

**HRI**

# HRI Vehicle Training

- License Requirements
- Commercial Vehicle Operator Registration (CVOR)
- Driving Logs
- Transportation of Dangerous Goods (TDG)
- What are your Responsibilities
- Your Rights with Ministry of Transportation (MTO)/ Police
- Driving with a trailer
- Working for HRI and your Crew Boss Bonus



# HRI: License Requirements



**Management is required to hold the following Drivers License:**

Class G is required for the following;

- any car, van or combination

- Maximum of 11 passengers

- Trailer under 4,500 kg

- Total weight can not be more than 11,000kg

# HRI: License Requirements con't



## Class F

If you have more than 11 passenger seats, and less than 24 you must have class F

# HRI: License Requirements con't



## Class C

If you have more than 24 passengers you need a Class C

*Important:* **With a Class C you are able to drive Class F**

# HRI: License Requirements con't



## Class A

If you have a trailer over 4,500 kg you must have Class A

# HRI: CVOR



Commercial Vehicle Operator's Registration

# HRI: CVOR

- **When vehicles need a CVOR:**
  - Trucks with a gross weight or registered gross weight over 4,500 kg
  - buses with a seating capacity of 10 or more passengers

# CVOR operator responsibilities

- A CVOR operator (HRI) is the company responsible for the operation of a fleet of commercial motor vehicles. Operators are responsible for all the drivers and vehicles in their operation, including:
  - the conduct of the driver
    - employing qualified and licensed drivers
    - monitoring the safety performance of drivers, including hours of service
    - resolving driver safety issues when they are identified

# **CVOR operator responsibilities con't**

- The mechanical safety condition of the vehicle

keeping vehicles in good, safe condition at all times

ensuring that daily semi-annual and annual inspections are completed

- The shipping of goods or passengers in the vehicle

ensuring load security

## **CVOR operator responsibilities con't**

- Keeping records on file (e.g. vehicle repairs, kilometers travelled per year, annual inspection reports, etc.)
- Notifying the Ministry of Transportation of changes to names, addresses, telephone numbers, fleet data, kilometric travel, changes in corporate officers, etc.
- Renewing your CVOR certificate and not allowing your CVOR to expire

# Evaluating a operator's performance



# CVOR

- If HRI accumulates enough convictions we loose our CVOR.....**We can not operate!!!!** And every conviction increases our driver insurance!!!!



- It is up to all of us to ensure we are in compliance with CVOR Regulations. *Please study the following slides as you will be responsible for this paperwork*

# Your Driving Documents Checklist

- There are 3 Logs that you REQUIRE!
  - **1. Driver Log:** That you will keep on your person
  - **2. Circle Check:** That you will keep on your person
  - **3. Maintenance Log:** That will stay with the vehicle
- There are 3 Documents you REQUIRE in the vehicle!
  - **4. Vehicle insurance**
  - **5. Ownership**
  - **6. Annual inspection certificate and the white copy in the vehicle book (yellow sticker on van)**

# **1. Driver Logs and; 2. Circle Checks**

- Driver Logs and Circle Checks are required when you are driving;
- Commercial motor vehicles having gross weight or registered gross weight over 4,500 kilograms – normal passenger trucks are under this weight
- Buses, school buses and school-purposes buses

# Driver Logs and Circle Checks con't

- Where do you get them?
  - Any truck stop has them
  - Recommend getting the ones that include the circle checks
  - Recommend getting the ones that have the circle checks on the back of the driver log (they are smaller and easier to keep neat and tidy)
- How many do I need?
  - You will need a minimum of 2 books
  - Please show up with these when you come in April

# Driver Logs – How to fill them out

The following Log Book is very poorly filled out

**DAILY LOG**

Date - 3rd May Drivers Name - Benny Carter Co-Driver Name - \_\_\_\_\_  
Operator Name - Benny Carter Cycle - ☒ 7 day / ☐ 14 day  
P.P.O.B. Address - \_\_\_\_\_  
Terminal Address - Bisset Creek End Odometer - 128459 Personal  
CMV Plate / Prov. - AH26337 Start Odometer - 12810  
Trailer Plate / Prov. - \_\_\_\_\_ Distance Driven - \_\_\_\_\_

	Midnight	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Midnight	TOTAL
Off-Duty Time Other than in Sleeping Berth																										
Off-Duty Time in a Sleeping Berth																										
Driving Time																										
On Duty Time Other Than Driving Time																										

