



CARCROSS/TAGISH FIRST NATION

C/TFN Vehicle Use Policy

Passed by Executive Council on 09 June 2022.

Scope: All persons, Chief/Deputy (Khà Shâde Héni) and appointed Clan representatives.

Purpose: To establish and provide guidelines for:

- The use of Government of Carcross/Tagish First Nation (GC/TFN) vehicles and equipment in the fulfillment of all mandatory GC/TFN duties.
- Establish fair and consistent disciplinary procedures for all drivers found to be violating the requirements of this policy.
- Establish responsibilities for drivers and passengers.

Policy: Eligibility

- All operators of G/CTFN vehicles, recreational vehicles, including drivers, mechanics, contractors, and managers (Drivers) must possess a valid Yukon Drivers License/Certificates for the type of motor vehicle/ATV, boat they operate.
- All vehicle use must be authorized by the Department director prior to use based on a one-time evaluation of the need for vehicles/equipment as dictated by their job-description.
- All GC/TFN employees eligible to drive a C/TFN company owned, leased or rented vehicle shall provide C/TFN the authorization to obtain a copy of their driver's abstract and drivers license. G/CTFN shall conduct checks on driver's abstracts on an annual basis, at minimum, and reserves the right to increase the frequency of

abstract checks for a certain individual at any time. Suspension of driving privileges may result in termination of employment.

- It is the Drivers responsibility to inform their supervisor immediately about any change in the status of their driver's license.
- Employees and appointed Clan representatives must sign and abide by this policy.

Responsibilities

- All Drivers shall be familiar with and comply with the contents of the *C/TFN Vehicle Use Procedures Manual* and understand its contents.
- Employees have the responsibility and authority to stop any unsafe driving or unsafe task being conducted in accordance with their worker duty under the applicable territorial health and safety legislation.
- Employees shall immediately request the involvement of the Infrastructure Department to resolve any issues related to unsafe driving or unsafe conduct. The employee's decision, when made in good faith and using good judgment, shall be considered commendable even though the conclusion of the investigation might be found to the contrary.
- If an employee violates the procedures outlined in this Policy, whether willfully or through negligence, the Infrastructure Department shall have the responsibility, as well as the authority, to pursue corrective action in accordance with C/TFN disciplinary actions. A report of any incident will shall be provided to the Health and Safety Committee.
- Employees driving commercial vehicles, or those vehicles over 4500kg, will be held accountable for adhering to the manufacturer's weight capacities and limitations of his/her assigned vehicle.
- If employees are going to be late/overdue they must notify their supervisor of this and must also notify their supervisor when they return. Supervisors need to be aware of employees that are out in the field with check-ins and make arrangements to be notified when they return from the field.

Rules of Operation

- All relevant national and territorial legislation, in addition to any C/TFN legislation and policy laws, shall apply while the vehicle or equipment is in operation.
- All drivers in vehicles engaged on business for GC/TFN shall conform to posted speed limits.
- All drivers and passengers must wear seat belts while operating or riding in a GC/TFN vehicle.
- GC/TFN vehicles/equipment are only to be used for GC/TFN business, authorized training purposes, and personal duties.
- Before an authorized person takes a vehicle/equipment it must be signed out at the Capital Projects office.
- Any vehicles with a safety violation will be pulled from service until the repairs are made.

- Passengers who are not GC/TFN Employees are allowed to travel in GC/TFN vehicles only if they are involved in GC/TFN business. No hitchhiker shall be permitted passage in any GC/TFN company vehicle.
- As per the Personnel Policy 1-280 VOLUNTEER POLICY, volunteers will need to sign a Boards, Teams and Committees Code of Ethics and possibly a liability waiver in order to ride along in a GC/TFN vehicle or boat.
- GC/TFN persons may carry service animals or pets in designated vehicles. The vehicle operator is responsible for any damage caused by animals in their care to the vehicle and will be charged a portion of the repair fee.
- Persons are not authorized to retain GC/TFN vehicles/equipment overnight unless they have pre-authorized approval from the Director of their department.
- Whenever possible, GC/TFN persons will use GC/TFN vehicles/equipment to carry out all of their required duties if any is available. The use of personal vehicles and the charging of mileage to GCTCFN is strongly discouraged. Employees using their own vehicles must obtain approval from their directors/supervisor prior to submitting a travel claim for approval.
- GC/TFN employees using their personal vehicle to conduct business for the First Nation must have approval from their insurance company to do so.
- GCTFN employees shall not take C/TFN vehicles/equipment out of C/TFN traditional territory without prior approval from the Director of their Department.
- Vehicles designated for highway use shall be set up with safety equipment that can be picked up at the Capital Projects Office.
- Smoking is not permitted in GCTFN vehicles/equipment.
- Operating GCTFN vehicles/equipment under the influence of drugs or alcohol is strictly prohibited. The consumption and/or transportation of drugs or alcohol in GCTFN vehicles is prohibited and is grounds for immediate dismissal.
- If fuel gas cards are used fraudulently, is grounds for immediate dismissal.

Damage, Infrastructure and Accidents

- The person driving the vehicle/equipment is in charge of the same and shall inspect the vehicle before use and report any damage, servicing needs or repairs to their director. It will be the responsibility of the driver who signs out the vehicle/equipment to ensure the vehicles is brought back in the same condition.
- The vehicle/equipment should be kept locked and secure in the fenced compound at the end of each day as necessary to prevent theft of the vehicle/equipment or its contents. Persons may be held responsible for any lost or stolen GC/TFN property as a result of misuse.
- The vehicle/equipment must be driven and parked in accordance with all related legislation including local bylaws.
- All tickets, including parking tickets, and violations will be the sole responsibility of the employee operating the vehicle at the time the violation is incurred.

- All accidents must be immediately reported to the driver’s supervisor and an Accident Report completed. It will be the employee supervisor’s responsibility to ensure the accident is investigated in coordination with the Health and Safety officer. In the case of injury and/or damage to the property of others, the particulars of the other vehicles and drivers must be recorded immediately, along with the names and addresses of witnesses.
- Accident Report forms can be found in the glove box of all vehicles and must be completed as soon as possible after the incident.

