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1.0 PURPOSE

This policy provides detailed instruction in respect to the allocation and use of a CEDA vehicle or a personally owned vehicles used for CEDA business.

2.0 DEFINITIONS

Act	A law passed by a federal, provincial or territorial legislative body. An Act generally creates the guidelines for one or more regulations. An example of this is the Traffic Safety Act. The Traffic Safety Act creates the framework for several regulations such as the Commercial Vehicle Safety Regulation.
Administrative Penalty	A financial penalty for failing to comply with regulatory legislation.
Approved Driver	A CEDA employee that has completed all required motor vehicle licensing, documentation, training and competency evaluations, and has been authorized to drive a company vehicle.
Asset & Fleet Services (AFS)	A CEDA support services group responsible for managing all assets owned, leased or rented by CEDA.
Assigned Company Vehicle	A vehicle owned or rented by CEDA that is permanently assigned to one CEDA driver and is not a commercial vehicle.
Authorized “hands free” electronic devices	Authorized use of “hands free” electronic devices, paired with Bluetooth systems and 2-way radios on Non-Commercial Light Duty Vehicles require CEDA leadership approval. It must comply with the CEDA Transportation Safety Policy, CEDA Health, Safety and Environment Management System, Client and legislative requirements. Example of light duty vehicles; ¾ ton, ½ ton, van, SUV. Commercial drivers operating commercial vehicles are only permitted to use “hands free” electronic devices paired with the vehicles Bluetooth system as required by the vehicles Electronic Logging Device (ELD Mandate) and mobile 2-way radio when travelling on signed radio assisted roads.
Availability	Means a company vehicle is available to employees if they have access to or control over a vehicle. Availability ends when the employee returns all the vehicle keys.
Cargo	All articles or material carried by a vehicle, including those used in operation of the vehicle.

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Carrier	A person or corporation who owns, leases or is responsible for the operation of a commercial vehicle for the purpose of transporting passengers or goods (Also referred to as “Motor Carrier”).)
CEDA	CEDA Parent Holdings Limited and its group of companies (including CEDA General Partners Limited and CEDA West Services) are collectively known as CEDA.
CEDA Driver	A CEDA employee/ DSP (Direct Service Provider)/ contractor that is an approved driver and drives a company vehicle.
Collision	An event where a motor vehicle that is registered in any jurisdiction makes contact with any other structure, equipment, vehicle, person or any other object, while that vehicle is being driven in any direction (may be referred to as a Motor Vehicle Collision).
Commercial Driver	A CEDA Driver who operates a commercial vehicle.
Commercial Vehicle	Federal and Provincial Acts and Regulations provide varying definitions of a commercial vehicle however, it can be generally stated that it is a truck, tractor, trailer, or combination thereof, which is used for hauling purposes on a highway. Note that a light duty vehicle (typically a 1 ton truck) towing a trailer in excess of the weight limits below is classified as a commercial vehicle. Key jurisdictional differences are as follows. Canada Federal Fleet: Vehicle weighing in excess of 4,500 kg or designed with a seating capacity greater than 10 persons (including the driver). Provinces may have different weights for Federal Fleets, check with CEDAFleet@cedagroup.com. Alberta Provincial Fleet: Vehicle weighing in excess of 11,794 kg or designed with a seating capacity greater than 11 persons (including the driver). US: Vehicle weighing in excess of 10,000 lbs. or designed with a seating capacity greater than 15 persons (including the driver). Additionally, a bus designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver is considered to be a commercial vehicle, excluding the operation for personal use.
Commercial Vehicle Safety Alliance (CVSA)	An international organization to promote commercial vehicle safety.
Company Business	All work-related activities engaged in by Employees and subcontractors while working on CEDA premises or CEDA worksites, participating in company-related social activities, in public while representing CEDA or operating any vehicles leased, rented or owned by CEDA (including heavy equipment) in conjunction with these activities.

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Company Property	Any owned, leased or operated CEDA facility, building, parking lot, sidewalk, vehicle, storage or shop.
Contractor	An entity that supplies services directly to or on behalf of CEDA.
Dangerous Goods	Controlled products regulated by the Transportation of Dangerous Good Act and its regulations when shipped, transported, handled and received.
Disciplinary Action or Measure	Company procedures that add accountability to the drivers for failure to abide by company policies and procedures or legislative rules, regulations or laws (e.g. verbal warnings, written warnings, suspensions or termination.)
Division	An identifiable CEDA operational or support services group located within any CEDA location or collectively in a defined region.
Driver Abstract	A summary of a Driver's infractions incurred while operating a motor vehicle.
Driver File	Records (hard copy and/or electronic) kept and maintained by CEDA on CEDA drivers who are authorized to operate CEDA's commercial vehicles. The files are retained in two locations (HR and LMS) to provide objective evidence of compliance to Regulatory, Client and CEDA requirements.
Driver Log	A written or electronic record of driving activities, as required by Hours of Service regulations, to verify regulatory compliance for CEDA commercial drivers.
Driver License	A document issued by a Provincial or State agency permitting a person to drive a specific type(s) of motor vehicle(s) on a highway, possibly under specific conditions, and for a predetermined period of time (may also be referred to as an Operator's Licence).
Driver Assessor	An individual designated to conduct driver assessments.
Electronic Logging Device (ELD)	A device or technology that automatically records a driver's driving time and facilitates the recording of the driver's record of duty status, and that is certified by an accredited certification body.
Electronic Recording Device (ERD)	An electric, electronic or telematic device that is installed in a commercial vehicle and is capable of accurately recording each period of duty status, in whole or in part.
Employee	An individual performing activities directly for CEDA. An individual employed by CEDA, as were as independent contractors and direct service provider of CEDA performing for or on behalf of CEDA.

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Employment District Area within a 75km radius of the Employee’s normal/regular place of work

Federal Motor Carrier Safety Administration (FMCSA)

The federal governing body for transportation related legislation in the United States.

Global Positioning System (GPS)

A satellite-based radio navigation system that provides geolocation and time information to a GPS receiver. It does not require the user to transmit any data, and operates independently of any telephonic or Internet reception.

Hazardous Materials: A product, substance or organism, by its nature or by a regulation that may be dangerous to human life, human health, property or the environment if not handled, stored, used or disposed of correctly.

Home Terminal The place of business of a motor carrier at which a driver ordinarily reports for work and, includes a temporary work site designated by the motor carrier.

Incident An unplanned, unwanted event that results in loss (ie. Injury/illness, environment release, property/equipment damage, or business interruption).

Inspection The examination of a part to determine if it conforms to specifications.

LMS The Learning Management System.

Manager/Leader/Management A person within CEDA who holds a leadership role with people directly reporting to them.

Motor Vehicle Incident Any incident related to the operation of a company vehicle. These include but are not limited to: Collision, Environmental Release, Government Violation, Public Driving Complaint, Equipment Damage, Mechanical Failure.

National Safety Code (NSC) A comprehensive code of minimum performance standards for the safe operation of commercial vehicles. The Code applies to all persons responsible for the operation of commercial vehicles on the road, including trucks, buses, tractors and trailers. The NSC for Motor Carriers was developed by the member jurisdictions of CCMTA in conjunction with the motor carrier industry.

The following vehicles are included in the National Safety Code Program:

1. Commercial vehicles licensed with a gross vehicle weight of more than 4,500 kg.
2. Vehicles operating under the Passenger Transportation Act.

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3. Commercial Vehicles that have a seating capacity of 10 or more passengers plus the driver.

Off-Duty Time:

Any period of time other than on-duty time.

On-Duty Time:

The period that begins when a driver begins work or is required by the motor carrier to be available to work, except if the driver is waiting to be assigned to work, and that ends when the driver stops work or is relieved of responsibility by the motor carrier and;

1. Includes driving time and time spent by the driver;
 - a) inspecting, servicing, repairing, conditioning, fueling or starting a commercial vehicle;
 - b) travelling in a commercial vehicle as a co-driver, when the time is not spent in the sleeper berth;
 - c) participating in the loading or unloading of a commercial vehicle;
 - d) inspecting or checking the load of a commercial vehicle;
 - e) waiting before and while a commercial vehicle is serviced, loaded, unloaded or dispatched;
 - f) waiting before and while a commercial vehicle or its load is inspected and the driver's requirements are assessed and, if relevant, the time spent taking the required remedial actions;
 - g) waiting at an en-route point because of an accident or other unplanned occurrence or situation;
 - h) resting in or occupying a commercial vehicle for any other purpose, except:
 - a. time counted as off-duty time;
 - b. time spent in a sleeper berth;
 - c. time spent in a stationary commercial vehicle to satisfy the requirements of section 14(3), and
 - d. time spent in a stationary commercial vehicle that is in addition to the off-duty requirements.
 - i) performing any work for any motor carrier, and

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j) performing yard moves of a commercial vehicle within a terminal, depot or port and that is not on a public road.

2. Does not include driving time for the driver's personal use if;

a) the vehicle is not used in the course of the business of the motor carrier;

b) the vehicle has been unloaded;

c) any trailers have been unhitched;

d) the distance travelled does not exceed 75 km in a day;

e) the driver has recorded in the daily log or record of duty status the odometer reading at the beginning and end of the personal use, and

f) the driver is not the subject of an out-of-service declaration.

Out-Of-Service (OOS)

A vehicle or driver may be placed Out-Of-Service (OOS) if a critical violation is found during an inspection. The driver and/or vehicle may not proceed until noted violations are corrected. An OOS Declaration is usually made in conjunction with the CVSA Out-of-Service Criteria.

Permit

A document issued by a Regulatory Agency to allow what would normally be an illegal operation of a commercial vehicle to be legal.

Periodic Commercial Motor Vehicle Inspections (PMVI)

Inspections conducted in accordance with NSC Standard 11, Part B and/or applicable Provincial commercial inspection programs (CVIP, CVOR, etc.)

Personal Use

Operating a company vehicle for a purpose other than company business.

