

EMPLOYEE

Rules



London
C A N A D A

Employee Group: CUPE Local 107

Revised 2022

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1. INTRODUCTION

The Corporation of the City of London requires its employees to exhibit a disciplined, professional, and respectful work manner and to adhere to legislated standards on a consistent basis while conducting work. The following employee Rules are imperative to protect the health and safety of all employees and the public, while at the same time maintaining uninterrupted customer service. The Rules are also to protect the Corporation's goodwill and property. Employees are expected to perform their duties in a safe, efficient, and economical manner, every day.

Note that the Rules pertaining to health and safety within this document are not exhaustive, employees are to be familiar with area specific Health and Safety programs, procedures, and risk assessments. The Rules highlighted in this document shall apply to all work processes and work environments.

Employees are encouraged to connect with their immediate Supervisors for additional information (i.e., policies, procedures, risk assessments) or clarification of the Rules noted within this document.

The Rules, herein, are applicable to all employees affiliated with the CUPE Local 107 collective bargaining unit.

'City' means City of London

'Corporation' means Corporation of the City of London

'Employee(s)' means City of London employees

2. EMPLOYEE RESPONSIBILITIES

Employees shall:

- read and gain a complete understanding of the Rules stated in this document,
- promptly adhere to these Rules,
- adopt and practice future revisions to these Rules as they are introduced,
- adhere to the Rules which relate directly or indirectly to their work,
- adhere to all Rules, Regulations, policies, procedures and agreements which are not specified in this document, including but not limited to the following:
 - CUPE Local 107 Collective Agreement
 - City of London Respectful Workplace Policy
 - City of London Workplace Violence Prevention Policy
 - Driver Development Program
 - Ontario *Occupational Health & Safety Act* & Regulations
 - Corporate Health and Safety Policy, Programs and Procedures
 - Service areas procedures and guidelines

- Ministry of Transportation Legislation
- Division Specific Rules (i.e., certifications, licensing)
- City of London Use of Technology Administrative Procedure
- Code of Ethics
- Ontario Human Rights Code

3. COMMUNICATION

The Corporation has the right to amend this document through revisions (edits), additions or deletions. The Union recognizes the Corporation's right to make amendments to this document per Article 3.2 of the Collective Agreement. Per Article 3.4 of the Collective Agreement, these Rules shall from time to time be consolidated, printed and distributed to each employee.

4. ADHERENCE TO THE RULES

Employees who fail to follow these Rules shall be subject to possible disciplinary action up to and including termination of employment.

Managers, Supervisors or designate shall enforce these Rules. Note that at the discretion of management, it may be necessary to temporarily amend or suspend a Rule given unforeseen circumstances.

5. GENERAL CONDUCT

Employees shall:

- at their assigned starting time report to their assigned workplaces fit and ready to work. Employees shall remain at their assigned workplace(s) until the end of their workday
- not without permission, leave their assigned workplaces within their workday, nor exchange work assignment with others, or engage substitutes. Unauthorized or unexcused absences or lateness will not be tolerated
- report to work able to perform the duties of the job with efficiency, competency and in a safe manner. Impairment or intoxication of any type shall not be tolerated. Bringing intoxicating products onto City property or work area is prohibited
- not smoke, drink alcoholic beverages, consume cannabis or take drugs (illegal or non-prescribed), on or within City owned vehicles, equipment, facilities, or work area
- not possess firearms, explosives, or weapons of any kind
- not make repairs to personal items on City premises, either during, or after work hours
- not remove City-owned tools, equipment, or materials from City facilities/property for personal use. All scrap and recyclable materials shall be considered City property

