

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2026-40

**“A BY-LAW TO ADOPT A FLEET MANAGEMENT
AND SAFETY PROGRAM”**

WHEREAS Municipal Council deems it advisable to adopt a policy with respect to fleet management and safety;

NOW THEREFORE: The Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. The Fleet Management and Safety Program is attached hereto as Schedule “A” and forms part of the by-law.
2. That By-law 2014-33 and all other by-laws previously passed that are inconsistent with the provisions of this by-law area hereby repealed in its entirety.
3. That this by-law shall come into force and take effect on its passing.

Read a first and second time in open Council this 29 day of June, 2026.

Read a third and final time, passed, signed and sealed in open Council this 29 day of June, 2026.


Mayor Tory Deschamps (Jul 2, 2026 18:09:31 EDT)

Mayor



Clerk

Schedule “A”**By-law 2026-40****FLEET MANAGEMENT AND SAFETY PROGRAM****1. Purpose**

The purpose of this policy is to establish a standardized Fleet Management and Safety Program that ensures Township vehicles are operated safely, maintained properly and used in compliance with applicable policies and legislation. The policy supports employee safety, regulatory compliance and continual improvement.

2. Policy Statement

The Township of Edwardsburgh/Cardinal is committed to ensuring the safe, efficient, and compliant operation of all municipal vehicles. This Fleet Management & Safety Program establishes the standards for vehicle use, maintenance, inspections, recordkeeping, and driver responsibilities. The Township will maintain compliance with all applicable legislation, including the Highway Traffic Act, CVOR requirements, and occupational health and safety obligations.

Employees shall only operate Township vehicles when:

- The vehicle is mechanically sound.
- The employee is mentally and physically fit for duty.
- All applicable traffic laws are followed.
- All Township policies and procedures are followed.

Employees must also:

- Drive intelligently and adjust for traffic and weather conditions.
- Drive courteously and respect other road users.
- Wear seatbelts and ensure passengers wear seatbelts.

3. Scope

This policy applies to:

- All Township employees operating municipal vehicles.
- All Township owned or leased vehicles.

4. Definitions

Accident- Any collision, incident, or damage involving a Township vehicle, regardless of severity, whether on or off public roads.

Commercial Motor Vehicle (CMV)- Any vehicle, trailer, or combination with a registered gross weight or actual weight exceeding 4,500 kg, or otherwise defined under the Highway Traffic Act and CVOR regulations.

Daily Inspection (Pre-Trip Inspection)- The inspection required under HTA Regulation 199/07, completed within the previous 24 hours, using the applicable Schedule.

Demerit Points- Points assigned by the Ministry of Transportation of Ontario (MTO) for driving offences under the Highway Traffic Act.

Driver- Any employee authorized to operate a Township vehicle, whether full-time, part-time, seasonal, or contract.

Fit-for-Duty- A condition in which an employee is mentally, physically, and legally capable of safely operating a vehicle, free from impairment due to fatigue, alcohol, cannabis, drugs, or medical conditions.

GPS- Electronic systems installed in Township vehicles that record location, movement, speed, idling, and operational data to support safe driving practices, maintenance planning, and compliance with Township policies and applicable legislation.

Internal Points- Points assigned by the Township under Section 7.6 for monitoring and corrective action.

Joint Health & Safety Committee (JHSC)-A legislated committee of worker and management representatives responsible for reviewing workplace incidents, identifying hazards, and making recommendations to improve health and safety in accordance with the Occupational Health and Safety Act.

Light Duty Vehicle- Any Township vehicle with a gross vehicle weight rating (GVWR) under 4,500 kg.

Major Defect- A defect listed as “major” in the applicable inspection schedule that prohibits the vehicle from being operated until repaired.

Minor Defect- A defect listed as “minor” in the applicable inspection schedule that does not prevent the vehicle from being operated but must be reported and repaired as soon as reasonably possible.

Non-Preventable Accident- An accident in which the employee took all reasonable precautions and could not have avoided the incident.

Operator: The Operator is the Township’s designated individual (Manager of Public Works) responsible for ensuring compliance with Commercial Vehicle Operator’s Registration (CVOR) requirements and all applicable vehicle-maintenance and inspection regulations

Preventable Accident: An accident in which the employee failed to take reasonable actions to avoid the incident, regardless of fault or legal liability.

Preventative Maintenance Service (PMS)- Scheduled maintenance performed at defined intervals to ensure safe and reliable operation of commercial motor vehicles.