Remarks \_\_\_\_\_

Certified Accurate - \_\_\_\_\_ Off-Duty Deferral - ☐ Day 1 / ☐ Day 2

# Driver Logs – whats wrong with this Log?

- Starting from the Top
  - No Year
  - Address of departure not complete
  - Total number of Km not present
  - Start line not present (What was he doing before his line)
  - Hrs of each not filled out
  - No signature
  - No indication of location on bottom
- Each error is considered a major fine (\$450)

# Driver Logs – How to fill them out

The following Log Book is correctly filled out

**DRIVER'S DAILY LOG (24 HOURS)**  
USE TIME STANDARD AT HOME TERMINAL

1. ☒ 70 HR / 7 DAY CYCLE 2. ☐ 120 HR / 14 DAY

DAY 31 MONTH 07 YEAR 14

NAME OF CARRIER: HERITAGE REFORESTATION INC.  
DRIVER'S NAME IN FULL (PLEASE PRINT): WAYNE BOWES  
NAME OF CO-DRIVER (PLEASE PRINT):  
MAIN OFFICE ADDRESS: 1418 MT. ST. PATRICK ROAD DAKRE ONT.  
DRIVER'S SIGNATURE: Wayne Bowes  
TRUCK LICENSE PLATE #: AD51231  
ADDRESS OF ORIGINATING TERMINAL: SAME AS ABOVE  
TRAILER LICENSE PLATE #: 1. L1989C 2. ONT.  
DESTINATION: GOGAMA ONT.  
TOTAL TRUCK HOURS TODAY: 703202  
ENDING ODOMETER: 702974  
STARTING ODOMETER: 702974  
MILES/KMS DRIVEN TODAY:

DAY START TIME (IF OTHER THAN MIDNIGHT):

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	TOTAL HOURS
1. OFF DUTY																										3:15
2. SLEEPER BERTH																										16:30
3. DRIVING																										3
4. ON DUTY (NOT DRIVING)																										1:15

REMARKS

24

24 HOURS

IF DEFERRED OFF DUTY:  
☐ DAY 1  
☐ DAY 2

MANIFEST/BILL OF LADING #

SHIPPER & COMMODITY

PREVIOUS 14 DAYS

DATE	TOTAL HOURS ON DUTY	TOTAL HOURS OFF DUTY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

ENTER NAME OF PLACE YOU REPORTED; WHERE RELEASED FROM WORK, WHEN AND WHERE EACH CHANGE OF DUTY OCCURRED.

END ODO

START ODO

DRIVER'S DAILY VEHICLE INSPECTION REPORT

☒ PRE-TRIP ☐ POST-TRIP

# Driver Logs – how to fill them out

**DRIVER'S DAILY LOG**  
**REGISTRE JOURNALIER**  
(24 HOURS) / (24 HEURES)

Starting Odometer / Lecture kilométrique - départ: 12330  
Ending Odometer / Lecture kilométrique - fin: 13112  
Total Distance Driven Today / Distance totale parcourue aujourd'hui: 782 km

License Plate(s) (show all units) / Numéro(s) de plaque d'immatriculation (indiquer chaque unité): 676 28H

Home Terminal Name and Address / Nom et adresse du terminal: 1418 Mt St Patrick Rd, Dacre, ON, H8T 1R1

Principal Place of Business Name and Address / Nom et adresse de la principale place d'affaires: Allison DeKempff

Driver's Name / Nom du conducteur: Allison DeKempff

Driver's Full Signature / Signature du conducteur: [Signature]

I certify these entries are true and correct: / Je certifie que ces renseignements sont exacts et précis:

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	TOTAL HOURS / Total des heures
1. Off-duty time other than time spent in a sleeper berth / Temps de repos autre que le temps dans la couchette																										8
2. Off-duty time spent in a sleeper berth / Temps de repos dans la couchette																										
3. Driving time / Durée de conduite																										14
4. On-duty time other than driving time / Temps de service autre que la durée de conduite																										2

REMARKS / REMARQUES: Marathon, Wawa, Skull Ste Main, Sudbury, Pembroke.

