

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

Driver's Safety Handbook

EHSMS Element: Operational Controls

Document Number: EHS-MS 0903

Document Custodian: Environment, Health, and Safety

Change Control		
Version	Description	Effective Date
3	Updated to reflect the requirements of the Driver and Vehicle Safety Standard	February 7, 2024

Table of Contents

TABLE OF CONTENTS.....	1
DRIVER'S SAFETY CHECK	2
GENERAL DRIVER AND VEHICLE SAFETY	3
ALL-TERRAIN VEHICLES (ATVS).....	6
TRAILER SAFETY REQUIREMENTS	7
TRAILER INSPECTION REPORT	8
PASSENGER VANS	9
EMERGENCY PREPAREDNESS AND RESPONSE.....	10
VEHICLE EMERGENCY KIT CONTENTS.....	10
VEHICLE COLLISION GUIDELINE.....	11
VEHICLE BREAKDOWN GUIDELINE	12
VEHICLE INCIDENT REPORTING	14
UNIVERSITY OF CALGARY VEHICLE ACCIDENT FORM	15

DRIVER'S SAFETY CHECK

Getting Ready for Your Trip

Prerequisites	Confirm these prerequisites before planning your trip: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 5px;">You must be 18 years or older to drive University-owned vehicles</td><td style="text-align: center; width: 50px;"><input type="checkbox"/></td></tr> <tr> <td style="padding: 5px;">You are 21 years or older if you are driving a rental vehicle on university Business</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr> <td style="padding: 5px;">You must be approved by Risk Management to drive on University Business</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr> <td style="padding: 5px;">You completed the University Defensive Driving Course</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr> <td style="padding: 5px;">You must carry valid and current insurance and registration</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>		You must be 18 years or older to drive University-owned vehicles	<input type="checkbox"/>	You are 21 years or older if you are driving a rental vehicle on university Business	<input type="checkbox"/>	You must be approved by Risk Management to drive on University Business	<input type="checkbox"/>	You completed the University Defensive Driving Course	<input type="checkbox"/>	You must carry valid and current insurance and registration	<input type="checkbox"/>																
You must be 18 years or older to drive University-owned vehicles	<input type="checkbox"/>																											
You are 21 years or older if you are driving a rental vehicle on university Business	<input type="checkbox"/>																											
You must be approved by Risk Management to drive on University Business	<input type="checkbox"/>																											
You completed the University Defensive Driving Course	<input type="checkbox"/>																											
You must carry valid and current insurance and registration	<input type="checkbox"/>																											
Pre-trip Vehicle Safety Inspection	To complete a vehicle safety inspection, check the following, as a minimum, and document the inspection using the form provided by your supervisor: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="padding: 5px;">Lights are working (headlights, taillights, brake lights, emergency lights)</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">Mirrors are in good condition</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">Horn is working</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">No unusual engine noise</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">No leaks under the vehicle</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">Wiper blades are in good condition</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">Engine oil, transmission fluid, coolant/antifreeze, brake fluids, and windshield washer fluid levels are adequate</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">There is enough fuel for your journey</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">HVAC is functioning (heating, cooling, fan)</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">Tires are inflated and in good condition (tread depth and tire pressure)</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">The spare tire is inflated and in good condition</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">Emergency Kit in good condition with all the required accessories</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">Equipment and cargo are properly secured</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table> <p style="margin-top: 10px;">You have now completed the pre-trip vehicle safety inspection.</p>		Lights are working (headlights, taillights, brake lights, emergency lights)	<input type="checkbox"/>	Mirrors are in good condition	<input type="checkbox"/>	Horn is working	<input type="checkbox"/>	No unusual engine noise	<input type="checkbox"/>	No leaks under the vehicle	<input type="checkbox"/>	Wiper blades are in good condition	<input type="checkbox"/>	Engine oil, transmission fluid, coolant/antifreeze, brake fluids, and windshield washer fluid levels are adequate	<input type="checkbox"/>	There is enough fuel for your journey	<input type="checkbox"/>	HVAC is functioning (heating, cooling, fan)	<input type="checkbox"/>	Tires are inflated and in good condition (tread depth and tire pressure)	<input type="checkbox"/>	The spare tire is inflated and in good condition	<input type="checkbox"/>	Emergency Kit in good condition with all the required accessories	<input type="checkbox"/>	Equipment and cargo are properly secured	<input type="checkbox"/>
