

VEHICLE OPERATION

SWP-019

1.0 Purpose

To ensure all Yukon Energy employees whose work requires operation of a motor vehicle do so safely and in compliance with the manufacturer's recommended operating guidelines and applicable laws and regulations.

This practice applies to operation of all motor vehicles used to conduct YEC business. This practice does not apply to motorcycles, snowmobiles, and ATVs.

2.0 Guidelines

- 2.1 YEC vehicle operators must have a valid driver's license appropriate for the size/weight of the vehicle; including attachments (trailers etc.)
- 2.2 Drive in a safe and controlled manner that is suitable for road and weather conditions, and obey all traffic laws and posted traffic signage.
- 2.3 Read and understand YEC Finance Policy; FA-005, Vehicle Policy.
- 2.4 Read and understand the vehicle manufacturer's operation manual and adhere to all instructions and warnings; including, towing capacities.
- 2.5 Know how to safely operate the vehicle and related equipment or attachments.
- 2.6 Do not offer rides to hitchhikers.
- 2.7 Practice defensive driving at all times.
- 2.8 DO NOT operate vehicle when impaired (fatigue, alcohol, drugs etc.).
- 2.9 Always reverse park where safe and practical.
- 2.10 WEAR a seatbelt at all times when travelling in a vehicle.
- 2.11 Keep objects stored inside the vehicle secured.
- 2.12 Secure loads in trucks and/or trailers.
- 2.13 DO NOT store flammable or harmful chemicals inside the vehicle (gasoline, propane, bear spray etc.).
- 2.14 Keep windows clear of obstruction.
- 2.15 Shut off vehicle when refueling.

- 2.16 Use extra caution when driving at dusk or dawn. These lighting conditions can be difficult to see traffic hazards.
- 2.17 DO NOT use a cell phone while operating a vehicle.
- 2.18 AVOID getting distracted by eating, adjusting stereo or other activities while operating a vehicle.

3.0 Prior to operating a vehicle

- 3.1 Perform an informal pre-trip inspection:
 - E.g., start at the front on the driver's side; walk towards the back; around past the passenger side; check the items listed in Appendix A –Pre-trip Inspection Example.
 - Immediately report any deficiencies or damage.
- 3.2 Prepare for an emergency. Verify that the vehicle has an emergency kit, fire extinguisher, and 1st aid kit.
- 3.3 Verify weather and road conditions are suitable for travel.
- 3.4 Verify that there is sufficient fuel to complete the trip.
- 3.5 Remove any debris from the windows (snow, ice etc.)
- 3.6 Adjust seat and vehicle controls.

4.0 Reference documents

- YEC Finance Policy FA-005; Vehicle Policy.

Appendix A – Pre-trip Inspection Example.