Supervisor- The person responsible for overseeing employee performance, training, and compliance with this policy.

5. Roles and Responsibilities

Employees are responsible for:

- Operating Township vehicles safely.
- Completing required inspections.
- Reporting defects immediately.
- Following all traffic laws.
- Reporting accidents immediately.
- Being fit for duty before operating a vehicle.

Supervisors and Administration are responsible for:

- Monitoring employee compliance.
- Ensuring driver training is completed.
- Investigating accidents.
- Monitoring driver abstracts.
- Taking corrective action when required.

6. Driver Requirements

6.1 Driver Eligibility

Drivers must:

- Hold a valid Ontario Drivers licence.
- Hold a valid Commercial Drivers licence when required as part of your duties.
- Report licence suspensions or points.

6.2 Distracted Driving

Employees are prohibited from using a hand-held mobile device while operating a Township vehicle. This includes texting, calling, emailing, or any other use of a hand-held phone or electronic device while the vehicle is in motion or stopped in traffic. The use of a hands-free Bluetooth device is permitted, however employees are encouraged to limit calls to essential communications and to end calls if road or weather conditions require their full attention. Violations of this policy may result in corrective action as outlined in Section 7.6 and are subject to applicable fines and demerit points under the Highway Traffic Act.

6.3 Fit for Duty and Impairment

All employees must be fit for duty before operating any Township vehicle. This means the employee is mentally, physically, and legally capable of safely operating a vehicle and is free from any impairment that could affect their judgment, reaction time, or ability to control the vehicle.

Employees must not operate a Township vehicle if impaired by one or more of the following:

- Alcohol or cannabis.
- Illegal drugs or substances.
- Prescription or over-the-counter medication that causes drowsiness, dizziness, or otherwise affects the ability to drive safely.
- Fatigue or sleep deprivation is sufficient to impair safe operation.
- Any medical condition that temporarily or permanently affects the ability to drive safely.

6.4 Employee Responsibilities

Employees are responsible for:

- Self-assessing their fitness before each shift or before operating a vehicle.
- Notifying their supervisor immediately if they are unable to safely operate a vehicle for any reason.
- Disclosing to their supervisor if prescribed medication may affect their ability to drive, without being required to disclose the specific medication or condition.

6.5 Supervisor Responsibilities

Supervisors are responsible for monitoring employees for signs of impairment before and during a shift. If a supervisor has reasonable grounds to believe an employee is impaired, the supervisor must:

- Remove the employee from vehicle operation immediately.
- Notify the CAO or designate.
- Document the observations and actions taken.
- Arrange safe transportation home for the employee if required.
- Not leaving the employee alone if there is any concern for their safety.

6.6 Consequences of Impairment

Operating a Township vehicle while impaired is a serious safety violation and will result in corrective action. Impairment by alcohol or drugs while operating a vehicle may also result in criminal charges under the Criminal Code of Canada.

6.7 Hours of Service Compliance

Employees operating commercial motor vehicles must adhere to all applicable driving time and rest requirements as per the Commercial Vehicle Operator Registration (CVOR) hours of service requirements including maximum driving times, on-duty limits and mandatory rest periods.

6.8 GPS Monitoring

The Township utilizes GPS systems in the majority of Township vehicles to support safe driving practices, improve operational efficiency, assist with maintenance planning, and ensure compliance with Township policies and applicable legislation. GPS data may be used for:

- Verifying vehicle location and routing.
- Monitoring idling, speeding, harsh braking, and unsafe driving behaviors.
- Supporting accident investigations.
- Supporting CVOR compliance and defect reporting.
- Scheduling preventative maintenance.
- Responding to public complaints regarding vehicle operation.

Employees are prohibited from tampering with, disabling or interfering with the GPS units. GPS data may be reviewed by supervisors for operational, safety and investigative purposes.

7. Driver Training and Evaluation

7.1 Driver Training

Training is an essential component of an effective fleet maintenance and safety program. The quantity and frequency of training provided for new and current employees will vary depending on qualifications and the complexity of their jobs. A combination of theoretical and practical training will be utilized. This may include classroom training in the following:

- Policy and procedures
- Rules and regulations
- Accident and emergency procedures
- Defensive driving techniques
- Basic cargo equipment and trailer handling methods
- CVOR responsibilities and defect reporting
- Fit-for-duty expectations (fatigue, impairment, medication considerations)
- Winter operations and seasonal hazards

Practical training is also essential and may include:

- Pre-trip inspections and problem reporting.
- Maintenance schedules and defect escalation.
- Defensive driving.
- Equipment familiarization.
- Cargo handling.

