

Administrative Procedure 557

DIVISION COMMERCIAL DRIVER CONDUCT AND DISCIPLINE

Background

Alberta Commercial Vehicle Regulations [AR 314/2002: Sections 40 and 41 of the *Commercial Vehicle Certificate and Insurance Regulation*; and AR 100/2004: Section 5 of the *Commercial Vehicle Maintenance Standards Regulations*] require in the Safety and Maintenance Plan of each Commercial Carrier to have a Driver's Administrative Policy addressing Driver Conduct and Discipline. This procedure includes elements of expectations for drivers, disciplinary procedures, and actions. For the purpose of this Administrative Procedure a "Commercial Vehicle" is any Division or School owned, rented, borrowed, or leased vehicle other than a private passenger vehicle (7 passenger van, car, pick-up truck, cargo van, or crew cab). In addition, where students are being transported, regardless of vehicle size or type, the driver is considered to be a commercial driver for the purposes of this Administrative Procedure.

References: *Alberta Highway Safety Act* and the *Commercial Vehicle Maintenance Standards Regulations* (AR 100/2004) AND *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002)
NLSA Admin Procedure 553: Bus or Van Driver Training

General Procedures

1. Division Commercial Drivers are directed to operate Division vehicles with a professional driver's attitude and in a safe and courteous manner.
2. Division Commercial Drivers are directed to obey posted speed limits and comply with all traffic laws.
3. Division Commercial Drivers are to drive in a defensive manner, be aware of surroundings, plan ahead, and leave a safe distance between vehicles.
4. Division Commercial Drivers are to keep the vehicle under control at all times and reduce speed in response to changes in road, weather, and traffic conditions.
5. Division Commercial Drivers are to avoid collision producing situations by practicing and promoting safe driving skills.
6. Division Commercial Drivers must report all significant events while responsible for a Division vehicle such as violations, near misses, collisions, mechanical breakdowns, etc.

Disciplinary Procedures (STEPS):

All disciplinary steps will be progressive in nature. All actions taken, including verbal warnings, will be documented by supervisors and placed on the driver's file.

Discipline actions will be taken against the driver for any and all of the following:

- a) regulatory violation (identified on the carrier profile, driver's abstract or through the carrier's own internal audits);

- maximum abstract point threshold of 12 demerit points over a two year period. Drivers shall not drive Division vehicle if this threshold is exceeded;
 - collision threshold. One preventable or two non preventable collisions over a two year period. Drivers shall not drive Division vehicle if this threshold is exceeded;
 - suspended licence. Drivers must immediately report changes of their Driver's Licence status to their employer. Two suspended licence actions in two years permanently disqualifies from being a Division Commercial Driver.
- b) significant Division policy violation (identified through internal audits, direct observation, substantiated reports from other staff or public).

The disciplinary actions for violations by drivers are to progress in order of the following unless severity of offense or violation warrants more significant sanctions:

- 1) Verbal warning that is documented.
- 2) Written warnings.
- 3) Conditional Suspension of Authority to operate Division Commercial Vehicles (subject to re-training or meeting other specific criteria or condition(s) not to exceed 3 months).
- 4) Temporary Suspension of Authority to operate Division Commercial Vehicles not to exceed 6 months, and
- 5) Permanent Revocation of Authority to operate Division Commercial Vehicles.

Approved June 30, 2009