

## Antrim Charters Safety Plan

NSC# 061-626-251

PT# 75235

Document Prepared by Cory Antrim

Updated:

Owner/Operator: Cory Antrim

Mr. Cory Antrim is the sole person allowed to operate the one vehicle owned by Antrim Charters

Cory Antrim, will ensure all drivers are aware of the safe use and operation of Antrim Charters 2018 Ford Transit mini-bus.

### **SAFE USE AND OPERATION OF VEHICLES**

- Drivers must comply with all transportation safety laws, including those related to:

#### Speed Limits

- Drivers must obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

#### **Seat Belt Use**

- All authorized drivers, while operating or travelling as a passenger in company vehicles, must wear seat belt(s) at all times.

#### **Drug and Alcohol Use**

- The possession and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs are strictly prohibited while drivers operate company vehicles and other equipment.

#### **Defensive Driving**

- Authorized drivers must operate company vehicles in a professional and courteous manner. Drivers must be prepared to avoid collision causing situations by practicing and by promoting the principles of defensive driving. For example, drivers must be aware of their surroundings and look ahead. Drivers should leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

#### **Distracted Driving**

- As part of practicing the principles of defensive driving, authorized drivers must remain focused and follow all distracted driving laws. The following activities conducted while driving are considered distracted driving:
  - using hand-held cell phones;

- texting or emailing (even when stopped at red lights);
- using electronic devices like laptop computers, video games, cameras, video entertainment displays, and programming portable audio players (e.g. MP3 players);
- entering information on GPS units;
- reading printed materials in the vehicle;
- writing, printing or sketching; and
- personal grooming (brushing teeth, putting on makeup, clipping nails, shaving, etc.).

### **Cargo Securement**

The carrier and driver must ensure that all cargo transported is contained, immobilized or secured in accordance to National Safety Code Standard 10. The following are some general guidelines for ensuring cargo is secured in a safe manner. Generally, cargo transported on a commercial vehicle must not:

- leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle; or
- shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.

Drivers must inspect the cargo and its securing devices within the first 80 kilometres after beginning a trip.

Drivers must re-inspect cargo when any one of the following occurs:

- change of duty status (e.g. from "driving" to "on-duty not driving");
- during each scheduled and non-scheduled stop

An employee or driver will not use any vehicle to transport goods unless;

- the vehicle is constructed to carry the goods, and
- there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

### **Fuelling**

Before fuelling, the driver must:

- shut off engine;
- not smoke;
- check for fuel leaks;
- not overfill the tank;
- not leave nozzle unattended; and
- replace filler cap when finished fuelling.

Hours of Service Regulations will be followed when creating itineraries for all bookings of charters or shuttle service.

HOURS-OF-SERVICE RULES	
<p><u>Day</u></p> <ul style="list-style-type: none"> <li>• a 24-hour period that begins at the hour designated by the carrier</li> <li>• minimum 10 hours off-duty every day</li> <li>• maximum 13 hours driving</li> <li>• no driving after 14 hours on-duty in a day</li> </ul>	<p><u>Work-shift</u></p> <ul style="list-style-type: none"> <li>• total elapsed time between 2 off-duty periods of at least 8 consecutive hours</li> <li>• no driving after 16 hours of total elapsed time</li> <li>• maximum 13 hours driving</li> <li>• no driving after 14 hours on-duty</li> </ul>
<p><u>Cycles</u> Drivers must select one of two cycles:</p> <p><b>Cycle 1</b></p> <ul style="list-style-type: none"> <li>• no driving after 70 on duty hours in 7 days</li> </ul> <p><b>Cycle 2</b></p> <ul style="list-style-type: none"> <li>• no driving after 120 on duty hours in 14 days</li> <li>• driver must take at least 24 consecutive hours off-duty prior to accumulating any period of 70 hours of on-duty</li> </ul>	<p><u>Deferring Off-Duty Time</u> Drivers may reduce their off-duty requirement of 10 hours by up to 2 hours providing:</p> <ul style="list-style-type: none"> <li>• 2 hours not part of the 8 consecutive off-duty hours;</li> <li>• time is added to the 8 consecutive off-duty hours taken the next day;</li> <li>• the logbook clearly indicates 'Day 1' or 'Day 2'</li> <li>• in the 2 days - maximum 26 hours of driving and a minimum of 20 hours off duty</li> </ul>
<p>Further information can be located at <a href="http://www.cvse.ca/national_safety_code.htm">www.cvse.ca/national_safety_code.htm</a></p>	
<p>Ministry of Transportation and Infrastructure Commercial Vehicle Safety and Enforcement Branch</p>	

### Log Book

- Antrim Charters uses the KT (Keep Truckin) logbook app.

Time Records for Drivers Operating within 160 kilometers of the Home Terminal  
Authorized drivers are not required to maintain a daily log where ALL of the following conditions are met:

- Driver/vehicle does not operate beyond 160km radius of the home terminal;
- Driver records accurate work shift start and end times;
- Driver returns to home terminal (starts and ends shift at same location);
- Driver is released from work within 14 hours from the start of the work shift;
- The company will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is released from work (end time).

### Vehicle Condition

- Drivers will not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

### **Use of Warning Devices**

During the night time a commercial vehicle will not be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional; and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle.

When there is insufficient light or conditions where objects are not clearly discernable at 150 metres, commercial vehicles will not be stationary outside of the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

Warning triangles and hazard lights are used to make other traffic aware of parked commercial vehicles.

