UNIVERSITY OF CALGARY | VP SERVICES | Environment, Health and Safety

Driver and Vehicle Safety Standard

EHSMS Element: Operational Controls

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1. ACRONYMS

Acronym	
EHS	Environment, Health, and Safety Department
EHSMS	Environment, Health, and Safety Management System
RMI	Risk Management and In Insurance Department
UCalgary	University of Calgary

2. INTRODUCTION

2.1 PURPOSE

The purpose of the driver and vehicle safety standard is to mitigate the inherent risks associated with driving, recognizing that it is one of the most hazardous activities individuals engage in on a daily basis, in a diverse range of roads, locations, and weather conditions.

This standard is designed to mitigate these risks by providing education and knowledge on basic defensive driving skills and establishing specific criteria aimed at protecting the well-being of drivers, passengers, and pedestrians, and minimizing the overall risk of incidents and injuries.

2.2 SCOPE

The scope of this standard is defined by the following limits:

IN SCOPE	OUT OF SCOPE
University light vehicles that are owned, leased, or rented by the University. Light vehicle: • A motor vehicle, such as a car, truck with 2 axles, or van designed to carry fewer than 11 passengers including the driver. • A motor vehicle that has a GVWR (Gross Vehicle Weight Rating) of 4,500 kgs or less.	Commercial vehicles • Commercial vehicles that have a GVWR (Gross Vehicle Weight Rating) of more than 4,500 kilograms. • Commercial passenger vehicle with a seating capacity originally designed for 11 persons or more, including the driver.
Individuals who operate the University vehicles that are owned, leased, or rented by the university or their personal vehicle on university business.	Off-Road Vehicles

3. REQUIREMENTS

3.1 DRIVER REGISTRATION AND APPROVAL

All drivers must comply with UCalgary Driver Requirements as indicated on the Risk Management & Insurance webpage.

Only eligible drivers who have completed the online Driver Registration Process established by Risk Management and Insurance and have completed the approved training for the vehicle they operate are approved to drive university vehicles.

Registration may be required to drive rental vehicles on behalf of the university depending on the category of the driver.

3.2 GENERAL SAFETY

When operating university vehicles or personal vehicles on university business, approved drivers must:

- follow safe driving practices, and defensive driving principles, and abide by driving laws and regulations.
- ensure that vehicles are maintained in sound mechanical condition.
- ensure that all equipment and cargo carried on or in university vehicles are firmly secured.
- wear a seat belt and ensure that all passengers wear seat belts.
- Carry a cell phone and charger.
- not smoke or allow smoking in university vehicles.
- not carry hazardous substances or dangerous goods, unless they have received the required training to ensure they are carried in full compliance with the applicable legislation.
- not pick up hitchhikers
- Not have passengers in university vehicles unless they are employees or others necessary to complete the University business for which the vehicle is being operated.

3.3 DRIVER TRAINING

3.3.1 Light Vehicles

Eligible drivers must complete the University approved e-learning safety driving course if they:

- Drive a university fleet vehicle.
- Are required by Risk Management and Insurance to register for driver approval.
- Drive over 400 km per year on university business using personal vehicle and/or rental vehicles.

3.3.2 Trailer-Towing

Only registered drivers who have completed a university-approved Safe Trailering course will be authorized to tow trailers on university business.

3.4 VEHICLE REQUIREMENTS

3.4.1 Vehicle Procurement and Insurance

All vehicles purchased by the University of Calgary or through any trust account must be purchased under the Procurement Handbook- *Procurement Procedures and Guidelines.*

Specific requirements for purchasing and registering vehicles in Alberta are described on the Risk Management and Insurance website.

The University of Calgary does not provide insurance for privately owned vehicles. In advance of travel, vehicle owners are strongly advised to check with their insurer regarding the use of their vehicle for business purposes. This may require securing an appropriate endorsement of their policy to include business travel.

Employees driving personal vehicles for UCalgary purposes must carry a minimum of $1 million liability insurance.

3.4.2 Vehicle Safety

All vehicles must be maintained in sound mechanical condition.

University vehicles must be regularly maintained and serviced according to the manufacturer's specifications and maintenance schedules.

3.4.3 Pre-Trip Inspection

A pre-trip inspection must be completed at the beginning of the journey, and includes as a minimum:

- Checking:
    - Oil and fuel levels
    - Windshield wipers and wiper fluid
    - Brake lights, signal lights, headlights, and taillights
- Ensuring the windshield is clean and not damaged.
- Visually inspect tires for pressure, damage, or wear.
- Checking for leaks (e.g., puddles of fluids under or around the vehicle).
- Verifying the vehicle has an emergency kit.
- Confirming horn and heater are functioning.
- Testing brakes and the parking brake when beginning to drive, before entering traffic.

3.4.4 Trailer Towing

Supervisors and drivers must be aware of the combined GVW (Gross Vehicle Weight) and actual weights of trucks and trailers before departure. If the combined weight is 4,500 Kg or more, Federal, and Provincial for the vehicle and the drivers will apply.

Faculties and departments must have procedures in place for safe towing, that address their needs and operations and include as a minimum:

- Driver training and qualifications
- Pre-Trip Safety Checks
- Routine Maintenance
- Trailer towing safety

3.5 DISTRACTED DRIVING

Operating a motor vehicle always requires the driver's full attention and readiness to deal with any emergency.

Drivers must not engage in any activity that results in them being distracted and specifically must not do the following while driving:

- use hand-held phones or other mobile communications devices.
- enter information into computers or navigation systems.
- read, write, or perform grooming activities.

Under certain circumstances, radio-controlled traffic or convoy communications may qualify for an exemption to this rule.

3.6 FITNESS FOR DUTY

For this standard, fit for duty means to be physically, psychologically, and mentally competent and able to drive without any limitations safely and effectively.

To be fit for duty, approved drivers must:

- be rested and alert.
- not operate vehicles while under the influence of any substance that can cause impairment.
- consult with Staff Wellness if:
    - they have a disability or condition that would prevent them from driving safely.
    - they have been prescribed medication that may cause drowsiness or otherwise impair their ability to safely operate the vehicle.

3.7 JOURNEY MANAGEMENT PLAN

The purpose of the journey management plan is to reduce the risks of driving, and enhance driving safety, by planning, monitoring, and managing driving journeys.

A Journey Management Plan is required when:

- Driving to remote locations. a location will be considered “remote” if:
    - the nearest established community with a population of 1,000 or more is no closer than 80 kilometers by the most direct route, or
    - areas with limited or no cellphone coverage.
- Driving involves crossing Provincial or international borders.

There are other circumstances where a journey plan may be recommended to mitigate the hazards of the journey:

- Driver experience
- Multi-day travel
- Adverse weather conditions
- Type of road
- When driving at night is unavoidable

Faculties and departments are encouraged to review their activities and operations to determine if a Journey Management Plan is required.

3.8 INCIDENT REPORTING

All incidents occurring while operating a university-owned vehicle or a non-owned vehicle driven for university business must be reported as soon as possible using the following steps:

- Notify your supervisor.
- Contact Campus Security to initiate the appropriate emergency call-down protocol.
- Follow the traffic accident reporting procedures outlined on the Risk Management and Insurance webpage.
- Complete an OARS incident report.

4. REFERENCES

The following documents and resources are available for use in conjunction with this standard to support its implementation:

- Alberta Occupational Health and Safety Act and Regulations
- Alberta Traffic Safety Act
- Journey Plan Procedure
- Risk Management and Insurance – Driving and Vehicles
- University of Calgary Field Safety Standard
- University of Calgary Working Alone Standard

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