Noncompliance

- All GC/TFN employees must comply with corporate transportation safety guidelines.
- If any person discovers any vehicle/equipment in poor shape they will report it to their supervisor and the infrastructure department who will investigate the situation.
- In the event a GC/TFN vehicle is used to transport an employee's personal property, the employee is responsible to insure his own property against damages or theft.
- Any person who damages a vehicle and is found to be non-compliant with this policy will be charged 50% of the repair fee. A Repayment Agreement (2-0275 REPAYMENT AGREEMENTS) may be used to repay back funds.
- Any charges to a person will be paid back, or arrangements made to pay back, before they are eligible to drive GC/TFN vehicles again.
- Disciplinary action may be taken against any persons not complying with this policy. Deliberate misuse or damage of company equipment can result in progressive discipline, termination of employment, or financial responsibility.

TRANSPIRY/

REVIEW DATE Annually or as required

Employee name: _____ Employee Signature: _____

Date: _____

C/TFN Vehicle Use Procedures Manual

Effective date 9th of June 2022.

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Purpose of the Procedures Manual

The purpose of the Vehicle Use Procedures Manual (the Manual) is to establish procedures for drivers while they are operating vehicles or using equipment to conduct business for the Government of Carcross/Tagish First Nation (GC/TFN).

The other objectives of this Manual are to establish procedures for:

1. Safely using vehicles or equipment and to minimize the risk of injury or fatality to GC/TFN persons.
2. Operating and maintaining vehicles in a manner that is respectful and acknowledges the different needs of the persons using the GC/TFN fleet.
3. Conducting a pre-use inspection to be performed before operating a motor vehicle and before regular maintenance is performed.

The Manual applies to all employees, citizens, or contractors who operate GC/TFN company vehicles, employees renting vehicles for GC/TFN business, and employees operating their personal vehicles while performing GCTFN company business for any reason. Such persons are referred to as “Drivers” through this document. It is the responsibility of the GC/TFN Infrastructure Department to implement, support, and enforce the provisions of the Manual.

The Manual is a compliment to the approved GC/TFN Vehicle Use Policy (the Policy). Wherever conflicts between the Manual and the Policy may arise, the provisions of the Policy take precedent. The Manual will be provided to all GC/TFN persons that are affected by it and you are required review it and acknowledge that you understand it when you sign the Policy.

Effective implementation of this Manual requires support from all levels of management within the GC/TFN. The Infrastructure Department shall review this Manual annual at minimum to ensure it remains relevant and consistent with the needs of C/TFN.

Driving Privileges

Any person operating a GC/TFN vehicle shall be approved and have authorization from C/TFN prior to driving. No person shall be allowed to drive for GC/TFN with a probationary or court restricted or international license. Driving privileges shall be denied if convictions for any of the following violations appear in your driver's abstract:

- Leaving the scene of an accident.
- Reckless driving.
- Driving under the influence of alcohol or drugs (i.e. a DWI- driving while intoxicated).
- Hit and Run.
- Vehicular homicide or assault.
- Participating in an unlawful speed contest.
- Eluding or attempting to elude a police officer.

Driving privileges shall also be denied if convictions for any of the following combinations of violations:

- More than two (2) convictions of moving violations. e.g. Speeding, failure to yield, violating a traffic signal, failure to stop, improper turn, improper lane change, careless driving, following too closely within the past three (3) years.
- More than three (3) safety belt convictions within the past three (3) years.
- More than two (2) preventable accidents within the past three (3) years.
- More than one (1) conviction of a moving violation plus two (2) safety belt convictions within the past three (3) years.
- No more than one (1) preventable accident plus two (2) other violations in the past three (3) years.

Any Driver found to deliberately misusing or damaging company equipment may incur a financial responsibility to repair damage associated with your use and you may have your employment terminated. In the event a GC/TFN vehicle is used to transport an employee or citizen's personal property, you are responsible for insuring your own property against damages or theft.

Passengers

Employees of GC/TFN are likely to convey passengers from one location to another while operating a vehicle registered to C/TFN. The number of passengers and/or their ability to travel in a GC/TFN vehicle are subject to a number of restrictions. These restrictions are important to the safety of both the Driver and to the passenger. In all cases:

- The number of employees permitted in a vehicle is the same as the number of operational seatbelts.

- Employees may not carry persons, including family members, in company vehicles of over one ton in size without management permission.
- GC/TFN vehicles are not to be used, and permission shall not be granted to anyone, to transport groups of non-company personnel such as baseball teams, hockey teams, tc.

No hitchhiker shall be permitted passage in any GC/TFN company vehicle.

Persons found not to be in compliance with GC/TFN transportation safety guideline shall incur disciplinary actions up to and including those established in the 1-405 PROGRESSIVE DISCIPLINE POLICY and or immediate termination of employment or contract.

C/TFN’s PERSONNEL POLICY, 1-280 VOLUNTEER POLICY

Volunteers stated in the 1-280 VOLUNTEER POLICY, in order for volunteers to ride along in C/TFN’s vehicles/water craft, that a Boards/Teams/committees Code of Ethics has to be signed and approved by departments director. Volunteers may have to sign a liability waver form.

Passage of Pets or Service-Animals

C/TFN wants to allow persons the ability to take pets/”service dogs” in corporate vehicles. The transportation of animals in corporate vehicles does require the management of allergies and the respectful acknowledgement that the safety of persons in the vehicle is important. It is important to acknowledge that the privilege of allowing pets and service animals in corporate vehicles will require the active participation of all C/TFN persons to continue. Drivers transporting pets and service animals can do so:

- Only in vehicles designated as "pet-friendly". These vehicles will be cleaned regularly by C/TFN to manage any risk that any person will have an allergic reaction while travelling in one.
- Only if the animal is clean.
- Only if the animal is restrained while in the vehicle, travelling in a crate or carrier, or travelling in a safety harness.

The number of animals allowed in a designated vehicle at any time is limit the number to one per vehicle per trip.

Vehicle Operation

General Procedure

All Drivers are responsible for the safe, responsible, and prudent operation of their vehicle. To ensure that you are meeting your responsibilities in this regard, GC/TFN requires all Drivers to:

- Ensure you are in physical possession of a valid drivers' license of while driving.
- Maintain a single valid driver's license and comply with all endorsements and/or restrictions on that license.
- Ensure that a current insurance card is kept in the GC/TFN company vehicle at all times. You should look for one prior to leaving the Capital Works Compound with the company vehicle.
- **Strictly avoid the use of alcohol or drugs while operating a GC/TFN company vehicle.**
 - All GC/TFN persons are strictly prohibited from operating a motor vehicle while under the influence of drugs or alcohol.
 - GC/TFN subscribes to a "zero tolerance" policy for drugs and alcohol. If you are found driving a company vehicle while under the influence of alcohol or illegal substances, the First Nation shall immediately take disciplinary measures, up to and including employee termination, in accordance with the 1-410 SUBSTANCE ABUSE POLICY
 - Immediately following an Incident/Accident occurring in a vehicle, a company designated representative may escort the driver to a post incident drug and/or alcohol test if the Infrastructure Department representative deems it necessary and has reasonable cause.
 - Disciplinary action for driving infractions other than those related to alcohol or illegal substances shall be determined upon review of the individual circumstances and handled by the immediate Director in accordance with the 1-405 PROGRESSIVE DISCIPLINE POLICY.
- Drivers should turn off GC/TFN vehicles when they are not in use. Vehicles shall never be left with the engine running while unattended and unlocked.
- GC/TFN vehicles must always be parked legally in a safe location to mitigate any possible liability.
- When parked at a residence overnight during winter months the person shall ensure that vehicles are plugged-in.
- Provide copies of other licenses/certificates to Human Resources to be able to operate ATV's and Boats.

