

VBN Paving Limited

VEHICLE MAINTENANCE POLICY

Purpose:

The purpose of this policy is to ensure the proper, adequate and cost-effective maintenance of the vehicle fleet through a preventative maintenance program that, with the cooperation of all employees, will extend the safety, quality and longevity of the corporation's vehicle fleet.

Scope:

- All vehicles owned and operated by VBN PAVING.
 - Heavy commercial vehicles (dump trucks, roll off trucks, cube trucks).
 - Light commercial vehicles (pick up trucks, vans).
 - Private passenger vehicles
- Regular maintenance is performed in-house by VBN PAVING mechanics. This includes oil changes, light maintenance, brake servicing, and some electrical.
- Major repairs are outsourced to licensed facility

Responsibility:

VBN PAVING Senior Management is responsible for:

- Providing vehicles that are reliable and in sound mechanical condition
- Maintaining a maintenance schedule for all vehicles
- Ensuring repairs and upkeep are completed expeditiously

VBN PAVING Health & Safety Manager is responsible for:

- Ensuring the maintenance schedule is being maintained
- Ensuring repairs are done expeditiously
- Ensuring employees do not abuse the vehicles

VBN PAVING Senior and Site Supervisors are responsible for:

- Advising Senior Management of any concerns or infractions
- Following the Vehicle Maintenance Policy
- Following the Driver Policy

VBN PAVING Employees are responsible for:

- Completing the vehicle circle checks daily
- Reporting defects to the H&S Manager
- Following the Vehicle Maintenance Policy
- Following the Driver Policy
- Driving in such a way that is not abusive to the vehicle
- Reporting any accidents or damage to the vehicle to the Health & Safety Manager

Definitions

Daily Inspection Report – a minimal daily checklist conducted at the beginning of each shift (day) on owned Heavy-Duty Vehicles, performed by the individual utilizing the vehicle for that particular shift (day). Each vehicle will have its own daily checklist logbook.

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Weekly Inspection Report- a minimal weekly checklist conducted once a week by individuals utilizing owned light duty vehicles (pick up trucks, suvs, etc.) Each vehicle will have its own logbook

Vehicle Maintenance Tracking Form – a maintenance/parts form that is to be filled out by the maintenance technician when maintenance work is required, or when parts or supplies are needed for the use in maintenance of vehicles.

Heavy Duty Vehicles – any vehicle with a gross vehicle rating of 4500kg or greater.

Light Duty Vehicles – any vehicle with a gross vehicle rating of less than 4500kg. This includes commercial and private passenger vehicles.

Hour Meter – an installed measuring unit indicating the number of hours a vehicle is operated.

Equipment, General O. Reg. 213/91,

93. (1) All vehicles, machinery, tools and equipment shall be maintained in a condition that does not endanger a worker. O. Reg. 213/91, s. 93 (1).

(2) No vehicle, machine, tool or equipment shall be used,

(a) while it is defective or hazardous;

(b) when the weather or other conditions are such that its use is likely to endanger a worker; or

(c) while it is being repaired or serviced, unless the repair or servicing requires that it be operated. O. Reg. 213/91, s. 93 (2); O. Reg. 145/00, s. 25 (1).

(3) All vehicles, machines, tools and equipment shall be used in accordance with any operating manuals issued by the manufacturers. O. Reg. 145/00, s. 25 (2).

(4) For vehicles, machines, tools and equipment rated at greater than 10 horsepower, copies of any operating manuals issued by the manufacturers shall be kept readily available at the project. O. Reg. 145/00, s. 25 (2).

94. (1) All mechanically-powered vehicles, machines, tools and equipment rated at greater than 10 horsepower shall be inspected by a competent worker to determine whether they can handle their rated capacity and to identify any defects or hazardous conditions. O. Reg. 145/00, s. 26.

(2) The inspections shall be performed before the vehicles, machines, tools or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer. O. Reg. 145/00, s. 26.

