

## 1.0 INTRODUCTION

The following standard has been established to prevent and/or minimize personal injuries and equipment damage caused by motor vehicle accidents as well as promote overall fleet safety. This standard includes vehicles owned, leased or rented by NB Power operating both on and off NB Power property.

## 2.0 SCOPE

All employees and contractors on behalf of NB Power.

## 3.0 REFERENCES

NB OHS General Regulation 91-191	New Brunswick Occupational Health and Safety Regulation 91-191 Part XV: Section:
Motor Vehicle Act	<a href="#">M-17 - Motor Vehicle Act (gnb.ca)</a>
OHS Act, Reg 91-191	Part XV
HSEE-03-27	Mobile Communication Devices
NB Power Fleet Policy FS-04	<a href="#">Motor Vehicle Usage</a>
Commercial Vehicles	<a href="#">M-17 - Motor Vehicle Act (gnb.ca)</a> IV.1
Hours of Work Standard	<a href="#">HSEE-03-24 Hours of Work-Fatigue Management.pdf</a>
CHAPTER M-17 Motor Vehicle Act	Commercial Vehicle Drivers Hours of Service Regulation, New Brunswick Regulation 2007-39
CHAPTER M-17 Motor Vehicle Act	Letter of Exemption from Registrar of Motor Vehicles, dated December 21st, 2023

## 4.0 TERMS AND DEFINITIONS

Authorized Emergency vehicle	(a) a motor vehicle operated by a peace officer in the course of his duties or employment, (a.1) a motor vehicle of a search and rescue organization authorized by the Minister under section 110.1 to operate motor vehicles as authorized emergency vehicles under this Act, (b) a fire department or fire fighting vehicle, and (c) an ambulance;
Form 205	<a href="#">Form 0205 Report of Vehicle and Equipment Damage.pdf</a>
Service vehicle	Chapter m-17 Motor Vehicle Act <ul style="list-style-type: none"> <li>(b) any private or public utility corporation vehicle while engaged at the scene of repair work, NB Power vehicle servicing the grid</li> </ul>
Daily Vehicle Inspection Report (DVIR)	<ul style="list-style-type: none"> <li>DVIR's are vehicle inspections completed once in a 24 hour period or before every shift depending on the vehicle's application.</li> <li>DVIR's are digital inspections completed with a 3<sup>rd</sup> party GPS hardware and software company.</li> <li>Vehicles equipped with a GPS device must DVIR's completed</li> </ul>

## **5.0 ROLES AND RESPONSIBILITIES**

### **5.1 Supervisor**

- Ensure employees have valid driver's license with the appropriate class
- Educate and ensure employees follow the rules for driving for NB Power work purposes
- Monitor GPS reports and DVIR compliance.

### **5.2 Employee**

- Follow all driving laws in the Motor Vehicle Act and Commercial Vehicle Act.
- Follow the requirements of the Hours of Work Standard.
- Maintain valid driver's licence and appropriate class of the vehicle you are operating.
- Complete circle check prior to operating vehicle
- Where applicable complete the DVIR.
- Report vehicle incidents through the H&S incident report 145 and complete a Form 205 vehicle incident report.
- If you are fatigued or on medication or prescription drugs that may affect your driving ability, talk to your supervisor.

## **6.0 STANDARD**

### **6.1 General**

1. The provisions of the Motor Vehicle Act apply to any use of road vehicles, regardless of whether they are operated on public roads or private property.
  2. Employees shall operate NB Power vehicles only when in possession of a valid driver's license of the appropriate class.
  3. Vehicles shall be kept in good operating condition and driven in a safe, courteous manner.
  4. All new employees, including students and contractors, are required to provide a drivers abstract before being allowed to operate NB Power vehicles. These vehicles can include fleet, rentals or personal vehicle (for work related activities).
  5. Headlights and taillights shall always be on and free of obstructions when the vehicle is in motion to increase visibility in all weather conditions.
  6. Drivers shall not operate the vehicle in any building except when driving in or out unless they are in a garage where the exhaust gas is carried directly to the outside and all ventilation systems are functioning.
  7. All vehicles and vehicle compartments shall be locked while unattended and in unsecured areas. Vehicle keys must not be left in the ignition.
  8. The ignition key shall always be removed when the vehicle is left unattended.
  9. Wheel chocks are not required when our vehicles are not in use and are parked on level.
  10. NB Power vehicles are equipped with GPS.
-

## 6.2 Prior to Operating Vehicles

Before moving a parked vehicle, the driver shall do a vehicle circle check and observe front and rear to ensure that persons and objects are clear.

