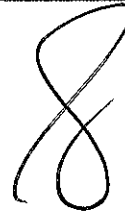




SAFETY MANUAL

VEHICLE POLICY



PURPOSE: To reduce the at-fault costs and injuries, promoting a safe driving culture within the organization.

POLICY: Ensure that staff who drive company owned vehicles demonstrate safe, efficient driving skills and other good road safety habits at all times. To also maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment.

DEFINITIONS:

- a) "Accident Report envelope" means the envelope containing the Company's prescribed procedure to be followed and report forms to be completed, concerning a motor vehicle accident;
- b) "Company" means Electric Motor Service Limited.
- c) "Employee" means a person employed by a company.
- d) "Vehicle" means a motor vehicle owned or leased by a company, including a vehicle leased from an employee.

QUALIFICATIONS: In order to operate a company vehicle the employee must have the following:

- A valid driver's license for the vehicle being driven, for example:
 - o Class 1: Permits an operator to drive:
 - Any motor vehicle, or combination of vehicles, other than a motorcycle
 - o Class 3: Permits an operator to drive:
 - Any motor vehicle, or combination of vehicles that the holder of a class 5 operator's license may operate
 - A single motor vehicle with three or more axles
 - A motor vehicle with three or more axles towing a trailer with one or more axles, if the trailer is not equipped with airbrakes
 - Class 2 and 4 type vehicles without passengers
 - o Class 5: Permits an operator to drive:
 - A two axle single motor vehicle, excluding a motorcycle
 - A two axle motor vehicle towing a trailer with one or more axles, if the trailer is not equipped with airbrakes
 - A recreational vehicle or any combination of a recreational vehicle and a trailer, if the trailer has not more than two axles and is not equipped with airbrakes
 - A moped
- Current drivers abstract given to EMSL (and additional abstracts when requested). An employee is no longer authorized to drive a company vehicle if their abstract shows,
 - o an accumulation of 2/3rds or more demerit points towards cancellation or suspension of the employee's driver's license.
 - o the employee has demerit points for a serious offense like careless driving or two recent speeding offenses, even though those demerit points are less than 2/3rds of the points towards cancellation or suspension of the employee's driver's license.
- Photocopy of the employee's driver's license for insurance purposes
- Authorized by a manager to drive this vehicle for company business (and limited personal use, in home base area)



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RESPONSIBILITIES:

At the discretion of the General Manager, company vehicles may be made available to any employee according to the requirement of their job description.

Employer: EMSL will take all steps to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. Including;

- Choosing vehicles with ESC (Electronic Stability Control), ABS brakes and airbags
- Fitting all vehicles with GPS
- Ensuring that all vehicles are maintained according to the manufacturers' recommendations
- Requiring staff to keep driving logs

Employee: Every driver of a company vehicle will;

- Carry their license when driving company vehicles
- Immediately notify their supervisor or manager if their driver license has been suspended, cancelled, or has had limitations placed upon it.
- Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- Be responsible for **paying** all speeding, parking, red light, distracted driving or other fines or penalties for offenses charged to the vehicle, while it is in the employee's control.
- Be aware that the company's logo is displayed on all company vehicles and therefore display the highest level of professional conduct when driving a company vehicle
- Comply with traffic legislation when driving
- Assess hazards while driving and anticipate 'what if' scenarios
- Drivers must either have a reversing alarm, use a spotter or walk around the truck/trailer prior to backing up.
- Drive within the legal speed limits but also drive according to the weather conditions.
- Ensure all cargo is secured properly (both in the vehicle and on a trailer)
- All vehicles are considered to be company premises where smoking is prohibited (even with the windows down)
- The Driver and all passengers must wear a seat belt at all times
- Use pull-through parking techniques whenever practicable
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- Avoid distraction when driving – the driver will adjust car stereos/mirrors etc. before setting off, or pull over safely in order to do so
- Never take or make a phone call while driving unless the vehicle has been equipped with Bluetooth, then Bluetooth must be used for all calls. You **must not** make or take any calls if you are on customer property, unless permitted to do so.
- Never send or read a text message, check social media apps or any other use of a cell phone while driving.
- Never allow a non EMSL employee, or an employee who is not authorized, to drive a company vehicle.
- Report any near-hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- Report infringements to a manager at the earliest opportunity
- Report vehicle defects to a manager before the next vehicle use.

