

MOTOR VEHICLE SAFETY STANDARD

1 PURPOSE

This standard specifies the requirements for the safe operation and maintenance of motor vehicles, as well as performing work near roadways.

2 SCOPE

Except where identified otherwise, this standard applies to SaskPower employees and contractors operating or being conveyed by motor vehicles or motorized equipment. It also applies to employees and contractors working on or adjacent to roadways.

These requirements apply both to travel on public roadways and on SaskPower property and Right-of-Way/easements.

This standard outlines the minimum requirements that shall be met or exceeded by SaskPower workers and contractors. Failure to comply may result in injuries, damage to equipment and property, environmental harm, performance management or any combination thereof.

The use of the word “shall” within this standard denotes a mandatory action, whereas the use of the word “should” or “may” denotes a recommended action.

3 DEFINITIONS

The following definitions apply to this standard:

Carrier - The holder of a certificate of registration for a commercial vehicle, and The Certificate of Fitness (i.e. SaskPower).

Certificate of Safety Fitness -A Certificate of Safety Fitness contains the NSC number, which is the unique identifier for each commercial operator and will have a Satisfactory (Audited), Satisfactory (Unaudited), Conditional or Unsatisfactory rating.

Class - A level at which a vehicle is registered, characterized by its required uses. (e.g.) class A, C, D, LV, as determined by the Vehicle Classification and Registration Regulations

Commercial Vehicle –

- i) a vehicle registered in Class A, C, D or LV having a registered vehicle weight exceeding 5000 kg; or
- ii) a vehicle registered in class PB or PS with a seating capacity according to the manufacturer of that vehicle of more than ten persons including the driver.

Commercial Vehicle Safety Alliance (CVSA) Inspection - CVSA inspections are a set of safety standards for North America for the on-road inspection of heavy vehicles by enforcement offices

Defensive Driving - Defensive driving describes the practice of anticipating dangerous situations, despite adverse conditions or the mistakes of others when operating a motor vehicle.

Design / Safety Factor - A measure of safety added into the design by a professional engineer to account for assumptions made during calculations.

Emergency Supplies - A compilation of supplies that can be used in the event of an emergency that may include candle, matches, blanket, flashlight, batteries, gloves and toque.

Fire Extinguisher Inspection - A fire extinguisher inspection is a “quick check” that a fire extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable.

Fire Extinguisher Maintenance - Fire extinguisher maintenance is a thorough check of the fire extinguisher. It is intended to give a maximum assurance that a fire extinguisher will operate effectively and safely. It includes a thorough examination and any necessary repair, recharging or replacement. This is intended to reveal the need for hydrostatic testing of an extinguisher. Repair and hydro-static testing is required by a qualified fire extinguisher service technician.

First Aid Supplies - A collection of bandages, antiseptic wipes, and other medical equipment to provide treatment to a person with a minor injury, or interim treatment while the person is transported to a health care facility.

Gradient - Incline, slope or embankment as in up or down a hill or grade.

Gross Vehicle Weight Rating (GVWR) - The maximum operating weight that a vehicle is designed for (including weight of any outfitting tools, materials, fuel and passengers).

National Safety Code (NSC) - A minimum performance standard for the safe operation of commercial vehicles, agreed to by all jurisdictions in Canada.

Portable Fire Extinguisher - A portable fire extinguisher is a portable device carried and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire.

Power Unit - A vehicle that is equipped to haul a 5th wheel / semi-trailer

Readily Accessible - A means capable of being reached quickly for operation, renewal, or inspections without requiring those to whom ready access is required to climb over or remove obstacles or to resort to portable ladders, chairs, etc. This definition, however, does not preclude the use of a lock on the mounting bracket or bin provided the key or combination is readily available.

Recovery Kit - Approved rope and shackles as issued by Fleet Services for specific unit applications.

Recovery System - Includes the rated attachment points on the vehicle and all related rigging.

Rigging (for vehicle recovery) - Rigging includes rope, wire rope, cable, chain, sling, sheave, shackles and associated fittings.

Schedule 1 (Pre-Trip Inspections) - Detailed information from the Trip Inspection Regulations that define criteria for defects and out-of-service conditions when performing pre-trip inspections.

Tow - To pull a trailer or another vehicle where the ground conditions do not significantly increase the resistive weight of the vehicle (ie. pulling a trailer behind a truck down the highway).