**6.2.1** Each driver shall ensure that the vehicle is in a safe operating condition. The following precautions shall be observed in particular:

1. Brakes, clutch, horn, signal system, all lights and windshield wipers shall be tested.
2. The driver shall check that the tires are in good condition and properly inflated.
3. The driver shall also check emergency equipment such as first aid kits, reflective triangles, and fire extinguisher. Any missing or defective equipment shall be reported immediately. First aid kits and fire extinguishers shall be mounted in an accessible location and away from the source of ignition. Fire extinguishers shall be dismounted once a month and turned upside down to loosen the contents.
4. The driver shall ensure that all windows are clear of snow, ice and that the windshield has defrosted before moving.
5. If applicable; employees shall check to see that the boom and bucket have been stowed.
6. Outriggers shall be fully retracted prior to moving a vehicle.

**6.2.2** Electronic Logbooks (DVIR's) are required for vehicles:

1. Applicable to vehicles 4,500 kg and over.
2. See vehicle registration to determine the 4,500 Kg threshold.
3. If hauling a trailer and the combined of truck and trailer is over 4,500 kg
4. Equipped with either personnel carrying device or an aerial lifting device.
5. The operator shall be responsible to ensure, where applicable, the DVIR is completed daily or before each shift.

## 6.3 Move Over for Emergency and Service Vehicles

When an emergency or service vehicle is stopped on the highway and has its flashing lights on, New Brunswick drivers **MUST**:

- Slow down to one-half the posted speed limit and proceed with caution.
- Make sure it's safe to proceed, then move over to the left, away from the vehicle.
- If there are two or more lanes of traffic, the driver must move into another lane if it can be done safely.

This will ensure that drivers won't collide with an authorized emergency or service vehicle or endanger anyone outside these vehicles.

---

## 6.4 Ellen's Law

Under the Motor Vehicle Act, a driver of a motor vehicle shall not pass a bicycle travelling in the same direction unless there is sufficient space to do so safely, and the driver leaves at least one metre of open space between the vehicle and the bicycle. Motorists may cross the centre line while passing bicycles when it is safe to do so.

## 6.5 Backing up / Parking

1. Whenever possible on NB Power premises, vehicles (personal and work) shall be positioned to avoid the necessity of reversing.
2. Extreme caution shall be exercised when backing a vehicle, to avoid injury to persons and to prevent property damage. If another employee is present, he/she shall be stationed at the rear of the vehicle to assist the driver in backing the vehicle safely. If another employee is not present, the driver shall do a vehicle circle check prior to backing the vehicle.
3. Backing up on main thoroughfares and roadways shall not be undertaken unless a competent person is present and is directing the reversing and redirecting of other traffic.
4. All vehicles shall be parked in accordance with the provisions of the New Brunswick Motor Vehicle Act and all local ordinances, except in emergency situations or where authorized work necessitates that a vehicle be parked otherwise.
5. When parking on a hill or steep angle is it recommended that the operator use the parking brake to ensure there is no vehicle movement while parked.
6. When a motor vehicle 1 Ton and above is disabled or otherwise left standing upon a roadway or the shoulder, the driver shall display three portable reflectors on the edge of the roadway 30 metres in advance of the vehicle and one at the rear of the vehicle and one at the traffic side approximately 5 metres to the rear of the vehicle.

## 7.0 TRAINING

- Defensive Driving (60-month expiry) - It is at the discretion of management to determine if their employees require the defensive driving course.
- Professional Driving Improvement Course (PDIC) (60-month expiry)

## 8.0 APPENDIX

Appendix A – Circle Check

Appendix B – GPS instructions / explanations

  
Director of Total  
Health & Safety

---

---

# Health & Safety Standards



Document  
Number:  
HSEE-03-73

Date Effective:  
2024-06-10

Revision No:  
01

Page 5 of 8

Title:  
Fleet Safety

---

## DOCUMENT APPROVAL/REVISION RECORD

Revision #	Date	Revision Summary	Author	Reviewed By	Approved By
02	2024-06-10	All	N. Legere	Peter Michaud H&S Team	Roland Roy

---

## Appendix A – Circle Check

Fleet Dept Training Material – Safety Announcement “Circle Check”

