene on a quarterly basis to hear any outstanding appeals. Hearing dates for the upcoming calendar year shall be scheduled in advance. If a notice of appeal to the Driving Incident Review Board is filed 21 or more calendar days before the scheduled hearing date of that quarter, the appeal will be heard on the hearing date scheduled for that quarter. If a notice of appeal is filed 20 or less calendar days before the scheduled hearing date of that quarter, the appeal will be heard on the hearing date scheduled for the following quarter, unless both the driver and the Fleet Safety Supervisor agree that the appeal should be heard on the scheduled hearing date of the current quarter.

6.6.8 Driving Incident Review Board—Hearing Process

The review by the Driving Incident Review Board will involve a hearing at which the driver appealing the matter may present their case. The driver may bring representation to assist on their behalf.

The hearing will follow the process outlined below:

- First, the Fleet Safety Officer will present their investigation or review. The Fleet Safety Officer may present any documentary or other evidence relevant to the driving incident being reviewed (including evidence from other witnesses), but shall not present evidence that was not before the Fleet Safety Supervisor in the Stage 1 Administrative Review. The board may ask questions of the Fleet Safety Officer or of the other witnesses.
- Next, the driver may present evidence. The driver may present any documentary or other evidence (including evidence from other witnesses) relevant to the driving incident being reviewed but shall not present evidence that was not before the Fleet Safety Supervisor in the Stage 1 Administrative Review. The board may ask the driver or other witnesses questions. The Fleet Safety Officer may not ask the driver questions.

After hearing the matter, the Driving Incident Review Board may:

- Uphold the findings of the Fleet Safety Supervisor;
- Re-assess the classification of the collision; or
- Decrease or increase the demerit points that were assessed by the Fleet Safety Supervisor for the collision or traffic infraction

If the Driving Incident Review Board decreases or increases the demerit points that were assessed by the Fleet Safety Supervisor, the Driving Incident Review Board must do so in a manner that is consistent with:

- **In the case of a collision:** the Assessment Guide on the Collision Review Form that was used by the Fleet Safety Officer for the collision at issue
- **In the case of a traffic infraction:** the Traffic Infraction Assessment Guide

The driver will be notified in writing of the decision and reasons of the Driving Incident Review Board. The decision of the Driving Incident Review Board is final and may not be further appealed.

6.6.9 Driving Incident Review Board—Rescheduling a Hearing

A driver appealing the classification of a collision as a preventable collision or the assessment of demerit points for a preventable collision or traffic infraction to the Driving Incident Review Board may request that the hearing be rescheduled. Such requests must be made in writing to Fleet Safety.

- If requested **seven or more** calendar days prior to the scheduled hearing date, the hearing shall be rescheduled to another date in the same quarter.
- If requested **less than seven** calendar days prior to the scheduled hearing date, the driver must send the request accompanied by the reasons for requesting the adjournment to the Fleet Safety Clerk (780-496-6464) or fleetsafetyadmin@edmonton.ca. Requests made less than seven calendar days prior to the scheduled hearing date may only be granted in cases of illness, injury or other emergency situation.

The Driving Incident Review Board may grant or deny the adjournment request at its absolute discretion. The Driving Incident Review Board will issue its decision orally or in writing within 72 hours of receiving the adjournment request. Written reasoning shall follow within 72 hours of the board giving its oral or written decision. The driver shall have no right to appeal the board's decision on adjournment requests.

If the Driving Incident Review Board grants a driver's adjournment request, the board may, at its sole discretion, make the new date chosen for the hearing preemptory on the driver. This means that no further requests for adjournment may be considered by the board, regardless of the reason for the additional adjournment request(s). The driver shall have no right to appeal any decision by the board to make the new hearing date preemptory on the driver. The board's decision to make the new hearing date preemptory on the driver shall be communicated to the driver in the board's written decision concerning the adjournment request.