- properly and economically, care for all equipment, tools, and supplies associated with the work
- not misuse, abuse City property, workplaces, records, materials, or equipment
- return all equipment supplied by the City upon the end of their employment term
- use assigned electronic devices (phones, computers, etc.) for conducting City business. Conducting personal business on City issued cell phones and other electronic devices is prohibited
- conduct all interactions with the public, and all City employees in a polite and courteous manner
- not solicit or accept subscriptions, fees, commissions, or contributions with respect to employment with the City of London
- not exhibit immoral conduct or indecency
- not exhibit insubordinate conduct
- complete reports or records as required. Failure to complete required reports or falsifying any reports or records is prohibited
- not falsely state or make a claim of injury, sickness, or bereavement
- not allow any others to use their personal identification at any time for any reason
- not use their position for personal gain, including impersonation of another employee
- Employees must refrain from driving their company assigned vehicle/equipment into the employee personal parking lot areas at City Operations work yards (centers)

6. PERSONNEL MATTERS

6.1. WORK BREAK

- Each employee is allowed two work breaks per day. The total accumulated time shall not exceed 30 minutes. The duration and location of each break shall be at the discretion of the Supervisor in charge.
- Work breaks will be taken at the discretion and direction of the Supervisor with consideration given to the situation at the time.
- When working in a crew environment, food and beverages shall be purchased at locations closest to the work site. Traveling times should be kept to a minimum.
- Employees shall make every effort to maintain a positive image. Careful consideration should be given to the location and duration of breaks.

6.2. PERSONNEL AND PAYROLL CHANGES

- Personnel changes, (i.e., home address, marital status, change in last name, anticipated end of employment dates, etc.) shall be communicated promptly to the People Services Division.

6.3. ABSENCE FROM WORK

- In the event that an employee is unable to report to work for any reason, they must notify the City's Dispatch office (519.661.4965) every day that an absence is required.
- Employees shall provide the required notices of absence to City Dispatch at least 30 minutes prior to the start of their assigned work shift.
- The following information is required by City Dispatch:
 - reason for the absence,
 - if possible, anticipated length of absence
- Note: the above Rule is necessary, enabling management to plan the workday in terms of staffing and work prioritization.

6.4. SUBSTANCE USE

- The Corporation's Substance Use Procedure outlines reasonable behaviours related to the use of substances that could impact a person's ability to perform their work duties safely, competently, and efficiently, and identifies steps to be taken in the event of impairment in the workplace.
- Employees shall not consume any substance prior to or during work that results in an impairment of any kind, to any extent.
- Note: that personal counseling is available at no charge through the Corporation's Employee Assistance Program. Confidentiality is assured.

6.5. SMOKING

- Smoking includes the use of E-Cigarettes or similar devices.
- All City owned facilities are smoke free.
- Smoking is not permitted in areas where dangerous gases might be present, for example: inside manholes, fueling areas, in storage areas where quantities of combustible materials are kept.
- Smoking is prohibited in/on all City vehicles/equipment. (Reference Section 14.0 of the Driver Development Program).
- The absence of "No Smoking" signs shall not exempt employees from complying with these Employee Rules.

6.6. HOLDING MORE THAN ONE JOB

- Employees that hold another job with another employer or operate a personal business must ensure their work performance and availability to work for the City of London is not compromised in any way.

6.7. MAKING STATEMENTS IN PUBLIC

- Employees shall not make misleading or inaccurate statements when interacting with the public.

7. SAFETY

When carrying out assigned work, employees shall do so with the highest regard for the safety of themselves, co-workers, and the public. A lack of attentiveness/awareness, carelessness, or disregard for safety will not be tolerated by the Corporation. Outcomes resulting from a disregard for safety can result in discipline up to and including termination.

7.1. EMPLOYEE SAFETY RESPONSIBILITY

All employees contribute to fostering a culture of safety. In doing so employees shall:

- contribute to a safe and healthy work environment through behaviors and actions.
- understand, participate in training, and work in compliance with the *Occupational Health and Safety Act*, applicable Regulations, and City of London Health and Safety requirements as outlined in the Health and Safety Policy, Programs and Procedures.
- use or wear the equipment, protective devices or clothing required.
- work and act in a way that will not endanger themselves or anyone else.
- report hazards or any contraventions of the *Occupational Health and Safety Act*, applicable Regulations, or City of London Health and Safety requirements as outlined in the Health and Safety Policy, Programs and Procedures.
- report all workplace incidents immediately.

