



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-09

REFERENCE: HEALTH AND SAFETY

Date: March 3, 2026

**Next Review Date:
March 2028**

TITLE: VEHICLE OPERATION POLICY & PROCEDURE

1.0 POLICY STATEMENT

- 1.1 All City of Dryden employees shall be responsible to operate vehicles and equipment in a safe and courteous manner in compliance with City of Dryden Policies and Procedures, the Ontario Highway Traffic Act & Regulations and any other applicable legislation.

2.0 RESPONSIBILITIES

- 2.1 Managers shall be responsible for ensuring departmental compliance with this policy and procedure and ensure active participation and adherence.
- 2.2 All City of Dryden employees required to drive a municipal vehicle shall have and maintain a valid driver's license with the appropriate classification for the vehicle or equipment to be driven as a condition of employment.
- 2.3 All City of Dryden employees required to drive a municipal vehicle shall receive training that will include (at a minimum):
- (a) A review of this policy, HR-HS-09;
 - (b) How to conduct circle checks and complete the Vehicle Inspection Booklet Form or Equipment log;
 - (c) Fueling process;
 - (d) Maintenance process; and,

- (e) What to do in the event of an incident.
- 2.4 Employees who drive standard passenger vehicles will receive orientation upon hiring from the Human Resource department. Practical and ongoing training will be provided by the department Manager/Supervisor, if necessary (refer to Appendix A).
- (a) Employees who are required to drive specialized equipment (example: vehicles that require a DZ license, rolling equipment, commercial vehicles, etc.) will receive specific training for each vehicle they must operate. This training will be provided by the Manager/Supervisor or designate.

3.0 DEFINITIONS

As used in this policy and procedure, the following terms shall have the meaning as indicated:

Commercial Vehicle Operator's Registration (CVOR): a registration system used to monitor and regulate the operation of commercial vehicles. See 5.7 for more information on CVOR requirements.

Driver's License: a license issued under the Highway Traffic Act to drive a motor vehicle on a highway.

Driver/Operator: an employee who has been designated to operate a vehicle or equipment.

Employees: all employees of the City of Dryden i.e. full-time, part-time, seasonal, casual employees, volunteer Firefighters, summer students, co-op students.

Equipment: refers to heavy-duty vehicles, specially designed for executing tasks such as road maintenance, snow removal, earthmoving, hauling, construction, and related duties. Equipment includes but is not limited to, graders, tractors, bulldozers, sweepers, snowplows, mowers, front end loaders, back hoes, skid steers and tracked or wheeled tractors equipped with attachments such as post hole diggers, compactors, sprayers, and similar implements.

Incident: an event which is neither expected nor planned that could or does result in unintended harm or damage. Examples are personal injury, illness, near misses, environmental, property or vehicle damage, workplace violence, security breaches and process loss.

Near Miss: an event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.

Proficiency Check: a scheduled observation by a competent person of an operator in control of a specified vehicle and/or equipment for the purposes of demonstrating practical skills as defined by manufacturers safe operating practices and/or departmental procedures.

Standard Passenger Vehicle: a motor vehicle primarily designed for the transportation of passengers but can also be used to transport equipment. The minimum license requirement is a Class G, and can be any car, van or small truck or combination of vehicle and towed vehicle up to 11,000 kilograms, provided the towed vehicle does not exceed 4,600 kilograms. These vehicles do not require a commercial vehicle operator's registration (CVOR).

Unattended Vehicle: an operator leaves a vehicle and/or equipment and does not have care and control of that unit.

4.0 LICENSING REQUIREMENTS:

When an employee is expected to operate a City vehicle or equipment, the City of Dryden will ensure that employees have a valid driver's license with appropriate classification by adhering to the following:

4.1 Driver Abstracts:

- (a) An uncertified driver's abstract will be required annually for all City of Dryden employees who operate company vehicles to ensure their required class of driver's license is current and valid. The Director of Human Resources or designate will process driver's abstracts and review annually to ensure validity.
- (b) During the annual review process if an employee's license was suspended or not valid within the year and they did not notify their Manager, or Director of Human Resources, the employee will be dealt with in accordance with the City's Discipline Policy and the IBEW 1730 Collective agreement, if applicable.