SECTION 7
APPENDICES

7 Appendices

7.1 Classes of City Driving Permits

City Driving Permit	Vehicle Type	GDL Authorized	Corresponding Provincial Licence Classification
A	Small drivable motorized equipment, such as golf carts, ice resurfacers, forklifts, skid steers, off-highway vehicles, etc. providing the unit is not operated on public roads or parking lots.	Yes	5*
B	<p>Passenger cars, pickup trucks, and vans with a registered licenced mass of less than 4,501 kg. Also includes motorized equipment that operates on public roads, such as backhoes, large mowers, loaders, etc. Training and evaluation for each specific equipment type must be completed.</p> <p>Excludes vehicles with a designed seating capacity of 11 or more including the driver.</p> <p>Excludes vehicles towing a trailer.</p>	Yes	5
	Motorcycles**	No	6
C	<p>Trucks and vans with a registered licenced mass of 4,501 kg to 11,793 kg (single rear axle vehicles only). Also includes trucks and vans with a registered licenced mass under 4,501 kg that are towing a trailer*** (providing it is not equipped with air brakes)</p> <p>Excludes vehicles with a designed seating capacity of 11 or more including the driver.</p>	Yes, but may not pull trailers	5
C-NSC	<p>Single rear axle trucks and vans with a registered licenced mass of 11,794 kg or more (including trailer)</p> <p>Vehicles with a designed seating capacity of 11-15 including the driver (includes DATS bus).</p>	No	5 or 5Q
	Vehicles with a designed seating capacity of 16-24 including the driver.	No	4 or 4Q
D	<p>Single motor vehicles with three or more axles equipped with air brakes (graders).</p> <p>A motor vehicle with three or more axles towing a trailer with one or more axles, if the trailer is not equipped with air brakes.</p>	No	3Q
E	<p>Any vehicle or combination of vehicles up to and including truck/tractor trailer units (excludes motorcycles). (The road test shall be conducted on an air brake equipped tractor trailer unit.)</p>	No	1
T	<p>Transit Bus, B or C vehicles. Created for Fleet and Facility Services - Transit Fleet Maintenance personnel.</p> <p>Driver must hold a Class 2 Driver's Licence in order to transport one or more passengers unless permit exemption in place.</p> <p>Excludes vehicles requiring a 'C-NSC', 'D' or 'E' permit.</p>	No	<p>2 - allows transportation of passengers</p> <p>3Q - cannot transport any passengers</p>

*Other Provincial Licence Classifications may be considered for an "A" City Driving Permit on a case-by-case basis and must be approved by Fleet Safety.

**Fleet and Facility Services personnel who maintain police motorcycles may operate motorcycles provided they have successfully completed motorcycle training provided by the Edmonton Police Service.

*** As per [Section 4.3 Towing Trailers](#), drivers are required to complete trailer training (provided by their work area).

7.2 Permit Class Requirements

Permit Class	Trip Inspection	Hours of Service	Vehicle/NSC Documentation*	Cargo Securement
A	Simple walk around	N/A	N/A	Bylaw 5590
B	Simple walk around	N/A	Registration Driver's License City Driving Permit Financial Responsibility Card	Bylaw 5590
C	Trip Inspection using NSC Schedule 13	N/A	Registration Driver's License City Driving Permit Financial Responsibility Card	Bylaw 5590 and As per NSC regulations
C-NSC	Trip Inspection using NSC Schedule 13 Part 1 truck and Part 2 van/bus	Applicable	Registration Driver's License City Driving Permit Financial Responsibility Card Safety Fitness Certificate Schedule 13 CVIP Trip Inspection Report	Bylaw 5590 and As per NSC regulations
D	Trip Inspection using NSC Schedule 13 Part 1	Applicable	Registration Driver's License City Driving Permit Financial Responsibility Card Safety Fitness Certificate Schedule 13 CVIP Trip Inspection Report	Bylaw 5590 and As per NSC regulations
E	Trip Inspection using NSC Schedule 13 Part 1	Applicable	Registration Driver's License City Driving Permit Financial Responsibility Card Safety Fitness Certificate Schedule 13 CVIP Trip Inspection Report	Bylaw 5590 and As per NSC regulations
T	Trip Inspection using NSC Schedule 13 Part 2	Applicable	Registration Driver's License City Driving Permit Financial Responsibility Card Safety Fitness Certificate CVIP	Bylaw 5590 and As per NSC regulations

7.3 Bus Requirements

Bus Type	Trip Inspection	Hours of Service	Vehicle/NSC Documentation	CVIP
DATS bus	Daily written report	Applies	<ul style="list-style-type: none"> • Safety Fitness Certificate with Standard 13 Part 2 • CVIP certificate & decal • Registration • Financial Responsibility Card • Trip Inspection Report • Doctor's Letter Permit • Modified first aid kit 	Every 6 months
ETS highway bus	Daily written report	Exempt	<ul style="list-style-type: none"> • Safety Fitness Certificate with Standard 13 Part 2 • CVIP certificate & decal • Registration • Financial Responsibility Card • Trip Inspection Report • Standees and Modified trip inspection • Transit Fleet Maintenance drivers only- Class 2 passenger exemption • Annual Equipment - overweight permit 	Every 6 months
ETS transit bus	Complete trip inspection but exempt from Trip Inspection report. Report Exemption	Exempt	<ul style="list-style-type: none"> • Safety Fitness Certificate with Standard 13 Part 2 • Registration • Financial Responsibility Card • Modified first aid kit 	Exempt
Fire Academy training vans	Daily written report	Exempt for Fire Rescue Services personnel	<ul style="list-style-type: none"> • Safety Fitness Certificate with Standard 13 Part 2 • Trip Inspection Report • Registration • Financial Responsibility Card • CVIP certificate & decal 	Every 6 months
All other buses/vans with seating capacity of 11 or more including the driver	Daily written report	Applies	<ul style="list-style-type: none"> • Safety Fitness Certificate with Standard 13 Part 2 • Trip Inspection Report • Registration • Financial Responsibility Card • CVIP certificate & decal 	Every 6 months

7.4 Air Brake Inspections

7.4.1 Class C-NSC and D Air Brake Inspection

Step 1

1. Chock the wheels with the vehicle on level ground.
2. Perform a visual inspection of the air brake components.
(See below for spring brake applied and released photos.)