Employees shall NOT:

- remove or make ineffective any protective safety devices on machines or equipment required by the Occupational Health and Safety Act, applicable Regulations, or City of London Health and Safety requirements as outlined in the Health and Safety Policy, Programs and Procedures. All machines and equipment shall be operated in a condition that meets the manufacture's requirements and recommendations. All deficient equipment shall be reported to the Supervisor and taken out of service until an appropriate repair is made or until the machine or equipment is replaced.
- operate any tools, equipment or machines in a manner that may endanger themselves, co-workers, or members of the public.
- engage in any prank, contest, or misconduct that could harm themselves, a co-worker or member of the public.

7.2. REPORTING OF WORK-RELATED INJURIES

The Corporation's Workplace Incident Reporting and Investigating Procedure ensures that work-related incidents causing worker injury/illness or has imminent potential to do so are investigated, reported, and that corrective actions are implemented to prevent similar incidents. Refer to Workplace Incident Reporting and Investigation Procedure.

7.3. PERSONAL PROTECTIVE EQUIPMENT

The Corporation's Personal Protective Equipment Program ensures that all workers, who may be exposed to specific hazards that cannot be eliminated or controlled through engineering or administrative practices, are provided with proper personal protective equipment that meets available and applicable Canadian Standards Association standards or equivalent standards. Refer to Personal Protective Equipment Procedure.

7.4. HOUSEKEEPING

When carrying out work on/at any City of London owned facilities, or City workplaces, employees shall ensure that their work is tidy and orderly with regard for safety.

- All spills shall be contained in a safe manner if able to do so without harming oneself, co-workers, or members of the public. All spills that could have a harmful effect on life or the environment shall be reported to the Supervisor immediately.
- Employees shall ensure oil and grease spills are cleaned up promptly and appropriately. If spilled material reaches a floor drain or catch basin, the Supervisor must be notified immediately.
- Employees shall keep all City of London property, including vehicles, and equipment clean and orderly.
- Combustible materials, such as oil-soaked and paint-covered rags shall be stored in approved containers and appropriately disposed. Approved covered containers shall be used for the disposal of oil rags. All flammable material shall be stored in approved containers.
- Employees shall appropriately dispose of waste within City of London owned facilities, (i.e., operations work yards, arenas, parks, fire halls, etc.).
- Employees shall keep all work areas and walkways, including stairs free of dangerous projections and obstructions, free of oil, grease, debris, depressions, ice and water, in good repair, and adequately lit. If unable to do so, notify Supervisor immediately.

- Employees shall cover slippery floors with mats, grates, cleats or other appropriate protective materials and devices. In the absence of protective materials and devices, employees shall mark the areas with appropriate warning signs.
- Employees shall store materials and supplies in an orderly manner to prevent them from falling, spreading or creating a trip and fall hazard.
- Every employee shares the responsibility for keeping lockers, locker room, washrooms, lunchrooms and drinking fountains clean.

7.5. FIRE PROTECTION EQUIPMENT

- Under no condition shall fire extinguishers be removed or used for any purpose other than fighting fires. All fire extinguishers shall be regularly inspected to ensure that they are in good operating condition.
- To always provide ready access, firefighting equipment shall never be blocked off or hidden by stored materials or equipment.
- When an employee discovers a fire extinguisher that has been used or has been found inoperative, they shall report the issue immediately to their Supervisor who will arrange to have it re-serviced or replaced immediately. (Reference Fire Extinguisher Incident/Occurrence Report).
- All fire doors are to be kept closed and unlocked.

7.6. GENERAL WORK AREA RULES

The following rules shall apply to all City facilities and work areas:

- Employees shall wear appropriate personal protective equipment including eye and hearing protection within designated areas.
- No employee shall use tools or equipment without prior authorization.
- Employees using equipment/power tools with moving parts such as belts, pulleys, power saws, and gears shall ensure the manufactured guards are in place when in operation.
- Employees shall ensure all equipment, tools and machines are kept in good repair. Moving parts shall be lubricated per manufacturers recommendations. Defects shall be reported immediately to the Supervisor.