Vehicle Recovery /Extraction - A controlled pull to extricate the resistive forces of a stuck vehicle. May include pulling with another vehicle or winching.

4 REQUIREMENTS

4.1 WEIGHT AND DIMENSIONS

4.1.1 MOTOR VEHICLES

No employee shall operate a motor vehicle that exceeds:

- The legal weight and dimensions as set by the Vehicle Weight and Dimension Regulations (unless a vehicle permit is issued)
- the manufacturer's Gross Vehicle Weight Rating,
- The manufacturer's Gross Combined Vehicle Weight
- The manufacturer's specified Gross Axle Weight Rating for each axle.

4.1.2 TRAILERS

No employee shall tow a trailer that exceeds:

- The manufacturer's Gross Weight Rating, or Gross Trailer Weight Rating
- One times the pulling unit's weight for ball or pintle trailers
- Two times the towing unit's weight for weight distributing hitches, gooseneck or 5th wheel hitches
- 4600kg GVW without a class 1 license or "G" endorsement (heavy trailer endorsement).

4.2 VEHICLE MAINTENANCE

Workers are required to ensure vehicles are maintained as per manufacturer's recommendations. As well, any deficiencies identified during inspections or operations shall be corrected as appropriate depending on risk.

4.2.1 COMMERCIAL VEHICLES

No person shall operate a Commercial Vehicle which does not have a valid Periodic Motor Vehicle Inspection (PMVI) / SGI Highway Safety. All SaskPower vehicles registered over 5,000kg must have a valid annual PMVI. All Power units must have a PMVI every 6 months. It is the operator's responsibility to ensure this is valid prior to operating the vehicle. Copies of all PMVI inspections shall be forwarded to Fleet Services.

4.3 PRE-TRIP INSPECTIONS

All SaskPower employees shall ensure that any motor vehicle is inspected prior to use to ensure it is safe to operate.

4.3.1 COMMERCIAL VEHICLES

All commercial vehicles shall have a documented pre-trip inspection at the start of each shift, or every 24 hours when in use. Refer to the unit's Log Book, provided by Fleet Services.

- Operators shall document all deficiencies, and notify their supervisor of any major defect.
- Vehicles with major defect(s) shall be considered out-of-service.

Operator shall ensure that a SaskPower Log book containing:

- the appropriate pre-trip inspection forms
- a copy "Schedule 1"
- a valid Certificate of Safety Fitness and copy of the valid PMVI form is present in the truck.

If these documents are not present in the vehicle, please contact Fleet Services to obtain copies prior to operation.

Operators shall submit copies of the trip inspections every twenty days to their out of scope supervisor. The out of scope supervisor is responsible to review these reports to ensure deficiencies are being corrected. Inspection reports shall be retained for a minimum of 6 months.

4.4 COMMERCIAL VEHICLES HOURS OF SERVICE LOG

Operators of commercial vehicles as defined in this standard, shall complete an hours of service log as prescribed by The Commercial Vehicle Hours of Service Regulations, and submit these to their out of scope supervisor for review every 20 days.

Two and three axle trucks (not towing trailers) are exempt from completing an hours of service log.

4.5 SECURITY OF LOADS

All operators of SaskPower vehicles operated on public roads shall ensure that all cargo is firmly immobilized, secured or contained on or within a vehicle by structures of adequate strength, as prescribed by the Security of Loads Regulation, and the NSC.

All tie downs and tie down components shall be marked by the manufacturer to indicate the working load limit. When chain is used as a tie down component, the working load limit shall be determined by the grade and size of chain. All tie downs shall be connected to suitable or designed anchor points.

All cargo that is transported within the operator compartment of a vehicle shall be suitably immobilized, secured or contained to ensure that it will not create a hazard in the event of a vehicle accident or roll over.

Refer to the Securement of Loads Reference Guide for more information.

4.6 RECORD KEEPING

Each business area is responsible for keeping the following records to ensure compliance to applicable standards and regulations for specified vehicles. The following records shall be kept for four years plus the current year (unless noted below).