4.2 License Requirements for New Employees:

- (a) All new employees who are required to hold a valid driver's license for employment must provide proof of license to the Human Resources Department at time of hire.
- (b) An uncertified driver abstract shall be obtained at the expense of the new employee and is a requirement of the offer of employment.

4.3 Driver's License Reimbursements:

- (a) Employees who require an operating license as a condition of employment shall have driver's medicals as mandated by the Ministry of Transportation (MTO). The City shall cover the cost of medical fees only with a licenced Physician or Nurse Practitioner of the City's choice for those positions as approved by the City.

- (b) Original receipts shall be included with requests for reimbursement.

4.4 Change in Legal Status of License:

- (a) An employee shall notify their Manager/Supervisor immediately of any change to the legal status of their driver's license (license change, suspension or loss, medical, etc.). Failure to inform the Manager/Supervisor or designate shall result in the employee being subject to the City's Discipline Policy

5.0 APPLICATION OF PRINCIPLES

Every City of Dryden employee shall be safe and courteous when in control of a vehicle or equipment and shall adhere to the following:

5.1 Backing Up:

- (a) Unless indicated in a department guideline or procedure, no vehicle will back up without the aid of a spotter or a circle check.
- (b) Vehicles that must back up while conducting a specific operation, e.g.: snowbank removal, must do so slowly and safely.
- (c) The task must have a job hazard assessment and standard operating procedure that outlines the steps employees are required to take to complete the task, the hazards associated with each task, and the preventative measures to mitigate those hazards.
- (d) When the operator is alone and view is restricted, the driver shall circle the vehicle to ensure a clear path. If another employee is available, the driver shall request the employee to act as a spotter.
- (e) The operator shall be responsible to make use of the passenger to assist in backing up. At no time shall another employee refuse an operator's request for assistance.
 - i. The spotter must position themselves at the rear of the vehicle where they can see the driver's blind spot and where the driver can see the spotter.
 - ii. The driver must ensure that the spotter understands the hand signals to be used (Appendix B).
 - iii. If eye contact is lost with the spotter, stop immediately until re-established.

- (f) When operating vehicles or equipment in reverse on a construction project, the requirements of the Occupational Health and Safety Act must be complied with:
- i. All projects shall be planned and organized to eliminate the need for reversing vehicles, machines, and equipment wherever possible. Where reversing cannot be avoided, it shall be minimized and carefully controlled.
 - ii. Vehicles, machines and equipment at a project shall not be operated in reverse unless there is no practical alternative to doing so.
 - iii. Operators of vehicles, machines and equipment must be assisted by signallers if either of the following applies:
 1. The operator's view of the intended path of travel is obstructed;
 2. A person could be endangered by the vehicle, machine, or equipment or by its load.
- (g) When parking, vehicles and equipment shall be backed into parking spots whenever possible.
- i. When backing up, the employee shall inspect the parking spot from inside their vehicle to make sure it is clear from any obstruction or obstacle. They must get out and conduct a circle check if there is inadequate lighting and/or the driver is unable to view 100% of the parking space.
 - ii. City vehicles may be parked in a forward-facing position for the purpose of connecting the vehicle to an electrical outlet.
- (h) Rear-view mirrors are provided on vehicles to enable the driver to see to the rear and down both sides of the vehicle without turning around in the driver's seat. However, mirrors have shortfalls which drivers must recognize.

The principal shortfalls of rear-view mirrors include:

- i. They do not give 100 per cent coverage of the area to the rear (blind spots);
- ii. They tend to fog up and become dirty during damp and rainy weather;
- iii. They may reflect sunlight or distort lighting conditions for the driver;

