

Strathcona Nordic Ski Club (SNSC) Vehicle Safety Plan

1. Preamble

The Strathcona Nordic Ski Club (SNSC) currently owns a 6-passenger truck (Class 5) which are used for transportation of athletes and equipment to team practices, training camps, Club social outings, and competitions.

This vehicle and any vehicles leased, rented, or owned by the SNSC in the future will be operated by authorized and appropriately licensed Club members. Where a vehicle requiring Class 4 licensing is being used as a commercial vehicle (with seating for 10 or more passengers) the standards of the National Safety Code (NSC), as adopted and subject to regulation by the province of British Columbia, will be observed. For other vehicles, best safety practices pursuant to the NSC provisions will be followed as guidelines.

This safety plan also addresses situations where athletes are being transported to a Club related event in private vehicles as organized by the Club and/or its coaches - **and** those athletes are not immediate family members of the driver.

2. Vehicle Safety Manager - Roles and Responsibilities

The roles and responsibilities of the Strathcona Nordic Ski Club vehicle safety manager are:

1. Maintain a record for all drivers of SNSC vehicles, which includes review of their qualifications, driving abstracts, criminal record checks, and driving infractions/convictions/occurrences (Sections 3.1 and 3.2). Proactivity in collection and verification of this information, i.e., in advance of the ski season, is paramount. This step should also capture information for drivers of private vehicles who might be anticipated over the ski season to transport unrelated youth to Club activities, as organized and coordinated by the Club.
2. Monitor and periodically audit Vehicle Inspection Checklists and Driving Logs for compliance with this safety plan (Referencing Sections 3.3.4, 3.3.5, and 5 as well as Appendices A and B of this Plan).
3. Ensure any Club vehicle is being inspected, maintained, and serviced on a regular basis, and that repairs are completed, as needed, on a timely basis. (Section 5). Unanticipated significant-expense repairs should be reviewed with the SNSC Board of Directors for approval.
4. Oversee arrangements for appropriate storage/parking and monitoring (security, battery health, etc.) in the off-season.
5. Maintain vehicle records consistent with Appendix C of this Safety Plan.

3. Drivers

3.1 Driver Qualifications

Driver Licensing

All operators of any vehicle meeting commercial vehicle definition (see above) must be at least 25 years of age and have a valid British Columbia Driver's License with a Class 4 unrestricted designation. This license allows for the operation of commercial vehicles carrying up to 24 passengers. The one exception to the Class 4 licensing requirement is if all the passengers in this vehicle are immediate family. In this case, a Class 5 license is permissible. At no time can anyone other than immediate family be in a commercial vehicle during this mode of operation.

All drivers of the Team truck and drivers of private vehicles who are transporting unrelated youth under the age of 18 to Club activities as organized and coordinated by the Club must at minimum possess a valid Class 5 license.

3.2 Driver Abstracts, Criminal Record Checks, & Insurance

Driver Abstract, Criminal Record Check, and Proof of Liability Insurance.

All drivers of Club vehicles must provide a Driver's Abstract and Criminal Record Check to the Vehicle Safety Manager prior to receiving authorization to operate the vehicle. Similarly, drivers of private vehicles who are transporting unrelated youth under the age of 18 to Club activities – as organized and coordinated by the Club or its coaches - must ensure that this documentation is provided to the Vehicle Safety Manager before operating their private vehicle in this context. To be clear, this does not apply to parents making private arrangements with another family to carpool.

- Driver's abstract for all drivers: On-line application at <https://onlinebusiness.icbc.com/cliio/>. The abstract/record will be provided by ICBC via email which can then be shared with the Vehicle Safety Manager.
- Criminal Record Check (CRC) for all drivers: The Club will be registered with the BC Criminal Records Review Program (CRRP). The Vehicle Safety Manager will provide prospective drivers with a specific access code and a web link enabling them to access the online service portal for obtaining and sharing their CRC information.
- Liability Insurance: Drivers of private vehicles who are transporting unrelated youth under the age of 18 to Club activities – with said arrangements organized by the Club and/or its coaches - must provide to the Vehicle Safety Manager evidence of liability insurance for said vehicle for no less than \$2 million. The Club may, at the discretion of the Board of Directors and pursuant to a motion passed by the Board, purchase additional liability insurance for volunteer drivers. This would represent a "top up" of the drivers' existing liability insurance coverage.