If deferred off duty: / Temps de repos différé:  
(✓)  
☐ Day 1 / Jour 1  
☐ Day 2 / Jour 2

SHIPPING DOCUMENTS: / DOCUMENTS À EXPÉDIER:

PREVIOUS 14 DAYS	DAY / JOUR	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Total hours on duty / Total des heures en														

Personal Use / Usage personnel:  
Start ODO / Lecture kilométrique - départ:

# Driver Logs (Good, but)

- Arrows on previous slide indicate:
  - This has to add to 24 and be present
  - Must also have duty cycle indicated (usually 70)

- As recommended, you should have a driver log book that includes Circle Check

PRINTED IN CANADA

# Circle Checks

- Circle Checks are physical training, you will receive before you start driving!
- Please read through and familiar yourself with your 'Vehicle Inspection Procedure' as indicated in your 'Driver's Daily Log'
- Take note of the 'Major Defects'
- We will be going through them all, there are 19 of them!!!

# Circle Checks – Vehicle Inspection Procedure

## NATIONAL SAFETY CODE STANDARD 13

(Revised 2003)

### Schedule 1 - Truck, Tractor and Trailer

#### Application

This schedule applies to trucks, tractors and trailers or combinations thereof exceeding a registered gross vehicle weight of 4,500 kg (or according to individual provincial regulations).

The following defect codes have been established by J. J. Keller & Associates, Inc., and have not been endorsed or approved by any jurisdictional government. Defect codes are an acceptable method of reporting defects in some jurisdictions. Record the applicable defect code(s) on the DVIR and present this Schedule to an inspector upon request.

Some exceptions may apply to the vehicle inspection; consult your jurisdiction's trip inspection regulations for more details.

Inspection Item	Defect(s)	Major Defect(s)	Inspection Item	Defect(s)	Major Defect(s)
1. Air Brake System	a – Audible air leak b – Slow air pressure build-up rate	c – Pushrod stroke of any brake exceeds the adjustment limit d – Air loss rate exceeds prescribed limit e – Inoperative towing vehicle (tractor) protection system f – Low air warning system fails or system is activated g – Inoperative service, parking or emergency brake	7. Driver Seat	a – Seat is damaged or fails to remain in set position	b – Seatbelt or tether belt is insecure, missing or malfunctions
2. Cab	a – Occupant compartment door fails to open	b – Any door fails to close securely	8. Electric Brake System	a – Loose or insecure wiring or electrical connection	b – Inoperative breakaway device c – Inoperative brake
3. Cargo Securement	a – Insecure or improper load covering	b – Insecure cargo c – Absence, failure, malfunction or deterioration of required cargo securement device or load covering	9. Emergency Equipment and Safety Devices	a – Emergency equipment is missing, damaged or defective	
4. Coupling Devices	a – Coupler or mounting has loose or missing fastener	b – Coupler is insecure or movement exceeds prescribed limit c – Coupling or locking mechanism is damaged or fails to lock d – Defective, incorrect or missing safety chain/cable	10. Exhaust System	a – Exhaust leak	b – Leak that causes exhaust gas to enter the occupant compartment
5. Dangerous Goods		a – Dangerous goods requirements not met	11. Frame and Cargo Body	a – Damaged frame or cargo body	b – Visibly shifted, cracked, collapsing or sagging frame member(s)
6. Driver Controls	a – Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly		12. Fuel System	a – Missing fuel tank cap	b – Insecure fuel tank c – Dripping fuel leak
			13. General		a – 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 as a result of being cracked, broken, damaged, missing or maladjusted b – Required mirror or glass has broken or damaged attachments onto vehicle body	

# Circle Checks - General Rules for Drivers

**The following General Rules apply when you are filling out your Circle Checks.**

## **1. Daily requirement**

- A driver must have 10 hours off-duty in a day.
- A driver cannot drive more than 13 hours in a day.
- A driver cannot drive after 14 hours on-duty in a day.

## **2. Mandatory off-duty time**

- After a period of at least eight hours off-duty, a driver cannot drive more than 13 hours.
- After a period of at least eight hours off-duty, a driver cannot drive after having been on-duty for 14 hours.
- After a period of at least eight hours off-duty, a driver cannot drive after 16 hours has elapsed.

# Circle Checks - General Rules for Drivers con't

## 3. Cycle requirement

- An operator shall designate a cycle for the driver to follow.
- There are two cycles available, a seven-day cycle or a 14-day cycle.
- In a period of seven consecutive days, a driver cannot drive after having been on-duty for 70 hours.

# Circle Checks - General Rules for Drivers con't

- In a period of 14 consecutive days, a driver cannot drive after having been on-duty for 120 hours. Drivers following this cycle shall not drive after accumulating 70 hours on-duty without having taken 24 consecutive hours of off-duty time.

On any day, all drivers must have a period of at least 24 consecutive hours off-duty in the preceding 14 days.

