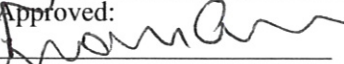

 McMaster University Risk Management Manual	RMM #904 Title: University Owned, Leased, or Rented Vehicle Program	Date: April 2010 Page 1 of 17
Submitted: Risk Management Support Group	Approved:  Vice President, Administration	Authorized:  President and Vice-Chancellor

1 PURPOSE

1.1 To provide safety procedures on the operation, use and maintenance of licensed motor vehicles owned, leased or rented by McMaster University.

- To ensure the users of McMaster University vehicles, owned, leased or rented, are trained and qualified to operate the vehicles in a safe manner, and to protect pedestrians and University property from injury and damage due to the use of said vehicles.
- To ensure compliance with the Occupational Health and Safety Act, R.R.O. 1990; Ontario Highway Traffic Act, O.Reg. 455/07; Transportation and Dangerous Goods Act, SOR/2007-179; Technical Standards and Safety Act 2000 (Fuel); McMaster University Parking Regulations; applicable highway traffic regulations when driving outside of Ontario.

2 SCOPE

2.1 This program applies to all University departments and affiliated groups, who are responsible for the control and maintenance of University owned, leased or rented vehicles, and for the individual(s) who operate the vehicle(s).

3 RELATED DOCUMENTS

- 3.1 Occupational Health and Safety Act, R.R.O. 1990; Industrial Regulation, O.Reg. 851
- 3.2 Ontario Highway Traffic Act, O.Reg. 455/07
- 3.3 Transportation and Dangerous Goods Act, SOR/2007-179
- 3.4 Technical Standards and Safety Act 2000 (Fuel)
- 3.5 McMaster University Parking Regulations
- 3.6 McMaster University Safety Orientation and Training Program, RMM #300
- 3.7 McMaster University Persons Working Alone Program, RMM #304
- 3.8 McMaster University Property/Third Party Liability Insurance Program, RMM #900
- 3.9 McMaster University Reporting & Investigating Injury/Incident/Occupational Disease Program, RMM #1000
- 3.10 Safety Audits & Inspections Program RMM #302
- 3.11 Preventative Maintenance Program RMM #406
- 3.12 Guidelines on Renting Vehicles for McMaster University Business, Purchasing Resources, Bill 118



4 DEFINITIONS

- 4.1 **Authorized Vehicle Operator** – person who holds a valid Ontario driver’s license, has received approved training, and is authorized by the supervisor to operate a specific vehicle(s).
- 4.2 **CVOR** – commercial vehicle owner registration (any vehicle over 4500 kg)
- 4.3 **GVWR** – gross vehicle weight registered
- 4.4 **Driver Abstract** – driver record of accidents or convictions, if no accidents or convictions the driver abstract will indicate ‘nil’
- 4.5 **MOT** – Ministry of Transportation
- 4.6 **Motor Vehicle** – includes automobiles, trucks, off-road and all-terrain vehicles; it excludes garden tractors less than twenty horsepower and riding lawn mowers
- 4.7 **Farm Equipment** – includes farm tractors, backhoe, skid steerer (bobcat), self-propelled implements of husbandry and off-road and all-terrain vehicles
- 4.8 **Farm Tractor** – a self-propelled vehicle designed and used primarily as a farm implement for drawing ploughs, mowing machines and other implements of husbandry and not designed or used for carrying a load
- 4.9 **Highway** – a common and public highway, street, avenue, pathway, driveway, square, place, bridge, viaduct, or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines
- 4.10 **License Classification** – minimum class G up to 11,000 kg provided the towed vehicle’s GVWR does not exceed 4,600 kg
- 4.11 **Trailer** – includes boat, snowmobile, livestock, and general-purpose utility trailers
- 4.12 **Z Air Brake Endorsement** – required on a driver’s license to operate any motor vehicle equipped with air brakes
- 4.13 **Class A License** – any tractor-trailer combination where the towed vehicle’s GVWR exceeds 4,600 kg
- 4.14 **Class B License** – any school purposes bus
- 4.15 **Class C License** – any regular bus
- 4.16 **Class D License** – any truck with a GVWR exceeding 11,000 kg or combination provided the towed vehicle GVWR does not exceed 4,600 kg
- 4.17 **Class E License** – any school purposes bus, maximum 24 passenger capacity
- 4.18 **Class F License** – any regular bus, maximum 24 passenger capacity and an ambulance
- 4.19 **Class G License** – any car, van or small truck or combination of vehicle and towed vehicle
- 4.20 **Supervisor** – means a person who has charge of a workplace or authority over a worker

