

Toronto District School Board

Operational Procedure PR721

Title: **DRIVER SAFETY REVIEW TEAM**

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1.0 RATIONALE

The TDSB is responsible for the safe operation of all its vehicles. A key element is safe driver conduct. The TDSB will ensure safe driver conduct by:

- monitoring the safety performance of driver;
- resolving driver safety issues when they are identified; and
- providing appropriate training .

2.0 OBJECTIVE

This procedure outlines the actions; the Driver Safety Review Team (DRST) will take to support safe driver conduct.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “*TDSB*”.

Carrier Safety Rating program monitors carriers and assigns each a safety rating based on several factors: collisions, inspections, and convictions, as well as the results of facility audits.

Collision is the impact with another vehicle, object or person(s) that may or may not result in property damage, injury or death.

Commercial Vehicle Operators Registration Certificate (CVOR) is the provincial licencing of for the operation of vehicles with a gross weight of more than 4,500 kg.

Driver’s Abstract is 3 or 5 year record of all convictions, discharges and other actions, including license class and status obtained from the Ministry of Transportation, using the employee’s driver’s licence number.

Driver Safety Review Team (DRST) refers to a group of TDSB supervisory staff with representatives from all functional areas that operate vehicles. Their task is to support safe driver conduct through the review of driver's abstracts, collision investigations and to make recommendations on training and further review of driver behaviour. These employees have received collision review training.

Incidents are events worth noting, for example, a collision where neither party suffered damage or a student passenger injury.

TDSB Business is an action required as part of the duties as an employee of the TDSB as directed by the respective supervisor.

TDSB Vehicles are any vehicles owned/leased/rented or operated by TDSB.

Vehicle Collision Report is a reporting form used exclusively for vehicle incidents involving TDSB owned/ leased/rented vehicles.

4.0 RESPONSIBILITY

Executive Officer, Facility Services, Sustainability and Planning

5.0 APPLICATION AND SCOPE

The procedure applies to all TDSB employees who operate vehicles, owned, leased or rented by the TDSB and their supervisors.

6.0 PROCEDURES

6.1 Driver Record Review

- (a) On an annual basis, the TDSB will request all employees who operate a TDSB owned or operated vehicle to provide copies of Ontario Drivers' licences. The TDSB will obtain full driver's abstracts and proof of licencing on an alternating 6 month cycle. The DSRT will review each abstract and/or proof of licencing using the criteria and guidelines found in Appendix A.

6.2 Monitoring Driver Safety Performance

- (a) The DSRT will review all collisions, complaints, and review compliance with pre-trip inspections and hours of service requirements. DSRT is intended to ensure that corrective action is being taken on a consistent, corporate-wide basis to *eliminate* collisions caused by driver-error and ensure compliance with CVOR and other relevant legislation.

- (b) TDSB drivers are required to report all collisions, Highway Traffic Act (HTA), parking, city bylaw and Criminal Code of Canada (CCC) driving related violations, and negative interactions with public to their Team Leader (TL) or Supervisor. All collisions shall be reported using the Vehicle Collision Report. Drivers must contact their TL or Project Supervisor from the scene as soon as it is safe to do so.
- (c) For a collision to be deemed preventable by the DSRT, the guideline for Preventable Collisions as set out by the Transportation Safety Association of Ontario (TSAO) will be used. (Appendix C). The DSRT will review collisions on a regular basis and based on that review, the appropriate action will be taken in accordance with Appendix B. The DSRT will also review harsh braking and acceleration reports and perform trend analysis on collisions/incidents.
- (d) DSRT will review the CVOR abstract on a monthly basis.

7.0 EVALUATION

This operational procedure will be reviewed as required, but at a minimum every four (4) years after the effective date.

8.0 APPENDICES

Appendix A: Driver Record Review
Appendix B: Collision Review Actions
Appendix C: Preventable Collision Guidelines

9.0 REFERENCE DOCUMENTS

Operational Procedures:

- Collision Investigation Procedure (PR720)
- Driver Safety Review Team (PR721)
- Freedom of Information and Protection of Privacy Procedure (PR676)
- Safe Operation Procedure (PR722)

Legislative Acts and Regulations:

- *Highway Traffic Act*
- *Occupational Health and Safety Act*

Other Documents:

