

Driver Policy And Safety Manual

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Book Descriptions:

Driver Policy And Safety Manual

Manuals can be customized to include policies and procedures specific to your operations and can also include individual customer related safety requirements. We can evaluate your losses, determine their direct and indirect costs to your business and help understand how to best invest your safety dollars. All Rights Reserved. Ontario, other provinces, the Government of Canada and the transportation industry developed the rules and regulations to help reduce the number and severity of collisions. Each jurisdiction has used the National Safety Code standards as guides in drafting their own transportation safety legislation. This approach promotes uniformity across Canada and helps to ensure that the transportation industry remains as viable and sustainable as possible. To get a complete picture of compliance requirements, you should obtain the complete guide. This guide highlights some important legal provisions but is not an exhaustive description of all the laws that apply. It is understood that not all operators will have employees, however, the intent is to assist those who do and prepare owner operators for future growth. However, it is considered a best practice to develop a program that addresses matters relating to the safe use and operation of commercial vehicles. A good safety program will reduce property damage and, more importantly, prevent injuries and deaths. It is also a resource for the employees, to know and understand their rights and responsibilities. To consult the OHSA, access the regulation on the ELaws website. So, when developing, maintaining and implementing a safety program, you must understand your legal responsibilities. You are required to develop policies and procedures, and keep records indicating clearly that you have fulfilled your responsibilities. Ignorance of the law is not a defence. A program needs to be customized to meet all of the safety issues of the operator. <http://sherpahk.com/attachment/craftsman-accutrak-laser-measuring-tool-48277-manual.xml>

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A system could be developed to ensure that You should develop a policy statement, procedures, training requirements, recording method, evaluation and the consequences of noncompliance. You should also tailor your safety program to your specific needs. Employees should be able to look up procedures for different situations. Each operator should identify critical situations, and specify how each should be handled. Corrective measures should be identified in anticipation of an unsafe event. For example, a policy and procedures document outlining how to deal with a small fire in a terminal building or in a vehicle will inform the staff of what they should do in such a situation. Training on how to use portable fire extinguishers would give employees the skills and confidence required to deal safely with this situation. After hiring, train all employees and retrain when necessary, to ensure that they will be able to carry out their responsibilities efficiently and safely. For example, reviewing drivers' daily logs for completeness and accuracy is one means of evaluation. Monitoring of compliance, and any disciplinary actions that result, should be progressive in nature and recorded. Care should be taken to ensure that your company attracts and develops qualified, professional drivers. Selective hiring of safe, skilled drivers with good work habits, who fit into the company environment, helps minimize employee turnover and reduces training costs. You may look to employees for referrals. If you advertise, stress your high standards, safety requirements and exclusive hiring practices. It is much easier to train a new driver with a good attitude than to change the attitude of an experienced driver. Consider if your threshold will include preventable collisions only, or all collisions. Do not hire the applicant if the threshold is

exceeded.<http://homenet-spb.ru/userfiles/craftsman-accutrak-manual.xml>

If you cannot find an experienced driver, you may want to look at an applicant who displays the proper attitude and aptitude for training. Consider what type of equipment the candidate would be using. You may want to assign new hires to yard, dock or local duty for a probationary period. Consider the following in your interview process. These positive attributes include manners, professionalism, being openminded to change, teamplayer orientated and so on. You want to hire an applicant who will fit into your company. Avoid hiring drivers with past performance problems. Those successful in the past are an indicator of longterm safety performance and of a good professional driver. Use a thorough test that includes two and fourlane highways, city driving, and yard backing and parking. Things to look for include shifting, turning, mirror usage, speed and general awareness. Develop a written and a road exam, or a checkoff form, to test an applicants skills and knowledge. Use much the same approach as in the hiring of drivers. Fully explain what is expected of employees. Do not promise benefits and compensations that you will not be able to deliver. The purpose of an orientation program is to familiarize new employees with their jobs and the company, including all policies and procedures. Ensure that your experienced driver is suitably trained to do the orientation. Use experienced drivers who are committed to the companys goals and objectives, and who have a proven safety record. Choose the training programs and the instructors carefully to ensure that the training is effective and specific to your equipment. It is important to be consistent and provide the same training to all staff. Some of the items listed are scored as part of a facility audit. All drivers, full time or part time, and any employees who may drive, should be included. Drivers hired from a pool must also be included.

The operator should ensure that similar records are kept by the agency providing the drivers. All drivers, full time or part time, and any employees who may drive, should be included. Drivers hired from a pool must also be included. The operator should ensure that similar records are kept by the agency providing the drivers. A checklist of required and recommended documentation can be attached to the cover of each file, to assist the operator in maintaining uptodate information. The operator should set up and keep files on each person authorized to drive their vehicles. This is to ensure that a driver is qualified and continues to be qualified to operate a commercial vehicle. The file should contain at least the following. While employed with the operator, the driver must also disclose, without delay, any suspensions, cancellation, prohibition or change in classification of the licence. Operator The operator should ensure that drivers only operate vehicles allowed by their licence class, conditions and endorsements. Operator When a driver tells the operator about a collision, the operator should include this information in the driver's qualification file. It is recommended that all collisions in which the driver has been involved should be reported to the operator. These include collisions that occur in private vehicles, as well as the operators vehicles. Operators should keep records of all collisions, conduct evaluations and take corrective action. Operator When a driver reports a conviction, the operator should keep the report for the current year and retain reports for four years, if applicable. Operators should review each violation, and document all corrective action. The operator should set up an internal process to make sure that abstracts are obtained. The operator should record the review in the driver qualification file. A copy of the driver's current medical certificate must also be filed.

<http://dev.pb-adcon.de/node/19826>

The review can range in scope from a formal employee appraisal interview to a dated and signed statement of the driver abstract. The review should include the date and a written confirmation by the operator that the driver is fit to continue driving. This document should be signed by the operator representative who conducted the driver evaluation and by the person who approved the driver's fitness. The program must be consistent with federal and provincial legislation. The policy and the discipline procedure should be outlined, listing the steps up to, and including, termination.

For example, this could be a fourstep process involving a verbal warning, a written warning, a suspension and termination. The operator should record each event and be sure thatOperator Every employer who issues a certificate of training shall keep a copy of it in the driver's file for a period of at least two years longer than the expiry date of that certificate. A near miss can easily result in an injury or a fatality, and should be thoroughly investigated. Consider the following factors All actions taken, including verbal warnings, should be documented and included in the employee file. This will give the company the opportunity to rectify problems on a timely basis, reduce collisions and injuries, and minimize expenses. Check driver records to ensure accuracy. Check logbooks for violations and accuracy. Be sure that drivers are following policies and procedures such as daily inspections and load security. Check vehicle files to ensure that maintenance is up to date and effective. Discuss your findings with the employees. The publications do not necessarily reflect the views or stated policy of other participating partner organizations, agencies or institutions. It spells out what type of activities need to be undertaken, what data sources can be used and how performance can be measured and presented.

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