

## SAFETY PLAN-2018



*“An Extension of your business”*

### *Our Mission statement-*

*“Transportation is our living and we always make sure that we remain true to it. What we do is not different from any another transportation company but how we do it is where we contrast from others. We always alleged that competition is necessary to break monopoly whereas, if you have trust and good relations with your customers and driver’s monopoly is built itself and competition plays no role to take you down. We strongly believe that there should not be any compromise to safety as this is the laying stone and any compromise can result in losing lives”.*

JACE TRUCKLINES LTD.

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## **SECTION 1**

### **EMPLOYMENT GUIDELINES WITH Jace Trucklines Ltd**

#### **1.1 Introduction**

Jace Trucklines Ltd is committed to the safety of all employees and the general public.

To ensure that all employees are trained on all aspects of the National Safety Code in accordance with legislated regulations, this Safety Plan has been created.

It is a firm belief of Jace Trucklines Ltd that knowledgeable and trained employees will contribute to the safety and success of the employee, community and company.

Therefore, the training being conducted and the responsibility of reading this manual thoroughly and adhering to the specified requirements are mandatory and part of your employment with Jace Trucklines Ltd.

We encourage any questions upon reading this manual. Please direct any questions to the Director of Jace Trucklines Ltd.

The final page of this Safety Plan is an acknowledgment and receipt form. Immediately following this training, it is required that you sign and date the forms and submit to your office administrator. These forms acknowledge that you have read and understand the Safety Plan, and will adhere to all requirements as specified.

Jace Trucklines Ltd looks forward to a continued and successful employment relationship with all employees, with a focus on safety and security along with company growth and success. Remember, the safety and success of the company means success and growth for all employees as well.

Thank you for your continued support.

Sincerely,  
Management & staff of Jace Trucklines Ltd

## 1.2 Employment Requirements

Employment requirements with Jace Trucklines Ltd include the following:

- A complete application or resume and cover letter clearly outlining your employment experience, licenses etc.
- A copy of your valid driver license.

**Important: When you renew your license please ensure you provide your administrator with a new copy of the valid driver's license.**

- A recent driver abstract. This can be obtained from your nearest Motor Vehicles Office. This must be an **N** print abstract.

**Important: A new drivers abstract must be on file with your office administrator on an annual basis.**

All applicants should have a clean driving record; an exception will be made as long as the applicant does not have more than 3 demerit points with a clear explanation explaining the reasoning for the points. An abstract with 3 more or points will be reviewed and based on the explanation by the applicant a decision will be made by the management.

No applicant will be considered if there are any major tickets on record such as careless driving, drinking and driving charges, or several speeding tickets or repeated offenses.

Applicant's accident history will be reviewed and if the applicant has any history of any accident then a satisfactory explanation is required with proof to be considered for employment.

Applicant's WCB history will also be reviewed to ensure applicant has not been involved in any claims and if they have then full details of the claim will be required.

You must complete all required administrative work in a timely fashion. The manual will outline in details your requirements.

You must ensure that all paperwork is completed in full and submitted as requested by your administrator.

### **1.3 Attitude and Professionalism**

A positive, professional attitude is a requirement with Jace Trucklines Ltd. It is expected that each employee conducts themselves in a professional and safe manner at all times. You are expected to also maintain a positive and team focused attitude with your coworkers as well.

A positive mental attitude (PMA) is an important part of any company and organization. A positive attitude allows you to focus better on the task at hand, pay more attention to the work you do, allows you and your team to accomplish more and creates an overall more positive environment for all employees.

### **1.4 Following Guidelines, Procedures & Policies**

It is imperative that all employment guidelines and job duties are followed as indicated. These policies are in place to ensure safety for yourself and others. Also, following these requirements are legislated and a requirement by law.

At Jace Trucklines Ltd the management has implemented progressive disciplinary practices and procedures that, depending on the severity of the infraction, allow for adequate opportunity for any driver for Jace Trucklines Ltd to alter his or her non-confirming behavior.

The company reserves the right to interpret and apply disciplinary procedures. If an offence is considered by the company to be severe, it has the right to forgo steps in the disciplinary procedure and administer a suspension or disqualification or termination of contractual agreement and/or driving privileges.