Acronyms


CJHSC – Central Joint Health and Safety Committee

JHSC – Joint Health and Safety Committee

RMSG – Risk Management Support Group

THSAO – Transportation Health & Safety Association of Ontario (recognized training agency by WSIB)

WSIB – Workplace Safety Insurance Board

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5 RESPONSIBILITIES

5.1 Role of Senior Managers (Deans/Directors/Chairs/Managers):

Senior Managers shall:

- provide the support and resources necessary to implement and maintain this vehicle program
- ensure all staff under their direction are aware of and follow this program.

5.2 Role of Supervisor

Supervisor shall:


- allow only trained and authorized individuals to operate vehicle(s);
- respond to reports of unsafe vehicle operation by investigating and documenting the incident, and the actions taken to correct depending upon the severity of the violation;
- record all incidents involving personal injury or property damage on an incident/injury report, and a vehicle collision report (Appendix D);
- ensure that the University individual having an at fault collision with a University vehicle successfully completes a driving evaluation test within 6 months of the collision. Note: Severity of the incident or infraction will determine corrective measures and may include revoking authorization to operate a University vehicle(s);
- ensure the McMaster University Driver Profile Form (Appendix B) is completed by the employee and kept on file for the term of employment. The information on the McMaster University Driver Profile Form is confidential;
- file a Driver Abstract on all individuals who operate a department vehicle(s). Note: Severity of infractions will determine corrective measures and may include revoking authorization to operate a University vehicle(s);
- annually provide to EOHSS a list, including any changes as they occur, comprising of the following information:
 - a) vehicles (owned, rented or leased) covered by this program and under the control of the supervisor, including affiliated groups to the department,
 - b) all individuals who are authorized and trained to operate the vehicle(s);
 - c) rentals of vehicles by the department for 30 days or less does not require reporting as it is not covered under the University's automobile policy; and
- NOTE: the purchasing or renting of a 15 passenger van is not permitted by McMaster University; the purchase or renting of a 12 passenger van is not recommended
- ensure individual completes a daily vehicle circle check (Appendix A) at the start of the shift and submit to the supervisor at the end of the shift, should defects be found during the vehicle circle check, report immediately to the supervisor;
- ensure all vehicle keys are returned at the end of the shift or trip;
- during campus peak times, ensure a 2nd individual is dedicated to assist with traffic control when backing up a University vehicle;



- ensure vehicle(s) are serviced and maintained in a safe operating condition, and maintain service records for audit purposes as described in the Preventative Maintenance Program, RMM #406;
- affix to all vehicles (excluding farming equipment or similar) a sign indicating the name of the department or the name of the department's affiliated group that is responsible for the control of the vehicle(s);
- ensure vehicle(s) are secured in an area approved by Security Services when not in use;
- University (owned, rented or leased) vehicles shall carry ownership information, CVOR permit if required, proof of insurance, accident reporting procedures, vehicle circle check form, windshield washer fluid and a snow brush/scrapper;
- defensive driver training or equivalent is mandatory participation for all workers in order to qualify to operate a University vehicle(s), and is an 'essential duty' of the job;
- defensive driver training or equivalent shall be provided within six months of hiring and all individuals shall repeat the training at a minimum not exceeding three years. All summer/seasonal students expected to operate a University vehicle shall successfully complete the defensive driving classroom training and a driving evaluation examination or equivalent, annually at the start of the season (i.e. May);
- maximum duration permitted to operate a vehicle in a one day shift is 12 hours with a 12 hour break prior to the next shift;
- shall ensure if applicable, workers successfully complete certification in TDG every three years, and placards be provided by the shipper; and
- shall provide for appropriate equipment operator competency training for equipment such as back-hoe, front end loader, tractor, skid steerer (bobcat). This type of equipment shall NOT be removed from the University property unless authorized by the supervisor.

