



Driving and Vehicle Operation

Date Revised:	October 2025
Description:	Activities that require and/or are related to the operation of vehicles.
Location(s):	Office, Shop, Construction Projects

PERSONAL PROTECTIVE EQUIPMENT

 Head Protection ☐	 Foot Protection ☐	 High-Vis Protection ☐	 Hearing Protection ☐	 Hand Protection ☐	 Eye Protection ☐	 Respiratory Protection ☐	 Skin Protection ☐	 Face Protection ☐	 Fall Protection ☐
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Note:

- No specific PPE required
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses and hearing protection when necessary)
- Additional PPE may be required based on site specific hazards

SAFE WORK PRACTICES

General Driving Practices:

- Drivers must carry a valid driver's license and valid medical card
- Ensure vehicle inspection is completed prior to departure
- Personal electronic devices (including cellular phones, music devices and radios) are not permitted to be used driving
- Do not drive while under any influence (i.e. drugs, alcohol, fatigue) that could affect your ability
- Drive in accordance with traffic laws (i.e. within the posted speed limits or at a safe speed based on driving conditions)
- Check for clearance under bridges and overpasses
- Never leave equipment running while unattended - remove the ignition keys and lock the doors before leaving the vehicle
- Mount / dismount the equipment in a safe manner using the 3-point contact system

Housekeeping:

- Trucks / vehicles should be cleared daily of any garbage so as to not obstruct breaks, accelerator pedals, or windows

Guarding:

- All exposed moving or rotating parts must be adequately guarded
- Before starting a machine or vehicle, ensure guards and safety devices are in place and functioning properly
- No one is to make any protective guarding ineffective

Seatbelts:

- Must be worn by operators and passengers
- Employees must not be transported outside of the cab or inside of the cab if there is no passenger seat



Driving and Vehicle Operation

Lock out / Tag out:

- When authorized persons are setting up or making adjustments to machinery or vehicle, they must ensure that the vehicle is locked out

Reversing:

- Use a spotter or signal person when view of the path of travel is obstructed for construction activities

Fueling / Re-Fueling:

- Ensure all equipment and vehicles, are shutdown prior to commencing fueling/refueling activities

Stopping and Parking Vehicles:

- Park in a legal, safe area that does not obstruct traffic, preferably on a level surface (when possible) - if obstruction is unavoidable, set up traffic control to route traffic away from the parked vehicle/ equipment
- If it is necessary to park on a slope, park with the wheels turned into a bank/ berm or block the wheels
- Activate Park and/or emergency brakes (and transmission lock, if the vehicle/ equipment is equipped)

Inspections:

- All vehicle operators must conduct and record pre-use inspections
- Damaged vehicles must be noted, taken out of use, and reported immediately
- Operators of Trucks / Equipment which are DOT registered are required to complete Pre-Trip inspections prior to operating it
- Do not use defective vehicle or machinery, inform your Foreman and maintenance immediately

Training:

- Employee Orientations
- Operators must hold valid license class for specific vehicles they are driving
- Only trained, authorized personnel are allowed to operate company equipment or vehicles

TASK HAZARDS	TASK CONTROLS
• Equipment Failure	• Operators must conduct and record pre-use inspections • Report any damage, vehicle contact or other malfunction
• Lack of operator's training	• Only those with proper training are to operate vehicles
• Lack of Maintenance	• Vehicles must be maintained as per the preventative maintenance schedule
• Lack of house keeping	• Trucks / vehicles should be cleared daily of garbage so as not to obstruct brakes, accelerator pedals, stick shifts or windows
• Vehicle Collisions / Personal Injury	• Do not drive while under the influence of drugs or alcohol • Do not drive if fatigued • Drive in accordance to current weather conditions • Seatbelts must be worn at all times
• Distracted Driving	• Stay focused and comply with all rules of the road • Do not use hand held devices while operating vehicles
• Lack of Signalers	• Vehicle operators whose view is obstructed, shall be directed by a competent signal person • Workers in the vicinity of moving vehicles (including signalers), must wear CSA approved high visibility garments
• Poor Ergonomics	• Adjust the seats, steering wheel, mirrors, etc. so that they fit your size and your driving needs