Personal use of a GC/TFN vehicle is permitted within the immediate vicinity of Carcross and Tagish.

Before Starting a Vehicle

To ensure the safe operation of a vehicle, all Drivers are responsible for completing an inspection of the requested vehicle or equipment prior to using it, taking into consideration the following:

- Tire inflation and condition. Tires shall be rated for proper load rate of tire inflation in accordance with the manufacturer's recommendation.
- Condition of the windshield, side windows and rear windows.
- Obstacles under and around the vehicle.
- The operation of brakes, windshield wipers, headlights, brake lights, turn signals, horn, and seat belt.
- The proper adjustment of seat position and rear & side view mirrors. Adjust accessory settings (A/C, heat, defroster).
- Ensure your company vehicle is equipped with a fire extinguisher and first aid kit.

If you are uncomfortable operating the vehicle or equipment as a consequence of this inspection, it is your responsibility for reporting its substandard state to the Infrastructure Department, and for either securing another vehicle and/or postponing your business as needed. Your decision, when made in good faith and using good judgment, shall be considered commendable and will not be questioned by GC/TFN.

After the Driver has started the vehicle, you must:

- Check fuel level, temperature, voltmeter, and oil pressure, gauge readings. Watch for engine performance or service warning lights.
- Confirm that the vehicle's headlights are operational. Your headlights must be turned on and visible to traffic/pedestrians while driving any vehicle before you leave the Capital Works Compound).

Drivers must obey the speed limit and all other traffic laws. You should slow down if you find you cannot see due to weather, light, and/or off-road conditions to ensure you have time to react to potential hazards if they arise.

Drivers must report any citations issued while operating a GC/TFN vehicle while on company or personal business to your supervisor and the Infrastructure Department by the next business day. You are also responsible for notifying your supervisor and Infrastructure Department of the outcome of the issued citation by the next business day after the final judgment is passed down.

GC/TFN employees/contractors shall personally pay for all traffic citations in addition to any charges for towing and storage due to illegal parking or driving. Citations for equipment and registration shall be reported to C/TFN immediately for review to determine company and/or driver responsibility.

Vehicle Parking/Backing Up

Vehicle parking and backing-up are critical manoeuvres that a Driver must be capable of completing safely. When parking:

- Use pull-through parking techniques in parking lots whenever practicable. Pull-through parking is the process of pulling through a space so the vehicle is facing outwards in the next space. This provides the operator an easier exit from the parking area as well as a quick exit in case of an emergency.
- Where use of pull-through techniques are not practical or safe, operators of motor vehicles shall back into the parking spot.
- All parked vehicles at hotels and truck stops shall be locked while unattended.
- When Drivers are in unconventional parking locations, including double parking, they need to use warning devices.
- Rollaway accidents from a parked position normally are preventable. Generally, rollaway accidents occur when the driver fails to properly block wheels or to turn wheels toward the curb to prevent vehicle movement when parked facing downhill.
- When parking your vehicle, place it so you do not pin in any other vehicle. Avoid parking where you will block the view of stores, shop, driveways, or the road.
- Parking brakes shall be applied when parking the unit.
- Chock blocks shall be used in the wintertime when using the parking brake may cause the brakes to freeze to the brake drum.
- When the Driver has to park on the side of any road, they are required to place two triangle reflectors behind the rear of the unit, one triangle three meters behind the unit, and the second triangle 30 meters behind the first triangle.

Fuelling

When fuelling GC/TFN vehicles or equipment be sure to turn off all ignition systems. Avoid moving in/out of the vehicle to avoid a build-up of static electricity and do not use your cell phone. **Do not smoke while refuelling a vehicle or equipment.**

Fuel card

Employees must keep all fuel receipts and bring them back to infrastructures Office Coordinator. If Fuel Cards are used for other purpose that are deemed fraudulent, then that employee may be terminated immediately.

Health, Safety, Security and the Environment

General Procedure

Driving is an inherently dangerous undertaking. Drivers must therefore be aware of those procedures that will improve your safety while on the road.

- It is your responsibility to report all traffic accidents in a vehicle involving a third party to the police or appropriate authorities.
- Inspect the vehicle you are about to drive prior to leaving the Capital Works Compound. It is your responsibility to ensure the vehicle is safe to drive and that you will be comfortable operating it. Vehicle defects directly jeopardizing the safety of the Driver and your ability to maintain proper control of the vehicle (i.e., worn out tires, foreign object imbedded in tire, worn brakes, severely leaking fluids. Cracked windshield, loose body part, etc.) should be reported to the Infrastructure Department immediately. If you choose not to operate the vehicle, your decision GC/TFN will assume you have made your decision in good faith and using good judgment, will not question it.
- If you are away and travelling on GC/TFN business and repairs need to be completed on the vehicle to continue its safe operation, then the Driver must facilitate the completion of those repairs at your own expense. You will be compensated by GC/TFN upon provision of all invoices showing a zero sum balance. If you don't have the funds to conduct the necessary repairs, you will need to coordinate with infrastructure to cover the costs with a Purchase Order.
- Non-critical repairs and routine maintenance will be carried out by the Infrastructure Department at the earliest possible opportunity. Please bring all such repairs to their attention at your earliest opportunity.

Safe Conduct While Driving

The conduct of C/TFN persons is important to the safe operation of corporate vehicles. While on GC/TFN business you shall not:

- Consume or be under the influence of alcohol within eight (8) hours of going on duty, while on duty, or while driving a GC/TFN corporate vehicle.
- Use a GC/TFN corporate vehicle to patronize a bar or club even if you are not consuming alcohol.
- Possess an alcoholic beverage in a GC/TFN company vehicle.
- Fail to ensure both the Driver and passengers wear seat belts while driving or riding in a vehicle. Any GC/TFN employee found driving or riding in a vehicle not wearing safety restraints will be subject to disciplinary action up to and including termination.
- Use a mobile phone or other electronic device while operating a vehicle. Such usage while operating a vehicle is considered to be distracted driving and is strictly prohibited.
- Take notes or write while the vehicle is in motion.