5.3 **Role of Employee/Individual** **Employee/Individual shall:**

- participate and successfully complete the required training;
- report all incidents involving personal injury or property damage to the supervisor immediately. University employee/individual having an at fault collision with a University vehicle shall successfully complete a driving evaluation test no later than 6 months after the incident. Depending upon the severity of the collision or infraction may include revoking authorization to operate a University vehicle(s);
- abide by the Ontario Traffic Act and other traffic acts applicable to the area traveling;
- as described in the Safety Audits & Inspections program RMM #302 complete a vehicle circle check daily (Appendix A) at the start of the shift and ensure the University vehicle is safe for operation for the duration of the trip/shift. Submit the completed vehicle circle check to the supervisor at the end of the shift or upon return of the trip. Should defects be found at the time of the vehicle circle check, the supervisor shall be notified immediately;


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- abide by all regulations when using a University vehicle(s) on University business;
- electronic devices such as cellular telephones, pagers, use of a blackberry and blue tooth ear sets shall only be used when the vehicle is safely parked;
- if operating a University vehicle a McMaster University Driver Profile (Appendix B) is to be completed and an MOT Abstract will be filed annually for all employee/individual operators of the department's vehicle(s). Severity of infractions will determine corrective measures and may include revoking authorization to operate a University vehicle(s);
- use of University vehicle(s) on University business only. Personal use of any University vehicle is strictly prohibited unless declared and agreed to prior to use by the insurance carrier. Vehicle keys are not permitted to be taken home;
- the driver will be responsible for fines and tickets associated with the use of a McMaster University vehicle. Permission to use the 407 Toll Road must be obtained in advance from the department that will absorb the toll charges;
- successfully complete a defensive driving classroom and driving evaluation examination or recognized equivalent program as required by the department, minimum of once every three years. Individual will be entitled to a copy of the classroom and driving evaluation examination results;
- Summer/seasonal employees employed to operate a University vehicle will be expected to successfully complete classroom and driving evaluation examination annually, at the start of the season (i.e. May.) and
- individuals using their own vehicle for work purposes do so at their own liability, The Insurance Act does not allow for corporations to cover vehicles not owned by the University; and renting of vehicles in the name of the University is recommended in order to reduce any personal liability issues, as described in Guidelines On Renting Vehicles For McMaster University Business, Purchasing Resources. Employees who rent vehicles in Ontario under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody and control. Revisions to Ontario's insurance legislation have changed the priority of payments for liability losses, limiting the rental agency's liability.
 If using the corporate travel card please check with company prior to renting the vehicle to ensure your class of vehicle is covered and to confirm no special license is required to drive vehicle desired to rent. The insurance using the credit card is only valid if the Cardholder is listed on the rental agreement as the primary driver. Secondary drivers will also be insured if they have a corporate travel card. When renting a vehicle outside Canada it is recommended that third party liability insurance coverage offered by the rental company be purchased.

5.4 Role of Facility Services

Materials Handling & Trucking Supervisor shall:

- ensure that THSAO conducts the defensive driver training classroom and driving evaluation examination. All employees expected to operate a University vehicle

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including golf carts will participate in this training a minimum once every three years, with all summer employees required to participate annually in May.

5.5 **Role of EOHSS**

EOHSS shall:

- review and audit this program (RMM 904);
- keep a record of all University vehicle(s), rented for a period of 30 days for more, leased or owned for insurance purposes; and
- maintain the list of all persons trained and authorized to operate a University vehicle, for insurance purposes.

5.6 **Role of Security Services**

Security Services shall:

- monitor and investigate irregular driving or violation of the McMaster Parking Regulations involving a University vehicle(s) rented, leased or owned; and
- check and follow up with the department's supervisor if the selected secured area is suitable for the storage of the vehicle(s) and give approval to the supervisor.

5.7 **Role of the Risk Management Support Group**

The RMSG shall:

- conduct periodic audits of the effectiveness of the University Owned, Leased or Rented Vehicle Program and update the program as necessary.


