

Vehicle Equipment Operation Policy

1.0 Policy Statement

City of Mount Pearl employees are responsible for ensuring that City vehicles/equipment are properly operated, and also for reporting accidents involving City vehicles. Employees shall conform with the *Highway Traffic Act and Regulations*, and the *Occupational Health and Safety Act and Regulations*.

2.0 Regulatory Requirements

The policy conforms with the *Highway Traffic Act and Regulations*, the *Occupational Health and Safety Act and Regulations*, and with other related City policies and procedures.

3.0 Purpose

To provide a set of guidelines and principles on the operation of City vehicles/equipment and accident reporting.

4.0 Vehicle Maintenance Procedure

- All vehicles shall be filled with fuel and garbage removed at the end of each shift and securely parked (refer to the City's *Vehicle Use Policy*).
- Pre and post trip inspections must be completed on all heavy equipment.
- Mechanical defects must be reported to the Mechanical Foreperson or the Foreperson on duty.
- No vehicle will be parked with any mechanical defects. City vehicles must be kept in a state of good repair at all times and ready for the next shift.
- As a part of employee's daily pre-inspection of units equipped with full air brakes, the following procedure shall be followed for correct brake adjustment:

**CONDITION FOR PROPER ADJUSTMENT WITH
80-90 PSI AIR PRESSURE IN THE RESERVOIR AND
80-90 PSI AIR PRESSURE TO THE SERVICE PORT
OF THE SPRING BRAKE IS AS FOLLOWS:**

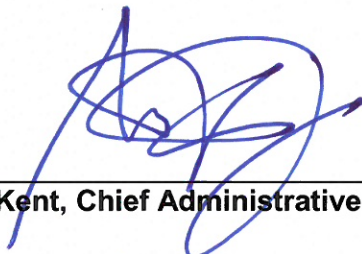
1. A 90 degree angle between the centerline of the slack adjuster and the push rod.
2. A 90 degree angle between the push rod and the mounting surface of the spring brake.

5.0 Accident Reporting Procedure

In the event of an accident involving City's vehicles, employees shall comply with requirements of the *Highway Traffic Act* - particularly Sections 168-170-171-172. The following procedure shall be followed by employees:

- When a City vehicle is involved in a collision, a statement must be taken as soon as possible by the Municipal Enforcement Officer from the person(s) involved. The completed statement is then passed to the Works Superintendent.
- Employees involved in the accident shall record the following information:
 - a) Name (verified by looking at the driver's license)
 - b) Vehicle Plate Number
 - c) Address
 - d) Insurance company and policy number

6.0 Approvals



Steve Kent, Chief Administrative Officer
August 7, 2018

Date