



Fleet Safety and Journey Management

Revised: September 2026

Section 21.0

Policy

Section 21.0 Policy

1.0 Introduction

Operating a motor vehicle is one of the highest-risk activities within Canadian Plains. Because it's such a routine task, there's a risk of complacency at all levels. To ensure safety, it's essential that all personnel make a conscious and consistent effort to manage and minimize the inherent risks of vehicle operation.

The purpose of Canadian Plains' Fleet Safety and Journey Management (FSJM) program is to establish clear requirements, expectations, and responsibilities across all levels of the organization. By planning journeys and managing transport activities effectively, the program helps ensure the safety of all workers, contractors, and members of the public involved in road transport operations.

2.0 Scope

The requirements specified in Section 21 and this policy apply to all company employees, Independent Service Providers (ISPs), and subcontractors. All Canadian Plains Business Units (BU's) and Subsidiaries are to comply with the requirements specified in this section.

Canadian Plains performs work in numerous areas; therefore, a requirement is to be familiar with all provincial and federal regulations. If the regulatory requirements in a Geographic Region exceed or are in conflict with the requirements specified herein, the regulatory requirements take precedence and shall be complied with.

3.0 Objectives

The objective of Section 21 - Fleet Safety and Journey Management is to provide a framework to manage fleet safety and journeys being made on behalf of Canadian Plains. In our industry, motor vehicle incidents, including collisions and violations, occur frequently and at a much greater severity than any other type of workplace incident.

4.0 Key Policy Statements

Canadian Plains' policy on Fleet Safety and Journey Management supports the following statements:

- Comply with the governing rules, regulations and law for the jurisdiction
- Adhere to Canadian Plains' Section 21 - Fleet Safety and Journey Management
- Continuous evaluations of the FSJM program to measure performance and accountability
- An effective inspection/evaluation program requires active participation by all levels of the organization
- Training in applicable processes and resources will be provided to appropriate personnel

APPROVED:

A handwritten signature in black ink, appearing to read 'TPawsey', written over a horizontal line.

Tyler Pawsey
President and COO



Section 21.1 Definitions and Acronyms

Definitions

Administrative Vehicle

A position assigned vehicle for management and supervisors.

Approved Driver

A driver who has gone through the full approval process as per Policy and aligns with Insurance expectations.

Audit

A continuous review of the driver's file, vehicle files, and the maintenance and safety plan.

Aggregate (combined) Working Load Limit

The sum of the working load limits of all devices used to secure an article on a vehicle. Tie downs used to secure loads shall have an aggregate working load limit equal to the weight of the article or articles being secured. The working load limits of all the tie downs added together must total the weight of the object being secured. Example: The object weighs 2,000 kg. Four tie downs with an individual working load limit of 500 kg each would be required ($500 \text{ kg} \times 4 = 2000 \text{ kg}$).

Break Strength (ultimate load)

The load or force at which the tie down fails.

Cargo Securement

Any cargo transported is contained, immobilized or secured in accordance to National Safety Code Standard 10 (this standard was created to ensure the safety of drivers, employees, and the motoring public and gives the guidelines for safely securing loads). Carriers must ensure that any cargo they carry does not shift, move or spill onto the roadway.

Carrier Profile

An overall snapshot of a company's current safety status including current Safety Fitness Rating, Operating Status and summary of Conviction, CVSA Inspection and Collision event history.

Commercial Vehicle Inspection Program

A mandatory annual vehicle inspection that ensures an NSC vehicle is mechanically safe to operate. (Public proof that a vehicle is operating safely).

Commercial Vehicle Inspection Certificate

A certificate and decal provided once the mandatory inspection is completed and passed.

Defect (Trip Inspection)

Major - The condition of an item that is required to be noted, repaired, and signed off prior to the operation of the vehicle.

Minor - The condition of an item that does not impact the safe operation of the vehicle.



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Driver Files

Records that must be kept for each person who is approved to drive on behalf of the carrier.

Driver's Licence

A government issued licence authorizing an individual to operate a motor vehicle of the designated Class.

Driver's Abstract

A driving record that provides the current status of an driver's licence, lists conviction information, applicable demerit points, and suspensions.

Driver Observation

A process to observe a driver's competency (CF-S-51) that is completed prior to driver approval.

Due Diligence

Your responsibilities under the law and taking all reasonable steps to carry them out.

Electronic Logging Device (ELD)

Electronic hardware that connects and monitors vehicle usage to record driving hours and other pertinent data in commercial (NSC) vehicles to ensure regulatory compliance.

Electronic Files

Electronic files refers to the Nektar File Management system.

Evaluation

Refers to the Business Unit Quarterly Compliance Checklists. A process to identify gaps and opportunities for improvement.

Federally Regulated

Referring to a company operating in multiple provinces or territories, with vehicles crossing these borders.

Gross Vehicle Weight Rating (GVWR)

The GVWR refers to the maximum weight a vehicle is designed to carry, including the net weight of the vehicle with accessories, plus the weight of passengers, fuel, and cargo. The GVWR is a safety standard used to prevent overloading.

Logbook (Federal Hours of Service) (CF-S-55)

A backup document in which details of duty status are recorded and documented in the event the ELD is unavailable or malfunctioning.

Means of containment

Large - A means of containment with a capacity greater than 450 L (TDG Requirement).

Small - A means of containment with a capacity less than or equal to 450 L (TDG Requirement).

National Safety Code (NSC)

The set of Standards that governs commercial transportation.



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National Safety Code (NSC) regulated vehicle

Commercial vehicles (truck or truck/trailer combinations) registered for a combined weight of more than 4,500 kg.

Non-Regulated National Safety Code (NSC) vehicle

A fleet vehicle with a registered weight of less than 4,500 kg.

Permits

Documentation to operate outside of the regulated boundaries.

Safety Fitness Certificate

A province specific certificate that contains the National Safety Code (NSC) number, which is the unique identifier for each commercial Driver.

TARE Weight

The empty weight of the vehicle with no load.

Tie Down

A rated device used to secure a load to a vehicle and includes, but is not limited to, chains and straps.

Trip Inspection

Trucks and trailers inspected in accordance with NSC Standard 13, Part 2, Schedule 1.

Working Load Limit (WLL):

The maximum load assigned by a manufacturer that may be applied to a tie down or component during normal service.

