

The Canadian Chemical Producers' Association and the Ontario Trucking Association - Tank Truck Division have participated in assembling a document entitled "Canadian Motor Carrier Evaluation". It is intended that this evaluation process will be used as an information data base for safety purposes only. While the information obtained from carrying out evaluations using this document as a guide will be useful in arriving at decisions concerning safety matters, any shipper, carrier or any other person relying on this guide or the results therefrom does so at their own risk and neither of the associations mentioned above, their employees or their member companies accept any responsibility for the accuracy or authenticity of the said form or the uses made of it.

JANUARY 1988

CANADIAN MOTOR CARRIER EVALUATION

CORPORATE PROFILE

CARRIER TYPE L.T.L. _____ TRUCKLOAD _____ BULK TANK _____ OTHER _____

OTHER _____

NO. TERMINALS _____

SERVICES PERFORMED COMMON CARRIER _____ CONTRACT _____

OTHER _____

NO. OF PERSONNEL	ADMINISTRATIVE/MAINTENANCE	_____
	COMPANY UNION DRIVERS	_____
	COMPANY NON-UNION DRIVERS	_____
	CONTRACT DRIVERS	_____
	OWNER-OPERATORS	_____

EQUIPMENT:

POWER UNITS

STRAIGHT TRUCKS:

OWNED/LONG-TERM LEASED BY COMPANY	_____
SHORT-TERM LEASED BY COMPANY	_____
OWNER-OPERATED	_____

TRACTORS:

OWNER/LONG-TERM LEASED BY COMPANY	_____
SHORT-TERM LEASED BY COMPANY	_____
OWNER-OPERATED	_____

TRAILERS:

VANS COMPANY OWNED/LONG-TERM LEASED	_____
VANS SHORT-TERM LEASED/OWNER-OPERATED	_____
TANKS OWNED/LONG-TERM LEASED	_____
TANKS SHORT-TERM LEASED/OWNER-OPERATED	_____

TANK TYPES OPERATED _____

COMMENTS _____

CANADIAN MOTOR CARRIER EVALUATION

SAFETY PROFILE

DESCRIBE YOUR INSURANCE POLICY: (POLICY LIMITS) _____

REPORTABLE ACCIDENT RATE * PER MILLION VEHICLE MILES

CURRENT YEAR _____ PREVIOUS YEAR _____ TWO YEARS PRIOR _____

DOES YOUR COMPANY CLASSIFY PREVENTABLE AND NON-PREVENTABLE ACCIDENTS?
IF SO, HOW? _____

WHAT PERCENTAGE OF YOUR ACCIDENTS WERE NON-PREVENTABLE?

CURRENT YEAR _____ PREVIOUS YEAR _____ TWO YEARS PRIOR _____

DESCRIBE YOUR ACCIDENT INVESTIGATION PROCEDURE: (WHEN DONE, BY WHOM,
IS IT MANDATORY? TYPE OF RECORD KEPT): _____

ACCIDENT INVESTIGATION REVIEWED BY: _____

OWNER-OPERATORS: ACCIDENT POLICY, RECORDS, INVESTIGATION, REVIEW IF
DIFFERENT FROM COMPANY DRIVERS: _____

DO YOU HAVE A POLICY OF DISCIPLINE FOLLOWING AN ACCIDENT? _____

DO YOU HAVE FULL-TIME SAFETY DIRECTORS? _____

IF SO, TO WHOM DO THEY REPORT? _____

IF NOT, HOW IS SAFETY MANAGED IN YOUR ORGANIZATION? _____

* AN ACCIDENT IS DEFINED IN ACCORDANCE WITH SECTION 394.3 OF TITLE 49 OF THE U.S. CODE OF FEDERAL REGULATIONS: "AN OCCURRENCE INVOLVING A MOTOR VEHICLE OPERATED BY A MOTOR CARRIER (SUBJECT TO THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS) RESULTING IN (1) DEATH OF A HUMAN BEING, OR (2) BODILY INJURY TO A PERSON WHO, AS A RESULT, RECEIVES MEDICAL TREATMENT AWAY FROM THE SCENE OF THE ACCIDENT, AND/OR TOTAL DAMAGE TO ALL PROPERTY AGGREGATING \$2,000 OR MORE BASED ON ACTUAL COST OR RELIABLE ESTIMATE".

