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14. National Safety Code Guidelines

STAFF AUTHORIZED TO OPERATE COMPANY VEHICLES

Authorized Drivers:

All staff authorized by company management and/or the safety officer to operate company vehicles are required to comply with the safety program policies and procedures, such as:

- Part-time or occasional drivers
- Parts drivers
- Company mechanics who test drive or drive part time
- Safety staff who train drivers
- Managers/owners who drive
- Anyone else authorized to operate a company vehicle

14.1. SAFE USE AND OPERATION OF NATIONAL SAFETY CODE VEHICLES

Speed Limits:

Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Seat Belt Use:

Anyone while operating our company vehicle(s) or equipment must use their seat belt(s), if equipped at all times (it is the law).

Drug and Alcohol Use:

Strictly prohibited are the possession of and/or consumption of alcohol, illegal/Illicit drugs, or the misuse of prescription drugs while operating vehicles and other equipment.

Defensive Driving:

Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

Distractive Driving

As part of practicing the principles of defensive driving, authorized drivers must remain focused and follow all distracted driving laws. The following activities conducted while driving is considered distracted driving:

- Using hand-held cell phones;
- Texting or emailing (even when stopped at a red light).
- Using electronic devices like laptop computers, video games, cameras, video entertainment displays, and programming portable audio players (e.g., MP3 players).
- Entering information on a GPS unit.
- Reading printed materials in the vehicle.
- Writing, printing or sketching; and
- Personal grooming (brushing teeth, putting on makeup, clipping nails, shaving, etc.).

Cargo Security:

Company will ensure all drivers operation company vehicles are adequately trained in Cargo Securement, National Safety Code Standard 10 and monitored. Cargo securement pertains to commercial vehicles registered over 4500kg. Cargo transported on a commercial vehicle must not:

- Leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle; or
- Shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.

An employee or driver will not use any vehicle to transport goods unless.

- The vehicle is constructed to carry the goods, and
- There is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

Commercial vehicles under the 4500kg threshold will also be expected to comply with the cargo securement requirements. Drivers must inspect the cargo and it's securing devices within the first 80 kilometers after beginning a trip.

Drivers must re-inspect when any one of the following occurs:

- Change of duty status (e.g. form "driving" to "on-duty not driving")
- After driving for 3 hours.
- After driving 240 kilometers.

Fueling:

Before fueling, the driver must:

- Shut off engine
- Not smoke
- Check for fuel leaks
- Ensure proper fuel is used (e.g. Gas or Diesel)
- Not overfill the tank
- Never leave the nozzle unattended
- Replace filler cap when finished fueling

14.2. GENERAL PROVISIONS**Safety Responsibility**

(1) A carrier shall not permit a driver to operate a vehicle where the cargo transported in or on the vehicle is not contained, immobilized or secured in accordance with this Standard.

(2) A driver shall not operate a vehicle where the cargo transported in or on the vehicle is not contained, immobilized or secured in accordance with this Standard.

Division 2 – General Performance Criteria**Cargo Securement**

Cargo Transported by a vehicle shall be contained, immobilized or secured so that it cannot

(a) Leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle

(b) Shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.

14.3. PROPER RECORD COMPLETION

ALBERTA DRIVERS HOURS OF SERVICE REGULATION (AR 317/2002)

The company will educate staff on hours of service, bill of lading, and dangerous goods as required. A record will be maintained on each driver's file showing that the carrier ensures the employee has this knowledge or any training received. The company will evaluate each type of record for proper completion.

Time Records

When drivers do not require daily logs, time records will be completed with start and end times for each day of the month.

Limitation on being on duty Federal

NSC Standard #9 – Hours of Service (federal, SOR/2005-313)

Carrier and Driver Requirement not to drive or permit driving:

- a) More than 13 hours following a minimum of eight consecutive hours off duty
- b) After being on duty 14 hours following at least eight consecutive hours off duty
- c) After completing 70 hours on duty during a period of seven consecutive days
- d) After 16 hours in a day following 8 consecutive hours off duty
- e) After completing 120 hours on duty during any period of fourteen consecutive days
- f) If a driver does not have in his possession 14 previous days logged

Exceptions

6(1) Exceptions as permitted by this regulation, a carrier shall not permit a driver during the driver's work shift

- a) To exceed 13 hours of driving time, or
- b) To drive for any time after the driver has been on duty for 15 or more consecutive hours.

