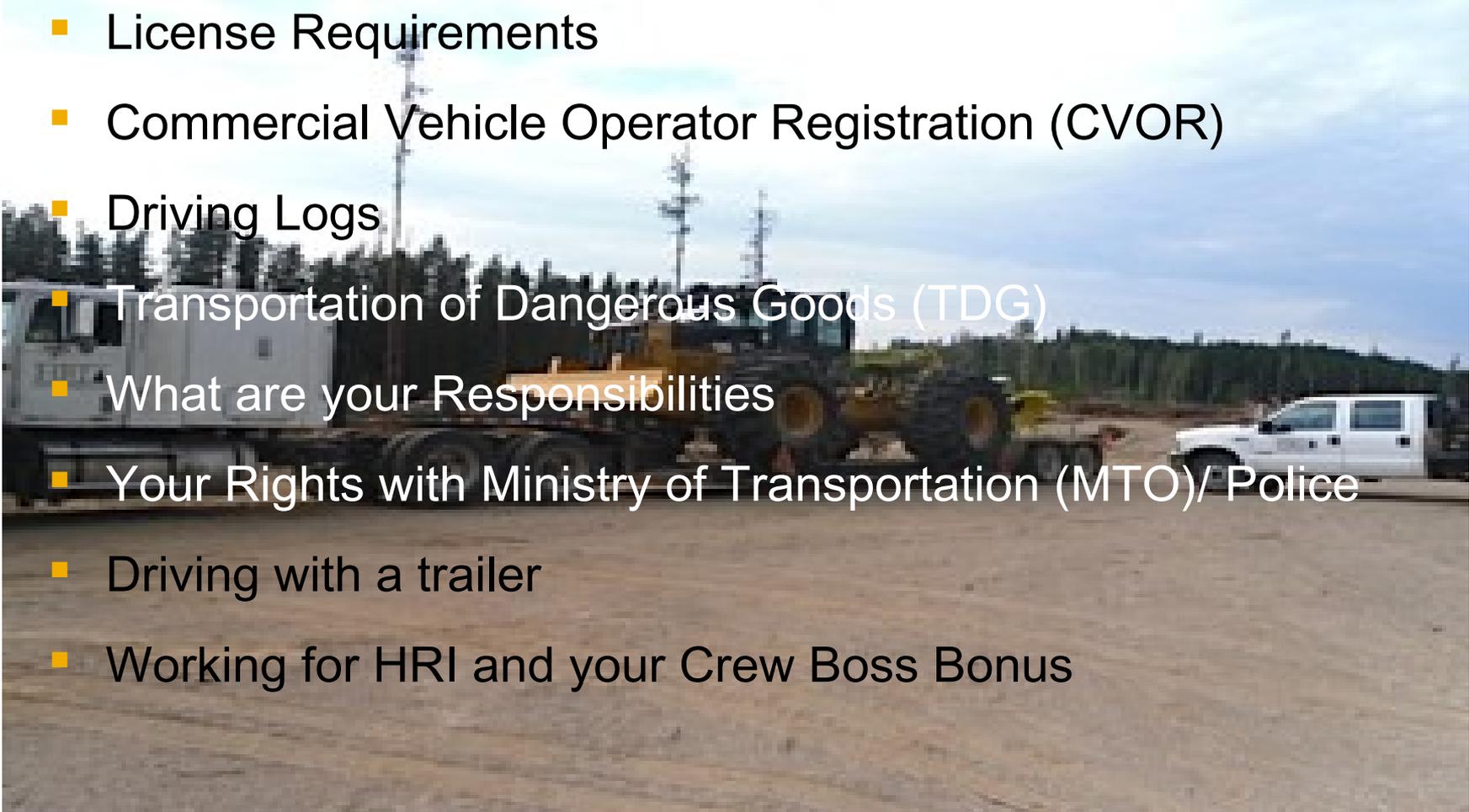


HRI

HRI Vehicle Training

- License Requirements
 - Commercial Vehicle Operator Registration (CVOR)
 - Driving Logs
 - Transportation of Dangerous Goods (TDG)
 - What are your Responsibilities
 - Your Rights with Ministry of Transportation (MTO)/ Police
 - Driving with a trailer
 - Working for HRI and your Crew Boss Bonus
- 