CANADIAN MOTOR CARRIER EVALUATION

EMPLOYMENT PROCEDURES

COMPANY EMPLOYEES

EXPERIENCE REQUIRED: TRACTORS _____
TRAILERS _____

ARE NEW EMPLOYEES GIVEN A COMPANY ROAD TEST? (BY WHOM) _____

DO YOU CHECK EMPLOYMENT HISTORY? _____

IF SO, WHAT PERIOD DO YOU CHECK? _____ YRS

HOW CHECKED: _____ BY _____

DO YOU OBTAIN AN INITIAL LICENCE ABSTRACT? _____

INITIAL PERIOD _____ RECHECK PERIOD _____

RECHECKED EVERY _____ MONTHS

DO YOU MAKE A MEDICAL CHECK? _____ RECHECK PERIOD _____

WHAT CRITERIA DO YOU HAVE FOR REVIEWING A DRIVER'S RECORD? _____

THE DECISION TO HIRE IS MADE BY (LIST TITLE) _____

WHEN IS DRIVER TRAINING GIVEN

INITIAL _____ SUBSEQUENT _____ FREQUENCY: _____ MTHS

TOPICS COVERED (I = INITIAL ONLY, S = INITIAL AND SUBSEQUENT)

FUEL ECONOMY _____ SPEED POLICY _____ DEFENSIVE DRIVING _____

ALCOHOL/DRUG ABUSE _____ COMPANY RULES/POLICIES _____

DANGEROUS GOODS REGULATIONS _____

ACCIDENT AND EMERGENCY PROCEDURES _____

LOADING AND UNLOADING PROCEDURES _____ CUSTOMER REQUIREMENTS _____

PRODUCTS COVERED UNDER LOAD/UNLOAD PROCEDURES _____

DO YOU HAVE A DRIVER'S HANDBOOK? _____ HOW ARE TRAINING RECORDS
MAINTAINED? _____

BY WHOM IS TRAINING MANAGED? _____

CANADIAN MOTOR CARRIER EVALUATIONEMPLOYMENT PROCEDURESOWNER OPERATORS

EXPERIENCE REQUIRED: TRACTORS _____

TRAILERS _____

ARE NEW EMPLOYEES GIVEN A COMPANY ROAD TEST? (BY WHOM) _____

DO YOU CHECK EMPLOYMENT HISTORY? _____

IF SO, WHAT PERIOD DO YOU CHECK? _____ YRS

HOW CHECKED: _____ BY _____

DO YOU OBTAIN AN INITIAL LICENCE ABSTRACT? _____

INITIAL PERIOD _____ RECHECK PERIOD _____

RECHECKED EVERY _____ MONTHS

DO YOU MAKE A MEDICAL CHECK? _____ RECHECK PERIOD _____

WHAT CRITERIA DO YOU HAVE FOR REVIEWING A DRIVER'S RECORD? _____

THE DECISION TO HIRE IS MADE BY (LIST TITLE) _____

WHEN IS DRIVER TRAINING GIVEN

INITIAL _____ SUBSEQUENT _____ FREQUENCY: _____ MTHS

TOPICS COVERED (I = INITIAL ONLY, S = INITIAL AND SUBSEQUENT)

FUEL ECONOMY _____ SPEED POLICY _____ DEFENSIVE DRIVING _____

ALCOHOL/DRUG ABUSE _____ COMPANY RULES/POLICIES _____

DANGEROUS GOODS REGULATIONS _____

ACCIDENT AND EMERGENCY PROCEDURES _____

LOADING AND UNLOADING PROCEDURES _____ CUSTOMER REQUIREMENTS _____

PRODUCTS COVERED UNDER LOAD/UNLOAD PROCEDURES _____

DO YOU HAVE A DRIVER'S HANDBOOK? _____ HOW ARE TRAINING RECORDS

MAINTAINED? _____

BY WHOM IS TRAINING MANAGED? _____

CANADIAN MOTOR CARRIER EVALUATION

EMPLOYMENT PROCEDURES

CONTRACT DRIVERS

EXPERIENCE REQUIRED: TRACTORS _____
TRAILERS _____

ARE NEW EMPLOYEES GIVEN A COMPANY ROAD TEST? (BY WHOM) _____

WHO CHECKS EMPLOYMENT HISTORY? _____

IF SO, WHAT PERIOD IS CHECKED? _____ YRS

HOW CHECKED: _____ BY _____

DO YOU OBTAIN AN INITIAL LICENCE ABSTRACT? _____

INITIAL PERIOD _____ RECHECK PERIOD _____

RECHECKED EVERY _____ MONTHS

WHO MAKES A MEDICAL CHECK? _____ RECHECK PERIOD _____

WHAT CRITERIA IS THERE FOR REVIEWING A DRIVER'S RECORD? _____

THE DECISION TO HIRE IS MADE BY (LIST TITLE) _____

TRAINING PROCEDURES

INITIAL _____ SUBSEQUENT _____ FREQUENCY: _____ MTHS

TOPICS COVERED (I = INITIAL ONLY, S = INITIAL AND SUBSEQUENT)