- Leave electronic devices in the vehicle when refueling.

All incidents or procedure violations while operating a vehicle or driving a personal vehicle while on C/TFN company business are immediately reportable to the Driver's immediate supervisor. Employees must show that they have extra insurance to show that they use their personal vehicle for work purposes in order to be approved to use their vehicle and to submit a travel expense form.

All GC/TFN persons operating a vehicle on C/TFN company business must regularly question and realistically evaluate their physical and mental condition before driving the vehicle. It is the Driver's responsibility to determine his or her fitness for driving. **If a Driver is too tired or fatigued or otherwise unfit for driving, they shall NOT drive.** Management will support an employee's self-evaluation concerning this matter.

Accidents

An accident is an unexpected event or series of events that cause, or have potential to cause physical harm, to a C/TFN person. Depending on the circumstances of the accident, if when you become aware of a motor vehicle incident accident, you shall, without delay:

- Pull of the road, if possible.
- Obtain necessary medical attention if needed. If possible, render first aid if required.
- Any accident that involves personal injury or property damage to all the vehicles involves appears to be in excess of \$2000 shall be reported to the police. In the event that it is not possible to determine the cost of damages, or you suspect that any of the other drivers involved are guilty of a Criminal Code offence (such as driving under the influence of drugs or alcohol), please report the accident to the police.
- Exchange information with the other operator (if applicable). At minimum, obtain his/her driver's license, registration information, contact information and insurance company information.
- Obtain names, addresses and contact information of all/any witnesses.
- Place warning reflectors where necessary.
- Report the accident to your supervisor orally or in writing. Your Director/supervisor will respond to the event and notify the appropriate Management, Infrastructure Department and regulatory authorities.
- Be courteous. Do not enter into any argument or dispute with the other people involved.
- **Make no admissions of liability or offer any settlement of claim.** Do not discuss any conditions or defects of the vehicle. Do not make statements of fault or liability for the

accident. Do not express any opinions or make any statements to anyone about the accident except to police officers and GC/TFN supervisors.

- Do not discuss the accident with anyone over the phone or in person unless they represent GC/TFN.

When pulling off the road, the Driver should park their vehicle with all wheels off the main roadway, if possible. Place warning reflectors where necessary. The only approved warning device to be used is the Reflective Triangle provided by C/TFN.

Once aware of an accident, your Supervisor will work with the Health and Safety Officer to ensure it is investigated. The intent of this investigation is to ensure GC/TFN is adhering to all necessary safety protocols and to learn as much as possible about how to avoid such accidents in the future

In the event a GC/TFN person fails to contact their immediate supervisor and Infrastructure Department immediately to report an incident, or health and safety procedure violation, the Driver will be subject to disciplinary action up to and including termination.

Overdue Employee

In the event that a GC/TFN employee is overdue for any reason, either due to fatigue or to accident, the employee's supervisor must act immediately to:

- Try to contact driver;
- Contact secondary contacts; and
- Get help en-route - if contact isn't re-established immediately.

Post Accident Review

The Infrastructure Director and Health and Safety Officer will review all accidents to determine the cause and prevent reoccurrence. GC/TFN vehicles are self-insured. Therefore, if a company vehicle is involved in an accident during personal or unauthorized use of the vehicle and the driver is considered at fault, the employee assigned to the vehicle may be held responsible for the cost of damages in addition to any disciplinary action imposed. If you are found to be at fault you will be charged 50% of the repair fee. A Repayment Agreement may be used to repay the repair fees if necessary.

Safe Vehicle Operation on Unpaved Roads and in Poor Conditions

GC/TFN persons may find themselves engaged in business on off-highway roads regularly and, given our location in the Southern Yukon, you can anticipate to face potential hazards such as slow traffic, large vehicles, animals on the road, poor road conditions, and even wildfire at any time. Operating a vehicle within legal standards is not enough to ensure that you stay safe on the road when potential hazards emerge. Good defensive driving practices and road courtesy are essential to avoid accidents. **Always remember, a good Driver always adapts to the conditions around them.** It is also important to recognize those additional hazards associated with driving on off-highway roads, which are not built to the standards of paved highways. They are often narrower, with sharper corners and steeper grades, as well as soft shoulders and unmanaged ditches. The road surface will be either gravel or dirt. There may be ruts, washboard and other hazards. They are also more remote and it will be harder for you to get help if accidents occur. Weather conditions present further problems. In the spring and summer, a Driver will have to contend with face dust and mud. In the fall and winter, you can be driving on snow or ice.

All these factors combine to require drivers to slow down and stay alert. This section provides some general insight into how you can adapt to adverse conditions through the application of defensive driving techniques.

Some simple defensive driving techniques that you can use to be responsive to adverse driving conditions or sudden hazards include:

- Drive with headlights and taillights on, at all times, to increase visibility.
- Stay on the right side of the road on corners, the crest of hills and at intersections.
- Yield extra road surface to larger traffic.
- Watch for cars that are following you. Let faster traffic pass, when safe.
- Do not pass in loose gravel, during poor visibility or slippery road conditions.
- Do not use stereo headphones or any cellular device or electronic device while operating any vehicle.
- Comply with posted road warning and regulations if they are present. These signs are for your protection and information.
- A group of people on or near the road may indicate trouble. Slowdown, hold your position, and be ready to stop safely or take other appropriate action.
- Animals on or near the road are a clear warning to keep the vehicle under control. Always heed signs warning of this hazard. If you encounter animals in the road, try to make a straight stop. Attempting to swerve is likely to result in an overrun.
- Do not plan to read directions from a smart phone while driving. A GPS device may be used, but printed directions should be kept as a back-up.