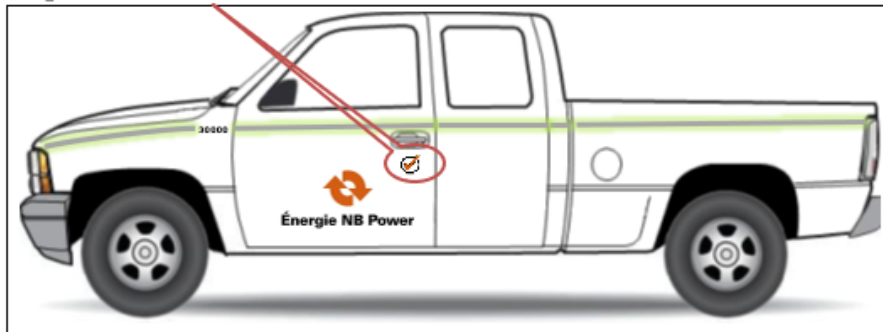


### Fleet Safety Announcement

Safety is the number one priority with the Fleet Department at NB Power, to that end Fleet has identified two safety items everyone should be doing before operating a vehicle or any equipment. One is perform the “Circle Check” before operating the vehicle or equipment. Two once in the vehicle always familiarize yourself with the vehicle or equipment ensuring you know how to operate it safely.

As a result of a “High Potential” incident the Fleet Department has identified the need to improve the visibility of the “Circle Check”. To that end you will notice that all new vehicles have started to arrive with the following sticker on the driver’s door bellow the handle, see diagram #1. The symbol of a circle with check mark is a visual aid to help everyone remember the importance of doing the circle check before operating the vehicle.

Diagram #1 Circle Check Sticker



Please note that the circle check symbol is a visual quote designed to remind staff the importance of doing a circle check before operating the unit. Stickers were installed on all new vehicles before delivery please do not remove them. The remaining of the fleet will be completed as soon as possible during the Fleet Dept field safety visits.

The circle check sticker



Please note the following items should be checked during the circle check;

Daily Checks	Vérifications Quotidiennes
Check oil	Vérifier l'huile
Inspect tires	Inspecter les pneus
Check for leaks under vehicle	Vérifier pour des fuites sous le véhicule
Check lights, mirrors & glass	Vérifiez les lumières, miroirs et les fenêtres
Check horn	Vérifiez le klaxon
Check back-up alarm	Vérifiez l'avertisseur de recul
Check windshield wipers	Vérifiez les essuie-glaces
Check for equipment damage	Vérifiez pour des dommages matériels
Check two way radio	Vérifiez la radio bidirectionnelle

Weekly Checks	Vérifications Hebdomadaires
Check transmission fluid	Vérifiez le liquide de transmission
Check power steering fluid	Vérifier le liquide de la servodirection
Check belt tension and condition	Vérifiez la tension et la condition de la courroie
Check windshield washer level	Vérifiez le liquide de lave-glace
Check first aid kit	Vérifiez la trousse de premiers soins
Check fire extinguisher	Vérifiez l'extincteur
Check hazard warning kit	Vérifiez la trousse de signal de danger
Check MVI sticker	Vérifiez la vignette d'inspection

Safety is a shared commitment; please ensure you report any vehicle or equipment safety issues to your direct supervisor or the Fleet Coordinators.

**The Fleet Coordinators are;**

**Barry Steeves** manages the maintenance for larger trucks with hydraulic devices for Customer Service, Generation, Corporate Holding, and Nuclear. Example; Line, Boom Trucks, as well as Cranes.

Email: [BSteeves@nbpower.com](mailto:BSteeves@nbpower.com)

Cell: 447-7111

**Stephen Flowers**, manages the maintenance for Transmission vehicles and equipment only.

Email: [SFlowers@nbpower.com](mailto:SFlowers@nbpower.com)

Cell: 461-5895

**Andrew Sorensen** manages the maintenance for light and off road vehicles for Customer Service, Generation, Corporate Holding, and Nuclear. Example; Cars, Pickups, Forklifts, Ramps, etc....

Email: [ASorensen@nbpower.com](mailto:ASorensen@nbpower.com)

Cell: 238-5836

Office: 458-3623

## Appendix B – GPS Information

Vehicles equipped with Global Positioning Software (GPS) can detect the following information:

- Location
- Driving Time
- Engine Run Time
- Engine Idling Time
- Engine Fault Codes
- Road Speed
- Engine Speed
- Vehicle State (Oil Level & Temp, Coolant Level & Temp, Odometer)

Please note the GPS hardware is plugged into the vehicles Engine Control Module (ECM), the ECM is an onboard computer that collections multiple data points to help manage the health and reliability of the vehicle.

### **Reasons for audible beeping when a driver starts the vehicle:**

- Firmware Updates – Random to continuous when vehicle first starts.
- Harsh Events – Single
- Speeding – 10 rapid beeps.

### **Speeding rules programmed into each GPS unit installed on NB Power vehicles:**

- Audible Alert Warning – *travelling faster then posted speed limits for five seconds will create an audible alert, this alert allows the driver to slow down before a speeding event is reported.*
  - Reported Event – *if an audible event has occurred and the vehicle did not slow down a speeding event is recorded.*
-