Lights are working (headlights, taillights, brake lights, emergency lights)	<input type="checkbox"/>																											
Mirrors are in good condition	<input type="checkbox"/>																											
Horn is working	<input type="checkbox"/>																											
No unusual engine noise	<input type="checkbox"/>																											
No leaks under the vehicle	<input type="checkbox"/>																											
Wiper blades are in good condition	<input type="checkbox"/>																											
Engine oil, transmission fluid, coolant/antifreeze, brake fluids, and windshield washer fluid levels are adequate	<input type="checkbox"/>																											
There is enough fuel for your journey	<input type="checkbox"/>																											
HVAC is functioning (heating, cooling, fan)	<input type="checkbox"/>																											
Tires are inflated and in good condition (tread depth and tire pressure)	<input type="checkbox"/>																											
The spare tire is inflated and in good condition	<input type="checkbox"/>																											
Emergency Kit in good condition with all the required accessories	<input type="checkbox"/>																											
Equipment and cargo are properly secured	<input type="checkbox"/>																											
Preparing for the Journey	To prepare for your journey, follow these steps: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 10%;">Step</th><th>Action</th></tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td><td>Check with your supervisor if a Journey Management Plan is required for your journey. If it is, complete it, get it approved, and have it with you for the duration of the journey.</td></tr> <tr> <td style="text-align: center;">2.</td><td>Ensure you are fit for duty by being rested and alert and are not under the influence of any substance that can cause impairment.</td></tr> <tr> <td style="text-align: center;">3.</td><td>Establish the destination and route to be taken. Plan for rest stops along the route.</td></tr> <tr> <td style="text-align: center;">4.</td><td>Determine the start and end dates and times. It is strongly recommended that the driving is conducted during daylight.</td></tr> <tr> <td style="text-align: center;">5.</td><td>Check the road, traffic conditions, and weather conditions. If these conditions are not favorable, consider rescheduling the trip</td></tr> <tr> <td style="text-align: center;">6.</td><td>Review and understand the emergency response protocols applicable to the journey.</td></tr> </tbody> </table> <p style="margin-top: 10px;">You are now prepared for the journey.</p>		Step	Action	1.	Check with your supervisor if a Journey Management Plan is required for your journey. If it is, complete it, get it approved, and have it with you for the duration of the journey.	2.	Ensure you are fit for duty by being rested and alert and are not under the influence of any substance that can cause impairment.	3.	Establish the destination and route to be taken. Plan for rest stops along the route.	4.	Determine the start and end dates and times. It is strongly recommended that the driving is conducted during daylight.	5.	Check the road, traffic conditions, and weather conditions. If these conditions are not favorable, consider rescheduling the trip	6.	Review and understand the emergency response protocols applicable to the journey.												
Step	Action																											
1.	Check with your supervisor if a Journey Management Plan is required for your journey. If it is, complete it, get it approved, and have it with you for the duration of the journey.																											
2.	Ensure you are fit for duty by being rested and alert and are not under the influence of any substance that can cause impairment.																											
3.	Establish the destination and route to be taken. Plan for rest stops along the route.																											
4.	Determine the start and end dates and times. It is strongly recommended that the driving is conducted during daylight.																											
5.	Check the road, traffic conditions, and weather conditions. If these conditions are not favorable, consider rescheduling the trip																											
6.	Review and understand the emergency response protocols applicable to the journey.																											