Acronyms

AMVIR: Access to Motor Vehicle Information Regulation

CVSA: Commercial Vehicle Safety Alliance

CVIP: Commercial Vehicle Inspection Program

DL: Driver's Licence

ELD: Electronic Logging Device

FSJM: Fleet Safety and Journey Management

GVW: Gross Vehicle Weight

GVWR: Gross Vehicle Weight Rating

HOS: Hours of Service

HSEMS: Health, Safety, and Environment Management System

ISP: Independent Service Provider

MVID: Motor Vehicle Identification Number

NI: Needs Improvement



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NSC: National Safety Code

NVIS: New Vehicle Information Statement

PM: Preventative Maintenance

SJP: Safe Job Procedure

SWP: Safe Work Practice

TEFU: Tax Exempt Fuel User

VIN: Vehicle Identification Number

WLL: Working Load Limit

**Section 21.2 Roles and Responsibilities**

It is the responsibility of all Canadian Plains personnel to ensure that, relative to their role, adherence to regulations, documentation, inspections and maintenance are conducted and supported effectively on behalf of Canadian Plains.

1. Driver Responsibilities

It is the responsibility of each Driver of a Canadian Plains vehicle to:

- Maintain a valid Driver's licence. Driver's licence must have the correct class for the vehicle being driven. Know what your endorsements, restrictions, or conditions are for your Driver's licence. Current abstract must meet Canadian Plains' requirements.
- Be familiar with and comply with all applicable traffic and motor vehicle regulations and the requirements of the Canadian Plains Fleet Safety and Journey Management Program.
- Participate in required evaluation and training as per program requirements.
- Operate vehicle(s) in a professional, defensive, and courteous manner, on all road types and according to weather conditions.
- Assess the risks of each journey and implement a journey management plan.
- Ensure that all necessary documentation, permits, emergency, and safety equipment are in the vehicle.
- Ensure your load is secured and checked before leaving and at specified intervals throughout the journey.
- Ensure you have knowledge of the cargo (product) you are hauling, have copies of Safety Data Sheets (SDS), and are familiar with emergency procedures.
- Complete a Vehicle Walk Around before moving the vehicle.
- Perform and document inspections applicable to the non-NSC or NSC regulated vehicle being operated.
- Comply with the National Safety Code (NSC)/Federal Hours of Service (HOS) legislation when applicable.
- Report personal fatigue to supervisors (SWP 23 Fatigue Management).
- Report any changes or violations regarding your driver's licence to your supervisor immediately.
- Inform your supervisor if you are not familiar with a particular type of motor vehicle prior to operating.
- Maintain a clean and safe vehicle at all times.

2. Supervisor Responsibilities

It is the responsibility of each Supervisor to:

- Comply with regulatory requirements and the established Fleet Safety and Journey Management Program.
- Ensure the selected driver has approval to operate the unit, has the necessary experience, and is in proper condition to operate the unit or perform the task.

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- When operating a vehicle or riding as a passenger, set a good example regarding driving performance and demonstrate leadership regarding compliance with regulatory and company standards.
- In conjunction with superintendents and managers, ensure the vehicle and/or equipment selected is suitable for the intended task.
- Recognize the signs and manage fatigue.
- Communicate program requirements to employees at all levels in the organization and hold individuals accountable for compliance with the Fleet Safety and Journey Management program requirements.
- Ensure all transport operations and supporting activities are performed within the framework of regulatory requirements and Canadian Plains policies. Monitor day-to-day activities and requirements (e.g., logbooks, inspections, TDG requirements, valid licences, journey management - hazard assessments, etc.). Acknowledge and commend compliance, and correct identified deficiencies with drivers.

3. Managers and Superintendents

It is the responsibility of managers and superintendents to:

- Ensure the required documentation is obtained from applicants, confirming the individual(s) are in compliance with demerit point requirements and possess the appropriate licence class for the vehicles to be driven.
- Ensure FSJM district Approved Driver Lists are maintained and up to date; active and inactive for both non-NSC and NSC regulated Drivers.
- When operating a vehicle, or riding as a passenger, set a good example regarding driving performance and demonstrate leadership.
- Comply with the Fleet Safety and Journey Management Program.
- Ensure new driver observations are completed and that all requirements, along with Fleet Safety and Journey Management Program expectations, are communicated to new employees before they are authorized to operate company vehicles.
- Conduct regular inspections of transportation operations. Communicate clear program requirements across all organizational levels and hold individuals accountable.
- Recognize fatigue in workers and take steps to manage it. Monitor day-to-day activities and requirements (e.g., HOS, inspections, journey management - hazard assessments, Transportation of Dangerous Goods (TDG) requirements, and valid licences, etc.).
- Ensure vehicles are monitored for compliance with Canadian Plains expectations. Provide feedback to employees that recognizes both safe and at risk driving behaviors.

4. Fleet Safety and HSE Department Responsibilities

It is the responsibility of the Fleet Safety and HSE Departments to:

- Support Operations in the development and facilitation of the Fleet Safety and Journey Management Program, ensuring the purpose and scope of the system is understood by applicable employees.
- When operating a vehicle, or riding as a passenger, set a good example regarding driving performance and demonstrate leadership with feedback.
- Act as a resource to Operations regarding compliance to transport standards, regulatory requirements, and the Fleet Safety and Journey Management Program.
- Communicate with provincial agencies on an as-needed basis to ensure guidelines and practices are in compliance with regulatory requirements.
- Provide support and/or coordinate required training to ensure drivers are knowledgeable about transport regulatory requirements and Canadian Plains' best practices (Transportation of Dangerous Goods (TDG), Hours of Service, Daily Trip Inspection Requirements, Cargo Securement, etc.).
- Distribute and review carrier profile reports, drivers' abstracts, and monitor trends such as vehicle collisions, hours of service compliance, and daily trip requirements. Address non-conformances with applicable managers and employees biannually or as required. Ensure documentation of corrective actions is appropriately filed.
- Review and communicate driving performance information, trends, and improvement initiatives throughout the organization.
- Assist Operations in establishing vehicle incident and collision improvement targets.
- Advise and notify Operations of changes to regulations and company procedures.
- Monitor compliance with the Fleet Management and Safety Program. Conduct field visits, audits, and evaluations to confirm that program requirements are being complied with. Coordinate the development and implementation of revisions to promote continuous improvement of the program.