FUEL ECONOMY _____ SPEED POLICY _____ DEFENSIVE DRIVING _____

ALCOHOL/DRUG ABUSE _____ COMPANY RULES/POLICIES _____

DANGEROUS GOODS REGULATIONS _____

ACCIDENT AND EMERGENCY PROCEDURES _____

LOADING AND UNLOADING PROCEDURES _____ CUSTOMER REQUIREMENTS _____

PRODUCTS COVERED UNDER LOAD/UNLOAD PROCEDURES _____

DO YOU HAVE A DRIVER'S HANDBOOK? _____ HOW ARE TRAINING RECORDS
MAINTAINED? _____

BY WHOM IS TRAINING MANAGED? _____

CANADIAN MOTOR CARRIER EVALUATION

DRIVER MANAGEMENT

COMPANY DRIVERS

STATE YOUR SPEED POLICY _____

DO YOU USE TACHOGRAPHS? _____ WHEN AND BY WHOM ARE THEY CHECKED?

DESCRIBE YOUR SPEED CONTROL EQUIPMENT, IF ANY _____

STATE YOUR ROAD SURVEILLANCE PRACTICE _____

HOW DO YOU HANDLE CITIZEN'S COMPLAINTS? _____

WHAT IS YOUR HOURS OF SERVICE POLICY? _____

HOW IS IT ENFORCED? _____

STATE YOUR POLICY FOR COMPULSORY BREAKS _____

STATE HOW AND WHEN YOUR DRIVERS ARE REQUIRED TO CALL-IN _____

DO YOU HAVE A DRIVER PERFORMANCE REVIEW? _____

IF SO, HOW IS IT CARRIED OUT? _____

COMMENTS: _____

CANADIAN MOTOR CARRIER EVALUATION

EMPLOYMENT PROCEDURES

OWNER OPERATORS

STATE YOUR SPEED POLICY _____

DO YOU USE TACHOGRAPHS? _____ WHEN AND BY WHOM ARE THEY CHECKED?

DESCRIBE YOUR SPEED CONTROL EQUIPMENT, IF ANY _____

STATE YOUR ROAD SURVEILLANCE PRACTICE _____

HOW DO YOU HANDLE CITIZEN'S COMPLAINTS? _____

WHAT IS YOUR HOURS OF SERVICE POLICY FOR OWNER-OPERATORS? _____

HOW IS IT ENFORCED? _____

STATE YOUR POLICY FOR COMPULSORY BREAKS _____

STATE HOW AND WHEN YOUR OWNER-OPERATORS ARE REQUIRED TO CALL-IN _____

DO YOU HAVE AN OWNER-OPERATOR PERFORMANCE REVIEW? _____

IF SO, HOW IS IT CARRIED OUT? _____

COMMENTS: _____

CANADIAN MOTOR CARRIER EVALUATION

DRIVER MANAGEMENT

CONTRACT DRIVERS

STATE YOUR SPEED POLICY _____

DO YOU USE TACHOGRAPHS? _____ WHEN AND BY WHOM ARE THEY CHECKED?

DESCRIBE YOUR SPEED CONTROL EQUIPMENT, IF ANY _____

STATE YOUR ROAD SURVEILLANCE PRACTICE _____

HOW DO YOU HANDLE CITIZEN'S COMPLAINTS? _____

WHAT IS YOUR HOURS OF SERVICE POLICY? _____

HOW IS IT ENFORCED? _____

STATE YOUR POLICY FOR COMPULSORY BREAKS _____

STATE HOW AND WHEN YOUR CONTRACT DRIVERS ARE REQUIRED TO CALL-IN _____

DO YOU HAVE A DRIVER PERFORMANCE REVIEW? _____

IF SO, HOW IS IT CARRIED OUT? _____

COMMENTS: _____

CANADIAN MOTOR CARRIER EVALUATION

EQUIPMENT MAINTENANCE

COMPANY EQUIPMENT

STRAIGHT TRUCKS _____ TRACTORS _____ VANS _____ TANKS _____

REPLACEMENT POLICY _____

PURCHASING SPECIFICATION POLICY _____

VEHICLE INSPECTION - DRIVERS (Y/N) (IF YES, F = WRITTEN FORM USED)

PRE TRIP _____ POST TRIP _____ DURING TRIP: FREQUENCY _____

POST TRIP INSPECTION FOLLOW-UP: _____

MAINTENANCE POLICY

WHERE REGULAR MAINTENANCE PERFORMED:

COMPANY SHOP FOR FOLLOWING TERMINALS _____

OUTSIDE SHOP FOR FOLLOWING TERMINALS _____

DO YOU HAVE A WRITTEN PREVENTIVE MAINTENANCE PROGRAM? _____

IF SO, PLEASE DESCRIBE: _____

MAJOR OVERHAUL POLICY FOR TRACTORS: _____

MAJOR OVERHAUL POLICY FOR TRAILERS: _____

TIRE REPLACEMENT POLICY:

STEERING _____ DRIVE _____ TRAILER _____

RECAPS USED _____ IF YES, WHERE? _____

HOW DO YOU ENSURE YOUR MAINTENANCE POLICY IS CARRIED OUT? _____

CANADIAN MOTOR CARRIER EVALUATION

EQUIPMENT MAINTENANCE (cont'd)

CARGO TANK INSPECTION AND TESTING

DESCRIBE YOUR CARGO TANK INSPECTION AND TESTING PROCEDURES (INCLUDING
ANCILLARY EQUIPMENT): _____

OWNER - OPERATOR

IS YOUR OPERATION, INSPECTION, AND MAINTENANCE POLICY FOR OWNER-
OPERATOR'S EQUIPMENT THE SAME AS THAT FOR COMPANY EQUIPMENT?

IF NOT, HOW DOES IT DIFFER? _____

HOW DO YOU ENSURE ADEQUATE INSPECTION OF YOUR OWNER-OPERATOR'S
EQUIPMENT? _____

DO OWNER-OPERATORS HAVE TO COMPLETE VEHICLE TRIP INSPECTIONS? (Y/N)

PRE TRIP _____ POST TRIP _____ DURING TRIP: FREQUENCY _____

IF SO, WHAT IS THE POST TRIP INSPECTION FOLLOW-UP? _____

CANADIAN MOTOR CARRIER EVALUATION

EMERGENCY RESPONSE

WRITTEN PROCEDURES _____

HOW DOES DRIVER RESPOND TO AN EMERGENCY? _____

WHO CONTACTS SHIPPER AND WHEN? _____

SHIPPER/CARRIER CONTACT LIST: KEPT _____ WHERE? _____

WHO UPDATES LIST? _____ HOW OFTEN? _____

PRODUCT E.R. PROCEDURE REVIEWED WITH SHIPPERS _____

BY WHOM/FREQUENCY _____

COMPANY RESPONSE TEAM _____ OUTSIDE CONTRACT _____

IF COMPANY: WHO TRAINS? _____ FREQUENCY _____

HOW IS RESPONSE TEAM ACTIVATED? _____

WHO CONTACTS AUTHORITIES? _____

DRIVER EQUIPMENT CARRIED _____

DO DRIVERS CARRY COPY OF PROCEDURES? _____

HOW OFTEN ARE PROCEDURES REVIEWED WITH DRIVERS? _____

COMPANY _____ O/OPERATORS _____ CONTRACT _____

BY WHOM? _____

DOES CARRIER HAVE RECOVERY DRUMS? _____

DOES YOUR COMPANY HAVE ITS OWN TANK CLEANING FACILITIES? _____

WHAT DO YOU DO WITH RESIDJES LEFT FROM CLEANING? _____

COMMENTS: _____

MOTOR CARRIER SAFETY SELECTION CRITERIA

A GUIDE TO THE EVALUATION OF
THE SAFE PERFORMANCE OF MOTOR CARRIERS

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HIGHWAY SUB COMMITTEE

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INTRODUCTION

The Canadian Chemical Producers Motor Carrier Evaluation is a voluntary program designed to assist its members in fulfilling their commitments to the principle of transporting chemicals and chemical products in a manner which minimizes the risk of injury to the general population along transportation routes, to persons involved in the transportation cycle, as well as to the environment.

The Evaluation is also intended to foster the safe transportation of chemicals by the motor carrier industry by providing an independent audit of a carrier's safety program and encouraging the use of those carriers with high standards. It is not intended to evaluate a carrier's rates, means of financing, or operations, apart from the safety aspects. It is left to each individual member to decide whether the evaluation indicates that a given carrier is acceptable to transport their products.

The Canadian Chemical Producers Association and the Ontario Trucking Association - Tank Truck Division have participated in assembling a document entitled "Canadian Motor Carrier Evaluation". It is intended that this evaluation process will be used as an information data base for safety purposes only. While the information obtained from carrying out evaluations using this document as a guide will be useful in arriving at decisions concerning safety matters, any shipper, carrier or any other person relying on this guide or the results therefrom does so at their own risk and neither of the associations mentioned above, their employees or their member companies accept any responsibility for the accuracy or authenticity of the said form or the uses made of it.