7.7. WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM

Employees shall ensure that hazardous materials are appropriately labelled. Employees shall review label for safe handling instructions. Employees shall refer to the material Safety Data Sheet (SDS) and/or consult with Supervisor as required. Refer to Personal Protective Equipment Procedure Workplace Hazardous Information System Program.

7.8. HEARING LOSS PREVENTION

The Hearing Loss Prevention Program establishes adequate measures for the protection of all workers who are required to work in high noise level areas and ensures compliance with the *Occupational Health and Safety Act* and regulations. Refer to Hearing Loss Prevention Program.

7.9. SEVERE WEATHER RESPONSE

The Severe Weather Response Procedure provides guidance during a severe weather event such as a tornado. Environment and Climate Change Canada is responsible for issuing severe weather alerts, watches, and warnings. The City of London is committed to taking reasonable steps to advise staff of the issuance of a warning to ensure a safe working environment. The procedure outlines the various notification tools and contact paths to advise workers of issuance of a severe weather warning and/or cancellation. Refer to Severe Weather Response Procedure.

7.10. HOT WEATHER

The Hot Weather Program assists in the development and implementation of safe work practices for the prevention of heat stress and heat-related illnesses in the workplace. Divisions may develop a more detailed operational/area-specific Hot Weather Plan which meets or exceeds this Program. Refer to Hot Weather Program.

7.11. COLD WEATHER

The Cold Weather Program implements safe work practices for the prevention of cold-related injuries in the workplace. Divisions may develop a more detailed operational/area-specific Cold Weather Plan which meets or exceeds this Program. Refer to Cold Weather Program.

7.12. MUSCULOSKELETAL DISORDER PREVENTION

The Ergonomic – MSD Prevention Program outlines steps taken to prevent or reduce the number and severity of work-related musculoskeletal disorders that may occur to any employee. Refer to Ergonomic Musculoskeletal Disorder Prevention Program.

7.13. RISK ASSESSMENT

The Risk Assessment Procedure outlines a process for the ongoing identification of health and safety hazards, the assessment of risks and the implementation of control measures. Refer to Risk Assessment Procedure

7.14. WORK REFUSAL

The Work Refusal Procedure ensures that all workers have a clear understanding of the steps to follow during a work refusal and to protect the health and safety of workers. Refer to Work Refusal Procedure.

7.15. WORK STOPPAGE

The Work Stoppage Procedure provides information and outlines the requirements of workplace parties in the event that a work stoppage occurs and ensures that all workers have a clear understanding of the steps to follow to be compliant with the *Occupational Health and Safety Act*. Refer to Work Stoppage Procedure.

7.16. WORKPLACE VIOLENCE PREVENTION PROGRAM

Workplace violence and domestic violence in the workplace will not be tolerated. The City of London is committed to taking all reasonable steps to prevent workplace violence and domestic violence in the workplace to ensure a safe and productive work environment. This Policy defines workplace violence, identifies responsibilities and establishes a workplace violence prevention program. Refer to Workplace Violence Prevention Program.

7.17. BODILY FLUIDS CONTACT

The Bodily Fluids Contact Procedure outlines the practices for preventing illnesses or injury from contact with bodily fluids. Refer to Bodily Fluids Contact Procedure.

7.18. FRAGRANCES AND SCENTED PRODUCTS IN THE WORKPLACE

The Fragrances and Scented Products in the Workplace Program minimizes worker exposure to the greatest degree possible, to fragrances and scented products which may affect individuals who have sensitivities to the chemicals in these products. This Program is intended to provide employees a safe work environment that will not compromise their health or well-being. Refer to Fragrances and Scented Products in the Workplace Program.

Note: The above noted Programs and Procedures are not an exhaustive list of all City of London Health and Safety Programs and Procedures. There are a number of Programs and Procedures that are specific to an area or a task. These should be reviewed by the Supervisor with the employee as part of their orientation.

