



# County of Lethbridge Policy Handbook

**EFFECTIVE:** June 16, 2011

**SECTION:** 700 NO. 713 Page 1 of 3

**APPROVED BY:** County Council

**SUBJECT:** Driver Training and Evaluation

**REVISED DATE:**

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## Purpose/Objective

Employee training and evaluating driving skills. To increase knowledge and reduce violations

## Procedures

Training will cover the following subjects: (as applicable)

- Company safety program;
- Safe vehicle operation;
- County of Lethbridge maintenance program;
- Traffic Safety Act and regulations;
  - Hours of Service,
  - Daily Trip Inspection,
  - Weights and dimensions,
  - Load Securement;
- Other regulations, as applicable to County of Lethbridge operations.
- The Dangerous Goods Transportation and Handling Act and regulations

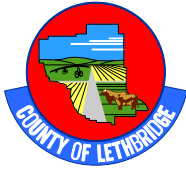
## Defensive Driving

Records of all employees training must be documented in the employee drivers file as required by Alberta's Commercial Vehicle Certificate and Insurance Regulation.

The County of Lethbridge safety and maintenance policies will be covered on initial hire orientation. In addition, include a written road test, knowledge of hours of service (logbooks and/or time records), weights and dimension, permits, cargo securement, and dangerous goods (if applicable) and how to conduct effective Daily Trip Inspections will be part of the orientation process.

On-going training will cover the following:

- Hours of service (logbooks and/or time records) – Assess the need for training by conducting daily and periodic internal audits of:
  - Driver's hours of service records to ensure documents are not falsified,



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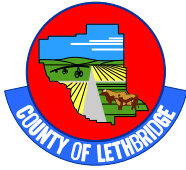
- Daily log completion to ensure they meet the legislated requirements (form and manner),
- Fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- Daily Trip Inspection – ongoing training provided through spot checks and monitoring of vehicle defects.
- Weights and dimension – ongoing training and monitoring provided on legal weights and dimension, permit weights and dimensions, shipping weights, etc. Loads to be scaled and dimensions and permits checked before leaving the yard.
- Load securement – ongoing training and monitoring of compliance with Cargo Standard #10 through direct spot checks and monitoring the Carrier Profile.
- Other regulations, as applicable to County of Lethbridge operations.

The County of Lethbridge will evaluate and retain a written record verifying that each authorized driver has the necessary driving skills to safely operate all assigned vehicles.

Steps identified to measure driving skill level, such as, driving in traffic, backing up, connecting a trailer, fuelling, driving on gravel, driving defensively and conducting Daily Trip Inspections, identifying and reporting defects to the carrier.

Evaluation results will be retained on each driver's file.

A sample driver evaluation form is attached.



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## DRIVER EVALUATION

County of Lethbridge				Current Class of Operator's Licence										
				1	2	3	4	5						
Driver Name:		Date		Signature of Driver:		Date:								
DRIVER ACTIONS		Performance Assessment			DRIVER ACTIONS		Performance Assessment							
		Good	Fair	Poor			Good	Fair	Poor					
<b>A. CONTROLS</b>				<b>E. TRAFFIC LIGHTS / SIGNS</b>										
1. Knowledge and/or use of equipment					1. Fails to anticipate / observe									
2. One-handed steering – hand position					2. Judgment – green / amber / red									
3. Steering Control – wanders / recovery					3. Judgment – stop / yield / other									
4. Shifts too soon / late / lugs														
5. Improper use of gears / grinds					<b>F. RIGHT-OF-WAY</b>									
6. Improper use of clutch / stalls / coasts					1. Uncertain / hesitant									
7. Improper use of brake / park brake					2. Fails to assume own right of way									
8. Improper use of accelerator					3. Aggressive / Judgment									
9. Signals too soon / late					<b>G. SPEED</b>									
10. Signals – improper / not cancelled/none					1. Too fast for conditions									
					2. Too slow for conditions									
<b>B. PARKING / STARTING / BACKING</b>				<b>H. BACKUP / TURN AROUND</b>										
1. Fails to set brake / gear					1. Poor observation – before / during									
2. Observation – backing / starting					2. Judgment of distance / position									
3. Judgment – vehicle / wheels / angle														
5. Rolls back					<b>I. ROAD TEST DISQUALIFICATION</b>									
6. Unsure / too slow					1. Overall poor performance									
<b>C. LANE DRIVING / CHANGING / POSITION</b>				2. Right of way violation – vehicle / pedestrian										
1. Fails to check mirror					3. Traffic light violation									
2. Fails to check blind spot / late					4. Stop sign violation									
3. Uncertain / hesitant					5. Speeding violation									
4. Road position – straddles lane					6. Other violation									
5. Too close / far – stop / pass / follow					7. Climbs over curb									
6. Improper lane change / late / slow					8. Lacks caution at uncontrolled intersection									
7. Fails to observe signs / conditions					9. Obstructs traffic									
<b>D. INTERSECTIONS / TURNS / RR</b>				10. Unable to perform skill maneuver										
1. Block crosswalk / intersection / stop line					11. Hits vehicle / object									
2. Stops too far back					12. Lacks skill and control									
3. Unnecessary stop					13. Unsafe action									
4. Fails to leave parking lot					14. Trip inspection failure									
5. Fails to observe conditions / late					<b>COMMENTS:</b>									
6. Left turn – cuts corner / turns wide														
7. Left turn – wrong lane – before / after														
8. Right turn – cuts corner / turns wide														
9. Right turn – wrong lane – before / after														
10. Incorrect position – vehicle / wheels														
11. Too fast – before / during														
12. Too slow – before / during														
<b>TEST ADMINISTRATION INFORMATION:</b>														
<b>Authorized to drive:</b>		<b>Yes:</b>	<b>No:</b>											
<b>Safety Officer's Name:</b>		<b>Signature:</b>												