



<b>Title: Authorized Vehicle and Equipment Operators</b>	<b>Policy No.: A.06-01</b>
<b>Section: 14</b>	<b>Page No.: 1 of 11</b>

<b>Legislation Reference:</b>	Jubilee Insurance Agencies Ltd.
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<b>Purpose:</b>	To establish standards to mitigate loss exposure in situations where persons operate County Licensed Vehicles and Equipment on behalf of Smoky Lake County.
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**Policy Statement and Guidelines:**

**1. OBJECTIVES:**

- 1.1 Smoky Lake County recognizes that vehicle operations create substantial risk to the Municipality and has incorporated risk control measures as part of the Risk Pro Management Program with Jubilee Insurance Agencies Ltd. to cooperate in implementing effective risk management on municipally owned Vehicles and Equipment.
- 1.2 Smoky Lake County is responsible for introducing standards and processes that will encourage ongoing risk improvement, monitor and effectively manage the risk consideration by identifying and analyzing loss exposure, to reduce risk, to prevent risk on its own fleet of vehicles and equipment and to help safeguard the interests of individuals.
- 1.3 Maintain records and information to reflect the continued capabilities and eligibility of Municipal employees to operate Licensed Vehicles and Equipment on behalf of Smoky Lake County.
- 1.4 Utilize a review mechanism and procedure to verify the status and driving record of each operator.

**2. GUIDELINES:**

- 2.1 The Vehicle and Equipment Loss Prevention Risk Control Program will be undertaken by the County’s Safety Officer to the best of his or her ability, from time to time at the discretion of the County, to manage and ensure adequate risk control measures are implemented.
- 2.2 Only individuals who have been preauthorized to operate Municipal Vehicles and Equipment for Smoky Lake County are authorized to drive for Municipal purposes.
- 2.3 Risk Control measures include:
  - 2.3.1 Ensure drivers have a valid driver’s license.
  - 2.3.2 Drivers have an acceptable driving record.
  - 2.3.3 Identify who is driving which classification of vehicle.

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**Policy Statement and Guidelines:**

2.4 Smoky Lake County shall utilize each year at its Annual Safety Meeting a process of complying with appropriate requirements established to verify that individuals authorized to operate Licensed Municipal Vehicles and Equipment in connection with their duties for the Municipality.

**3. PROCEDURES:**

3.1 All Municipal employees and any individuals hired shall be required to complete annually a **Driver Abstract**, as per **Schedule "A": Driver Abstract Consent**, releasing consent as authorization for Smoky Lake County to obtain a record to verify that:

- 3.1.1 All operators have a valid License.
- 3.1.2 The License is the correct Classification for the type of vehicle(s) driven.
- 3.1.3 The License has not expired or the date that the License needs to be reviewed.

3.2 The municipality will maintain an inventory listing and update annually the list of persons authorized to operate Municipal Vehicles and Equipment, as per **Schedule "B": Inventory of Persons Authorized to Operate Municipal Vehicle and Equipment**.

3.2.1 Inventory listing will include employees and individuals referred to as: Full-time, Part-time, Seasonal, Temporary, Volunteer Fire Department, Added Named Insured members.

3.3 The inventory of employees authorized to operate Municipal Vehicles and Equipment will indicate the classification category and unit number of the vehicles and equipment the employees are authorized to operate.

3.3.1 **Classification:** Smoky Lake County Vehicles and Equipment:

<b>EO 1</b>	Steam truck, self-propelled packer, 3-ton truck or smaller forklift.
<b>EO 2</b>	Mixer, rotovators, mowers, (drawn equipment).
<b>EO 3</b>	Backhoe, maintenance grader, hydro axe, and body job trucks without air.
<b>EO 4</b>	Construction graders, earthmoving buggy, cats, track hoe, tractor-trailer, with air, snowplow / sand truck with air, Waste Management Truck Operator.
<b>EO 5</b>	All single axles without air.
<b>EO 6</b>	All fire apparatuses.
<b>EO 7</b>	Agricultural Department Equipment.
<b>EO 8</b>	All Gas Equipment
<b>EO 9</b>	All Parks and Recreation Equipment