7.2 Refresher Training Requirements

Refresher training ensures that all Township drivers maintain the knowledge, skills, and judgment required to safely operate municipal vehicles. Training supports continuous improvement, reduces accidents and promotes a consistent standard across all departments.

Refresher training will occur:

- Annually for all employees who operate Township vehicles
- Following any accident.
- Following accumulation of demerit points as outlined in Section 7.6.
- Following CVOR violations or inspection failures
- When new equipment or vehicle types are introduced
- When an employee demonstrates unsafe driving behavior

Supervisors are responsible for identifying and ensuring training is being completed by employees.

7.3 Driver Evaluation

Full and part time employees driving records will be checked at least annually and placed in the employee's file. Supervisors and administration staff will review and evaluate the following:

- Driver abstracts
- CVOR driver abstract
- CVOR violations
- Accident history
- Training history
- Any documented unsafe driving behaviors

Supervisors will meet with employees to recognize safe driving records and develop an action plan where required based on the evaluation criteria in section 7.3.

Action plans may include, but are not limited to:

- Additional training
- Increased monitoring including more frequent driver abstract searches.
- Temporary restrictions on driving Township vehicles.

7.4 Driver Abstract Monitoring

The Township monitors driver abstracts and points accumulation to ensure all employees operating municipal vehicles maintain safe driving habits, remain legally eligible to drive, and uphold the Township's obligations under the Highway Traffic Act and CVOR requirements. Driver abstract searches may also be performed as part of the hiring process for new employees or candidates within the fire service.

7.5 Trigger Based Driver Abstract Checks

The Township will complete annual driver abstract reviews for all employees who operate Township vehicles. Additional abstract checks may be completed after:

- A collision or incident involving a Township vehicle.
- A complaint related to driving behavior.
- Unsafe or aggressive driving observed by a supervisor.
- CVOR violations or inspection failures.
- Any situation suggesting a change in license status of an employee.

Additional enhanced driver abstracts will be retained in the employee's file.

7.6 Driving Privileges- Internal Point Based Thresholds

The Township will follow the internal thresholds listed in the table on page 9 to determine when retraining or suspension of driving privileges with Township vehicles is required.

All employees who operate Township vehicles are required to notify their Supervisor immediately upon receiving any demerit points, criminal charges or suspensions on their driving record. This includes points resulting from convictions, or any other offence under the Highway Traffic Act. Failure to disclose accumulated points is considered a breach of this policy and may result in corrective action.

Driving Privileges- Internal Point Based Thresholds

<u>Points</u>	<u>Township Action</u>	<u>MTO Action (Provincial)</u>
0-2	No Action	No Action
3-5	- Meet with employee. - Provide verbal warning.	No Action
6-8	- Meet with employee. - Develop and implement mandatory training plan. - Increased monitoring. - Increase driver abstract searches.	No Action Written notice.
9-14	- Internal suspension for driving Township vehicles. - CAO and Supervisor to review and provide written letter of suspension including duration. - All training must be completed and documented prior to lifting internal suspension. - Documentation maintained in employee's file.	Mandatory MTO interview; failure results in suspension
15+	- Employee is prohibited from operating Township vehicles. - CAO to complete accommodation review as per CUPE and Personnel Policy.	30-day licence suspension

8. Accident Reporting and Investigation

8.1 Accident Response

Employees involved in an accident must prioritize safety and follow required steps. If capable and it is safe to do so, the employee shall:

- Check for injuries to themselves and others.
- Contact emergency services as required (EMS/Fire/Police)
- Provide first aid within their level of training.
- Notify their supervisor as soon as reasonably possible.
- Avoid disturbing the scene unless necessary or when directed by emergency personnel.

- Document the scene by taking photographs, noting vehicle positions, road conditions, and any contributing factors if safe to do so.
- Gather witness names, contact and insurance information.

Employees must remain at the scene until released by police or emergency services unless medical treatment and transport is required.

8.2 Accident Reporting and Investigation

Employees involved in a motor vehicle accident must complete an Accident Report Form (Appendix A) and submit it to their supervisor within 24 hours of the incident. Supervisors must ensure all required documentation is collected, including:

- Photographs.
- Police reports or file number (if applicable).
- Witness statements.
- Any relevant CVOR inspection or enforcement documents.