Jace Trucklines Ltd has an employee warning document in place which you can review with the Director. This warning form will be maintained in the driver file.

Regular monitoring will be done to ensure all infractions are reported to the company and depending on the severity of the infraction appropriate action will be taken.

The management has implemented progressive disciplinary practices and procedures that, depending on the severity of the infraction, allow for adequate opportunity for a driver for Jace Trucklines Ltd to alter his/her non-confirming behavior.

### **Record Keeping**

Accurate records of disciplinary measures taken against company drivers or Owner-Operators and their employees will be maintained by management and placed in personnel files. Written documentation will include the following information:

- Type of infraction
- Date and time of infraction
- Number of previous warnings issued to individual
- Action taken by management
- General comments
- Name and signature of person Initiating discipline

### **Notice of Disciplinary Action**

Any written disciplinary action issued by the Company should be issued within seven calendar days of the date when the offence became known to the company. Any disciplinary measures taken against an Owner-Operator's employee must also be communicated to the Owner-Operator as soon as possible.

## **GENERAL**

### ***Verbal Warning***

**First Offence** - A verbal warning will be given to the employee and will be documented in the employee's file.

### ***Written Warning***

**Second Offence** - A written warning will explain the reasons for discipline. It will advise the individual to take immediate steps to correct his/her behavior.

The written warning will also advise the individual the continued failure to comply with acceptable company standards will result in suspension from work duties for a period of time.

## ***Work Suspension***

**Third Offence** - Following a written warning, if continued non-compliance of the individual is noted, a suspension from work without pay for 24 hours for the next dispatch. The driver will be provided training in the office in regards to the violations present.

The Director will advise the individual of the suspension.

**Fourth Offence** – If the employee continues to be non-compliant a suspension for one day will be given

**Fifth Offence** – If offence is repeated a 36-hour suspension will be given.

**Sixth Offence** - If offence is repeated a 2-day suspension will be given.

**Seventh Offence** -A final written warning, signed by management and employee clearly indicating that one final offence will result in termination, this will also be kept in the employees file

**Final Offence** - Immediate termination of employment

## **COLLISIONS**

*Offence:*

"Driver fails to report any collision or incident resulting in damage to equipment or client's property regardless of whether or not on highway, private parking lots, truck stops etc."

*Action:*

1<sup>st</sup> offence - Written notice and an interview

2<sup>nd</sup> offence – Interview and a 2-day suspension

*Offence:*

"Driver involved in a preventable collision"

*Action:*

1<sup>st</sup> offence – Driver needs to attend for office interview

2<sup>nd</sup> offence – Interview and a 2-day suspension

3<sup>rd</sup> offence - Dismissal

*Offence:*

"Driver is involved in any incident resulting to damage to equipment, cargo or client's property that is deemed to have been preventable"

*Action:*

- 1<sup>st</sup> offence – Driver needs to attend for office interview
- 2<sup>nd</sup> offence – 2-day suspension
- 3<sup>rd</sup> offence – Dismissal

**SPEEDING/MOVING VIOLATIONS**

*Offence:*

"Driver charged for driving in excess of speed limit"

*Action:*

- 1<sup>st</sup> offence – Payment for representation & written warning
- 2<sup>nd</sup> offence – Payment for representation & interview
- 3<sup>rd</sup> offence – 2-day suspension
- 4<sup>th</sup> offence – Disqualification/Dismissal

*Offence:*

"Driver is possession of a radar detector"

*Action:*

- 1<sup>st</sup> offence – Written warning and an interview
- 2<sup>nd</sup> offence – Interview with a 2-day suspension
- 3<sup>rd</sup> offence – Disqualification/Dismissal

*Offence:*

"Driver fails to report receipt of any ticket or citation issued or notify of any detainment"

*Action:*

- 1<sup>st</sup> offence – Written warning and an interview
- 2<sup>nd</sup> offence – Interview with a 2-day suspension
- 3<sup>rd</sup> offence – Disqualification/Dismissal

*Offence:*

"Driver contravenes any section of the Highway Traffic Act in BC or another province in Canada and is issued a ticket/summons or is issued with violation/citation in the United States."



