

SERVICE RIG DRIVER TRAINING: FATIGUE MANAGEMENT AND HOURS OF SERVICE

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TABLE OF CONTENTS

INTRODUCTION: CAODC SERVICE RIG DRIVER TRAINING.....	iii
UNIT ONE: FATIGUE MANAGEMENT.....	1
FATIGUE	2
CIRCADIAN RHYTHM	3
CAUSES OF FATIGUE	4
EFFECTS OF FATIGUE.....	5
DANGER SIGNS	7
SLEEP DEBT	7
FATIGUE PREVENTION.....	7
GOT SLEEP?	12
UNIT TWO: HOURS OF SERVICE REGULATIONS	15
COMMERCIAL VEHICLE DRIVERS HOURS OF SERVICE REGULATIONS.....	16
FEDERAL HOURS OF SERVICE REQUIREMENTS.....	16
PROVINCIAL HOURS OF SERVICE REQUIREMENTS	16
ROLES AND RESPONSIBILITIES.....	17
MOTOR CARRIERS.....	17
DRIVERS	18
SHIPPER'S.....	19
CONSIGNEE.....	19
DRIVER ACTIVITIES (DUTY STATUSES).....	21
1. ON-DUTY TIME	21
2. DRIVING TIME.....	22
3. OFF-DUTY TIME (OTHER THAN TIME SPENT IN A SLEEPER BERTH)	22
4. OFF-DUTY TIME (SPENT IN A SLEEPER BERTH).....	22
DAILY LOGS.....	25
GRAPH GRIDS	25
DAILY LOGS – ADDITIONAL REQUIREMENTS	27
PERSONAL USE.....	29
RECORDING TRAVEL TIME	30

Service Rig Driver Training, Module 3: Fatigue Management and Hours of Service

RECORDING MULTIPLE DAYS OFF-DUTY31

POSSESSION OF DAILY LOGS AND SUPPORTING DOCUMENTS.....33

TAMPERING WITH DAILY LOGS.....34

ON-BOARD RECORDING/ELECTRONIC LOGGING DEVICES (ELD).....35

DRIVING LIMITATIONS.....36

 1. DAILY LIMITS36

 2. WORK SHIFT LIMITS39

 3. CYCLE LIMITS.....41

EXEMPTIONS AND APPLICABLE PERMITS48

 EXEMPTIONS48

OIL WELL SERVICE VEHICLE CYCLE EXEMPTION PERMIT52

 DISCIPLINARY ACTION55

 OUT-OF-SERVICE DECLARATION56

MONITORING COMPLIANCE TO HOURS OF SERVICE REGULATIONS57

REFERENCES.....58



INTRODUCTION: CAODC SERVICE RIG DRIVER TRAINING

The CAODC Service Rig Driver Training program was developed in response to a Memorandum of Agreement established between Alberta Transportation and Saskatchewan Government Insurance (SGI). This agreement allows authorized CAODC service rig members to operate under a permit called the Oil and Gas Well Service Rig Permit which provides legislative and regulatory provisions that allow for:

- A conditional exemption respecting driver licence requirements that allows a driver with a Class 5, 4, 3 or 2 driver's licence to operate a service rig while in a convoy; and
- A conditional exemption extending the expiry date of an inspection conducted under either the Commercial Vehicle Inspection Program (CVIP) or the Periodic Motor Vehicle Inspection (PMVI) program to five years.

In order to comply with the terms and conditions outlined in this permit, drivers are required to complete the CAODC Service Rig Driver Training program, which is comprised of the following three modules:

- I. **MODULE 1: CAODC CONVOY TRAINING CERTIFICATE (CTC)** addresses the driver training required to obtain a CTC and prepares drivers for the CAODC Service Rig Convoy Training Certificate Exam;
- II. **MODULE 2: CAODC HEAVY DUTY TRAINING CERTIFICATE (HDTC)** addresses the driver training required to obtain an HDTC and prepares drivers to be evaluated for certification;
- III. **MODULE 3: FATIGUE MANAGEMENT AND HOURS OF SERVICE** addresses the driver training required to meet the requirements for Fatigue Management and Hours of Service (FM/HOS) training and prepares drivers to complete the Fatigue Management and Hours of Service exam. Additionally, this module meets the training requirements for anyone authorized by the holder of an Oilwell Service Vehicle Cycle Exemption Permit to drive or manage an NSC vehicle authorized to operate under that permit providing CAODC member companies have implemented this driver training program or an equivalent program that meets at least the minimum specified standards. To meet this standard:
 - i. Persons must have completed module 1 (CTC), obtained a convoy training certificate, completed module 3 (FM/HOS) and passed all associated exams; or
 - ii. Persons must have completed module 2 (HDTC), obtained a heavy duty certificate, completed module 3 (FM/HOS) and passed all associated exams.