Supervisors must forward all relevant documents and information to the

- CAO
- The Townships insurance provider
- Chair of the Joint Health and Safety Committee.

8.3 Health and Safety Committee Review

The Chair of the Joint Health & Safety Committee will receive all accident reports involving Township vehicles. Based on the severity of the incident, the potential for recurrence, or any identified safety concerns, the Chair may:

- Place the accident on the agenda for the next scheduled quarterly JHSC meeting, or
- Call a special meeting of the Committee to review the incident sooner when timely action is required.

The Committee will review the available information to determine:

- Whether the accident was preventable or non-preventable.
- Contributing factors.
- Any hazards, unsafe conditions, or unsafe behaviors involved.

- Recommended corrective actions (if any).
- Recommendations for preventing similar accidents.

The Committee will prepare a report and submit it to the Senior Management Team for review and implementation of recommendations if necessary.

8.4 Corrective Action

Corrective action is determined by the nature of the employee's actions prior to the accident, the severity of the incident, and the employee's overall driving history with the Township. The goal of corrective action is to address unsafe behaviours, prevent recurrence, and ensure the continued safe operation of Township vehicles.

Decisions regarding corrective actions will be made by the supervisor in consultation with the CAO which may include:

- Coaching to review expectations, safe-driving practices, and contributing factors.
- Additional training, including defensive driving, CVOR compliance, pre-trip inspections, or equipment-specific training.
- Increased monitoring, including temporary check-ins, ride-along, or abstract reviews.
- Temporary restrictions on driving Township vehicles, including limiting the employee to certain vehicle types or prohibiting operation of commercial motor vehicles.
- Suspension of driving privileges for Township vehicles when risk is elevated or when required under Section 7.6 (Driving Privileges- Internal Point Based Thresholds).
- Disciplinary action, up to and including termination, when warranted by the severity of the incident, repeated unsafe behavior, or failure to follow policy requirements.

All corrective actions will be documented in the employee's personnel file.

9. Vehicle Maintenance

9.1 General Requirements

Proper vehicle maintenance ensures safe, reliable operation, reduces breakdowns, improves fuel efficiency, and supports compliance with the Highway Traffic Act, CVOR requirements, and occupational health and safety obligations. All Township vehicles

must be maintained in a condition that always ensures safe operation. Seasonal preparation, including winterization, must be completed annually.

The Township divides fleet maintenance into two categories

9.2 Light Duty Trucks (GVWR under 4500 kilograms)

- All light-duty vehicles must be maintained in accordance with the manufacturer's recommendations and Township preventative maintenance schedules.
- Winter tires or all weather tires with the 3 peak mountain snowflakes must be installed from November 1 to April 30 each year to ensure consistent traction and safety during winter conditions.
- After any tire change, wheel fasteners must be re-torqued within 100 km to ensure proper seating and safety.
- Preventative maintenance for light-duty vehicles will be scheduled and tracked through CityWide work orders. Invoices support cost documentation but do not replace the requirement to complete PMS at defined intervals. The vehicle owner's manual must be consulted for additional maintenance requirements. Appendix B is for reference.
- All maintenance and repair records must be retained for the duration of the Township's ownership of the vehicle.
- Vehicle repairs shall be documented electronically through Work Orders to track cost and repair history.

Records regarding all maintenance and repair on the vehicle shall be maintained for the duration of ownership by the Township.

9.3 Commercial Motor Vehicles (GVWR over 4500 kilograms)

Commercial motor vehicles are subject to specific inspection, maintenance, and record-keeping requirements under the Highway Traffic Act and CVOR program. These include:

- Daily Inspections (HTA Regulation 199/07).
- Periodic Mandatory Inspections (HTA Regulation 611).
- Preventative Maintenance Service (PMS) at defined intervals.

9.4 Daily Inspections

Drivers must conduct a daily inspection of the vehicle before operation using the appropriate inspection schedule. The inspection:

- Must be completed within the previous 24 hours.
- Must be documented on a Daily Inspection Report. (Duplicate copies).
- Must be carried in the vehicle.
- The second copy must be filed at the office.
- Must list all defects found.
- Must be signed by the person who conducted the inspection.
- Drivers must monitor the vehicle's condition throughout the day and record any defects discovered while on route.
- To facilitate an efficient emergency response, Fire Department vehicles will be inspected post trip.

