



<p>Team Name: Logistics & Supply Chain Management</p> <p>Team Lead: Regional Manager, Logistics & Supply Chain Management</p> <p>Approved by: VP - Corporate Services</p>	<p>Reference Number: ORG.1710.PL.010</p> <p>Program Area: Logistics & Supply Chain Management</p> <p>Policy Section: General</p>
<p>Issue Date: January 28, 2019</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Regional Fleet Safety and Regulatory Requirements Management</p>

POLICY SUBJECT:

Regional Fleet Safety and Regulatory Records Management

PURPOSE:

To maintain the safety of all vehicles in the Regional Fleet, and collect the required data to comply with regulatory requirements as set out by *The Highway Traffic Act of Manitoba (HTA)* and Manitoba Public Insurance (MPI).

All programs which use Regional Fleet Vehicles and the associated Vehicle Users must comply with these requirements.

BOARD POLICY REFERENCE:

- Executive Limitations (EL-01) Global Executive Restraint & Risk Management
- Executive Limitation (EL-5) Financial Condition & Activities
- Executive Limitation (EL-7) Asset Protection & Risk Management

POLICY:

To implement and maintain a process whereby all Vehicle Users follow a standard practice to ensure the safety of all vehicles in the Regional Fleet and the safety of the Vehicle Users.

DEFINITIONS:

Regional Fleet Vehicle – are vehicles that are owned and/or operated by Southern Health-Santé Sud (not an employee’s personal vehicle).

Vehicle User – an employee or volunteer that is authorized to drive regional fleet vehicles owned by Southern Health-Santé Sud for the purpose of doing their job or other approved activity.

Central Repository - A secure electronic database created to ensure Southern Health-Santé Sud uses a records and an information management process that is in compliance with *The Freedom of Information and Protection of Privacy Act*.

PROCEDURE:

A secure Central Repository must be maintained for the purposes of centrally collecting the required data. This data is being collected for the purposes of ensuring we meet regulatory requirements including, but not limited to, adhering to the HTA, Accreditation Canada and support any audit from the Manitoba Motor Carrier Division (MMCD). The following data is required to be collected and stored in the Central Repository:

1. **Driver's License** –all Vehicle Users operating Regional Fleet Vehicles require a valid driver's license of the appropriate classification. The Driver Fitness Declaration Form ORG.1710.PL.010.FORM.04 must be filled out and accompanied by a copy of the employee's Driver's License and submitted to the hiring manager as a requirement of employment.

The Driver Fitness Declaration Form ORG.1710.PL.010.FORM.04 and Driver's License must be updated each year, by or before June 30.

2. **Driver's Abstract** – As a requirement of the HTA, Section 318.6(2), a driver's abstract is only necessary for Vehicle Users who operate Regional Fleet Vehicles that require a Safety Fitness Certificate (SFC) and are as follows:
 - all vehicles over 4500kgs Gross Vehicle Rated Weight (GVRW); or
 - having a passenger capacity above 11 passengers.

The Driver's Abstract must be provided by the employee and submitted to the hiring manager as a requirement of employment. The Driver's Abstract must be updated each year, by or before June 30. The Driver's Abstract must be provided by the employee, with any costs or applicable time related to acquiring the driver's abstract to be borne by the employee.

3. **Event Reporting and Tracking** – all Vehicle Users are required, without delay, to disclose in writing to their direct supervisor(s) by way of the Event Report Form ORG.1710.PL.010.FORM.07 which will include the following:
 - particulars of traffic accidents they are involved in, both during and off work hours, regardless of whether the accident happened in a Southern Health-Santé Sud vehicle. Note: an Occurrence Report ORG.1810.PL.001.FORM.01 must also be filed when a traffic accident has occurred in a Regional Fleet Vehicle.
 - convictions in Canada and the United States of America arising from the operation or having care and control of a motor vehicle, under the following:
 - HTA Violations – speeding tickets, moving violations, etc.
 - Criminal Code Violations – gross speeding, dangerous driving, etc.

- Transportation of Dangerous Goods Act (Canada) (TDG) violations
- a suspension, cancellation, prohibition or change in classification of the person's driver's license or an out-of-province driving permit held by the person.

Note: Failure by the Vehicle User to comply with the above may result in disciplinary action up to and including termination.

4. **Driver Fitness Determination** – Supervisors are required to use the information collected in the items listed above (Driver's License, Driver's Abstract and Event Reporting and Tracking) to conduct a review once per year (by June 30 each year).

This information must be collected on the Driver Fitness Determination Form ORG.1710.PL.010.FORM.03. The review will include the driving record of each Vehicle User in order to determine whether a Vehicle User continues to be deemed safe to drive a Regional Fleet Vehicle for Southern Health-Santé Sud.

