

Subject: University-Owned/Leased Licensed Vehicles

Approved: Nancy Sullivan, Vice-President, Finance and Administration

Distribution: All

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Purpose:

To define the purchase and/or lease of University-licensed vehicles and the driver qualifications, operation and maintenance thereof.

Scope:

This policy applies to all University of Guelph employees and students using or responsible for University-owned/leased licensed vehicles.

Definitions:

University-Owned/Leased Licensed Vehicles: Vehicles purchased/leased by or given to the University, licensed by the MTO (Ministry of Transportation, Ontario) and used for the purpose of conducting University 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:

All departments shall comply with the following as they pertain to University-Owned/Leased Licensed Vehicles.

1. In the event of an accident during regular hours or after hours:

In accordance with the Highway Traffic Act: Every person in charge of a motor vehicle who is directly or indirectly involved in an accident shall report the accident to the nearest provincial or municipal police office immediately. Police will respond to the accident and direct the operator/s to a reporting facility or complete the report over the phone.

1.1 In accordance with:

- University of Guelph Safety Policy 851.04.02 – Injury and Incident Reporting
- 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 University-owned/leased licensed vehicle directly involved in an accident shall follow the guidelines listed below.

Guidelines For Automobile Incident Reporting:

1. Stop.
2. Investigate the incident.
3. DO NOT ASSUME LIABILITY, responsibility or make statements to anyone except the Police, your supervisor or the University of Guelph Insurance Manager.
4. Remain at the scene of the accident.
5. Aid injured persons.
6. Contact local Police.
7. Call for an ambulance if necessary.
8. Obtain/exchange information upon direction of the Police Department:
 - a. Name
 - b. Address
 - c. Driver's License Number and Jurisdiction
 - d. Motor Vehicle Liability Insurance Policy Number and Insurance/Broker Name (Pink Slips)
 - e. Name and Address of the Registered Owner of the Vehicle
 - f. Vehicle Identification Number (VIN)
 - g. License Plate Number
9. Complete **University of Guelph Automobile Incident Report** form and attach a copy of the Police Report, if applicable, and fax to the University of Guelph Insurance Office 519-836-3274 and Transportation Services 519-837-0581.
10. Complete **University of Guelph Incident Report** form and fax to Occupational Health and Wellness 519-780-1796 if injured.
11. Notify the driver's University of Guelph Department Supervisor.
12. Damage to shrubs, trees, poles, lights, signs, sod, highway borders or any other property on the highway (including shoulders, boulevards and other parts of the road allowance) shall be reported to the Police.

2. Use of University-owned/Leased Licensed Vehicles:

- 2.1 University-owned/leased licensed vehicles are not to be used for personal business.
- 2.2 Only passengers on University business will be transported in University-owned/leased licensed vehicles. Permission, for the conveyance of a spouse, children or other guests of the University, must be obtained from the Dean, Director, Chair or Department Head to which the vehicle is assigned and the University Insurance Manager.
- 2.3 University-owned/leased licensed vehicles are not to be taken home. However, it is recognized that under exceptional circumstances, this will be necessary. Such circumstances require the written approval of the Chair or Department Head for occasional use, or the Dean or Director for continued use and approval from the University Insurance Manager. Current records of approval will be filed and maintained by individual Departments.

2.4 Attaching Trailers:

Due to the following restrictions, permission must first be obtained from the Manager, Transportation Services prior to a trailer being purchased and attached to a University-owned/leased licensed vehicle for the first time:

- 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 licence 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, refer to 4.7 below.
- 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, Transportation Services shall be contacted to verify the trailer and towing vehicle capacities.