Pool or Crew Vehicle

A company vehicle that does not have an assigned CEDA driver and is used by multiple employees for company business.

Preventative Maintenance

The act of performing regularly scheduled maintenance activities to help prevent unexpected failures in the future.

Principal Place of Business

The place or places designated by the motor carrier where daily logs or records of duty status and supporting documents are stored.

Record of Duty Status

A record in which the driver records the information required under Hours of Service regulations, for each day.

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Regulation	Rules made by federal, state, provincial or government official under the authority of a law, act or statute.
Regulatory Violation	Violation of a regulation that carries the punishment of a fine or imprisonment.
Rental Vehicle	A vehicle obtained by CEDA that is provided by a Rental Car Agency in accordance with a formal rental agreement.
Safety Officer	The carrier's designate person who is responsible for the implementation and maintaining of CEDA carrier's safety, maintenance, and inspections programs. The safety officer supports operations to ensure they operate in compliance with transportation legislation and safety laws.
Taxable Benefit	Benefit provided to employee that the employer has to add to the employee's income that is subject to source deductions that and is regulated by the Canada Revenue Agency (CRA) or the Internal Revenue Service (IRS).
Trip Inspection	An inspection of a commercial vehicle conducted by a driver in accordance with applicable legislation. Sometimes referred to as a Pre-trip Inspection.
United States Department of Transportation (USDOT)	The federal governing body in the United States of America responsible for transportation legislation and monitoring.
Vehicle Allowance	A monthly amount paid to an employee for using a personally owned vehicle for CEDA Business.
Vehicle Telematics	Telematics is an interdisciplinary field encompassing telecommunications, vehicular technologies (road transport, road safety, etc.), electrical engineering (sensors, instrumentation, wireless communications, etc.), and computer science (multimedia, Internet, etc.). The use of such systems within road vehicles is called vehicle telematics. Telematics can involve any of the following: 1. The technology of sending, receiving, and storing information using telecommunication devices to remotely monitor vehicles or equipment 2. The integrated use of telecommunications and informatics for application in vehicles. 3. Global navigation satellite system technology integrated with computers and mobile communications technology in automotive navigation systems. 4. The integrated use of telecommunications and informatics for application in vehicles.

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5. Global navigation satellite system technology integrated with computers and mobile communications technology in automotive navigation systems.

Violation

A breach of legislation in which a judicial conviction may or may not have been imposed.

3.0 SCOPE

This policy applies to:

- All locations in which CEDA operates and all CEDA employees within those locations.
- All light duty vehicles owned, rented, or leased by CEDA.
- Personally owned vehicles used for company purposes.
- Commercial vehicles regulated provincially, federally or by DOT in the United States owned, rented, or leased by CEDA.

4.0 RESPONSIBILITIES

Vice President

- Ensuring that applicable CEDA, Client and Regulatory requirements have been implemented and are actively complied with.
- Ensuring that all employees have received appropriate training on the equipment they have been assigned to operate and are deemed competent to complete all assigned tasks.
- Ensuring that all employees are trained on all applicable safety laws including those related to the Traffic Safety Act.
- Ensuring all equipment is operated respectfully, being maintained and, regulatory inspections have been completed.

Frontline Leaders/ Supervisors/Dispatchers

- Ensuring all drivers are aware of and in compliance with applicable CEDA and Client practices and procedures in addition to all regulatory requirements.
- Ensuring all drivers have received the appropriate training and are deemed competent.
- Ensuring all equipment is maintained and all regulatory inspections are current.
- Ensuring all equipment is operated in a safe, environmentally sound and respectful manner.
- Immediately reporting all Motor Vehicle Incidents to Asset & Fleet Management and follow CEDA's Incident Management Practice.
- Ensuring required documentation and records are maintained and available for review or inspection.

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- Subjecting Drivers who are neglecting CEDA vehicles or not abiding by CEDA policy or legislative requirements, will have administrative progressive discipline.

CEDA Drivers

- Operating vehicles in a safe, courteous manner and within the confines of all applicable legislation, CEDA and Client policies, practices and procedures.
- Maintaining vehicles in a clean and orderly state.
- Securely parking and storing CEDA vehicles. CEDA is not responsible for personal items left in a vehicle. Keys are not to be left in CEDA vehicles, unless required by client policy.
- Completing applicable Mileage Logs and Expense Claims and submitting them on a monthly basis.
- Immediately reporting all Motor Vehicle Incidents or defects to their supervisor.
- Reporting (to management) any personal changes that may result in them being designated as non-drivers.
- Paying all fines and/or tickets accrued while operating a CEDA vehicle and accepting any disciplinary action.
- Using the designated by CEDA payment methods for fuel or preventive maintenance.

CEDA Commercial Drivers

- Understanding, abiding by and remaining in compliance with all applicable transportation legislation, including the hours of service regulations.
- Understanding the Hours of Service requirements specific to each jurisdiction when traveling across borders, including Provincial/State and Canadian/US.
- Maintaining a Driver's Log that is kept accurate and current; and submitted for auditing no more than 20 days after completion in Canada and 13 days in the US.
- Managing their available driver hours and notifying management when they do not have the required number of hours available to reach a given destination before exceeding their maximum hours of service limit.
- Understanding that if they exceed and violate the maximum hours of service, they may be declared "out of service". CEDA will not compensate drivers who have been declared "out of service" and/or receive citations or fines.

Asset & Fleet Services

- Development and maintenance of systems/ processes designed to ensure compliance with all regulatory requirements applicable to CEDA vehicles.
- Managing vehicle registration and permitting for all CEDA vehicles.
- Managing rental vehicle requests.
- Inputting of all new CEDA assets into the designated software program.

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- Management of the asset disposal process.
- Management of the fuel and maintenance card program.
- Selecting and managing the provider for telematics services (GPS and ELD).
- Supporting operational groups as an SME (Subject Matter Expert) for:
- Regulatory and asset management matters
- Equipment rental contracts.
- Equipment disposal contracts.

Learning & Development

- Ensuring commercial driver training programs are available for all CEDA commercial drivers.
- Managing training records for drivers and providing compliance reports to Regional and Service Line leaders.

Human Resources

- Facilitating applicable pre-employment and onboarding requirements.
- Provide implementation, direction, and ongoing support to operations in relation to this Policy.
-

5.0 PRACTICE

All employees operating CEDA owned, leased or rented vehicles, and personal owned vehicles while on CEDA worksites or while conducting CEDA business are required to do so in a safe, competent and professional manner. Employees are expected to have appropriate training and to obey all traffic laws and CEDA rules relating to the operation of motor vehicles.

Asset & Fleet Services (AFS) shall ensure all CEDA vehicles are registered and licenced in their operating jurisdiction for the applicable vehicle classification.

CEDA Drivers shall ensure that the vehicle they are operating carries the valid registration, insurance papers and safety fitness certificate at all times. A photocopied registration document is not proof of registration.

It is prohibited to store personal vehicles or equipment in any CEDA property, compound or lockup. This includes but is not limited to recreational vehicles, boats, ATV's, snowmobiles and personal vehicles including trailers and other towed items.

Only Authorized "hands free" electronic device use is permitted. Use of a hand-held or hands free mobile telephones, by a CEDA Commercial Driver is strictly prohibited while the vehicle is in motion. 2-way radio use is only permitted when travelling on signed radio assisted roads. Refer to the CEDA Information Systems and Technology Acceptable Use Policy.

Employees who are on Inactive Status due to Maternity or Parental Leave, Short Term Disability, Long Term Disability, Workers Compensation or any other paid or unpaid leave will be required to return their company vehicle upon commencement of their leave.

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Approved CEDA Drivers

Driver Qualifications

Drivers must have a valid licence with them when driving a motor vehicle. Driving without a valid driver's licence is against the law.

To become an Approved CEDA Driver employees must be a minimum of 18 years of age and have completed the following:

- Successful completion of all components in the onboarding process.
- Driver abstract with 5 or less demerits over the last 3 years.
- Drivers who have been convicted of a Criminal Code violation must be at least 3 years post-served conviction and will be reviewed on a case by case basis.
- Must not have a Criminal Code conviction related to causing bodily harm or vehicular manslaughter.
- Successful completion CEDA Driver Orientation training and additional training, as required.
- Valid driver's licence in accordance with all provincial or state requirements applicable to the class. Refer to the Canadian Driver's Licence Reference Guide for specific details on licence class requirements within each jurisdiction.
- Driver shall possess only one valid driver's licence.

At no time shall an employee drive a CEDA vehicle on private or public property if they are not an approved driver or licensed to drive.

Employees who do not meet requirements to be designated approved CEDA Driver shall complete form FM-AFS-CORP-008: Non-Driver Acknowledgement.

Drivers who have a "learner" licence or Graduated Driver Licence (GDL) are not permitted to drive a CEDA vehicle.

Employees who are in violation of the requirements of this Policy during the course of their employment may be placed on probation or suspended from driving. Should the driving record of any employee who is placed on a probationary status not improve or get worse, further disciplinary action up to and including termination will be applied. Should an Employee lose his/her license for any reason, they will not be permitted to drive any vehicle owned, operated or leased by CEDA and may be subject to discipline as per CEDA's Corporate Discipline Policy.

Employees are responsible to pay for all driving violations, fines and/or tickets accrued while driving a CEDA vehicle and may be subject to disciplinary action.

Commercial Driver Qualifications

In addition to meeting the requirements for a CEDA Driver detailed in 6.1 above, a commercial driver shall comply with all training and competency requirements detailed in the National Safety Code including, but not limited to;

- Hours of Service
- Trip Inspection

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- Cargo Securement
- Weights and Measurements
- Electronic Logging Device (ELD)
- Transportation of Dangerous Goods (TDG)
- Oilfield Driver Awareness (ODA) or equivalency (BC Only)

CEDA Learning & Development group provides options for, and manages the training program.

All commercial drivers shall undergo a Driver Assessment at the time of hire and at 4 year intervals.