UNIT ONE: FATIGUE MANAGEMENT

The symptoms associated with fatigue can lead to an increased risk of vehicle collisions. In 1990, for example, the National Transportation Safety Board (NTSB) studied 182 fatal-to-the-driver large-truck crashes. The investigation revealed fatigue to be a principal cause in 31% of these crashes¹. Additional studies and investigations related to driver drowsiness and fatigue have found that commercial drivers were asleep at the wheel in 4% of all heavy-vehicle crashes (1994)², and that fatigue was a contributing factor in 13% of commercial vehicle crashes involving serious injuries and/or fatalities (2006)³.

Regardless of the degree to which fatigue was an associated factor, it is apparent that fatigue-related collisions among commercial drivers are prevalent given extended work hours and shifts that can start at various times of the day and night⁴.

LEARNING OBJECTIVES

As you work through this module you will be able to:

- Define and understand fatigue and the types of fatigue;
- Understand how the circadian rhythm influences sleep and wakefulness;
- Identify the factors that contribute to fatigue;
- Describe and understand the factors that contribute to driver fatigue;
- Describe and understand the effects of fatigue on health and wellness;
- Describe and understand the danger signs associated with fatigue;
- Define sleep debt;
- Describe ways to prevent fatigue.

FATIGUE

Fatigue can best be defined as a combination of symptoms that include mental and physical elements, impaired performance, and subjective (or an individual perception of) feelings of alertness. Characteristics of fatigue include:

- Loss of alertness, attention, and vigilance;
- Increased wandering thoughts;
- Decreased reaction time;
- Distorted judgment;
- Decreased motivation;
- Impaired memory;
- Reduced field of vision; and
- Increased frequency of microsleeps.



A **microsleep** is a temporary episode of sleep which may last anywhere from a fraction of a second up to 30 seconds where an individual fails to respond to external sensory input and becomes unconscious. For example, during a microsleep, you would not see a red light or notice that the road has taken a curve - a microsleep that lasts only four or five seconds is long enough for you to travel more than the length of a football field at highway speeds.

There are two types of fatigue:

1. **Acute**, or short-term, fatigue is experienced daily by most people and caused by normal activity. Acute fatigue may develop through the accumulation of insufficient sleep and/or rest, with long periods of wakefulness or insufficient rest eventually developing into chronic fatigue. Often, it can be reduced or eliminated by one night of sleep or a mid-day nap and may also be temporarily reduced with caffeine consumption and rest (i.e., without any sleep); and
2. **Chronic**, or long-term, fatigue is a result of inadequate sleep across longer periods of time. Ongoing insufficient sleep quality and/or duration will eventually accumulate into "sleep debt," or sleep deprivation. To recover from chronic fatigue, a few nights of long, sound sleep is needed.

CIRCADIAN RHYTHM

To understand fatigue, you need to understand how circadian rhythms influence sleep and wakefulness.

Regardless of our activities, the human body is programmed to sleep at night and stay awake during the day. This programming is called the circadian rhythm and it is regulated by exposure to light and dark and recurs every 24 hours.

The body's internal biological clock controls the circadian rhythm. It tells body processes, such as body temperature, secretion of hormones, heart rate, blood pressure, digestion and sleep cycles, when to have peaks and when to have low points during every 24 hour period. *For example, from midnight to dawn, the clock tells the body to lower body temperature, slow the heart rate, and lower blood pressure. The body makes these changes whether we are asleep or awake.*

There are two low points in the circadian cycle. The first occurs early in the afternoon and the second, which is a much more severe low point, occurs during the night between 2:00 a.m. and 7:00 a.m. During these periods, your metabolism slows down, you are less alert and fatigues sets in. Alertness, concentration, judgement and reflexes all decline.



CAUSES OF FATIGUE

There are many factors that contribute to driver fatigue. Some of these are driver related and can be controlled by the driver, while others are operational (i.e. workplace related) or environmental and may not be under the direct control of the driver.