3. Driver Qualifications:

3.1 Only University of Guelph employees or students shall operate University-owned/leased licensed vehicles. Upon employment, and if an employee will be driving a University-owned/leased licensed vehicle, the Department Chair/Head or designate shall forward a fully completed and authorized **Faculty and Staff Information Profile** form (including employee's drivers licence number), to the University Insurance Manager. If the employee will be operating a CVOR designated vehicle, the Department Chair/Head or designate shall forward the original completed and authorized **Faculty and Staff Information Profile** form to the University Insurance Manager and a copy of the form to the Manager, Transportation Services.

3.2 All drivers who operate University-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, Transportation Services or the MTO.

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.

- 3.3 It is the responsibility of the Department Chair/Head or designate to ensure drivers are qualified, trained and capable of handling the assigned vehicles, and that **Faculty and Staff Information Profile** forms are forwarded as per 3.1.
- 3.4 The Manager, Transportation Services will provide assistance in evaluating drivers upon request.
- 3.5 Properly qualified (sec 3.2) and department approved registered students may operate University owned/leased licensed vehicles upon completion of a **Student/Volunteer Use of University-Owned/Leased Licensed Vehicle Approval** form. This form must then be forwarded to the University Insurance Manager.
- 3.6 In certain cases, properly qualified (see 3.2) and department approved OMAFRA employees or associates of the University i.e. visiting professors or researchers on University-approved business may operate university-owned/leased licensed vehicles upon completion of a **Student/Volunteer Use of University-Owned/Leased Licensed Vehicle Approval** form. This form must then be forwarded and approved by the University Insurance Manager.
- 3.7 It is the responsibility of departments to inform the Manager, Transportation Services and the University Insurance Manager when an employee/student is no longer authorized/required to operate a University-owned/leased licensed vehicle.

4. Operating the Vehicle:

- 4.1 Drivers shall perform a **circle-check** on the assigned vehicle before each trip. Checklists are available at this link to the **Circle-check** form. Departments are responsible for all controls and any records (e.g. circle checks, key control, load security) for multiple user vehicles.
- 4.2 Each vehicle shall be equipped with:
- i) Fire extinguisher (heavy commercial vehicles with a reflector kit),
 - ii) First aid kit,
 - iii) Folder in the glove compartment containing:
 - a) Ownership,
 - b) Insurance liability card,
 - c) Automobile Incident procedures card,
 - d) Commercial Vehicles Operators Registration if required.
- If any of the above documents are missing contact Transportation Services.
- 4.3 Drivers and passengers will wear seatbelts in compliance with the Highway Traffic Act. The driver is responsible for ensuring there is a seatbelt for each passenger. Passengers are prohibited from riding in the back of trucks.
- 4.4 Smoking is prohibited in all vehicles.
- 4.5 Drivers shall not operate cellular phones in a vehicle unless the vehicle has been removed from the flow of traffic and is at a full stop.
- 4.6 Dangerous goods shall be carried in compliance with the Transportation of Dangerous Goods regulations and the driver must carry a valid Dangerous Goods Training Certificate. Prior to carrying dangerous goods, the University of Guelph Insurance Manager should be contacted to ensure that there is adequate insurance coverage for carrying dangerous goods. Also refer to the University of Guelph Transportation of Dangerous Goods policy which can be downloaded at <http://www.uoguelph.ca/ehs/policies/08-10.pdf>. For more information contact the University's

Environmental Health and Safety Department at extension 53282.

- 4.7 All drivers of CVOR/CMV vehicles must complete CVOR training before operating a vehicle. Contact the Manager, Transportation Services regarding training requirements. Also see Appendix A for information regarding CVOR/CMV regulations.
- 4.8 Drivers are **expected** to practice the following **University Green Fleet Initiatives**:
- 4.8.1 Visually inspect tires when performing the daily vehicle circle check to ensure tires are properly inflated.
- 4.8.2 Check tire pressure weekly using a tire gauge. Under inflation decreases fuel economy and shortens the life of tires.
- 4.8.3 Remove unnecessary weight (objects) in the vehicle.
- 4.8.4 Plan and map out trips to minimize distances travelled.
- 4.8.5 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.
- 4.8.6 Car-pool whenever possible or practical.
- 4.8.7 Avoid rapid acceleration. Accelerate gradually from a stop and anticipate stops ahead to avoid sudden breaking.
- 4.8.8 Obey posted speed limits. Excessive speed reduces fuel economy, increases air pollution, creates hazardous driving conditions, and is unlawful.
- 4.8.9 Ensure University vehicles and equipment do not idle longer than 10-30 seconds unless idling the vehicle is necessary to accomplish work related tasks.