- **Wear your seat belts at all times.** They will hold you in place and prevent you from being thrown from your vehicle during an accident, and in most cases will also reduce the severity of injuries. It is a legal requirement. Seatbelts will give you the necessary stability to maintain control of your vehicle during adverse conditions.
- Be alert for changes in the flow of traffic. Slowdowns can occur on any road. Adjust your speed to conditions promptly. Do not get into situations where a sudden lane change is your last hope of avoiding an accident
- If a wheel runs onto a soft(er) shoulder, concentrate on steering. Hard braking or a sudden swerve in an attempt to get back on the road is likely to result in loss of control or overturning. Keep straight and allow the vehicle to lose speed. When speed has been substantially reduced, then steer back onto the road at a sharp angle and then counter-steer to keep from going into a lane opposing traffic or going across and off the pavement on the other side.
- In the event of a sudden front tire failure, concentrate on steering to maintain control. Full-throttle acceleration may help stabilize the front end, then back off and let the vehicle slow down. Avoid using the brakes, which will cause the vehicle to turn more sharply in the direction of the failed tire. Be alert for any change in ride or handling that may indicate a tire failure at any other wheel position.
- Driving should be done during daylight hours rather than after dark whenever possible. Reduce speed when driving at night. Be aware of the potential for wildlife to be on the road, especially when driving at dusk or dawn.
- Road journeys should only be taken when necessary. Try to complete multiple tasks in single trips to reduce the amount of driving for improved safety and efficiency. If the trip is being taken to meet with someone, determine if the meeting can be done over the phone instead.

Poor Visibility

Poor visibility can result from dusty conditions, fog, or even smoke. Driving in such conditions requires that you slow down and match your speed with the distance ahead that you can see effectively. When driving under conditions of poor visibility always drive with your headlights on low beam. If you fail to make these adjustments, specifically driving at the appropriate speed with your headlights on, you may well encounter a road hazard and not be able to react in time.

If visibility is too poor to proceed safely do not stop on the road. Find a suitable place to pull completely off the road out of the way of traffic. Remember to turn on your marker lights or flashers and turn off your headlights. Remember that if you suddenly slow down or stop on the road during instances of poor visibility, the vehicle behind may drive into you.

Dust hazards on off-highway roads are generally created by vehicle traffic but occasionally can be caused by strong winds. When following other traffic on dusty roads, use the four second rule. Drive at least four seconds behind the trailing edge of the dust cloud. This allows you time to make an evasive driving manoeuvre, or stop for hazards hidden in the dust ahead. If you meet a vehicle that is kicking up a lot of dust, you cannot see hazards behind that vehicle. There may be a vehicle behind it attempting to pass. There may be a vehicle entering the road ahead from a side road. Other hazards may also be hidden in the dust. As you go past the vehicle, you are now in the dust cloud and you may have near-zero visibility. Your best defence in these situations is to slow down considerably and keep right as you meet the other vehicle. The other driver should do the same reducing the size of the dust cloud. You can use the right edge of the road as a guide. It is dangerous to stop completely because traffic following you may rear-end your vehicle.

It is extremely dangerous to pass in dense dust conditions and you should not attempt to unless necessary. Even then, passing shall only be attempted if the right conditions are present to allow for a safe pass. For example, on a long, open curve you may be able to have a clear view of the road ahead. In this situation, you would be able to see the vehicle you wish to pass. Pick a point ahead of the vehicle you wish to pass and wait until you go by it before attempting to pass. When driving through a valley, the differences in elevation between you and the vehicle ahead may also provide good enough visibility ahead to allow for a pass. When you pass, try not to pull back in too soon, as your dust will blind the other driver. When being passed, slow down and move as far right as safely as possible to let the other driver complete the pass quickly.

Fog is created when warm, moist air at ground level mixes with a cooler air mass. The density of the resulting fog can vary greatly. You should adjust your speed to the density of the fog and always be prepared for it to suddenly get denser ahead. You can judge density by how clearly you can see the lights of other vehicles. Remember that fog will be thicker in low-lying areas. Fog should be treated as a very serious hazard. If visibility is too low to proceed safely, then find a place to pull off the road. If you are not sure that, once stopped, your location is completely away from other traffic then leave your headlights on and activate your four way flashers. Sound your horn when you hear approaching traffic. When driving in fog, use low beam headlights or properly aimed fog lamps. **Do not use high beam as the light will reflect back at you an further reduce the visibility of hazards.**

High humidity conditions associated with fog can cause the inside of your windshield to 'fog up'. Use your windshield defroster to prevent this problem. Use your windshield wipers and washer as necessary to prevent moisture or ice build-up outside.

Driving in Snow

The hazards of driving in fresh snow are similar in many ways to those created by dust. Snow is kicked up by vehicles, causing problems for following, meeting and passing other vehicles. You can use similar driving techniques as described earlier for dust. However, make allowances for reduced traction and other hazards associated with snow on the road. Blowing snow presents an additional hazard. Generally, visibility is reduced as in the case of fog. You shall adjust your speed and driving practices to match the intensity of the blowing snow.

Driving in a snowstorm presents several types of hazards that you must contend with all at once. These include severely reduced visibility, slippery roads, snowdrifts on the road and disorientation. Obviously, you should not start a trip in a snowstorm unless absolutely necessary.

If a Driver is caught in a blizzard while travelling between Yukon communities, go to the nearest town or center and wait for conditions to improve. If you must drive in a snowstorm, use low beam headlights. Keep your windshield defroster and rear defogger on. Use your windshield wipers as necessary to avoid snow and ice build-up. Be prepared for a storm by making sure your vehicle is in good operating condition. Conduct thorough pre-trip inspections and also ensure that you have an adequate cold weather survival kit. When traveling in any adverse weather conditions, ensure that other people know your route and destination. They should also know your estimated time of arrival so that they can call out a search if you don't arrive as planned. If your arrival time is changed for any reason, ensure your contacts are informed of your new time of arrival. Maintain radio or telephone contact with them during your trip. Provide updates on your current location and situation as well as the present weather and road conditions.

Driving in blowing snow conditions requires a great deal of concentration. You may not be able to see the road very well and staying on it will therefore be difficult. You must slow down and drive within your ability to see what's ahead. Do not pass. Be prepared to meet other vehicles and to come upon vehicles stalled or abandoned on the road. If you are having difficulty maintaining your concentration, find a safe place to stop and rest.

Another hazard relates to snow build up on the road. If you drive too close to the edge of the road, the snow will be deeper there and may 'pull' your vehicle into the ditch. If you feel this beginning to happen, steer back carefully toward the center of the road. Do not make an abrupt correction.

Driving on Ice

When driving on ice, it is important to have good tires that are properly inflated. Avoid any quick movements of the steering wheel. Slow down, accelerate gradually, and allow more distance for stopping. Do not lock up your wheels when braking. All of these guidelines are intended to preserve your vehicles' traction on ice. Otherwise, you will find yourself in a skid that will leave you off the road or in collision with another vehicle. The use of four wheel drive or chains will increase your control of the vehicle on ice.