(2) A driver may, in the case of adverse weather conditions, exceed by no more than 2 additional hours the number of hours that the driver is permitted to drive under this regulation if the trip as originally planned could have been completed within the driving time or the time on duty specified by subsection (2) NSC.

(3) Where the safety of an occupant of the vehicle, the goods being transported by the vehicle or the vehicle itself is in jeopardy, the driver of the vehicle may exceed the number of hours that the driver is permitted to drive under this regulation in order to reach a place of safety for the person, goods or vehicle, as the case may be.

(4) When a vehicle is being operated within a radius of 160 kilometers of the home terminal. The driver returns to the home terminal each day to begin a minimum of 8 consecutive hours of off

duty time. The carrier maintains accurate and legible records showing, the drivers duty status, the hours at which each duty status begins and ends, and the total numbers of hours spent in each status and keeps those records for a minimum period of 6 months.

*At the discretion of the divisional manager, or the on-site foreman, a driver may be paid for a designated re-set day (up to 4 hours) and/or off duty time during a work shift.

* Snowplow operator maybe paid up to 8 hours for on-call day regardless if on duty or not.

Record's of Duty Status

Hours of service logs must contain the following information:

(Alberta Regulation 317/2002)

- a) A graph using a continuous line set out in a 24-hour grid
- b) The date and time if different than midnight
- c) Name of driver
- d) Name of co-drivers (if any)
- e) Start and end odometer readings
- f) Total distance driven each day
- g) Vehicle license number
- h) License number and unit number of any trailer or trailers
- i) Name or names of the carrier(s) for whom the driver works each workday
- j) The name and address of the home terminal and principal place of business of the carrier for whom the driver is working
- k) The total time in each duty status
- l) Signature of the driver at the end of the day

ELD's, Electronic Logging Devices,

Canada's ELD mandate is effective for all Federally regulated carriers.

Electronic daily logs generated by Electronic Logging Devices (ELD's) must be submitted every day, and contain the same information in the same format that is required by regulation for a handwritten daily log. Failing to produce an electronic daily log may result in fines and violations for the Driver and the Company.

This includes if the electronic daily log data is:

- inoperable due to driver error;
- inoperable due to device malfunction, or
- unavailable for any other reason

Manual Daily Logs,

Manual daily logs are only to be used if the ELD has a malfunction that stipulates, "Revert back to paper logs". Or the device is inoperable.

Bill of Lading (TDG):

A bill of lading shall be identified by a numerical code or other means of identified and shall set out at least the following:

- a) Name and mailing address of the consignor
- b) Date of the consignment
- c) Point of origin of the shipment
- d) Name of the originating carrier
- e) Names of connecting carriers, if any
- f) Name and mailing address of the consignee
- g) Destination of the shipment
- h) Particulars of the goods comprising the shipment, including weight and description
- i) A space for the signature of the consignor or his agent
- j) A provision stipulating whether the goods are received in apparent good order and condition
- k) A space in which to show the declared value of the shipment
- l) Where charges are to be prepaid or collected
- m) A space in which to indicate whether the charges are prepaid or collect
- n) A space in which to show whether the COD fee is prepaid or collect
- o) A space in which to show the amount to be collected by the carrier on a COD shipment
- p) A space in which to note any special agreement between the consignor and the carrier
- q) A statement in conspicuous form indicating that the carrier's liability is limited by a term or condition of the applicable schedule of rates or by other agreement, if such a limitation exists

The person who is the originating carrier of the goods being shipped shall, on the bill of lading issued for those goods:

- a) Acknowledge receipt of the goods by signing the bill of lading, and
- b) Indicate the condition of the goods and give details of any defect.

Dangerous Goods Shipping Document:

A Dangerous Goods Shipping Document shall set out at least the following:

- a) Date
- b) Name
- c) Address of Consignor
- d) Description of Goods Transported
- e) Shipping name
- f) Primary Classification
- g) Compatibility Group
- h) Subsidiary Classification
- i) UN Number
- j) Packing group
- k) Risk group
- l) 24-hour contact number
- m) ERAP number and telephone number

Shipping documents must be carried within the driver's reach and when the driver leaves the cab, the shipping documents must be left in the driver's seat, in a pocket on the driver's door or in an obvious place in the cab. If the vehicle is left in a supervised area, a copy of the shipping document must be left with the person in charge.

NOTE: There may be exemptions to regulations. Refer to (SOR2001-286) Part 3.

For more information refer to the website: www.transportation.alberta.ca and/or contact the Dangerous Goods Coordination and Information Centre at (800) 272-9600 for further information on bulletins, permitting and general information

(All Dangerous goods records will be kept for a minimum of two years.)

