



**Category: Administration Policy**

**Policy Title:** Fleet Operator Safety Policy  
**Report Number:** ALT2020-0258  
**Adopted by:** Administrative Leadership Team  
**Effective Date:** June 08, 2020  
**Last Amended:** N/A  
**Policy Owner(s):** Fleet Management Service

**1. PURPOSE**

1.1 The purpose of this administration policy is to:

- a. Provide roles, responsibilities and training requirements for operating Vehicles;
- b. Promote professional and defensive driving habits for all City of Calgary (City) employees operating Vehicles;
- c. Mitigate harm, liability and risk through safety and protection of people, property and City resources by reducing and eliminating Preventable and Non-Preventable Collisions;
- d. Ensure that all Operators of Vehicles know the requirements of the Alberta Traffic Safety Act, Dangerous Goods Transportation and Handling Act, National Safety Code, Occupational Health and Safety Act and all other applicable legislation and municipal bylaws; and
- e. Promote and improve the green driving practices of Operators.

**2. POLICY STATEMENT**

2.1 City employees who operate City-owned, leased or rented Vehicles must comply with this administration policy, all traffic safety regulations, conduct themselves in a responsible manner, be courteous to other drivers and take responsibility for Collision prevention.

2.2 Fleet Management Service will coordinate or supply training programs or conduct audits to ensure that Instructors, Trainers and Operators are properly trained and licensed in accordance with Federal and Provincial regulations.

2.3 Only properly qualified and authorized employees with a Valid Licence appropriate to the Vehicle being driven, a City Operator's Permit, and an acceptable Operator's Record as outlined in the *City of Calgary Vehicle and Equipment Safety Manual* may operate a Vehicle.

2.4 Operators must be properly trained and fit for work and remain fit while operating a Vehicle.

2.5 All Vehicle collisions, regardless of severity, must be reported to your immediate supervisor and to Fleet Management Service.

2.6 Operators involved in two or more Preventable Collisions, traffic offences or combination thereof, within a twelve-month period while operating a Vehicle, will be required to successfully complete Operator training.

2.7 All Operators of Vehicles must adhere to the Green Driving Standard as outlined in the *City of Calgary Vehicle and Equipment Safety Manual*.

2.8 Fleet Management Service will coordinate and conduct Roadside Inspections.

### 3. **DEFINITIONS**

3.1 In this administration policy:

- a. **“Collision”** means any collision involving a City-owned, leased, or rented Vehicle that results in property damage, injury or death;
- b. **“Non-Preventable Collision”** means any collision involving a Vehicle where the Operator did everything reasonable to avoid the collision;
- c. **“Preventable Collision”** means any collision involving a Vehicle in which the Operator failed to do everything that reasonably could have been done to prevent it;
- d. **“Driver Training School”** means the Fleet Management Service provincially registered driving school that provides Operator training to qualify for a new class of Valid License, endorsement or training to be an Instructor;
- e. **“Instructor”** means a Fleet Services Training Officer licensed under The City’s Driving School to provide driver training for applying an endorsement or class to an individual’s Provincial driver’s licence;
- f. **“Trainer”** means a field trainer embedded in a City of Calgary Service or business unit that is certified to conduct training to improve an employee’s Vehicle operating skills;
- g. **“City of Calgary Service”** means a City of Calgary Service or Business Unit that manages employees who operate City-owned, leased, or Rented Vehicles;
- h. **“Green Driving Standard”** means a standard that every Operator must follow to ensure their Vehicle is operated in a fuel-efficient manner by reducing engine idling and employing fuel-efficient driving techniques;

- i. **“Operator’s Record”** means an official document (i.e. Driver’s Abstract) that lists the status of an Operator’s Valid Licence, conviction information, any applicable demerit points and suspensions;
- j. **“Operator’s Permit”** means the document issued by Fleet Management Service to any City employee who meets the requirements for an Operator Permit as set out in this policy and the *City of Calgary Vehicle and Equipment Safety Manual*;
- k. **“Operator”** means a City employee who operates a City-owned, leased or Rented Vehicle;
- l. **“Safety Fitness Certificate”** means a certificate that authorizes The City to operate one or more Vehicles;
- m. **“Valid Licence”** means a valid driver’s licence that is not suspended, canceled, or invalid for any reason;
- n. **“Vehicle”** means any City-owned, leased and rented vehicles, pool vehicles, trailers, and powered mobile equipment; and
- o. **“Rental Vehicle”** means a vehicle that is rented for use by an Operator;

#### **4. APPLICABILITY**

4.1 This administration policy applies to all City employees.

4.2 Calgary Fire Department, Calgary Police Services and Public Transit Services manage their own fleet safety programs and are only required to comply with section 6.1.3 of this administration policy.

#### **5. LEGISLATIVE AUTHORITY**

5.1 The City and its Operators must comply with all applicable municipal, provincial, and federal laws including, but not limited to, the Transportation of Dangerous Goods Act, National Safety Code, Alberta Transportation Safety Act, Commercial Vehicle Operators Registration, Commercial Vehicle Certificate and Insurance Regulation, Occupational Health and Safety Act.