8. STANDARD PRACTICES

8.1. KEEPING CITY STREETS AND PUBLIC SPACES CLEAN

Employees shall clean up litter when observed on City property, for example parks, road allowances, arenas, etc. If an employee is not equipped or is unable to appropriately address an item encountered such as broken glass, sharps, car muffler, lumber, bed mattress, etc. they shall notify their Supervisor. Alternatively, the employee can call City Dispatch (519.661.4965) to report the item.

8.2. REPORTING OF ROAD CUTS

Employees shall report dangerous road cuts, cave-in (sink holes) to City Dispatch (519.661.4965). Such deficiencies can become more hazardous during winter months.

8.3. ABANDONED VEHICLES

When encountering abandoned vehicles, employees shall inform City Dispatch (519.661.4965).

Generally, a vehicle that does not have current registration plates, is dilapidated and obviously unfit for use on the road, can be classified as “abandoned” and shall be reported.

8.4. REPORTING TRAFFIC CONTROL SIGNS AND SIGNAL DEVICES

Employees shall report traffic signs that have been bent, broken, defaced, or removed to City Dispatch (519.661.4965) as soon as possible.

8.5. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Employees shall not create damage on public or private property.

Should an employee determine that a work assignment might lead to damage of any kind (public/private), they shall consult with their Supervisor prior to undertaking any work.

8.6. EMERGENCY NOTIFICATIONS

In the event that an employee comes across an emergency situation such as a motor vehicle collision, fire, medical injuries, etc., the employee shall notify 911 to seek immediate help. In addition, the employee shall also contact City Dispatch (519.661.4965) to report the occurrence as soon as possible.

8.7. LOST AND FOUND VALUABLES

Whenever an employee finds personal effects such as cash or valuables, they shall turn in the content to the City of London Police Headquarters as a coordinated drop off.

9. VEHICLE & EQUIPMENT OPERATIONS

9.1. GENERAL VEHICLE AND EQUIPMENT OPERATIONS BY ALL DRIVERS/OPERATORS

- Employees shall be held personally responsible for infractions of all offences relating to the Ontario Highway Traffic Act or Municipal by-law infractions, for example speeding, red-light camera offences, and Automated Speed Enforcement offences. Driver's licences shall remain current and comply with provisions of the Ontario Highway Traffic Act and Municipal by-laws.
- Employees shall be held fully accountable for the operation of the vehicles/equipment they are assigned to, noting that City employees are not exempt in any way from provisions of the Ontario Highway Traffic Act, and local by-laws.
- Employees shall not permit anyone except authorized City employees to drive, or operate any City owned vehicle/equipment which has been assigned to them.
- Employees shall not allow passengers to ride in or on City owned vehicles/equipment if they are not a City of London employee.
- Employees shall not walk between a vehicle and trailer or beside a trailer in motion. Extreme care must be exercised while working around moving vehicles. Refer to the City of London Forward and Reversing Vehicle Movement Policy.
- Employees operating air brakes shall ensure the parking brake is applied whenever the vehicle is left unattended. Air brakes must be pre-trip checked, prior to use.
- All drivers are required to adhere to all posted speed limits.
- All drivers shall complete a thorough Pre-Trip and Post-Trip Inspection of the vehicle/equipment and monitor the condition throughout their shift.

9.2. PARKING AND OR STOPPING VEHICLES

Employees shall not double park. This is not only considered a traffic hazard but is in contravention to provisions of the Ontario Highway Traffic Act. (Reference Section 16.0 of the Driver Development Program).

9.3. LICENCE REQUIREMENTS TO DRIVE CITY VEHICLES

Employees who drive City-owned, leased or rented vehicle/equipment shall possess a valid driver's licence and attend the Defensive Driving Course conducted by the Specialist I, Fleet Safety & Compliance. (Reference Section 3.0 and 4.0 of the Driver Development Program).

Employees shall conform to all provisions contained in the Ontario Ministry of Transportation Licence Class Handbooks and the City of London's Driver Development Program.

Employees working under job descriptions requiring a valid driver's licence, shall immediately notify their Supervisor if ever their driver's licence is under suspension.

9.4. FUEL CONSERVATION - GAS AND DIESEL-POWERED EQUIPMENT

Employees shall not idle engines unnecessarily. This Rule shall be considered when taking time for coffee breaks, lunch periods, waiting for loads, etc.