DRIVER FACTORS

- Circadian rhythm performance in relation to time of day (i.e. driving at a time of day when you would normally be asleep);
- Sleep deprivation. *For example:*
 - *Insufficient rest after a continuous period of active work);*
 - *Number of waking hours (after 17 waking hours, physical and mental performance declines);*
 - *Insufficient continuous time off;*
 - *Irregular/insufficient night sleep;*
- Failure to use time off for recovery;
- Sleep disorders such as sleep apnea or insomnia;
- Driver involvement in non-driving tasks such as loading and unloading;
- General physical health and emotional state;
- Lifestyle factors. *For example:*
 - *Fitness and diet;*
 - *Use of alcohol, medications or other drugs;*
- Domestic factors.

ENVIRONMENTAL FACTORS

- Weather (working in extreme temperatures);
- Road and weather conditions;

Service Rig Driver Training, Module 3: Fatigue Management

- Environmental stress such as heat, noise and vibrations;
- Vehicle engineering/ergonomics;
- Working in remote areas;
- Road monotony;
- Availability or lack of rest areas/facilities.

OPERATIONAL (OR WORKPLACE) FACTORS

- Owner/operator issues;
- Loading/unloading practices;
- Corporate culture (i.e. “24-hour” hotshot services);
- Volume of physical or mental workload;
- Time of day (i.e. shift work between 2:00 a.m. and 4:00 a.m.);
- Rotating schedules.

EFFECTS OF FATIGUE

Fatigue can lead to a range of health and wellness complications. The following health and wellness issues may result, at least in part, from fatigue:

- Increased blood pressure;
- Increased risk of heart disease;
- Gastrointestinal problems;
- Increased calorie consumption;
- Weight gain;
- Circadian rhythm disruption;
- Type II diabetes;



Service Rig Driver Training, Module 3: Fatigue Management

- Poor immune system function;
- Increased likelihood to smoke and use alcohol;
- Increased irritability and depression;
- Disruption in relationships;
- Worsening of psychiatric conditions;
- Decreased quality of life;
- Increased number of sick days used.

In addition to these health and wellness implications, fatigue can adversely affect driving performance and increase the risk of involvement in vehicle crashes and/or near-crashes.

Listed below are some examples of factors that increase the likelihood of crashes and near-crashes resulting from driver error.

- Perform more inappropriate lane deviations and have slower steering responses;
- Experience reductions in responses to speed changes of a lead vehicle;
- Have increased speed variations;
- Exhibit slower reaction times;
- Experience impaired visual scanning or “tunnel vision”;
- Are at risk of falling asleep at the wheel.

Studies show that even a 20 to 30 minute nap will help restore alertness for a period of two to three hours. Another way to fight fatigue is to take a rest break to stretch your legs. Perform stretching exercises. Jump on the spot... anything to get oxygen to the brain!

DANGER SIGNS

Experiencing any of the following fatigue or drowsiness symptoms while driving could mean you're at risk of falling asleep at the wheel:

- Your eyes close or go out of focus by themselves;
- You have trouble keeping your head up;
- You can't stop yawning;
- You have wandering, disconnected thoughts;
- You don't remember driving the last few kilometers;
- You drift between lanes, tailgate or miss traffic signs;
- You keep jerking the car back into the lane;
- You missed an exit;
- You have difficulty maintaining a constant speed.

At the first sign of fatigue or drowsiness, pull your vehicle over into a safe location and take a short nap.

SLEEP DEBT

People who do not get sufficient daily sleep build a sleep debt, sometimes called a sleep deficit. Similar to credit card debt, sleep debt continues to grow every day that you fail to get the daily sleep requirement (or pay off your balance in full each month). As sleep debt increases, you become drowsier and less alert which in turn affects your performance.

Again, like credit card debt, sleep debt does not go away or suddenly decrease on its own - a sleep debt has to be repaid by getting more rest. To catch up on sleep, take a 20 to 30 minute nap or sleep for a longer period of time.

FATIGUE PREVENTION

The only way to prevent fatigue is to get adequate sleep. As you learned earlier, the required amount of sleep varies from person to person but, on average, people need between 7 to 8 hours of sleep per day.



SLEEP HYGIENE

One of the best ways to make sure you're getting an adequate amount of sleep is to develop good sleep habits (otherwise known as "sleep hygiene"). Here are some tips:

- Identify the amount of sleep you need to be fully alert all day long, and get that amount every night;
- Listen to your body clock. Mind over matter (matter being your biological clock) will only get you so far. Before you know it, you'll be micro-sleeping yourself to the afterworld;
- Create a room that's ideal for your ideal sleeping conditions. Often, this means cool, dark and quiet. Consider using room-darkening shades, earplugs, a fan or other white noise applications or devices to create an environment that suits your needs;
- Wind down before trying to sleep. Relaxing activities can promote better sleep by easing the transition between wakefulness and drowsiness. Have a shower or a hot bath and bring light reading material such as a favourite magazine;