5. Executive and Vice President Responsibilities

- Assume accountability for the implementation of the Fleet Safety and Journey Management Program.
- When operating a vehicle, riding as a passenger, or observing the driving behaviors of other employees who are driving, set a good example regarding driving performance and demonstrate leadership.
- Ensure adequate resources are available and appropriately delegated to facilitate the ongoing development, improvement, implementation, and evaluation of the Fleet Safety and Journey Management Program.
- Demonstrate commitment to the Fleet Safety and Journey Management Program by participating in program activities such as promotion, communication, recognition of positive responsible driving behavior, and ensuring corrective actions are applied as required.



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Roles and Responsibilities

- Set vehicle incident/collision improvement targets and measure the vehicle operating performance of all drivers.
- Ensure Fleet Safety and Journey Management Program responsibilities and duties are clearly communicated at all levels in the organization and hold individuals accountable to those responsibilities. Ensure that these accountabilities and, responsibilities are clearly defined and understood by managers, supervisors and staff.
- Review driving performance information and the results of incident investigations in order to identify trends and opportunities for improvement to the Fleet Safety and Journey Management Program.



21.3 Driver Selection and Approval

1. Selection

Selecting drivers that have the required abilities, skills, experience, and attitude are the most important control measures Canadian Plains has in maintaining an effective Fleet Safety and Journey Management Program.

As part of the driver approval process, a driver's Abstract must be obtained for all applicants prior to approval. The following requirements are effective as of the date of this policy. The applicable manager, or designate, will review the applicant's Abstract and ensure it aligns with Strike Procedure Manual Driver Selection and Approval Procedure (6-04).

The following steps are required in order to obtain Canadian Plains driver approval:

1. Has a valid driver's licence for the class of vehicle to be operated.
2. Completed Abstract Consent Form (B.C., Alberta, Saskatchewan, Manitoba) via Docusign. Abstracts from all other provinces must be provided by the applicant for review.
3. Provide a completed application via Docusign including the past three years (minimum) employment history, which shows three years of relevant driving experience. (NSC requirement)
4. Obtain a 5 Year Commercial Driver's Abstract for review and approval by an area manager/project manager/HSE representative.
 - If a driver's abstract contains any of the conditions below within the past 3 years, the driver is **not approved** to operate a vehicle on behalf of Canadian Plains:
 - A charge under the Criminal Code of Canada for Operation while Impaired by Alcohol or Drug, over 80 milligrams of alcohol in 100 milliliters of blood; or
 - An Immediate Roadside Sanction / Administrative Driving Prohibition Fail under a provincial traffic act for operation with 80 milligrams of alcohol in 100 milliliters of blood or (FAIL).
5. For abstracts containing the following, Vice President (VP) approval is required:
 - If in possession of a **Graduated Driver's Licence (GDL) or New Driver**, the driver is encouraged to have the GDL status removed at their earliest eligible opportunity. They must have no more than 3 demerits (based on the demerit point system in place for the applicable provincial jurisdiction) and are allowed to drive a Canadian Plains vehicle within the conditions of the GDL program. If more than 3 demerits are on the abstract, or the conditions below, further review and signature is required and must be on file from the VP of the district prior to any driving.
 - For a **Standard Driver's Licence**, no more than 6 demerits (based on the conviction point system in place for the applicable provincial jurisdiction). If more than 6 demerits are on the abstract, or the conditions below, further review and signature is required and must be on file from the VP of the district prior to any driving.
 - Within the past 3 years has received Immediate Roadside Sanctions / Administrative Driving Prohibition Fail under a provincial traffic act for operation with more than 50 milligrams but less than 80 milligrams of alcohol in 100 milliliters of blood or (WARN). Requires further review and signature on file from the VP of the district prior to any driving.



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Driver Selection and Approval

- Within the past 3 years from the date of conviction, has no more than 3 moving violations including Distracted Driving and/or any suspensions. Requires further review and signature on file from the VP of the district prior to any driving.

If all of the Abstract standards have been met, an electronic driver file will be created where all of the required documentation will be stored (Abstract Consent Form, Abstract, Driver Observation, Vehicle Use Agreement).

2. Driver Observation (Competency)

All potential applicants shall be assessed on their competency (abilities, skills, knowledge of regulations, and demonstrated driving behaviors or maturity) to drive a particular vehicle (type/configuration) prior to approval.

The driver observation shall be performed by the driver's direct supervisor or higher. Although the driver competency process can be modified to meet the specific regulatory requirements and/or operating practices, the process shall incorporate the following:

- Applicable documentation (licence, vehicle documentation and training certificates) shall be available and reviewed by the evaluator.
- Applicant must demonstrate driving skills (steering, signaling, reversing, turning, passing and following, speed as per conditions and limits, traffic lights, road regulations, parking). Utilize Canadian Plains CF-S-51 Driver Observation Checklist.
- Applicant must demonstrate acceptable driving behavior (considerate, even tempered, etc.). Note that driving behavior is utilized to provide insight as to the applicant's driving attitude.
- Applicant must demonstrate off highway driving skills.
- Recommendations for further training may be required (e.g., Defensive Driving).
- Completed Driver Observation Checklist CF-S-51 must be filed in the electronic driver file.

3. Vehicle Use Agreement

Once the Abstract has been approved and the Driver Observation has been completed, a Vehicle Use Agreement (CF-A-15) is required prior to final driver approval. The Vehicle Use Agreement will indicate either a non-NSC approved or NSC approved driver and condition of use, with applicable CRA requirements. It will also determine next steps for driver training. See HSEMS Section 21.7 (Non-NSC Driver Requirements) and 21.8 (NSC Driver Requirements).

Section 21.4 General Driving Rules and Requirements

- Drivers must comply with all jurisdictional traffic laws and Occupational Health and Safety Regulations.
- All vehicles shall be operated in compliance with applicable transport safety and traffic laws/regulations, Transportation of Dangerous Goods, and Canadian Plains Fleet Safety and Journey Management Program rules and requirements.
- Canadian Plains SWP-28 Driving and Journey Management outlines the expectations and guidelines for approved drivers of Canadian Plains vehicles.
- All accidents, convictions, warnings, and CVSA vehicle inspections must be reported, and documentation submitted, to the direct supervisor or district management. The manager will ensure a copy is placed into the driver's file.
- Vehicles will be equipped with winter tires based on provincial requirements.
- Drivers are responsible for paying costs arising from violations of transportation and traffic laws/regulations. Refer to Procedure Manual 5-28, Employee Traffic Violations, for additional details.
- Drivers are prohibited from transporting firearms and explosives, including fireworks.
- Drivers are prohibited from transporting illicit substances or contraband.
- Drivers are prohibited from picking up hitchhikers.
- When a Driver is exposed to traffic, coveralls with retro-reflective stripping or a high visibility traffic vest shall be worn.
- Seatbelts will be used by all occupants at all times. The number of functional seatbelts in the vehicle determines the maximum number of occupants.