Driver Onboarding

Onboarding of CEDA Drivers, including commercial drivers, shall be completed in accordance with:

1. PR-AFS-CORP-005: Onboarding Requirements for New CEDA Drivers
2. PS-AFS-CORP-001: CEDA Driver-Onboarding Process

Driver Abstract Monitoring Process

Driver abstracts are required upon hire and annually for the duration of employment. The abstract must show the previous 3 years of driving history and be dated within 30 days of hire (10days in BC).

In order for CEDA to directly request a driver abstract a Driver Abstract Consent Form shall be completed and signed by the Driver.

- On an annual basis , AFS completes the following activities for each CEDA Driver:
- Obtain signed Driver Abstract Consent and request a new abstract.
- Verify compliance of the Abstract to CEDA requirements
- Retain a copy of the abstract in the LMS
- If the driver no longer meets CEDA's driver abstract criteria, the CEDA driver, the leader and Human Resources are notified. Driving privileges will be revoked and completion of a Non-Driver Acknowledgement will be requested.

Driver Assessments

Employees required to drive commercial vehicles shall successfully complete a driver's assessment prior to driving any CEDA commercial vehicles.

Drivers shall be assessed on public/city roads, highways (2-4 lanes) and within CEDA facilities on the class of equipment for which they have been hired to operate.

Assessments shall be completed by an approved Driver Assessor.

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A record of each successful assessment shall be retained. If the assessment has not been recorded directly into CEDA's LMS, the Assessor shall forward a copy of the record to training@cedagroup.com for entry into LMS.

Commercial drivers shall be re-assessed every 4 years. If an incident has occurred or if there is a concern raised about driving performance, the driver's Leader can request a new assessment at any time.

Drive Assessor

A CEDA approved/designated Driver Assessor is responsible for conducting driver assessments. To be designated as a Driver Assessor the employee shall:

- Possess a valid Driver's Licence for the class of the vehicle being used for the assessment.
- Have a minimum of 3 years' experience for the class of vehicle being used for the assessment.
- Be an approved CEDA Driver and CEDA Commercial Driver.
- Be employed by CEDA for at least 1 year.

A record of qualification as a CEDA Driver Assessor shall be retained in CEDA's LMS.

Upgrading a Licence Class

CEDA Drivers are permitted to operate vehicles of an upgraded class provided a CEDA Approved Driver with the required licence class is directly supervising in the vehicle while driving/training.

To formally upgrade an employees approved licence class within CEDA:

- The driver shall obtain the desired licence through a Provincial Registry Agent.
- CEDA Operations group shall complete the requirements to "Reclassify Existing Employee Position" as detailed in PS-AFS-CORP-001: CEDA Driver-Onboarding Process.

Notification of Violations

CEDA Drivers that receive a regulatory violation while conducting CEDA business shall immediately notify their leader of the violation.

CEDA Drivers who receive a regulatory violation shall report in accordance with the Table below:

Vehicle Type	Intelex Report Required	Minimum Reporting Requirements
Personally owned vehicle, driven other than for CEDA business	No	Must report and elevate violations to Senior management if the violation impacts their ability to retain CEDA Driver status or status of licenses.
Personally owned vehicle, driven on CEDA business	Yes	Report violation through the incident Management System

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CEDA vehicle driven for any reason	Yes	Report violation through the incident Management System
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Safe Vehicle Operations

Defensive Driving

Authorized Drivers must operate company vehicles in a professional and courteous manner. Drivers must be prepared to avoid collision causing situations by practicing and by promoting the principles of defensive driving.

A Driver must be aware of their surroundings and look ahead. The Driver should leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

Driving

Drivers must operate vehicles in accordance with Provincial, Federal and CEDA requirements. Drivers must possess a valid jurisdictional licence and class to be allowed to drive and operate company vehicles. Drivers are responsible to:

- Commercial Drivers are required to complete and document a Daily Trip Inspection. On paper or in the ELD system.
- Inspect vehicles prior to each shift or use and report any damage.
- Not operate if repairs are required for the safe operation of the vehicle.
- Ensure that lights, signals, horn, and brakes are in proper working order.
- Obey all posted speed limits and reduce speeds according to road, weather, and visibility conditions.
- Obey all traffic laws and site rules.
- Maintain a safe distance between vehicles. A safe distance means having enough time and distance between vehicles to allow for emergency braking to avoid an incident.
- Obey traffic signs, signals, and other postings while operating vehicles.
- Operate vehicles with headlights on at all times.
- Only Authorized “hands free” electronic device use is permitted. Use of a hand-held or hands free mobile telephones, by a CEDA Commercial Driver is strictly prohibited while the vehicle is in motion. 2-way radio use is only permitted when travelling on signed radio assisted roads. Commercial Drivers must pull over, park the vehicle safely, and then use the device. Refer to the CEDA Information Systems and Technology Acceptable Use Policy.
- Shut off motor to refuel. NO SMOKING or operating mobile/cellphones while refueling.
- No smoking in any company vehicles: smoking in designated areas only.
- Yield to pedestrians at designated crossings and other areas indicated by signs.

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- Not drive under the influence of alcohol or controlled substances.
- Wear seat belts while the vehicle is in operation, drivers and passengers.
- Come to a complete stop to load and unload passengers.
- Park only in designated areas.
- Not park vehicles (whenever possible) in congested areas or in areas where heavy equipment is operating.
- Never consume food or drink while the vehicle is in motion (driver).
- Not read maps while the vehicle is in motion.
- Not to operate vehicles if they are fatigued.
- Set the parking brake when leaving an unattended parked vehicle.
- Practice defensive parking, when possible, park where you do not have to back up in congested areas. Use a spotter whenever possible.
- Chock commercial vehicle wheels when parked on an incline.
- Not use vehicles with 2 or 3 wheels for company business.
- Not pick up hitchhikers.

Seat Belts

Seat belts are to be worn in CEDA vehicles. It is the responsibility of the driver to ensure the following actions:

- Use seat belts only as designed.
- The number of seat belts available limits occupants in the vehicle.
- Both the driver and all passengers must wear seat belts at all times when the vehicle is in motion. Driver must not proceed until all passengers have fastened their seat belts.

Driver Distractions

Utilizing mobile/cell phones and other types of distractions such as eating, drinking, or operating compact disc players/radios/pagers are clear and serious deterrents to safe vehicle operation.

It is the driver's responsibility to maintain complete attention and concentration free of distractions while operating a CEDA vehicle.

Should it be necessary to do anything that distracts from the safe operation of a vehicle, such as use of a mobile or cell phone for authorized use, the driver must:

- Park in a safe location.
- Place the transmission in neutral or park.
- Set the parking brake when applicable

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- Then handle the situation/requirement.

Controlled Substances and Alcohol

Individuals operating company vehicles are subject to the following controls with respect to drugs and/or alcohol:

- Drivers will not operate company vehicles at any time if they are under the influence of drugs and/or alcohol.
- Drivers taking prescribed or over-the-counter drugs that could impair their ability to safely drive company vehicles should inform their immediate supervisor prior to operating.

Adverse Weather Conditions

Refer to the Safe Journey Management Practice and observe the following procedures with regard to driving in adverse weather conditions:

- Establish precautions addressing; driving in adverse climates, foul weather conditions, difficult and challenging locations and driving at night.
- Identify applicable precautions during journey planning, and make recommendations to avoid risks/hazards.
- Inform drivers of the precautions and recommendations prior to the start of the journey (responsibility to inform the driver).
- CEDA Drivers should not go out on any journey in adverse weather conditions unless absolutely necessary and then only after the appropriate Leader approval has been granted.

Vehicle Fueling

Fueling vehicles can pose potential hazards. To protect from harm or loss the driver of the vehicle must ensuring the following:

Prior to refueling:

- Turn off vehicle.
- No smoking within 25 ft. radius of the vehicle.
- Verify that dispenser is for the correct fuel (diesel or gas) for the vehicle.
- Do not fill up with premium fuel.

When refueling:

- Do not use a wireless communication device
- Do not start the dispenser until the outlet nozzle is inserted in the tank.
- Hold the nozzle open by hand only – do not lock or jam the trigger of the dispenser in the open position.
- Keep the hose/ nozzle touching the filler neck at all times during refueling to prevent static sparks.
- Carefully monitor the filling rate to avoid overfilling.

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After refueling:

- Replace the outlet nozzle to the dispenser.
- Secure the filler cap in place.
- Check for fuel leaks.

Vehicle Telematics

All CEDA vehicles shall be equipped with telematics having the following capabilities:

- Vehicle Tracking installed in each vehicle using a combination of GPS receiver and a network capable electronic device to communicate data to a web-based software.
- Compatibility with CEDA's selected ELD monitoring system for all commercial vehicles.

CEDA managers may choose to add additional capabilities such as fleet management and driver monitoring at their discretion.

Drivers shall not modify or disable any vehicle telematics.

Vehicle Parking (First Move Forward)

Whenever possible, drivers of company vehicles or personal owned vehicles operating on CEDA property must park in a manner that ensures the first movement of the vehicle is forward.

Caution shall be exercised when moving a vehicle and extreme caution shall be used when backing up is required. Whenever possible, a spotter shall be used and all drivers must follow Workers' Guide to Hand Signal for Directing Vehicles.

Refer to the First Move Forward Self Checklist (below) when reversing any company vehicle.

First Move Forward Self-Check Questions	Response
Is a "pull through" approach available?	Yes > Pull through the parking stall safely No > Proceed to step 2
Is a guide available to assist while backing into a parking stall?	Yes > Follow Workers' Guide to Hand Signals for Directing Vehicles No > Proceed to step 3
Can I reverse the vehicle safely in the current conditions?	Yes > Proceed to safely park No > Do not back up and find an alternate place to park.

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Vehicle Recovery

In the event that a CEDA vehicle becomes inoperable, a professional towing and servicing company shall be the first option to move a vehicle.