Service Rig Driver Training, Module 3: Fatigue Management

- Avoid stimulants in the evening or before you go to sleep. Alcohol, cigarettes and caffeine can disrupt sleep; particularly alcohol which suppresses both non-REM and REM sleep patterns. Let us explain:

UNDERSTANDING THE STAGES OF SLEEP: A SIDEBAR CONVERSATION

In order for sleep to be rejuvenating, you should get your required amount of sleep in one continuous block. What does that mean exactly? Well, there are two kinds of sleep:

1. REM (or dreaming) sleep; and
2. Non-REM (or orthodox) sleep. This kind of sleep comes in two variations:
 - i. Stages 1 and 2 which is a light type of sleep; and
 - ii. Stages 3 and 4 which are much deeper versions called delta sleep.

REM stands for rapid eye movement because our eyes move rapidly during that stage. Going to sleep is like going down an escalator. You start going down into Stage 1, then Stage 2, then into deep sleep in Stages 3 & 4. You then come out of a deep sleep and finish with a period of REM (or dreaming) sleep. The REM sleep concludes one full cycle of sleep. A full cycle of sleep takes about 90 minutes and there are about five or six sleep cycles per night.

- Be wary of using the TV or other electronic devices that may interrupt your sleep. If your smart phone doubles as your alarm clock, switch it to silent before going to bed;
- Exercise regularly. Vigorous exercise is best, but even light exercise is better than no activity. Exercise at any time of day, but not at the expense of your sleep;
- Stick to the same schedule. Try to wake up and go to bed at the same time each day;
- Make up for lost sleep as soon as possible. To catch up, go to bed earlier.

HIGH PERFORMANCE NUTRITION

Proper diet and eating patterns are very important, especially when it comes to the prevention of fatigue. Here are some high performance nutrition tips that will help mitigate the onset of fatigue:

- Choose easy to digest foods such as fish, lean meats, skinless chicken, rice, vegetables, soybeans, tofu, fruits, whole grain breads and cereals, and low fat milk or cheese products;
- Cut down on heavy, saturated fat found in foods such as fatty meats, pastries, pizza, potato chips, rich dairy products, sausages, pork and fried foods (everything worth living for basically).

While adults need some dietary fat in order to be well, most simply eat too much. As a result many people are overweight and have high blood cholesterol;

- For extra energy eat more protein.

Protein contains the amino acid, tyrosine which is an essential component for the production of several important brain chemicals called neurotransmitters. Neurotransmitters help nerve cells communicate and influence mood.

Proteins include soy products, chicken, turkey, fish, peanuts, almonds, avocados, bananas, milk, cheese, yogurt, cottage cheese, lima beans, pumpkin seeds, and sesame seeds. Meat and alternatives should be 3 to 4 ounces for lunch and supper for a total of 6 to 8 ounces per day (equivalent to two decks of cards);

- To induce sleep and calm nerves eat carbohydrates prior to going to sleep.

Carbohydrates help the amino acid tryptophan achieve its calming effect by converting to serotonin - one of the key brain chemicals involved in regulating mood.

Carbohydrates include nuts, seeds, tofu, cheese, red meat, chicken, turkey, fish, oats, beans, lentils, and eggs;

- Moderate blood sugar level by eating complex carbohydrates, including fresh fruit and vegetables;



- Add fibre to your diet with plenty of vegetables, cereals, and whole grain breads;

- Follow the “50% complex carbohydrates, 30% fat, and 20% protein rule”.

Have complex carbohydrates, proteins, and healthy fat at each meal to satisfy and provide energy for 3 to 4 hours;

- Try to follow a regular 3 meal a day pattern.

Try to have at least one hot meal a day and supplement these meals with snacks every 2 to 3 hours;

- Last but not least, hydrate yourself. Drink 6 to 8 glasses of water a day.



GOT SLEEP?