95. (1) Every replacement part for a vehicle, machine, tool or equipment shall have at least the same safety factor as the part it is replacing. O. Reg. 213/91, s. 95 (1).

(2) No modification to, extension to, repair to or replacement of a part of a vehicle, machine, tool or equipment shall result in a reduction of the safety factor of the vehicle, machine, tool or equipment. O. Reg. 213/91, s. 95 (2).

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Vehicle Maintenance Schedule

**Heavy Duty Vehicle
Maintenance**

Service Type	Interval
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Grease, oil, filter	10,000km
Tire rotation	Annually
Transmission service	Annually
Front end alignment	Annually
Coolant flush	Three years
Annual checklist & Condition report	Annually
Driver vehicle inspection and log	Daily

**Light Duty Vehicle
Maintenance**

Service Type	Interval
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Grease, oil, filter	15000km
Tire rotation	Bi-annually
Transmission service	Annually
Front end alignment	Annually
Coolant flush	Three years
Annual checklist & Condition report	Annually
Driver vehicle inspection and log	Weekly

Vehicle Maintenance Procedure

1. Create and maintain files for each vehicle including the following information:
 - Copy of purchase or lease agreement
 - Copy of sale agreement
 - Inspection reports
 - Maintenance logs
 - Repair logs
 - Accident reports
 - Photographs, including any unique markings

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- 2. Compete Vehicle Inspection Reports.
 - a. Heavy commercial, light commercial and passenger vehicles, must have a pre-use inspection completed prior to their use on any project or in the office.
 - b. Daily Vehicle Inspection Reports will be completed on Heavy commercial vehicles. To be done at the beginning of each shift.
 - c. Weekly Vehicle Inspection Reports will be completed on Light commercial vehicles.
 - d. Reports will be submitted to the maintenance technician after it's been completed.
 - e. Advise of defects noted on the report

- 3. Abide by the Preventative Maintenance Schedule
 - a. A mandatory annual inspection is to be completed on all a. Heavy commercial, light commercial and passenger vehicles.
 - b. This inspection must be completed by a competent worker and be conducted no later than one year after the Pre-Use Inspection date.
 - c. See Manufactures Manual for schedules for both Heavy duty and Light duty vehicles.
 - d. Whenever preventative maintenance is performed on a vehicle, the maintenance technician will execute the Vehicle Maintenance Tracking Form and submit it to the vehicle file.

- 4. Non-Routine Maintenance
 - a. The driver of the vehicle will immediately advise the supervisor. This will be done via the Daily Inspection Report.
 - b. Upon completion of the repairs, the maintenance technician will execute the Vehicle Maintenance Tracking Form and submit it to the vehicle file.
 - c. The maintenance technician will also provide a copy of the Vehicle Maintenance Tracking Form to the driver to verify to the driver that the repairs have been completed

Documentation

To effectuate adequate documentation as evidence of compliance with this policy, the following shall be required:

- Pre- Use Inspections are to be kept with the appropriate vehicle file
- Annual inspections are to be kept with the appropriate vehicle file
- Daily or Weekly Inspection Reports to be kept for each vehicle. The Daily or Weekly Inspection Report log book is to be dedicated to the vehicle, regardless of the driver. The Daily or Weekly Inspection Report log book is to be kept in the vehicle. The end of day tear-out page is to be provided to the Supervisor to be filed in the vehicle file.

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- Vehicle Maintenance Tracking Forms will be executed immediately upon completion of the repairs/maintenance and filed in the vehicle file. This to be done for both Preventative Maintenance and Non-Routine Maintenance.
- Annual Checklist & Condition Report to be completed for each vehicle and filed in the vehicle file.

Heavy Duty Commercial Vehicles

The following outlines the procedures and/or requirements deemed fundamental to the safe operation and/or upkeep of the corporate vehicle fleet.

Required Equipment for Heavy Commercial Vehicles

- First aid kit
- Fire extinguisher
- Hour meter

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