- iv. The convex mirror must be used in conjunction with the standard (flat) mirror; and,
 - v. The vehicle/equipment operator shall adjust the seat before adjusting the mirrors, prior to operating the vehicle, to provide the best vision to the rear.
- (i) Backing Aids, such as ultrasonic sensors and/or camera systems, are provided in some vehicles to enable the driver to detect objects behind a vehicle when it is in reverse. Backing aids have shortfalls which drivers must recognize. The principal shortfalls of backing aids include:
- i. Can be poor at detecting people;
 - ii. Have a high nuisance factor (false alarm);
 - iii. Some camera systems do not alert the driver;
 - iv. Conditions such as rain, darkness, glare, or dirt on the camera can distort visibility;
 - v. Effectiveness depends on the driver reversing slowly (less than 3 km/h) to ensure adequate reaction time;
 - vi. Effectiveness also depends on the driver checking the display image and mirrors frequently, improving the chances of detecting obstacles.
- (j) Ensure proper inspection, even if it means getting out and walking around your vehicle:
- i. Back slowly (while reversing, the driver shall not drive faster than normal walking speed, 5 km/h);
 - ii. Check both sides as you back up (use both rear-view mirrors as you back up to see if something has moved into your path), if in doubt, get out and check;
 - iii. If backing over a sidewalk, stop before the sidewalk to ensure the area is clear of obstacles and pedestrians; and,
 - iv. Avoid backing up as much as possible (where you can, plan a route that will eliminate backing up).

5.2 Special Precautions:

- (a) In dead end lanes, streets or other places where the vehicles and equipment cannot turn around after entering, the procedure shall be to back into the area of low traffic flow and drive forward into heavy traffic flow.

5.3 Unattended Vehicle or Equipment:

- (a) Vehicles and/or equipment left unattended can be considered a hazard to employees and the public.

Rationale:

- i. To ensure a vehicle is not accidentally set into motion, no person shall park a vehicle on a highway unless they have acted as reasonably necessary in the circumstances to prevent the vehicle from moving, as per the Highway Traffic Act.
 - ii. Such action as may be necessary to prevent an unattended vehicle, machine or equipment from being started or set in motion by an unauthorized person should be taken, as per the Occupational Health and Safety Act.
 - iii. An unattended vehicle, machine and/or equipment shall have its brakes applied and its wheels blocked to prevent movement when the vehicle, machine or equipment is on sloping ground or is adjacent to an excavation, as per the Occupational Health and Safety Act.
 - iv. No operator shall leave unattended the controls of:
 - 1. A front-end loader, backhoe or other excavating machine with its bucket raised;
 - 2. A bulldozer with its blade raised;
 - 3. A forklift truck with its forks raised; or,
 - 4. A crane or other similar hoisting device with its load raised.
- (b) Procedure:
 - i. When leaving the vehicle/equipment unattended, the operator shall park on level ground where possible, put the transmission in lowest gear if standard, or in park position if automatic, set the parking

brake, block or angle the wheels. The driver shall also lower all attachments as to ensure the proper immobilization of that vehicle/equipment for which the operator is in care and control.

- ii. Apart from the Dryden Fire Service, unattended vehicles shall be shut off with the keys removed from the ignition, where possible, and doors locked.
- iii. Exemption: during cold weather seasons, vehicles are permitted to idle in the parking lot before driving.
- iv. When any vehicle/equipment is parked, all hydraulic attachments shall be lowered to the ground unless they are supported.
- v. Anytime an operator leaves the vehicle/equipment for fuelling purposes the same procedures apply and include shutting down the engine.

5.4 Cellular Phones or Mobile Radios:

- (a) The driver is responsible at all times for maintaining full control of the vehicle(s) and equipment. The use of mobile devices while operating a vehicle is prohibited unless the vehicle is equipped with a hands-free system. Incoming calls may only be answered using a hands-free device or when the vehicle has been safely pulled over and parked. Outgoing calls may only be initiated when the vehicle is safely parked. When a passenger is present, the passenger shall be responsible for receiving and initiating calls on behalf of the driver.
- (b) It is against the law to use hand-held communication (e.g. phones) and electronic entertainment devices (e.g. iPads) while driving. Even the act of holding a phone or other device while driving is against the law.
- (c) If a job hazard assessment deems a task to be critical, operators are not allowed have personal hand-held devices on their person (cell phones, wireless communication devices, etc.). Personal hand-held devices must be stored away from the driver (trunk, back seat, etc.).
- (d) Exemption:
 - i. The Dryden Fire Service may use display screen and hand-held wireless communication device in the performance of their duties, as outlined in the Highway Traffic Act.
 - ii. The Fire Chief and Deputy Fire Chief may drive and hold or use a two-way radio while performing their duties and may also drive with a computer display screen, as per the Occupational Health and

Safety Act. This exemption also applies to the Municipal Law Enforcement Officer.