1. Response to Motor Vehicle Collisions

Canadian Plains understands that the timely reporting of incidents, physical losses, substance releases (spills), and violations is extremely important for the safety of its employees, ISPs, contractors, and the public. Employees will report all incidents to the direct supervisor or district management immediately. Timely reporting of incidents will ensure our employees receive medical treatment and the corrective measures needed to prevent future incidents. HSEMS Section 10 provides direction and expectations for Incident Management, Investigation, and Follow-up.

2. Alcohol and Drug Policy

All employees and ISPs are required to comply with the Canadian Plains Alcohol and Drug Policy (Section 13, HSEMS). Do not drive a vehicle if you are under the influence of alcohol or drugs (illicit or prescription).

The use, possession, transfer, or sale of alcohol and/or illicit drugs, or drug related paraphernalia by Canadian Plains employees, ISPs, contractors, and visitors while in company vehicles (owned, leased, or otherwise operated) is prohibited. The possession and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs are strictly prohibited while drivers operate company vehicles and other equipment.

3. Vehicle Safety Equipment Requirements

All Canadian Plains vehicles travel on both public and private roads and must be equipped to manage conditions and/or emergencies they may encounter. The following items must be equipped in the vehicles prior to any journey:

- A fire extinguisher, mounted in the vehicle with a minimum rating 20 lb. ABC
- A traffic safety vest for each occupant or coveralls with retro-reflective stripping
- All Canadian Plains vehicles with diesel engines shall be equipped with a positive air shutoff
- All field vehicles shall be equipped with functional back-up alarms
- Deer whistles
- Spare tire, jack, and wheel wrench
- Standard Roadside Safety Kit
- First Aid kit, minimum of a CSA Standard Type 3 Intermediate Small
- Spill kit (as required)
- Backpack Fire Pump (20 L) (as required)

4. Suggested items required for winter conditions

- Winter Tires (as per Provincial requirements)
- Tire Chains (as required)
- Suitable snow shovel
- Long-handled windshield scraper with brush for snow removal
- Suitable winter clothing (e.g., parka, winter boots, gloves, toque, etc.)
- Sleeping bag or blankets
- Emergency food
- Extension cord (for block heater)

5. Emergency Response Planning

The ability to respond to an emergency situation or incident depends on our preparedness and emergency action plan.

In the journey planning process, emergency response planning must be given adequate consideration so we are able to respond to all emergencies.

When determining the potential emergency response requirements for a journey, answer the following questions to assist you in making your decision:

- Have hazard sources been identified, assessed, and controls implemented (HIAC)?
- Are employees trained in first aid?
- Are employees trained in injury/incident and emergency response?
- Are spill kits available?
- Is required emergency response equipment available?
- Is emergency contact information available?
- Is an adequate communication system available?



21.5 Vehicle Monitoring

1. Vehicle Location and Behavior Monitoring

Driving performance, journey management, and the prevention of collisions and incidents are critical to the success of Canadian Plains. Technology allows organizations to monitor performance and plan effective journey management.

The benefits of planning journeys and effectively managing transport activities ensure the safety of Canadian Plains workers and the general public. This technology will also improve efficiency, which will result in profitability. Other benefits include; reduction in idling to decrease the environmental impact and act as a theft prevention deterrent.

Canadian Plains has installed GPS monitoring equipment in all Canadian Plains vehicles and has set defined parameters for vehicle monitoring, which are subject to change based on operational requirements.

2. GPS Monitoring Information Management

It is the responsibility of the applicable managers and supervisors to ensure that each vehicle under their control is monitored for compliance with Canadian Plains expectations. The GPS data allows managers to provide performance feedback to their employees and teams and to recognize both safe and at risk driving behaviors.

The technology can also provide immediate feedback to the drivers of Canadian Plains vehicles. The driver has the responsibility to ensure they comply with posted speed limits and Canadian Plains standards for use.

3. Vehicle Location and Working Alone

To ensure workers who are required to travel alone to remote locations have an effective means to communicate with Canadian Plains supervisors, Canadian Plains trucks will be equipped with approved cellular or radio communications, in addition to the GPS monitoring technology. Canadian Plains SWP-21 Working Alone provides additional guidance and expectations.

NOTE: Tampering with or altering installed equipment is prohibited and may be subject to disciplinary action.



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General Inspection and Maintenance

Section 21.6 General Inspection and Maintenance

Various acts, regulations, codes, and rules govern commercial transport activities. These are designed and implemented with the intent of protecting the public, the environment, and the highway and roadway infrastructures from incidents and accidents involving vehicles. Government legislation has built-in controls, which monitor the effectiveness of each applicable law and/or regulation, as well as the performance of companies such as Canadian Plains. Adherence to these controls on our NSC Regulated Vehicles is measured on our Carrier Profile (R-Factor Score). Non-NSC Regulated Vehicles are monitored and audited internally.

1. Vehicle Inspection Requirements

Table 1 – Guideline to Canadian Plains Vehicle Inspections

Canadian Plains will conduct regular and continuous maintenance inspections in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval	Comments
Vehicle Inspection	Non-NSC – Field	Per Use	Complete electronic Vehicle Non-NSC Truck Inspection . Report all defects. Complete a Walk Around Prior to operation of vehicle
Vehicle Inspection	Non-NSC	Per Use	Complete a Walk Around Prior to operation of vehicle
Vehicle Inspection	NSC	Every 24 Hours & Per Use	Complete Daily Trip Asset Inspection on ELD (according to NSC Standard 13, Schedule 1). Report all defects and document all repairs. Walk Around required prior to operation of vehicle.
Trailer Inspection	Trailers	Every 24 Hours & Per Use	Complete Daily Trip Asset Inspection on ELD (according to NSC Standard 13, Schedule 1). Report all defects and document all repairs. Walk Around required prior to operation of vehicle.
Monthly Inspection	Non-NSC	Monthly	Complete electronic Vehicle Non-NSC Truck Inspection. Report all defects.
CVIP Inspection:	NSC and Trailers	Annually	Required every 12 months before the next CVIP expires and/or according to Provincial requirements **
	Van/Bus	Bi-annually	Required every 6 months before the next CVIP expires **