All the above documentation must be updated on an annual basis. These records will be kept by the Club for the year they were created and the following four (4) calendar years (see Appendix C). It is an expectation of drivers that, between updates, they immediately notify the Vehicle Safety Manager of any new driving offences/convictions.

Where there are potential concerns based on a review of the Driver's abstract, the CRC documentation received, or any other relevant information, the Vehicle Safety Manager at their discretion can initiate consultation internal to the Club leading to a decision as to whether the driver concerned is permitted to operate a Club vehicle or a private vehicle for Club purposes when organized by the Club. In no case will an individual with three or more traffic violations or at-fault accidents within the previous 12- month period be permitted to operate any vehicle for Club purposes.

3.3 Driver Responsibilities

1. All drivers of SNSC vehicles are expected to be adequately rested and prepared for driving duty. Further to Section 3.1, they must have an appropriate-class unrestricted driver's license on their person. They are to be unimpaired by alcohol, drugs, fatigue, or any other causes.
2. Insofar as possible SNSC vehicle drivers will not *drive* more than thirteen (13) hours per day.
3. SNSC vehicle drivers will consider strategies to mitigate fatigue such as having two dedicated drivers share the responsibility on long road trips.
4. All drivers MUST complete and sign the Daily Driving Log (Appendix B). Note that the head coach may choose to use a separate logbook for personal and work use of the club truck. Drivers' Logs are to be kept within the SNSC vehicles.
5. Drivers for SNSC vehicle trips outside of the home zone of Comox Valley & Campbell River are responsible for performing or delegating a pre-trip vehicle safety check as outlined in the SNSC Vehicle Inspection Checklist (Appendix A). These checklists are found within an inspection logbook which must be kept in the SNSC vehicle. Where serious deficiencies are noted which may compromise the safe operation of the vehicle or safety of passengers, these must be immediately brought to the attention of the Vehicle Safety Manager. Any safety-critical deficiencies must be addressed prior to further use.

Note that a further inspection should take place prior to the return trip back to the home zone (see above) from the distance destination.

6. Drivers will obey all posted speed limits and local traffic laws, including the use of seatbelts, which must be always worn by the driver and all passengers when the vehicle is in motion. If a violation ticket, warning, or order is issued by a law enforcement or security officer, the driver is responsible for the ticket. All encounters with law enforcement or security officers MUST be documented and reported within 72 hours to the Vehicle Safety Manager.
7. The use of cell phones without a hands-free device, or texting, or use of smart phones or programming of GPS devices while driving is strictly prohibited.
8. Drivers are responsible for ensuring that all loads, cargo, equipment, and passengers are secured. This includes:
 - Passengers being always seat-belted when the vehicle is in motion.
 - All cargo being secured against shifting, movement, or spill.
9. While formal trip logs need not be completed for drivers of private vehicles who are transporting unrelated youth on a distance trip to Club activities – with said arrangements being organized and coordinated by the Club and/or its coaches - it is expected that such

drivers will be guided and governed by the relevant clauses above in Section 3.3. In other words, these drivers are responsible for ensuring to the best of their ability that their vehicle is ready to operate safely in accordance with anticipated road conditions, that they are well-rested, that they drive safely while observing insofar as possible the guidelines for daily driving hours noted above, and that passengers and cargo are safely secured. These drivers are encouraged to consult Appendix A to this Plan while preparing and inspecting their vehicles prior to a distance trip and again before the distance trip back home.

3.4 Other Safety Considerations

- Have I verified that the route I am taking is clear of any unsafe road conditions? Before embarking on the route, consult as needed.
- If I am travelling alone or through remote areas, have I notified someone regarding the route I plan on taking, and does someone know when to expect me?

3.5 Accidents, Damages, or Traffic Violations while using or driving SNSC vehicles

Drivers must report any accidents, damages, or traffic violations that occur while SNSC vehicles are in use to the Vehicle Safety Manager as soon as possible. Similarly, all deficiencies/concerns noted during pre- or post-trip vehicle inspections must be reported to the Vehicle Safety Manager without delay.

