



## **Snow Valley Racing Van Policy:**

### **Application:**

To all staff /volunteers of the Snow Valley Racing Association who travel in Snow Valley arranged vehicles, whether these vehicles be owned, leased, or rented by the Race Team.

### **Objectives:**

To ensure a safe and reliable travel environment.

### **Operation Requirements:**

- 15 passenger van drivers must have a valid class 4 driver's license.
- All drivers who will be driving Snow Valley Racing vehicles must be listed on our insurance policy and will be of designated age to qualify for our policy.
- Drivers must operate vehicles within provincial laws and rules of operation. (Log books, work/rest ratios, posted speed limits, seat belts, tail gating etc.)
- Drivers work shift shall not exceed 13 hours of driving time, or drive at any time after the driver has been on duty for 14 or more consecutive hours.
- Drivers must take a minimum 10-minute (30 minutes is encouraged) break after every 4 hours of consecutive driving.
- Drivers must take a total of 10 hours of off duty rest for every shift. The 10 hours must consist of 8 hours consecutive off duty rest time and 2 hours of intermittent rest which can be broken into smaller periods of time (minimum 10 minutes)
- Drivers must monitor and maintain proper tire pressure at all times.
- All damages and noticed changes in vehicles will be reported in writing to the P.D. or earlier via phone if situation demands earlier communication.
- Drivers are responsible to keep vehicles clean inside and out.
- Drivers are responsible for securing all luggage and equipment.
- Drivers are to check the load and trailer every four (4) hours of travel.
- Drivers are to adhere to the GVWR of the vehicles and not overload.
- All equipment must be unloaded at the end of each trip.
- Vehicles will be regularly maintained under the responsibility of the P.D. (following the maintenance policy) and repair shop.
- Any vehicle repairs must be authorized by the P.D.
- Additional insurance is to be taken when renting vehicles from rental agencies.
- Drivers are responsible for payment of any tickets or fines obtained during trip.

## **Additional Safety Considerations**

### **Drivers are to:**

- Keep a quiet controlled environment in the vehicle
- Always allow adequate time for travel/packing
- Whenever possible luggage and equipment will be loaded in the back of the vans
- Allow extra distance while following other vehicles
- Lane changes to be signalled will in advance and change happens gradually
- Alcohol and cannabis consumption is discouraged the day/night before travel. All laws and regulations must be followed.
- No cell phone or any other device that is a distraction may be used, while vehicle is in motion.
- Fuel in a safe manner with the vehicle engine turned off.

Snow Valley Racing  
P.O. Box 21100  
Edmonton AB  
T6R 2V4



[www.snowvalleyracing.ca](http://www.snowvalleyracing.ca)

P. 780 434-5053

F. 780 436-5479

- At anytime because of fatigue, driving conditions (weather), or other circumstances encouraged to cease travel and commence when it is safe to do so.

Failure to comply with any requirement or consideration will be considered a disciplinary action and could result in termination of employment.

I \_\_\_\_\_ acknowledge that I have reviewed, understand, and accept the terms in the above policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_