### **Use of Fire Extinguishers**

If the need to use a fire extinguisher arises:

Remember the word PASS

- Pull - Pull the safety pin by breaking the seal;
- Aim – Aim the nozzle, horn or hose at the base of the fire;
- Squeeze - Squeeze the handle;
- Sweep – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

### **Safety instructions:**

- remove the fire extinguisher from its bracket;
- approach the fire from upwind if possible;
- hold the extinguisher in an upright position;
- continue to use until the fire is out and the fire extinguisher is empty;
- replace the safety pin and return it to your compartment;
- have extinguisher recharged immediately or replaced before your next run;
- report use of fire extinguisher to supervisor.

## **Driver Conduct**

Drivers must practice good conduct by keeping the following policies in mind:

- safely operate company vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead. Leave a safe distance between vehicles and be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- report all significant events on road to the company safety officer, including violations, near misses, etc.

## **Completion of the Daily Trip Inspection Report**

Drivers conducting a daily trip inspection will prepare a trip inspection report including the following information:

- the licence plate
- the odometer reading at time of inspection
- the name of the carrier operating the commercial vehicle
- time and date that the report was made
- any defect related to the operation of any item required to be inspected or that no defect was detected
- the name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with section 10 of the Commercial Vehicle Safety Regulation (AR 121/2009)
- the name and signature of the person making the report.

**Vehicle Inspection Form:** next page



Date: \_\_\_\_\_  
Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_  
Driver - Cory Antrim 6262625  
Signature: \_\_\_\_\_  
Odometer Start: \_\_\_\_\_  
Odometer Finish: \_\_\_\_\_  
2018 Ford Transit  
Licence Plate - NG 3588  
NSC#061-626-251 PT#75235  
688 Freeman Street, Prince George BC V2M 2R2

## EXTERIOR INSPECTION

### 1. Visually inspect around van

- Fluid leaks?
- Loose parts?
- Is the van leaning to one side?

### 2. Check for damage

- Windshield & windows
- Exterior body & light lens
- Side mirrors
- Wiper blades

### 3. Check the tires

- Visually check tire size/pressure
- Tread depth?
- Uneven wear, cracks or damage?
- Check spare tire

### 4. Inspect engine compartment

- Oil
- Radiator (when engine is cool)
- Windshield wiper fluid
- Inspect all hoses and cable connections
- Are belts or hoses frayed/cracked?

### 5. Check all exterior lights

- Headlights
- Tail lights
- Brake lights
- Reverse lights
- Turn signals
- Emergency Flashers

## INTERIOR INSPECTION

### 6. Inspect interior

- Is the interior lighting operational?
- Are the seats secure?
- Are the seats in good condition?
- Are seats and floor clean?
- Are safety restraints present & operable?
- Floor clear of loose items & debris?

### 7. Check equipment and safety items

- Dashboard indicator lights & gauges
- A/C – Heater
- Horn
- Windshield wipers & washer fluid
- Backup alarm
- Parking brake
- Jack & lug wrench
- Fire extinguisher
- First Aid kit
- Insurance papers & accident forms

### 8. Make driver adjustments

- Adjust seat to reach pedals
- Adjust steering wheel height/distance
- Adjust mirrors to reduce blind spots

### 9. Before operating the van

- Put on your safety restraint
- Ensure all passengers are buckled up

\_\_\_\_ I, Cory Antrim, acknowledge that this vehicle is safe to operate and detect no mechanical defect that would cause any concern for this vehicles safe operation.

### **Requirement to Repair, Correct and Report Defects**

- No person shall allow a driver to drive and no driver shall drive a commercial vehicle with any uncorrected or unrepaired major defect
- A person authorized by the carrier to conduct a daily trip inspection shall document any defect on the written trip inspection report;
- Cory Antrim will certify on the report that the defect has been repaired/corrected or Antrim Charters will certify on the report the repair/correction is unnecessary;
- If a driver or person authorized by the carrier to conduct a daily trip inspection believes or suspects there is a safety defect in the commercial vehicle they shall report the safety defect to the carrier;
  - o without delay if the defect is a major defect, or
  - o in a timely manner but not later than the next required daily trip inspection in all other cases.

### **Vehicle Files**

Cory Antrim will maintain vehicle files containing the following records for each commercial Antrim Charters vehicle registered to the company:

1. Identification of each vehicle, including
  - a unit number, the manufacturer's serial number or a similar identifying mark,
  - the make of the vehicle, and
  - the year of manufacture.
2. A record of the inspection of the vehicle under the Vehicle Inspection Regulation (AR 211/2006), and repairs, lubrication and maintenance for the vehicle, including
  - the nature of the inspection or work performed on the vehicle, and
  - the date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time;
3. Notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;
4. Trip inspection reports
5. Unless otherwise authorized by the Registrar, we shall maintain the records at our principal place of business. The company will ensure that the records required to be maintained under this section are true, accurate and legible.

### **Record Retention**

Antrim Charters will retain all trip inspection reports for the month they are created and for 6 additional months. The other records identified above will be retained for the year they are created and an additional 4 years. All records will be kept for 6 months after the vehicle is retired or disposed of. These records may be maintained in electronic or hardcopy format as long as they can be readily produced to a peace officer upon request. The person conducting the trip inspection will certify that any major defect has been repaired/corrected or certifies on the report that repair/correction is unnecessary; a driver shall not drive or be permitted to drive until all major defects have been repaired.