#### **6. ROLES AND RESPONSIBILITIES**

6.1 *Fleet Management Service is responsible for:*

6.1.1 Developing, updating and administering The City’s Fleet Operator Safety Program;

6.1.2 Ensuring The City’s Fleet Operator Safety Program, *City of Calgary Vehicle and Equipment Safety Manual* and this administration policy are compliant with applicable Federal and Provincial regulations with respect to Vehicles and Operators;

- 6.1.3 Maintaining, reviewing and reporting on The City's Safety Fitness Certificate and Collision rates to monitor compliance to traffic safety laws for the whole of the organization;
  - 6.1.4 Designing, preparing and conducting class and practical training through The City's Driver Training School for qualifying or renewing a Valid Licence or City Operator's Permit, or for an endorsement on a Valid Licence;
  - 6.1.5 Conducting Operator testing and/or training through The City's Driver Training School to be an Instructor;
  - 6.1.6 Auditing Operators, Field Trainers and Instructors to ensure they meet safety and training requirements;
  - 6.1.7 Reviewing and updating The City's Green Driving Standard and providing education, awareness and training on anti-idling and green driving practices;
  - 6.1.8 Developing and maintaining a corporate-wide driver records database of authorized Operators;
  - 6.1.9 Issuing or inactivating a City Operator's Permit in accordance with this administration policy and the *City of Calgary Vehicle and Equipment Safety Manual*.
  - 6.1.10 Monitoring Operator records and notifying City of Calgary Services of concerns regarding driver status, restrictions and required actions;
  - 6.1.11 Investigating Vehicle Collisions and coordinating these investigations in collaboration with Risk Management and Claims Service; and
  - 6.1.12 Developing and maintaining safety performance measures and making them widely available and visible.
- 6.2 *City of Calgary Services are responsible for:*
- 6.2.1 Implementing the Fleet Operator Safety Program within their respective areas and leading Operator safety activities;
  - 6.2.2 Coordinating with Fleet Management Service in the education and training of Operators;
  - 6.2.3 Authorizing only properly qualified employees to operate Vehicles;
  - 6.2.4 Ensuring that employees are in possession of all applicable licences, permits and certifications before allowing the operation of any Vehicle;
  - 6.2.5 Requiring Operators to adhere to the Green Driving Standard;
  - 6.2.6 Ensuring Operators have been adequately trained in post-collision protocol; and

6.2.7 Following the Labour Relations Policy for Operator violations of Disciplining Operators for violation of any provision of the *City of Calgary Vehicle and Equipment Safety Manual* or this administration policy in accordance with the Labour Relations Policy (LR-HR-002).

6.3 *City of Calgary Operator is responsible for:*

- 6.3.1 Operating Vehicles only after attaining a City Operator's Permit through Fleet Management Service, and completing Operator training and Vehicle orientation processes as applicable;
- 6.3.2 Possessing and maintaining a Valid Licence meeting the requirements of the Vehicle they will be operating;
- 6.3.3 Completing pre- and post- trip Vehicle inspections;
- 6.3.4 Securing cargo in accordance with applicable Federal and Provincial regulations and municipal bylaws;
- 6.3.5 Operating Vehicles in accordance with all applicable Federal and Provincial regulations, and following all applicable municipal bylaws;
- 6.3.6 Operating a Vehicle in a safe and courteous manner and in accordance with The City's Green Driving Standard;
- 6.3.7 Reporting any Vehicle maintenance issues to Fleet Management Service;
- 6.3.8 Reporting any Collision, injuries and/or changes in driving status to your immediate supervisor and Fleet Management Service;
- 6.3.9 Notifying Calgary Police Service immediately if anyone is injured in a Collision while operating a Vehicle;
- 6.3.10 Reporting to your immediate supervisor if any fine or citation is received while operating a Vehicle;
- 6.3.11 Completing Operator training after two or more preventable collisions, traffic offences, or a combination thereof, while operating a City Vehicle within a twelve-month period; and
- 6.3.12 Following all requirements set out in the Alberta Drivers Hours of Service Regulation (AR317/2002) demonstrating due diligence in preventing fatigue related collisions.

**7. CONSEQUENCES OF NON-COMPLIANCE**

7.1 Failure to adhere to any administration policy may result in disciplinary action, up to and including dismissal in accordance with the Labour Relations Policy.

7.2 Failure to comply with federal, provincial and municipal legislation may result in civic and/or criminal penalties to The City of Calgary, its management and Operators.

**8. ASSOCIATED PROCEDURES AND STANDARDS**

8.1 [Fleet Services Procedure Library](#)

**9. HISTORY**

<b>Policy Action</b>	<b>Date</b>	<b>Report Number</b>	<b>Description</b>
<b>New</b>	<b>2020/06/08</b>	<b>ALT2020-0258</b>	<b>New policy approved by ALT</b>