If an employee is driving their own vehicle for the purposes of work, the same policies apply. In addition:

- the employee must seek the employer's agreement before using their vehicle for work
- the car must be legally registered, warranted and insured for the purposes of work – the employee must show evidence of this on request
- the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for



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A handwritten signature in black ink, consisting of a large, stylized loop that resembles the number '8' or a similar symbol.

- whom there are seat belts
- the vehicle must not be used in conditions for which it was not designed (such as off-road).

MAINTENANCE & MODIFICATIONS: The Controller must approve all maintenance scheduling and all modifications, hitches, repairs, etc. The attached sample or a similar vendor's checklist must be completed by the service technician.

- A vehicle must not be operated unless the vehicle has a current:
 - o Registration and matching License plate
 - o "pink" Insurance Slip
 - o Accident Report Envelope
 - o Vehicle Maintenance Package
- All vehicles must undergo a pre-use visual inspection prior to driving the vehicle (completed by employee).
- Defects observed during daily inspections must be reported to a manager or supervisor and must be repaired before the vehicle is operated on a public road
- Every 5000 kilometers (4500 km for a commercial vehicle), the vehicle must be scheduled for a vehicle check, oil change and inspection.
- When operated, EMSL Commercial Vehicles must be inspected every 24 hours.

INSURANCE: Insurance is limited to EMSL employees. In order to be covered under EMSL insurance, a photocopy of the drivers' license must be kept on file.

VIOLATIONS: Use or operation of a company vehicle under any of the following circumstances is considered a direct violation of this policy;

- Unauthorized operation or use of a Company Vehicle
- Operating a Company Vehicle without a valid operator's license or under suspension or revocation of operating privileges;
- Operating or using a Company Vehicle by anyone who has consumed any alcoholic beverage of resulting in a blood alcohol concentration greater than the limit permitted by provincial law. ;
- Operating a Company Vehicle in a careless or dangerous manner, including speeding or any other unlawful operation;
- Operating, using or occupying a Company Vehicle by anyone who has consumed or ingested any controlled or illegal substance, such as drugs, alcohol or prescribed medication that causes drowsiness or does not allow the employee to be fully fit for duty
- Operating or using a Company Vehicle by anyone whose ability or alertness has been impaired
- Hauling goods or pulling any type of trailer for any reason other than Company Business, including but not limited to the hauling or pulling of boats, motorcycles, motorhomes, etc.
- Operating a Company Vehicle while not wearing a seat belt
- Smoking in a Company Vehicle
- Texting, sending emails or placing/taking phones calls (while not connected to a hands free device) while operating a Company Vehicle.

A Violation of this policy could lead to an immediate suspension without pay or up to and including termination.

ACCIDENTS/INCIDENTS: Ensure the following steps are taken as soon as possible when an accident has occurred:

1. Exchange information with driver of other vehicle. Get and give:
 - o Name of driver
 - o Driver's license number
 - o Insurance company name



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- Insurance policy number
 - Telephone number
 - Name of vehicle registered owner
 - Vehicle license number
 - Take pictures of all vehicles and accident scene from various angles.
2. Contact the local police and complete the required police accident report, as and when required.
 3. Get appropriate required assistance concerning injuries (if any occurred), towing the vehicle etc.
 4. Get a readable copy of the police accident report.
 5. Except for necessary information required for the police accident report, no admissions of liability may be given to a non-company person.
 6. Complete the company **automobile accident report**.
 7. Fax/Send the police and company **automobile accident reports**, within one business day of the accident to:
Electric Motor Service Limited
8835-60 Avenue
Edmonton, Alberta
T6E 6L9
Attention: Safety Officer
Ph.: (780) 496-9300
Fax: (780) 496-7629

Complete the following sections of the AUTOMOBILE ACCIDENT REPORT.