- iii. Public Works may drive and hold or use a two-way radio while engaged in road patrol, repair, maintenance, or construction activities, as per the Occupational Health and Safety Act.

5.5 Circle Check, as outlined in the Occupational Health and Safety Act;

- (a) Drivers shall conduct a daily inspection of their vehicles and/or equipment. All vehicles and/or equipment are provided with a Schedule 1 Vehicle Inspection Booklet or Equipment Inspection Log. Any identified hazards, concerns or deficiencies shall be reported on the Vehicle Inspection Booklet or the Equipment log with a copy forwarded to the immediate Manager or Supervisor promptly.
 - i. Drivers must always have the daily inspection in their possession while driving and/or operating.
 - ii. At the end of the day, the top copy of the daily inspection must be removed, provided to the Manager and/or designate, and kept on file for at least six months.
 - iii. If any deficiencies are noted, the employee must immediately notify the Manager and/or designate, who will then notify Fleet. The daily inspection must be filed with Fleet.
 - iv. If another person conducts the daily inspection, the second person can accept the first person's inspection and co-sign at the bottom of the daily inspection record. The second person can also choose to perform their own daily inspection (recommended).
- (b) Exemptions, as outlined in the Occupational Health and Safety Act;
 - i. An emergency vehicle while responding to or returning from an emergency.
 - ii. A commercial vehicle providing relief from an emergency (flood, fire, etc.,) by transporting passengers or goods.
- (c) The inspection must include;
 - i. The licence plate number and plate jurisdiction of the vehicle.
 - ii. The operator's name.
 - iii. The date and time of inspection.

- iv. The city, town, village, or highway location where the inspection was conducted.
- v. The printed name of the person who conducted the inspection.
- vi. For a commercial motor vehicle, the odometer reading of the vehicle.
- vii. Any major and minor defects found during the inspection or, if none were found, a statement that no major or minor defects were found.
- viii. A statement, signed by the person who conducted the inspection, that the vehicle was inspected in accordance with the Ontario Regulation.

5.6 Annual Safety Inspections:

- (a) All City vehicles will have an annual inspection by a certified Mechanic/Technician.

5.7 Commercial Vehicle Operator's Registration (CVOR)

- (a) Drivers and Supervisors, before operations, shall ensure vehicles display a yellow sticker on the bottom left-hand side of the windshield that will have the inspection month and year punched out to indicate the time of the inspection. The safety certificate is to be kept with the CVOR slip, registration and insurance slips.
- (b) The following vehicles must have a CVOR:
 - i. Trucks with a registered gross weight over 4,500 kg;
 - ii. Pick-up trucks registered to a business or with a manufacturer's gross vehicle weight rating over 6,500 kg;
 - iii. Buses with a seating capacity of 10 or more passengers;
 - iv. Concrete pumps and mobile cranes;
 - v. Tow trucks, including vehicles with a flatbed that can tilt to load and are used exclusively to tow or transport other motor vehicles; and
 - vi. Any motor vehicle designed, modified, configured or equipped to tow another motor vehicle.

5.8 Seat Belts:

- (a) Seat belts shall be used in the correct manner at all times while driving a municipal vehicle. The use of seat belts is required under the Highway Traffic Act and there is no exemption for City of Dryden vehicles, including the Dryden Fire Service. Audible seat belt alarms will not be turned off or tampered with.

5.9 Smoking and Vaping in Vehicles and Equipment:

- (a) Smoking and vaping shall not be permitted at any time in vehicles or on equipment owned or leased by the City of Dryden.

5.10 Vehicle First Aid Kits & Fire Extinguishers:

- (a) All City of Dryden vehicles and equipment shall be equipped with a first aid kit and fire extinguisher. The fire extinguishers must be secured in a correct fitting bracket. It is the driver's responsibility to ensure that the first aid kit and fire extinguisher are inspected on a monthly basis. If a first aid kit requires supplies or a fire extinguisher is used or in need of servicing, it must be reported to the Manager/Supervisor immediately.
- (b) Fire extinguishers will be inspected annually by a third party, as arranged by the Project and Asset Manager.