**Policy Statement and Guidelines:**

**3.3.2 Unit Number Listing with Classifications:** Smoky Lake County Vehicles and Equipment:

<b>Unit Number</b>	<b>Vehicle and Equipment</b>	<b>EO Classification</b>
<b>PUBLIC WORKS</b>		
100	04 GMC K 2500	5
101	09 GMC SLE 2500	5
102	99 GMC K 1500	5
103	94 GMC K 3500	5
105	08 GMC K 3500	5
106	99 GMC K 3500	5
107	05 GMC K 3500 with Dump Box	5
108	07 GMC K 5500	5
109	09 GMC K 3500	5
110	01 GMC K 3500	5
112	05 Freightliner	4
114	08 GMC W 5500 Street Sweeper	3
115	97 F350 4x4	5
116	11 GMC K 3500	5
134	91 R 3500 Pilot Truck	5
135	04 K 3500	5
138	97 Ford AT 9513 Water Truck	4
139	97 E350 15 Passenger Van	4
141	87 Chev C70 with Dump Box	5
155	91 Kenworth T800 Oil Truck	4
170	97 Kenworth T800 Truck	4
180	99 Kenworth T800 Truck	4
190	03 Kenworth T800B for Unit 156	4
195	05 Kenworth T800B Truck	4
197	05 Kenworth T800	4
198	07 Peterbilt Truck	4
199	08 Peterbilt Truck	4
<b>GRADERS</b>		
501	14 H 06 Cat Grader	4
502	14 M 08 Cat Grader	4
503	160 M 09 Cat Grader	4
504	14 H 06 Cat Grader	4
505	14 H 07 Cat Grader	4
507	14 H 06 Cat Grader	4
508	160 M 10 Cat Grader	4
510	14 H 07 Cat Grader	4

**Policy Statement and Guidelines:**

**3.3.2 Unit Number Listing with Classifications: Smoky Lake County Vehicles and Equipment: *Conti.:***

<b>Unit Number</b>	<b>Vehicle and Equipment</b>	<b>EO Classification</b>
<b>PUBLIC WORKS – HEAVY EQUIPMENT</b>		
601	00 D6R Caterpillar Dozer	4
602	02 420D Caterpillar Backhoe	3
603	08 RM500 Reclaimer	4
604	08 262 Skid Steer	3
606	78 310AD John Deere Backhoe	3
607	81 310A John Deere Backhoe	3
610	75 Hyster Packer	1
612	65 Massey Ferguson Tractor	2
614	78 75B Clark Loader – Forklift	3
615	85 720 Hydro Axe	3
616	86 627B Caterpillar Buggy	4
623	79 Hyster Forklift 6,000 lb.	1
624	00 4191 RT Scissorlift	1
625	06 Caterpillar Packer – Smooth Drum	1
626	10 DD16 Volvo Double Drum Packer	1
627	10 Hyundai Excavator	4
628	06 CP563E Cat Padfoot Packer	1
629	08 950H Cat Wheel Loader	3
633	96 John Deere Tractor	2
638	98 CP563C Cat Compactor	1
642	07 Double Drum Packer	1
<b>PARKS &amp; RECREATION</b>		
702	98 Deines 2060 Riding Mower	9
705	01 John Deere 316 Riding Mower	9
709	03 Deines DD227 Riding Mower	9
711	97 F150 XLS 4x4	5
716	98 F150 4x4	5
720	08 Deines DD22HT Mower	9
725	08 GMC 1 Ton	5
726	09 GMC SLE 3500	5
<b>ENVIRONMENTAL SERVICES DEPARTMENT</b>		
226	10 GMC SLE 3500	5
227	01 GMC K 2500	5
228	99 Polaris 6x6 ATV	5

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**Policy Statement and Guidelines:**