14.5. COMPLIANCE WITH THE LAW

Safety Laws:

Drivers operating company vehicles will comply with all transportation safety laws as required.

Commercial Vehicle Certificate and Insurance Regulations (AR 314/2002) identifies that:

Safety Laws” means, as the context requires,

- a) The Act (Traffic Safety Act) and regulations made under the Act
- b) The Dangerous Goods Transportation and Handling Act and the regulations made under that Act
- c) The laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

USE OF SAFETY EQUIPMENT

Approved warning devices to be available in each registered company vehicle are: advance warning triangles.

- During the daytime (sunrise to sunset) when a company vehicle is stationary on a highway, the driver will immediately activate the four-way flashers (emergency hazard warning lights) on the vehicle and place the warning devices on the highway in line with the vehicle, at a distance of approximately 30 meters in front of the vehicle, and approximately 30 meters behind the vehicle.
- During nighttime (sunset to sunrise), when a company vehicle is stationary on a highway, the driver will immediately activate the four-way flashers (emergency hazard warning lights) on the vehicle. Within 10 minutes of the vehicle becoming stationary, place the warning devices on the highway in line with the vehicle, at a distance of approximately 75 meters in front of the vehicle, and approximately 75 meters behind the vehicle.
- During nighttime (sunset and sunrise), when a company vehicle is stationary on a highway and where the vehicle lighting is not working, the driver will immediately place warning devices out, at a distance of approximately 75 meters in front of the vehicle, and approximately meters behind the vehicle.

Use of Fire Extinguisher (As Applicable):

Instructions will be given on the use of approved fire extinguishers to be in each registered company vehicle. Reference Alberta Commercial Vehicle General Equipment and Safety Regulation (AR 435/86) Sections 4(1) to 4(6).

If you need to use the fire extinguisher arises:

1. Remember the word PASS:

- Pull – Pull the safety pin by breaking the seal
- Aim – Aim the nozzle, horn or hose at the base of the fire
- Squeeze – Squeeze the handle
- Sweep – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame sweep back and forth until the flames appear to be out

2. Safety Instructions:

- Remove the fire extinguisher from its bracket
- Approach the fire from upwind if possible
- Hold the extinguisher in an upright position
- Continue to use until the fire is out and the fire extinguisher is empty
- Replace the safety pin and return to your compartment
- Have extinguisher recharged immediately or replaced before your next run
- Report use of fire extinguisher to supervisor
- Personal Protective Equipment (PPE) (As Applicable):

Employees will be educated on the proper use of all issued PPE (e.g. goggles, hard hats, breathing apparatus, etc.)

Note: Reference Occupational Health and Safety Act, for specific instructions and use of PPE. This legislation may also require additional components to be covered in the safety program. To consult the Occupational Health and Safety Act, use the OH&S web site: <http://www3.gov.ab.ca/hre/whs/law/index.asp> or ask your foreman for his copy and the lunchroom copy can be utilized at anytime.

Safety Triangles

1. Safety triangles are available in all NSC units and are to be used as follows:

- a) During the daytime (sunrise to sunset) when a company vehicle is stationary on a highway, the driver will immediately activate the four-way flashers (emergency hazard warning lights) on the vehicle and place the warning devices on the highway in line with the vehicle, at a distance of approximately 30 meters in front of the vehicle, and approximately 30 meters behind the vehicle.

- b) During nighttime (sunset to sunrise), when a company vehicle is stationary on a highway and where the vehicle is not working, the driver will immediately place warning devices out, at a distance of approximately 75 meters in front of the vehicle, and approximately 75 meters behind the vehicle.

14.6. DRIVER CONDUCT AND DISCIPLINE

Conduct:

(Note: if any conduct policies have been addressed on other policies within the safety program, make reference to the location)

- To safely operate out vehicles on the highway with a professional attitude and obey posted speed limits
- Drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver
- Always keep the vehicle under control and reduce speed due to changes in road, weather and traffic conditions
- A professional driver should be prepared to avoid collision producing situations by practicing and promoting safe driving skills
- Drivers must report all significant events on the road including, violations, near missed etc.

Disciplinary Procedures (STEPS):

All disciplinary steps must be progressive in nature. All actions taken, including verbal warnings, will be documented.