5. Procurement, Replacement, Costs and Expenses:

5.1 Procurement and Replacement:

The University of Guelph has in place vehicle procurement guidelines which ensure the future procurement and on-going management of University owned or leased vehicles and equipment mitigate the impact on the environment while still meeting operational needs and reduce environmental impacts through the monitoring of vehicles and motorized equipment.

These guidelines are as follows:

- To work towards reducing the negative environmental impact of the University of Guelph vehicle fleet by, wherever possible, implementing existing and proven technologies currently available which have immediate environmental benefits.
- To encourage the monitoring and evaluating of the effectiveness of the implemented technologies used in University applications by using primary indicators such as annual tonnes of CO₂ emitted, and fuel usage records.

The monitoring methods, i.e., tracking and reporting of performance indicators will be conducted by the Manager of Transportation Services and the Sustainability Coordinator. A review of emission reduction performance shall be undertaken on an annual basis. Fuel consumption and cost data will be collected by the Manager of Transportation Services. Analysis and reporting shall be conducted by the Sustainability Office and reported annually to users and to regular reports from the Sustainability Office.

Definitions for Terms Used in Procurement Guidelines:

Alternate Fuel: Any fuel other than gasoline and diesel that is less polluting than gasoline or diesel fuel. Alternate Fuel shall include, but is not limited to, natural gas, propane, ethanol (E-85), biodiesel (5 percent blend above) and electricity.

Alternate Fuel Vehicle (AFV): Any motor vehicle powered in whole or in part by alternate fuels (as defined above).

Bi-Fuel Vehicle: Any motor vehicle designed to operate on two distinct fuels (including "Flex-fuel vehicles), one of which is an alternative fuel.

Biodiesel: Fuel refined from agriculturally derived oils that is suitable for use in diesel engines. Often blended with ultra low sulfur diesel (ULSD) in amounts denoted by the letter "B" and a number (e.g., B20 = 20% biodiesel and 80% petroleum diesel).

Conventionally Powered Vehicle: Vehicles with gasoline or diesel powered internal combustion engines.

CO₂ (Carbon dioxide): A standard component of conventionally powered vehicle emissions and a greenhouse gas.

Electric Vehicle: An electric vehicle, or EV, is a vehicle with one or more electric motors for propulsion. This is also referred to as an electric drive vehicle. Unlike an internal combustion engine that is tuned to specifically operate with a particular fuel such as gasoline or diesel, an electric drive vehicle needs electricity, which comes from sources such as batteries, fuel cells or a generator. This flexibility allows the drive train of the vehicle to remain the same, while the fuel source can be changed.

Heavy Duty Vehicle: Any motor vehicle, licensed for use on roadways, having a manufacturer's gross vehicle weight rating greater than 3,800kg (8,500 lbs).

Hybrid Vehicle: A motor vehicle that draws propulsion energy from onboard sources of stored energy that are both an internal combustion / heat engine that runs on combustible fuel, and a rechargeable energy storage system.

Light Duty Vehicle: Any vehicle with a gross vehicle weight of less than or equal to 3,800kg (8,500 lbs). Light duty vehicles include passenger cars, light duty trucks, sport utility vehicles (SUV), minivans and pick-up trucks. Light duty vehicles are currently subject to Tier 1 emissions standards under the Clean Air Act Amendments of 1990.