**3.3.2 Unit Number Listing with Classifications: Smoky Lake County Vehicles and Equipment: *Conti.:***

<b>Unit Number</b>	<b>Vehicle and Equipment</b>	<b>EO Classification</b>
<b>AGRICULTURE</b>		
401	11 MM 10604 Freightliner	6
402	81 Chev C70 – Smoky Lake Fire Truck	6
403	08 Freightliner – Waskatenau Fire	6
404	81 Chev C70 – Waskatenau Fire Truck	6
405	98 FL80 Freightliner – Smoky Lake Fire Truck	6
406	Duetz DX3.30 Tractor	7
407	01 F550 Rescue – Smoky Lake Fire	6
408	95 Chev K 2500 Rescue – Waskatenau Fire	6
409	05 GMC K 2500	5
410	08 GMC K 2500	5
411	02 E350 Van – Vilna Fire	6
414	79 Chev C60 Bus Command Post	6
419	98 F700 4x4 Vilna Water Truck	6
420	John Deere – R.V.	7
421	10 Polaris Ranger 6x6	7
427	1942 International Fire Truck	6
429	06 F550 4x4 – Vilna Fire	6
430	91 F350 4x4 – Vilna Fire	6
432	1950 Warspite – Old Fire Truck	6
434	96 Chev K 3500 – Waskatenau Fire	6
435	02 Ford F550 4x4 Spray Truck	7
439	04 6420 John Deere Tractor	2
440	99 GMC K 2500	5
441	05 6420 John Deere Tractor	2
444	02 GMC K 1500	5
445	97 F700 4x4 SLRESP	5
447	03 E450 – Vilna Dats Bus	4
451	98 GMC C7500 Superior - Vilna Fire	6
452	03 GMC K 1500	5
<b>BYLAW ENFORCEMENT OFFICER</b>		
221	07 CAN AM 4x4 Quad	5
222	08 F250 4x4 Crew Cab	5

**Policy Statement and Guidelines:**

3.3.2 **Unit Number Listing with Classifications:** Smoky Lake County Vehicles and Equipment: *Conti.:*

Unit Number	Vehicle and Equipment	EO Classification
<b>GAS DEPARTMENT</b>		
201	09 GMC K 2500	5
202	06 GMC K 2500	5
203	04 GMC K 2500	5
204	10 Ram 350 Dodge	5
206	05 GMC K 2500	5
209	02 RT 115 Ditch Witch	8
211	Small 1820 Ditch Witch	8
212	96 Arctic Cat 4x4 Quad	5
214	02 Ford F550 Odorant Truck	5
224	94 GMC K 2500	5

3.4 All Municipal employees shall annually complete and sign a questionnaire on their driving record status, as per ***Schedule "C": Verification for Continued Eligibility to Operate Municipal Vehicles and Equipment.*** This procedure is a review mechanism to verify the driving record status is current and identify any concern to limit or restrict employee operation of Vehicles and Equipment for the Municipality.

3.4.1 Factors of risk exposure that indicate a change in driving status will initiate a review that may require further investigation or action to be taken:

- 3.4.1.1 Validity of Operator’s License.
- 3.4.1.2 Suspended from driving.
- 3.4.1.3 Have been convicted of a criminal driving offence.
- 3.4.1.4 Traffic Violations.
- 3.4.1.5 Demerit Points.
- 3.4.1.6 Accident/Incident Records.
- 3.4.1.7 Driver’s Abstract expiration date.
- 3.4.1.8 Notification received from Enforcement Services.
- 3.4.1.9 Job re-classification.
- 3.4.1.10 Medical State of Health does not prevent, or limit, their ability to operate a vehicle.
- 3.4.1.11 Continue to observe Municipal Regulations regarding Operation of Vehicles and Prevention Maintenance Procedures.

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<b>Policy Statement and Guidelines:</b>	
3.5	A record shall be maintained as additional information to track the employee driving status as being satisfactory to the Municipality and documented, as per <b><u>Schedule "D": Annual Review of Employee Eligibility as Operators</u></b> only when need of concern arises to track employees capabilities to reflect their continued eligibility operate Municipal Vehicles and Equipment.
<b>4. AUTHORIZED OPERATOR'S RESPONSIBILITY:</b>	
All Authorized Operators shall be responsible for the following (risk control measures) to drive Municipal Vehicles and Equipment:	
4.1	Abide by rules and general policies as reference in <b>Smoky Lake County Safety Manual</b> .
4.2	Be responsible for timely and routine maintenance in accordance with the Vehicles and Equipment Maintenance Guide, as referenced in <b>Policy Statement No. 11: Equipment Checklist Guidelines</b> .
	<b>NOTE: It is extremely important to report defects in and/or otherwise ensure that the Vehicles and Equipment are kept in a safe and roadworthy condition.</b>
4.3	Abide by all Federal, Provincial and local motor vehicle regulations and laws.
4.4	Be responsible for all fines arising out of ticketed offenses.
4.5	Only authorized/approved passengers (e.g., those with a defined business relationship) are permitted in the vehicles during the course of business use.
4.6	Notify his/her supervisor of any tickets, accidents or other violations.
4.7	Notify his/her supervisor if their license is suspended or revoked.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>September 22, 2011</b>	<b># 804-11 - Page # 9820</b>
<b>Amended</b>		
<b>Amended</b>		
<b>Amended</b>		
<b>Amended</b>		