Studded tires will also provide additional traction. Studs on the front wheels will give you improved steering control. Note that studs are not permitted in some areas. In other areas their use is restricted to winter.

Ice Bridges and Frozen Lakes

If you are required to drive across an ice bridge be sure that your vehicle is within the permissible load limits for that bridge. If water has been pumped onto the surface to increase the ice thickness, it may be very slippery. Maintain a steady speed on the ice bridge. Avoid any rapid acceleration. You may need to install tire chains before attempting to cross. Before driving on a frozen lake, check with local experts on the condition and thickness of the ice. Also be aware that water currents can erode the ice and reduce its thickness in specific location. Identify and avoid these areas. If possible, have a marked route to travel. Maintain a constant, moderate speed when driving across a frozen lake. Do not drive too fast. Vehicles, particularly large trucks, will tend to create an ice wave in front of the tires as you drive. Too much speed can break the ice and put your vehicle into the water. Maintain good radio contact with others who could provide rapid assistance to you on the lake.

Driving in Mud and Rain

There are a number of hazards to consider when traveling on wet, muddy off-highway roads. One problem area is the development of ruts in the road surface. Depending on the width of your vehicle, your wheels may or may not track properly in the ruts. Even if they do, it can be hard to pull out of the ruts to meet other vehicles or execute other driving manoeuvres. It is difficult to maintain steering control on heavily rutted roads. Therefore, slow down and be prepared for ruts to cause rapid movements to your steering wheel. In a deeply rutted road, you need good clearance to avoid damage to your undercarriage. If the ruts are deep enough, you will become 'high centered'.

Another hazard of muddy roads is reduced traction. If you experience reduced traction, and find yourself skidding, you should avoid quick movements of the steering wheel. Also, accelerate gradually and allow more distance for stopping. In emergency stopping situations,

use threshold braking and avoid locking up your wheels. In threshold braking, you are trying to use all the braking force available without locking the wheels, i.e., you are trying for the "threshold" just before lock-up. To accomplish this, shift to neutral (declutch) and brake until you feel one or more wheels lock, then, ease up the brake slightly until the wheels are all rolling again. Reapply pressure until you feel one of the wheels start to lock up, ease off slightly and continue this movement, tracking the threshold until you stop. As the vehicle slows, you can brake harder before lock-up will occur.

Ensure that your tires are in good condition. You may need to install tire chains to reach your destination. Install chains before you get stuck. Significant amounts of rain on off-highway roads can result in very soft shoulders. Avoid driving on shoulders as you can become stuck very easily. Be aware that washboard areas can be even more treacherous when wet. Water on the road can also hide deep potholes. Hydroplaning occurs when your tires are riding on a film of water. Hydroplaning can occur any time there is standing water on the road. The result is a significant loss of traction and steering control. This hazard can also exist in areas where the road has been oiled regularly for dust control. The surface can be quite hard and in wet conditions and will become very slippery and subject to hydroplaning.

Never have your vehicle's cruise control on in wet weather.

When meeting traffic be prepared to have your windshield covered in mud. Turn on your wipers before you meet the vehicle to reduce the amount of time that your vision is obscured. Make sure you have adequate supplies of windshield washer fluid and that your wiper blades are in good condition. Remember to stop as appropriate to clean your lights and markers. Finally, slow down and show patience and courtesy to other drivers.

Washboard or Rough Surfaces

A Driver may come into contact with washboard when driving on unpaved roads. Washboard consists of uniform depression in the road surface that is aligned parallel to each other. They are generally caused by vehicles (particularly heavy vehicles) braking or accelerating at a particular point on the road. Washboard is often found on hills, curves and at intersections.

Washboard has the effect of pounding your vehicle repeatedly. This reduces traction and interferes with your ability to maintain steering control. When on unpaved surfaces Drivers should be watching for potential washboard areas and slow down before entering them.

Another hazard of gravel roads is that they can be very rough. They may have potholes; large rocks sticking through the surface, heaves dips or even tree roots sticking up. Rough roads

present a vehicle control hazard. They can also result in damage to your vehicle, so slow down until conditions improve.

Narrow Roads

Most off-highway roads are narrow when compared to paved highways. These roads typically have very narrow shoulders or none at all. In most cases vehicles can meet and pass each other, however, there is a smaller margin for error. A particularly narrow point is at bridge crossings, which may be much narrower than the roads they join, or even single lane. For this reason, approach off-highway bridges with caution. It may not be possible to have two-way traffic on the bridge. If the road is too narrow to allow safe two-way traffic, take appropriate precautions.

Steep Hills

Off-highway roads often run through very hilly terrain. You should expect to encounter hills where the grade is steeper than what would be acceptable on paved highways. Drivers will often speed up as they approach a steep hill to get to the top without spinning out or powering-out. If you do this, do not exceed a safe speed for the road conditions, the posted limit if one exists. Make sure that your speed as you reach the top of the hill is low enough so that you could stop suddenly. There could be many hazards waiting for you on the other side of the peak such as wildlife, a vehicle blocking the road, or damage to the road surface.

You must also be prepared to meet other vehicles on or at the top of a hill. Watch for dust/snow clouds over the hill. At night, the glow of headlights can alert you to oncoming traffic. Gear down when driving down a steep hill. Let your engine do some of the braking and avoid excessive use of your brakes. Never coast downhill out of gear. This practice is very dangerous because you have less control over your vehicle.

Skid Control

Off-highway roads are usually unsurfaced, which can create unique driving characteristics. Gravel or mud roads provide less traction than on a paved highway and the hazard of skidding is much higher. Skids occur when the friction between the wheels and the road is lost. There are three types of skids:

- Braking skid: the vehicle wheels are not rolling (locked up).
- Cornering skid/steering skid: too much speed in a curve (Loss of cornering force).
- Acceleration skid: too much power is applied causing the drive wheels to spin.

The best way to combat this hazard is to drive slower than on paved roads. Driving at a slower speed allows the Driver to watch for specific dangers such as loose gravel. If you do find yourself skidding take corrective action. The cornering skid and acceleration skid are both

corrected by taking your foot off the accelerator and then steering in the direction you want to go. It is important to start steering quickly. As your vehicle straightens out, straighten the front wheels.

If you find that your wheels have locked up for whatever reason and you are in a braking skid you should release enough brake pressure to get your wheels rolling again. This will allow you to steer the vehicle. Steer in the direction you wish to go. Under certain conditions such as loose gravel and washboard, front wheel drive vehicles can be more difficult to control than rear wheel drive. Rear drive vehicles maximize the friction with the road by separating the power and steering functions between the front and the rear wheels. Therefore, be extra careful when operating a front wheel drive vehicle on off-highway roads.