** All NSC regulated vehicles and trailers must be inspected **annually** or **semi-annually** depending on the jurisdiction as specified by the regulatory requirements (Vehicle Maintenance Standards) in place for



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each province. **An original copy of the CVIP Certificate is required in the applicable vehicle/trailer; a copy of the Certificate and inspection are also required to be scanned and retained in the assigned vehicle/trailer file.**

2. Vehicle Maintenance Requirements

Table 2 – Guideline to Canadian Plains Vehicle Maintenance

Canadian Plains will conduct regular and preventative maintenance in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval	Comments
Scheduled Maintenance (PM Service)	Non-NSC – Field	8000 kms	Electronic CF-S-36 Canadian Plains Vehicle Service Report to be completed
	Non-NSC - Admin	8000 kms	Electronic CF-S-36 Canadian Plains Vehicle Service Report to be completed
	NSC	7500-10,000 kms (severe duty application)	Electronic CF-S-36 Canadian Plains Vehicle Service Report to be completed
	Trailers	Quarterly basis	Electronic CF-S-36A Canadian Plains Trailer Service Report to be completed

The records documenting the inspection and maintenance will be scanned and retained in the assigned vehicle file unless it was completed electronically.

3. Vehicle/Trailer Repair Requirements

The applicable manager and/or supervisor shall ensure:

- All repairs shall be completed prior to the vehicle/trailer being utilized,
- Documentation regarding the correction of deficiencies shall be retained in the electronic assigned vehicle/trailer file.

The Strike Procedure Manual, Procedure 6-9 Repairs & Maintenance of Heavy Equipment, Trucks, Trailers, and Vehicles provides the expectations and standards that must be followed.

**Section 21.7A Non-NSC Driver Requirements**

In addition to the responsibilities (Section 21.2) and general requirements (Section 21.4), the following are requirements specific to non-NSC Drivers.

1. Training Requirements for Drivers of Non-Regulated Vehicles

All applicable personnel involved in the management or driving of Canadian Plains non-NSC regulated vehicles are required to review the following Canadian Plains Safe Work Practices (SWP):

- SWP 04 – Cargo Securement and Trailer Use
- SWP 05 – Fire Extinguishers
- SWP 07 – Distracted Driving
- SWP 14 – Wildlife Awareness
- SWP 21 – Working Alone
- SWP 23 – Fatigue Management
- SWP 28 – Driving and Journey Management
- SWP 29 – Loading, Unloading, Hauling Equipment
- SWP 31 – Fueling
- SWP 47 – Dangerous Goods
- SWP 75 – Vehicle and Equipment Spotting

2. Fatigue Management

The purpose of the Fatigue Management System is to ensure management, supervisory personnel, and Drivers understand what fatigue is and how extended hours or consecutive days of work can affect fatigue.

Applying good fatigue management practices includes the following:

- understanding and using effective Journey Management practices when planning and conducting travel
- utilizing time off duty to obtain suitable rest
- planning for suitable rest and eating periods
- utilizing motels, hotels, and camps to reduce travel distances
- practicing effective nutritional habits to reduce fatigue
- communicating with customers on location to utilize any available accommodations
- communicating with their superintendent as early as possible when approaching the end of available hours to assist in planning for other crews and equipment

Canadian Plains' SWP-23 Fatigue Management provides additional guidance and expectations for drivers of Canadian Plains vehicles.

3. Driver Observation

As part of the Driver Approval Process, the CF-S-51 Driver Observation must be completed. The new driver must complete the observation with a supervisor or direct report in a similar vehicle they will be expected to drive. If deemed necessary, the driver may be required to complete a Defensive Driving Course.

Refer to Section 21.3. Driver Selection and Approval for the Driver Observation process.



Section 21.7B Non-NSC Vehicle Requirements

- All Non-NSC Canadian Plains vehicles are required to have the following documents:
 - Vehicle Registration
 - Motor Vehicle and Liability Insurance Card
 - Radio Licence (as per jurisdiction)
 - Safety Fitness Certificate
 - Vehicle Owners Manual
 - Project specific ERP (Emergency Response Plan)
- A **Walk Around** must be completed before starting the daily routine to check the vehicle's condition and operation of the tires, all lights, and horn, windshields, windshield wipers, rear-view mirrors, brakes, steering, and fuel.
- All Non-NSC Canadian Plains vehicles are required to be inspected monthly using the CF-S-47 Non-NSC Inspection Checklist. See Table 1 in Section 21.6 General Inspection and Maintenance.
- All Non-NSC company vehicles shall be maintained/serviced as indicated by Table 2 in Section 21.6 General Inspection and Maintenance. **The vendor records documenting the maintenance will be retained in the assigned electronic vehicle file.**

**21.8A NSC Driver Requirements**

In addition to the responsibilities (Section 21.2) and general requirements (Section 21.4), the following are requirements specific to NSC Drivers.

1. Training Requirements for Drivers of NSC Regulated Vehicles

All applicable personnel involved in the management or driving of Canadian Plains **NSC Regulated vehicles** are required to participate in NSC training in Bistrainer. It is also accessible manually on the Compass, Fleet and Equipment page. The NSC training required includes the following:

- A review of local regulations pertaining to the operation of commercial (NSC) vehicles
- Inspection and maintenance requirements, including the electronic fleet management system
- Training on trip inspections before and during trips
- Load and Cargo Securement
- Use of vehicle roadside emergency equipment
- Hours of Service and how to properly complete a Drivers Daily logbook (paper and ELD)
- Fatigue Management
- ELD Training (available in Bistrainer)

NSC Training must be provided through the Bistrainer course or an approved HSE / FSJM representative.

2. Fatigue Management

The purpose of the Fatigue Management System is to ensure management, supervisory personnel, and Drivers understand what fatigue is and how extended hours or consecutive days of work can affect fatigue.

Applying good fatigue management practices includes the following:

- understanding and using effective Journey Management practices when planning and conducting travel
- utilizing time off duty to obtain suitable rest
- planning for suitable rest and eating periods
- utilizing motels, hotels, and camps to reduce travel distances
- practicing effective nutritional habits to reduce fatigue
- communicating with customers on location to utilize any available accommodations
- communicating with their superintendent as early as possible when approaching the end of available hours to assist in planning for other crews and equipment

Safe Work Practice SWP-23, Fatigue Management, provides additional guidance and expectations for drivers of Canadian Plains vehicles.