1. Drivers Profile including:
 - copy of valid drivers license
 - driving record issued within last 12 months
 - record of traffic and criminal driving convictions, while operating SaskPower vehicles
 - a driver must report and supply to the employer copies of any convictions, accidents, on-road or terminal inspections at least once every 14 days
2. Accident reports (via ESMIS)
3. Dangerous Goods
 - copies of all shipping documents and manifests prepared under the Dangerous Goods Regulations for a period of two years
4. Additional Record Keeping for Commercial Vehicles
 - a. Hours Of Service logs (retain for 6 months)
 - b. Pre-trip Inspections (retain for 6 months)

c. Vehicle Inspection Documents

- on road, terminal and CVSA inspection reports
- a copy of the PMVI certificates (to be forwarded and retained by Fleet Services)

4.7 VEHICLE TOWING AND RECOVERY

Workers shall follow SaskPower's Vehicle Towing and Recovery SOP whenever a vehicle needs to be towed because of vehicle break-down or loss of traction, or recovered when the vehicle is stuck and unable to free itself under its own power.

This SOP includes requirements around Recovery Kits supplied with vehicles, ropes and recovery points to be used, etc. It also gives guidance as to when workers should seek a towing company or other assistance to complete the tow or recovery.

Contact the Environment Department before extracting the equipment if it is mired in a wetland or you have broken through ice impacting a wetland.

4.7.1 JOB PLANNING

Before attempting recovery of any vehicle or equipment, a Hazard/Aspect and Risk Assessment (HARA) shall be completed. The HARA shall include:

- Weight assessment – Operator shall assess the specific vehicle extraction scenario and determine the total resistive weight of the vehicle. This information shall be used in conjunction with the unit specific recovery chart and instructions to determine if the recovery can proceed. If the unit does not fall within the listed operating guidelines, the recovery shall not precede unit steps are taken to reduce the resistive weight to a level within the operating range of the recovery system.
- Recovery systems shall be inspected before and after use. This inspection shall be documented in the vehicle logbook.
- If the vehicle is not equipped with an approved vehicle recovery system, the HARA shall be used to determine if the vehicle recovery is safe to proceed, based on the specific unit situation, available vehicle attachment point, and available rigging. Due to the unknown capacities of the vehicle attachment points, it's recommended that a professional towing service be utilized when possible.
- The work and HARA shall be reassessed if conditions change.

4.8 SAFETY EQUIPMENT

4.8.1 SELECTION

Safety equipment must include:

- First aid supplies as per the First Aid Standard.
- High visibility vest or high visibility clothing

Safety equipment may include:

- Automated External Defibrillator (AED)

The First Aid Standard shall be consulted for guidance on necessary first aid supplies and other safety equipment

A hazard/aspect and risk assessment process shall be used to identify additional vehicle safety equipment. This may include:

- Vehicle recovery kit
- Shovel
- Fire Extinguishers, as per Section 4.8.3
- Emergency supplies
- Survival kit
- Functional communication system

4.8.2 INSPECTION

All kits are to be inspected, at a minimum, annually.

Any deficiencies shall be remedied.

4.8.3 FIRE EXTINGUISHERS

Vehicles not classified as commercial vehicles do not require a fire extinguisher but may be equipped with an extinguisher with a minimum rating of 1A:5B:C (typically 2.5lb) at the discretion of the area manager.

Extinguishers shall be located so as to be readily accessible to the operator of the vehicle in case of fire. When placing fire extinguishers on vehicles consideration shall be given to vehicle use which may inhibit access to fire extinguisher.

Fire extinguishers in or on motor vehicles shall be secured by approved mounting brackets or secured in a clearly marked tool bin on the vehicle, with TDG labelling.

All external mounted extinguishers shall have weatherproof covers.

Sourcing, inspection, maintenance, operation and periodic testing of portable fire extinguishers shall be as per SaskPower's Fire Extinguishers Standard.

4.8.3.1 FIRE EXTINGUISHERS IN COMMERCIAL VEHICLES

Multi-purpose dry chemical (ABC) fire extinguishers shall be provided in commercial vehicles as follows:

- A passenger vehicle with a capacity of greater than 10 persons shall have one extinguisher of minimum 1A:10B:C rating (typically 5 lb).
- Commercial vehicles shall have one extinguisher with a minimum rating of 1A:5B:C (typically 2.5lb) located in the cab of the vehicle.
- Any crane, digger or bucket trucks regardless of GVWR shall have an additional ABC type fire extinguisher of minimum rating 3A:40B:C (typically 10lb) mounted on the chassis in an appropriate location.
- Vehicles transporting bulk flammable products shall have an additional 20B:C fire extinguisher or two extinguishers with a total capacity of 20B:C.