- CVOR Guideline
- Drivers Handbook

Driver Record Review

Criteria	Description	Guideline
Invalid, unlicensed or suspended Ontario driver's licence	TDSB driver was not in possession of a valid Ontario driver's licence	<p>Did the employee notify his/her supervisor that he/she was unlicensed?</p> <p>If yes, the supervisor is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that the employee does not operate any TDSB vehicles. • Reviewing employment status, for the period of the licence suspension, • Employee will not be allowed to operate a TDSB vehicle unless fully licenced and proof provided to the employer. <p>If no, the employee will be subject to progressive discipline.</p>
	Administrative Drivers Licence Suspension (ADLS) or Warning Range Suspension occurred while operating any vehicle	<p>Did the employee notify his/her supervisor that he/she was unlicensed?</p> <p>If yes, the supervisor is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that the employee does not operate any TDSB vehicles; • Reviewing employment status, for the period of the licence suspension, will be reviewed; • Employee will not be allowed to operate a TDSB vehicle until fully licenced and proof provided to the employer. <p>If no, the employee will be subject to progressive discipline.</p>

APPENDIX A

<p>Ontario Driver's Licence status</p>	<p>Demerit point total reaches 6 points</p>	<p>Supervisor will remind employee of importance of safe driving. Employee will be under review and an abstract will be requested in 3 months and every 3 months until demerit point total is less than 6. The employee will receive a letter warning them that a further increase in total demerit points may result in progressive discipline.</p>
	<p>Demerit point total reaches 7 points or more.</p>	<p>Supervisor will remind the employee of the importance of safe driving and the employee will be sent for defensive driving training, at the TDSB's expense. Employee will be under review and an abstract will be requested in 3 months and every 3 months thereafter until demerit point total is less than 6. The employee will receive a letter warning them that a further increase in demerit point total may result in further progressive discipline.</p>
	<p>Demerit Points increase from previous year after training</p>	<p>Employee will be subject to further progressive discipline.</p>

Collision Review Actions

First Preventable Collision

- Documented conference and counseling;
- Remedial training; and/or
- Disciplinary action up to, and possibly including, termination.

Second Preventable Collision (within two years)

- Documented conference and counseling;
- Remedial training to include either behind the wheel or classroom or both; and/or
- Disciplinary action up to, and possibly including, termination.

Third Preventable Collision (within two years)

- Documented conference and counseling;
- Disciplinary action up to, and possibly including, termination.

The Team Leader (TL) or Supervisor will review all collisions, complaints and violations with the vehicle driver and if deemed appropriate will initiate progressive discipline.

The following are areas that will be reviewed with drivers but the list should not be considered exhaustive:

- Driver causes TDSB vehicle to be impounded;
- Negative interactions between the driver and a member of the public;
- Driver fails/refuses to provide a collision report;
- Driver fails to complete and have a Pre-trip Inspection report available while operating the vehicle;
- Driver fails to complete and have a Record of Duty Status available while operating the vehicle;
- Driver violates HTA, CCC, City of Toronto bylaw or TDSB rule or policy with TDSB vehicle.

Resolving driver safety issues when they are identified

Vehicle equipment and driver observation methods may include:

- TL/Supervisors ride-alongs: A driver is accompanied by a TL or Supervisor;
- Observations and random spot-checks: TL or Supervisor will follow and observe a driver's behaviour;
- GPS Review: Using GPS technology to review location and speed of vehicles.

The TL or Supervisor will review the results of observations with TDSB driver and initiate progressive discipline if appropriate. Drivers are to notify their TL or Supervisor of all safety concerns or incident.

Preventable Collision Guidelines (Transportation Safety Association Ontario And Insurance Bureau of Ontario)

Each collision must be judged individually, experience in Fleet Safety suggests that certain types of collisions are generally non-preventable on the part of the professional driver, and that others, in the absence of extenuating circumstances and conditions, are preventable. The types of collisions listed below cannot cover every collision that may occur, but are intended to provide guidance in determining the preventability of a collision.

Non-preventable collisions

Struck in rear by other vehicle

- Driver was proceeding in his/her own lane of traffic at a safe and lawful speed;
- Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal, or the directions of a police officer, or other person legitimately controlling traffic; or
- Driver was in a proper lane and waiting to make a turn.

Struck while parked

- Driver was properly parked in a location where parking was permitted; or
- Vehicle was protected by emergency warning devices as required by federal, provincial and municipal regulations or if a driver was in the process of setting out, or retrieving signals. These provisions shall apply to the use of turn signals as emergency warning lights under provincial regulations.