5.8 **Role of Central Joint Health & Safety Committee (CJHSC)**

CJHSC shall:

- review and audit the University Owned, Leased or Rented Vehicle Program on a scheduled basis.

6 **Procedures**

- Only authorized users (licensed, trained and approved) may operate a University owned, leased or rented vehicle(s);
- Passengers may ride in a vehicle only when there is a fixed seat for that purpose.
- Seat belt(s) shall be worn;
- Electronic devices such as cellular telephones, pagers and use of a blackberry and blue tooth ear sets shall only be used when the vehicle is safely parked;
- Material and equipment loads may only be carried on vehicles designed to carry loads and only to the load limit specified;
- Vehicles must never be left unattended with the key in the ignition;
- Vehicles described in this program must be stored in a secured area approved by Security Services;
- Vehicles of any description may not be driven on sidewalks or landscaped areas unless the operator receives approval from the immediate supervisor or Security Services;
- Farm equipment or equivalent may not be driven off campus unless authorized by the supervisor;

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- Vehicles may not obstruct doorways and/or accessibility ramps at entrances to University building(s);
- Operators of vehicles described in this program shall always give pedestrians the right-of-way;
- Individual who has care and control of a vehicle described in this program must produce identification at the request of Security Services; and
- Authorized individual(s) operating a University vehicle rented, leased or owned, shall always back the vehicle up into the space allotted to store the vehicle.

7 **Records**

- The departments and their affiliated groups, who are responsible for the control and maintenance of University vehicles and for the individual(s) who operate the vehicle(s), shall maintain a record of the list of vehicles, maintenance records and approved users described in this program. Training records shall be maintained for the period of employment;
- Results of the abstracts from the MOT shall be treated with confidence and a copy be provided to the worker upon request; and
- Results of the driving evaluation examination shall be provided to the worker and a copy kept on file by the supervisor.

8 **Training**

- All departments shall arrange for class room defensive driver training and a driving evaluation examination or equivalent at a minimum of every three years. (Note: Facility Services, Grounds, and Hospitality Services use THSAO (Transportation Health & Safety Association of Ontario) to conduct the class room training and driving evaluation examination. THSAO is an approved agency by Workplace Safety Insurance Board; and
- Should results of the abstract indicate an infraction or because of an incident while operating a University vehicle, the individual shall attend and successfully complete a driving evaluation examination within 6 months of the happening. Summer/seasonal students hired by the department to operate a University vehicle shall annually at the start of the summer season (i.e. May) attend and successfully complete defensive driving classroom training and a driving evaluation examination using a University vehicle.

9 **APPENDICES:**

Appendix A - McMaster University Vehicle Circle Check
Appendix B - McMaster University Driver Profile Form
Appendix C - THSAO Driving Evaluation Examination Sample
Appendix D – McMaster University Vehicle Collision Report

10 **Requirements of O.Reg 851, Industrial Establishments, Sections 54 (1), 57, 58**

54. (1) Mobile equipment shall,
- (a) when lighting conditions are such that its operation may be hazardous, have head lights and tail lights that provide adequate illumination;



- (b) when exposed to the hazard of falling material, have a screen or canopy guard adequate to protect the operator;
 - (c) be used to transport a person, other than the operator, only when that worker is seated in a permanently installed seat; and
 - (d) subject to subsection (2), be operated only by a competent person;
57. A vehicle left unattended shall be immobilized and secured against accidental movement.
58. Powered equipment shall not be left unattended unless forks, buckets, blades and similar parts are in the lowered position or solidly supported.

APPENDIX A
McMaster University
Department of Facility Services
Daily Vehicle Circle Check

THIS CHECK TO BE COMPLETED BEFORE USING VEHICLE, KEPT IN VEHICLE DURING OPERATION AND SUBMIT TO SUPERVISOR AFTER COMPLETION OF SHIFT.

Please be considerate to others-Keep cab & cargo box clean!!