GENERAL DRIVER AND VEHICLE SAFETY

General Safety Requirements	<p>When operating university vehicles or personal vehicles on university business, approved drivers must:</p> <ul style="list-style-type: none"> • 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.
Parking	<ul style="list-style-type: none"> • Drivers are required to park their vehicles following the signage of the local authority having jurisdiction. • Vehicles must be properly parked at job sites and parking facilities to prevent incidents. • To be properly parked, a vehicle must be stopped with the doors closed, the parking brake on, and if needed, the wheels blocked.
Reversing	<p>When reversing, drivers are to ensure the following:</p> <ul style="list-style-type: none"> • The driver's first option is to select parking locations where backing will not be necessary when leaving the site. If the vehicle can be driven forward when leaving, a backing accident may be prevented. • Before backing any vehicle, the operator must perform a complete circle check of their vehicle, ensuring there are no people, obstacles, or obstructions with which the vehicle may come into contact when mobile. • When backing a 1-ton or larger vehicle, all personnel, except the driver, must leave the cab before the backing operation begins. • Helper(s) must check the rear of the vehicle and then place themselves in the proper position to enable them to signal to the driver. • Helper(s) must position themselves not less than 6 meters in front of the vehicle, not less than 3 meters to the rear of the vehicle, and 1 meter out from the left rear of the vehicle body. • While reversing, the driver must drive at a normal walking speed not to exceed 5 kilometers per hour.

	<ul style="list-style-type: none"> • Under all abnormal conditions, the driver must use his/her judgment, and when in doubt, stop and check. Back up only when it is safe to do so. • Remember, backing accidents occur because the driver fails to take every precaution that a prudent driver should take, such as: <ul style="list-style-type: none"> • Failing to use available helpers. • Failing to check the rear of the vehicle before reversing. • Reversing when door or doors are open.
Securing Loads	<ul style="list-style-type: none"> • Any materials carried on vehicles must be loaded and secured in such a manner to prevent them from falling off the vehicle. • When hauling loose articles which may blow or otherwise fall off, the vehicle must be covered by a tarpaulin. • Inside the vehicle, secure your items with loading straps, or a safety net. • All objects that extend beyond the normal bed of a vehicle must be properly flagged during daylight hours and must display red lights after dark.
Transporting Passengers	<ul style="list-style-type: none"> • Drivers must ensure all occupants wear seat belts. • The number of passengers transported in any University vehicle must not exceed the available number of seat belts. • When driving a van, and it is not full, passengers should be seated in seats that are in front of the rear axle.
Transporting Dangerous Goods	<ul style="list-style-type: none"> • All drivers transporting dangerous goods must be trained in the Transportation of Dangerous Goods regulations. • When transporting dangerous goods, ensure that you follow the dangerous goods regulations that include: <ul style="list-style-type: none"> ○ Shipping documents, ○ Selection of appropriate containment (packaging) ○ Safety Marks • If you would like training in this regard or have any questions or concerns concerning the transportation of dangerous goods, contact your supervisor.
Other precautions for vehicles and mobile equipment	<ul style="list-style-type: none"> • Motors on all equipment must be stopped before fueling. • Smoking is prohibited in the area while tanks are being filled. • Mobile devices must not be used while refueling. • Vehicles must not be idled excessively. • Designated vehicles used to transport flammable materials must be equipped with a suitable fire extinguisher. • Washing equipment, parts, hands, or any other objects with gasoline is prohibited. Only non-explosive and non-toxic liquids may be used for cleaning purposes. • Fuel tanks must not be overfilled. • Suitable lettering and/or WHMIS and TDG labels must be used on all containers warning of content dangers for contaminants and flammability. • Gasoline and alcohol must be stored only in approved containers.