Commercial Vehicles

The use commercial vehicles require specialized procedures. Commercial vehicles are defined in the National Safety Code as *a truck, tractor or trailer or combination thereof exceeding a registered gross vehicle weight of 4,500kg, or a bus designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the Driver, but excluding the operation for personal use.*

General Procedure

GC/TFN requires all Drivers to operate a commercial vehicle under the authority of a safety fitness certificate and shall maintain, for everyone operating a commercial vehicle on behalf of C/TFN, a driver record file containing the following information:

- Your completed application form, for employment with C/TFN.
- A copy of your driver's abstract in a form satisfactory to C/TFN when the driver is first hired or employed.
- Your employment history for the three years immediately preceding the time that you started working for the GC/TFN.
- Record of any convictions of safety laws in the current year and in each of the five preceding years.
- A record of any administrative penalty imposed on the Driver under safety laws.
- A record of an collisions involving a motor vehicle that you have been involved in that are required to be reported to the responsible authority under any enactment of the Yukon or a jurisdiction outside the Yukon.
- A record of all training undertaken by the 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 two years after it expires, in accordance with Part 6 of the Transportation of Dangerous Goods Regulations under the Transportation of Dangerous Goods Act, 1992 (Canada).
- A copy of your current medical certificate.

All C/TFN commercial vehicles must be equipped with a #2 First Aid kit fully stocked and maintained at all times. All commercial vehicles must also be equipped with a 5 lb. ABC fire extinguisher, flare kit, towing rope; wire rope or synthetic slings. All safety equipment must be kept in good condition and towing equipment must be able to safely tow the total weight of the vehicle and load.

Only authorized persons are permitted to drive commercial vehicles registered to GC/TFN. To operate a commercial vehicle, you must be trained and licensed to drive it. You must immediately report any suspension of driving privileges must be reported immediately to the Infrastructure Department.

Suspension of driving privileges may result in termination of employment.

The Driver and all passengers occupying a GC/TFN commercial vehicle must wear a seatbelt at all times during its operation. You are responsible for ensuring passengers are wearing a seatbelt at all times.

Headlights are to be kept on at all times.

Commercial Vehicle Inspections

Drivers must inspect their vehicles daily. The results of the Drivers inspection should be reported on your daily trip log, copies of which will be kept on a clipboard in the vehicle. The daily trip log is intended to ensure early identification of vehicle problems and defects, and to prevent the operation of vehicles with conditions that are likely to cause or contribute to a collision or vehicle breakdown. Application of the standard is a continuous process designed to protect drivers and alert carriers to mechanical problems. The general objective of daily trip log is to promote an improved level of safety and compliance in commercial vehicles operating on the highway.

Major defects must be reported immediately to the Infrastructure Department. If you ascertain that major defects exist, or any are disclosed to you while driving or otherwise being in charge

of a vehicle, you must record them on the daily trip log and report them to the Infrastructure Department immediately.

No C/TFN commercial vehicle should be operated once a major defect has been reported until sufficient maintenance has been completed to address the defect. Prior to operating a vehicle with a reported defect the Driver should:

- Ensure all repairs are completed by a qualified mechanic or qualified service provider.
- Note repaired or corrected items on the daily trip log and certify that the defect has been corrected.
- Forward the original of relevant log entries to the Infrastructure Department within 20 calendar days of the completion of the report.
- The Infrastructure Department shall retain the original copy of each log report and certification of repairs for at least 6 months from the date the report was prepared.

Service vehicles and trailers shall be weighed at least annually. The vehicle maximum weight shall be equal to or less than the manufacturer's published Gross Vehicle Weight Rating (GVWR) for that model or the professionally modified and authorized gross weight. If a trailer is towed with a service vehicle, the manufacturer's

Daily Trip Log Book

When operating a commercial vehicle over 4500kg a Drivers is required to keep a daily trip log book (a Log). Your Log must contain the following information:

- The date, the start time of the day (if different than midnight), the name and signature of the Driver and, if the Driver is a member of a team of drivers, the names of the co-drivers.
- The vehicle's unit or licence plate number.
- The starting and ending odometer reading of each of the vehicle operated by the driver.
- The total distance driven by the driver that day.
- .
- The results of the vehicle walk-around and any deficiencies that may have been observed over the course of the trip. If no deficiencies have been observed, the Driver must certify that none exist.

Safety Fitness Certification

No employee of the GC/TFN shall operate a commercial vehicle except under a safety fitness certificate issued by the Government of Yukon. This certificate is recognized across Canada.

Stationary Commercial Vehicles

You must ensure that sufficient warning has been provided to other vehicles if you must stop your vehicle at any time. If you need to stop, especially at night on a highway outside of the limits of an urban area, you will need to ensure:

- The hazard warning lamps with which the commercial vehicle is required to be equipped under the Vehicle Equipment Regulation are alight.
- Advance warning triangles have been placed on the highway in line with the commercial vehicle at a distance of
 - Approximately 30 metres behind the commercial vehicle; and
 - Approximately 30 metres in front of the commercial vehicle.

If you find you need to stop on a highway outside the limits of an urban area during the day because of insufficient light or poor visibility, such as when objects are not clearly discernible on the highway at a distance of at least 150 metres ahead, you will need to ensure:

- The hazard warning lamps with which the commercial vehicle is required to be equipped under the Vehicle Equipment Regulation are alight.
- Advance warning triangles have been placed on the highway in line with the commercial vehicle at a distance of
 - Approximately 75 metres behind the commercial vehicle; and
 - Approximately 75 metres in front of the commercial vehicle.

Trucks Backing into Yard

In the event that employees are working in a yard, such as the Capital Works Compound, when a truck backs up the Driver shall ensure that:

- A spotter/signaller is in place. The spotter is expected to help driver to back up truck if needed. **The spotter should be sure that you can always see the truck driver's mirrors, if you cannot the truck driver will not see you and possible injury could occur.**
- No equipment has been left in the pathway of the truck to avoid damage.
- Ensure that all employees are out of the way of the commercial vehicle entering the yard to avoid injury.

If the Driver hits a building or equipment that is affixed in the yard, GC/TFN employees are required to stop the truck, and ensure the Driver has re-evaluated and are aware of their truck position at all times by checking their mirrors and other equipment.