HRI: License Requirements



Management is required to hold the following Drivers License:

Class G is required for the following;

any car, van or combination

Maximum of 11 passengers

Trailer under 4,500 kg

Total weight can not be more than 11,000kg

HRI: License Requirements con't



Class F

If you have more than 11 passenger seats, and less than 24 you must have class F

HRI: License Requirements con't



Class C

If you have more than 24 passengers you need a Class C

Important: **With a Class C you are able to drive Class F**

HRI: License Requirements con't



Class A

If you have a trailer over 4,500 kg you must have Class A

HRI: CVOR



Commercial Vehicle Operator's Registration

HRI: CVOR

- **When vehicles need a CVOR:**
 - Trucks with a gross weight or registered gross weight over 4,500 kg
 - buses with a seating capacity of 10 or more passengers

CVOR operator responsibilities

- A CVOR operator (HRI) is the company responsible for the operation of a fleet of commercial motor vehicles. Operators are responsible for all the drivers and vehicles in their operation, including:
 - the conduct of the driver
 - employing qualified and licensed drivers
 - monitoring the safety performance of drivers, including hours of service
 - resolving driver safety issues when they are identified

CVOR operator responsibilities con't

- The mechanical safety condition of the vehicle

keeping vehicles in good, safe condition at all times

ensuring that daily semi-annual and annual inspections are completed

- The shipping of goods or passengers in the vehicle

ensuring load security

CVOR operator responsibilities con't

- Keeping records on file (e.g. vehicle repairs, kilometers travelled per year, annual inspection reports, etc.)
- Notifying the Ministry of Transportation of changes to names, addresses, telephone numbers, fleet data, kilometric travel, changes in corporate officers, etc.
- Renewing your CVOR certificate and not allowing your CVOR to expire

Evaluating a operator's performance



CVOR

- If HRI accumulates enough convictions we loose our CVOR.....**We can not operate!!!!** And every conviction increases our driver insurance!!!!



- It is up to all of us to ensure we are in compliance with CVOR Regulations. *Please study the following slides as you will be responsible for this paperwork*

Your Driving Documents Checklist

- There are 3 Logs that you REQUIRE!
 - **1. Driver Log:** That you will keep on your person
 - **2. Circle Check:** That you will keep on your person
 - **3. Maintenance Log:** That will stay with the vehicle
- There are 3 Documents you REQUIRE in the vehicle!
 - **4. Vehicle insurance**
 - **5. Ownership**
 - **6. Annual inspection certificate and the white copy in the vehicle book (yellow sticker on van)**

1. Driver Logs and; 2. Circle Checks

- Driver Logs and Circle Checks are required when you are driving;
 - Commercial motor vehicles having gross weight or registered gross weight over 4,500 kilograms – normal passenger trucks are under this weight
 - Buses, school buses and school-purposes buses

Driver Logs and Circle Checks con't

- Where do you get them?
 - Any truck stop has them
 - Recommend getting the ones that include the circle checks
 - Recommend getting the ones that have the circle checks on the back of the driver log (they are smaller and easier to keep neat and tidy)
- How many do I need?
 - You will need a minimum of 2 books
 - Please show up with these when you come in April

Driver Logs – How to fill them out

The following Log Book is very poorly filled out

DAILY LOG

Date - 3rd may Drivers Name - Denny Cook Driver Name - _____
Operator Name - [Signature] Cycle - 7 day / 14 day
P.P.O.B. Address - _____
Terminal Address - Bisset creek End Odometer - 128469 Personal
CMV Plate / Prov. - AH26337 Trailer Plate / Prov. - _____ Start Odometer - 12810
Distance Driven - _____

	Midnight	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Midnight	TOTAL	
Off-Duty Time <small>Other than in Sleeper Berth</small>																											
Off-Duty Time <small>In a Sleeper Berth</small>																											
Driving Time																											
On Duty Time <small>Other Than Driving Time</small>																											

Remarks _____

Certified Accurate - _____ Off-Duty Deferral - Day 1 / Day 2

Driver Logs – whats wrong with this Log?

