

etc. Some jobs may require combinations of these licence classes. Indicate the position requires a Valid licence,

- note that applicants must submit a current driver's abstract with their application and that this will be a factor in considering which applicant is selected,
- note that applicants must have a good driving record and that a practical driving test will be a part of the interview process, and
- note that a pre-employment medical verification of ability to operate a vehicle will be requested from external applicants (and internals if possible), and that job offers will be conditional on providing such medical documentation.

Once an employee is hired, a fleet safety program should address what measures are taken to ensure that defensive driver training is ongoing and that a process is in place to periodically review employee driving records. An employee's personal driving record can effect your fleet insurance costs, since that person will be viewed as an increased risk and this cost will be calculated during re-assessments.

The review process may involve the following;

- upon commencing employment, an employee should be sent to a DDC (Defensive Driver Training Course),
- annually obtain driver's abstracts for all drivers. If a driver has accumulated six or more demerit points he/she should be brought in for an interview to discuss their driving record and sent on a DDC refresher course,
- every 2 years send all drivers (regardless of their driving record) to a refresher DDC,
- if an employee loses their driver's licence they should not be allowed to operate any fleet vehicle or equipment.

Vehicle Accidents

A fleet safety program should address what should be done in the event of an accident. The responsibility for reporting an accident rests with the vehicle operator. An accident investigation kit should be located in all vehicles (these are usually available from your insurance carrier). All vehicles should contain copies of the vehicle ownership, current insurance policy # and carrier, and CVOR #, if applicable. If an accident occurs the following should be done;

- Call the police, obtain the name, address and insurance information from the other driver involved, obtain the names and addresses, telephone number of any witnesses, the name and badge # of the police officer,
- If appropriate, draw a sketch of the accident and write a description of what happened.
- If a camera is available take pictures of the vehicles and accident scene, and
- Report the accident to your Supervisor at the earliest opportunity.

Accident Review

A review of all accidents is a critical procedure in a fleet safety program to try and eliminate future similar incidents. Vehicle accidents should be reviewed by a departmental manager, fleet safety board, or fleet safety officer to determine whether the accident was preventable. Accidents can only be reduced through an investigation to correct them. Accident reviews should be viewed as constructive and not a witch hunt. It is vitally important to ensure that drivers/operators learn from their driving errors so they are not repeated.

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