4.9 SAFE DRIVING

4.9.1 CONTROL METHODS

Seatbelts shall be worn while in a moving vehicle owned or leased by SaskPower.

Employees shall also wear seatbelts when in a moving vehicle and they are working, traveling for a work-related event, or on company property.

The only exception to the requirements for wearing seatbelts are when workers are working or travelling on an ice covered body of water, as identified in the Working on Ice SOP.

If an employee requires a seatbelt extender, they are to reach out to Health and Wellness with the request. Health and Wellness will assess the request and review alternative accommodations for the employee. If a Seatbelt Extender is approved, Fleet will provide an extender provided by the manufacturer that meets the manufactures recommendations.

Before a trip the driver shall:

- evaluate weather conditions and if deemed safe, drive appropriately.
- consider the hours of work requirements established in the Fatigue Management Standard.
- perform a circle check the first time a vehicle is driven each day or when first assigned to drive a vehicle.
- Have a communication device.
- advise someone about departure time, route to be taken and expected time of arrival.
- not engage in any activities that distract from driving.
- equip the vehicle with a winter survival kit and suitable winter clothing where appropriate.

If travel is deemed to be hazardous, the driver shall:

- Cancel or postpone the trip.
- Consider alternate routes to the destination.
- Consider other methods of participation, such as telephone or video conferencing.

Appropriate driver training and / or awareness shall be provided to employees to ensure competence.

Use of mobile devices shall be restricted where there is cause for distraction such as operating a vehicle or performing a job, assignment or task that are of high risk.

4.10 TRAFFIC CONTROL

A documented hazard/aspect and risk assessment shall be conducted to determine if traffic control hazards exist.

- Where there is danger to a worker from traffic, a written traffic control plan shall be developed.
- Controls/barriers shall be implemented to protect employees and the public in traffic areas.

Appropriate high visibility clothing shall be worn when exposed to traffic.

Where there is danger to a worker from traffic at a worksite, a written traffic control plan shall:

- Be readily available for reference.
- Define, where appropriate:
 - Maximum allowable speed
 - Maximum operating grades
 - Location and type of control signs
 - Route to be taken by vehicles or powered mobile equipment
 - Location and type of barriers or restricted areas

Workers shall understand the traffic control plan.

A designated signaller shall be used:

- When required to control traffic due to poor visibility of the work zone, lane closures or other scenarios as required by the Traffic Control Planning Standard Operating Procedure; Or
- To control traffic where other methods are not suitable, in accordance with the directions set out in The Occupational Health and Safety Regulations, 2020, Part 9-21.

An operator of a vehicle or powered mobile equipment who does not have a clear view of their travel path, shall be guided by a designated signaller who has a clear view of the path.

4.11 VEHICLE PARKING

Whenever reasonably possible vehicles that are owned, leased or rented by SaskPower shall be parked so that the front of the vehicle faces traffic corridors eliminating the need to back into traffic. Parking areas for such vehicles shall be designated for back in or pull through parking wherever possible. Exceptions are allowed to load vehicles with equipment or material, or where work activities require a different orientation.

Vehicles owned by employees, customers, contractors or visitors are exempt from this requirement.

Where there is angle parking, vehicles shall be parked with the front in.

Where it is determined by local Management, in consultation with local OHC Co-Chairs, that back in parking constitutes a greater hazard because of the physical space or other factors, they may designate certain parking areas to be front in. This shall be in writing and communicated to affected employees.

4.11.1 CONTROL METHODS

The vehicle operator shall use pull-through parking whenever reasonably possible.

During all backing operations, the vehicle operator shall:

- Use extreme caution when backing up a vehicle to avoid injury to persons and to prevent property damage.
- Whenever you cannot ensure all hazards are clear, stop and re-check the space for hazards.
- Signal intention to back with directional signal if turning is involved.
- If not equipped with an audible back-up alarm, driver should sound horn before reversing vehicle. Discretion should be used late at night, in hospital zones, etc.
- If another worker is acting as a signal person when backing a vehicle, they must be stationed to one side near the rear of the vehicle within the driver's vision and never at the back.
- If the signal person disappears from view, the driver shall stop the vehicle until eye contact is re-established. Leave the window open to allow for verbal communication when appropriate.
- If you cannot drive-through or back into a public parking stall, conduct a thorough circle check before leaving your parking space and backing the vehicle into a traffic corridor.