- Starting from the Top
 - No Year
 - Address of departure not complete
 - Total number of Km not present
 - Start line not present (What was he doing before his line)
 - Hrs of each not filled out
 - No signature
 - No indication of location on bottom
- Each error is considered a major fine (\$450)

Driver Logs – how to fill them out

Company Name & Address

DRIVER'S DAILY LOG
REGISTRE JOURNALIER
(24 HOURS) / (24 HEURES)

8 July, 2014 Cycle 70 Hr. / 7 Day 120 Hr. / 14 Day
(Day) (Month) (Year) (V) 70 H / 14 Jours

Starting Odometer 12330 Ending Odometer 13100 Total Distance approx 1500km
Lecture Lecture Distance totale
kilométrique - kilométrique Distance totale parcourue aujourd'hui

Home Terminal Name and Address / Nom et adresse du terminal
1418 Mt St Patrick Rd Doreau HRI

Principal Place of Business Name and Address / Nom et adresse de la principale place d'affaires
Allison DeKempff Driver's Name / Nom du conducteur

8 AM Name of Co-Driver / Nom du coéquipier
Day Start Time / Heure de début de Jour (if other than midnight) (si différente de minuit)

I certify these entries are true and correct: / Je certifie que ces renseignements sont exacts et précis:

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	TOTAL HOURS / Total des heures
1. Off-duty time other than time spent in a sleeper berth / Temps de repos autre que le temps dans la couchette																										8
2. Off-duty time spent in a sleeper berth / Temps de repos dans la couchette																										
3. Driving time / Durée de conduite																										14
4. On-duty time other than driving time / Temps de service autre que la durée de conduite																										2

REMARKS / REMARQUES

Marathon Wawa Skull Ste Main Sudbury Pembroke

If deferred off duty: / Temps de repos différé:
 Day 1 / Jour 1
 Day 2 / Jour 2

SHIPPING DOCUMENTS: / DOCUMENTS À EXPÉDIER:

PREVIOUS 14 DAYS	DAY / JOUR	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Total hours on duty / Total des heures en														

Personal Use / Usage personnel:
Start ODO / Lecture kilométrique - départ

Driver Logs (Good, but)

- Arrows on previous slide indicate:
 - This has to add to 24 and be present
 - Must also have duty cycle indicated (usually 70)

2. Circle Checks

- As recommended, you should have a driver log book that includes Circle Check

DRIVER'S DAILY VEHICLE INSPECTION REPORT PRE-TRIP POST-TRIP

CARRIER: HERITAGE REFORESTATION INC. LOCATION OF INSPECTION: TIMMINS ONT TRACTOR/TRUCK LIC. PLATE #: AD51231 ONT. JURISDICTION

ADDRESS: 1418 MT. ST. PATRICK ROAD INSPECTION DATE: 31/07/14 INSPECTION TIME: 11:30AM TRAILER #1 LIC. #: L1989C ONT. JURISDICTION

CITY: DARE ONT. VEHICLE MAKE / MODEL: 2007 F7L ODOMETER (MILES / KM): 702974 TRAILER #2 LIC. #: _____ JURISDICTION: _____

I declare that the vehicle(s) shown above has (have) been inspected in accordance with the applicable requirements of Schedule 1 and / or jurisdiction legislation.

No Defects Found WAYNE BOWES Inspector / Driver's Name Print Wayne Bowes Inspector / Driver's Signature Driver's Signature (if different from Inspector)

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER REMARKS REFER TO ACCOMPANYING SCHEDULE 1 TO IDENTIFY DEFECTS

TRACTOR/ TRUCK	TRAILER # 1 2	TRACTOR/ TRUCK	TRACTOR/ TRUCK
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Air Brake Adjustments	<input type="checkbox"/> Emergency Equipment/Safety Devices
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Brakes - Pedal/Booster/Gauges	<input type="checkbox"/> Exhaust System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Brakes - Warning Lights: Low Pressure, Vacuum/Failure	<input type="checkbox"/> Fifth Wheel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Compressor	<input type="checkbox"/> Fuel System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hoses & Connections	<input type="checkbox"/> General
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hydraulic Brake Fluid	<input type="checkbox"/> Glass & Mirrors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Parking Brakes	<input type="checkbox"/> Horn
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Battery	<input type="checkbox"/> Pinte Hook
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Defroster/Heater	<input type="checkbox"/> Power Steering System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Documents - Registration, etc.	<input type="checkbox"/> Radiator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Driver Controls	<input type="checkbox"/> Steering Mechanism
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Driver Seat	<input type="checkbox"/> Towing Attachment
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Windshield Wiper/Washer

REMARKS: DEFECTS EN ROUTE BOOSTER ON RIGHT REAR FRONT HAD SLOW LEAK TOOK TO TRENH LINDER
SUDBURY MECHANIC ALSO NOTICED BAD VALVE BOTH PEICES REPLACED NEW.