INTRODUCTION - CONT'D

PRINCIPLES OF THE MOTOR CARRIER EVALUATION

The Motor Carrier Evaluation is a voluntary effort developed by the chemical industry. The Evaluation was drawn up to increase safety in the movement of dangerous and non-dangerous cargo, and is accomplished by surveying key areas of a carrier's safety program. The Evaluation was developed by the Canadian Chemical Producer's Association with assistance from the Tank Truck Division of the Ontario Trucking Association. Key elements of the initial program include:

- * Participation in the program is open to all carriers.
- * An evaluation form (attached) will be completed for participating carriers on an approximate two-year cycle.
- * The evaluation will be conducted by two shippers representatives knowledgeable in motor carrier operations and safety criteria. The evaluation will not be completed by the carrier without the shipper present.
- * The form will be signed by the corporate level executive of the carrier and one of the shipper representatives.
- * The carrier will maintain the completed evaluation forms for the use of those interested in using that firm's service.
- * The survey is designed to evaluate the adequacy of a carrier's safety program and is not intended to evaluate that carrier's rates, means of financing, or operations (apart from the safety aspect). It would be left to each individual shipper to decide whether the evaluation indicates that a given carrier is acceptable to transport that shipper's products.
- * Private carriers are encouraged to participate in this program.
- * The CCPA and Tank Truck Division of OTA will review the program and issue public progress reports periodically. They will also modify the form and elements of the program as necessary based on this review.
- * The survey is intended to replace individual member company programs, preventing duplication of effort by both carriers and member companies.

EVALUATION SYSTEM

1. Carrier completes survey form, either on their own initiative, or at the request of a CCPA member company.
2. Carrier returns completed form to the Canadian Chemical Producers Association, who will forward it to the Transportation and Distribution, Highway Sub Committee.
3. The Highway Sub Committee will appoint two persons who will meet with the carrier, review the responses and also conduct a site/terminal audit of the responses.
4. The interviewers will complete an evaluation form, sign it and return to the carrier for review and signature by an officer of the carrier.
5. Once signed, the evaluation will be filed by both the Canadian Chemical Producers Association for access by its members and by the carrier who may distribute it as they see fit.
6. Each member company of the CCPA will assess the findings of the survey based on the requirements of their operations.

SELECTION CRITERIA

The selection of a carrier is the responsibility of each member company. However, in order to assist member companies in making an evaluation the Highway Sub Committee has prepared the following guide.

The guide recommends which criteria the Highway Sub Committee considers are satisfactory (acceptable) and which criteria they are advocating (preferred) in selecting motor carriers. These recommendations are broken down for five levels of carrier employment.

Level 1 - TDGA Schedule XII Shipments.

Level 2 - Bulk Hazardous Materials Shipments
(other than those under Schedule XII)

Level 3 - Bulk Non-Hazardous or Truckload non bulk hazardous shipments

Level 4 - Less than truckload hazardous shipments

Level 5 - Less than truckload non-hazardous or local dry freight cartage
operations

These levels are used to help the member use each section of the CCPA Motor Carrier Evaluation.

SECTION 1 - CORPORATE PROFILE

Members of the CCPA should be using carriers who are committed to safety, have experience in hauling their types of products and are stable corporate entities.

The format of a carriers operations i.e. whether their equipment is owned or leased, whether their drivers are company employees, contract or owner operators, is not important, rather it is how their equipment and employees are managed and controlled that is.

The size of a carriers operations, the availability and variety of equipment, the geographical scope of operations is related to each members individual needs and is provided in this survey for information purposes and there are no acceptable criteria.

SECTION 2 - SAFETY PERFORMANCE

In reviewing the safety profile the member should look at the indications of a commitment to safety from the carriers accident rate, accident review and actions taken, as well as to the priority that safety is given in the organization. The level of insurance defines the amount of protection that is afforded to a shipper, but does not necessarily relate to the safety record.

Insurance

Expenses arising from the spills of chemicals can be high, if a carrier cannot cover the costs of an incident then the shipper is next in line. Liability insurance is therefore an important criteria depending on the degree of risk present. Collision insurance is strictly a business decision, many large carriers will self insure and there are no acceptable criteria for this.

	Level	1	2	3	4	5
Liability Insurance	Acceptable	7	5	2	1	1.0
(in \$ million)	Preferred	10	10	5	2	2

Care should be taken to ensure that insurance is current.

Reportable Accident Rate

For the purposes of defining an accident the committee selected that given in Section 394.3 of the U.S. Title 49 Code of Federal Regulations - "An occurrence involving a motor vehicle operated by a motor carrier (subject to the Federal Motor Carrier Safety Regulations) resulting in (1) Death of a human being (2) Bodily injury to a person who, as a result, receives medical treatment away from the scene of the accident, and/or total damage to all property aggregating \$4,400 or more based on actual cost or reliable estimate".