In the event that a professional towing and servicing company cannot be used, CEDA supports the Energy Safety Canada Vehicle Recovery Guideline to provide CEDA drivers with general information to avoid injury and damage while attempting to recover stuck vehicles.

Vehicle Safety Equipment

All vehicle safety equipment must comply with equipment standards required by law and regulations. All equipment must be inspected daily to confirm availability and operability when required.

All CEDA vehicles will be equipped with the mandatory safety equipment listed below.

Required Safety Equipment	Light Duty Vehicles	Commercial Vehicles
Fire Extinguisher	✓	✓
First Aid Kit	✓	✓
Reflective Vest	✓	✓
Warning Devices (Reflective Triangles)		✓
Wheel Chocks		✓
Audible Back Up Alarms	✓	✓
Tire Chains		October 1st - April 30th (Mandatory in BC)
Winter Tires (Mud & Snow Rated)	October 1st - April 30th (Mandatory in BC)	

*Additional safety equipment may be required depending on client requirements (i.e. buggy whips, radios, etc.).

A personally owned vehicle used for CEDA business, may need to be equipped with safety equipment. This will be reviewed on a case by case basis with that person's management.

Fire Extinguishers

CEDA Practice 2-CEDA-ALL-0018: Fire Prevention & Protection provides guidance on selection, locations, inspection, handling, certification and maintenance of portable fire extinguishers.

Use of Warning Devices

All commercial vehicles on a provincial highway from one-half hour before sunset to one-half hour after sunrise must have a sufficient number of the following emergency warning devices:

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- Flares, lamps or lanterns capable of continually producing two warning lights, each visible from a distance of at least 150 metres (500 ft.) for at least eight hours or;
- Portable reflectors

Whenever any commercial vehicle or trailer is disabled, stalled, broken down or in a collision, the driver must quickly and calmly take the necessary actions below to safeguard the vehicle and other motorists.

If the vehicle can be moved, move it as far off the roadway as safely possible providing it will not affect a pending police officers investigation. This is especially important on busy or high-speed roads where it may be dangerous to leave vehicles in the driving lanes.

- Turn on your vehicle's emergency flashers/hazard warning signals.
- During times when visibility is limited, your vehicle's low-beam headlights must be turned on.
- In a speed limit zone greater than 60 km/h, if you cannot move your commercial vehicle off the roadway, you are required to set out one type of emergency warning devices 30 m (100 ft.) to both the front and rear of your vehicle during times when visibility is limited.
- It is recommended to use emergency warning devices for all emergencies, whether they occur during the day or night, or on-road or off the road, to ensure everyone's safety.

Note: Times of limited visibility are from one-half hour before sunset to one-half hour after sunrise, and any other time of poor light conditions, such as fog, snow or rain, which prevents clear visibility of people or vehicles less than 150 metres away. Do not park or leave your vehicle on a roadway unless it is not practical to move it off the roadway, or unless there is a clear view on the roadway for at least 125 metres (400 ft.) in both directions. Whenever the view of your vehicle is blocked by a hill, curve or other obstruction within 150 metres (500 ft.), an additional warning signal should be placed to give ample warning to other highway users.

Light Duty Vehicles for Business Use

Vehicle Options

CEDA employees may be required to drive in the course of their employment. As determined and approved by their leaders, employees who are required to drive a vehicle during the normal course of their work duties are generally allocated to one of the following three categories (these are general guidelines).

1. Drive less than 10,000km (6,200 mi) on an annual basis for CEDA business.
 - a. Eligible to use their personally owned vehicle and be paid a mileage reimbursement (no tax implications).

Note: Employees are required to inform their vehicle insurance provider that they may be using their vehicle for business purposes on a periodic basis.

2. Drive between 10,001-20,000 km (6,001-12,400 mi) on an annual basis for CEDA business.
 - a. Eligible to use their personally owned vehicle and receive a monthly vehicle allowance (taxable benefit) and a mileage reimbursement when travelling for CEDA business outside of their employment district (no tax implications).

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3. Drive more than 20,001km (12,401mi) on an annual basis for CEDA business or require a company vehicle for business purposes 5-7 days per week.
 - a. Eligible to be assigned a CEDA vehicle (taxable benefit) along with a fuel and maintenance card.

Based on the needs of the division, management will have discretion on how vehicles will be assigned to employees. For example, if an employee drives less than 10,000 km (6,200 mi) in a year but is required to be on a plant site as a normal part of their duties, a manager may assign the employee a CEDA vehicle based on the need of daily site access.

Employees not required to drive a vehicle for CEDA business are not eligible for any of the listed options.

Mileage Reimbursement

In order to be eligible for Mileage Reimbursement, the Employee must provide a safe, reliable, and appropriate vehicle for the intended purpose of CEDA business.

Supplementary business insurance on the employee's vehicle is not required for simple mileage reimbursement.

The Employee is solely responsible for all costs associated with the operation of their personally owned vehicle. Damages to an employee's personally owned vehicle shall be covered by the employee's personal auto insurance and

Employees who are receiving Mileage Reimbursement are not eligible for a corporate fuel card and are not able to submit fuel receipts or maintenance expenses.

If an Employee who is operating a personally owned vehicle on CEDA business and is involved in a Motor Vehicle Incident, the employee shall report the Motor Vehicle Incident in accordance with Section 6.

Vehicle Allowance for Personally Owned Vehicle

In order to be eligible for a Vehicle Allowance, the Employee must provide the following:

- A safe, reliable, and appropriate vehicle (as per Provincial Road Safety Guidelines) for the intended purpose of CEDA business.
- Documentation to verify that the vehicle is covered by a supplementary business insurance policy (SBI) with a minimum liability insurance coverage of \$2,000,000.00 updated annually.

A Vehicle Allowance will be available to an Employee at the discretion of management based on position and level in the Company as well as business need. The Vehicle Allowance Form shall be completed by the Employee prior to receiving a Vehicle Allowance. Employees are responsible to record their mileage (mileage log or equivalent) for the purposes of determining tax eligibility.

The Employee will be solely responsible for all costs associated with the operation of their personally owned vehicle for CEDA business. Any damage to the employees personally owned vehicle will be covered by the Employee's own auto insurance and deductible.

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Employees who are receiving a Vehicle Allowance and Mileage Reimbursement are not eligible for a corporate fuel card and are not able to submit fuel receipts or maintenance expenses as these are included in the Vehicle Allowance and Mileage Reimbursement. Employees receiving a Vehicle Allowance and Mileage Reimbursement are also not permitted to submit costs for rental vehicles or taxi's for company business in their home office locations. (Unless attending a company function where taxi vouchers are provided).

If an Employee who is operating a personally owned vehicle on company business is involved in a Motor Vehicle Incident while being compensated by a vehicle allowance, mileage reimbursement, or both, shall report the Motor Vehicle Incident through the incident reporting.

CEDA Assigned Vehicles

Light duty vehicles may be provided (assigned) to operational employees based on regional or service line requirements. Criteria for determining that an employee is eligible to be assigned a vehicle is individually set by the regional or service line leader based on:

- Role,
- Job requirements,
- Estimated mileage to be driven or,
- Other business needs.

For each assigned vehicle, a Vehicle Assignment Agreement shall be completed (and updated on an annual basis) and approved by their respective Director, General Manager or Vice President. Completed forms are to be submitted to the CEDA Fleet Administrator who will then provide a copy to the Payroll Manager.

Assigned drivers shall keep the vehicle clean and in good working order at all times.

Employees who are assigned a Light Duty Vehicle are not eligible for a Vehicle Allowance or Mileage Reimbursement.

Commercial vehicles are not to be assigned to employees nor be used other than for business purposes.

CEDA vehicles used to transport material or equipment shall have the load secured in a manner to ensure it does not shift, move or spill.

Driving an assigned CEDA Vehicle is restricted to approved drivers who have signed and acknowledged the Vehicle Assignment Agreement. No employee assigned a CEDA Vehicle shall allow any unauthorized driver to operate the vehicle. Family members or friends of the Employee are not authorized to operate a CEDA vehicle.

Assigned drivers are required to complete a Mileage Log for their own records. All mileage recorded on the odometer must be accounted for, including personal use and business mileage. Accuracy and reporting of business and personal usage is mandated by the CRA and the driver's responsibility to maintain.

Assigned drivers may use a vehicle for reasonable personal use as outlined below, provided such use does not conflict with any business needs or causes undue wear or damage to the vehicle. Personal use is considered a Taxable Benefit to the employee. The value is included in the employee's income, and is subject to applicable tax deduction(s). Personal use includes travel to and from home to an employee's Normal Place of Work.

CEDA Vehicles may:

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- Be driven outside the country they are based in for valid business purposes, but only with written approval in advance from the VP and CEDA Fleet Coordinator to ensure appropriate insurance coverage and other regulatory requirements are in place.
- Tow light trailers as necessary in the conduct of CEDA business, provided the driver has demonstrated towing competency and is properly qualified in accordance with provincial and federal regulations.
- Not be driven outside of the province they are based in for any personal reasons.
- Not be used for any social and/ or recreational activities such as transporting “sport teams” or other groups.
- Not be used for vacation.
- Not be used to tow or haul recreational vehicles, boats, personal automobiles, snowmobiles, ATV’s or any other hauling or trailer usage not designated for CEDA business.
- Not be used for transporting passengers, excluding other CEDA Employees or immediate family members.
- Not transport pets or livestock.

Pool or Crew Vehicles

Pool or Crew Vehicles are those used by multiple CEDA Drivers or for infrequent business purposes only. The Regional or Service Line leader is responsible for all pooled vehicles.

Crew vehicles are most often used on Client sites or for transferring CEDA Employees to and from Client sites. When not being used for specific business purposes, vehicles are to be parked on the site or at a CEDA facility. Any use outside of this requires approval from a senior Leader and may be a taxable benefit to the employee.

Only approved CEDA Drivers may operate pool or crew vehicles.

