

Fleet Vehicle Standard

Formerly the Vehicle Practice and the Vehicle Operations Practice

Owner: Manager, Air & Ground Transportation Team

Effective Date: December 4, 2013

Last Updated: September 4, 2018

Last Reviewed: September 4, 2018

Purpose

This standard outlines the expectations of all drivers and passengers of Cenovus fleet vehicles and licensed equipment such as trailers and ATVs.

Scope

All Cenovus staff who operate a fleet vehicle must adhere to the requirements of this standard. Where requirements in this standard apply to staff, the provisions extend to personnel supplied by service providers.

Fleet vehicles include any Cenovus-provided vehicle, including those that are individually-assigned, vehicles shared between team members, and unassigned company pool vehicles.

Roles and Responsibilities

Air & Ground Transportation team - responsible for the administration, monitoring and maintenance of this standard.

Supervisors - responsible for requesting fleet vehicle changes.

Human Resources (HR) - responsible for managing drivers abstracts from or on behalf of applicants offered employment with Cenovus and from or on behalf of current employees. HR also cooperates with any third party hired by Cenovus to facilitate the receipt of/review driver's abstracts.

Staff - responsible for reviewing and understanding this standard, and operating any fleet vehicle or licensed equipment in accordance with this standard and related processes and guidelines.

Standard Statements

Driver eligibility

Cenovus employees may be assigned a fleet vehicle based on established vehicle allocation principles and approval of the Manager, Air & Ground Transportation.

In order to operate a fleet vehicle, drivers must:

- Review this standard and sign off that they understand and comply with Cenovus's requirements for operating a vehicle
- Possess a valid driver's license in the proper class for the type of vehicle he/she will be operating
- Possess and maintain the required class of license in good standing, determined by

Cenovus in its sole discretion

- Provide Cenovus, or a third party service provider designated by Cenovus, with a current copy of their driver's abstract for approval prior to operating a vehicle
- Provide a current driver abstract as requested by Cenovus
- Undergo any required training required by Cenovus
- Immediately advise your supervisor and HR of any changes to driver status if driving is a condition of your employment

Driver expectations

Pre-driving inspections and safety checks

- Before operating, ensure the vehicle contains all required and up-to-date documentation (insurance, vehicle registration, fleet card), tools and safety equipment
- Conduct a vehicle walk-around inspection prior to starting the vehicle, including checking:
 - tires & lug nuts
 - vehicle for damage
 - tail lights & head lights
 - windshield condition
 - mirrors
 - no obstructions in vehicle path
- Ensure loads, tools, equipment and personal belongings are properly stowed and secured to prevent shifting, falling, damage or injury
- Park in a safe location, hide valuables, and ensure the vehicle is secure before leaving it unattended

Vehicle operations and reporting

- Adhere to all applicable laws when operating the vehicle, including without limitation those pursuant to the Traffic Safety Act and associated regulations
- Operate the vehicle in a responsible and safe manner and in accordance with the Driver Distraction Practice
- Follow fitness for work requirements by not driving while judgement is impaired by alcoholic beverages, controlled substances or fatigue
- Smoking in vehicles is not permitted as they are considered extensions of the workplace
- Ensure all occupants of the vehicle wear seatbelts
- Report mileage monthly, including personal mileage, for individually allocated vehicles

Incidents and penalties

- Immediately report all infractions and/or tickets to supervisor
- Promptly pay any tickets, penalties or fines incurred while operating the vehicle.
- Record all near misses, incidents, or accidents in Cenovus's incident management system
- Complete any training that may be required in Cenovus's sole discretion as a result of driving infractions

Expenses

- Use the Cenovus-provided fleet card to pay for all fuel and maintenance of fleet vehicles. Maintenance and fuel expenses incurred by drivers that are not paid for by the Cenovus fleet card may not be reimbursed by Cenovus.
- Ensure vehicle occupants are individuals conducting business of behalf of Cenovus, except in the case of an emergency

Vehicle usage

Fleet vehicles are provided so staff can perform required job tasks, and for travel required to perform company business. Vehicles provided at Foster Creek and Christina Lake are for site use only, except in the event of an emergency. Cenovus-provided transportation should be used when available.

Personal use of fleet vehicles is not permitted, unless commuting to and from home to the work site and only as authorized for business purposes. Commuting shall be subject to taxation as per the Canada Revenue Agency guidelines.

Fleet vehicles are not to be operated outside of Canada.

Vehicle Towing

For instances where towing assistance is required drivers must refer to the vehicle fleet card when contacting road side assistance. The fleet management company will arrange the services required.