9.5 Inspection Conducted by Another Person

A daily inspection may be completed by another qualified individual (e.g., another driver, maintenance staff). The person conducting the inspection must sign the report and is responsible for its accuracy. The driver using the vehicle must sign the report to acknowledge acceptance of the inspection unless they have reason to believe it is incomplete or inaccurate.

9.6 Inspection Schedules

Drivers must use the inspection schedule appropriate to the vehicle type. Schedule 1 (Appendix C) applies to trucks, tractors, and trailers. A converter-dolly must be inspected as part of the trailer it is carrying and again when attached to a different trailer.

Drivers must carry and produce valid inspection reports upon request of an MTO or police officer. Some Township equipment may have additional inspection books or checklists specific to that unit. These internal checklists supplement, but do not replace, the legislated inspection schedules required under HTA Regulation 199/07.

10. Vehicle Defects

10.1 Recording Defects

Drivers must record defects immediately after the initial inspection, upon discovery while travelling (at the first safe opportunity), or at the end of the trip or day.

10.2 Reporting Defects

All minor and major defects listed in the inspection schedule must be reported to the department Supervisor immediately. Reporting may be done in person, by phone, in writing, or electronically.

10.3 Driving with Defects

- Minor defects: The driver may continue to operate the vehicle if the defect is recorded and reported.
- Major defects: The vehicle must not be operated until repaired. Vehicle can only return to service once a qualified mechanic has signed off on the repair.

While drivers may have a defense for operating with a minor defect that is properly recorded and reported, the operator (Township) may still be charged.

11. Mandatory Commercial Motor Vehicle Inspections

11.1 Frequency

Annual inspections are required for trucks, trailers, and converter dollies. These inspections:

- Must be completed by a licensed mechanic at an MTO-licensed inspection station.
- They are valid for 12 months.
- Results in a sticker placed on the vehicle and a certificate/report issued.

11.2 Preventative Maintenance Service (PMS)

The Township maintains its commercial vehicles proactively to ensure safe operation and CVOR compliance. Each CMV must receive a complete PMS at intervals normally between 200 and 250 hours of operation and not exceeding three months.

The Public Works Manager will assign a qualified mechanic based on:

- professional qualifications
- prior service quality
- value for funds expended

Mechanics must complete the Township's Preventative Maintenance Service Report Form (Appendix D) and attach it to the invoice.

Fire Department vehicles will receive a complete PMS at least annually.

12. Records and Documentation

The Township maintains records for:

- Daily inspection reports must be retained for at least six months.
- If a daily inspection report is used to record repairs, it becomes a maintenance record and must be retained for two years, or six months after the vehicle leaves service, whichever is longer.
- Work Orders are to be created on Citywide for fleet and truck maintenance repairs.
- Accident reports must be retained for seven years.
- CVOR-related documents must be retained in accordance with MTO requirements.
- All inspection and maintenance records must be stored at the operator's principal place of business or designated location for MTO Inspections.

13. Program Monitoring and Evaluation

The Fleet Management & Safety Program will undergo an annual review conducted by the Public Works Manager and Director of Operations in collaboration with administration and all supervisors. The review will include evaluating:

- Accident Reports.
- Defect Reports.
- CVOR Data
- Maintenance Records.

This ensures the program remains effective and aligned with operational needs.

APPENDIX A

TOWNSHIP OF EDWARDSBURGH/CARDINAL

AUTOMOBILE INCIDENT REPORT

AUTOMOBILE INCIDENT REPORT

Copies of All Incidents are to be forwarded to:

General Information	
Address where loss occurred including postal code	Date of loss (dd/mm/yy) Time of loss
Please give general description of Accident	
Witness Information	
Name and address of a witness(es) to the incident:	
Telephone number where witness(es) can be reached:	
General Conditions	
Weather Conditions at the time of Accident	☐ Clear and Sunny ☐ Cloudy ☐ Fog ☐ Freezing Rain ☐ Hail ☐ Ice ☐ Mist Patches ☐ Not applicable ☐ Other ☐ Overcast ☐ Rain ☐ Snow ☐ Strong Winds
Weather Conditions Description:	
Road Conditions:	☐ Clear ☐ Dry ☐ Flooded ☐ Gravel Covered ☐ Icy ☐ Muddy ☐ Obstructed (Vehicle or other Objects) ☐ Salted ☐ Sanded ☐ Slippery ☐ Snow covered ☐ Under Repair ☐ Uneven/ Potholes ☐ Wet ☐ Other – Please Describe
No. of occupants in each vehicle including driver Insured's Third party's	Were seatbelts in use at time of the accident? ☐ Yes ☐ No
Were the authorities' contacted if yes who ie (police, fire, EMS)?	Was a report number given? ☐ Yes ☐ No IF YES Report No.