- | | |
|--|--|
| | <ul style="list-style-type: none">• Trucks and trailers stopped on any public roadway must be protected by flares or reflectors following the legal requirements.• Vehicles must be locked and turned off when unattended.• University vehicles MUST NOT BE DRIVEN on university sidewalks or off-road unless circumstances dictate, and then only when guided by a helper. |
|--|--|

ALL-TERRAIN VEHICLES (ATVs)

ATVs Safety Requirements	<p>Drivers of all-terrain rules must abide by the following safety requirements:</p> <ul style="list-style-type: none"> • Read the owner’s manual and familiarize yourself with the warning labels of the ATV you will operate. • The operator’s manual must be kept in a secure place with the vehicle or at another location readily accessible to the operator. • Always ride within your abilities and your ATV’s capabilities. • Always wear a compliant helmet, goggles, long sleeves, long pants, over-the-ankle boots, and gloves. • Always complete a pre-ride inspection, which includes checking tires, controls, lights, oil and fluids, and chassis. • ATVs are designed to operate off-road. Never ride on paved roads except to cross when done safely and permitted by law. • Three-wheeled all-terrain vehicles must not be used at a work site. • Ride only on designated trails and at a safe speed. • Never carry a passenger on a single-rider ATV, and no more than one passenger on an ATV specifically designed for two people. • Plan your tasks properly and avoid shortcuts. • If working alone is necessary, follow the Working Alone Standard. requirements and use the UCSafety App. If working in areas with no cell coverage, develop a plan for communication and check-ins. • Carry a tool kit.
---------------------------------	---

TRAILER SAFETY REQUIREMENTS

To ensure trailers are in good repair, the driver towing the trailer is responsible for checking the following items:	
General Requirements	<ul style="list-style-type: none"> • All trailers should be taken into the Motor Pool shop for periodic inspection and lubrication of wheel bearings, etc. • Ensure trailer design is adequate for loading material or equipment and that the towing vehicle is rated to tow such trailer equipment. • Ensure that the towing vehicle is of the correct weight and that the 2" tow hitch height matches that of the trailer. • During use, conduct regular checks to ensure that the vehicle remains roadworthy with its load secure and safe.
Pre-use trailer check	<ul style="list-style-type: none"> • Check tire condition and pressure. • Check that all lights are in good condition and operating correctly. • No visual damage to the trailer and the trailer frame or box is serviceable.
Hook-up	<ul style="list-style-type: none"> • Trailer wheels must be blocked (chocked) before being unhooked, while parked, and when being hooked up to a towing vehicle. • Check to ensure the hitch is properly attached and locked with Auxiliary safety chains. • the trailer and connections are securely attached to the vehicle and all locking pins, including the hitch jack/ legs, are secured. • Check that the trailer support jack is clear of the ground. • When disconnecting the trailer from the vehicle, be sure to disconnect all electrical wire connectors.
Load Check	<ul style="list-style-type: none"> • When loading and unloading equipment on a trailer, ensure the vehicle is chocked and properly parked. • Ensure each load is secure and all rope ties and strap assemblies are secure and not trailing.

Trailer Inspection Report

Date		Trailer		Vehicle	
Department/Program		Inspected by			

1. Visual walk around	
<input type="checkbox"/>	Look for trailer damage
<input type="checkbox"/>	All tires should be checked for pressure and pushed on to ensure tightness of lug nuts
2. Correct Hook-Up	
<input type="checkbox"/>	Correct ball and hitch size
<input type="checkbox"/>	Electrical hook-up tight in place and not hanging too low
<input type="checkbox"/>	Hitch with safety pin secured properly
<input type="checkbox"/>	Towing chains (crossed and not touching the ground while the trailer is loaded)
<input type="checkbox"/>	Tongue latch (Completely over the ball of hitch and safety pinned shut)
<input type="checkbox"/>	Trailer jack safely clearing the pavement
3. Light Check	
<input type="checkbox"/>	Brake lights
<input type="checkbox"/>	Signal lights
<input type="checkbox"/>	Running lights
4. Load Check	
<input type="checkbox"/>	Secured to prevent shifting
<input type="checkbox"/>	Note load max height, width, and length
<input type="checkbox"/>	Load weight does not exceed trailer max
<input type="checkbox"/>	Appropriately balanced over axle, and evenly distributed side to side and not top heavy
5. Unhitching	
<input type="checkbox"/>	Chock the wheels
<input type="checkbox"/>	Disconnect the electrical, safety chains, unlatch tongue, and lower jack