If towing assistance is required while at Foster Creek or Christina Lake sites, contact Site Services and await further direction.

Staff are not permitted to tow or recover another vehicle without a Supervisor approved Hazard Assessment that describes the specific equipment to be used.

Towing trailers

Fleet vehicles used to tow trailers must be properly equipped to do so. Hitches, receivers and wiring must adhere to vehicle manufacturer's specifications, laws and regulations. Drivers must adjust their driving to ensure safe operation in light of increased weight, length and size of the load they are moving.

Vehicle maintenance

Fleet vehicles must be clearly marked with a Cenovus decal and unit number and placed in specified locations. Vehicles should be cleaned regularly.

Maintenance of individually allocated fleet vehicles is the responsibility of the assigned driver. Drivers must maintain the vehicle in accordance with the manufacturer's warranty, and arrange a preventative maintenance schedule through an authorized service centre.

Unless a written exception is obtained from their direct supervisor, drivers must use the fleet management company's list of preferred vendors for vehicle repairs and tire replacements. All tire replacements and purchases must follow the tire purchasing guidelines.

Any vehicle modifications must be approved by Air & Ground Transportation. Unapproved modifications that cause damage to the vehicle will be the sole responsibility of the driver and the driver must immediately reimburse and indemnify Cenovus for same.

Any repairs or maintenance exceeding expense limits require approval by Air & Ground Transportation.

Tools and equipment

At minimum fleet vehicles must be equipped with the following safety items:

- Fire extinguisher (ABC type)
- Roadside triangles or flares

- Booster cables
- First aid kit
- Compact shovel

Vehicle load

No fleet vehicle shall be overloaded with passengers, materials or by a trailer or any of the combination which exceeds the vehicles gross vehicle weight rating (GVWR). The GVWR is located on a label on the driver's side door and may vary from vehicle to vehicle.

All loads must be properly placed, secured, and projections flagged with a red flag. Tie down straps, nets and other securing devices must be rated for the size and weight of the item being secured.

Safe backing

Prior to backing up a vehicle, the driver must conduct a walk around inspection to ensure that there are no obstructions or unsafe conditions present. The use of a spotter is recommended when the vehicle has a large blind spot or while on a congested work location with other equipment or people.

Breakdowns

In case of a breakdown, fleet vehicles should be parked with all wheels off the main roadway, if possible. One roadside triangle shall be placed approximately 30m (100 ft.) in advance and the other approximately 30m (100 ft.) to the rear of the disabled fleet vehicle.

Accidents and insurance

In the event of an accident involving a fleet vehicle, staff must follow the Cenovus process for reporting an incident. Vehicle damage repairs will not be approved unless an incident management reference number is provided.

Contractors are required to obtain and maintain insurance in accordance with the terms of their Consulting Services Agreement or Master Service and Supply Agreement with Cenovus.

Vehicle & equipment purchase, sale and replacement

Fleet vehicle orders must be approved by Air & Ground Transportation. Vehicles are leased by Cenovus and, as such, are not available for private sale or disposition. Fleet vehicles must be returned to the fleet management company for sale or disposition.

Fleet vehicles will be considered for replacement at the sole discretion of the Air & Ground Transportation team.

All purchases, redeployments and dispositions of licensed equipment must be reported to Air & Ground Transportation. .

Compliance and Enforcement

Monitoring

Staff are encouraged to report any non-compliance with requirements of this standard to their supervisor, the Air & Ground Transportation team and/or the [Integrity Helpline](#).

Tampering or modifying vehicle tracking device that monitor vehicle compliance, performance and safety is strictly prohibited.

The Air & Ground Transportation team will monitor compliance with this standard through regular review, and may request or access records at its discretion and in compliance with Cenovus's privacy policy and applicable privacy laws.

Exemptions and Waivers

In case of conflicting requirements, this standard shall prevail.

All exemptions or waivers to this standard must have a supporting business case, and be approved by the Manager, Air & Ground Transportation in writing.

Consequences of non-compliance

Staff who violate the terms of this Standard will be subject to disciplinary action including without limitation the loss of Cenovus fleet vehicle privileges or termination of employment or services.

Support

Please contact the Air & Ground Transportation team for any questions or support related to this standard.

Resources and related processes

- [Drivers abstract](#)
- [Incident Management System \(Intelex\)](#)
- [Pool vehicle booking process](#)
- [Reporting an accident](#)
- [Tire purchasing guidelines](#)
- [Vehicle allocation principles](#)
- [Vehicle decals](#)
- [Preferred vendors](#)

Related Policy Documents

- [Alcohol & Drug Policy](#)
- [Driver Distraction Practice](#)
- [Travel Standard](#)