When vehicles/equipment are stationary on a job site, and the revolving caution light is required, employees shall only run the engine long enough to keep the vehicle's battery charged.

To conserve fuel, employees shall not initiate rapid starts and unnecessary start/stops. Good driving habits are essential to saving operating costs, minimizing impacts to the environment and promoting a good public image.

Employees shall provide Fleet Services written notice when their vehicle/equipment is not working efficiently. Any loss of power, rough engine operation or excessive smoke indicates a mechanical problem requiring repairs or adjustments.

Reference Section 13.0 of the Driver Development Program.

9.5. REVERSING OF VEHICLES

Employees operating a vehicle/equipment shall ensure that the way behind their vehicle or equipment is free of obstructions and that the intended path is clear before reversing. When the employee is uncertain whether the intended path is free of obstructions, the employee shall either use a guide or leave the vehicle/equipment to confirm safe passage. Note that the vehicle/equipment must be secured before exiting the vehicle. (Reference Section 18.0 of the Driver Development Program).

9.6. TRAFFIC OBSTRUCTIONS

Employees shall NOT position their vehicles or equipment in such a way that it impedes or restricts traffic flow without the use of proper traffic control measures. Traffic control set up and plans shall conform to provisions of Book 7 Temporary Conditions, Ontario Traffic Control Manual.

9.7. VEHICLE MOVEMENT

Employees operating vehicles/equipment shall not move their vehicle or equipment off the travelled portion of the roadway where damage can occur.

Vehicles/equipment on construction projects are exempt from normally travelled portions of the road allowance; however, they are to be operated in accordance with manufacture's recommendations and with full regard for the surroundings.

9.8. VEHICLE TOWING

When a vehicle/equipment becomes stuck, employees shall connect with City Dispatch (519.661.4965) and their immediate Supervisor for direction.

At no time shall an employee arrange for another vehicle to push or pull a stuck vehicle.

If the vehicle is stuck at the landfill site, the employee shall contact the Supervisor at the landfill site for further instruction.

9.9. TRANSPORTATION OF PERSONNEL

Employees shall ride in, on or within areas designated by the manufacturer of the vehicle/equipment or approved/certified by a Professional Engineer. Under no circumstances shall employees ride outside of these areas including but not limited to on fenders, running boards, side rails, on top of vehicles, or on extended devices such as aerial ladders. Employees are permitted to use vehicles (e.g., packers and Vacalls) equipped with engineered steps and grip bars over short distances so long as they have completed the required training.

Vehicle Usage – Reference Section 32.0 of the Driver Development Program.

Under no circumstances shall employees ride on top of a truck or on a trailer of any type to or from work areas.

Employees shall NOT board or dismount from any vehicle while it's in motion.

Only City-owned vehicles/equipment shall be used to train employees.

9.10. SEAT BELTS

All employees shall wear seat belts in accordance with the Ontario Highway Traffic Act. Employees engaged in operations that require frequent stops and whose vehicles/equipment does not exceed 40 kilometers per hour (kmph) during the work process/operation, are exempt. Examples of such operations include sewer flushing, catch basin cleaning and garbage collection. (Reference Section 11.0 of the Driver Development Program).

The number of employees riding a vehicle/equipment shall not exceed the number of seatbelts.

9.11. VEHICLE COLLISIONS

If injuries are present, Employees shall contact 9.1.1 immediately. If not, employees shall contact City Dispatch (519.661.4965) when involved in a collision or incident and where property damage has occurred, regardless of cost or severity. City Dispatch will notify the following:

- Medical Assistance (as required)
- Police
- Specialist, Fleet Safety & Compliance
- Supervisor

Employees involved in a collision or incidents involving property damage shall submit a completed City-Owned Automobile/Property Damage/Theft Report to the Specialist, Fleet Safety & Compliance within 24 hours.

Reference Section 27.0 of the Driver Development Program.

Failure to report a collision and/or damage may result in discipline.