- Vehicle section
- Driver section
- Damage to property of others section
- Persons injured section
- Witness section
- Description of accident section

The driver must date and sign the second page of the report.



Journey Management Policy

PURPOSE: All road journeys undertaken by any EMSL employee in the conduct of EMSL business in areas identified as high-risk must be managed to ensure that action is taken to mitigate the risks

SCOPE: Applies to all heavy vehicle (4500kg or greater) and regular light vehicle road journeys in the conduct of EMSL business on public roads in high-risk geographies.

REQUIREMENTS

- Road journeys should only be undertaken where deemed necessary for the achievement of business objectives and after any safer journey options have been excluded (e.g. air, rail, and teleconference).
- A process should be in place to recognize temporary hazards and inform drivers on a timely basis, or to review the appropriateness of the route.
- On controlled sites, driving safety rules and regulations should be in place and enforced.
- All employees who partake in driving on behalf of the company for over 6 hour trips shall be trained in how to conduct a Journey Management Plan.

JOURNEY MANAGEMENT PLAN

Always prepare a Journey Management Plan for all trips that are expected to be longer than a 6 hour drive. It is essential that your supervisor be aware of your intended itinerary and is notified immediately if your route changes.

Whenever possible, try to combine multiple trips into one to limit the amount of driving. Identify if the trip is necessary, taking into account all of the possible ways to achieve the same outcome without driving there. Whenever possible drive only during daylight hours, minimizing the hours driven after dark.

Before the Trip:

- Check weather forecast, making alternate arrangements if not safe to drive
- Identify safe, authorized, rest stops (try and plan to stop every 2.5 - 3.5 hours for a stretch)
- Ensure your route will not require driving for more than 10 hours or a combination of work and driving for more than 13 hours.
- If making repetitive journeys (repetitive journeys to known locations by known routes) create a standard JMP
- Inspect your vehicle for roadworthiness (including tires, windshield and fluid levels)
- Set any navigational aids, do not make adjustments while the vehicle is moving. If you need to re-navigate, pull over in a safe area.
- If you have to divert from the route in any way, notify your Supervisor
- Ensure that you have a cell phone with a full battery charge and a vehicle charger for the phone, in case you need to contact your supervisor at any point.
- Check to ensure that the roadside emergency kit is fully stocked and that equipment (flashlight, etc.) are in working condition.

While you are driving:

- If at any time you become drowsy or tired, stop as soon as it is safe to do so and get the necessary rest before resuming your trip
- Do not exceed the posted speed limits, always drive at a safe speed based on the driving conditions
- Every 2.5 - 3.5 hours, stop the vehicle in a safe location away from traffic, get out of the vehicle and take a 5 minute break. Get outside and stretch, check phone messages, etc.



Journey Management Policy

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COMMERCIAL VEHICLE OPERATION (4500kg or greater)

Applies to all heavy vehicles or combination of vehicles/trailer that is equal to or greater than 4500kg.

REQUIREMENTS

- All vehicles must have preventative maintenance performed in intervals that do not exceed 10,000 km or the recommendation as per the owner's manual
- Under no circumstances shall vehicles be used if they are reported inoperable and/or unrepairable. Any defects observed shall be reported and documented immediately and the vehicle must be repaired or replaced before it's operational again and used on public roads.

