

County of Lethbridge Policy Handbook

EFFECTIVE: June 16, 2011

SECTION: 700 NO. 715 Page 1 of 2

APPROVED BY: County Council

SUBJECT: Daily Records

REVISED DATE:

Purpose/Objective

Proper record completion

Procedures

The County of Lethbridge will educate staff in hours of service, bill of lading/manifests, dangerous goods and weigh slips as required. A record will be maintained on each driver's file showing that the County of Lethbridge ensures the employee has this knowledge or any training received. The County of Lethbridge will evaluate each type of record for proper completion.

Driver does not require a daily log when ALL of the following conditions are met:

Record accurate work shift start and end times;

Return to home terminal (start and end at the same location);

Released from work within 15 hours from the start of the work shift;

The County of Lethbridge will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is released from work (end time).

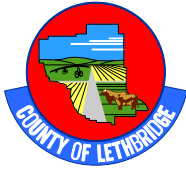
Note: If one of these conditions ceases to exist, then the driver must complete a daily log and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately proceeding the day on which that condition ceased to exist.

Bills Of Lading:

The following are Alberta requirements.

Note: See *Bill Of Lading and Conditions Of Carriage Regulation* (AR 313/2002) Section 2 for exemptions (e.g. owner's own goods).

Goods that are owned by the person who is the owner of the commercial vehicle that is transporting the goods are exempt from a Bill of Lading.



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Waybill: The following examples are Alberta requirements.

Note: Refer to AR 313/2002 Section 2 for exemptions (e.g. owner's own goods).

Goods that are owned by the person who is the owner of the commercial vehicle that is transporting the goods are exempt from a Waybill

Dangerous Goods Shipping Document:

The following examples are Alberta requirements.

A Dangerous Goods Shipping Document shall set out at least the following:

- date
- name
- address of Consignor
- description of Goods Transported
- shipping name
- primary Classification
- compatibility Group
- subsidiary Classification
- UN number
- packing group
- risk group
- 24 hour contact number
- ERAP number and telephone number

Shipping documents must be carried within the driver's reach and, when the driver leaves the cab, the shipping documents must be left on the driver's seat, in a pocket on the driver's door or in an obvious place in the cab. If the vehicle is left in a supervised area, a copy of the shipping document must be left with the person in charge.

Weigh Slips

If required, carrier needs a policy on how to obtain accurate weights.