The MTO wants to see what you've been doing over the past 14 days. This means filling out a logbook every day, even when off-duty

# Transportation of Dangerous Goods (TDG)

- For the purpose of working for HRI all managers and operators are required to have their TDG
- Completing this Training will certify you to Transport Dangerous Goods for HRI
- TDG license is needed for transporting:
  - Propane
  - Gas and Diesel in containers over 2000 liters



# TDG – when you need it while working with HRI

- If you are transporting less than 2000 liters of fuel or diesel in a container smaller than 2000 liters you do not require a TDG license
- If you are transporting 100 liters of fuel in a container that has a capacity of more than 2000 liters you require a TDG license
- If you are transporting a 100lb cylinder of Propane you do not require a TDG license
- If you are transporting 5 or more 100lb cylinders you require a TDG license





- Your TDG license is not transferable to other companies
- What you need to transport dangerous goods for HRI
  - Valid G drivers license
  - TDG Certificate from HRI
  - Placards that can be seen from the front and back of vehicle
  - Shipping Document

# TDG – Info you need to know

- There are 9 classifications of Dangerous Goods
  1. Explosives
  2. Gases (Propane)
  3. Flammable Liquids (Gas and Diesel)
  4. Flammable Solids
  5. Oxidizing Substances
  6. Toxic & Infectious Substances
  7. Radioactive Material
  8. Corrosives

# TDG – Info you need to know con't

- You can only transport Dangerous Goods in approved containers
  - Our Tanks have tags on them and a URL number. There is a date associated with all tags and they can not be more than 5 years out
- There are 3 Packaging Groups This must be indicated on the Shipping Documents
  1. Packaging Group 1 (Most Dangerous)
  2. Packaging Group 2 (Gas)
  3. Packaging Group 3 (Diesel)
  - Note There is no Packaging Group for Propane and this has to be indicated on the Shipping Documents

# **TDG – Info you need to know**

You must have an emergency plan! (Refer to our Health and Safety manual)

# TDG-Placards



Diesel



Propane



Gasoline



If you are transporting all three you must display Propane UN number

# TDG-Shipping Document

SHIPPING DOCUMENT								
Destination(City-Town) Name: <i>Company ABC</i> Address: <i>1234 Main St.</i> <i>Town, Province</i>			Consignor Name: <i>Company DEF</i> Address: <i>5678 1st Avenue</i> <i>Town, Province</i>					
Name of carrier <i>Transport ABC</i> <div style="display: inline-block; text-align: center;">             Prepaid <input checked="" type="checkbox"/>             Collect <input type="checkbox"/> </div>			Transport unit no. <div style="text-align: center; font-size: 1.5em;">1</div>					
Point of origin			Shipping date <div style="font-size: 1.2em;">05/01/2005</div>		Shipper's no. <div style="font-size: 1.2em;">1234</div>			
<b>REGULATED DANGEROUS GOODS</b>			24 HOUR NUMBER : <i>613-996-6666</i> ERP reference & telephone number : <i>N/A</i>					
Shipping name (technical name) if applicable			class primary	class subsidiary	UN number	packing group/ risk group	quantity	packages requiring labels
<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"><i>Gasoline</i></div>			<div style="font-size: 1.2em;">3</div>	<div style="font-size: 1.2em;">—</div>	<div style="font-size: 1.2em;">1203</div>	<div style="font-size: 1.2em;">II</div>	<div style="font-size: 1.2em;">6000L</div>	<div style="font-size: 1.2em;">—</div>
THIS IS TO CERTIFY THAT THE ABOVE NAMED ARTICLES ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELLED AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE TRANSPORTATION OF DANGEROUS GOODS REGULATIONS								
<b>SPECIAL INSTRUCTIONS</b>								
<b>NON REGULATED GOODS</b>								
Packages	Description of articles						Weight	
Received in apparent good order							<div style="text-align: center;">               Shipper's signature           </div>	
Received above in apparent good order			Driver's signature				Drivers' no.	