CEDA vehicles used to transport material or equipment shall have the load secured in a manner to ensure it does not shift, move or spill.

Operators must keep the vehicle clean and in good working order at all times.

Renting Vehicles for CEDA Business

A Leader may approve an employee to rent a vehicle from an authorized CEDA supplier to conduct CEDA business. For employees traveling on CEDA business, any and all rental vehicles are to be requested through CEDA Travel.

Employees are required to complete a Vehicle Assignment Agreement and Mileage Log for rental vehicles used for one month or longer. These documents, along with the vehicle rental contract, must be submitted to AFS.

Employees who rent vehicles are required to complete a pre-inspection prior to operating the rental vehicle.

Damages to rental vehicles are covered by CEDA’s Insurance or at CEDA’s cost. Accordingly, employees renting vehicles for CEDA business up to a maximum of 30 days in Canada and the USA should decline the Rental Agency’s Collision Damage Waiver (CDW) and Liability Damage Waiver (LDW). Outside Canada and the USA, employees should always purchase the Rental Agency’s Collision Damage Waiver (CDW) and Liability Damage Waiver (LDW).

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Taxation for Personal Use

CEDA drivers using an assigned or pool CEDA vehicle for commuting or personal usage are subject to payment of taxable benefits in accordance with PO-EAM-CORP-001: Canada Taxable Automobile Fringe Benefit Policy.

Corporate Fuel Cards

Each CEDA light duty vehicle is assigned a Corporate Fuel Card to be used for all fuel purchases specific to that unit. The secondary choice for light truck fuel purchases is the Emkay Fleet Card. Other cards can be used only when the preferred vendor is too far away for practical use, or in an emergency. All vehicle fuel expenses are to be reconciled by the divisional administrator to the fuel reports issued daily, weekly or monthly.

The employee should sign a Fuel Credit Card Authorization form (see Section 14) prior to receiving the Corporate Fuel Card. Operations should retain the completed forms on site.

Usage of a CEDA fuel card is strictly for CEDA business. Use of the Fuel Card for personal use or for a personal vehicle is strictly prohibited.

Transfer, Reassignment and Disposal

Transferring ownership of any CEDA asset across Regional or Service Lines shall be completed in accordance with PR-AFS-CORP-003: Asset Transfer.

Disposal of any CEDA asset across Regional or Service Lines shall be completed in accordance with PR-AFS-CORP-001: Asset Disposal.

AFS must be notified in the event an employee switches from a CEDA assigned vehicle to a personally owned vehicle for company business.

Commercial Vehicle Regulatory Requirements

Legislation

Drivers operating company vehicles shall comply with all applicable transportation safety laws. Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) identifies that: “safety laws” means, as the context requires.

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

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Vicarious Liability

Vicarious liability (Alberta Traffic Safety Act, Section 144) is when a person other than the carrier performs a “related function” in respect of that commercial vehicle, and as a result of carrying out that related function this Act is not complied with, that person and the carrier are jointly and severally liable for that non-compliance unless it can be proved to the satisfaction of the court that the non-compliance occurred without the consent, expressed or implied, of that person/carrier.

Related function includes:

- Loading goods on or into a commercial vehicle.
- Adjusting or rearranging goods being carried by a commercial vehicle.
- Unloading or removal of goods from a commercial vehicle.
- Providing documentation or records, other than motor vehicle documents, with respect to the operation of a commercial vehicle.
- Giving directions, directives, instruction or orders respecting the operation of the commercial vehicle.

Transporting Dangerous Goods

Dangerous goods legislation was created in an effort to keep people safe when handling or transporting dangerous goods. Through training, labeling, documenting, and standardizing containers, the risks associated with dangerous goods shipments can be properly managed.

In the event of an incident, it is critical that the shipment is properly documented and labeled to keep the first responders safe.

Consigner:

- The company in possession of a product immediately before transport is considered the consignor.
- If CEDA is the consignor, it is the responsibility of the CEDA drivers and site representatives to ensure the shipping manifest is properly completed and for classifying dangerous goods before the carrier takes possession.
- If the CEDA site representative does not complete the document, they must ensure all required information is completed correctly.
- CEDA is responsible to ensure that any contractor hauling a CEDA produced product is compliant with TDG legislation.
- Random spot checks shall be completed by CEDA representatives to verify contractor compliance with TDG legislation. All drivers must be in possession of a valid TDG certificate.

Shipping Documents

- Must be within the driver’s reach and, when the driver leaves the cab, the shipping documents must be left on the driver’s seat, in a pocket on the driver’s door or in an obvious place in the cab.

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- If the vehicle is left in a supervised area, a copy of the shipping document must be left with the person in charge.
- Shipping documents must be retained by shipper and carrier for 2 years. Refer to the Part 3.5 TDG Regulation for information on shipping documentation contents.

TDG Training:

Drivers that are transporting or handling dangerous goods in Canada shall be properly trained to do so. The driver training will be valid for a maximum of three years. Drivers may be required to take the training sooner at the discretion of CEDA. On the training certificate the company name will be CEDA. This means CEDA Parent Holdings Limited, CEDA General Partners Limited, CEDA West Services and all their other subsidiaries all fall under the name of CEDA.

Copies of TDG training certificates will be kept in the Learning Management System (LMS) database. Drivers will be trained in the following but not limited to:

- Safe handling
- Personal protective equipment requirements
- Loading and unloading
- Documentation
- Hazards of each class
- Emergencies
- Labeling and placarding

Refer to Transport Canada TDG Acts and Regulations for further information or call the Dangerous Goods Call Centre at 1-800-272-9600.

Dangerous Goods Shipping Documents:

If the company transports Dangerous Goods, a Dangerous Goods Shipping Document shall contain, at minimum, the following information:

- Consignor's name and address in Canada;
- Date of shipment;
- Description of goods (in the following order):
 - UN number (e.g. UN1230);
 - Dangerous goods shipping name (e.g. Methanol);
 - Primary class and subsidiary class (e.g. 3(6.1))
 - If applicable, the packing group in roman numerals (e.g. I, II or III) or the compatibility group letter for explosives;

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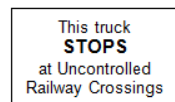
- If applicable, the words “Toxic by Inhalation” or “Toxic – Inhalation Hazard” for dangerous goods subject to Special Provision 23 (Class 6.1, PGI, toxic due to inhalation);
- The quantity in metric measurement (e.g. kg or L) for transport originating in Canada;
- The “24-hour number” of a person who can provide technical information on the dangerous goods;
- The consignor’s certification.

Note: There may be exemptions to regulations. Refer to Part 3 of the Transportation of Dangerous Goods Regulations (SOR/2001–286).

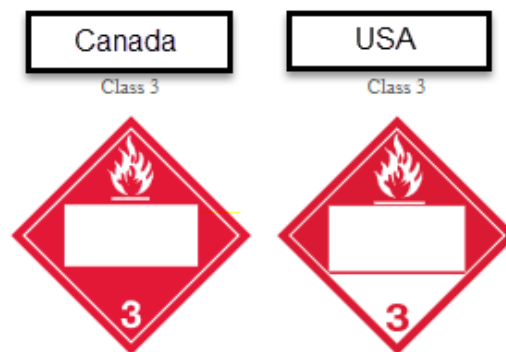
For more information, refer to the web site: www.transportation.alberta.ca and/or contact the Dangerous Goods Coordination and Information Centre at 800-272-9600 for further information on bulletins, permitting and general information.

Commercial Vehicles Carrying Petroleum Product:

Commercial vehicles carrying 5000 litres or more of petroleum shall be decalated with a sign in a similar format as seen. The sign shall have black letters on white reflective background and be at least 350mm (14”) X 600mm (24”) in size (as seen to the left).



Placards/Safety Markings: Drivers need to ensure that the correct flammable placard are used in Canada and in the United States.



TDG Internal Compliance Assessments:

On an annual basis, CEDA will perform local TDG compliance assessments to verify that the group assessed is meeting the requirements outlined in the Transportation of Dangerous Good Act. These assessments will be stored at a local level and kept on file for 3 years.

Fuel Slip Tanks/Intermediate Bulk Containers (IBC):

As per TDG Regulations, Fuel Slip Tanks are governed by CAN/CGSB-43.146 and must be inspected and tested every 5 years. Records of inspections and tests must be maintained until 2 years after the disposal of the slip tank. Diesel slip tanks 450 L or less are exempted.

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Weigh Slips:

The company will obtain accurate vehicle weights and weigh slips for vehicles that are required to be weighed under the Bill Of Lading and Conditions of Carriage Regulation (AR 313/2002).

Bills of Lading:

Where applicable, a Bill of Lading shall be identified by a numerical code or other means of identification and shall set out at least the following:

- Name and mailing address of the consignor;
- Date of the consignment;
- Point of origin of the shipment;
- Name of the originating carrier;
- Names of connecting carriers, if any;
- Name and mailing address of the consignee;
- Destination of the shipment;
- Particulars of the goods comprising the shipment, including weight and description;
- A space for the signature of the consignor or their agent;
- A provision stipulating whether the goods are received in apparent good order and condition;
- A space in which to show the declared value of the shipment;
- Where charges are to be prepaid or collected;
- A space in which to indicate whether the charges are prepaid or collect;
- A space in which to show whether the C.O.D. fee is prepaid or collect;
- A space in which to show the amount to be collected by the carrier on a C.O.D. shipment;
- A space in which to note any special agreement between the consignor and the carrier;
- A statement in conspicuous form indicating the carrier's liability is limited by a term or condition of the applicable schedule of rates or by other agreement, if such a limitation exists.

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

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

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Waybills:

Instead of carrying a bill of lading for the goods transported, the company may carry a waybill for the goods issued by the consignor or carrier. A waybill shall be identified by the numerical code or other means of identification set out on the bill of lading and set forth at least the following:

- Particulars of the goods carried on the vehicle;
- Name and mailing address of the consignor;
- Point of origin of the shipment;
- Name and mailing address of the consignee;
- Destination of the shipment;
- Names of connecting carriers, if any;
- Whether the charges are prepaid or collect;
- Date of the consignment.

