

 <p>Policies and Procedures</p>	Number: 1108	Title: Rules of the Road Policy		
	Last Revision:	April 2026		
	Effective:	April 27, 2016	Next Review:	August 2026

Policy:

It is the policy of Mountain Transport Institute Ltd. (MTI) that while driving all company owned/leased vehicles under the hire of MTI, all vehicles must be operated under the strict guidelines found in this policy. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use. Company drivers and anyone authorized to drive the company vehicles must have a valid driver's license issued for the class of the vehicle being operated and must be able to drive a vehicle safely.

Scope:

The rules of the road policy covers all staff and students operating any and all MTI owned / leased vehicles.

Principles:

General rules of the road:

While the vehicle is being operated it must:

- 1) not be idled beyond the requirements to cool the engine down, build up air pressure or operate associated auxiliary equipment;
- 2) never exceed the posted speed limit;
- 3) never be operated at speeds faster than prevailing conditions dictate;
- 4) while loaded, never be operated beyond 90 km/h unless the speed limit permits and the speed above 90 km/h can be attained without the use of fuel;
- 5) while empty, never be operated beyond 100 km/h;
- 6) The service brakes (tractor and / or trailer) are to be used to slow the vehicle for a down shift or to stop the vehicle; they will never be used to hold the vehicle back on a down grade. All downgrades must be descended in a gear that allows the auxiliary retarder to hold it back without the use of service brakes;
- 7) have tire chains, when needed, placed on **all driving axles** of the loaded unit prior to continuing. If you have spun out on a steep grade you are to climb the remainder of the hill in low gear and not attempt an up-shift until the grade has lessened to the point of allowing a free rolling gear change to avoid the sudden torque to the chains that will break them;

- 8) have tire chains placed, when needed, on an empty or lightly loaded (50,000 lbs or less) vehicle at the discretion of the operator and in compliance with existing laws;
- 9) Seat belts must be worn at all times while operating or riding in any MTI equipment (owned or rented); failure to do so will result in **immediate dismissal** from MTI.
- 10) Any incident or near miss must be reported immediately to MTI management. Written reports on forms provided must be completed within one (1) business day.

Failure to comply with all points except for #9 will result in a written warning. Failure to comply with point #9 results in immediate dismissal from employment with MTI or dismissal as a student of MTI.

MTI Parking Lot:

When in the MTI yard:

- 1) Adhere to the 10 km/h speed limit; slower travel is recommended.
- 2) When parking, all vehicles in the MTI yard must be backed into the allotted space. Adhere to the MTI backing procedure –
 - a. Before pulling into position you need to determine the correct location and plan your move.
 - b. Pull into position using an s-maneuver to create the shortest backing path of travel possible, keeping in mind the angle required and presetting your steering wheels before coming to a full stop.
 - c. Stop, apply parking brake and get out to check behind the vehicle (remember that it is okay to stop and get out and check as often as you feel necessary).
 - d. Alert others by sounding your horn twice before you start and again every vehicle length.
 - e. Move at idle speed as this allows time for observation and accurate jacking and chasing plus allows others time to react to your movements.
- 3) Never be operated at speeds faster than prevailing conditions dictate.

Distracted Driving and Mobile Phone Usage:

- Mobile phone use while driving increases the risk of having an accident through lack of attention to driving. Mobile phone use while driving any MTI owned or leased vehicles will result in **immediate dismissal** from employment with MTI or dismissal as a student of MTI.

- Listed below are some ways to avoid mobile phone use and distracted driving:
 - Turn the volume off.
 - Allow your voice mail to handle your calls and return them at your safe convenience.
 - If you need to place or receive a call, pull off the road to a safe location.
 - Leave your phone somewhere safe and out of reach to avoid temptation.
 - Keep your hands on the wheel and your eyes and mind on the road while driving.
 - Pull over off the road at a safe location any time you need to complete a task that will otherwise distract you from safe driving.
- Other forms of distracted driving include but are not limited to the following: adjusting the radio, eating and drinking, smoking, daydreaming, arguing with other passengers, etc.

Smoking:

- Smoking is prohibited for everyone inside all company owned vehicles at all times. Smoking is considered to be abusive to the vehicle and is also a distraction to the driver, especially if the driver is the one smoking. The smell of cigarette and cigar smoke is offensive to some and it is unethical to smoke in a vehicle that does not belong to you. Smoking while within 5 feet of the vehicle has the same effect as smoking while within the vehicle and is not permitted.

Driver Responsibility:

- Each driver is responsible for the actual possession, care and use of company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following;
 - following MTI's Communicable Disease Prevention Policy (policy #2021) which includes daily screening, practicing good hygiene, keeping the vehicle clean and following British Columbia province-wide regulations. This may include wearing a mask and physically distancing if one so chooses;
 - operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment;
 - obey all traffic laws;
 - the use of seat belts is mandatory for the driver and passengers at all times;
 - attention to practice of safe driving techniques and adherence to current safety requirements;

- accurate, timely and comprehensive reporting of all accidents or incidents.

Use of Personal Vehicles for Business Purposes:

- The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an incident occurring in connection with operation of other than company owned vehicles while on the job.