5.11 Vehicle and Equipment Incident Reporting:

- (a) Any incidents or near miss events involving City of Dryden vehicles and equipment must be reported immediately to the Manager/Supervisor. The employee must also submit an employee incident report, as per the City of Dryden's Incident Reporting Policy.
- (b) Employees are personally responsible for violations of speed limits, CVOR requirements, and other traffic laws.

5.12 The City of Dryden promotes and supports safe and courteous driving by adhering to the following:

- (a) Supervisors have the right to monitor driver safety and technique. Employees may be required to take a proficiency check at the request of their Supervisor. These may also be scheduled with an outside agency or with a designated City of Dryden Manager/Supervisor.
- (b) Each employee required to drive as a condition of their employment, shall have and maintain a valid driver's license with appropriate

classification and is responsible to ensure that they have it in their possession at all times when operating a municipal vehicle.

5.13 Authorized Personnel:

- (a) Only authorized City of Dryden employees may operate a City of Dryden vehicle after providing proof of approved classification of license.
- (b) City vehicles are not to be used for personal use at any time, except as authorized by a Manager/Supervisor for the purpose of on call duty.
- (c) Only City of Dryden employees can drive or be a passenger in a city vehicle. At no time are non-City employees permitted to ride in a city vehicle except for business related purposes which have been authorized by a Manager/Supervisor.
 - i. Exceptions: MyLift and the Dryden Fire Service's Duty Officer.
- (d) Whenever possible, student employees are to be passengers in a vehicle if accompanied by a permanent City employee.

6.0 INVESTIGATION ROLES AND RESPONSIBILITIES

- 6.1 Employees must report a vehicle incident or near miss immediately following the occurrence to their Manager, Supervisor or designate. The incident reporting will follow the same requirements as outlined in the Incident Reporting policy.
- 6.2 Where the incident is deemed to have been preventable by the Manager/Supervisor and Director of Human Resources, the employee will be subject to disciplinary action under the City of Dryden Discipline Policy. The CAO will be included in the final decision if deemed necessary.
- 6.3 Incidents that involve Police, Ministry of Labour, Labour Canada and/or Transport Canada investigations supersede any internal review.

7.0 FORMS / RECORDS

- 7.1 All incident forms will be reviewed by the Health & Safety Coordinator.
- 7.2 All training documents will be maintained by the Human Resources department.
- 7.3 All vehicle and equipment inspection forms will be reviewed, and maintained if there is a hard copy, by the Department Manager.
- 7.4 All records will be kept for a minimum of 7 years as identified on the approved Records Retention Schedule for the City.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union Agreement.

8.0 DISCIPLINE

- 8.1 Users found to be acting in contravention to this policy and procedure shall be dealt with in accordance with the City's Code of Conduct Policy and Discipline Policy.

History			
Approval Date:	March 19, 2007	Approved by:	Council Resolution
Review/ Amendment Date:	April 18, 2011	Approved by:	By-law 3875-2011
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Review/ Amendment Date:	Dec. 11, 2023	Approved by:	By-law 2023-67
Review/ Amendment Date:	March 3, 2026	Approved by:	City Clerk
Review/ Amendment Date:		Approved by:	

Appendix A

Standard Passenger Vehicle Orientation

The City of Dryden provides employees with the use of company owned vehicles. The use of vehicles is a privilege, and employees are expected to always maintain the vehicles in safe and roadworthy conditions. All City of Dryden employees who drive standard passenger vehicles will receive orientation from the Human Resources department upon hiring. Ongoing training will be provided by the department Manager/Supervisor.

Any employee who is required to drive specialized equipment or vehicles, such as vehicles that require a DZ license, lawn maintenance equipment, commercial vehicles, etc., will receive specific training for each vehicle they operate. This training will be provided by the Manager, Supervisor, or designate.