Ultra-Low-Emission Vehicle (ULEV): A conventionally powered or gas-electric hybrid vehicle designed to produce minimal air pollution at their point of use, typically less than 16% of that of an equivalent ordinary vehicle.

Procurement Guidelines:

The following procurement guidelines apply to the purchase or lease of licensed and unlicensed vehicles and equipment by the University.

Transportation Services, in consultation with the department will be responsible for the selection, specification, and procurement of any approved owned/leased licensed vehicle. For short term leasing (less than one year) contact Purchasing Services directly.

The University of Guelph will strive to obtain the "cleanest" vehicles possible consistent with their intended use, and as measured according to available emissions certification standards published by Natural Resources, Canada.

For safety reasons, the purchase, lease or rental of 10-15 passenger vans for University business **is banned** (effective January 01, 2009).

Note: Criteria for consideration when purchasing new vehicles as outlined below is current but subject to change as technology and alternate fuels evolve.

- A) Before requesting approval for a vehicle purchase or lease, a needs assessment should be conducted to determine the following:
1. Is the purchase/lease of the vehicle absolutely necessary.
 2. Is there an alternative form of transportation available e.g. car sharing, transit etc.
 3. Could departments share vehicle(s) instead of owning and maintaining their own.
 4. Is the size and class considered appropriate for the vehicle application.
- B) The following criteria shall be considered when purchasing or leasing new vehicles under 3,800 kg (8,500lbs) in the following order of application:
1. Most fuel efficient
 2. ULEV (ultra low emission vehicles) as recommended by Natural Resources Canada in each category.
 3. Electric (charged by renewable sources if possible)
 4. Hybrid
 5. Diesel
- C) The following criteria shall be considered when purchasing new vehicles over 3,800kg (8,500lbs) in the following order of application:
1. Most fuel efficient
 2. Hybrid
 3. Diesel
- D) The following criteria shall be considered when purchasing lawn mowers, string trimmers, boat motors, etc. to replace 2 stroke machines:
1. Purchase cordless electric or 4 stroke small machines when practicable.
- E) The following criteria shall be considered when purchasing fuel:
1. Purchase cleaner fuels as technology and alternate fuels evolve.

5.2 Vehicle Costs:

- 5.2.1 The costs of operating, maintaining and replacing vehicles purchased from University funds will be charged to user departments.
- 5.2.2 All departments assigned a licensed vehicle will be charged on a monthly basis for the maintenance and operations costs of the vehicle on a schedule of service rates available for this purpose.
- 5.2.3 Operating and maintenance services supplied to vehicles will be charged directly to the appropriate research grant, ancillary or other department funds. Replacement provision costs are not included in the service charge out rates. Upon elimination of the vehicle from the fleet, the vehicle will be returned to Transportation Services. Any residual value will be returned to the funding unit.
- 5.2.4 Departments requiring additional vehicles must obtain authorization from the Vice-President, Finance and Administration and include the approval of the Office of Research if the vehicle is to be purchased from research grant funds.
- 5.2.5 Transportation Services will determine, in consultation with user departments, when vehicles are to be replaced. The funding unit will have the final decision on the choice of vehicle, however, the Manager, Transportation Services will make all efforts to encourage a proper choice based on need and least environmental impact. Transportation Services has final authority regarding purchase/removal of University-owned/leased licensed vehicles to/from service.
- 5.2.6 The full replacement costs of the vehicle will be borne by the appropriate funding source at the time of replacement.

5.3 Expenses:

- 5.3.1 Drivers may obtain University owned credit cards from Transportation Services to use for the purchase of fuel and lubricants only on long distance trips in Canada. The cards will be assigned to University-owned/leased licensed vehicles only. The card will be returned after each trip with sales slips. Credit cards will only be used for purposes associated with the operation of the vehicle. A lost or stolen credit card shall be reported immediately to Transportation Services. Failure to report the loss or theft of a credit card could result in misuse.
- 5.3.2 Drivers who incur out of pocket expenses related to the operation of a University vehicle will be reimbursed through their department on presentation of an invoice or sales slip for that vehicle. A copy of the invoice shall be sent to Transportation Services for file.
- 5.3.3 The driver of a University vehicle shall be personally responsible for the payment of all summonses or fines incurred while operating the vehicle.