If police / Fire Department contacted and if available please provide:					
Name of officer & Division			Badge number		
Were citations/charges issued? ☐ Yes ☐ No IF YES:					
To Whom?			For what violation?		
Insured's Vehicle & Employee Information					
Employee Driving the vehicle - Name, Title and Division					
Home Telephone		Work Telephone		Driver's license no.	Date of birth dd/mm/yy)
Lessor's name and address (if not owned)			Home Telephone		Work Telephone
Vehicle Year	License Plate No.	Make	Model	Vin Number	Province Issued
Vehicle's current location		Area of damage	Estimate (\$)		Telephone number
Description of damage/including cargo if applicable					
Current status of vehicle ☐ Drivable ☐ Towed from accident scene			Were any employees injured in this accident? ☐ Yes ☐ No IF YES PLEASE COMPLETE:		
Was the employee injured in ☐ Third party vehicle ☐ Insured's Vehicle or a ☐ Pedestrian					
Body Part	☐ Abdomen ☐ Chest ☐ Ear(s) ☐ Eye(s) ☐ Face ☐ Head ☐ Lower Back ☐ Neck ☐ Nose Bleed ☐ Pelvis		Left ☐ Ankle ☐ Arm ☐ Elbow ☐ Finger(s) ☐ Foot ☐ Hand ☐ Hip ☐ Knee ☐ Lower Leg ☐ Shoulder		Right ☐ Ankle ☐ Arm ☐ Elbow ☐ Finger(s) ☐ Foot ☐ Hand ☐ Hip ☐ Knee ☐ Lower Leg ☐ Shoulder

	☐ Teeth ☐ Trauma/Shock ☐ Upper Back	☐ Thigh ☐ Toe(s) ☐ Wrist	☐ Thigh ☐ Toe(s) ☐ Wrist		
Please provide general description of injuries					
What treatment was given? (IF YES Please check) ☐ No medical treatment ☐ Minor on site remedies ☐ Minor clinic or hospital ☐ Emergency evaluation ☐ Hospitalization for more than 24 hours					
If available Name and Address of treating physician/medical provider:					
If available Name and Address of treating hospital/clinic:					
If more than one employee in the vehicle please complete for each employee "Insured's Vehicle & Employee Information"					
Third Party Information					
Driver's name and address (including postal code)	Home Telephone	Work Telephone	Date of birth (dd/mm/yy)		
	Driver's license no.		Class		
Covered by other insurance? ☐ Yes ☐ No IF YES , Company name Policy No.					
If different from Driver, Owner's name and address		Home Telephone	Work Telephone		
Lessor's name and address (if not owned)					
Vehicle Year	License Plate No.	Make	Model	Vin Number	Province Issued
Vehicle's current location			Estimate (\$)		Telephone number
Area of damage					
Description of damage include cargo if applicable					
Current status of vehicle ☐ Drivable ☐ Towed from accident scene			Did third party sustain an injury? ☐ Yes ☐ No IF YES PLEASE COMPLETE:		
Was the third party injured in ☐ Claimant's vehicle ☐ Insured's Vehicle or a ☐ Pedestrian					
Name and address of injured party			Telephone number		
Injured Body Part		Left	Right		

	☐ Abdomen ☐ Chest ☐ Ear(s) ☐ Eye(s) ☐ Face ☐ Head ☐ Lower Back ☐ Neck ☐ Nose Bleed ☐ Pelvis ☐ Teeth ☐ Trauma/Shock ☐ Upper Back	☐ Ankle ☐ Arm ☐ Elbow ☐ Finger(s) ☐ Foot ☐ Hand ☐ Hip ☐ Knee ☐ Lower Leg ☐ Shoulder ☐ Thigh ☐ Toe(s) ☐ Wrist	☐ Ankle ☐ Arm ☐ Elbow ☐ Finger(s) ☐ Foot ☐ Hand ☐ Hip ☐ Knee ☐ Lower Leg ☐ Shoulder ☐ Thigh ☐ Toe(s) ☐ Wrist
Please provide general description of injuries			
What treatment was given? (IF YES Please check) ☐ No medical treatment ☐ Minor on site remedies ☐ Minor clinic or hospital ☐ Emergency evaluation ☐ Hospitalization for more than 24 hours			
If available Name and address of treating physician/medical provider:			
If available Name and address of treating hospital/clinic:			
If more than one Third Party in vehicle/injured please complete for each party “Third Party Information”			
Anything related to the incident you would like to add Please include any documents including Police and EMS reports if available and photographs with this report.			