Guidelines

It is the expectation of the City of Dryden that all employees will maintain the cleanliness and maintenance of company owned vehicles while it is in their possession. The following guidelines must be adhered to for the use of a company owned vehicle:

- Complete circle checks daily.
- Employees may be asked to wash the exterior of company vehicles.
- Employees are expected to maintain the cleanliness of the interior of the vehicle as well; no accumulation of garbage shall be permitted.
- If damage occurs to a company owned vehicle, the employee must report the damage immediately to their direct supervisor. An investigation as to the cause of damage will be conducted.

Orientation

The initial orientation will include a review of the vehicle policy; the pre and post circle check procedure; how to be a spotter; who to contact for maintenance related issues; fuel card and the fueling process; and how to report an incident.

Practical Training

The practical training will provide the employees with a demonstration prior to company vehicle operation, by the Department Manager, or designate. This can include conducting circle checks; how to be an effective spotter; using a spotter while backing up; and backing up without a spotter.

Vehicle Circle Checklist

The Schedule 1 Vehicle Inspection Booklet is to be filled out daily before using the vehicle. See Section 5.5 for further information and exemptions. The following checklist will be used to familiarize new employees with the requirements of the Schedule 1 daily

inspection. This checklist can be used by employees if they wish, however they must always complete a Schedule 1 daily inspection report as outlined in this policy.

Yes	No	Record Defects Beside Items
		Windows/windshield not severely cracked
		Windshield wipers work
		Heating/air conditioning and windshield defogging systems work
		Interior lights work
		Headlights (high beam/low beam) work
		Taillights/brake lights work
		Horn works
		Tires in good shape (no damaged or bald tires; properly inflated)
		No unusual oil/grease leaks (at wheel seals or under the vehicle)
		Copy of the annual safety inspection (either sticker or form) available
		Mirrors are in good position and are properly adjusted
		There are no visible fuel leaks, and the odour of gasoline is not detected
		Emergency brake is in good working order
		Brakes are in good working order
		Seat belts work and are free of damage / excessive wear
		Exhaust system is in good working order
		Wheels and fasteners are fitted tightly
		The vehicle has no warning lights on
		Fuel levels are sufficient
		Oil level is sufficiently high
		Washer fluid levels are sufficiently high
		Emergency roadside supplies are properly stocked and located in vehicle
		Suspension is in good working order
		Turn signals work
		Radiator fluid levels are sufficient
		Vehicle is free of excessive damage
		All loads are fastened/secured appropriately

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union Agreement.

		All doors, hatches and tailgates are in good working order
		Vehicle condition (including cleanliness) is satisfactory
		Defects reported

Inspection Performed By:

City of Dryden Employee Name: _____

Signature:

Date: _____

Time: _____

Appendix B Backing Up Process

Any deviation to this appendix will be written in a department operating procedure or guideline.

When visibility and/or lighting is low, the spotter will use a flashlight to help guide the driver.

The spotter will position themselves behind the vehicle, in line with the driver side mirror. At any time that the driver can no longer see the spotter through the driver side mirror, the driver will stop the vehicle. The spotter will stand where they can have full view of the intended path of travel and will stay out of the vehicle's path.

If the spotter must relocate their position, the driver will stop the vehicle. Once the spotter has relocated, the spotter will give the driver the "BACK-UP" signal to indicate they are ready.

At no time will the spotter be performing other duties while assisting the driver. Signalling requires full concentration.

When assisting a staff member with reversing, the following hand signals are to be used. The signaller will have both hands free to signal; they will not have their hands in their pockets while signalling. The signaller will use two hands.

Hand Signals

BACK-UP

The signaller will start with their arms at a 90-degree angle in front and lower their arms to be perpendicular with their body. They will repeat this motion if it is safe for the driver to back up.

STOP

The signaller will hold their hands straight out in front of them. If needed, the signaller will approach the driver to communicate why they needed to stop.

DIRECTION – LEFT OR RIGHT

The signaller will use both hands to point to direct the driver which way to turn the wheels; the direction of the hands will depend on the direction of travel. If the driver needs to turn to the spotters right, the spotter will point their hands to the right, and vice versa.

If no spotter is available, the driver must get out and conduct a circle check. This requires the driver to assess the area where the vehicle must back up to ensure there is nothing in the way. If required, for example: when backing into a tight space, the driver will have to get out every 3-5 feet to ensure they are backing up on the intended path.