No one enjoys insomnia, especially after working a long, hard shift. Here are some tips and tricks you might want to try the next time you're lying there wondering where all the sheep have gone:

- Don't force it. If you're having trouble getting to sleep after 30 mins, get up and do something relaxing, like read a book;
- Eat some carbs! Remember what we said about tryptophan? Among other functions, when tryptophan is converted to serotonin it promotes feelings of calm, relaxation, and sleepiness. Try a glass of warm milk or herbal tea with a little honey;
- Try herbal supplements like valerian root, melatonin or chamomile (**Note:** *this recommendation encourages natural sleep and the examples listed may cause drowsiness. In addition, herbal supplements contain active ingredients that may have strong effects in the body which can pose unexpected risks. For example, taking a combination of herbal supplements or using supplements together with prescribed medications could lead to harmful, even life-threatening results. For this reason, it's important to talk with your doctor before using herbal supplements*);
- Try the 4-7-8 breathing exercise:
 - i. Place the tip of your tongue against the ridge of tissue just behind your upper front teeth and keep it there for the entire exercise;
 - ii. Inhale through your nose to a count of 4;
 - iii. Hold your breath for a count of 7;
 - iv. Exhale slowly and completely through your mouth for a count of 8;

Repeat as necessary;

- Give yourself acupressure:

Derived from acupuncture, **acupressure** is an alternative medicine technique based on the Chinese medical theory that a network of energy flows through specific points in your body. Pressing on these points is meant to restore balance, regulate your mind, body, and spirit and help to alleviate sleeplessness.



FATIGUE AND WORK

Staying awake for 24 hours straight affects the human body almost exactly like a blood alcohol level of .10%, which exceeds Canada's legal limit for drivers.



Impacts of fatigue

DECREASED

- decision making ability
- ability to do complex planning
- communication skills
- productivity / performance
- attention and vigilance
- ability to handle job stress
- reaction time
- memory / ability to recall details

- tendency for risk-taking
- forgetfulness
- errors in judgement
- sick time and absenteeism
- medical costs
- accident rates

INCREASED

Fatigue is regarded as having an impact on work performance. Most accidents occur when people are more likely to want sleep – between midnight and 6 am, and between 1-3 pm. [3]



Fatigue is the state of feeling very **tired, weary or sleepy** resulting from insufficient sleep, prolonged mental or physical work, shift work, or extended periods of stress or anxiety.

Boring or **repetitive** tasks can intensify feelings of fatigue.



One shift worker in five dozes off during a shift. [1]

SIGNS

- increased vulnerability to illness
- sleepiness
- giddiness
- irritability
- loss of appetite
- depression
- digestive problems

Night, evening, rotating and irregular shifts are associated with an increased risk of occupational injury due to **worker fatigue**, less supervision and reduced co-worker support. [1]

Fatigue is increased by...

- dim lighting
- limited visual acuity
- high noise
- high temperatures
- high comfort
- tasks over long periods of time
- long, repetitive and monotonous tasks

Tips for workers

- **EAT** a healthy diet that provides longer-lasting energy. Complex carbohydrates that are low in fat and simple carbohydrates (fruit) / Avoid fatty foods and junk food.
- **ADAPT** a steady exercise routine that includes cardiovascular, muscle strengthening and flexibility workouts.
- **TRY** to get at least 7.5 - 8.5 hours of sleep per night.
- **STAY** positive. Make a conscious effort not to be overwhelmed by negative circumstances.
- **AVOID** driving if you are tired, especially in inclement weather where vision is impaired.
- **AVOID** excessive noise.

Advice for employers

- **ENSURE** the work environment does not promote fatigue. Try to avoid dim lighting, noisy temperatures, and excessive noise.
- **VARY** job tasks to eliminate repetition or long periods of boring, monotonous work.
- **INCORPORATE** and encourage taking breaks.
- **TRAIN** workers on the importance of getting enough rest and how to achieve work-life balance.
- **ATTITUDE** - rotate shifts, and rotate shifts in the direction of the sun (morning - afternoon, night - in that order).



[1] http://www.ccohs.ca/oshweb/publications/2002/0110/0110_e.html
 [2] http://www.ccohs.ca/oshweb/publications/2002/0110/0110_e.html
 [3] http://www.ccohs.ca/oshweb/publications/2002/0110/0110_e.html

UNIT TWO: HOURS OF SERVICE REGULATIONS

Both motor carriers and drivers have a legal requirement to combat fatigue. To help with this requirement the Commercial Vehicle Drivers Hours of Service Regulations (HOS Regulations) were put into effect. These HOS Regulations are the rules that commercial vehicle drivers must follow when driving a commercial vehicle in Canada. Intended to promote better safety for all road users, these rules define two critical elements that the transportation industry must operate:

1. Maximum allowable driving times; and
2. Minimum required off-duty times.

Note: *in conjunction with the Oilwell Service Vehicle Cycle Exemption Permit, the CAODC Fatigue Management and Hours of Service training module meets the approved training requirements for fatigue management and hours of service training. As such the content of this program is specific to the application of the Federal Commercial Vehicle Drivers Hours of Service Regulations and may not be applicable to provincial carriers or drivers.*

LEARNING OBJECTIVES

As you work through this module you will be able to:

- Understand the intent of the HOS Regulations and the difference between federal and provincial carriers;
- Describe the responsibilities of carriers and drivers under the HOS Regulations;
- Describe and understand driver activities and duty status classifications;
- Understand the daily log requirements that account for a driver's on-duty and off-duty time;
- Describe and understand the driving limitations that apply to a driver's time;
- Understand the situations that may exempt a driver from the driving limitations specified in the HOS Regulations;
- Understand compliance verification and enforcement as it applies to the HOS Regulations;
- Understand how and why a carrier monitors a driver's compliance with the HOS Regulations.