6. Vehicle Maintenance:

- 6.1 Transportation Services is solely responsible for the maintenance and repair of University-owned/leased licensed vehicles except as otherwise indicated.
- 6.2 Approval will be obtained from Transportation Services to add aftermarket equipment or make modifications or changes to University owned/leased licensed vehicles.
- 6.3 Transportation Services is responsible for the on-campus supply of fuel and lubricants for University owned/leased licensed vehicles.
- 6.4 Departments with assigned vehicles will be notified by email in advance of a scheduled preventative maintenance date. It is the responsibility of the department Chair or Head to ensure that the vehicles are presented for maintenance on that date or that Transportation Services is contacted to determine an alternative date.
- 6.5 Preventative maintenance is scheduled on a four month basis. The vehicle will also be scheduled for a complete inspection annually.
- 6.6 Regional campuses, their associated research stations, and units affiliated with the University are responsible for scheduling maintenance and annual inspections with a local service centre, and maintaining service records for all vehicles in their possession in accordance with Transportation Services guidelines.

APPENDIX A

What is the Commercial Vehicle Operator's Registration System?

The Commercial Vehicle Operator's Registration (CVOR) System is an automated monitoring system that tracks the on-road safety performance of commercial vehicle operators. This system was developed following extensive industry consultation and was first implemented by the Ministry of Transportation (MTO) in October of 1986. It has subsequently been updated and improved. Improvements include the addition of more carrier data on the operating record abstract and revised monitoring mechanisms.

Carrier monitoring systems such as the CVOR System are an integral part of the National Safety Code standards throughout Canada. Other jurisdictions also require that carriers register and report various types of information for monitoring purposes. Carriers operating in Ontario have been required to register with the MTO's CVOR Program since July of 1989. At that time, it became mandatory that persons/businesses/organizations/etc. responsible for heavy commercial vehicles register as a commercial vehicle operator.

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. Each legal entity (separate corporation/company or individual) requires one certificate. The Highway Traffic Act (HTA) defines an "operator" as the "person directly or indirectly responsible for the operation of a commercial motor vehicle including the conduct of the driver and the carriage of goods or passengers, if any, in the vehicle or combination of vehicles".

The carrier does not necessarily need to be the vehicle owner, but it must hold a valid CVOR Certificate when using vehicles that are leased or contracted.

What is a Commercial Motor Vehicle?

A Commercial Motor Vehicle is a vehicle or combination of vehicle and trailer with a Gross Weight or Registered Gross Weight over 4500 kg (9920 lbs).

The Gross Weight of a vehicle is located on the manufacturer's plate attached to the driver door or door jamb. The Registered Gross Weight of a vehicle is located on the plate portion of the vehicle registration. The Gross Weight of a trailer is located on the manufacturer's plate attached to the tongue or left front side of the trailer.

Vehicle Requirements

CVOR regulations require the operator (University of Guelph) to keep a file of each CMV (Commercial Motor Vehicle). The file will contain a statement of the company maintenance schedule (which must be strictly adhered to), records of all maintenance completed and copies of vehicle inspection reports. These files will be maintained at Transportation Services, University of Guelph main campus.

1. Maintenance:

Maintenance will be performed according to the University of Guelph Maintenance Schedule.

Regional Campuses and Research Stations will forward copies of all maintenance records including completed checklists supplied for each maintenance procedure to the Manager, Transportation Services, fax 519-837-0581 for file.