3. Driver Observation

As part of the Driver Approval Process, the CF-S-51 Driver Observation must be completed. The new driver must complete the observation with a supervisor or direct report in a similar vehicle they will be expected to drive. If deemed necessary, the driver may be required to complete a Defensive Driving Course.

Refer to Section 21.3. Driver Selection and Approval for the Driver Observation process

4. Hours of Service

New legislation became effective January 1, 2023, mandating the use of Electronic Logging Devices (ELD). Hours of Service Regulations are in place to reduce the number of vehicle incidents in which Driver



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NSC Driver Requirements

fatigue is a factor. These regulations limit the time a NSC regulated Driver can be on duty and/or driving. Drivers and companies who are in violation can be penalized.

Canadian Plains will train Drivers on hours of service through NSC Training and the Electronic Logging Device (ELD) through courses provided on Bistrainer. Records of completion for these courses will be maintained in each driver's file showing the Driver has completed the training.

Hours of service ELD logs shall be reviewed on a bi-monthly basis with feedback provided.

Hours of Service Regulations - Responsibilities

Drivers are responsible to:

- Follow effective fatigue management practices;
- Be familiar with and comply with the regulations;
- Maintain accurate daily ELD Logs at all times, including days off and On-Duty not Driving time;
- Have available access to view logs for the preceding 14 calendar days ELD;
- All logs shall be submitted to their home district daily or at shift end prior to days off if paper was used for a backup;
- Each district will transfer ELD logs to the driver's electronic file monthly;
- Produce the logs when requested to do so by an enforcement officer;
- Notify their supervisor or manager of any Hours of Service violations issued to them.

Business Unit Management (Managers and Superintendents) is responsible to:

- Be familiar with the regulations;
- Facilitate the review process of drivers' logs (paper and ELD);
- Ensure review records are maintained and filed in the electronic driver file;
- Ensure the logs are saved to the electronic driver file on a bi-monthly basis;
- Forward any Hours of Service violation tickets to Fleet@strikegroup.ca and file in the electronic driver files;
- Review and provide coaching on any Hours of Service violations with the employee.

5. Hours of Service Regulations – Monitoring Hours of Service and Logbook Compliance

Section 87 of the Commercial Vehicle Drivers Hours of Service Regulations specifies that the motor carrier is required to:

- Monitor compliance with Hours of Service regulations
- Implement remedial actions when non-compliance is determined

An internal Audit process has been developed where assigned employees complete the review, document the findings, and follow up on compliance. As standard practice, we follow Alberta transportation guidelines (SOR/2005-313).

**21.8B NSC Vehicle Requirements****1. NSC Vehicle Documents**

As a licenced motor carrier, Canadian Plains shall ensure that all the documentation required for each jurisdiction where we travel or work is available in the unit. The required documentation shall be provided by Canadian Plains, retained in the vehicle at all times, and be readily available upon request. This documentation includes the following:

- Vehicle Registration
- Trailer Registration
- Motor Vehicle Liability Insurance Card
- Radio Licence (as per jurisdiction)
- Valid CVIP inspection certificate and decal (unit and trailer)
- Safety Fitness Certificate
- Hours of Service (functioning ELD and paper log as a backup)
- Driver's Guide to the ELD Drive App
- Driver's Guide to ELD Data Transfer, Roadside Check
- ELD Malfunction Guide
- Most recent Trip inspection (current shift)
- Overweight/over dimensional permits (as required for applicable units)
- Transportation of dangerous goods documentation, training certificate, and permits as required by regulation for applicable loads
- Picker Crane Certification and Load Charts (as required for applicable units)
- Vehicle Owners Manual

It is the responsibility of the applicable managers and supervisors to ensure each vehicle under their control is properly licenced, and the current and correct documentation is available for each vehicle or unit.

2. NSC Regulated Vehicle Inspections and Maintenance Requirements

There are three types of in-house NSC regulated vehicle inspections, which contribute to the Fleet Management and Safety Program:

- Trip Inspections (Section 21.6 Table 1)
- Scheduled Preventative Maintenance (Section 21.6 Table 2)
- Regulatory Commercial Vehicle Inspections (CVIP) (Section 21.6 Table 1)

3. Requirement to Repair, Report and Correct Defects

If defects are noted during a Trip Inspection, they must be noted on the Trip Inspection and reported to Management. If the defects are considered major (refer to NSC Standard 13, Schedule 1), the repairs must be completed prior to the vehicle being utilized. The repair must be noted on the following Trip Inspection. If the defects are considered minor, they must be repaired in a timely manner.

The Trip Inspection reports are filed in the electronic vehicle/trailer file for the applicable unit. Documentation regarding the correction of defects is also included in the unit file.

21.9 Vehicle Loading, Securing, Weight and Dimensions

Refer to SWP-29 Loading, Hauling and Unloading Equipment and SWP-04 Cargo Securement and Trailer Use for additional information Loading / Hauling /Unloading equipment.

The performance of a hazard identification, assessment, and control (HIAC) is standard operating procedure when loading and offloading materials. A key to load securement is knowing the weight and dimensions of the load. The handling and transportation of equipment presents an increased risk when environmental conditions change (i.e., work is being carried out in adverse weather conditions, low levels of lighting, uneven terrain, ice, snow, and rain). Basic safe operating guidelines include:

- Before starting to load, the driver and all individuals involved must review the task at hand. They must identify the quantity of the load, the way it is to be loaded, and identify any existing conditions that may affect the safety of individuals involved. Conduct a hazard assessment using the HIAC process and Cargo Management Hazard Assessment (CF-S-88).
- Ensure all individuals have and are using required personal protective clothing and equipment. Any person without appropriate personal protective equipment must not be allowed in the loading area.
- Individuals involved in offloading must properly access and egress work areas.
- Ensure all equipment and components used in the loading procedure are in good condition and in proper working order.
- No worker shall walk on top of an unsecured load.
- No worker shall pass between an unsecured load and a moving or stationary object.
- All workers shall remain visible to the Driver of the forklift, crane, etc. at all times.
- Jumping off loads or equipment is not permitted.
- Use tag lines to control suspended loads.
- Never position yourself under a suspended load.
- When load winching operations are in progress, always stay clear of the loading area where a cable or winch line could strike you if it were to break.