Following any accident or incident, the vehicle must be inspected and, where serious deficiencies are identified that may compromise the safety of passengers or the safe operation of the vehicle, vehicle use must be suspended until necessary repairs are completed.

Any serious deficiencies must be immediately identified to the Vehicle Safety Manager and any necessary repairs are to be completed at the direction and discretion of the Vehicle Safety Manager.

3.6 Hours of Service and Driving Logs

Daily Driving Logs (Appendix B) shall be completed for ALL trips including local driving; these logs are found in SNSC Vehicles.

Records of all Driving Logs are to be maintained consistent with Appendix C of this Safety Plan.

4. Responsibilities of Athletes/Users

- Always wear seat belts when the vehicle is in motion.
- Refrain from distracting the driver.
- Respect the driver and obey their requests.
- The consumption of alcohol and illegal substances is strictly prohibited.
- Represent the SNSC and its sponsors responsibly and appropriately. It is expected that all users will comply with the SNSC Code of Conduct. In addition, if playing music on the team vehicle stereo system (i.e., music that can be heard throughout the vehicle and by the public when windows are rolled down), the lyrics must be “clean” (i.e., refrain from vulgar language that may be degrading and/or discriminatory in nature).
- Ensure the interior of the SNSC vehicles is kept clean (NB this is a responsibility shared with the driver of the vehicle). Comply with requests to clean windows and vacuum the interior.

5. Vehicle Inspection, Maintenance, and Repairs

5.1 Commercial Vehicle Inspections

- Consistent with National Safety Code guidelines, any commercial vehicle leased, rented, or owned by the Club must be inspected by a certified mechanic. These inspections must be carried out every six months.
- A valid and current record of Commercial Vehicle Inspection is to be displayed on the windshield.

5.2 Vehicle Inspections

- As per Section 3.3.5 above, for trips outside of the home zone of Comox Valley & Campbell River, drivers are responsible for the completion of pre- trip vehicle inspections using the SNSC Vehicle Inspection Checklist (Appendix A). These checklists are found within an inspection logbook which must be kept in the SNSC vehicle.
- This checklist covers the engine compartment, drivetrain, exterior body, interior fixtures, lights, and controls. The checklist must be signed by the person completing the inspection; this does not necessarily have to be that day’s driver. Club members completing the checklist must be familiar with the operation and physical characteristics of the Club vehicles.
- Any identified minor deficiencies must be documented and corrected as soon as possible.
- Where serious deficiencies are noted which may compromise the safe operation of the vehicle or safety of passengers, these must be immediately brought to the attention of

the Vehicle Safety Manager. Any safety-critical deficiencies must be addressed prior to further use.

- Records of Vehicle Inspection Checks are to be maintained consistent with Appendix C of this Safety Plan.
- The SNSC Vehicle Inspection Checklist (Appendix A) must be completed for Club vehicles at least once per month. Where more than one month separates consecutive distance trips outside of the home area, a vehicle inspection must take place in the interim to satisfy this requirement.

5.3 Scheduled Maintenance and Repairs

SNSC vehicles must be serviced on a regular and timely basis:

- A-level vehicle servicing every six months. For efficiency, this could be co-ordinated with completion of biannual Commercial Vehicle Inspections (Section 5.1).
- B-level vehicle servicing every 10,000 km (oil change, tire rotation, fluid top-up, windshield wiper replacement, etc.).
- Vehicles will be equipped with high quality studded tires between the months of November and March, and all-weather tires April through October. Chains should be in Club vehicles over the winter months.
- Scheduled vehicle maintenance and repairs are to be completed at the direction and discretion of the Vehicle Safety Manager. Significant repairs shall be reviewed and approved by the Board prior undertaking those repairs.
- Vehicle Service Records are to be maintained and kept in the vehicles at all times. These Records are to be retained consistent with Appendix C of this Safety Plan.

6.0 Insurance

- The Club shall carry \$10 million third party liability insurance for operation of the SNSC truck and any other vehicle leased, rented, or owned by the Club.
- The liability insurance requirement for drivers of private vehicles transporting unrelated youth in the course of Club activities – as organized and coordinated by the Club and/or its coaches - has been addressed in section 3.2 above.