*Action:*

1<sup>st</sup> offence – Written warning and an interview

2<sup>nd</sup> offence – Interview with a 2-day suspension

3<sup>rd</sup> offence – Disqualification/Dismissal

Jace Trucklines Ltd has the right to terminate any driver who poses a risk to the security of the company and/or poses a risk to the safety and well-being of the general public using the highway based on the driver's safety record, as well as the severity of the charges imposed.

## **ILLEGAL ACTIVITIES**

*Offence:*

"Driver convicted or suspected of smuggling contraband"

*Action:*

Immediate Dismissal

*Offence:*

"Driver is charged or convicted of driving while under the influence of alcohol or narcotics"

*Action:*

Immediate Dismissal

### **1.5 Liquor & Drugs**

Jace Trucklines Ltd has a Zero Tolerance policy towards liquor and drugs. Your safety and the safety and welfare of others depend on it.

No employee shall consume alcohol 8 hours before reporting to work or while on duty. Under no circumstances should a driver report to work while under the influences of the above substances.

No employee is allowed to have any liquor or drugs in the truck under any circumstances.

## SECTION 2 POLICY & PROCEDURE

### 2.1 National Safety Code Guidelines

The National Safety Code was written to obtain uniformity of safety regulations across Canada.

It is the driver's responsibility to ensure he/she is aware of all requirements of the National Safety Code Regulations. These requirements include:

- Up to date and accurate driver's files with the company administrator.
- Log books current and turned in a timely manner to the office administrator. Log books must also be accurate.
- Adhere to hours of service regulations.
- Notify your office administrator of any violations within 24 hours.
- Pre/post trip inspections must be done daily.
- Vehicle records, maintenance invoices etc. must be submitted to the office administrator in a timely and consistent manner.

### 2.2 Driver Licensing and Violations.

- You must report and change of address or provide a copy of your renewed license to your office administrator immediately.
- You must ensure the vehicle you are driving is of the appropriate class that you are licensed to drive.
- You must provide your office administrator with a current drivers abstract on an annual basis. Your administrator has a calendar in the administration office which has the dates that your next abstract is due. This must be an N print.
- Any Violations and Notice & Orders and CVSA inspections received must be reported to the office administrator within **24 hours** and submitted to the office within **15 days** of the incident.

**All violations are maintained by ICBC and appear on the company's carrier profile. Your employer will request these profiles on a monthly basis. Consistent violations**

**will result in disciplinary action being taken as mentioned earlier in this manual.**

It is important to remember that violations indicate to the employer that a review or additional training may be required. It enables the employer to rectify the problem before it becomes more consistent. Also remember consistent violations will affect you as a driver. The tickets can be written against you and not the company, and consistent violation could result in your license being revoked thus, affecting your employment and livelihood.

### **2.3 Pre Trip Inspections**

A complete trip inspection must be done on every vehicle before its first trip each day. A trip inspection must be done at the end of the final trip each day.

Your completed pre trips must include the following:

- License plate or unit number for the vehicle.
- Date of the inspection.
- Signature of the driver or the person making the report.
- A statement that no defect was discovered, should that be the case.
- A statement clearly outlining any defects that may affect the operation of a vehicle for any of the following areas:
  - service brakes, brake adjustments, including trailer connections.
  - parking brakes
  - steering mechanism
  - lighting devices & reflectors
  - tires
  - horn
  - windshield wiper
  - rear-view mirrors
  - coupling devices
  - wheels & rims
  - emergency equipment
  - load securement device
  - A statement about any defect, other than those listed above, that may affect the safe operation of the vehicle.

**You must ensure that you take the appropriate action on all defects found during trip inspections.**

If defects are found you must either:

- Correct the defects and sign the report to say this correction was done.
- Sign the report to certify the defect did not need to be corrected.