Step 2: Low Air Warning Devices and Park Control Valve Activation

1. Leave the engine off and turn the key to the RUN position.
2. Release the park control valve (yellow button).
3. Fan the service brakes to check low pressure warning devices (lights and buzzer). Both should activate at a minimum of 60 PSI (414 kPa). The audible alarm or buzzer may not sound if the vehicle is not running.
4. Continue to fan the service brakes until pressure drops low enough to activate the park control valve, between 20–45 PSI (138–311 kPa). All spring brakes on the unit should apply (two or four depending on the unit).



Step 3: Supply Circuit Test

1. Start the engine and engage high idle (1,200 RPM).
2. Perform the compressor build-up test: 0–90 PSI (345–621 kPa).
 - Start timing when the first gauge reaches 50 PSI (345 kPa).
 - Stop timing when the second gauge hits 90 PSI (621 kPa).
 - Build-up should be less than three minutes, with the engine at 1,200 RPM.
3. Low air pressure warning lights and buzzer should cut out by a minimum of 60 PSI (414 kPa).
4. Confirm governor cut-out pressure is between 120–135 PSI (828–931 kPa).
5. Release the park control valve (yellow button).
6. Fan the service brakes until the governor cuts the compressor back in. Cut-in pressure should be between 20–25 PSI (138–172 kPa) less than cut-out pressure (maximum system pressure).

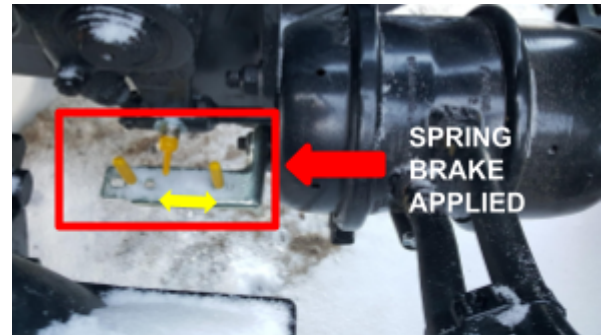
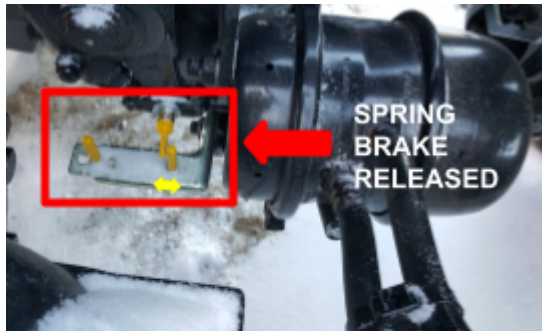
Step 4: Air System Leaks (Minimum 100 PSI)

1. Ensure windows are open.
2. Turn off the engine and turn the key to the RUN position.
3. Make and hold a full service brake application, allow enough time for the system to stabilize (needles to stop moving).
4. After the system stabilizes, continue to hold for two minutes, watching both gauges for pressure loss and listening for any air leaks.
 - The pressure drop cannot exceed 4 PSI (28 kPa) in a two minute period from either service reservoir.

Step 5: Manual Emergency Brake Check

1. Manually pull the park control valve (yellow button). All parking brakes on the unit should apply (two or four spring brake pots depending on the unit).
2. Visually confirm application of the spring brakes and push rod travel.
3. Remove wheel chock blocks.

For a vehicle with yellow indicators:



For a vehicle without indicators:



OUT OF SERVICE for a vehicle with yellow indicators:



Step 6: Service Brake Response Test

1. Release park control valve (yellow button).
2. Perform a brake response test on a level surface:
 - o Pull ahead one metre.
 - o Apply the service brake to ensure effective operation of all of the unit's brakes. There should be no pull to either side.

REMEMBER: At the end of shift, drain tanks daily

1. Drain all the tanks at the end of the shift starting with the supply tank (wet tank).
2. Contamination will only drain effectively after the tanks are empty.

7.4.2 Class E Air Brake Inspection

Step 1

1. Chock the wheels with the vehicle on level ground.
2. Perform a visual inspection of the air brake components.
(See below for spring brake applied and released photos.)