SECTION 2 - SAFETY PERFORMANCE - CONT'D

Care should be shown in interpreting numerical data as it is dependent on the carriers record keeping, since there are no regulatory requirements for carriers to keep this information in Canada. Carriers may have definitions that are significantly different from that chosen by the committee. A higher rate arising from a stricter definition and very precise record keeping maybe preferable to a rate from a looser system. Close attention should be paid to differences in mixed company/contract/owner operator fleets.

	Level	1	2	3	4	5
Accident Rate	Acceptable	1.0	1.0	1.5	2.0	2.5
(per million miles)	Preferred	<1.0	<1.0	1.0	1.5	1.5
Accident Investigation	Acceptable	All	All	All	Def.	Def.
(Def = as defined in 394.3)	Preferred	All	All	All	All	All

Accident investigation without follow up or further action does not indicate a real commitment to safety. A written accident discipline procedure that is enforced reinforces the committment to safety of a carrier to its employees.

	Level	1	2	3	4	5
Accident Policy	Acceptable	Yes	Yes	Yes	-	-
	Preferred	Yes	Yes	Yes	Yes	Yes

The safety organization that a carrier has will depend to some extent on it's size as well as the management philosophy. There are no general criteria that are recommended here other than a large carrier should preferably have a full time safety director reporting directly to a senior executive and in a smaller operation the direct involvement of a senior executive in the safety program.

SECTION 3 - DRIVER EMPLOYMENT

Employment Record

Drivers are the key element in carrier safety. There is significant legislative pressure both in Canada and the U.S.A. to improve the standards for commercial drivers including hiring practices. Effective July 1, 1987 driving job applicants in the U.S.A. must notify prospective employers of previous driving jobs going back at least 10 years, giving the new employer an opportunity to check past records. There is however, no legislative requirement for the employer to verify the applicants record.

Carriers should maintain a file for each driver that contains their application for employment, notes on verification with previous employers, drivers abstracts, medical certifications, accident records, training received, copies of training certification, road tests given, performance appraisals and any correspondence relating to performance.

A carrier who is committed to safety will be very selective as to who they hire all drivers should meet or exceed any regulatory proposal. The carrier should be verify the drivers record either chronologically or with a number of previous employers.

	Level	1	2	3	4	5
Drivers Record Check	Acceptable	10/3	10/3	7/3	7/3	5/3
(Yrs back/# employers)	Preferred	10/3	10/3	10/3	10/3	10/3

Experience

The previous employment verification should include the specific experience in different types of driving. There is legislative pressure to broaden the licence categories for specialized equipment. Bulk liquid shipments where the load can readily shift creates the need for specific driving skills. Tanker drivers should have specific training or experience.

SECTION 3 - DRIVER EMPLOYMENT - CONT'D

Experience - Cont'd

In evaluating the carrier a member should assess the experience of the drivers employed against their own requirements.

	Level	1	2	3	4	5
Tanker Operations	Acceptable	7	5	5	N/A	N/A
(in class years eg. tractor trailer, of driving)	Preferred	7+	7	7	N/A	N/A
Dry Freight	Acceptable	7	N/A	3	2	1
	Preferred	7+	N/A	5	3	1

Company Road Test

A carrier committed to safety will check the drivers actual skills themselves, no matter how much experience they have had. Large companies may employ a specific driver trainer, smaller companies may entrust this to either a trusted senior driver, or use the professional services of an agency. Documentary evidence of a road test with an evaluation form should be in the drivers employment file.

	Level	1	2	3	4	5
Company Road Test	Acceptable	Yes	Yes	Yes	Yes	Yes
	Preferred	Yes	Yes	Yes	Yes	Yes

Licence Abstracts

Verification of a drivers licence record should be carried out at regular intervals. After July 1, 1987 drivers in the U.S.A. will be required to notify their employer and their licensing state of any out of state moving violations, in any vehicle, including the driver's automobile. This must occur within 30 days after the driver has pleaded, or been found guilty. Drivers must immediately notify their employer of any licence suspension, revocation or cancellation or of any disqualification to driver. While not a Canadian law, adoption of this policy is essential if the carrier operates into the U.S.A. where they are required to be in compliance.