Preventable collisions

Collisions at intersections

- Driver failed to control his/her speed so the he/she could stop within available sight distance;
- Driver failed to check cross traffic and wait for it to clear before entering the intersection;
- Driver pulled out from a side street in the face of oncoming traffic;
- Driver collided with a person, vehicle or object while making a right or left turn; or
- Driver collided with vehicle making a turn in front of him/her.

Striking a vehicle in the rear

- Driver failed to maintain safe following distance and have his/her vehicle under control;
- Driver failed to keep alert to traffic conditions and note slowdowns;
- Driver failed to be certain whether the vehicle ahead was moving slowly, stopped or slowing down for any reason;
- Driver misjudged rate of overtaking.

- Driver came too close before pulling out to pass;
- Driver failed to wait for the car ahead to move into the clear before starting up; or
- Driver failed to leave sufficient room for passing a vehicle to get back into line.

Sideswipe and head on Collisions

- Driver was not entirely in own lane of traffic; or
- Driver did not pull to the right, slow and stop for vehicle encroaching on his/her own lane of travel when such action could have been taken without additional danger.

Struck in rear by other vehicle

- Driver was passing slower traffic near an intersection and had to make a sudden stop;
- Driver made a sudden stop to park, load, or unload;
- Vehicle was improperly parked; or
- Driver rolled back into a vehicle while starting on a grade.

Squeeze plays and shutouts

- Driver failed to yield right of way when necessary to avoid collision.

Backing Collisions

- Driver reversed when it could have been avoided by planning a better route;
- Driver backed into a traffic stream when such backing could have been avoided;
- Driver failed to get out of cab and check proposed path of travel;
- Driver depended solely on mirrors when it was practical to look back;
- Driver failed to get out of the cab periodically and recheck conditions when backing a long distance;
- Driver failed to sound horn while backing;
- Driver failed to check behind vehicle parked at a curb before attempting to leave parking space;
- Driver relied solely on a guide to help his/her backing up; or
- Driver backed from blind side when he/she could have made a slight angle approach.

Collision involving rail operated vehicles

- Driver attempted to cross tracks directly ahead of train or streetcar;
- Driver ran into the side of train or streetcar; or
- Driver stopped or parked on or too close to train tracks.

Collision while passing

- Driver passed where view of the road ahead was obstructed by a hill, curves, vegetation, traffic, adverse weather conditions, etc.;
- Driver attempted to pass in the face of closely approaching traffic;
- Driver failed to warn the driver of a vehicle being passed;
- Driver failed to signal a change of lanes;
- Driver pulled out in front of other traffic overtaking from rear; or
- Driver cut in short returning to right lane.

Collisions while being passed

- Driver failed to stay in own lane and hold or reduce speed to permit safe passing.

Collisions while entering traffic stream

- Driver failed to signal when pulling out from the curb;
- Driver failed to check traffic before pulling out from the curb;
- Driver failed to look back to check traffic if in a position where mirrors did not show traffic condition;
- Driver attempted to pull out in a manner that forced other vehicle(s) to change speed or direction;
- Driver failed to make a full stop before entering from a side street, alley or driveway; or
- Driver failed to yield right of way approaching traffic.

Pedestrian collision

- Driver did not reduce speed in an area of heavy pedestrian traffic;
- Driver was not prepared to stop; or
- Driver failed to yield right-of-way to a pedestrian.

Mechanical defect collisions

- Defect was of a type that a driver should have detected it when performing the pre-trip or in-trip inspections of the vehicle; or
- Defect was of a type that a driver should have detected it during the normal operation of the vehicle.

All type of collisions

- Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic;
- Driver failed to control speed so that he/she could stop within an assured clear distance;
- Driver misjudged available clearance;
- Driver failed to yield right of way to avoid the collision;
- Driver failed to accurately observe existing conditions; or
- Driver was in violation of City operating rules or special instructions, the regulations of any federal, provincial municipal regulatory agency, or any applicable traffic laws.

This guide while designed to assist in determining the preventability of collisions, cannot list every type of collision that can be encountered, nor can it list all of the factors that may be involved in a given collision. However, it does cover the most common aspects of the principal types of collisions and, as such, can serve as a guide for consideration of each collision, and as a point of departure for assessing preventability.

While evidence of a violation of the law is a clear-cut indication of the preventability of a collision, the absence of any violation does not make the collision non-preventable. There are many steps that the professional driver can, and must do to avoid a collision that is above and beyond the requirements of the law. It is the extent to which the driver could and does take such steps that must be determined and evaluated based on the facts of the collision.