SCHEDULE "A"
DRIVER ABSTRACT CONSENT



A "driver abstract is the product name under which Alberta Government Services releases specific information from a person's driving record, which contains:

- Name, Height, Class, License Number, Expiration Date, Address, Weight, Issue Date, Current Demerit Points, Reinstatement, Date of Birth, Sex, MVID Number, Suspended Status, conditions (if any), List of violations (Description, Demerit / Merit Points and Suspension Term)

PART 1

I, \_\_\_\_\_ of \_\_\_\_\_,
Name Address

declare that my Driver's License Number is: \_\_\_\_\_, my Date of Birth is: \_\_\_\_\_
month by name, day, year

and I give consent for my [X] 3 Year [ ] 5 Year or [ ] 10 Year driver abstract to be released, for a period of one year
from the date this form is signed, to:

SMOKY LAKE COUNTY of BOX 310, SMOKY LAKE, ALBERTA T0A 3C0
Name of the Person / Organization Receiving the Driver Abstract Address

In accordance with the Alberta Motor Vehicle Information Regulation (AMVIR) choose one of the following subsections:

[ ] 5(1)(a) Driver abstract released to a person known by myself
I acknowledge that the above person is personally known to me, is not acting as an agent or employee of any other person in
this transaction, and is not compensated in any manner for receiving or transferring the driver abstract to myself.
NOTE: This cannot be faxed.

[X] 5(1)(b)(iii) Driver abstract released to my employer or prospective employer
NOTE: This cannot be faxed.

[ ] 5(1)(b)(v) Driver abstract released to a lawyer representing me
NOTE: This cannot be faxed.

I agree that in no event will the Province of Alberta or its Registry Agents be liable for any damages or losses, however
caused, in respect to any defect, error or omission in the driver abstract, or use of the driver abstract by the person
receiving it.

\_\_\_\_\_, \_\_\_\_\_
Signature Date

PART 2 - Declaration for Faxing (This does not apply to subsection 5(1)(a) above)

I / We, \_\_\_\_\_ of \_\_\_\_\_,
Name of Employer or Lawyer Address

request the driver abstract, as mentioned above, to be faxed to \_\_\_\_\_, \_\_\_\_\_,
Area Code Fax Number

I / We agree that in no event will the Province of Alberta or its Registry Agents be liable for the driver abstract after it has been
faxed to the above number.

\_\_\_\_\_, \_\_\_\_\_
Name of Employer or Lawyer Address

This information is being collected for the purpose of Motor Vehicle records in accordance with the Traffic Safety Act. Questions about the collection of this information can be
directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.
REG 3387 (2005/11)







**SCHEDULE "C"**

**VERIFICATION FOR CONTINUED ELIGIBILITY TO OPERATE MUNICIPAL VEHICLE AND EQUIPMENT**

**ANNUAL REVIEW**

The following questions shall be asked Annually to verify that those Individuals whom may have occasion to operate licensed Municipal Vehicles and Equipment in connection with their duties for the Municipality shall do so in accordance with the minimum requirements established by the Municipality.

1.	Is your Driver Operator's License still valid?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Does your driving record indicate any unsafe driving habits are exercised?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Have you been involved in any "at fault" or "preventable" accidents since the Operator's Drivers record was last reviewed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Have you received any complaints about your own driving habits since the record was last reviewed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Comments: _____ _____	

**Acknowledgment**

I, _____, have completed the Questionnaire to the best of my ability and <div style="text-align: center;">Print Name</div> agree to notify my employer of any driving status changes in the current year.	
_____ Employee Signature	_____ Date



SCHEDULE "D"
ANNUAL REVIEW - LISTING
EMPLOYEE ELIGIBILITY AS OPERATORS - VERIFICATION

Annual Review Date: Completed By: Questionnaire Audit

Records Maintained By: Department/Organization

Table with 5 columns: Department, Name of Operator, Date of Driver's Abstract, Denotes concern Operator Driving habits and practices, Date for Revision Made