**PERSONAL PROTECTIVE EQUIPMENT**

* **Hi Vis Hard Hats** – to worn when outside of truck cab.
* **HEARING Protection** (muffs or plugs)
* **Boots –** Wear boots with good tread and ankle support.
* **Gloves**
* **Eye Protection**
* **Cuff less work pants**

**GENERAL
All truck drivers must hold**:

* A valid driver’s license
* A valid air endorsement
* Previous experience on Heavy duty trucks
* Must know the WCB approved signals for operating vehicles
* Must know Department of Transport Regulations pertaining to trucks when operating trucks on highway.

**DAILY CHECKLIST**

**Drivers must check daily before starting truck:**

* All fluid levels on motor and hydraulic system, including fuel. **Never work under a raised box without blocking.**
* When fueling vehicles ensure that:
	+ All sources of ignition are removed
	+ No one is smoking
* Check Tires, remove rocks from between duals, check wheel studs.
* Clean windshield and mirrors

**After Start Up:**

* Check oil pressure, air pressure, water temperature.
* Check radio and air horn
* Ensure that no loose equipment is carried in the cab or crew compartment

WEEKLY CHECKLIST

**Drivers must check weekly:**

* Wheel studs
* Air/hydraulic hoses for fraying or other damage
* Fire tools, first aid kits, emergency flags or cones

**TRAVELLING**

**Driver must:**

* Signal before moving truck
* Travel within posted speed limits, and or with consideration of local road/weather conditions
* Give loaded trucks and crew buses the right of way
* Await proper signal before moving into loading site
* Stay in cab while being loaded
* Await proper signal before moving load
* On steep hills, TEST BRAKES, Select proper gear before proceeding
* Do not dump load unless you get a clear concise signal. If operating alone do not dump until you are sure that no men or machinery are in danger
* Observe all warning sign (Fallers etc. )
* Use extreme caution around logging trucks
* Check vehicle brakes after driving through water
* Ensure all passengers wear seat belts provided
* Drive with headlights ON at all times (be seen by other drivers)
* Be alert for obstructions (rocks, stumps etc.)
* Report any unsafe acts or conditions to your supervisor.

**IN THE EVENT OF AN ACCIDENT**

**Driver Must:**

* Stop immediately, if other person involved, check for injuries, if first aid is necessary and you are qualified and in condition to render do so.
* Call for help if necessary and notify supervisor. **Remember do not give names over radio.**
* In the event of accidents involving private vehicles:
* Obtain the driver’s name and address
* License plate number of vehicle
* Names and addresses of all witnesses if any
* Do not make any statements as to fault

**OPERATING SIGNALS
Drivers Must:**

* Back up: two whistles or horn blasts
* Go ahead: Three whistles or horn blasts
* Stop: One whistle or horn blast

**Lock-out procedures for Gravel Truck are to be used when stopping for breakdown or mechanical problems:**

* + When possible, stop in a safe, flat, wide location
	+ Notify other traffic that you are stopping
	+ Apply brake (maxi)
	+ Apply Trailer brakes
	+ If there is a problem and you suspect the truck may roll, put the truck in gear and shut if off.
	+ Make sure you are wearing your PPE when you get out of the cab of the truck.
	+ Block wheels if you have a mechanical problem that could cause the truck to roll.
	+ Put hazard triangles out.
	+ Before beginning any repairs where an injury could occur if the engine is started inadvertently,
	+ Remove key
	+ Disconnect the master switch (may be referred to as night switch or master cut-off) and apply lock to master switch.
	+ In no master switch on the truck, disconnect battery cable and place lock through cable connection so it can’t be put back on battery without removing lock.
	+ Test to make sure truck cannot be started
	+ Bleed off any hydraulic pressures.
* Work on truck only if it is safe to do so, if not, wait for someone to watch the road and control traffic.
* Notify traffic when you are about to pull out onto road again and make sure it is safe to do so.
* When setting trailer brakes make sure truck breaks are on
* When setting truck brake make sure trailer brakes are on
* Notify traffic that the road is clear when you have fixed the problem and are on the move again