COMMERCIAL VEHICLE DRIVERS HOURS OF SERVICE REGULATIONS

All jurisdictions in Canada have legislation that addresses Commercial Vehicle Drivers Hours of Service Regulations (HOS Regulations). These HOS Regulations define the maximum allowable driving times and minimum required off-duty times for drivers of commercial vehicles in Canada.

Transport Canada regulates federal carriers, while each province regulates provincial carriers. For the purposes of HOS Regulations, carriers are subject to either federal or provincial Regulations as follows:

FEDERAL HOURS OF SERVICE REQUIREMENTS

Federal HOS Regulations apply to drivers of commercial vehicles that operate in multiple provinces, territories or states. If a carrier is federally regulated, their drivers must follow the federal HOS Regulations.

The HOS Regulations apply to the carrier's entire fleet, even if some of their drivers only operate point-to-point within one province.

PROVINCIAL HOURS OF SERVICE REQUIREMENTS

Carriers who operate all of their regulated commercial vehicles in one province only (i.e. they do not cross any provincial borders) are provincially regulated. This means they must follow the HOS Regulations specific to the province they are operating in.

A commercial vehicle means a vehicle that is:

- i. operated by a motor carrier and propelled otherwise than by muscular power; and
- ii. a truck, tractor, trailer or any combination of them that has a gross vehicle weight (GVW) in excess of 4,500 kgs.

ROLES AND RESPONSIBILITIES

It is the responsibility of motor carriers, shippers/consignees, other persons such as safety officers and dispatchers, and drivers to prevent fatigue-related incidents involving commercial vehicles. Anyone that fails to ensure compliance with the HOS Regulations may be subject to enforcement.

MOTOR CARRIERS

A **motor carrier** (also referred to as carrier or company in this module) means a person who is engaged in the operation of an extra-provincial truck undertaking (for example, the company you work for).

According to Section 4 of the HOS Regulations: *no carrier, shipper, consignee or other person shall request, require or allow a driver to drive and no driver shall drive if:*

- a) *the their capabilities are impaired to the point where it's unsafe for them to drive;*
- b) *driving could put the health and safety of themselves, their co-workers and the public in jeopardy;*
- c) *they are subject to an out-of-service declaration; or*
- d) *doing so would mean they are not in compliance with the HOS Regulations.*

This means that the company you work for has a responsibility to ensure that you, the driver:

- Are following the HOS Regulations;
- Arrive to work fit for duty and not impaired due to alcohol or drug use (illegal, prescription, non-prescription or otherwise) or a medical condition.
- Use due diligence with respect to driving.

DRIVERS

A **driver** is:

- i. a person who operates a commercial vehicle;
- ii. In respect of a motor carrier, a person employed or otherwise engaged by the motor carrier to operate a commercial vehicle, including a self-employed driver; and
- iii. a co-driver.

All drivers are responsible for ensuring they follow the rules and regulations of the province or jurisdiction they are operating in. *For example:*

- *Federal or provincial HOS Regulations;*
- *Provincial Occupational Health and Safety legislation;*
- *Provincial Traffic Safety Act and related Regulations.*

According to Part 4 of the Traffic Safety Act and Section 249 of Canada's Criminal Code, a driver cannot operate a convoy vehicle in a manner that is dangerous to the public, other drivers and employees working for the company. As a driver, what this means to you is:

- You must not drive if your abilities are impaired in any way (whether by alcohol, drugs (prescribed or not), fatigue, poor health etc.);
- You must not drive if doing so could, would or can jeopardize or be likely to jeopardize the health or safety of yourself, the public or any other employee of that company;
- The company you work for (including the operating company and any of their representatives your company is working for) cannot force you to drive if doing so could, would or can jeopardize or be likely to jeopardize the health or safety of yourself, the public or any other employee of that company.

This includes the operation of a vehicle that is subject to an out-of-service declaration, a driver's allowable driving times have been maxed out or adverse driving conditions are present;

- Use due diligence with respect to driving.