Appendix B

Light Duty Trucks (less than 4500kgs GVW)

Preventative Maintenance Service Schedule



FLEET MANAGEMENT AND SAFETY PROGRAM

Light Duty Trucks (less than 4500kgs GVW) Preventative Maintenance Service

Every Daily Use	At Fuel Stops	Monthly	Every 4000 to 7000 km	Annually
Visual inspection of general condition includes tires, lights, windows, fluid leaks	Engine Oil Check	Tire inflation check	Change oil and filter	Perform all services listed in the 4000-7000 km interval. Winter tire installation (Nov 1-April 15)
	Engine Coolant level Check	Tire wear inspection	Engine coolant level check	Engine cooling system inspection
	Windshield Washer fluid level Check	Fluid level checks (brake, power steering, washer, coolant)	Windshield washer fluid level check	Chassis components lubrication
		Visual leak detection	Tire inflation Check	Four-wheel drive vehicles – transfer case fluid level check and add fluid where required
		Battery visual inspection	Tire wear inspection	Engine air cleaner filter inspection
			Rotate tires	Body components lubrication
				Restraint system components check
			Windshield wiper blade inspection for wear, cracking and cleaning	Steering and suspension inspection

Appendix C

Schedule 1: Daily Inspection of Trucks, Tractors and Trailers (HTA Reg. 199/07)

Preventative Maintenance Service Schedule

Daily inspection of trucks, tractors and trailers

<u>Number</u>	<u>Component</u>	<u>Minor Defects</u>	<u>Major Defects</u>
1	Air Brake System	a. audible air leak. b. slow air pressure build-up rate.	a. pushrod stroke of any brake exceeds the adjustment limit. b. air loss rate exceeds prescribed limit. c. inoperative towing vehicle (tractor) protection system. d. low air warning system fails or system is activated. e. inoperative service, parking or emergency brake.
2	Cab	a. occupant compartment door fails to open.	a. any door fails to close securely.
3	Cargo Securement	a. insecure or improper load covering.	a. insecure cargo. b. absence, failure, malfunction or deterioration of required cargo securement device or load covering.
4	Coupling Devices	a. coupler or mounting has loose or missing fastener.	a. coupler is insecure or movement exceeds prescribed limit. b. coupling or locking mechanism is damaged or fails to lock. c. defective, incorrect or missing safety chain or cable.
5	Dangerous Goods		a. dangerous goods requirements not met.
6	Driver Controls	a. accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.	
7	Driver Seat	a. seat is damaged or fails to remain in set position.	a. seatbelt or tether belt is insecure, missing or malfunctions.
8	Electric Brake System	a. loose or insecure wiring or electrical connection.	a. inoperative breakaway device. b. inoperative brake.
9	Emergency equipment	a. emergency equipment is missing, damaged or defective.	
10	Exhaust System	a. exhaust leak, except as described in Column 3.	a. leak that causes exhaust gas to enter the occupant compartment.

<u>Number</u>	<u>Component</u>	<u>Minor Defects</u>	<u>Major Defects</u>
11	Frame and Cargo Body	a. damaged frame or cargo body.	a. visibly shifted, cracked, collapsing or sagging frame member.
12	Fuel System	a. missing fuel tank cap.	a. insecure fuel tank. b. dripping fuel leak.
13	General		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 because of being cracked, broken, damaged, missing or maladjusted. b. required mirror or glass has broken or damaged attachments onto vehicle body.	
15	Heater / Defroster	a. control or system failure.	a. defroster fails to provide unobstructed view through the windshield.
16	Horn	a. vehicle has no operative horn.	
17	Hydraulic Brake System	a. brake fluid level is below indicated minimum level. b. parking brake is inoperative.	a. brake boost or power assist is not operative. b. brake fluid leak. c. brake pedal fade or insufficient brake pedal reserve. d. activated (other than anti-lock braking system) warning device. e. brake fluid reservoir is less than 1/4 full.
18	Lamps and Reflectors	a. required lamp does not function as intended. b. required reflector is missing or partially missing.	When use of lamps is required: a. failure of both low-beam headlamps. b. failure of both rearmost tail lamps. At all times: a. failure of a rearmost turn-indicator lamp. b. failure of both rearmost brake lamps.

