

	CARRIER SAFETY PLAN POLICY	
	Policy Number: CW-001	
	Section: Operations	Resolution No.: 3-3-16
	Amended by:	Effective Date: 2016 02 09

Policy Statement:

It is the policy of Council to contribute to public safety in the community through the provision of effective and efficient municipal services.

Policy Background:

Council has historically taken the necessary steps to contribute to public safety in the community. The municipality, being a small organization with only a few employees and relying on volunteer labour for key essential services (e.g., fire protection), has limited financial and manpower resources available to dedicate to administrative and regulatory matters. While safety in the field is a priority for Council, Council will nonetheless endeavour to ensure that the management of records is in compliance with federal and provincial regulations.

Policy Goal:

It is the goal of this policy to achieve compliance with the national motor vehicle safety code administration.

Policy Objectives:

- To maintain timesheets for public works employees showing actual hours worked, including start and finish times.
- To maintain sign-in sheets for volunteer firemen who are employed by a licensed carrier and attend fire practices to confirm their duty time for the past seven days.
- To require operators of public works and fire department equipment to the completion of trip inspection reports, including carrier/agent's report and the operator's signature.
- To maintain Vehicle Maintenance Records for all commercial motor vehicles.
- To maintain drivers' abstracts for all operators of commercial motor vehicles.
- To retain all records pursuant to this policy for a period of four years.

Initially approved at meeting #12-04 on May 25, 2004.

Renumbered on July 22, 2015 (Former Policy #0410)

Renumbered on February 9th, 2016 (Former Policy #CW-001 RES #R4-722-15)