9.12. VEHICLE/EQUIPMENT INSPECTION

Employees shall carry out a thorough inspection of the vehicle and equipment they are assigned to drive/operate prior to operation.

During the inspection of vehicles/equipment, employees shall clean all lights, reflectors, mirrors, and glass. Employees shall provide their Supervisor with a City-Owned Automobile/Property Damage/Theft Report, identifying any damage discovered during their inspection.

Reference Section 8.0 of the Driver Development Program.

10. EQUIPMENT USAGE AND CARE

10.1. VEHICLE FORMS/DOCUMENTATION

Where applicable, employees shall confirm that the vehicle they have been assigned to contains the following information:

- Ownership
- original pink valid Insurance slip
- valid CVOR Certificate
- valid Annual MTO Inspection yellow decal and Certificate
- Vehicle and Equipment Daily Inspection Report

- City-Owned Automobile/Property Damage/Theft Report
- first aid kit
- fuel key fob
- Driver's valid Driver's Licence
- Driver's TDG Certificate, if applicable

Non-Commercial vehicles/equipment do not require some of the listed paperwork noted above.

10.2. MAXIMUM LEGAL LOADS – ALL VEHICLES

Each vehicle has a photocopy of its ownership in the vehicle. If a copy of the ownership is not in the vehicle, the employee assigned to the vehicle shall obtain a copy from the Fleet Services Supervisor, prior to driving.

On the face of the ownership copy there is a box which indicates the maximum allowable Gross Vehicle Weight (GVW). This figure indicates the maximum allowable total weight of the vehicle including its load. Employees shall not operate a city vehicle/equipment exceeding the GVW. Note that an employee operating a vehicle beyond its allowable limit is subject to fines by law enforcement authorities.

10.3. MECHANICAL EQUIPMENT - FUEL ECONOMY

Employees shall report diesel or gas-powered units that are emitting excessive smoke to Fleet Services in order that necessary corrective actions can be taken to reduce fuel consumption and objectionable smoke.

Employees shall operate equipment in a manner to reduce or eliminate idling. Note: unnecessary idling is illegal.

10.4. VEHICLE SECURITY

Employees shall ensure the transmission is in park, engage the parking brake, engine is shut off, keys are removed from the ignition, windows are rolled up and doors are locked when the vehicle/equipment is unattended for "G-Class vehicles"

All commercial vehicles and equipment that is left unattended will ensure this procedure is followed: place transmission in neutral, engage the parking brake, all equipment with buckets, blades, etc. must be lowered to the ground, turn ignition off and remove key, lock doors.

Reference Section 16.0 of the Driver Development Program.

10.5. PARKING OF VEHICLES REQUIRING REPAIRS

Employees shall park vehicles scheduled for repair or inspection in areas designated for garage parking only – often referred to as a ‘down bay’.

When an employee discovers a mechanical problem with their vehicle/equipment requiring immediate attention, they shall place it in the designated ‘down bay’ areas and provide a yellow copy of the Vehicle and Equipment Daily Inspection Report to the Fleet Services Supervisor overseeing the garage operation.

If the employee reports a mechanical problem that does not require immediate repair, the vehicle/equipment can be parked in its typical parking spot within the operations yard. The employee shall still submit a yellow copy of the Vehicle and Equipment Daily Inspection Report to the on-duty Fleet Services Supervisor for review.

10.6. PARKING OF EMPLOYEES’ PERSONAL VEHICLES

Employees’ personal vehicles shall be parked in designated employee parking areas.

11. MISCELLANEOUS

11.1. EFFICIENT USE OF TWO-WAY RADIO

Unnecessary use of the City’s two-way radio system is forbidden. Employees using a radio must keep their conversation to a minimum. Misuse of two-way radios will be subject to discipline. (Reference Section 12.0 of the Driver Development Program).

In addition to the Rules listed above, Risk Assessments have been completed for your work area and there may be more policies, procedures, and programs that apply to your position. Please see your Supervisor to review your applicable Risk Assessment.

Date	Version	Comments	Approval Authority
1996	New		
2022	001	Correct wording and titles. Updated Procedures and Regulations.	