Above defects corrected Above defects need not be corrected for safe operation of vehicle

Signature of Authorized Repair Person: _____ Date: 31/07/14 Driver's Signature: Wayne Bowes Date: _____

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Circle Checks

- Circle Checks are physical training, you will receive before you start driving!
- Please read through and familiar yourself with your 'Vehicle Inspection Procedure' as indicated in your 'Driver's Daily Log'
- Take note of the 'Major Defects'
- We will be going through them all, there are 19 of them!!!

Circle Checks – Vehicle Inspection Procedure

NATIONAL SAFETY CODE STANDARD 13 (Revised 2003) Schedule 1 - Truck, Tractor and Trailer

Application

This schedule applies to trucks, tractors and trailers or combinations thereof exceeding a registered gross vehicle weight of 4,500 kg (or according to individual provincial regulations). The following defect codes have been established by J. J. Keller & Associates, Inc., and have not been endorsed or approved by any jurisdictional government. Defect codes are an acceptable method of reporting defects in some jurisdictions. Record the applicable defect code(s) on the DVIR and present this Schedule to an inspector upon request. Some exceptions may apply to the vehicle inspection; consult your jurisdiction's trip inspection regulations for more details.

Inspection Item	Defect(s)	Major Defect(s)	Inspection Item	Defect(s)	Major Defect(s)
1. Air Brake System	a – Audible air leak b – Slow air pressure build-up rate	c – Pushrod stroke of any brake exceeds the adjustment limit d – Air loss rate exceeds prescribed limit e – Inoperative towing vehicle (tractor) protection system f – Low air warning system fails or system is activated g – Inoperative service, parking or emergency brake	7. Driver Seat	a – Seat is damaged or fails to remain in set position	b – Seatbelt or tether belt is insecure, missing or malfunctions
2. Cab	a – Occupant compartment door fails to open	b – Any door fails to close securely	8. Electric Brake System	a – Loose or insecure wiring or electrical connection	b – Inoperative breakaway device c – Inoperative brake
3. Cargo Securement	a – Insecure or improper load covering	b – Insecure cargo c – Absence, failure, malfunction or deterioration of required cargo securement device or load covering	9. Emergency Equipment and Safety Devices	a – Emergency equipment is missing, damaged or defective	
4. Coupling Devices	a – Coupler or mounting has loose or missing fastener	b – Coupler is insecure or movement exceeds prescribed limit c – Coupling or locking mechanism is damaged or fails to lock d – Defective, incorrect or missing safety chain/cable	10. Exhaust System	a – Exhaust leak	b – Leak that causes exhaust gas to enter the occupant compartment
5. Dangerous Goods		a – Dangerous goods requirements not met	11. Frame and Cargo Body	a – Damaged frame or cargo body	b – Visibly shifted, cracked, collapsing or sagging frame member(s)
6. Driver Controls	a – Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly		12. Fuel System	a – Missing fuel tank cap	b – Insecure fuel tank c – Dripping fuel leak
			13. General		a – Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation
			14. Glass and Mirrors	a – Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted b – Required mirror or glass has broken or damaged attachments onto vehicle body	

Circle Checks - General Rules for Drivers

The following General Rules apply when you are filling out your Circle Checks.

1. Daily requirement

- A driver must have 10 hours off-duty in a day.
- A driver cannot drive more than 13 hours in a day.
- A driver cannot drive after 14 hours on-duty in a day.

2. Mandatory off-duty time

- After a period of at least eight hours off-duty, a driver cannot drive more than 13 hours.
- After a period of at least eight hours off-duty, a driver cannot drive after having been on-duty for 14 hours.
- After a period of at least eight hours off-duty, a driver cannot drive after 16 hours has elapsed.

Circle Checks - General Rules for Drivers con't

3. Cycle requirement

- An operator shall designate a cycle for the driver to follow.
- There are two cycles available, a seven-day cycle or a 14-day cycle.
- In a period of seven consecutive days, a driver cannot drive after having been on-duty for 70 hours.