SECTION 3 - DRIVER EMPLOYMENT - CONT'D

Licence Abstracts - Cont'd

	Level	1	2	3	4	5
Abstract Frequency	Acceptable	6	6	12	12	12
(interval months)	Preferred	6	6	6	6	6

Medical Checks

The legal requirement for a drivers medical varies from Province to Province. An initial pre-employment medical by a company doctor is acceptable for all dirvers. Subsequent medical checks should be carried out at regular intervals. The carrier should have a written policy on the interval frequency which meets or exceeds the regulatory requirements for those areas in which they operate. This may include some age variations eg. every two years to age 45, annually thereafter. Each member should judge for themselves the adequacy of the carriers policy.

There is considerable pressure to have mandatory drug/alcohol testing both for pre-employment and at regular intervals for all commercial drivers. This is a thorny issue which may infringe on a drivers rights. No recommendations are currently made on this issue, except that a carrier should have a written policy on the consumption of alcohol especially relating to drivers who take extended trips.

	Level	1	2	3	4	5
Medical Frequency	Acceptable	12	12	12	12	12
(interval months)	Preferred	12	12	12	12	12

SECTION 3 - DRIVER EMPLOYMENT - CONT'D

Training

The training of drivers is important in maintaining standards and compliance with the carrier's procedures. Regulatory requirements for hazardous materials transportation should be met or exceeded. As the hazard of the materials carried increases, so should the frequency and extent of the training given.

Subsequent training may vary, either given at specific intervals, or after a substandard performance is noted, however, there should be some documentary evidence that the driver acknowledges the carriers policies and procedures at regular intervals.

Specific product/equipment training must be given either by the carrier or the member company for bulk hazardous materials or TDGA Schedule XII Products.

SECTION 4 - DRIVER MANAGEMENT

Once drivers are employed, the management of their performance is very important especially as their work is not under constant supervision.

Speed Policy

Driver management policies that relate to safety have a strong economic component as well. Safety is also good business, especially as it relates to speed, as operating costs climb significantly the faster a truck is driven.

Safety studies indicate that an operating speed 10 kph below the speed limit allows the driver to manage his road space effectively, however, the policy should not allow the driver to exceed the legal limit. If speed limits are raised it is acceptable that the upper limit for the operation of a commercial vehicle be 100 kph.

	Level	1	2	3	4	5
Speed Policy	Acceptable	Yes	Yes	Yes	Yes	-
	Preferred	Yes	Yes	Yes	Yes	Yes

Speed Control/Monitoring

There are a number of methods of controlling or monitoring the speeds of trucks.

Tachographs - are devices which monitor both the road speed and the engine rpm. The traditional tachograph is a continuous chart with road speed on one side and engine rpm on the other. When examined by a professional reader apart from road speed and hours of operation, driving habits eg. tailgating, improper use of gears etc. can also be determined. More recently electronic recording devices have been introduced which make reading much easier although monitoring is not continuous, functions are monitored on a cycle basis.

SECTION 4 - DRIVER MANAGEMENT - CONT'D

Speed Control/Monitoring - Cont'd

The use of tachographs is highly acceptable. If a truck is being properly operated then a tachograph is a driver's best friend in the event of an accident, it will determine what was happening immediately prior to the accident (for a chart tachograph within 50 to 75 ft.), when they had last rested, how long they had been driving, wheel spin from hitting ice is readily detectible etc. According to tachograph suppliers 80% of tachograph information presented in court is in defence of the driver. For tachographs to be used properly though there should be a system in place to monitor them.

	Level	1	2	3	4	5
Tachographs	Acceptable	Yes	Yes	Yes	-	-
	Preferred	Yes	Yes	Yes	Yes	Yes

Speed Governors - are devices which mechanically or more recently electronically, control the maximum operating speed of a truck and operate in a number of ways. The maximum speed of a truck may also be set by selection of gear box and differential ratios.

The use of governors for controlling road speed is debateable. If the drivers are reliable and can be observed to be following company policy through the use of tachographs or road surveillance then governors may not be necessary and there are therefore no recommendations for or against their use.

SECTION 4 - DRIVER MANAGEMENT - CONT'D

Hours of Service

Hours of service are important. Statistically the accident rate increases as the work day progresses. The carrier should have an "hours of service" policy, that is closely monitored with a compulsory break periods, which at a minimum level is that of the Canada Labour Code. For highway transportation breaks for periodic enroute circle checks of equipment are preferred.

	Level	1	2	3	4	5
Policy/Monitoring	Acceptable	Yes	Yes	Yes	Yes	-
	Preferred	Yes	Yes	Yes	Yes	Yes
Compulsory Breaks	Acceptable	Yes	Yes	Yes	Yes	-
	Preferred	Yes	Yes	Yes	Yes	Yes

Call in Procedures

One of the more frustrating experiences is getting hold on an en-route driver. Apart from a matter of control, having drivers call in at specified intervals is desirable, although its absence does not necessarily indicate an unsafe operation.