Note: See Section 2 of the Bill Of Lading and Conditions of Carriage Regulation (AR 313/2002) for exemptions (e.g. owner's own goods).

Cargo Securement

The carrier (CEDA) and driver must ensure that all applicable cargo is contained, immobilized or secured in accordance with National Safety Code Standard 10, Cargo Securement or Part 392 and Part 393 of the Federal Motor Carrier Safety Regulations as it relates to the particular type of commercial vehicle.

The carrier and driver shall ensure that all cargo transported on a commercial vehicle is contained, immobilized or secured so that it cannot leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle or shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.

A person shall not operate the vehicle to transport goods/equipment unless they are properly secured. The goods/equipment may be permanently or temporarily attached to the vehicle for the purpose of transporting.

Drivers are required to inspect their cargo and securing devices:

- Within the first 80 km (50 miles) after beginning a trip.
- After change of duty status (i.e. from "driving" to "on-duty not driving").
- After driving for 3 hours; or after driving 240km (150 miles) (whichever comes first).

Drivers are not permitted to transport any cargo unless it is properly secured.

Refer to the National Safety Code Standard 10 for further guidance. Note: Where there are discrepancies between this standard and legislation, the higher standard shall apply.

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Hours of Service

The carrier (CEDA) and driver must ensure that all applicable cargo is contained, immobilized or secured in accordance with National Safety Code Standard 10, Cargo Securement or Part 392 and Part 393 of the Federal Motor Carrier Safety Regulations as it relates to the particular type of commercial vehicle.

CEDA commercial drivers shall comply with the applicable Federal or Provincial Hours of Service (HOS) requirements.

Commercial drivers are required to maintain Driver Logs, either hard copy or ELD in accordance with jurisdictional requirements. Drivers shall possess a log for each day that they are employed by CEDA including a log for each day when the driver was not driving, was on duty, and was still employed by CEDA. Logs must be completed for days off and vacation time. Drivers are further required to produce for inspection upon demand by an Inspecting or Peace Officer the current day and the previous 14 days when operating under Federal Hours of Service or, the current day and previous 2 days when operating under Provincial (Alberta) Hours of Service.

When requested by an Inspection or Peace Officer, the driver must produce their logs and trip documentation without delay. Documentation might include trip reports, bills of lading, other shipping documents, and receipts for fuel, permits, insurance, registration, accommodation and other expenses.

Driver Logs:

The following information provides a brief summary for what must be included in a Driver Log:

1. At the beginning of each day:
 - a. The start time of day if different than midnight, the name of the driver and, if the driver is a member of a team of drivers, the names of the co-drivers;
 - b. In the case of a driver who is not driving under the provisions of an oil well service permit, the cycle that the driver is following;
 - c. The commercial vehicle licence plates or unit numbers;
 - d. The odometer reading of each of the commercial vehicles operated by the driver;
 - e. The names and the addresses of the home terminal and the principal place of business of every motor carrier by whom the driver was employed or otherwise engaged during that day;
 - f. In the "Remarks" section of the daily log, if the motor carrier or driver was not required to keep a daily log immediately before the beginning of the day, the number of hours of off-duty time and on-duty time that were accumulated by the driver each day during the 14 days immediately before the beginning of the day; and
 - g. If applicable, a declaration in the "Remarks" section of the daily log that states that the driver is deferring off-duty time under section 16 and that clearly indicates whether the driver is driving under day one or day two of that time.
2. During the course of the day:
 - a. The hours in each duty status during the day covered by the daily log, in accordance with Schedule 2, and the location of the driver each time their duty status changes, as that information becomes known.

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- b. At the end of each day:
- c. The total hours for each duty status and the total distance driven by the driver that day, excluding the distance driven in respect of the driver's personal use of the vehicle, as well as the odometer reading at the end of the day and sign the daily log attesting to the accuracy of the information recorded in it.

3. Driver Log Book Monitoring and Retention:

- a. Drivers must submit the original top copy of their daily log and supporting documents to their home terminal within 7 days of completing the daily log.
- b. The daily log book (original top copy) must be forwarded to AFS no later than the 20th day of the following month.
- c. Log books are entered into CEDA's log book system by AFS.
- d. AFS shall retain all daily logs in chronological order for each driver for a period of 6 months.

4. Driver Log Auditing:

- a. Log books are audited by AFS on a random basis at intervals designed to effectively assess compliance levels.
- b. Documentation used to support the driver log audit include but are not limited to; payroll records, pre-trip inspections, fuel receipts/ reports and waste manifests if available. It is important to note that driver logs will not always match payroll based on contractual obligations with our clients.
- c. AFS will generate a report of any employees where violations have been identified.
- d. Violation Reports will be sent by AFS to the driver's direct supervisor for review.
- e. Both the supervisor and employee must sign off on the violation report and send it back to AFS within 14 days from receipt of the report.
- f. Violation reports are filed with the existing driver's log books. These documents are retained for 6 months from the date the reports were prepared.

Electronic Daily Logs (ELD):

CEDA is required to meet Transport Canada's ELD Mandate.

CEDA procedure PR-AFS-CORP-002: Electronic Logging Device provides detailed guidance on the use of Electronic Logging Devices (ELD) to meet regulatory Hours of Service (HOS) and daily Trip Inspection requirements.

ELD records are retained electronically for 6 months from the date the reports were prepared. Drivers are responsible for retention after the initial 6 month period.

Safety Fitness and Operating Authority Certificates:

CEDA is required to meet Transport Canada's ELD Mandate.

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CEDA operates commercial vehicles under both Federal and Provincial regulations. Drivers employed by CEDA must understand the Hours of Service requirements for their base jurisdiction and any jurisdiction to which they may drive in Canada or the US.

Federal drivers shall not exceed 13 hours of driving time and/or 14 hours of on-duty in a day.

Vehicles based in the Western Alberta region as well as in the Rest of Canada (ROC) region are registered under “CEDA Parent Holdings Limited”, and are federally regulated.

Vehicles based in BC are registered under “CEDA West Services Limited”, and are federally regulated.

Vehicles based in North and Eastern Alberta Regions are registered under “CEDA General Partners LTD” and are provincially regulated. Commercial vehicles that are provincially regulated MUST NOT leave the province of Alberta.

Due to regional transfer of the vehicles, it is the driver’s responsibility to ensure they are in compliance with either Federal or Provincial Hours of Service regulations depending on the vehicle they are operating.

A driver must not switch between federal and provincial hours of service without the physical and paper transfer to a division within a respective carrier. (i.e. federal drivers cannot operate provincial commercial vehicles and provincial commercial drivers cannot operate federal commercial vehicles).

The distinction between whether a vehicle is federally or provincially regulated can be found on the vehicle’s Safety Fitness Certificate.

Examples



SAFETY FITNESS CERTIFICATE

CERTIFICATE NUMBER
002079572

NSC NUMBER
AB247-6547

MVID
0064-41417

OPERATING STATUS
Federal

EFFECTIVE
January 14, 2022

CERTIFICATE HOLDER
Ceda Parent Holdings Limited

2820 84 Ave NW
Edmonton, Alberta Canada T6P 1P7

Last Revised Date

EXPIRY (THIS CERTIFICATE EXPIRES AS INDICATED BELOW UNLESS OTHERWISE SUSPENDED OR CANCELLED)
December 31, 2024

This Certificate is issued pursuant to the Motor Vehicle Transport Act and the Traffic Safety Act. This Certificate is valid anywhere in Canada and applies to commercial vehicles registered for a gross weight of more than 4,500 kilograms, or designed with a seating capacity of 11 or more persons including the driver. This includes trips operated point-to-point within Canada or from/to the US border. This Certificate is not valid outside of Canada.

The original or a copy of this Certificate must be carried in vehicles operating under the authority of this certificate and produced on demand of a Peace Officer.

This Certificate will be cancelled where the holder has not operated a vehicle authorized by this certificate for a 12 month period.

This Certificate may be suspended or cancelled for failing to comply with transportation legislation.



Federal Safety Fitness Certificate



SAFETY FITNESS CERTIFICATE

CERTIFICATE NUMBER
002080075

NSC NUMBER
AB209-3524

MVID
0760-E1678

OPERATING STATUS
Provincial

EFFECTIVE
January 14, 2022

CERTIFICATE HOLDER
Ceda General Partners Ltd.

2820 84 Ave NW
Edmonton, Alberta Canada T6P 1P7

Last Revised Date

EXPIRY (THIS CERTIFICATE EXPIRES AS INDICATED BELOW UNLESS OTHERWISE SUSPENDED OR CANCELLED)
December 31, 2024

This Certificate is issued pursuant to the Traffic Safety Act. The holder of this Certificate may operate vehicles anywhere in Alberta that are registered for a gross weight of 11,794 kilograms or greater, or designed with a seating capacity of 11 or more persons including the driver. This Certificate is not valid when the carrier operates or intends to operate outside of Alberta.

The original or a copy of this Certificate must be carried in vehicles operating under the authority of this certificate and produced on demand of a Peace Officer.

This Certificate will be cancelled where the holder has not operated a vehicle authorized by this certificate for a 12 month period.

This Certificate may be suspended or cancelled for failing to comply with transportation legislation.



Provincial Safety Fitness Certificate

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Trip Inspections

Drivers shall not operate and CEDA shall not permit a person to operate a commercial vehicle if the vehicle or any equipment related to the vehicle is in a condition likely to cause danger to persons or property.

Daily trip inspections are required for all commercial vehicles being used in CEDA operations and shall be completed on each vehicle being driven at least one a day.

It is recommended that each driver conduct a daily trip inspection on their light duty vehicle.

Daily trip Inspections are not mandatory when the equipment is stationary on a work site, meaning the equipment has not been started nor moved.