Circle Checks - General Rules for Drivers con't

- In a period of 14 consecutive days, a driver cannot drive after having been on-duty for 120 hours. Drivers following this cycle shall not drive after accumulating 70 hours on-duty without having taken 24 consecutive hours of off-duty time.

On any day, all drivers must have a period of at least 24 consecutive hours off-duty in the preceding 14 days.

The MTO wants to see what you've been doing over the past 14 days. This means filling out a logbook every day, even when off-duty

Transportation of Dangerous Goods (TDG)

- For the purpose of working for HRI all managers and operators are required to have their TDG
- Completing this Training will certify you to Transport Dangerous Goods for HRI
- TDG license is needed for transporting:
 - Propane
 - Gas and Diesel in containers over 2000 liters



TDG – when you need it while working with HRI

- If you are transporting less than 2000 liters of fuel or diesel in a container smaller than 2000 liters you do not require a TDG license
- If you are transporting 100 liters of fuel in a container that has a capacity of more than 2000 liters you require a TDG license
- If you are transporting a 100lb cylinder of Propane you do not require a TDG license
- If you are transporting 5 or more 100lb cylinders you require a TDG license



- Your TDG license is not transferable to other companies
- What you need to transport dangerous goods for HRI
 - Valid G drivers license
 - TDG Certificate from HRI
 - Placards that can be seen from the front and back of vehicle
 - Shipping Document

TDG – Info you need to know

- There are 9 classifications of Dangerous Goods
 1. Explosives
 2. Gases (Propane)
 3. Flammable Liquids (Gas and Diesel)
 4. Flammable Solids
 5. Oxidizing Substances
 6. Toxic & Infectious Substances
 7. Radioactive Material
 8. Corrosives

TDG – Info you need to know con't

- You can only transport Dangerous Goods in approved containers
 - Our Tanks have tags on them and a URL number. There is a date associated with all tags and they can not be more than 5 years out
- There are 3 Packaging Groups This must be indicated on the Shipping Documents
 1. Packaging Group 1 (Most Dangerous)
 2. Packaging Group 2 (Gas)
 3. Packaging Group 3 (Diesel)
 - Note There is no Packaging Group for Propane and this has to be indicated on the Shipping Documents

TDG – Info you need to know

You must have an emergency plan! (Refer to our Health and Safety manual)

TDG-Placards



Diesel



Propane



Gasoline



If you are transporting all three you must display Propane UN number

TDG-Shipping Document

SHIPPING DOCUMENT								
Destination(City-Town) Name: <i>Company ABC</i> Address: <i>1234 Main St.</i> <i>Town, Province</i>			Consignor Name: <i>Company DEF</i> Address: <i>5678 1st Avenue</i> <i>Town, Province</i>					
Name of carrier <i>Transport ABC</i>			Prepaid <input checked="" type="checkbox"/> Collect <input type="checkbox"/>		Transport unit no. <i>1</i>			
Point of origin			Shipping date <i>05/01/2005</i>		Shipper's no. <i>1234</i>			
REGULATED DANGEROUS GOODS			24 HOUR NUMBER : <i>613-996-6666</i> ERP reference & telephone number : <i>N/A</i>					
Shipping name (technical name) if applicable <i>Gasoline</i>			class primary <i>3</i>	class subsidi- diary <i>-</i>	UN number <i>1203</i>	packing group/ risk group <i>II</i>	quantity <i>6000L</i>	packages requiring labels <i>-</i>
THIS IS TO CERTIFY THAT THE ABOVE NAMED ARTICLES ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELLED AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE TRANSPORTATION OF DANGEROUS GOODS REGULATIONS								
SPECIAL INSTRUCTIONS								
NON REGULATED GOODS								
Packages		Description of articles					Weight	
Received in apparent good order		Consignee's signature				Shipper's signature		
Received above in apparent good order		Driver's signature				Drivers' no.		

TDG: What you need to know!

Training Required:

1. Definition of the nine classes of dangerous goods and their associated hazards;
2. Shipping names, classes, UN numbers and packing groups for the dangerous goods that are normally encountered on the job;
3. Safety marks such as labels and placards that are used to identify the different classes of dangerous goods that are normally encountered on the job;

TDG: What you need to know!