# **TDG: What you need to know!**

## **Training Required:**

1. Definition of the nine classes of dangerous goods and their associated hazards;
2. Shipping names, classes, UN numbers and packing groups for the dangerous goods that are normally encountered on the job;
3. Safety marks such as labels and placards that are used to identify the different classes of dangerous goods that are normally encountered on the job;

# **TDG: What you need to know!**

## **Training Required con't:**

1. Knowledge of the information that must be on a shipping document;
2. The requirements regarding mixed loads and the need for segregation of incompatible dangerous goods;
3. The proper selection and use of means of containment for the dangerous goods;
4. What to do if the shipping documents, placards, labels, other safety marks or means of containment seem inadequate or incorrect;

# **TDG: What you need to know!**

## **Training Required con't:**

1. What constitutes an accidental release and the reporting requirements if an accident happens;
2. Proper use of all equipment that is used in the handling, offering for transport and/or transportation of dangerous goods;
3. Emergency Response Assistance Plans (ERAP) requirements if a plan is required.

# Your Driving Responsibilities

- 
- A firefighter in full gear, including a helmet and a yellow reflective vest, is working in a forest. The firefighter is positioned in the lower center of the frame, surrounded by dense green foliage and fallen logs. The background shows a line of tall, thin trees under a cloudy sky.
- **MOST IMPORTANT IS THE SAFETY OF YOUR PASSENGERS!!!!**
    - Driving Safely
    - Keeping vehicle safe
    - Maintaining a safe attitude
    - Creating a professional connection with your workers
  - Maintaining your Logs
    - On going safety checks
    - Communicating with your supervisors

# Your Rights with OPP and MTO



- You must state your argument
- Getting a ticket for a minor infraction compared to a major
- You have to reason, SO argue with them
- 90% of the time if you have a good point they will reduce your ticket...saving you money and HRI's CVOR
- If you get a personal ticket it does not effect HRI CVOR and you still eligible to get your 30% Bonus
- Explain that you have had the training and how it will effect your pay
- Let them know that this is your first time doing this and it will not happen again
- Share your victories with the OPP and MTO with your co-workers and make sure they do not make the same mistake!
- Make sure you make your point before the OPP return to their vehicle to write up the ticket!
- Have all documents neat and ready to go for inspection
- Keep the van clean, the officer's impression when he looks in the window makes a difference

# Examples of Major Safety Hazards

- Door not Opening



# Examples of Major Safety Hazards

- Driving with bad tires



# Examples of Major Safety Hazards

- Detached Roof Rack



# Examples of Major Safety Hazards

- Fluid Leaks by the tires



# Examples of Major Safety Hazards

- Major Fluid leaks under vehicle



# Examples of Major Safety Hazards

- Bumper held on by yellow rope



# Examples of Major Safety Hazards

- Major Brake Problems



# HRI: Driving with a Trailer

- Make sure the lights work
- Make sure you have the right hook up
- Make sure the trailer is level
- Check the Wheels
- Make sure you have safety chains and that they are crossed to your vehicle
- Make sure you have safety pin

# HRI: Trailer being level



# HRI: TEST! (You will need the internet)

Questions:

- 1) If you are driving the Ford 550 and you are pulling a 4500 liter fuel trailer and the tank is full of gas. You have a class G license, are you allowed to drive this vehicle? And Why?

Notes: On the side of the driver door it indicates that the GVW is 11,000 kg, the Tare weight of the F550 is 4300kg. The Tare weight of the trailer as indicated on the trailer is 1000 kg. Gas weighs 7 lb per Gal and water weighs 10 lb per Gal

A. Same question but you are carrying water?

– What do you require for Documentation? (hint; there is 10)

- 1) If you have a Crummy and it is a F550 with 2 bench seats, and there are 10 bus bench seats in the back with one passenger in the cab, can you drive this vehicle if you have a Class F? And Why?

- 1) If you are Transporting 100 liters of gasoline in a 2200 L capacity container and 400 liters of Diesel, what Documentation do you require and what UN Placard do you use on the vehicle?

1)

# HRI: TEST! (You will need the internet)

What happens if HRI loses our CVOR?

What is a professional attitude toward your workers? Give an example.

How do you determine if a defective attribute on your vehicle is a major defect?

What class is Diesel under the Dangerous Goods Act of Ontario?

Where can you get a Dangerous Goods Shipping Document?

What Packaging Group does Gas fall into?

Can you drive after a full day of work, according to the Ministry of Transportation? Why?

If you are a crew boss and you are getting a van, what do you check to make sure you have on the outside of the van? What do you need for Documentation before you go anywhere?

# HRI: Test Results

- In order for you to drive for HRI you must answer all questions and return your answers to this address. Please send your answers in a word document. Thanks
- [jwd@heritageinc.ca](mailto:jwd@heritageinc.ca)
- Any wrong answers will be returned to you and you will have to do more research.
- Good Luck!!!



# HRI

■ LET'S ALL BE SAFE!!