Light duty vehicles (car, van, pick-up) Trailer Trailer

Number: _____

Division: _____ Odometer/Hour meter Reading: _____ Vehicle Number: _____

Date: _____ Time: _____ Operator: _____

UNDER THE HOOD

- | | |
|-----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Engine oil level | <input type="checkbox"/> Windshield washer |
| <input type="checkbox"/> Radiator fluid | <input type="checkbox"/> Auto trans. level |
| <input type="checkbox"/> Power steering level | <input type="checkbox"/> Belts |
| <input type="checkbox"/> Brake fluid | <input type="checkbox"/> Hoses & connections |

AROUND THE VEHICLE

- | | | | |
|-----------------------------------------|-----------------------------------------------|-------------------------------------------------|--------------------------|
| <input type="checkbox"/> Body damage | <input type="checkbox"/> Hyd. tank | <input type="checkbox"/> Reflectors | <input type="checkbox"/> |
| Plate condition | <input type="checkbox"/> Wheels | <input type="checkbox"/> Lights operation | <input type="checkbox"/> |
| <input type="checkbox"/> Mirrors | <input type="checkbox"/> Fasteners | <input type="checkbox"/> Clearance lights | <input type="checkbox"/> |
| Dumpbox | <input type="checkbox"/> Pools under vehicle | <input type="checkbox"/> Four way flashers | <input type="checkbox"/> |
| <input type="checkbox"/> Exhaust system | <input type="checkbox"/> Backup alarm | <input type="checkbox"/> Brake lights | <input type="checkbox"/> |
| Tailgate | <input type="checkbox"/> Backup lights | <input type="checkbox"/> Yellow/blue lights | <input type="checkbox"/> |
| <input type="checkbox"/> Fuel system | <input type="checkbox"/> Licence marker light | <input type="checkbox"/> Towing/coupling device | |
| Chains | | | |
| <input type="checkbox"/> Springs | | | |
| Tarp & tiedowns | | | |
| <input type="checkbox"/> Shackles | | | |
| Load security | | | |
| <input type="checkbox"/> Tires | | | |

IN THE CAB


- | | | | |
|-----------------------------------------|---------------------------------------------------------|---------------------------------------------------|--------------------------|
| <input type="checkbox"/> Adjust seat | <input type="checkbox"/> Windows | <input type="checkbox"/> Horn | <input type="checkbox"/> |
| Dash lights | <input type="checkbox"/> Windshield | <input type="checkbox"/> Oil | <input type="checkbox"/> |
| <input type="checkbox"/> Seat belts | <input type="checkbox"/> Wipers | <input type="checkbox"/> Temp. | <input type="checkbox"/> |
| Ownership | <input type="checkbox"/> Defroster | <input type="checkbox"/> Charging system | <input type="checkbox"/> |
| <input type="checkbox"/> Mirrors | <input type="checkbox"/> Heater | <input type="checkbox"/> Accelerator operation | <input type="checkbox"/> |
| Insurance | | | |
| <input type="checkbox"/> Steering wheel | <input type="checkbox"/> Extinguisher (when applicable) | <input type="checkbox"/> Flares (when applicable) | |
| CVOR (4500 GVW >) | | | |
| <input type="checkbox"/> Clutch | | | |
| F.A. Kit | | | |
| <input type="checkbox"/> Brake Pedal | | | |

Defects Found: Yes No **Defects reported:** Yes No **Repairs done:** Yes No

Repair Date: _____ Supervisor: _____

Defects Found On Circle Check:

ANY DEFECTS FOUND ARE TO BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR

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APPENDIX B

**McMaster University
Driver Profile Form
(PERSONAL AND CONFIDENTIAL)**

DRIVER: Please complete and present this form to your immediate supervisor. Once you have been added to the approved Driver's List, you will be insured any time that you are driving a McMaster University vehicle (rented, leased or owned) that is being driven on University business.

Supervisor/Department Head: Authorize this form and return a copy to EOHSS.

DRIVER INFORMATION

Name of Driver: _____ **Department:** _____

Driver's License Number: _____ **Province Issue:** _____

Expiry: (mm/dd/yyyy) _____ **Class:** _____

Type(s) of University vehicles driven (private passenger/van/truck/bus/other):

DRIVER RECORD

Number of years driving: ()

Current # of demerit points on your license: ()

Have you been involved in any automobile accidents in the previous 3 yr period? Yes () No ()

Do you have any impending driving infractions? Yes () No ()

Has your license ever been suspended? (If yes, please provide a brief explanation on the nature of suspension below.) Yes () No ()

I certify the information contained herein is accurate to the best of my knowledge. I am aware McMaster University will file a Ministry of Transportation Abstract.

