

# Commercial Vehicle Operator’s Registration Policy



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**Scope:**

This policy applies to all Bernard Rochefort Ltd. employees using or responsible for Company-owned/leased licensed vehicles.

**Definitions:**

*Company owned/Leased Licensed Vehicles:* Vehicles purchased/leased by or given to the Company, licensed by the MTO (Ministry of Transportation, Ontario) and used for the purpose of conducting Company business.

*CMV:* A Commercial Motor Vehicle is a vehicle with a gross vehicle weight rating, registered gross weight or combined gross vehicle weight rating over 4,500 kg.

*CVOR:* Commercial Vehicle Operator’s Registration.

**Policy:**

The goals of the CVOR System are to improve safety for all users of Ontario highways and develop effective compliance strategies with emphasis on safety and protection of the highway infrastructure. Commercial carriers (operators) that operate in Ontario must register for a CVOR Certificate.

It is the responsibility of Bernard Rochefort Ltd. to:

- Maintain all vehicles in a safe operating condition at all times, including: adhering to all maintenance statements and in accordance with all rules and regulations of the Ontario Highway Traffic Act;
- Provide initial and ongoing training to all drivers, supervisors, managers and maintenance personnel regarding their responsibility for the operation of commercial motor vehicles;
- Ensure all drivers are licensed by requesting licence abstracts on a regular basis and taking action, as appropriate;
- Resolve driver safety issues promptly, when they are identified;
- Keep records on file, including: vehicle repairs, annual/semi-annual reports; and
- Implement all recommendations from the annual review.

**Laws:**

- O.Reg. 199/07
- Workplace Safety and Insurance Act – R.S.O. 1997
- Workplace Safety and Insurance Board (WSIB)
- Occupational Health and Safety Act (OHSA) – R.S.O. 1990, Sections 51, 52.

Every person in charge of or passenger in a Company-owned/leased licensed vehicle directly involved in an accident shall follow the guidelines listed below.

**Use of Company-owned/Leased Licensed Vehicles:**

- Company-owned/leased licensed vehicles are not to be used for personal business.

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- Only passengers on Company business will be transported in Company-owned/leased licensed vehicles. Permission, for the conveyance of a spouse, children or other guests of the Company, must be obtained from the President.

## Collision Reporting

Any accident or damage to equipment must be reported to Gilles Ledoux immediately. He will route your call to the proper party.

## Conduct at the Scene of an Accident

1. Do not leave the scene.
2. Check to see if anyone is injured
3. Have someone notify the police / ambulance.
4. Warn on-coming traffic. (Use reflectors, four-way signals etc.)
5. Do not admit or assume responsibility to anyone.
6. Above all be courteous. Do not argue with anyone.
7. Do not talk about the accident except with investigating police officers.
8. Do not sign any statements.
9. Complete a contact report. Be sure to obtain:
  - make, model, type, license number, and province or state of the vehicles involved
  - the registered owner of the other vehicle(s) or property
  - the name of the driver and his or her license number
  - the province or state in which the license was issued
  - the name, policy number, and issuing agent of the other party's insurance
  - the investigating officer's name, badge number, and address of the officer's division
  - an estimate of damage on the other vehicle(s). Be very careful to note any old damage
  - a sketch of the accident scene (draw one or use a camera to take pictures)
10. Obtain all names and addresses of any witnesses and their licence numbers, and state or province. Do not ask them to be witnesses. Just ask if they saw the accident. If they do not cooperate, obtain license numbers.
11. Do not talk unnecessarily to anyone.
12. If the other vehicle was towed, find out the name of the towing company and to where the vehicle was towed. Record the name or location of the impound yard for the towed vehicles.
13. If you are not at fault and the driver of the other vehicle agrees, have the driver write out and sign a statement to that effect. This will help you in being freed of any liability.
14. Post-accident drug and alcohol testing will take place where a life was lost, a citation was issued, or injuries are received that result in medical treatment or where a vehicle is damaged to such an extent that it requires a tow truck.

## Taking Care of Injured Parties

1. Arrange for medical help immediately.
2. Do not move injured people. Keep them warm and calm until medical help arrives.
3. Obtain the name and address of injured persons and extent of injuries, if possible.

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4. Find out where the injured parties were taken for treatment.

## Moving Your Vehicle

If there are no injuries and damage is obviously minor, the driver may move the vehicle to a safe location. Tying up traffic can create further safety hazards and lead to other traffic mishaps.

If you are unsure whether you should move your vehicle, do not move it.

## Attaching Trailers:

Due to the following restrictions, approval from the President must be given before a trailer is purchased or attached to a vehicle:

- Licensed tow vehicles must be mechanically equipped to pull a trailer of a specific GVWR (Gross Vehicle Weight Rating).
- Vehicle operators must possess and present the correct driver's license class to pull a trailer of a specific GVWR.
- If the GVWR of the licensed tow vehicle plus the GVWR of the trailer exceeds 4500kg then CVOR rules apply.
- Vehicle operators must have CVOR, trailer safety and load security training before operating a vehicle pulling a trailer. If trailer or towing vehicle load requirements increase the Manager shall be contacted to verify the trailer and towing vehicle capacities.