Standard 13 of the National Safety Code (NSC) states that trucks shall be inspected in accordance with Schedule 1 and buses in accordance with Schedule 2. Instructions on how to complete the vehicle inspection and walk around including schedules 1 and 2 can be found in the front section of the daily trip inspection booklet that is to remain in the truck at all times.

For commercial vehicles equipped with ELD, Trip Inspections are completed on the ELD app.

Any defects that are found during a trip inspection or while driving shall be documented on the “Daily Trip Inspection” form and reported to the driver’s supervisor, dispatcher and/or maintenance department where available as soon as possible and prior to the next required inspection. If the defect meets the major criteria within the schedule, the vehicle shall not be driven until the defect is corrected.

Drivers shall forward the original of each inspection report to their supervisor within 20 calendar days of the completion of the report. The original Daily Trip inspections are to be kept at the location where the vehicle is housed or maintained for at least 6 months from the date the report was prepared.

Where defect(s) are noted, it is required that one of the carbon copies or a copy of the ELD daily trip inspection form outlining the defect(s) be attached to the service order in which the defect(s) were repaired.

Refer to the National Safety Code Standard 13 for information on daily trip inspections.

Vehicle Inspection Stations (Scales)

Commercial vehicles are required to enter into a DOT scale or Commercial Vehicle Inspection Station when the signage and lights are operational.

Commercial Vehicle Documentation

Drivers are responsible to ensure the following documentation is in their commercial vehicle before operation.

Document Type	Canada	United States
Valid License	✓	✓
Medical Certificate		✓
Certificate of Registration	✓	✓

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Certificate of Insurance	✓	✓
Vehicle Inspection Certificate and Decal	✓	✓
TDG or Hazmat Training	As Required	As Required
Alliance for Uniform Hazmat		As Required
US Hazmat Registration (CO,ID,ND,WI)		As Required
Shipping Documents	As Required	As Required
Permits	As Required	As Required
Driver Log Book (except for ELD)	✓	✓
Trip Inspection Book (except for ELD)	✓	✓
Safety Fitness Certificate	✓	✓

Commercial Vehicle Permits

Permits are required for commercial vehicle operations that do not fall within the confines of legislation. Below are some examples of permits that may be required.

Permit Type	Description
Licensing/ Trip	Licensing/ Trip permit acts as a temporary registration and will be necessary when a vehicle is not registered for the jurisdiction being travelled in or through. This may apply to both apportioned and non-apportioned vehicles; trip permits are generally valid for three (3) to ten (10) days, depending on the jurisdiction and valid for a single trip only. Permits should be obtained prior to travel to ensure compliance with each state or provincial regulation. If a trip includes multiple jurisdictions, permits may be required for each jurisdiction.
Fuel	Fuel permits will be necessary for commercial vehicles that are travelling out of province and not operating under the International Fuel Tax Agreement (IFTA) program.
Over Dimensional	Maximum commercial vehicle dimensions can differ by jurisdiction. If a vehicle or combination has the potential to exceed the legislated maximum dimensions as set out by the jurisdiction, permits may apply.

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Over Weight	Maximum commercial vehicle weights can differ by jurisdiction. If a vehicle or combination has the potential to exceed the legislated maximum weights as set out by the jurisdiction, permits may apply.
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If a permit is required, FM-AFS-CORP-001: Permit Request shall be completed and emailed to CEDA.Fleet@cedagroup.com or faxed to Fleet Management at (780) 377-4329.

Commercial Vehicle Files

A file is required for all commercial vehicles and trailers. It shall be:

- Filed per vehicle.
- Organized by date.
- Accessible where the vehicle is located.
- Maintained for the current calendar year and previous 4 years (4 plus in total).



- Retained as either hard copies or electronic files.

If a commercial vehicle is permanently removed from the fleet, the file shall be retained for a minimum of 6 months from the date the vehicle was removed.

The following records pertaining to each commercial vehicle used are required to be in the file. It is preferred to have all records in a single location, different record types may be located in different locations. For example, trip inspections may be electronically retained in a software program while hard copies of insurance documents would be retained in a corporate file:

Commercial Vehicle Records to be Filed.	Canada	USA
Copy of registration & proof of insurance.	✓	✓
Copy of inspections completed by a jurisdictional authority.	✓	✓
Record of regulatory inspections completed at intervals defined within the applicable regulation.	✓	✓
All completed work orders documenting the work performed, date and odometer reading.	✓	✓
Manufacturer recall notices and proof of repair.	✓	✓
Record of any vehicle modifications affecting its load capacity.	✓	✓
Preventive maintenance records including fluid changes, lubrications and inspection checklists.	✓	✓
Trip inspections documenting defects and verification of repair. Shall be retained for 6 months.	✓	✓

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Records of completed PMVI inspections.	✓	✓
Records of completed CSA B620 inspections.	✓	✓
Record of tire size, vehicle configuration, dimensions, mounted equipment, tare weight, certified scale tickets, photos, etc.	✓	✓

* Individual Sections within this Policy may require the retention of additional records.

Vehicle International Registration Plan and International Fuel Tax Agreement Reporting

For commercial vehicles registered to a US Corporation:

1. The International Registration Plan (IRP) is a registration reciprocity agreement among states of the United States, the District of Columbia and provinces of Canada providing for payment of prorated fees on the basis of total distance operated in all jurisdictions. IRP reporting is required on all vehicles registered accordingly. IRP registered vehicles must report all km/ miles regardless of where they travel. This is to be recorded by the driver of the vehicle on the Prorate Reporting Logs or pulled via GPS where applicable.
2. All records that substantiate the initial IRP application as well as records that substantiate mileages travelled by IRP vehicles must be retained at the vehicle's base operational location. A copy must be sent to AFS no later than the 15th of each following month. All documentation associated to the IRP program must be retained for three years following the close of the registration year the application was for.

For commercial vehicles registered to a Canadian Corporation:

1. The International Fuel Tax Agreement (IFTA) is an agreement among US states and Canadian provinces, which allows for collection and distribution of fuel taxes paid by motor carriers transporting goods and or services between jurisdictions. IFTA reporting is required on all vehicles registered accordingly. IFTA registered vehicles must report all fuel and km/ miles regardless of where they travel.
2. All km/ mileage reporting including fuel receipts are to be placed in the IFTA Trip Report envelope for the vehicle. The envelope with original documentation is to be retained at the vehicle's base operational location. This documentation is to be turned into the vehicle's operational supervisor or regional manager no later than the end of each month. Participating service lines must keep all original documentation and forward complete and accurate photocopies of trip reports and any supporting documentation to AFS no later than the 15th of each following month.
3. IFTA documentation must be retained for four years from the tax return due date or filing date whichever is later.

Vehicle Maintenance and Inspections

Commercial Vehicle Maintenance Program

All regions and service lines shall have a preventive maintenance and servicing program for commercial vehicles within their control, whether owned or leased. The program shall systematically identify defects and effect repairs per:

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- National Safety Code Standard 11, Part A: Commercial Vehicle Maintenance Standard.
- SD-AFS-CORP-001: Commercial Vehicle Maintenance Standard.
- Regulatory inspection and maintenance requirements.
- Client maintenance or inspection standards that are contractually imposed.

All preventative maintenance inspections shall be documented with a record (either hard copy or electronic) retained in the respective commercial vehicle file.

A person shall not operate or permit another person to operate a CEDA vehicle if the vehicle or any equipment related to the vehicle is in a condition likely to cause danger to persons or property.

It is illegal to operate a vehicle on a highway with any defect classed as a major regulatory violation.

Commercial Vehicle Inspection Programs

Periodic Commercial Motor Vehicle Inspections (PMVI) shall be conducted in accordance with NSC Standard 11, Part B. The objectives of the PMVI standard are to reduce collisions due to mechanical defects on vehicles, improve highway safety, and ensure the consistency of periodic inspections across Canada.

All commercial trucks, truck-tractors, semi-trailers, trailers and combinations thereof are required to be inspected to the standard at least annually.

Inspections must be conducted by an authorized inspector in a government establishment, or at an inspection facility approved by a government agency.

For CEDA commercial vehicles within a provincially regulated fleet, the applicable Provincial commercial vehicle inspection program (CVIP, CVOR, PMCVI, etc.) shall be implemented.

An inspection certificate shall be retained in the cab of the vehicle as well as a corresponding decal on the outside of the vehicle.

TDG Inspection Program

All CEDA commercial vehicles transporting dangerous goods are subject to additional inspections in accordance with the requirements of CSA B620: Highway Tanks and Portable Tanks for the Transportation of Dangerous Goods, Section 7.2 Inspections and Tests.

These inspections are applicable to the tanks and hose assemblies used to load or unload dangerous goods.

Following a test or an inspection, a written report shall be provided to CEDA and retained in the vehicle file.

Additionally, the tank shell shall be durably and legibly marked with the following information:

- Month and year of the inspection or test;
- A letter indicating the type of inspection or test; and
- The last four digits of the facility registration number of the facility conducting the test or inspection.

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Tire Management

Vehicles shall not be operated with any noticeable defects to the tires such as cuts, bulges, tread separation or insufficient tread depth.

Minimum tread depth for any tire is 4/32”.

Tires shall be replaced with specific brands supplied by approved CEDA suppliers.

Drivers shall document visible cuts, bulges, or other defects on the trip inspection form and report the results of those inspections in accordance with Section 7.4 of this Policy.

If a rejectable defect, as defined in NSC Standard 11, Part B: Periodic Commercial Motor Vehicle Inspections, is identified the vehicle shall be tagged out of service.

At no time may the steering axle of a vehicle be equipped with re-treaded or re-capped tires.

Light Duty Vehicle Maintenance

Vehicles shall not be operated with any noticeable defects to the tires such as cuts, bulges, tread separation or insufficient tread depth.

Light duty vehicle maintenance shall comply with manufacturers’ recommended maintenance schedules and with Provincial requirements.