Discipline actions will be taken for any:

- Regulatory violation (identified on carrier profile, drivers abstract or through the carrier's own internal audits). Carrier profile should verify that drivers have already advised the carrier of the violation(s)
- Significant company policy violation (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

As appropriate, actions to include:

- Written warnings
- Re-training
- Suspension
- Termination

14.7. EMPLOYEE TRAINING AND EVALUATING DRIVING SKILLS

Training: To increase knowledge and reduce violations

Training will cover the following:

- Company safety program
- Safe vehicle operation
- Company maintenance program
- Traffic Safety Act and regulations
- Hours of Service
- Pre/post trip inspection
- Weights and dimensions
- Load securement
- Other regulations, as applicable to company operations
- The Dangerous Goods Transportation and Handling Act and regulations made under that act
- Any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta.

Note: Records of all employee training must be documented in the employee file as required by Alberta's Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 41(1)(h). A copy of applicable legislation will be made available for any staff upon request (e.g. website access, hard copy or disk)

Orientation:

Canadian Road Builders Inc. safety and maintenance policies will be covered on initial hire. In addition, included will be a road test, knowledge of hours of service (logbooks and/or time records), weights and dimensions, permits, cargo securement, and dangerous goods (if applicable) and how to conduct effective pre/post trip inspections will be part of the orientation process.

Ongoing Training:

Should cover at least the following:

- Hours of service (ELD/logbooks and/or time records) – Assess the need for training by conducting daily and periodic internal audits of:
 - Driver's hours of service records to ensure documents are not falsified
 - Daily log completion to ensure they meet the legislated requirements (form and manner)
 - Other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc...

- Pre/post trip inspection – ongoing training provided through spot checks and monitoring of vehicle defects
- Weights and dimensions – ongoing training and monitoring provided on legal weights and dimension, permit weights and dimensions, shipping weights, etc. Loads to be scaled and dimensions and permits checked before leaving the yard.
- Load securement – ongoing training and monitoring of compliance with Cargo Standard #10 through direct spot checks and monitoring the Carrier Profile.
- Other regulations, as applicable to company operations.

Evaluate Driving Skills:

Steps identified to measure driving skill level, such as, driving in traffic, backing up, connecting a trailer, fueling, driving in the mountains, driving defensively and conducting trip inspections, identifying and reporting defects to the carrier.

- An ongoing program for evaluating employees' driving skill will be done through
 - Road tests
 - Internal audits of records (logbooks, time records, etc.)
- Written exams to test driver skills and knowledge on (as applicable):
 - Hours of service
 - Weights and dimensions
 - Cargo securement
 - Dangerous good

Evaluation results will be retained on each driver's file.

14.8. DRIVER RECORDS AND RECORD RETENTION

Driver Records:

The company will maintain individual files of driver records on every person operating or authorized to operate company vehicles, including owner(s) and management, containing at least the following information:

- The drivers completed application form for employment with the registered owner
- The driver's employment history for the three years immediately preceding the time the driver started working for the carrier
- A copy of the drivers abstracts in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire
- Annual updated copies of the drivers abstract in a form satisfactory to the Registrar
- A record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years
- A record of any administrative penalty imposed on the driver under safety laws
- A record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta
- A record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws
- A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with Part 6.6 of the Transportation of Dangerous Goods Regulations under the Transportation of Dangerous Goods Act, 1992; and
- A copy of a current medical certificate for all Class 1, 2 or 4 licenses and Class 3 or 5 with a license endorsement code "C" requiring periodic medical. Alternatively, retain a copy of valid driver license or a note from the medical doctor in lieu of the medical certificate.

Driver Record Retention:

The company will retain these records at the carrier's principal place of business in Alberta (i.e. Carrier's address shown on their Safety Fitness Certificate);

- Retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation); and
- Available for inspection by a peace officer during the carrier's regular business hours

DRIVER QUALIFICATIONS

Driver Qualifications:

Include written hiring procedure policies that cover the following:

- Conduct a personal interview to evaluate attitude, driving skills and professionalism
- Contact references and past employers
- Conduct a road test to include use of two and four lane highways, city driving, and yard backing and parking, shifting, turning, mirror usage, speed and general awareness
- Evaluate the skills and knowledge of a driver by conducting a written exam
- Special training requirements (e.g. dangerous goods, long combination vehicle etc.)
- Maximum abstract point threshold (e.g. specify maximum points allowed within a three year period and do not hire if exceeded)
- Collision threshold (e.g. consider if your threshold will include preventable collisions only or all collisions. Do not hire the applicant if the threshold is exceeded)
- Policy addressing procedures for suspended license, Drivers must immediately report changes of their Drivers License status to their employer