Notes

Driver's signature	
---------------------------	--

PASSENGER VANS

With a seating capacity of 11 or more persons

Driver Requirements	<p>The driver of a passenger van with a seating capacity originally designed for 11 persons or more, including the driver that is university-owned, rented, or leased and is used for university purposes must meet the following requirements:</p> <ul style="list-style-type: none"> • 21 years of age or over. Possess a valid Alberta Class 4 driver's license (or equivalent license from another province or the U.S.). • Meet all other driver requirements. • Must be trained & experienced. • Should be well rested. • Limit drive time for each driver to thirteen hours per 24-hour period. • Limit conversations with passengers.
Usage requirements	<ul style="list-style-type: none"> • When the van is not full, passengers should be seated in seats that are in front of the rear axle. • Tires: Inspect the tires for tread-wear and check tire pressure before each use to ensure that it meets the manufacturer's specifications. • Roof Racks: usage of roof racks is not allowed. • Seat Belts: All occupants must wear seat belts at all times while the vehicle is moving. It is the responsibility of the driver to enforce this policy.
National Safety Code Requirements	<p>When operating a passenger van with a seating capacity of 11 or more persons, drivers must:</p> <ul style="list-style-type: none"> • Complete a Driver's Daily Logbook. • Inspect the vehicle daily before operation and complete a daily inspection report: <ul style="list-style-type: none"> • Where no items are determined to be defective the driver can proceed to operate the vehicle. • Where items have been identified that can affect the safe operation of the vehicle, repairs are to be conducted and proof of work recorded and retained by the department.

EMERGENCY PREPAREDNESS AND RESPONSE

VEHICLE EMERGENCY KIT CONTENTS	
Basic emergency kit	<p>A basic emergency kit includes:</p> <ul style="list-style-type: none"> • Food that won't spoil. • Water (in plastic bottles so they won't break if frozen; change every six months). • Blanket. • Extra clothing and shoes. • First aid kit. • Seatbelt cutter. • Small shovel, scraper, and snow brush. • Candle in a deep can and matches. • Whistle. • Road maps. • Flashlight (battery-powered or crank). • Radio (battery-powered or crank). • Booster cables and tow rope. • Fire extinguisher. • Warning light or road flares. • Sand, salt, or cat litter (non-clumping). • Antifreeze and windshield washer fluid.

VEHICLE COLLISION GUIDELINE

If you are involved in a collision, give assistance where you can, protect the scene, and notify emergency assistance if needed.

There are a series of important steps to take when involved in a vehicle collision:

- **Remain at the scene:** It is ILLEGAL to leave the scene of an accident. It doesn't matter if you caused it or not.
- **Check for injuries:** Check with all parties involved in the accident to see if they are injured. If there are injuries, call for help immediately.
- **Move vehicles out of traffic:** ONLY if it is safe to do so, move your vehicles to the shoulder of the road. Do what you can to prevent additional accidents – turn on hazards, and place emergency cones on the road.
- **Call the police:** you have a legal obligation to call the police to report the motor vehicle incident if:
 - anyone is injured.
 - any driver does not have documentation such as a driver's license, registration, or insurance.
 - one or more of the vehicles isn't drivable.
 - if the involved vehicles have \$5,000 or more combined damage, you must go to a police station and file a Collision Report Form

If the driver is incapable of making the report, a passenger should file the report, or the owner of the vehicle upon learning about the collision.

