Biathlon Alberta Transportation Policy

BIATHLON ALBERTA – POLICY FOR TRANSPORTATION OF PARTICIPANTS IN BIATHLON ALBERTA PROGRAMS

PURPOSE:

The purpose of this policy is to specify guidelines for the safe transportation of participants in programs or events sanctioned by Biathlon Alberta.

RENTAL VEHICLES:

In Alberta, a Class 4 license is required for a driver who is operating under the condition "for hire" as defined by the *Operator Licensing and Vehicle Control Regulation* which provides this definition:

For hire, with respect to a vehicle, means that the vehicle owner or operator or the operator's employer is being paid for the service that the vehicle is being used to provide.

This policy will apply to all camps, clinics and competition tours where transportation is provided as part of the program.

PERSONNEL:

Biathlon Alberta staff may transport participants to a Biathlon Alberta-sanctioned event in any vehicle in limited instances. All Biathlon Alberta staff must have a valid Class 4 Alberta driver's license (or equivalent) and their driving record reviewed and approved prior to transporting anyone participating in a Biathlon Alberta-sanctioned event. Driving records will be periodically reviewed at intervals deemed appropriate. Written approval must be obtained by the General Manager or his/her designee prior to Biathlon Alberta staff driving any vehicle for more than a limited distance when transporting any participant in Biathlon Alberta programs.

TRAVEL RULES:

1. Biathlon Alberta disallows and has a zero tolerance for the use of any legal or illegal drugs or substances while operating any vehicle on Biathlon Alberta business. A driver under the influence of prescription or over-the-counter medication that impairs or negatively affects the driver's judgment or ability to drive must notify the General Manager or his/her designee and shall not transport passengers on Biathlon Alberta business.

2. The number of passengers in rental vehicles is limited to the number of seatbelts, up to a maximum of fourteen persons, plus the driver. Seat belts must be used at all times, by all occupants.

Biathlon Alberta
Transportation Policy

Any van usage for a Biathlon Alberta-sanctioned event must be pre-approved in writing by the General Manager or his/her designee.

3. Teams will be allowed to travel between the hours of 6:00 a.m. - 12:00 am unless prohibited by the "Driving Time Limits" listed below.

DRIVING TIME LIMITS:

1. Driving time limits for all drivers are:
   Daytime travel - three hours at one time without a break;
   Night-time travel - two hours at one time without a break.
2. Within 15 minutes of reaching a driving limit, the driver should exit the highway to a safe rest area. The driver must take at least a 15-minute break before resuming driving or else another approved, licensed driver who has not driven within the last 15minutes must assume driving responsibilities.
3. No driver may exceed 8 total hours of driving time in a 24 hour period.
4. No segment of travel shall exceed 18 hours, at which time the drivers must stop for at least 7 hours rest. This rule is to be observed even if there are multiple approved drivers along on the trip.

ADDITIONAL RULES for Use of Vehicles for Biathlon Alberta Sanctioned events

1. All rules of the road must be adhered to such as speed limit, parking and seat belt usage by all passengers. Anyone receiving a ticket will be personally responsible for payment of the ticket.

2. A daily walk-around procedure must be performed prior to taking any vehicle on the road. When stopping to fuel vehicles the engine must be turned off and passengers must disembark from the vehicle.

3. Teams using more than one vehicle must caravan and stay within sight of one another in case of emergency. If a vehicle breaks down on a trip, the coach should assess the situation, call a tow truck or drive the vehicle to a location where it can be serviced. The coach should call the General Manager or designee at Biathlon Alberta so that they are aware of the situation. In some cases, it may be appropriate to obtain another vehicle to continue the trip. It will be the responsibility of the coach to determine the severity of the breakdown. In the event of severe weather, the Team Leader will make the decision to continue travel or to delay the trip. A secure location must be found for the team to wait for travel to resume. The VP Administration must be notified of any delays as soon as possible.

4. In the event of an accident, the General Manager should be called to appraise them of the situation.

5. Any deviation from these travel rules must be approved in writing by the General Manager or his/her designee.

6. Head coaches or Team Leaders are responsible for having all emergency contact phone numbers in the event of an emergency.

7. All equipment must be secured and evenly distributed in vehicles. Particular attention must be paid to weight distribution when using 12 or 15 passenger vans. Lighter objects should be placed in roof racks or in the rear of the vehicle. Heavier objects should be placed on the floor of the vehicle as close to the driver as possible. When transporting large groups, an additional vehicle should be obtained for transporting equipment/cargo.

Appendix

Know government roles in large passenger van safety

- The federal government (Transport Canada) sets and enforces the safety standards required for new and imported vehicles. For example, seat belts are required in vehicles.
- The provincial/territorial governments' highway traffic acts regulate vehicle drivers and vehicle use. For example they regulate:
    - Driver licenses;
    - Vehicle-loading;
    - Winter tire use; and
    - Seat belt and child seat use.

School Transportation:

The provinces/territories and local school boards choose the means and type of transportation for school children that best suits their needs.