Cargo

Any cargo transported on behalf of GC/TFN must be loaded, transported, and unloaded safely. It is an offense to operate any vehicle in the Yukon unless its load secured in such a manner it is

not possible for any cargo escape or fall from the vehicle. Cargo must also be sufficiently secured so that it cannot shift or sway and affect operation of the vehicle. Cargo should remain secured under in this way in all conditions that could reasonably be expected to occur in normal driving conditions.

An improperly secured load is a safety hazard and can lead to any number of issues including loss of load, damage to cargo/vehicle, and the removal of the vehicle from service. In extreme cases an improperly secured load can lead to the loss of life. Cargo should therefore be secured so it does not:

- Leak or spill.
- Blow off the vehicle.
- Fall from the vehicle.
- Fall through the vehicle.
- Otherwise become dislodged from the vehicle.
- Shift upon or within the vehicle to such an extent that the vehicles stability or manoeuvrability is adversely affected.

The following methods are recommended by GC/TFN to ensure that cargo is adequately secured on a commercial vehicle for transport. When securing cargo by a bulkhead, lie boards, and end gate you must ensure they are securely attached the vehicle, are strong enough and high enough to ensure that the load shall not fall from the vehicle, and have no opening large enough to permit any part of the load to pass through them.

The Driver, if using straps, chains, webbing, or other similar tie downs to secure a load, must ensure that the load is secured by at least the minimum number of tie downs required secure it. In addition, you must ensure that the aggregate safe working load of the tie downs is at least the same as the weight of the secured load.

To ensure cargo is properly secured all elements of the vehicle structure and anchor points should be regularly inspected and found to be strong enough to withstand the forces described above. All elements of the vehicle structure and anchor points shall be in good working order with no signs of obvious damage, distress, or weaken parts/sections. **The following conditions in tie downs are NOT acceptable for load securement:**

- Chain containing cracked welds or links.
- Chain containing bent, twisted, stretched or collapsed links.
- Chain links weakened by gouges, nicks or pits, chains incorrectly repaired.
- Links obviously worn or showing other visible evidence of loss of strength.
- Knots in any portion of the chain, wire rope, or webbing.

- Spread or disturbed grab hooks.
- Cuts, nicks or splits in nylon webbing.
- Wire cable with missing strands or wraps.
- An anchor point which is weakened or shows loss of strength due to cracks, breaks or distortion.
- Split lumber which is used as dunnage to prevent movement or distribute the load.
- Crushable loads which are secured by tie downs and not protected by dunnage.
- Rub rails used as anchor points.

Unloading cargo in a safe and responsible manner is at least as important as ensuring it is properly secured. When unloading cargo, all GC/TFN employees must:

- Complete a walk down of assigned work area to ensure all personnel are oriented to its specific characteristics. The off-leading staging area must be clearly defined and any traffic passing through the area must be strictly controlled.
- All equipment must receive a mechanical inspection prior to mobilization to site. All supporting certification must be mobilized with equipment.
- When mobilize equipment into area all operators must complete a written pre-trip inspection prior to going into area in keeping with Infrastructure Department procedures.
- Any supervisor responsible for employees unloading cargo must confirm that any necessary permits are in place, reviewed and signed onto.
- Site pre-access matting shall be installed as required to mitigate ground hazards as required
- When handling equipment off a flat deck truck /trailer, the Driver must have a spotter and clear direction upon arrival to assigned offloading staging area. A continuous assessment of the area for power lines or overhead obstructions must be completed.
- All operators must be qualified to un-load equipment and shall have completed C/TFN competency assessment for the specific piece of equipment being used to load/unload.
- An assigned designated spotter must be used at all times. The spotter must clearly signal operator at all times.

Only unload at an approved designated area. Only authorized personnel shall be permitted into the designated area while cargo is being unloaded.

Vehicle Maintenance

The Infrastructure Department is responsible for all routine maintenance completed on vehicles registered to C/TFN.

It is the expectation of the GC/TFN that, to ensure routine maintenance has been conducted to the extent necessary to safeguard employees, all Drivers shall conduct a daily inspection of their assigned vehicle, and document their findings using the Monthly Vehicle Inspection Form or Daily Vehicle Trip Inspection Report in the case of commercial vehicle operators.

The completed inspection form shall be submitted to the driver's immediate supervisor for review. Any defects reported by the Driver or identified in the inspection shall be repaired promptly. The Infrastructure Department may participate in or supervise the inspection process.

Emergency equipment, such as fire extinguishers and first aid kits, must be inspected and maintained regularly. If this equipment appears to be deficient in any way you must immediately report this deficiency to the Infrastructure Department.

Vehicle Fires

General Procured for Fighting Vehicle Fires

If a vehicle is on fire, the Driver is responsible to the extent possible for controlling that fire, and extinguishing it if no physical risk is apparent to them. If the fire is beyond your control to extinguish then you should defer to the responsible authority upon their arrival. **You should not feel that you are responsible for the control of a vehicle fire if the physical risk exceeds your comfort.** The GC/TFN will investigate a vehicle fire and management will support an employee's self evaluation concerning this matter.

When a fire cannot be controlled with equipment at hand, the driver immediately call 9-1-1.

Ordinary Fires

Fires can be controlled by eliminating any one of the three factors: fuel, air or heat. Liquid fires can often be controlled or eliminated by removing one source, air. In either case, you can control a vehicle fire by smothering it with a blanket or earth or by using a fire extinguisher.

Proper use of a fire extinguisher can control most fires before they get out of control. The Driver can operate of a fire extinguisher by following a few guidelines.

- Remove the safety pin present on all fire extinguishers. This safety pin helps prevent the fire extinguisher from discharging accidentally while being stored.
- After removing pin, point nozzle towards the fire staying about two to three feet away from the flames.
- Push plunger down or pull trigger and with a sweeping motion from side to side spray contents cover the flames.

- While spraying aim at the base of the flames to deplete oxygen from feeding the fire to smother fuel to limit the ability of the fire to grow.
- Do not use the whole extinguisher up on the first burst because it could restart and you may need to give another short burst.

In the unlikely event that a fire extinguisher is not present in the vehicle or is not functioning, a blanket, jacket, tarp can be used to smother the fire. **The use of water to extinguish a vehicle fire is neither recommended nor necessary.** Water would only be recommended for paper or wood fires.

It is the responsibility of the Driver to ensure a fire extinguisher is located in their vehicle and is in an operable condition prior to leaving the Capital Works Compound.

Cargo Fires

Fires involving Dangerous Goods require special equipment. Do not attempt to put out a fire involving chemicals, as many types of chemicals react violently with water.

TRANSPIRY/

REVIEW DATE Annually or as required