Training Required con't:

1. Knowledge of the information that must be on a shipping document;
2. The requirements regarding mixed loads and the need for segregation of incompatible dangerous goods;
3. The proper selection and use of means of containment for the dangerous goods;
4. What to do if the shipping documents, placards, labels, other safety marks or means of containment seem inadequate or incorrect;

TDG: What you need to know!

Training Required con't:

1. What constitutes an accidental release and the reporting requirements if an accident happens;
2. Proper use of all equipment that is used in the handling, offering for transport and/or transportation of dangerous goods;
3. Emergency Response Assistance Plans (ERAP) requirements if a plan is required.

Your Driving Responsibilities

- 
- **MOST IMPORTANT IS THE SAFETY OF YOUR PASSENGERS!!!!**
 - Driving Safely
 - Keeping vehicle safe
 - Maintaining a safe attitude
 - Creating a professional connection with your workers
 - Maintaining your Logs
 - On going safety checks
 - Communicating with your supervisors

Your Rights with OPP and MTO



- You must state your argument
- Getting a ticket for a minor infraction compared to a major
- You have to reason, SO argue with them
- 90% of the time if you have a good point they will reduce your ticket...saving you money and HRI's CVOR
- If you get a personal ticket it does not effect HRI CVOR and you still eligible to get your 30% Bonus
- Explain that you have had the training and how it will effect your pay
- Let them know that this is your first time doing this and it will not happen again
- Share your victories with the OPP and MTO with your co-workers and make sure they do not make the same mistake!
- Make sure you make your point before the OPP return to their vehicle to write up the ticket!
- Have all documents neat and ready to go for inspection
- Keep the van clean, the officer's impression when he looks in the window makes a difference

Examples of Major Safety Hazards

- Door not Opening



Examples of Major Safety Hazards

- Driving with bad tires



Examples of Major Safety Hazards

- Detached Roof Rack



Examples of Major Safety Hazards

- Fluid Leaks by the tires



Examples of Major Safety Hazards

- Major Fluid leaks under vehicle



Examples of Major Safety Hazards

- Bumper held on by yellow rope



Examples of Major Safety Hazards

- Major Brake Problems



HRI: Driving with a Trailer

- Make sure the lights work
- Make sure you have the right hook up
- Make sure the trailer is level
- Check the Wheels
- Make sure you have safety chains and that they are crossed to your vehicle
- Make sure you have safety pin

HRI: Trailer being level



HRI: TEST! (You will need the internet)

Questions:

- 1) If you are driving the Ford 550 and you are pulling a 4500 liter fuel trailer and the tank is full of gas. You have a class G license, are you allowed to drive this vehicle? And Why?

Notes: On the side of the driver door it indicates that the GVW is 11,000 kg ,the Tare weight of the F550 is 4300kg. The Tare weight of the trailer as indicated on the trailer is 1000 kg. Gas weighs 7 lb per Gal and water weighs 10 lb per Gal

A. Same question but you are carrying water?

– What do you require for Documentation? (hint; there is 10)

- 1) If you have a Crummy and it is a F550 with 2 bench seats, and there are 10 bus bench seats in the back with one passenger in the cab, can you drive this vehicle if you have a Class F? And Why?

- 1) If you are Transporting 100 liters of gasoline in a 2200 L capacity container and 400 liters of Diesel, what Documentation do you require and what UN Placard do you use on the vehicle?

- 1)

HRI: TEST! (You will need the internet)

What happens if HRI loses our CVOR?

What is a professional attitude toward your workers? Give an example.

How do you determine if a defective attribute on your vehicle is a major defect?

What class is Diesel under the Dangerous Goods Act of Ontario?

Where can you get a Dangerous Goods Shipping Document?

What Packaging Group does Gas fall into?

Can you drive after a full day of work, according to the Ministry of Transportation? Why?

If you are a crew boss and you are getting a van, what do you check to make sure you have on the outside of the van? What do you need for Documentation before you go anywhere?

HRI: Test Results

- In order for you to drive for HRI you must answer all questions and return your answers to this address. Please send your answers in a word document. Thanks
- jwd@heritageinc.ca
- Any wrong answers will be returned to you and you will have to do more research.
- Good Luck!!!

HRI
www.heritageinc.ca

HRI

■ LET'S ALL BE SAFE!!