1. Trailer Loading and Offloading Requirements**Loading**

- Position the trailer on a flat surface in the best possible position for loading. Do not position the vehicle/trailer near overhead power lines.
- Balance the load in order to meet regulatory requirements and to ensure stability/safety during transport. Ensure the type of load and its positioning matches the configuration of the vehicle/trailer being used.
- Taking into consideration the type and placement of the load in relation to the vehicle configuration, the driver must determine whether blocking and/or bracing is required to assist in stabilizing the load.
- Determine if the load requires deck pins, corner boards, bullpen, tarp, etc.
- Secure the load with the recommended tie down(s) using the appropriate method.

Offloading

- Before starting to offload, the driver and all individuals involved must review the task at hand. The driver shall review the proper and safest offloading procedures. They shall identify any existing hazardous conditions that could affect worker safety and take whatever actions are necessary to control or eliminate the hazards.

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Vehicle Loading, Securing, Weight and Dimensions

- Position the trailer on a flat surface in preparation to begin the offloading procedure. Do not position the vehicle/trailer near overhead power lines.
- Using extreme caution, begin to remove tie-downs from the load. Remove securing devices from the center of the load first and then from the ends of the load.
- Begin offloading in the reverse order of loading.
- Once the entire load has been safely offloaded from the trailer and the load has been secured, the driver may now proceed to clean up any debris off the trailer. Secure all blocking and bracing, put tie downs into storage, and safely exit the location.

2. Cargo Securement**General Requirements**

- Items not permanently affixed to Canadian Plains vehicles will be carried in secure compartments, securely fastened, or covered to prevent the items/materials from falling off the vehicle.
- Improperly loaded and unsecured cargo can pose a danger to yourself and others. Your vehicle can be damaged because of overloading. Improperly loaded cargo can adversely affect the handling and steering of the vehicle. Loose cargo can cause injuries, damage to your vehicle, or others in the event of a sudden stop, evasive maneuver, or a collision. Additionally, injuries and losses can be incurred because of loose cargo and objects falling off the vehicle and striking third parties during transport.
- Whether or not you loaded and secured the cargo yourself, as the driver, you are responsible for:
 - inspecting your cargo;
 - recognizing overloads and poorly balanced loads; and
 - ensuring your cargo is securely tied down and/or covered as required.
 - inspect the vehicle to confirm that the vehicle's tailgate, tailboard, doors, tarpaulins, spare tire, and other equipment used in its operation are secured,
 - ensure that the cargo does not interfere with the driver's ability to drive the vehicle safely, and
 - ensure that the cargo does not interfere with the free exit of a person from the cab or driver's compartment of the vehicle.

Checking Loads during Transport

- Stop at required intervals to inspect your load and to ensure securing devices are not loose and are properly tensioned. Required intervals are when there is a change in the duty status of the driver, or the first 80 kilometers of your trip, and at a maximum of every 3 hours or 240 km.
- These inspections are to be recorded on the Driver's Daily ELD Log for the journey.

Load Security Regulations

In many jurisdictions, regulations specify that cargo being transported on public roads must remain on or with the transporting vehicle under all conditions that could reasonably be expected to occur during normal driving and when a driver is responding to emergency situations short of a collision.

- All cargo must be secured. Load securing devices must be used in accordance with manufacturer's specifications.

- To determine the method of securing a load by tie downs, the vehicle driver must satisfy the following requirements:
 - The load must be secured by not less than the minimum number of tie downs.
 - The (aggregate) safe working load of the tie downs must not be less than the mass of the load secured.

Table 3 – Tiedown Requirements

Minimum Number of Tiedowns for each <u>Unblocked</u> Article			
Weight of Article	1,100 lbs. (500kg) or less	More than 1,100lb (500kg)	
Length of Article	Up to 5 feet (1.52 metres)	Up to 10 feet (3.04 metres)	Longer than 10 feet (3.04 metres)
Tiedowns Required	2	2	2 tiedowns in first 10 feet (3.04 metres) plus 1 tiedown for every additional 10 feet (3.04 metres) or any portion of 10 feet (3.04 metres).
*Unblocked article weighing 1,100lb (500kg) or less that is longer than 5 feet (1.52 metres), must be secured using the same minimum number of tie downs as an article weighing over 1,100lb (500kg)			

3. Aggregate Working Load Limits

- The working load limit of a tie down shall be rated at the working load limit of the weakest component of that tie down.
- Tie downs, must be capable of being tightened in transit.
- When determining aggregate working load limits, each tension portion of the tie down that is attached to the vehicle and then passes over, through, around, or is attached to the load, and is again attached to the vehicle, shall be considered as a separate tie down.
- The driver must also be aware that although the working load on the tie down used may be 2000 kg, the binding device or the anchor point may not be of the same working load limit. The portion of the tie down that is of the least working load will determine the working load limit for that tie down.

4. Ratchet Load Binders

- Ratchet load binders are the preferred method of securing loads when using chains. Additionally, ratchet load binders reduce the risk of injury during operation of the binder.
- Position ratchet binder so it can be operated from the ground.

5. Maintenance of Ratchet Load Binders

- Routinely check ratchet load binders for wear, bending, cracks, nicks, or gouges. If bending or cracks are present, do not use the ratchet load binder; turn it in for a replacement.
- Routinely lubricate pivot and swivel points of ratchet load binders and the pawl part and screw threads to extend product life and reduce friction wear.

6. Blocking and Bracing

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Vehicle Loading, Securing, Weight and Dimensions

- A driver must ensure the shipment is placed in a manner that prevents movement and/or damage. The shipment must be positioned in a manner that will facilitate loading and unloading of the cargo.
- Blocking and bracing must be positioned/secured in a fashion that, once tie down devices have been secured, no movement of the shipment will occur.
- The shipment will only be as secure as the blocking and bracing (foundation) will allow.
- Whenever blocking and bracing is used, the driver must ensure that the blocks or braces are of sound material.

7. Additional Load Securement Considerations

If a load is comprised of several separate articles, additional tie downs must be utilized to ensure each article is secured by:

- Cross chain, machinery, skidded articles and one piece articles may require cross chaining ensuring non-movement of that article while the loaded vehicle is in motion. Cross chains must be secured to each corner of the article, then pulled down to the closest anchor point opposite to the article anchor point. When correctly executed, the cross chain will create opposing forces and secure the article as one to the vehicle.
- Any attachments for machinery and/or equipment must be secured independently.
- Tarps and cargo nets are used to:
 - protect the environment, public, and Company operations from a spilled or lost load.
 - protect the load from the weather.
- Utilize a tarp or cargo net if one or both of the following conditions exist:
 - The load is comprised of an aggregate material. Aggregate material means any collection of small articles.
 - The load is likely to bounce, blow, or drop from the vehicle while in transit. If both conditions exist, then a cover is required.