## Driver Qualifications:

Only Company employees shall operate Company-owned/leased licensed vehicles. If the employee will be operating a CVOR designated vehicle, he/she must have the proper forms validating their status as qualified drivers.

All drivers who operate Company-owned/leased licensed vehicles shall be a minimum of 18 years of age and possess a valid, unrestricted Class G Ontario Drivers Licence or equivalent. Class G1 and G2 licences are not valid. Some vehicles require different licence classes.

If licensing requirements are unclear, contact the Manager.

- Class A: Any tractor-trailer combination where the towed vehicle's GVWR exceeds 4,600 kg.
- Class B: Any school purposes bus.
- Class C: Any regular bus.
- Class D: Any truck with a GVWR exceeding 11,000 kg, or combination provided the towed vehicle GVWR does not exceed 4,600 kg.
- Class E: Any school purposes bus, maximum 24 passenger capacity.
- Class F: Any regular bus, maximum 24 passenger capacity and an ambulance.
- Class G: Any car, van or small truck or combination of vehicle and towed vehicle up to 11,000 kg provided the towed vehicle's GVWR does not exceed 4,600 kg.

Note: "Z" Air Brake Endorsement is required on a driver's licence to operate any motor vehicles equipped with air brakes.

It is the responsibility of the Supervisor to ensure drivers are qualified, trained and capable of handling the assigned vehicles and that the appropriate documentation has been forwarded to the office.

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It is the responsibility of the Supervisor to inform Management when a driver is no longer authorized / required to operate a Company-owned/leased licensed vehicle.

## Operating the Vehicle:

Each vehicle shall be equipped with:

- Fire extinguisher (heavy commercial vehicles with a reflector kit),
- First aid kit,
- Folder in the glove compartment containing:
  - Ownership,
  - Insurance liability card,
  - Automobile Incident procedures card,
  - Commercial Vehicles Operators Registration if required.

If any of the above documents are missing the driver must inform his supervisor and the vehicle cannot be used until proper documentation is in the vehicle.

## Environmental Impact Minimization

Drivers are expected to practice the following Company Environmental Initiatives to minimize their impact on the environment:

- Visually inspect tires when performing the daily vehicle circle check to ensure tires are properly inflated.
- Check tire pressure weekly using a tire gauge. Under inflation decreases the fuel economy and shortens the life of tires.
- Remove unnecessary weight (objects) in the vehicle.
- Plan and map out trips to minimize distances travelled.
- Schedule meetings wisely, especially if travel is required. Meeting times and locations should be selected so as to minimize the travel of the majority of the participants. Consider teleconferencing.
- Car-pool whenever possible or practical.
- Avoid rapid acceleration. Accelerate gradually from a stop and anticipate stops ahead to avoid sudden breaking.
- Obey posted speed limits. Excessive speed reduces fuel economy, increases air pollution, creates hazardous driving conditions, and is unlawful.
- Ensure Company vehicles and equipment do not idle longer than 10-30 seconds unless idling the vehicle is necessary to accomplish work related tasks.

## Maintenance:

Maintenance will be performed according to the Bernard Rochefort Ltd. Maintenance Schedule.

## Maintenance Schedule for Commercial Motor Vehicles (CMV)

Non-diesel:

Service every 5000km

- \*MTO (sticker) annual inspection every 13 months

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## Diesel:

- service every 5000km, oil change, adjust brakes and re-torque wheels to spec, must be noted on checklist.
- \* MTO (sticker) annual inspection every 13 months
- pre-trip inspection daily

## Trailers:

- \* MTO (sticker) annual inspection every 13 months
- basic inspection every 4 months
- pre-trip inspection daily (CVOR)

## An annual safety inspection (yellow sticker) is required:

- 1) on a truck, which does not tow a trailer if:
  - a) the truck's actual weight, registered gross weight or gross vehicle weight rating exceeds 4,500 kilograms (9,920 lbs)
- 2) on both the truck and the towed trailer if:
  - a) The truck's actual weight, registered gross weight or gross vehicle weight rating exceeds 4,500kilograms, or
- 3) the actual weight of the truck, when added to the actual weight of the towed trailer or trailers exceeds 4,500 kilograms, or
- 4) the gross vehicle weight rating of the truck, when added to the gross vehicle weight rating of the towed trailer or trailers exceeds 4,500 kilograms.