SHIPPER'S

A **shipper** is the person/company who initiates and administers the transport of goods on a commercial vehicle.

Shipping is the complete process of transporting goods from one location to another. Because the shipper is usually the last person a driver interacts with before driving, the shipper has a responsibility to ensure that the driver is following the HOS Regulations.

If a shipper notices that a driver's abilities are impaired (by alcohol, drugs, fatigue, health or unknown causes – the cause is unimportant) to the point where it is unsafe for the driver to drive, the shipper must refuse to let the driver drive. A shipper must not allow any driving that would risk the safety or health of the public, driver or employees of the motor carrier. This includes refusing to let a driver drive if the driver is subject to an out-of-service declaration.

Rather than promoting "just in time" driving at any cost, the shipper needs to encourage due diligence.

CONSIGNEE

A **consignee** is the person who receives the goods transported by the commercial vehicle.

Because the consignee (receiver) interacts with a driver, the consignee has a responsibility to ensure that the driver is following the HOS Regulations.

If a consignee notices that a driver's abilities are impaired (by alcohol, drugs, fatigue, health or unknown causes – the cause is unimportant) to the point where it is unsafe for the driver to drive, the consignee must refuse to let the driver drive. A consignee must not allow any driving that would risk the safety or health of the public, driver or employees of the motor carrier. This includes refusing to let a driver drive if the driver is subject to an out-of-service declaration.

The consignee must not knowingly allow a motor carrier or driver to break the law. The consignee needs to encourage due diligence.

Due diligence is the level of judgement, care; determination and activity that a person would reasonably be expected to carry out under particular circumstances.

The term "due diligence" does not appear in legislation. However, it is a term that has special significance in that it is important as a legal defence for someone charged under legislation. A person may be found not guilty if they can prove that due diligence was used to comply with legislation.

Due diligence is evaluated by using the three conditions below:

- Foreseeable (the means of recognizing the potential for harm);
- Preventable (an opportunity to prevent the incident); and
- Controllable (was there a responsible person present who could have prevented the incident).

This means that every commercial driver is required by law to use a level of judgement and care in their daily activity that any competent person would reasonably be expected to do under particular circumstances while on-duty to protect themselves and others on the road.

DRIVER ACTIVITIES (DUTY STATUSES)

For the purposes of well servicing operations, a typical day for a driver usually involves driving, maintaining the vehicle, completing paper work and performing other work as required by the company.

Each of these activities can be classified into four categories or “duty statuses”. Because HOS Regulations sets a limit on each of these duty statuses, it is important that drivers keep an accurate record of how much time is spent performing each activity:

1. ON-DUTY TIME

On-duty time begins when a driver starts work or when the company requires the driver to be available for work and ends when they stop work or are relieved of all responsibility by the company.

On-duty time does not include time when the driver is waiting at home or on-call for a work assignment.

Other than “driving time”, the following activities are considered on-duty:

- Inspecting, servicing or repairing the commercial vehicle;
- Loading or unloading the commercial vehicle;
- Waiting for the vehicle to be loaded, unloaded, serviced or dispatched;
- Waiting for a vehicle or its load to be inspected;
- Waiting at an en-route point because of an accident or an unplanned occurrence or situation;
- Traveling in a commercial vehicle as a co-driver;

Co-driver means a person who is present in a commercial vehicle because of having been, or being about to be, its driver.

- Traveling as a passenger in a commercial vehicle to a point where the driver will begin driving;
- Performing any other company work such as completing paperwork or working on a job site.

2. DRIVING TIME

Driving time is any time that a driver spends operating or controlling a commercial vehicle.

3. OFF-DUTY TIME (OTHER THAN TIME SPENT IN A SLEEPER BERTH)

Off-duty time is any time other than on-duty time and means that the driver must be completely relieved of all duty, responsibility and obligation for the care and custody of the vehicle, its accessories, and any passengers or cargo it may be carrying. In other words, the driver must have the freedom to leave the vehicle to do something else (i.e. the driver has the freedom to do whatever the driver wants to do).

Typical off-duty activities include stopping for meal and rest breaks and sleep. If a driver is waiting to be assigned work by the company (i.e. at home or some other location carrying a mobile device such as a smart phone), it is considered off-duty time.

In addition, any work performed for an organization other than the company is off-duty time. Therefore, if a driver works for a “non-motor carrier”, the driver is off-duty for the entire time they are working for the “non-motor carrier”.