Driver Performance Reviews

Regularly scheduled performance reviews are important in maintaining operating standards. The reviews should include any accidents, tachograph records, licence abstract etc.

SECTION 5 - EQUIPMENT

Equipment Policy

Does the carrier have a replacement policy? While this is basically an economic question, statistically the accident rate increases with the age of a truck. This maybe offset by a rigourous maintenance policy.

What is preferred here is some documented guidelines as to when a unit is replaced. Replacement criteria may vary significantly with the area of operation eg. there is less wear and tear on a unit operating constantly between Toronto and Montreal than there is on one operating between Vancouver and Calgary.

Purchasing Policy

How does the carrier select their equipment and who is responsible for doing so? The type of size of loads hauled will have a significant bearing on the vehicles selected. In some Provinces there are minimum horsepower/GVW requirements as well as specific requirements for tire sizes/axle weights.

What is preferred here is a documented review of unit selection for the carriers operation, if a member has any concerns then they should address them directly with the carrier.

Vehicle Inspection

Drivers must take responsibility for the operating condition of their vehicle to the extent that they practically can. Inspections should be documented with follow up on defects found. The more hazardous the cargo carried, the more rigourous the inspection program should be. It is acceptable that the carrier have at a minimum pre/post trip inspections together with a system of enroute inspections. Drivers should be required only to operate their vehicles when it is safe to do so.

SECTION 5 - EQUIPMENT - CONT'D

Vehicle Inspection - Cont'd

	Level	1	2	3	4	5
Pre/Post Trip Inspection	Acceptable	Yes	Yes	Yes	Yes	Yes
Enroute Inspection	Acceptable	2	2	2	2	4
(Frequency Interval Hrs.)	Preferred	2	2	2	2	2

Maintenance Policy

Regular preventative maintenance policies and procedures are essential to the safe operation of a fleet for both trucks and trailers. As with in-trip inspections the more hazardous the cargo carried, the more rigorous the preventative program should be. This program should be applied to any equipment that the carrier operates. It should be a progressive one which includes major component removal and inspection at regular intervals.

It is acceptable that the lack of a documented program disqualify a carrier.

Tire Replacement Policy

The carrier should have a documented tire replacement policy. In general steering tires should be replaced with a greater tread depth than the drive or trailer tires and steering tires must not be recaps. The use of regrooved tires is unacceptable.

Minimum Tire Depth

	Level	1	2	3	4	5
Steering Tires	Acceptable	8/32	5/32	5/32	4/32	4/32
(depth inches)	Preferred	8/32	8/32	8/32	8/32	8/32
Driver/Trailer Tires	Acceptable	4/32	4/32	4/32	3/32	3/32
(depth inches)	Preferred	5/32	5/32	5/32	4/32	4/32

SECTION 5 - EQUIPMENT - CONT'D

Cargo Tank Inspection

Regulations regarding the mandatory inspection of cargo tanks under the Transportation of Dangerous Goods Act have not yet published, however carriers should be following those prescribed in the U.S. Title 49 Regulations.

If you are a bulk shipper it is acceptable that you disqualify any carrier who does not have an adequate cargo tank and lining inspection and maintenance program.

SECTION 6 - EMERGENCY RESPONSE

As shippers of chemicals and chemical products, the ability to make an effective response to emergencies should be an integral part of carrier selection.

Communications Plan

The most important component is a documented communications plan, without which effective emergency response cannot happen. Although this is essential to bulk shippers, it is equally important to any incident involving chemicals no matter how small.

	Level	1	2	3	4	5
Communications Plan	Acceptable	Yes	Yes	Yes	Yes	-
	Preferred	Yes	Yes	Yes	Yes	Yes

Shipper Notification

As shippers of chemicals we should insist that we be notified immediately through our emergency response numbers of any mishap.

	Level	1	2	3	4	5
Immediate Shipper	Acceptable	Yes	Yes	Yes	Yes	-
Notification	Preferred	Yes	Yes	Yes	Yes	Yes

Company Emergency Response Team

Virtually all members of the CCPA are members of the TEAP plan and/or have their own emergency response teams and many prefer to either respond themselves or to use TEAP, as technical expertise in handling specific chemicals may be important.

Each member should consider what their requirements are in this area. It is mandatory for a carrier to have an approved emergency response plan when they are carrying Schedule XII substances.

OVERALL ASSESSMENT

It is acceptable that members pay attention to carriers who have mixed operations eg. company employees and owner operators. If one particular section of the carriers operations does not meet your requirements, then it is your option to insist that only those parts which do are used until the other sections are bought up to standard.