## Exemption:

The "Vehicle Permits Regulation", made under the Highway Traffic Act, provides an exemption for light trailers, specifically;

"where a trailer transmits to the highway a total weight of 2,800 kilograms (6,173 lb.) or less, that weight shall not be included in determining the "registered gross weight"

In this case the combined GVWR of the truck and trailer could be over 4500kg so both units will require an annual inspection (yellow sticker) but will be exempt from logbooks and Vehicle Inspection Reports because the RGW on the plate portion of the ownership is under 4500kg, therefore it is not classified as a CMV Note: a truck with an inspection sticker cannot tow a trailer without an inspection sticker, both vehicles must have a sticker or will be subject to fine "Annual inspections must be completed in accordance with the Highway Traffic Act Regulations 611 and 587"

## Documentation to be carried in the vehicle:

- A copy of the vehicle registration
- Original liability certificate
- A copy of the CVOR registration
- A copy of the annual inspection certificate
- Accident Reporting Procedures
- A copy of the trailer registration
- A copy of the trailer annual inspection certificate
- Vehicle Inspection Report

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## Roadside Inspections

CMV's are subject to random roadside inspections. Upon completion of an inspection the driver will be issued a CVSA report. The driver shall give the report to their Supervisor who will forward the original copy Management.

## Driver Requirements

### *Driver's File*

CVOR regulations require the Bernard Rochefort Ltd. to keep a file for each driver of a CMV. The file will include a completed and approved Driver Information Profile sheet, a CVOR driver license abstract (12 months), copies of Duty Status logbooks (6 months) and a record of any driver training.

### *Faculty/Staff Driver Information Profile Sheet (DIP):*

- the DIP shall be completed by the driver and approved by the Supervisor
- the original copy of the DIP shall be forwarded to the Management.
- if a driver changes their address or any other information on the DIP a new form shall be completed, approved and forwarded to Management
- Driver's licences shall be verified annually by Management and recorded.

### *Driver Licence Abstract:*

A CVOR abstract of each driver's licence shall be obtained annually and reviewed by Management and any violations will be reviewed with the Supervisor and driver. If necessary, disciplinary action will be taken and all results will be documented on the driver's file.

A MAJOR DEFECT SHALL BE REPAIRED IMMEDIATELY BEFORE THE VEHICLE IS OPERATED THAT DAY

### *Hours of Service:*

#### Definitions:

- On-duty driving time - a driver is on-duty when he or she drives a CMV for an operator
- On-duty time - a driver is on-duty when he or she performs any other work for an operator including:
  - time spent inspecting, servicing, repairing, cleaning and warming up a CMV
  - travelling in a CMV as a co-driver
  - participating in the loading and unloading of a CMV
  - inspecting and checking the load of a CMV
  - waiting for a CMV to be serviced, loaded or unloaded
  - waiting for a CMV or its load to be inspected
  - waiting at an en-route point because of an accident or other unplanned situation
- off-duty time - a driver is off-duty when he or she is not on duty
- daily driving time - after a driver has accumulated 13 hours of on-duty driving time in a day (24 hour period), the driver shall not drive again on the same day and must take at least 8 consecutive hours of off-duty time - after a driver has accumulated 14 hours of on-duty time in a day (24 hour period), the driver shall not drive again on the same day and must take at least 8 consecutive hours of off-duty time

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- daily off-duty time - a driver shall take at least 10 hours of off-duty time in a day (24 hour period), this
- must include a mandatory 8 consecutive hours of off-duty time and another 2 hours distributed
- throughout the day in blocks of no less than 30 minutes each

### *Duty Status Logbook:*

A driver shall complete a Duty Status Logbook sheet daily when driving a CMV within a 160 km radius from the same start/end location if a driver operates a CMV outside the 160km radius on a certain day a Driver's Daily Log shall be completed and he/she must have a record of the driver's duty status for the previous 14 days in the vehicle a driver shall complete Duty Status Logbook Sheets for the previous 14 days before driving a CMV the Duty Status Logbook sheet shall include: driver name, month, year, start/end location (i.e. Sudbury, North Bay, Toronto), day, start time of day (midnight), cycle (always 7 days), total of each duty status line and a daily total of 'all duty status' which must equal 24 hours if a driver's periods of driving time are less than an hour the periods of driving time may be combined together during the shift the Duty Status Logbook sheets are valid for a 7 day period, when the period is completed the top copy must be submitted to the Supervisor and the bottom copy left in the Duty Status book, the book is valid for 6 months the Supervisor will verify the completed Duty Status sheets are correct and completed, please instruct drivers if not, and forward the top copy to the Manager, Transportation Services by the end of each month for file drivers are not required to carry their Duty Status sheets in the vehicle

### *Driver's Licence:*

A driver shall carry on their person a valid driver's licence for the class of vehicle they are operating. Prior to carrying dangerous goods, the Insurance Manager should be contacted to ensure that there is adequate insurance coverage for carrying dangerous goods.

## **ZERO TOLERANCE POLICY**

We have strict rules in place to maintain structure, efficiency, but above all else safety. At Bernard Rochefort Ltd., we have a zero tolerance policy in place for infractions to our CVOR. If there is an incident or infraction, the employees are instructed to follow the conflict resolution process. If the employee is found at fault for he/she may be disciplined. If Bernard Rochefort Ltd. considers the infraction severe enough, the employee may be suspended or terminated immediately.

### **Approval & Acknowledgement:**

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Rhéaume Rochefort

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Feb 1<sup>st</sup>, 2018

Date:

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