- **Exchange information with other driver(s) involved:** Collect contact, vehicle, and car insurance information from other drivers. Use your smartphone to take photos or write down the information. Record:
 - Driver's license numbers
 - Drivers' names and contact information
 - Policy numbers
 - License plate numbers
 - Names of the insurance companies
- **Get witness contact information:** If you have a witness, ask for their contact information.
- **Document the incident details:** Take photos of all vehicles involved, note the weather conditions, and write down the events that led to the incident. You can use this information to fill out the police accident report, and the university-required reports.
- **Call a tow truck (if needed):** Call a tow truck if your vehicle is damaged to the point where it is not safe to drive.

VEHICLE BREAKDOWN GUIDELINE

- **Activate the hazard lights.**
Turn the hazard lights on as soon as you notice a problem with the vehicle. Hazard lights tell other drivers to steer clear of you and your car, so keep them on until help arrives.
- **Slow down and pull off the road.**
Stop the vehicle on the shoulder of the road as safely and quickly as possible, preferably on level ground. If you must pull onto the left shoulder, keep your car as far away from moving traffic as possible.
- **Can't pull off the road? Avoid exiting your vehicle.**
If you can't pull off the road for some reason, don't exit the vehicle or try to push the vehicle to a safer location. Instead, call roadside assistance or a tow truck service. If your vehicle is stopped in a hazardous position, call 911.

The only instance where you should exit your vehicle is if you're concerned that another driver might hit your car from behind (e.g. if you're in the middle of a busy highway). If this happens, exit your car *only* when it is safe to do so and move to a safer location until help arrives. Always leave your hazard lights on to keep other drivers safe.

- **Put on the parking brake and turn your wheels away from the road**
Applying the parking brake and turning your wheels away from the road to prevent the car from rolling back into traffic.
- **Call 911 if necessary.**
If someone is injured or your car is in a dangerous position on the road, call 911. Emergency service operators can advise you on what to do until help arrives.
- **Call roadside assistance.**
A roadside assistance provider will send someone out to get the vehicle up and running again or arrange for the vehicle to be towed to the fleet operations garage or a nearby mechanic.
- **Make the vehicle more visible to other drivers.**
Once road assistance arrives and it's safe to exit your vehicle, do what you can to improve your vehicle's visibility. In addition to your car's hazard lights, popping up your hood and placing reflective signage and flares behind your car can all help to ensure that other drivers are aware of your stopped vehicle well before they reach it on the road.

Additional precautions to take when the vehicle breaks down on a highway.

- **Stop as safely as possible.**
Stopping on a busy highway isn't easy, especially when your car is struggling or completely unresponsive. Here are some pointers to help you come to a safer stop.
 - Signal early and stop gradually.
 - Avoid suddenly crossing multiple lanes.
 - Once stopped, engage your parking brake, and turn your wheels away from oncoming traffic.
 - Keep your hazard lights on.

- **Call 911**

Even if someone isn't injured because of the breakdown, it's still a good idea to call 911 and notify them that your vehicle has broken down on the highway—especially if it's in a hazardous position. Emergency services can tell you what to do until help arrives.

- **Avoid exiting your vehicle unless it's absolutely necessary.**

It's dangerous to exit the vehicle into oncoming traffic. Especially when your car breaks down on the highway. Generally, it's better to wait for police or roadside assistance to arrive as they can safely block and redirect traffic around your car.

If you find yourself in a breakdown situation where it's absolutely necessary to get out of the vehicle, be sure to keep the following tips in mind:

- Don't exit from the driver's side of the vehicle.
- Wait for a break in traffic before exiting.
- If you have any passengers in the car, make sure they stay buckled up.
- Make your vehicle more visible before abandoning it for a safer waiting point. Emergency markers, pylons, and high-visibility signage and materials can all help to keep other drivers safe and alert roadside assistance.

Changing a flat tire

As a rule of thumb, you should only consider changing a flat tire on the side of a highway if there's no chance that you will be an obstruction to any oncoming traffic. If your car is too close to a live lane, avoid changing the tire altogether.

In most cases, waiting for roadside assistance to arrive is the safer choice for you, your passengers, and other drivers.