4. OFF-DUTY TIME (SPENT IN A SLEEPER BERTH)

Some commercial vehicles are equipped with a special area used for sleeping accommodation. These sleeper berths are usually located in the cab or passenger compartment of the commercial vehicle and must meet specific dimensions and environmental requirements. Any time that a driver spends reading, relaxing or sleeping in a sleeper berth is off-duty time spent in a sleeper berth.

SLEEPER BERTHS

A **sleeper berth** is an area of a commercial vehicle used for sleeping accommodation. If a commercial vehicle has a sleeper berth, a driver can stop and rest in the sleeper berth whenever the driver is tired or during any extended period of waiting.

- In order to claim sleeper berth time, commercial vehicles must have a separate area that meets specific dimensions and environmental criteria;
- Any time spent in a sleeper berth is recorded on the daily log as "Off-Duty Time in a Sleeper Berth".

Note to employers: *specific to CAODC service rig members only, while a small percentage of vehicles used for well servicing operations are equipped with sleeper berths, they are rarely used for the purposes of sleep accommodation. Therefore, detailed information regarding the rules of sleeper berth usage for single and team drivers has not been included in this module.*

If your company is using sleeper berths for the purposes of sleep accommodation, your drivers will require additional training as outlined in Module 8 of the Alberta Reference Guide for Hours of Service Training Development - Splitting of Daily off-Duty Time / Sleeper Berths.

A. EXERCISE – DUTY STATUS CLASSIFICATION

Classify each of the following situations according to duty status:

Duty Status	Situation
	Vehicle is broken down on the side of the road and driver is waiting for help
	Lunch or rest breaks
	Supervising loading of trailer
	Sitting in passenger seat and reading road map to help co-driver
	Sleeping in sleeper berth
	Driving service rig to wellsite
	Stopped at weigh station for a vehicle inspection
	Vacation
	Time spent at the scene of an accident collecting necessary information
	Conducting cargo securement inspections

DAILY LOGS

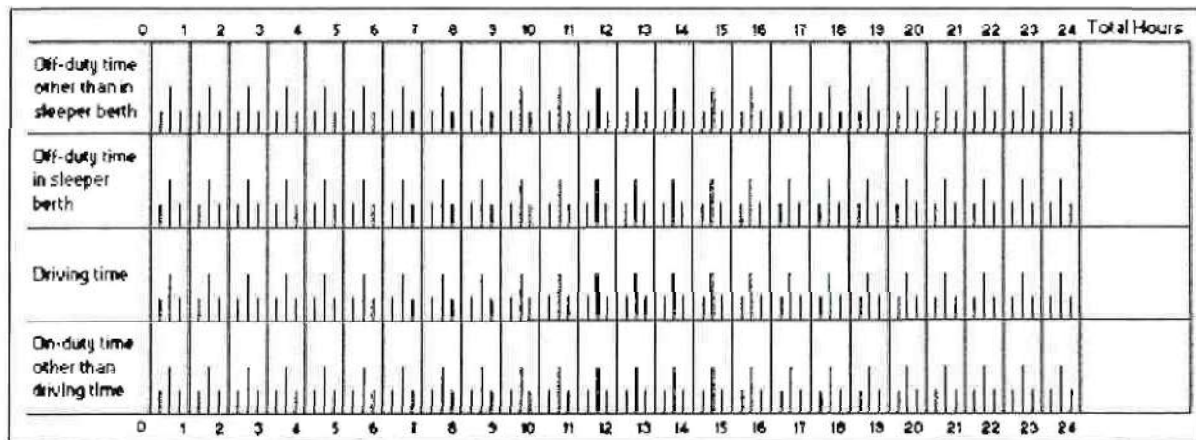
All drivers that operate or intend to operate a commercial vehicle must fill out a daily log that accounts for all of their on-duty and off-duty time for that day.

Daily log means a record in the form set out in Schedule 2 (graph grid) of the HOS Regulation.

Companies must ensure that drivers maintain accurate records of their duty status times for each calendar day. These times must be recorded in a logbook and kept so that a company may ensure a driver does not exceed the specified hour limitations.

GRAPH GRIDS

Logbook data must be completed on a graph grid so that each piece of required information can be recorded accurately. The grid is filled out in a way that makes sure all of the driver's hours are accounted for in each of the duty statuses. Although the layout of logbooks can vary, the most common element is the daily grid:



- The daily grid displays 24 hours broken into 15-minute segments. Drivers record activities by marking the start and end time for an activity and drawing a continuous vertical line between the start and end time;
- On the right-hand side of the grid, drivers calculate the total number of hours for each duty status;
- The grand total for each daily grid must equal 24 hours.