1.1 Maintenance Schedule for Commercial Motor Vehicles (CMV)

Non-diesel:

Service every 4 months (change oil when 5000km completed)

- ***MTO (sticker) annual inspection every 13 months**
- pre-trip inspection daily

Diesel:

- A - service every 4 months, adjust brakes and re-torque wheels to spec, must be noted on checklist.
- B - service every 7 months, 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)

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

i) on a truck, which does not tow a trailer if:

- the truck's actual weight, registered gross weight or gross vehicle weight rating exceeds 4,500 kilograms (9,920 lbs)

ii) on both the truck and the towed trailer if:

- the truck's actual weight, registered gross weight or gross vehicle weight rating exceeds 4,500 kilograms, or
- the actual weight of the truck, when added to the actual weight of the towed trailer or trailers exceeds 4,500 kilograms, or
- 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

1.3 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"

1.4 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
- U of G Accident Reporting Procedures
- a copy of the trailer registration
- a copy of the trailer annual inspection certificate
- Vehicle Inspection Report

1.5 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 to the Manager, Transportation Services for file.

2. Driver Requirements

2.1 Driver's File

CVOR regulations require the operator (University of Guelph) 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 licence abstract (12 months), copies of Duty Status logbooks (6 months) and a record of any driver training. These files will be maintained at Transportation Services, University of Guelph main campus.

2.2 Faculty/Staff Driver Information Profile Sheet (DIP) "link to Sasha's form":

- the DIP shall be completed by the driver and approved by the Supervisor
- the original copy of the DIP shall be forwarded to the Manager, Transportation Services for the driver's file and a copy faxed to the Universities Insurance Manager
- if a driver changes their address or any other information on the DIP a new form shall be completed, approved and forwarded to the Manager, Transportation Services and a copy faxed to the Universities Insurance Manager
- Driver's licences shall be verified annually by the Supervisor and recorded

2.3 Driver Licence Abstract:

A CVOR abstract of each driver's licence shall be obtained annually and reviewed by the Manager, Transportation Services, 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.

2.4 Vehicle Inspection Report (Pre-trip inspection):

- the Vehicle Inspection Report and clipboard shall be kept in each CMV
- a Vehicle Inspection Report shall be completed by the first driver of the day of a CMV, the report is valid for 24 hours
- if the report is not completed and the vehicle is stopped and the driver is asked to produce the report, **the driver will be subject to a \$390.00 fine**
- date, vehicle unit number, vehicle plate number and jurisdiction (Ontario), odometer reading, time, location (i.e. Guelph, Ridgeway, Kemptville), name and signature shall be recorded on each report
- signature of driver if other than person who completed inspection
- if trailer is attached: trailer unit number, trailer plate number and jurisdiction, time and location shall be recorded on the report
- if a defect is not found, circle no, if a defect is found, circle yes
- if a defect is found: record vehicle number, description of defect, repaired or not repaired, major or minor defect, signature of the person who completed the repair and date
- major and minor defects are listed on the schedule 1 for reference, a copy of the schedule 1 is attached to the vehicle clipboard

A MAJOR DEFECT SHALL BE REPAIRED IMMEDIATELY BEFORE THE VEHICLE IS OPERATED THAT DAY OR THE DRIVER WILL BE SUBJECT TO FINE

2.5 Hours of Service:

Definitions:

- a) on-duty driving time - a driver is on-duty when he or she drives a CMV for an operator
- b) on-duty time - a driver is on-duty when he or she performs any other work for an operator including:
 - i) time spent inspecting, servicing, repairing, cleaning and warming up a CMV
 - ii) travelling in a CMV as a co-driver
 - iii) participating in the loading and unloading of a CMV
 - iv) inspecting and checking the load of a CMV
 - v) waiting for a CMV to be serviced, loaded or unloaded
 - vi) waiting for a CMV or it's load to be inspected
 - vii) waiting at an en-route point because of an accident or other unplanned situation
- c) off-duty time - a driver is off-duty when he or she is not on duty
- d) 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
- e) 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

2.6 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. Guelph, Ridgetown, Kemptville), 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

2.7 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.