7.0 Retention of Records

- All records which are required and collected in compliance with the provisions and requirements of this Plan shall be retained in accordance with the minimum retention periods set out in Appendix C.

APPENDIX A: STRATHCONA NORDIC SKI CLUB VEHICLE INSPECTION CHECKLIST

SNSC Vehicles must be inspected before and after all major trips from the “home area” (Campbell River/Comox Valley area) - and also before departing from the general area of any major trip destination (e.g., Revelstoke, Red Deer, Whistler)

When the vehicle is being driven in the home area, it should be inspected at least once per month.

The inspector does not necessarily have to be the driver ... but they must be familiar with the vehicle and its operation.

Using checklist below, identify only those items that appear to be deficient.

Engine Compartment

- Engine Oil
- Brake Fluid Level
- Engine Coolant
- Transmission Fluid
- Power Steering Fluid
- Washer Fluid full
- Battery – looks OK?

- Hoses – look OK
- Drive Belt – looks OK?

Vehicle Interior

- All Seat Belts - Lockable
- Licence & Registration
- Spare Key

- Shovel/Scraper
- Chains
- First Aid/Fire/Flares
- No garbage/food

Driver Controls & Instrument Panel

- Engine Startup Smooth
- Fuel 3/4 + full
- Oil Pressure OK
- Temp Gauge OK
- Any Caution Signals lit?

- Headlights – high/low

- Turn Signals – left/right
- Brake Lights
- Hazard lights
- Interior Lights

- Brake Response
- Emergency Brake
- Mirrors OK

- 4WD Engaging Smoothly
- Windows all working
- Door Locks
- Horn
- Steering Play/Response
- Windshield Wipers

Vehicle Exterior

- License Plates
- Leaks Underneath?
- Any body damage?
- Inspect ski boxes
- Gas cap
- Windshield OK
- Valid Safety Inspection Certificate on Windshield

- Left Front Tire. ___ PSI
- Right Front Tire ___ PSI
- Right Rear Tire ___ PSI
- Left Rear Tire ___ PSI
- Spare Tire ___ PSI

- Spare Tire release mechanism OK?

Summary of Deficiencies Noted on Inspection: _____

IF ANY SERIOUS DEFICIENCIES ARE NOTED THAT WOULD AFFECT SAFE OPERATION OF THE VEHICLE OR PASSENGER SAFETY, VEHICLE USE MUST BE SUSPENDED UNTIL REPAIRS ARE COMPLETED.

Date _____

Inspector _____

Inspector Signature _____

APPENDIX B DAILY DRIVING LOG

Date	Start km	End km	Trip Purpose	Driver Name	Driver Signature

Insofar as possible, drivers should not drive more than 13 hours per day.

**For distance trips, drivers should try to employ strategies such as:
having 2 drivers for trips greater than 8 hours or consider overnight
stay if excessively long trip with difficult driving conditions.**

APPENDIX C: RETENTION OF RECORDS

Required Files	When to Get Them	Minimum retention period
Driver Files		
Current Driver's License (copy)	Prior to driving SNSC vehicles or if transporting non-family members to SNSC event using private vehicle; after driver's license renewal	During term when driving SNSC vehicle
Drivers Abstract (N print version)	As above, and minimum every 12 months thereafter	Current + 4 years
Driving Incident Records (includes all violation tickets, etc.)	Within 15 days of incident	Current + 4 years
Accident Records		
Accident Reports	Within 15 days of incident	Current + 4 years
Pictures, Notes, Statements	Within 15 days of incident	Current + 4 years
Hours of Service		
Daily Logs & Distance Trip Logs	On Completion	6 months
Vehicle Records		
Manufacturer Recall Notices	After correction	Current + 4 years
Commercial Vehicle Inspections	On Completion	3 years
Maintenance and all repair records/receipts	On Completion	3 years

Vehicles sold (maintenance, repair, and inspection reports)	On completion of sale/disposal	6 months after disposal or provide to new owner
Daily Vehicle Inspection Reports	On Completion	3 years