VEHICLE INCIDENT REPORTING

All incidents while operating a university-owned vehicle or a non-owned (rental) vehicle driven for university business must be reported to **your supervisor** and **Campus Security** at **403.220.5333** as soon as possible. You are also required to complete an OARS Report.

1. Documentation/ Photographs.

Complete the **University of Calgary Vehicle Accident Form**. A copy of this form should be on a green sheet in the glove box of the vehicle. This includes taking pictures of each of the vehicles involved and of any damage sustained. Exchange insurance information with any other drivers involved in the accident.

2. Contact Police.

Contact the police to file a police report. In Alberta, any accidents resulting in injury, death, or damages exceeding \$5,000 total **between all vehicles** must be reported to the police immediately.

3. File Incident Report (Security)

Complete an [Incident Report](#) with Campus Security as soon as possible (phone 403.220.5333). Please send them a copy of your completed Vehicle Accident Form as well. The Incident Report will be forwarded to Risk Management & Insurance to open a claim. If there is a serious accident or injury, call Campus Security immediately.

4. Online Accident Report (OARS)

If the driver or any other occupants were in the vehicle at the time of the accident, the driver is required to complete an [OARS report](#).

5. Fleet Operations Garage

If the vehicle is safe to drive, proceed to the fleet operations garage located at the Physical Plant. If the vehicle is unsafe to drive, contact Motor Pool at **403.220.5601** to arrange for towing.

6. WCB Report

If any UCalgary student, employee, or volunteer was injured during the accident and required medical treatment or lost time beyond the day of the accident, WCB reports must be completed.

7. Contact Risk Management and Insurance

When Risk Management and Insurance receives the incident report from Campus Security, they may contact you for further details to process the claim. If you have any questions, please email riskmgmt@ucalgary.ca.

University of Calgary VEHICLE ACCIDENT FORM

All vehicle accidents in UCalgary-owned or rental vehicles must be reported to Campus Security and an Incident Report completed as soon as possible. This can be done in person or by phone (403-220-5333) if you are away from UCalgary campuses. The following information is required:

1. Date of the accident:
2. Accident location:
3. Third-party driver & vehicle:
 - Driver name:
 - Driver phone number & email:
 - Take a photo of the insurance card or record the following:
 - Insurer name:
 - Insurance Policy # (on their insurance card):
 - Take a photo of their vehicle registration card or record the following:
 - Make & model of the vehicle:
 - Vehicle license plate #:
 - Picture of damage to their vehicle:
 - Were there any suspected injuries to this driver or their passengers? If yes, describe:
4. UCalgary driver & vehicle
 - Driver name:
 - Driver license #:
 - Drivers' department:
 - Drivers work phone and email:
 - Take a photo of the UCalgary vehicle registration card or record the following:
 - Make & model of the UCalgary vehicle:
 - Vehicle license plate #:
 - Unit # (if UCalgary owned) OR a copy of the Rental agency contract:
 - Location of damage on vehicle:
 - Pictures of the vehicle damage + pictures of all 4 sides of the vehicle:
 - Description of the accident:
 - Names of people in UCalgary vehicle:
 - Were there any suspected injuries to this driver or their passengers? If yes, describe:
5. If the accident was over \$5000 combined between the two vehicles, you must complete a police report. You may wish to consult with Motor Pool regarding the value of the loss. Once done, please send the following information to Campus Security:
 - Police report #
 - A copy of the police report:

If the damage to the UCalgary vehicles exceeds \$5000, they will give you a collision sticker to put on the vehicle.

A report must also be completed on the UCalgary OARS system at <https://www.ucalgary.ca/risk/environmenthealth-safety/report-ohs-concern-or-incident/submitreview-oars-report>

NOTE: If UCalgary employees or students were injured, they may also be required to complete a WCB report.

For more information contact:

Environment, Health and Safety

E-mail | ucsafety@ucalgary.ca

URL | www.ucalgary.ca/safety

University of Calgary

2500 University Drive NW

Calgary, AB, T2N 1N4