

Safety Plan

Example

Joe Smith Landscaping

(Business Name or Individuals Name - match name on SFC Application and vehicle registration)

DATE: January 31, 2023

Driver Files

A driver file will be established for each employee who is authorized to drive a Joe Smith Landscaping vehicle to ensure that driver record retention, driver disclosure, and driver training are checked and documented correctly in compliance with the Manitoba Highway Traffic Act.

Each driver file will contain the following document upon new hire:

- Driver's application to Joe Smith Landscaping
- Driver Abstract/Claims Experience Letter Request Form (from MPI website) signed by the new employee authorizing Joe Smith Landscaping to obtain a current copy of the employee's commercial driving abstract
- Employee's commercial driving abstract that is not older than 30 days prior to starting date.
- Driver's licence disclosure form
- Driver fitness review ensuring that Joe Smith, company owner, has reviewed the employee's driving abstract and find it acceptable for hiring purposes. (Driver audit to be completed by Joe Smith)
- Driver certification of violations and accidents form to ensure that the new employee does not have any recent accidents or violations that have not yet appeared on their driving abstract (i.e DUI charges that have not yet been before the courts)
- Copy of the driver's written test as laid out in Joe Smith Landscaping policy 1.4 Commercial Driver Written Testing Policy (*company policy to include the requirements for written testing*)
- Copy of the employee's driving road test as laid out in Joe Smith Landscaping policy 1.5 Commercial Driver Road Testing Policy (*company policy to include the requirements for written testing*)
- Records of any remedial training that results from the written test and road test.

Each driver file will be updated annually during the month of April to obtain the following documents:

- Driver Abstract/Claims Experience Letter Request Form (from MPI website) signed by the employee authorizing Joe Smith Landscaping to obtain a current copy of the employee's commercial driving abstract
- A current employee's commercial driving abstract.
- Driver's licence disclosure form for the current year.
- Driver fitness review ensuring that Joe Smith, company owner, has reviewed the employee's driving abstract and find it acceptable for continued employment. (Driver audit to be completed by Joe Smith, Owner. Deficiencies will be addressed by Joe Smith.)
- Driver certification of violations and accidents form to ensure that the employee does not have any recent accidents or violations that have not yet appeared on their

driving abstract

- Records of any remedial training that results from any on-road incidents and/or disclosures from the employee.

Driver Training:

Each driver file will contain the documents related to training, including annual training updates and re-certifications as stated in the Joe Smith Landscaping policy 1.6 Commercial Driver Training Policy. *(the policy outlines the training progression for drivers, who is delivering the training, etc.).* Training records included in the file will include the type, time and date of the training. Examples are:

- Transportation of Dangerous Goods Certification
- Pre-trip inspection training
- Commercial Drivers Hours of Service Training
- Cargo Securement Training

HOURS OF SERVICE

Joe Smith Landscaping will retain a separate Hours of Service (HOS) file for each employee authorized to drive a Joe Smith Landscaping vehicle. Each authorized employee will receive hours of service training when starting employment with the company, or before changing positions within the company to be an authorized driver for Joe Smith Landscaping.

Authorized drivers will maintain an Intra-provincial Drivers Hours of Service Exemption Time Record (ETR) for each day that they are operating a Joe Smith Landscaping vehicle. Employees will submit their ETR each Friday to the Joe Smith Landscaping office in person or by email to: JoeSmithLand@gmail.com.

Drivers will transfer their ETR to a paper logbook if they travel outside of 160 km and ensure that they are traveling with a valid Electronic Logging Device exemption permit. Drivers will submit an image or copy of their paper logbook (when required to use them) on Friday of each week to the Joe Smith Landscaping office in person or by email to: JoeSmithLand@gmail.com.

Joe Smith, Owner, will monitor the ETR and/or HOS paper logbook weekly and address any issues related to HOS compliance with authorized company drivers.

ETR and HOS logs will be maintained in each employees HOS file for a minimum of 6 months. Any follow-up with drivers as a result of Joe Smith's review of the employee's HOS audit compliance will be documented and placed in the HOS file.