8. Vehicle Weight and Dimensions

Each province creates its own transportation laws, setting the commercial vehicle weight and dimension limits that apply to the highways within their boundaries. Weight laws are regulations that restrict how heavy a vehicle and its load can be while travelling on various roadways. Width, weight, and length are also factors. The manager is responsible for communicating the applicable regulatory requirements when dealing with vehicle weights and dimensions to drivers and ensuring the requirements are being complied with.

For non-typical loads, after loading and before departing, the driver shall:

- Measure the length, height, width, and scale the truck and trailer to ensure compliance with applicable regulations in their jurisdictions.
- Ensure adequate clearance of all structures and overhead power lines.

9. Permits

Each Business Unit shall ensure that it has the appropriate permits required by each jurisdiction where we travel or work, should one be required.



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Vehicle Loading, Securing, Weight and Dimensions

Vehicles that exceed the maximum allowable weights or dimensions may be allowed to operate if a permit is ordered. This is done for the following reasons:

- For Inter-Provincial travel
- To ensure the safety of the traveling public
- To protect infrastructure (roads and bridges)
- To assist in the movement of items that cannot be divided or are not economical to transport at legal dimensions
- To establish and communicate conditions for the safe movement of a load

Ask if a permit is required. If you are unsure, engage the area manager. If a permit is issued, read and follow the conditions. Please be aware that the load is your responsibility once the trip has been started.

**21.10 Transportation of Dangerous Goods (TDG)**

For the purposes of this subsection, dangerous goods are defined as any product, substance, or organism included by its nature to be injurious to life or limb or the environment. Dangerous goods regulations apply to all modes of transportation, including road and rail. Anyone who may have care and control of a dangerous good must comply with the applicable regulations. This includes Canadian Plains employees, ISPs, and contractors working for Canadian Plains, who prepare shipments for transport, receive shipments, carry dangerous goods, otherwise handle dangerous goods, or direct work involving dangerous goods.

In general, regulations provide for:

- Safe packaging to minimize the chance of an accidental release.
- Hazard identification in the form of labels, placards, and documentation.
- Emergency measures include emergency response planning, reporting of dangerous occurrences, and taking reasonable measures to ensure public safety.
- Appropriate TDG training (Bistrainer)

For additional information, refer to SWP-33 Hazardous Materials / Products /Substances, SWP-47 Transportation of Dangerous Goods, and your SDS database and/or binder for information on the products you are transporting.

**21.11 File Administration and Management**

Canadian Plains uses an electronic vehicle file management system to support our fleet safety and journey management requirements. All departments that operate Canadian Plains owned, leased, and/or rented vehicles classified as non-NSC and NSC regulated shall retain records as indicated in the following subsections.

1. Vehicle Files

The specifications and identification for each non-NSC and NSC regulated unit is to be maintained in the electronic vehicle file. Specific information shall include the following:

- Unit number, serial number, year of manufacture, and make of each vehicle. (Registration)
- Any modifications that affect the gross vehicle weight.
- Notifications of defects from the manufacturer and corrective work being done. (Recalls)
- Maintenance Records for NSC regulated units shall include:
 - Records of all inspections, repairs, lubrication and maintenance (with the record displaying the nature of the inspection, the date and the hour meter reading).
 - Document certifying repairs have been identified and completed.
 - CVIP inspections.
 - Scheduled maintenance records.
 - Vehicle inspection records.

All vehicle files shall be retained for the current calendar year and the preceding four years.

Vehicle files for non-NSC and NSC regulated vehicles that are sold and/or transferred shall be retained for the current calendar year and the preceding 6 months.

The Fleet and Equipment department is responsible for monitoring the NSC regulated vehicle inspection tracking system. Fleet maintenance records shall be audited on an annual basis to ensure the record system is maintained as stipulated and that it complies with regulatory requirements.

The file management is to be maintained at the district level and supported and evaluated by the Fleet Safety team. NSC vehicle files will be audited every quarter by the district Fleet Safety team using the Business Unit – Quarterly NSC Compliance Checklist, to ensure the record system is maintained and in compliance with regulatory requirements.

2. Driver Files

Drivers' files shall be retained confidentially. These files shall be made readily available for internal and external auditing to ensure regulatory compliance.

All driver files shall be retained for the current calendar year and the preceding four years or for a longer time period if specified by regulations.

Files for Non-NSC regulated drivers shall contain the following:

- A copy of the driver's abstract (dated within 30 days of the employee's hire date). If re-hired within more than 3 months, a new abstract is required;
- Annual updated copies of the driver's abstract;
- Copy of Abstract Consent Form (3 year expiry);
- Record of driver's convictions of safety laws for the current year and previous 4 years while driving Canadian Plains vehicles;
- A record of any administrative penalty imposed on the driver under any safety law;
- A record of any collisions reportable to a Peace Officer involving a motor vehicle operated by the driver;



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- A copy of any training certificate(s) issued to the driver, in electronic or paper form, for the period starting on the date the training certificate was issued and continuing until 2 years after it expired, in accordance with Part V1 of the Transportation of Dangerous Goods Regulation;
- A copy of the driver's evaluation (CF-S-51 Driver Observation Checklist);
- A copy of the completed Vehicle Use Agreement (CF-A-15);
- A copy of the Fuel Card Agreement (if applicable) (CF-A-25).

Files for NSC regulated drivers shall contain the following:

- The driver's completed application for employment form including the employment history of the past three (3) years prior to work at Canadian Plains;
- A copy of the driver's abstract (dated within 30 days of the employee's hire date). If re-hired within more than 3 months, a new abstract is required;
- Annual updated copies of the driver's abstract;
- Copy of Abstract Consent Form (3 year expiry);
- Record of driver's convictions of safety laws for current year and previous 4 years
- A record of any administrative penalty imposed on the driver under any safety law;
- A record of any collisions reportable to a Peace Officer involving a motor vehicle operated by the driver;
- A record of the NSC and ELD training (Bistrainer);
- A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate was issued and continuing until 2 years after it expired, in accordance with Part V1 of the Transportation of Dangerous Goods Regulation;
- A copy of the driver's evaluation (CF-S-51 Driver Observation Checklist);
- A copy of the completed Vehicle Use Agreement (CF-A-15);
- A copy of the Fuel Card Agreement (if applicable) (CF-A-25).