The Canadian Standards Association has written a technical standard for a Multi-Functional Activity Bus (MFAB), referred to as D-270, which it approved in April 2008. A MFAB would be similar to a school bus, but without the traffic warning devices required for school buses since MFABs would not be designed for roadside pickup of children.

Provinces and territories will decide if they want to use the CSA technical standard for MFABs for transporting school children to extracurricular activities.

Investigations

United States
In 2001, the United States Department of Transportation, National Highway Traffic Safety Administration (NHTSA) issued a warning that these vans had a higher chance of rolling over when they were fully loaded.

In 2008, NHTSA issued a research note stating that deaths in large passenger vans have been declining since 2001, but could not explain this trend. Learn more at: http://www-nrd.nhtsa.dot.gov/Pubs/810947.PDF

Canada
In 2001, Transport Canada studied heavily loaded large passenger van rollover collisions in Canada. They found that over a two-year period in Ontario, only one heavily loaded van rolled over and luckily, no one was killed. One incident was not enough to issue a warning similar to the United States.

Transport Canada also conducts many on-the-scene collision investigations every year. They help determine if Canadian vehicle safety standards require change.

Recent Investigations: www.tc.gc.ca/eng/motorvehiclesafety/tp-tp2436-rs200808-p5-1211.htm

Biathlon Alberta
Transportation Policy

Transporting children - Make sure that everyone in your van is properly belted

Younger children should be using child seats or booster seats.

Find the FAQs on child seats at:https://tc.canada.ca/en/road-transportation/child-car-seat-safety/choosing-child-car-seat-booster-seat to learn what kind of child seat you should use when a child can use a regular seat belt – and more.

Know where to learn about transporting children, or children with disabilities in your van

Transport Canada cannot restrict vehicle use. Some provinces/territories and school boards do not allow the use of large passenger vans for school functions. Please contact your provincial/territorial transportation office or local school board for more details.

Electronic Stability Control (ESC)

There are many benefits to Electronic Stability Control (ESC). ESC systems can improve handling and help to prevent loss of control. ESC has been proven to reduce the number of single-vehicle collisions and rollovers.

Learn about ESC

Electronic Stability Control (ESC) is a safety technology that helps drivers avoid crashes by reducing the likelihood of skidding.

To learn more about ESC please visit: https://tc.canada.ca/en/road-transportation/publications/12-15-passenger-large-vans/electronic-stability-control-esc

Know if your van has ESC

ESC has been standard equipment on new large passenger vans since about 2005. For other model years, check your owner's manual, or contact your local dealership. If your van does not have ESC, it cannot be retrofitted. But when you buy your next van, make sure it is equipped with ESC.

Tires

Pay attention to your tires. The traction between the road surface and your tires is the most important factor in safe vehicle control.

Know the tire pressure you should use

Each vehicle on the road has its own required tire pressure. In fact, the front and rear tire pressures may not need to be the same. Your van's tire pressures can be found:

- In your owner's manual;
- On the tire information label located on the driver's door;
- Inside the driver's door frame; or
- Inside the glove compartment door

To see a sample tire information label, visit: https://tc.canada.ca/en/road-transportation/publications/12-15-passenger-large-vans/tires

Know which tires to use on your van
Since large vans are heavy, they require stronger tires to support the weight. Look in your owner's manual, or tire information label to find the best tire type for your van.

Learn more about tires at: https://tc.canada.ca/en/road-transportation/publications/12-15-passenger-large-vans/tires

Use winter tires
Transport Canada recommends having four winter tires for driving in cold, snowy or icy conditions. They provide better traction than all-season tires because they:

- Are made of softer rubber; and
- Have more grooves.

Loading a large passenger van

Loading a van changes how it handles. That is why it is important to follow the loading instructions in the owner's manual.

Know how much weight your van can carry

The easiest way to know how much weight your van is designed to carry is to:

a. Find the Gross Vehicle Weight Rating (GVWR) on the driver's door post or in your owner's manual;
b. Find the weight of the empty van (net weight) in your owner's manual; then
c. Take **a** and subtract **b**. This will tell you how much weight you can add (people, fuel and cargo).

If you can't find your owner's manual, get a new one from your local dealer.

To learn more about how to safely load a large passenger van go to:
https://tc.canada.ca/en/road-transportation/publications/12-15-passenger-large-vans/loading-large-passenger-van

Driving a large passenger van

As with any vehicle, respect the posted speed limit, slow down when the weather and/or road conditions are poor, slow down before entering sharp curves, don't tailgate and give yourself enough room in front of you to react to sudden events such as animals or vehicles entering your lane. Take extra care when you drive on rural roads because of on-coming and passing traffic.

Large vans don't handle like cars
Since these vans are much larger and heavier than cars, be aware that they require more space when changing lanes and a longer stopping distance.

Biathlon Alberta
Transportation Policy

Policy History	
Approved	**Sept. 2024**
Next Review Date	**Sept. 2026**