



SNOW VALLEY RACING ASSOCIATION
PO Box 21100 Edmonton AB T6R 2V4
www.snowvalleyracing.ca 780.434.3563

Snow Valley Racing Vehicle Policy

1. Introduction and Purpose:

Snow Valley Racing (SVR) operates a fleet of vehicles for various purposes, including transportation of equipment, personnel, and athletes to and from events, training sessions, and administrative duties. This Vehicle Policy outlines the guidelines and requirements for the safe, responsible, and efficient use of all SVR-owned or leased (rented) vehicles, ensuring the safety of all occupants and the longevity of the vehicles.

2. Scope:

This policy applies to all individuals authorized to drive an SVR vehicle, including staff, volunteers, and any other approved personnel. It also covers the use and maintenance of all SVR vehicles.

3. Objectives: To ensure a safe and reliable travel environment.

4. Driver Qualifications and Authorization:

- **Valid Driver's License:** Drivers must hold a valid, unrestricted license appropriate for the vehicle's class.
- **Driving Record:** Drivers must have a clean driving record (no major infractions like impaired or reckless driving) for at least two years; SVR may conduct checks.
- **Age Requirement:** Drivers must be at least 18 years of age.
- **SVR Authorization:** Only Program Director-authorized individuals may operate a vehicle, granted after meeting all criteria and policy review.
- **Training:** Drivers may be required to complete specific driver training or safety courses as deemed necessary by SVR.

5. Vehicle Use Guidelines:

- **Authorized Use Only:** SVR vehicles are for official SVR business only, including:
 - Transport to/from SVR events (races, camps, meetings).
 - Transporting SVR equipment, supplies, and materials.
 - Approved administrative tasks.
- **Driving Hours:**
 - Driving shifts shall not exceed 13 hours of drive time.
 - Or on duty (work and driving), not exceeding 14 consecutive hours.
 - Drivers must take a minimum of a 30-minute break after every four hours of driving.
 - Drivers must take 10 hours of off-duty rest for every shift. The 10 hours must consist of 8 hours consecutive off-duty rest and 2 hours of intermittent rest (e.g. minimum 30 min intervals).



SNOW VALLEY RACING ASSOCIATION
PO Box 21100 Edmonton AB T6R 2V4
www.snowvalleyracing.ca 780.434.3563

- **Passenger Limits:** Passenger count must not exceed seating capacity; all occupants must wear seatbelts.
- **Cargo and Equipment:**
 - Secure all cargo and equipment to prevent shifting, damage, or injury.
 - Do not overload the vehicle beyond its Gross Vehicle Weight Rating (GVWR).
 - All equipment must be unloaded at the end of each trip.
- **Cleanliness:** Drivers must maintain vehicle cleanliness during and after use, removing personal items and trash.

6. Safety and Maintenance:

- **Pre-Trip Inspection:** Before each use, drivers must conduct a brief pre-trip inspection, checking:
 - Tire pressure and condition.
 - Fluid levels (oil, coolant, windshield washer fluid).
 - Lights, turn signals, and horn functionality.
 - Mirror and windshield visibility.
 - Brake functionality.
- **Reporting Defects:** Report all mechanical defects, damage, or maintenance issues to the SVR Program Director. Do not operate an unsafe vehicle.
- **Scheduled Maintenance:** Vehicles undergo regular scheduled maintenance.
- **Emergency Kit:** Each vehicle has an emergency kit (first-aid, triangles/flares, tools); drivers must be familiar with its contents.
- **Seatbelt Use:** All vehicle occupants, including the driver, must wear seatbelts while the vehicle is in motion.
- **Safe Driving Practices:** Adhere to all traffic laws, speed limits, and safe driving practices; avoid distracted driving. Keep a quiet, controlled environment in the vehicle.
- **Fatigue and Road Conditions:** At any time, because of fatigue or driving conditions, or other circumstances, drivers are encouraged to cease travel and commence when it is safe to do so.

7. Accidents and Incidents:

In any accident, drivers must:

- **Ensure Safety:** Assess occupants' safety; if safe, move the vehicle aside.
- **Contact Emergency Services:** Call 911 for injuries or significant damage.
- **Report to Police:** Report the accident to local police, even if minor.
- **Exchange Information:** Exchange insurance/contact info; do not admit fault.
- **Notify SVR Management:** Immediately notify the SVR Program Director of all accident details.
- **Complete Reports:** Complete all required accident reports (SVR, police, & insurance).



SNOW VALLEY RACING ASSOCIATION
PO Box 21100 Edmonton AB T6R 2V4
www.snowvalleyracing.ca 780.434.3563

- **Do Not Discuss Liability:** Do not discuss liability or make statements to anyone except police or authorized SVR personnel.

8. Prohibited Activities:

The following activities are strictly prohibited when operating or in possession of an SVR vehicle:

- Operating without authorization or qualifications.
- Engaging in reckless driving, racing, or illegal activities.
- Operating vehicles under the influence of alcohol, recreational drugs, or impairing medication.
- Using the vehicle for personal gain or unauthorized personal use.
- Removing or altering safety equipment or vehicle components.

9. Penalties for Non-Compliance

Policy violations will result in disciplinary action, including but not limited to:

- Verbal warning.
- Temporary or permanent revocation of vehicle driving privileges.
- Disciplinary action up to and including termination of employment or volunteer status.
- Financial responsibility for damages from policy violations.
- Referral to relevant authorities for illegal activities

Penalty severity is determined by SVR management, considering the infraction's nature, severity, and prior offenses.

10. Policy Review and Updates

This policy will be periodically reviewed by the SVR board or committee for effectiveness. Updates will be communicated via official SVR channels; drivers are responsible for staying informed.

By accepting authorization to drive an SVR vehicle, all individuals acknowledge they have read, understood, and agree to abide by this Snow Valley Racing Association Vehicle Policy.