<u>Number</u>	<u>Component</u>	<u>Minor Defects</u>	<u>Major Defects</u>
19	Steering	a. steering wheel lash (free-play) is greater than normal.	a. steering wheel is insecure or does not respond normally. b. steering wheel lash (free play) exceeds prescribed limit.
20	Suspension System	a. air leak in air suspension system. b. a broken spring leaf. c. suspension fastener is loose, missing or broken.	a. damaged or deflated air bag. b. cracked or broken main spring leaf or more than one broken spring leaf. c. part of spring leaf or suspension is missing, shifted out of place or is in contact with another vehicle component. d. loose U-bolt.
21	Tires	a. damaged tread or sidewall of tire. b. tire leaking.	a. flat tire. b. tire tread depth is less than wear limit. c. tire is in contact with another tire or any vehicle component other than mudflap. d. tire is marked “Not for highway use”. e. tire has exposed cords in the tread or outer sidewall area.
22	Wheels, Hubs and Fasteners	a. hub oil below minimum level (when fitted with sight glass). b. leaking wheel seal.	a. wheel has loose, missing or ineffective fastener. b. damaged, cracked or broken wheel, rim or attaching part. c. evidence of imminent wheel, hub or bearing failure.
23	Windshield Wiper	a. control or system malfunction. b. wiper blade is damaged, missing or fails to adequately clear driver’s field of vision.	<i>When use of wipers or washer is required:</i> a. wiper or washer fails to adequately clear driver’s field of vision in area swept by driver’s side wiper.

This Schedule is reproduced from Ontario Regulation 199/07 under the Highway Traffic Act. Drivers must use this Schedule when conducting daily inspections of trucks, tractors, and trailers.

Footnotes (from Ontario Regulation 199/07): (1) Adjustment limits are set out in the applicable Technical Standards Document. (2) Air loss rate limits are set out in the applicable Technical Standards Document. (3) Cargo securement requirements are set out in National Safety Code Standard 10. (4) Coupling device movement limits are set out in the applicable Technical Standards Document. (5) Dangerous goods requirements are set out in the Transportation of Dangerous Goods Act and regulations. (6) Required mirrors are those prescribed under the Highway Traffic Act. (7) Required view means the field of vision prescribed under the Highway Traffic Act. (8) Required lamps are those prescribed under the Highway Traffic Act. (9) Required reflectors are those prescribed under the Highway Traffic Act. (10) Steering wheel free-play limits are set out in the applicable Technical Standards Document. (11) Tire tread wear limits are prescribed under the Highway Traffic Act.



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Appendix D

PREVENTATIVE MAINTENANCE PROGRAM REPORT

PREVENTATIVE MAINTENANCE PROGRAM REPORT

TRUCK:		KILOMETERS:		PLATE NO:	
COMPONENT	CHECK IF OKAY	X FOR REPAIR S	COMPONENT	CHECK IF OKAY	X FOR REPAIR S
Sheet Metal, Body, Floor Pan			(Bent/Loose/Cracked)		
Glass (Left & Right)			(Studs Broken/Nuts Missing or Loose)		
W/Wipers (Left & Right)			Parking Brake		
Mirrors			Brakes – Air		
Horn			Hoses – Line – Couplings		
Fuel System			Valves – Shut Off ballcocks – Tanks		
Exhaust System			Chambers		
Light/Reflectors/Connector			Linings – Drums		
Steering			Audible Air Leaks		
Steering Box Insecure			Push Rod Travel Excessive		
Tie Rod Ends (Left & Right)			Warning Device Inoperative		
Drag Link (Front & Rear)			Slow Build Up		
Power Steering			Bolts – Loose - Missing		
(Anchor Loose/Leaks)			Other Defects (Specify)		
Steering Wheel Play			Condition/Presence of P.V.C. & Plates		
Suspension & Frame			Validity Sticker		
Spring/Shackles/U-bolts			Valid Ownership copies in Cab		
Equalizers-Torque Rods			Operating Authorities		
Frame/Crossmember Cracks			Extinguisher/Flares/First Aid Kit Fastened Down & Charged		
Tires			Backup Alarm		
Wheels					

2026-40 Fleet Management and Safety Program Policy

Final Audit Report

2026-07-03

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