Employee: Every driver of a commercial company vehicle will do or comply with the following;

- Drivers must complete logbooks and a pre-trip inspection
- When operated, vehicle must be inspected every 24 hours
- No driver shall exceed 13 hours of driving time in a day
- Drivers must ensure that loads are adequately secured for transport
- Drivers are not allowed to operate company vehicles while their ability or alertness is impaired



Journey Management Policy

Factors to consider when preparing Journey Risk Management Plans

Road Condition	<ul style="list-style-type: none"> • Is the road surface hard surfaced (e.g. bitumen, concrete) or gravel? • How many lanes are there? • How well is it maintained?
Road Shoulder	<ul style="list-style-type: none"> • Is it ample width? • Is it hard or soft? • Are safety guards/railings installed where appropriate?
Journey Timing and Duration	<ul style="list-style-type: none"> • Is the route unsafe at particular hours of the day (e.g. night time or during peak hours)? • Is there appropriate access to off the road rest stops or overnight lodging? • Is it a holiday? (particularly in countries where fasting is practiced) • Has sufficient time been allowed to complete the journey within the required hours, at safe speeds and with appropriate rest breaks?
Terrain	<ul style="list-style-type: none"> • Is it flat, hilly or mountainous?
Climate	<ul style="list-style-type: none"> • What are the effects of rain, snow/ice or fog on the route? • Is the route prone to flooding?
Visibility	<ul style="list-style-type: none"> • Is it good or bad? • Is it reduced by the sun rising or setting? • Are hazard warning signs used appropriately? • Can intersecting roads and rail crossings be identified within adequate reaction time? • Is there adequate street lighting?
Security	<ul style="list-style-type: none"> • Is there a threat of hijacking or terrorism? • Does any portion of the route fall in sensitive security zones, where additional measures need to be taken?
Traffic Density	<ul style="list-style-type: none"> • Is it light, medium or heavy? • Is it mostly light vehicles or trucks?
Animal Control	<ul style="list-style-type: none"> • Is wildlife or livestock likely to wander onto the road?
Population Density	<ul style="list-style-type: none"> • Is there adequate separation from people? • Does the route go past a school or other places where people congregate? • Is pedestrian traffic controlled?
Accident frequency	<ul style="list-style-type: none"> • Does the route have a high accident frequency rate?
Environment	<ul style="list-style-type: none"> • Does the route run close to sensitive areas or waterways?
Communications	<ul style="list-style-type: none"> • Is there a requirement for periodic communication from the vehicle during stopovers on long routes? • Are there areas from where the communication is not possible?
Emergency Support	<ul style="list-style-type: none"> • Are there Emergency Support Facilities available along the entire route length and are they well known to drivers/support staff?



TRAILER CHECKLIST

Handwritten initials/signature

Name of Branch: _____

Date/Time: _____ Machine Make & Model: _____

Unit #: _____

Mileage: ___ km/miles

Rating Legend: NA - Not Applicable		M - Passed but maintenance required	
P - Passed in good working condition		R - Rejected, repair necessary before returning to service	
INSPECTION & SERVICE BEFORE EACH USE			
Breakaway Breaks	Electric - Check operation	Hydraulic - Check fluid level	
Breakaway Battery - Fully charged & connections clean			
Breaks, all types - Check operation			
Shoes & Drums - Adjust			
Brakes, Hydraulic, Vacuum Actuated - Check gauge for proper vacuum of 18 in. hg. (inches of mercury)			
Coupler & Hitch Ball - Check for cracks, pits, and flats. Replace w/ ball & coupler having trailer GVW rating. Grease. Check locking device & replace.			
Gooseneck Ball - Check for cracks, pits, and flats. Replace w/ ball & coupler having trailer GVW rating. Grease. Check locking device & replace when worn.			
Fifth Wheel & King-Pin - Check for cracks. Grease. Check locking device & replace when worn.			
Safety Chain(s) & Hooks - Check for wear & damage.			
Tires - Check tire pressure when cold. Inflate as needed.			
Wheels (Lug Nuts, Bolts & Hub) - Check for tightness. Tighten. For new & remounted wheels, check torque after first 10, 25 & 50 miles of driving & after any impact.			

Equipment Passed

Equipment Not Passed

WORK REQUIRED	ASSIGNED TO	COMPLETION (TIME/DATE)

Repair Man Signature: _____ Supervisor's Signature: _____