Each Region or Service Line is responsible to ensure that manufacturers recommended maintenance is performed on the vehicles for which they are responsible. Due to the extreme conditions in which CEDA vehicles operate, neglecting scheduled preventative maintenance increases the possibility of voiding the manufacturers’ warranty on affected parts.

Each CEDA light duty vehicle is assigned a fuel card and a Preventative Maintenance Guideline. Emkay’s on-staff maintenance experts review, analyze and advise on repair quotes over \$500 and has CEDA’s authorization to approve repairs costing between \$500 and \$1,500. Emkay has national accounts set up with discounted rates at numerous suppliers and passes these savings directly to CEDA. The AFS group may set up a maintenance program outside of Emkay to meet operational needs.

The quotes over \$1,500 will follow CEDAs DOA (process and will be emailed to the appropriate leader. Overdue service reminders are posted on the Emkay site and will be monitored by AFS. Refer to Emkay Driver Guide for additional details.

In all vehicle repair situations, the following must be recorded on the repair invoice:

- Make & Model.
- Unit number.
- Serial number.
- License plate number.
- Odometer reading.
- Printed driver name.

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- Method of payment.

Vehicle Modifications

Modifications are not permitted on any commercial or light duty CEDA owned or leased vehicle without written approval from Asset & Fleet Management. This includes modifications in any form including engine, transmission, lights, exhaust system, wheels, tires, accessories, etc.

At no time shall modifications be conducted that may affect the vehicle's towing or carrying capacity, or the stability or maneuverability of the vehicle, unless these modifications are made by the original manufacturer of the vehicle. All modifications made to a vehicle by the manufacturer shall be accompanied with supporting documentation from the manufacturer indicating that the modifications comply with all applicable standards, legislation, and engineering guidelines.

Tampering or modification of an electronic logging device or electronic recording Device in any way is strictly prohibited. Employees who have done so are subject to discipline in accordance with CEDA Policy.

All vehicle modifications shall be fully documented. These documents shall be placed in the vehicle file and retained for the duration of the vehicles service life with CEDA.

Heavy Duty Commercial vehicles in Canada will be governed to 110 km/hr., unless the Province mandates the commercial vehicle to be governed to a lower speed.

Incident Reporting and Investigation

Employees driving for CEDA business shall immediately report incidents to their supervisor. This includes motor vehicle collisions, TDG incidents and regulatory violations.

Motor Vehicle Collision (MVC) Reporting

In all cases, a Motor Vehicle Collision report shall be completed and submitted to divisional leader and HSE advisor.

Refer to the Incident Management Practice for further information and internal incident reporting and investigation guidelines.

MVC events are investigated and managed as outlined in the Incident Management Practice.

Insurance Reporting

Following reporting of a MVC, AFS will review and verify when coverage applies through CEDA's automobile insurance policy; aid in the preparation of an insurance claim and ensure details are relayed accordingly to CEDA's automobile insurance policy holders, broker, adjusters and internal service lines when required.

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TDG Incident Reporting

Part 8 TDG Regulations outlines Incident Reporting Requirements where dangerous goods are being offered for transport, handled or transported by road, rail, marine or air. This part applies to the release or anticipated release of dangerous goods, undeclared, miss-declared, loss, theft or unlawful interference of dangerous goods.

CEDA personnel and site representatives that have charge, management or control of a means of containment hauling dangerous goods shall comply with the reporting requirements as documented in Part 8 of the Regulation.

Transport Canada has developed a Guidebook for Reporting Dangerous Goods Incidents as a reference for carriers and employees who may be involved with the transportation of dangerous goods.

Refer to Part 8 TDG Regulation for external incident reporting requirements.

In the Event of TDG Emergency, reference CEDA's Emergency Response Assistance Plan.

Regulatory (Provincial or Federal) Violation Reporting

Drivers are responsible to report all regulatory violations received, including timely payment of any traffic violations issued to them. If the driver wishes to dispute a violation issued, they must notify AFS of their intention to do so.

All regulatory violations involving a CEDA vehicle will be documented by AFS in the drivers file.

6.0 TRAINING

CEDA Drivers shall possess the fundamental knowledge and driving skills for each type of vehicle they are required to safely operate.

All CEDA drivers are required to complete the CEDA Driver Orientation in order to be aware of the basic driving requirements.

Additionally, CEDA Commercial Drivers are required to complete training and demonstrate competency of the following topics:

- Hours of Service.
- Weights and Dimensions.
- Cargo Securement.
- Transportation of Dangerous Goods.
- Trip Inspections.
- Electronic Logging Device (ELD), where it is applicable.
- Engine Brake
- Rollover Prevention
- Use of Equipment and Safety Equipment specific to operational requirements.

Additional training may be required depending on the Provincial requirements, job scope and site requirements.

CONFIDENTIAL INFORMATION TO BE USED FOR INTERNAL PURPOSES ONLY. THE LATEST CONTROLLED VERSION IS CONTAINED WITHIN CEDA'S HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM (HSEMS).

	POLICY	Revision Date	Revision No.	Last Review Date
	TRANSPORTATION SAFETY POLICY	July 2025	16.0	July 2025
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If the case of an incident where an identified causal factor is related to any of the above courses, the employee may be requested to repeat the training and demonstrate competency.

For further information on training, contact the CEDA Learning and Development group at training@cedagroup.com

7.0 REFERENCES

Document Name	Document Identification	Revision
Alcohol and Drug Policy		Latest revision
Canada Taxable Automobile Fringe Benefit Policy	PO-EAM-CORP-001	Latest revision
Emergency Preparedness	2-CEDA-ALL-0118	Latest revision
Emergency Response Assistance Plan (ERAP)	ERP2-1020	Latest revision
Emkay Driver Guide		Latest revision
Discipline Policy		Latest revision
Fire Prevention & Protection	2-CEDA-ALL-0018	Latest revision
Hazard Communication (WHMIS 2015, TDG)	2-CEDA-ALL-0016	Latest revision
Incident Management	2-CEDA-ALL-0040	Latest revision
Information Systems & Technology Acceptable Use		Latest revision
Commercial Vehicle Maintenance Standard	SD-AFS-CORP-00x	Latest revision
IFTA Trip Report envelope		Latest revision
Mileage Log	FM-EAM-CORP-002	Latest revision
Motor Vehicle Collision Report (MVC)		Latest revision
Occupational Health and Safety Legislation (applicable Federal, Provincial or State)		Latest revision
Safe Journey Management	2-CEDA-ALL-0119	Latest revision
Transport Canada Guidebook for Reporting Dangerous Goods Incidents		Latest revision
Vehicle Allowance	CEDA Form	
Workplace Smoking	CEDA Policy	Latest revision

8.0 RECORDKEEPING

Driver records are retained in several locations based on document type. The table below details records that are required for drivers, who is responsible for retention and, where they are stored.

Document Type	Responsible for Retention	Record Location
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	POLICY	Revision Date	Revision No.	Last Review Date
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Employees personnel file including, for Commercial Drivers, a summary of commercial vehicle operating experience (resume needs to contain the previous 5 year work experience in it).	Human Resources	CEDA Network
For drivers who possess a Class 1, 2 or 3 operator's license: a. A copy of the hire on drivers abstract.	Human Resources	CEDA Network
Driver abstract consent and 3 year driver abstract: - Dated within 30 days of hire (10 days in BC). - Updated and reviewed annually.	Fleet	LMS
During employment period with CEDA: - Record of any regulatory driver convictions for the current and previous four years. - Record of any administrative penalty imposed on the driver under any regulation. - Record of all collisions reportable to a peace officer involving a motor vehicle operated by the driver including jurisdictions outside Alberta.	Fleet/ HSE	Intelex/ CEDA Network
Training records.	Learning & Development	LMS
Driver assessment (commercial drivers only).	Learning & Development	LMS

The Learning and Development group shall provide regional and service line leaders with monthly compliance reports to verify completion of required training and highlight expired certifications.

Operational leaders are responsible to ensure mandatory training and competency assessments are renewed prior to expiry and for continual monitoring of driver performance.

Requirements for commercial vehicle files are detailed in Section 5 of this policy.

The following records shall be retained for light duty vehicles by the region or service line that is responsible for them:

- Copy of registration & proof of insurance.
- Preventive maintenance records including fluid changes, lubrications and inspection checklists.
- Manufacturer recall notices and proof of repair.
- Record of any vehicle modifications.

Record retention periods are detailed in the table below in accordance with:

- Section 40(1) of the Alberta Commercial Vehicle Certificate and Insurance Regulation (AR314/2002).
- Applicable provincial transport regulations.

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Document Type	Retention Period
Bills of Lading	At least 2 years
Dangerous Goods records	At least 2 years
Training records	No time limit, stored electronically in LMS
Driver records	Year created + 4 years
Driver daily logs	6 months
Commercial Vehicle Files	Year created + 4 years
Trip inspection records	6 months

Regional and Service Line leaders shall ensure that records are retained for their respective pool of drivers and equipment. Record retention shall be in accordance with PR-DC-CORP-001: Document and Record Management Policy.

9.0 REVISION RECORD

Revision Date	Version	Section Affected	Changes Made
May 2025	15.0	Commercial Vehicle Regulatory Requirements	Federal drivers shall not exceed 13 hours of driving time and/or 14 hours of on-duty in a day.
January 2025	14.0	Vehicle Modification	Heavy Commercial Vehicles governed to 110km/hr.
		Training	Added required training to Commercial Drivers.
June 2024	13.0	All	- Corporate Vehicle Policy amalgamated with Transportation Safety Practice. - Name of document updated from Transportation Safety Practice to Transportation Safety Policy.

10.0 INTERPRETATION AND UPDATING

The Manager, Fleet & Asset Services is accountable for responding to any requests for clarification and for regular review and updating of this procedure. The Manager, Fleet & Asset Services holds the duties of the “Safety Officer” when it comes to CEDA’s transportation/fleet tasks and responsibilities.