**NOTE: It is required by law to submit to Jace Trucklines Ltd all trip reports within 20 days of when they are done.**

## 2.4 Vehicle Records

It is a requirement by law to keep all vehicle inspection, maintenance and repair records. You must submit all vehicle repair and maintenance records to Jace Trucklines Ltd within 20 days. This includes all invoices or written documents that indicate any repairs or service done to the vehicles. Every driver who carries out any maintenance on a vehicle must submit the invoices to Jace Trucklines Ltd within 20 days.

## 2.5 Driver Log Books

- All drivers are required by law to be able to produce a current daily log completed to the last time a change in duty happened.
- All drivers are required by law to show copies of the log pages from the previous 14 days depending on the cycle the driver is working in Canada.
- All drivers are required by law to show copies of the log pages from the previous 7 days.
- **It is an offence to falsify your log book.** Under no circumstances is the driver to falsify their log books or modify them.
- It is the law to be able to provide supporting documents with your logs. These must be submitted within 20 days to Jace Trucklines Ltd.

Examples of supporting documents include:

- fuel receipts
- bill of lading and shipping documents
- accommodation receipts
- Other useful documents include:

- meal receipts
  - customs documents
  - toll payments
- It is the law to ensure all logs are filled out correctly and completely. Every log page must show in easy to read writing:
    - Correct date
    - Name of the driver in printed letters
    - Drivers signature
    - Name of the co-driver, if there was one, in printed letters
    - Odometer reading at the beginning of the day
    - Total distance driven by the driver during the day
    - Commercial motor vehicle license plate number or vehicle unit number
    - Name of the carrier the driver worked with, or for, during the day.
    - Address of either the home terminal or the principal place of business of each carrier the driver worked with, or for, during the day.
    - Total number of hours spent in each duty status (i.e. on duty, off duty, driving time etc.) These totals must be written on the right side of the graph. Added together, these totals must equal 24 hours.
    - Total amount of time spent in one location doing on- duty work other than driving.
    - Continuous line made by drawing through each time noted on the log page (The times noted must include every time the driver's duty status has changed).
    - Name of the municipality or location on a highway, including the name of a jurisdiction, where each change in duty status took place

## 2.6 Hours of Service - Canada

Jace Trucklines Ltd and all drivers are equally responsible for working within the legal hours of service rules.

As a driver you need to keep track of your hours using one of the two cycles. Each cycle has a maximum number of hours. A driver may not drive after being on duty for the maximum number of hours in a selected cycle. The driving restriction is not lifted until the driver has completed the required amount of rest time.

The maximum allowed in each of the two cycles is:

**7 Day Cycle:** Drivers must not drive once 70 hours driving time has been used in any 7 consecutive days.

**14 Day Cycle:** Drivers must not drive after completing 120 hours of on-duty time in any 14 consecutive days and drivers must take at least one 24-hour break before they complete any period of 70 hours of duty time.

Drivers are required by law to take the required rest break. Rest period rules are as follows:

Drivers must have at least 10 hours' consecutive of off duty time before driving again after:

Completing 13 hours of driving time *or*  
Completing 14 hours of on-duty time

## **SECTION 3**

### **Driver Training Program**

#### **3.1 Pre-Employment Training**

All drivers and management staff that will be offered employment with the company will be tested either verbally or on paper and/or on the road to determine their skill level and their level of understanding of all the Hours of Services, Dangerous Goods (if applicable) and all other applicable laws that they need to know and then be trained accordingly. No driver will be allowed to drive until they complete the appropriate evaluation of their driving skills to the company's satisfaction.

## **SECTION 4**

### **Vehicle Maintenance Program**

All vehicles (Trucks & Trailers) that are plated under Jace Trucklines Ltd will be subject to a Maintenance program.

All trucks and trailer, in addition to the BC CVIP program, would also be subject to additional PM Schedule set by Jace Trucklines Ltd.

#### **4.1 Truck Wash & Oil Changes**

- All oil changes must be done between intervals of 25,000KMs or 6 weeks of the previous oil change.
- Every oil change must be a "Full Service" oil change with complete greasing of all grease-able components.

#### **4.2 Trailers**

All trailers plated under Jace Trucklines Ltd would also be subject to additional maintenance other than the yearly CVIP requirement. This will be done through driver inspections and any defects will be corrected promptly.