Driver's Signature: _____ **Date Signed:** _____

THIS FORM MUST BE SIGNED BY A DEPARTMENT SUPERVISOR/DEAN/CHAIR/DIRECTOR AND NOTIFICATION FORWARDED TO EOHSS FOR INSURANCE AND RISK MANAGEMENT.

Department Signature For Authorization: _____ **Date Signed:** _____

Expiry Date for this Driver Approval (if applicable): (mm/dd/yyyy) _____

The personal information collected on this form will be used to ensure there is a record of pertinent insurance information on file in the event of an accident or incident resulting in a claim. If you have any questions about the collection or use of the information on this form, contact EOHSS.

Conditions of Use of McMaster University vehicle(s), owned, leased, rented):

1. Use of University vehicle(s) is limited to sanctioned University business only. Personal use of any University vehicle is strictly prohibited unless declared and agreed to prior to use by the insurance carrier, EOHSS.



2. Fines, and tickets associated with the use of a McMaster University vehicle are the financial responsibility of the driver.
3. Permission to use the 407 Toll Road must be obtained in advance from the department that will absorb the toll charges.

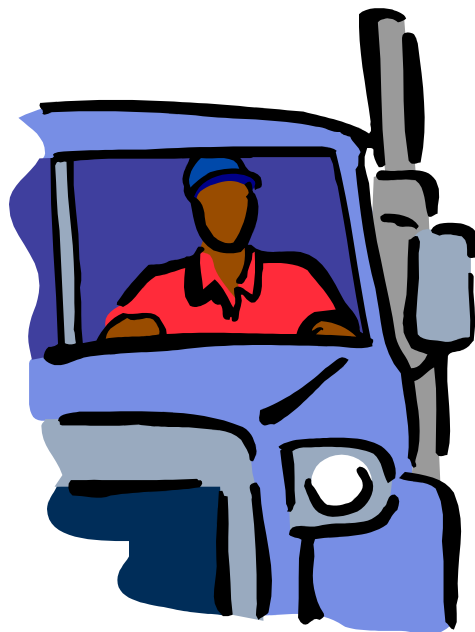


Sample

Appendix C



DRIVER PERFORMANCE EVALUATION





Transportation Health & Safety
Association of Ontario

DRIVER EVALUATION PROGRAM

Company Name: _____

Driver's Name: _____

D L #: _____ Class: _____ Expiry: _____

Date: _____ Time: _____ Conditions: _____

Vehicle: _____ Type: _____ Trailer: _____ Type: _____

Comments: _____

Recommendations: _____

This driver's performance was considered to be:

SATISFACTORY

UNSATISFACTORY

Driver's Signature

Evaluator's Signature



DRIVER EVALUATION PROGRAM

	Satisfactory	Unsatisfactory	N/A
PRE TRIP INSPECTION			
Checks general conditions when approaching unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check fluid levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks outside of unit: tires, lights, brake lights, doors, inspects body damage, leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks horn, windshield wipers, mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks emergency equipment provided by company – list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks instruments for normal reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleans windshield, windows, mirrors, lights and reflectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verifies / checks vehicle documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNCOUPLING / COUPLING			
Set trailer brakes / block wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raise landing gear properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lower landing gear before unlocking 5 th wheel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly disconnect air / electric lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visually inspect 5 th wheel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connect air-electric / lines before coupling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check trailer brakes / block wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check 5 th wheel is locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pintle hook procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
START			
Engine			
Places transmission in neutral before starting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Starts engine without difficulty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks instruments at regular intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains proper engine rpm while driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brakes			
Tests parking brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes a brake check when vehicle in motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clutch & Transmission			
Starts unit moving smoothly (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selects proper gears	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses clutch properly (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness			
Puts seat belt on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observes / looks around vehicle before putting vehicle in gear and signals intentions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOADING AND UNLOADING (SCHOOL BUS ONLY)			
Flashing signals used in a timely fashion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Fails to stop on roadway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper use of doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Railway Crossing Procedures			
Obeys signs and signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not stop on tracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looks both ways prior to crossing rail road crossing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proceeds with caution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEFENSIVE DRIVING, COURTESY AND SAFETY			
Yields right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistently strives to drive in a safe manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows faster traffic to pass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remains calm, not easily distracted			
Anticipates by using lead time, scanning techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slowing and Stopping			
Plans stop far enough in advance to avoid braking hard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses brakes properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stops clear of crosswalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaves proper distance between vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses brakes properly on grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stops leaving full car length distances from vehicle ahead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turning			
Signals intentions to turn well in advance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gets into proper lane well in advance of turn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks traffic conditions and turns only when intersection is clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restricts traffic from passing on right when preparing to complete right hand turn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes turn promptly and safely, does not impede other traffic, observes for pedestrians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks mirrors, scans around vehicle , on-coming traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turns too wide / cuts corner / recovery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incorrect use of: Clutch / Brake / Accelerator / Gears	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Signs and Signals			
Plans stop in advance and adjusts speed accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obeys all traffic signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comes to a complete stop at all stop signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intersections			
Yields right of way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks for cross traffic regardless of traffic controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters all intersections prepared to stop if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late in slowing down to observe traffic control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blocks crosswalk / intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passing			
Allows sufficient space ahead for passing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passes only in safe locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows / passes too closely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improper choice of lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signals changing lanes before and after passing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses mirrors properly along with shoulder check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late signal / wrong signal applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Returns to lane promptly but only when safe to do so	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Speed			
Observes speed limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drives at speed consistent with ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjust speed properly to road condition, weather and traffic conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speed (con't)			
Slows down in advance of curves, danger zones, construction zones, school zones and intersections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highway driving, remains in right lane as to not impede traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BACKING			
Checks vehicle path before / while backing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steering technique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of: clutch / brakes / accelerator / gears	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoids backing from blind side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes procedure smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PARKING			
Parks without hitting any other vehicles / objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks correct distance from curb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secures vehicle properly, sets parking brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transmission in correct gear, shuts off engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observes for other vehicles, pedestrians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looks over shoulder, uses mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signals intentions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carefully enters traffic from parked position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses emergency signals when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking on Grade			
Rolls back when parking or starting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fails to angle wheels properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fails to set parking brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incorrect use of gears (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes in a smooth fashion, control of steering wheel, observes traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MISCELLANEOUS			
General Driving Ability and Habits			
Consistently alert and attentive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistently is aware of changing traffic conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anticipates problems, uses safe practice to make adjustments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs routine functions without taking eyes from road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remains calm under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional appearance and conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



APPENDIX D
MCMASTER UNIVERSITY VEHICLE COLLISION REPORT

Driver's Information

Name of Driver: _____ Employee #: _____

Address of Driver: _____

Driver's License #: _____

Department/Team: _____

Vehicle Information

Vehicle #: _____ Year: _____ Make: _____ Model: _____

Vehicle Insurance Number: _____ License #: _____

Insurance Company: _____ Policy #: _____

Damage to McMaster Vehicle

Nature And Extent Of Damage:

Damage To Property Of Others

Name/Address of Owner: _____

Name/Address of Driver: _____

Vehicle Year: _____ Make: _____ Model: _____

Vehicle Insurance Number: _____ License #: _____

Insurance Company: _____ Policy #: _____

Nature And Extent Of Damage:

The Accident

Date: _____ Time: _____ Roadway Was WET _____ DRY _____

Location: _____ Weather Conditions: _____

Rate Of Speed: _____ km/hr Direction Traveling: _____

Side Of Street: _____ Direction Of Other Party: _____

Was alcohol involved? YES ___ NO ___

Name And Number Of Policy Officer: _____

Witness

Name: _____ Address: _____

Others: _____

Driver's Statement

Date Completed: _____ Signature: _____