VEHICLE MAINTENANCE

Joe Smith Landscaping Maintenance Officer is responsible for ensuring that trucks and trailers registered to the company are mechanically sound at all times.

Name: Joe Smith	Title: Owner
Phone: 204-945-1234	Email: JoeSmithLand@gmail.com

Joe Smith Landscaping will maintain a record of vehicle maintenance information for vehicle that exceed 4500 kg and registered to Joe Smith Landscaping.

Joe Smith Landscaping will obtain new periodic mandatory vehicle inspection certificates for all trucks and trailers with a gross vehicle weight rating (what can be loaded, not what is registered) 4500 kg or more during the month of March each year.

Each vehicle maintenance file will contain the following documents:

Filing system:

The company will maintain vehicle files to ensure that all vehicles are adequately maintained in a satisfactory mechanical condition.

- Identification of the vehicle - Licence plate, the manufacturer’s serial number, year and make of the vehicle
- Periodic mandatory vehicle inspection certificates
- Records of preventative maintenance inspections and any repairs that result from those inspections.
- All other vehicle repairs – including the odometer reading and date of the repair.
- Notice of defects received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices, including date of the repair and the odometer reading.
- Documents from drivers of any defects noticed at the start of the work day from the driver’s pre-trip inspection and/or driver walk around (when within 160 km of work site).
- Commercial Vehicle Safety Alliance (CVSA) inspection reports conducted by roadside enforcement and any resulting repairs required.
- Commercial Vehicle Safety Alliance (CVSA) inspection reports. Unless otherwise authorized through a permit, we shall maintain the records at our principal place of business.

Vehicle Maintenance Plan:

Policies 2.1 Preventative Maintenance and Inspection and 2.2 Pre Trip Inspection document the company’s standards for daily trip inspections and monthly preventative maintenance. Monthly preventative maintenance will be conducted by Joe Smith, owner and maintenance officer.

Inspection Type	Vehicle Type	Schedule Record intervals by mileage (miles/km), hours or time	Comments
Vehicle Trip Inspection or walk around	Trucks	At the start of each work day	Complete pre-trip inspection as documented in policy 2.2 Pre-trip Inspection policy.
	Trailers		
Scheduled Preventative Maintenance and	Trucks	Every 6000 km or every month, whichever comes first.	Monthly Inspections on trailers and trucks as documented in policy 2.1 Preventative

Inspection	Trailers	Maintain record of each inspection as documented in policy 2.1	Maintenance Policy. Inspection results and documents of repairs to be filed.
PMVI Inspection:	Trucks, Trailers	Annually in the month of March	Required every 12 months before current PMVI expires – everything will be ready for the start of the busy season.


- Joe Smith, Owner, will review the vehicle maintenance files every 6 months to ensure that all the required documentation has been added to the file and that the company records are true, accurate and legible.
- Maintenance records will be maintained as long as the company retains the vehicle.

DECLARATION OF COMMITMENT TO TRANSPORTATION SAFETY

I, Joe Smith, am committed to ensuring all employees are aware of and dedicated to following transportation safety laws as outlined in this plan. I am committed to ensuring that my employees have the necessary training and supports to ensure the implementation of this safety plan.

I commit to monitoring my company's compliance with this safety plan and related policies and adapt and update the plan and policies as needed to improve the safety of my employees and other road users.

This declaration must include individuals named on the vehicle registration. When vehicle registration shows a corporate, society or organization name, then the declaration must include the owner(s), manager(s), or director(s).

Name: Joe Smith		Position in Company: Owner	
Phone: 204-945-1234	Email: JoeSmithLand@gmail.com	Date: January 31, 2023	
Signature: 			

Designation of Compliance Officer

The person(s) responsible for maintaining and implementing this plan is:

Name: Joe Smith		Position in Company: Owner	
Phone: 204-945-1234	Email: JoeSmithLand@gmail.com	Phone: 204-945-1234	
Signature: 			