

Section/Number: Occupational Health and Safety - 004	Approval Date: (DD/MM/YY)
Subject: Operation of the Fire Truck	Amendment Dates:
<p>Policy</p> <p>All Volunteer Fire Truck Drivers must possess a valid, current and appropriate driver's license, and must operate the Fire Truck in a safe manner, and must abide by the conditions outlined in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <p>Eligibility to Operate Vehicles and Mobile Equipment</p> <ol style="list-style-type: none"> 1. The Senior Administrative Officer (SAO) and Fire Chief will maintain a list of persons who are eligible to drive the Fire Truck. 2. All drivers must have a valid driver's license appropriate to the class or type of Fire Truck. 3. All drivers must submit a driver's abstract semi-annually demonstrating that they have a valid and current driver's license and are legally eligible to operate the Fire Truck. <ol style="list-style-type: none"> 3.1. The Community Government will reimburse the costs for obtaining a driver's abstract. 4. Drivers must report any suspension of their driver's licenses immediately to the Fire Chief and SAO. 5. Any driver found driving the Fire Truck without the required, valid and current driver's license, or driving while a driver's license has been suspended, will be subject to removal from the Volunteer Fire Brigade. 6. Drivers must only use the Fire Truck for authorized uses such as responding to an emergency, practicing for a fire/emergency situation or participating in an authorized event such as a community parade. 7. Drivers/operators must observe safe driving practices including, but not limited to: <ol style="list-style-type: none"> 7.1. use of seat belts 7.2. conducting regular vehicle checks to ensure the vehicle/equipment is in good working order 7.3. taking extra pre-cautions when reversing the vehicle/equipment and 7.4. respecting distracted driving legislation. 	

8. Prior to operating the Fire Truck, all drivers must receive an orientation to the vehicle/equipment to familiarize themselves with safety belts, braking systems, back-up alarms, fire fighting equipment and other features of the vehicle.

Accident and Operating Equipment Reporting

9. Drivers must report any accidents to the Fire Chief and SAO as soon as possible.
10. The Driver or Fire Chief must contact the RCMP in the event of any accident involving the Fire Truck.
11. A Motor Vehicle Accident Report Form must be completed by the driver on the day of the accident and submitted to the Fire Chief and SAO.
12. The SAO or designate will ensure that the insurance company is notified in writing of the accident along with a copy of the Motor Vehicle Accident Report.

Attachments

Motor Vehicle Report Form

References

N/A

Logo

Community Government Name

NAME OF COMMUNITY GOVERNMENT

MOTOR VEHICLE ACCIDENT REPORT

Description of Community Government Vehicle/Equipment

Type: _____ Make and Year: _____

Serial No.: _____ License No.: _____

Estimated Damage _____

Driver Information

Driver's Name: _____ Department: _____

Driver's License No.: _____ Class: _____ Expires: _____

Reason for Use of Vehicle at the time of the Accident: _____

Time and Place of Accident

Date: _____ Time: _____

Location: _____

Witnesses: _____

Second Driver and Vehicle Information

Driver's Name: _____ Owner's Name: _____

Address: _____ Address: _____

Driver's License No.: _____ Serial No.: _____

Insurance Agent: _____ Insurance Co.: _____

Estimated Damage: _____ Policy No.: _____

Logo

Community Government Name

Description of Accident

Driver's Signature: _____ Supervisor's Signature: _____

Date: _____

To be completed by the driver of the vehicle/equipment and submitted to the SAO