

P O L I C Y



Department <b>OPERATIONS</b>	Policy No. <b>OP(43)</b>	Page <b>1 of 2</b>
Policy Title <b>National Safety Code Maintenance and Inspection Program</b>	Date: <b>February 28, 2019</b>	Resolution No. <b>C/75/19</b>

**Policy Statement:**

The Lacombe County National Safety Code, Maintenance and Inspection Program has been developed to ensure County commercial vehicles are operated and maintained in a safe and responsible manner to prevent incidents, injury to persons and/or damage to equipment or property.

**Guidelines/Procedures:**

1. The Lacombe County National Safety Code, Maintenance and Inspection Program shall be kept in written form at the County's principal place of business and copies shall be available at each location of the County where the maintenance and inspection of the County's commercial vehicles is carried out.
2. A copy of the Lacombe County National Safety Code, Maintenance and Inspection Program shall be readily accessible to employees of the County.
3. All specifications contained in the program are intended to meet or exceed National Safety Code Standards and Regulatory Requirements including:
  - a) Traffic Safety Act (Alberta), latest revision thereof
  - b) Dangerous Goods Transportation and Handling Act (Alberta)
  - c) Commercial Vehicle Certificate and Insurance Regulations, latest revision thereof
  - d) Commercial Vehicle Safety Regulation, latest revision thereof
  - e) Vehicle Equipment Regulation, latest revision thereof
  - f) Alberta Driver's Hours of Service Regulation, latest revision thereof
  - g) Bill Of Lading And Conditions Of Carriage Regulation, latest revision thereof
  - h) Alberta Occupational Health and Safety Act, Regulations and Code, latest revision thereof
4. The program will include sections regarding:
  - Safety
    - a) Employees Authorized to Operate County Vehicles
    - b) Safe Use and Operation of National Safety Code Vehicles
    - c) Proper Record Completion
    - d) Safety Laws
    - e) Safety Equipment
    - f) Driver Conduct and Discipline
    - g) Employee Training and Evaluating Driving Skills
    - h) Driver Records and Record Retention
    - i) Driver Qualifications
  - Maintenance and Inspection
    - j) Application

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- k) Daily Trip Inspections
  - l) Schedules Vehicle Maintenance
  - m) Record Keeping
5. The County Manager or designate is hereby authorized to make amendments to the program as deemed necessary.

Approved: October 10, 2013