Step 2: Tractor Protection System

1. Leave the engine off with the key in the RUN position.
2. Push the trailer air supply valve (red button); the park control valve (yellow button) should be pulled.
3. Disconnect both air lines to the trailer.
4. The trailer air supply valve should activate between 40–60 PSI (276–414 kPa) or higher.
5. The low air pressure warnings should come on by 60 PSI (414 kPa).
6. Apply and hold the foot or hand valve; no air should leak from the open trailer service line.



Step 3: Park Control Valve

1. Push park control valve (yellow button).
2. Fan the foot valve.
3. Continue to fan the foot valve until pressure drops low enough to activate the park control valve, between 20–45 PSI (138–311 kPa). All spring brakes on the unit should apply (two or four depending on the unit).
4. Reconnect both air lines to the trailer.



Step 4: Supply Circuit Test

1. Start the engine and engage high idle (1,200 RPM).
2. Perform the compressor build-up test: 50–90 PSI (345–621 kPa).
 - Start timing when the first gauge reaches 50 PSI (345 kPa).
 - Stop timing when the second gauge hits 90 PSI (621 kPa).
 - Build-up should be less than three minutes, with the engine at 1,200 RPM.
3. Low air pressure warning lights and buzzer should cut out by a minimum of 60 PSI (414 kPa).
4. Confirm governor cut-out pressure is between 120–135 PSI (828–931 kPa).
5. Release the park control valve (yellow button).
6. Fan the service brakes until the governor cuts the compressor back in. Cut-in pressure should be between 20–25 PSI (138–172 kPa) less than cut-out pressure (maximum system pressure).

Step 5: Air System Leaks (Minimum 100 PSI)

1. Push both of the park control valves and rebuild the air pressure.
2. Ensure windows are open.
3. Turn off the engine and turn the key to the RUN position.
4. Make and hold a full service brake application, allow enough time for the system to stabilize (needles to stop moving).
5. After the system stabilizes, continue to hold for two minutes, watching both gauges for pressure loss and listening for any air leaks.
 - o The pressure drop cannot exceed 4 PSI (28 kPa) loss for power units, plus an additional 2 PSI (14 kPa per trailer) in a two minute period from either service reservoir.
6. Release the service brake application and reapply spring park brakes.
7. Visually confirm application of the spring brakes and push rod travel.

If the push rod travel indicator does not move when the spring brake is applied OR is outside of the two limit posts (when released or applied), the unit is considered to be out of service and must not be driven.

For a vehicle without indicators:



For a vehicle with yellow indicators:



OUT OF SERVICE for a vehicle with yellow indicators:



Step 6: Service Brake Response Test

1. Remove the wheel chocks.
2. Release the spring park brakes.
3. Perform a brake response test using the foot valve.
 - Pull ahead one metre.
 - Apply the service brake to ensure effective operation of all of the unit's brakes. There should be no pull to either side.
4. Perform a brake response test using the trailer hand valve.

REMEMBER: At the end of shift, drain tanks daily.

1. Drain all the tanks at the end of the shift starting with the supply tank (wet tank).
2. Contamination will only drain effectively after the tanks are empty.

7.5 Acronyms and Abbreviations

CVIP	Commercial Vehicle Inspection Program
CVSA	Commercial Vehicle Safety Alliance
DATS	Dedicated Accessible Transit Service
ETS	Edmonton Transit Service
GDL	Graduated Driver's Licence
FOIP	Freedom of Information and Privacy
IBEW	International Brotherhood of Electrical Workers
IDC	Incident Data Collection
IRS	Immediate Roadside Sanction
NSC	National Safety Code
OHS	Occupational Health and Safety
PTO	Power Take Off
TDG	Transportation of Dangerous Goods
WLL	Working Load Limit
WSEH	Workplace Safety and Employee Health

7.6 Links to Resources

[Bylaw 5590](#)

[Bylaw 6984](#)

[CCMTA](#)

[Code of Conduct](#)

[Commercial Vehicle Certificate and Insurance Regulation](#)

[Commercial Vehicle Dimension and Weight Regulation](#)

[Commercial Vehicle Safety Regulation](#)

[Dangerous Goods Transportation and Handling Act](#)

[Dangerous Goods Transportation and Handling Regulation](#)

[Drivers' Hours of Service Regulation](#)

[Drug and Alcohol Standard](#)

[Government of Alberta Driver Handbooks](#)

[Legal Representation and Indemnification of City Employees, Agents, and Members of Council City Policy and City Procedure \(C482\)](#)

[Operator Licensing and Vehicle Control Regulation](#)

[Traffic Safety Act](#)

[Transportation of Dangerous Goods Act](#)

[Transportation of Dangerous Goods Regulations](#)

[Use of Highway and Rules of the Road Regulation](#)

[Vehicle Inspection Regulation](#)

[Visual Identity Standard](#)

[City Vehicle Exemption Permits](#)

[Wheel Nut Indicators](#)