- If the backing distance is long, stop at intervals and re-check for hazards. Rather than making it one long backing maneuver, it is safer to make it a series of short backing maneuvers.

5 IMPLEMENTATION

The requirements of this version of the standard are to be met within **six** months of the approval date at which time the previous version will be superseded.

6 RESOURCES

6.1 INTERNAL RESOURCES

Related Policies:	Corporate Vehicle Policy
Related Standards:	First Aid Standard Fatigue Management Standard Fire Extinguishers Standard High Visibility Standard Safety and Environment Rulebook Vehicle and Equipment Standard (Fleet)
Additional Information:	Standard Operating Procedures: <ul style="list-style-type: none"> • Wheel Care - Lug-torque • Security of Loads • Traffic Control Planning • Mobile Equipment – Preform Pre-Trip Air Inspections • Mobile Equipment – Preform Pre-Trip Chassis Inspections • Mobile Equipment – Preform Pre-Op Equip Checks • Vehicle Towing and Recovery • Vehicles and Equipment – Wheel Car – Lug Torque • Working on Ice Pre-Operation Chassis/Trailer checklist - UPDATED

	<p>Pre-Operation Air Brake Chassis/Trailer checklist - UPDATED</p> <p>Pre-Operation Chassis/Trailer with Equipment pre-op checklist- NEW</p> <p>Pre-Operation Air Brake Chassis/Trailer checklist with Equipment pre-op checklist - NEW</p> <p>Pre-Operation Equipment pre-op checklist - NEW</p> <p>Recovery System Inspection Checklist</p> <p>Safe Driving Commitment Application</p> <p>Safe Driving Commitment Form</p> <p>Safety Briefing 2 Motor Vehicle Safety</p> <p>Securement of Loads Reference Guide</p> <p>Instruction Guide for Heavy Duty Recovery Kit</p> <p>Environmental Beneficial Management Practices Manual (BMP 08 Weeds and Club Root)</p>
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6.2 EXTERNAL RESOURCES

Related Legislation:	<p>Saskatchewan</p> <p>The Traffic Safety Act T-18.1</p> <p> The Commercial Vehicle Hours of Service Regulations H-3.1r12</p> <p> The Vehicle Equipment Regulations, 1987, V-2.1r10</p> <p> The Vehicle Classification and Registration Regulations H-3.1r3</p> <p> Motor Carrier Conditions of Carrier Regulations, 2014, T-18.1r15</p> <p>The Highways and Transportation Act, 1997 H-3.01</p> <p> The Trip Inspection Regulations H-3.01r11</p> <p> The Security of Loads Regulations, 2013 H-3.01r6</p> <p> The Vehicle Weight and Dimension Regulations, 2010 H-3.01r8</p> <p>The Dangerous Goods Transportation Act D1-2</p>
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	<p>The Dangerous Goods Transportation Regulations D1-2r1</p> <p>The Occupational Health and Safety Regulations, 2020</p> <p>Canada</p> <p>National Safety Code for Motor Carriers</p> <p><i>Transport Canada Regulations</i></p> <p>Commercial Vehicle Drivers Hours of Service Regulations SOR/2005-313</p>
Related Standards:	<p>North American Cargo Securement Standard</p> <p>National Fire Code – NFPA 10 Standard for Portable Fire Extinguishers 2026 edition</p> <p>CAN/ULC-S508:2023 Standard for the Rating and Fire Testing of Fire Extinguishers</p>

Ownership

Division:	People, Safety, Indigenous and Corporate Relations
Department:	Safety
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Document History

Revised by	Revision Purpose/Comments	Date
M. Ereth	Scheduled Review Cycle Added requirements from Vehicle Parking Standard	May 6, 2026
M. Ereth	Continuous Improvement	September 8, 2021
K. Hammond	Continuous Improvement Incorporated Traffic Control Standard into Motor Vehicle Safety Standard	December 13, 2018
K. Hammond	New Standard Combined Motor Vehicle Policy, Motor Vehicle Safety Equipment Standard, Transportation Compliance Standard, Load Securement Standard, Operation and Maintenance of a Commercial Vehicle over 5000 kg, Vehicle Recovery Standard, Safe Driving Standard, Mobile Device Standard	September 6, 2018