5. **MPI Driver List and Authorization Form** – the site/program must maintain a listing of Vehicle Users who are authorized to drive Regional Fleet Vehicles. The MPI Driver List and Authorization Form must be filled out once per year (by June 30 each year).

A MPI Drivers List and Authorization Form must be submitted to our insurer by Fleet Management.

6. **Vehicle Records** - the site/program is required to make and keep a record of the following:

- **Pre-trip Inspection** – A Vehicle User must complete the Pre-Trip Inspection Form ORG.1710.PL.010.FORM.06 according to the Vehicle Pre-Trip Inspection Criteria ORG.1710.PL010.SD.01, for each 24 hour period.
- **Vehicle Maintenance** - the site/program is required to make and keep a record of each action taken to maintain the vehicle. These records are to be documented on a Vehicle Maintenance Form ORG.1710.PL.010.FORM.05.
- **Recalls** - it is required to communicate, action, and document any Manufacturer's Notices of defects provided by the manufacturer of the vehicle by way of the Vehicle Recall Form ORG.1710.PL.010.FORM.08.
- **Certificate of Inspection** - As a requirement of the HTA as Certificate of Inspection is required yearly and only necessary for Regional Fleet Vehicles that require a Safety Fitness Certificate (SFC) and are as follows:
 - all vehicles over 4500kgs Gross Vehicle Rated Weight (GVRW); or
 - having a passenger capacity above 11 passengers.
- **Fleet Vehicle Usage Report** – A Vehicle User must track vehicle usage and fuel purchases. These records are to be documented on the Fleet Vehicle Usage Report Form ORG.1710.PL.010.FORM.09. This form must be submitted to the Fleet Manager by the 5th working day of each month.

If, at any time, the Fleet Manager or the site/program Manager have reason to question the safety or condition of a vehicle, or that required records are not available, these managers can, upon consulting with the Site Leader, take the vehicle in question out of service. When a vehicle is taken out of service, the Executive Director for that area must be notified as soon as possible, along with an appropriate plan of action to get the vehicle back into service as quickly as practical.

The information that relates to driver safety (i.e. Driver’s License, Driver’s Declaration, Driver’s Abstract, Event Reporting and Tracking, Driver Fitness Determination, and the MPI Driver’s List and Authorization) must be maintained by the site/program on the Driver Safety Data Worksheet ORG.1710.PL.010.FORM.01 and scans of pertinent documents are to be retained on the Central Repository and kept in the employee’s file as applicable.

The information that relates to Vehicle Maintenance Records (i.e. Pre-trip Inspection, Vehicle Maintenance, Recalls, Certificates of Inspection, and Vehicle Usage Reports) must be maintained by the site/program on the Central Repository.

All the above information is to be retained on file for two (2) years.

See below for Responsibility Plan:

Responsibility Plan				
	Vehicle Users	Vehicle Users (who drive a Regional Fleet Vehicle that require a SFC)	Site/Program/Supervisors (maintain Central Repository)	Fleet Management
Driver’s License	X	X		
Driver Declaration	X	X		
Drivers Abstract		X		
Event Reporting	X	X		
Driver Fitness Determination			X	
MPI Driver List and Authorization			X Collection by	X Submit to Insurer
Pre-trip Inspection	X	X		
Vehicle Maintenance			X	
Recalls			X	X
Certificate of Inspection			X	
Fleet Vehicle Usage Report	X		X	X

SUPPORTING DOCUMENTS:

- [ORG.1710.PL.010.FORM.01](#) - Driver Safety Data Worksheet
- [ORG.1710.PL.010.FORM.02](#) - Event Reporting and Tracking Form
- [ORG.1710.PL.010.FORM.03](#) - Driver Fitness Determination Form
- [ORG.1710.PL.010.FORM.04](#)- Driver Fitness Declaration Form
- [ORG.1710.PL.010.FORM.05](#) - Vehicle Maintenance Form
- [ORG.1710.PL.010.FORM.06](#) - Pre-Trip Inspection Form
- [ORG.1710.PL.010.FORM.07](#) - Event Report Form
- [ORG.1710.PL.010.FORM.08](#) - Vehicle Recall Form
- [ORG.1710.PL.010.FORM.09](#) - Fleet Vehicle Usage Report Form
- [ORG.1710.PL.010.SD.01](#) - Vehicle Pre-Trip Inspection Criteria

REFERENCES:

- [Driver's Abstract Application](https://www.mpi.mb.ca/en/PDFs/DriverAbstractRequestForm.pdf)- <https://www.mpi.mb.ca/en/PDFs/DriverAbstractRequestForm.pdf>
- [ORG.1810.PL.001.FORM.01](#) - Safety Event Report
- The Highway Traffic Act (Manitoba) Section 318*
- Manitoba Public Insurance (MPI) Drivers Authorization Form
- Manitoba Motor Carrier Division Audit #1700-093