



TABLE OF CONTENTS

| | |
|--|-----------|
| 1. PURPOSE | 3 |
| 2. SCOPE | 3 |
| 3. AUTHORITIES AND REFERENCES | 3 |
| 4. RESPONSIBILITIES | 3 |
| 4.1. Employer Representative | 3 |
| 4.2. Employees | 4 |
| 4.3. Workplace Health and Safety Committee/Representative (WHSC/HSR)..... | 4 |
| 4.4. Regional Health and Safety Advisory Committee (Regional Advisory Committee) | 5 |
| 4.5. Policy Health and Safety Committee (PHSC) | 5 |
| 4.6. Regional Occupational Health and Safety Advisor | 5 |
| 4.7. National Occupational Health and Safety Office | 5 |
| 5. EMERGENCY EQUIPMENT | 6 |
| 5.1 First Aid Kits..... | 6 |
| 5.2 Other Equipment Required in Fleet Vehicles..... | 6 |
| 5.3 Equipment Required for Remote Areas..... | 6 |
| 6. BEFORE LEAVING | 6 |
| 6.1 Planning Your Trip | 6 |
| 6.2 Checking Your Vehicle | 7 |
| 7. DRIVING A MOTOR VEHICLE | 8 |
| 8. EMERGENCY RESPONSE | 9 |
| 8.1 In the Event of a Break-Down..... | 9 |
| 8.2 In the Event of an Accident | 9 |
| 9. Fleet Vehicles | 10 |
| 9.1 Vehicle Maintenance | 10 |
| 9.2 Personal Use | 10 |
| 10. REFERENCES AND RESOURCES..... | 10 |



| | |
|---|-----------|
| 11. ENQUIRIES | 11 |
| 12. MONITORING AND EVALUATION | 11 |
| 13. EFFECTIVE AND REVIEW DATE | 11 |
| ANNEX A – GENERAL PRECAUTIONS | 12 |
| ANNEX B – ADJUSTING THE DRIVER’S SEAT TO FIT YOU..... | 14 |
| ANNEX C – SAFE STORAGE OF MATERIALS..... | 15 |
| ANNEX D – SUGGESTED WINTER SURVIVAL KIT | 16 |
| ANNEX E – BOOSTER CABLES | 17 |
| ANNEX F – HOW TO CHANGE A FLAT TIRE | 18 |
| ANNEX G – IN CASE OF FIRE..... | 20 |
| ANNEX H – INJURY OR DAMAGE CLAIMS FOR FLEET VEHICLES | 21 |



1. PURPOSE

Employment and Social Development Canada (ESDC) is responsible for ensuring that the health and safety at work of every person employed by the employer is protected.

The Safe Driving Guide is intended to provide information on how to protect employees from the hazards associated with driving a motor vehicle. It sets out procedures for the safe operation of motor vehicles (fleet, rental and personal) during the performance of work-related duties.

2. SCOPE

The Safe Driving Guide applies to all work locations and all employees within the Department, including Service Canada, the Labour Program and all other service offerings managed within ESDC, as well as every person granted access to the workplace.

3. AUTHORITIES AND REFERENCES

- [Canada Labour Code – Part II](#)
- [Canada Occupational Health and Safety Regulations](#)
- [ESDC National Fleet Procedures and Guidelines for Light-Duty Vehicles](#)
- [National Joint Council Occupational Health and Safety Directive](#)
- [National Joint Council Travel Directive](#)


4. RESPONSIBILITIES

4.1. Employer Representative

(Employer ...encompasses all senior management officials, directors, managers, team leaders, supervisors, management leads, and site leads)

The employer representative is responsible for:

- a) Authorizing the use of a motor vehicle for government business;
- b) Providing additional motor vehicle training, if warranted (after assessing specific needs with the employee) and ensuring such training has been completed;
- c) Informing employees of the correct procedures to be followed in the event of a motor vehicle accident;

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- d) Ensuring a qualified person is appointed to investigate motor vehicle accidents and that a Motor Vehicle Accident Report ([GC 046](#)) and a [OHS Incident Report](#) are completed;
 - e) Ensuring the implementation of the Safe Driving Guide, as required; and
 - f) Ensuring their employees are aware of their roles and responsibilities under this Guide.

Note: When an accident is being investigated by police, the employer must obtain a copy of the police report and make it available to the Workplace Health and Safety Committee/Representative as soon as possible. A copy must also be forwarded to the Regional Occupational Health and Safety Advisor.

4.2. Employees


Employees are responsible for:

- a) Maintaining a valid licence to operate a motor vehicle under the appropriate provincial or territorial law;
- b) Completing the [Fleet Vehicle Acknowledgement and Authorization Form](#) prior to receiving authorization to drive a fleet vehicle;
- c) Reporting deficiencies or problems with fleet vehicles to their manager for possible examination by a qualified person;
- d) Only using motor vehicles if they are in safe operating condition and operating them in a safe manner that respects the traffic laws of the province or territory in which they are being operated, with due regard for road, traffic, weather and visibility conditions;
- e) Refraining from the using telephones or other electronic devices while driving. Global positioning systems (GPS), as long as programmed prior to departure, are acceptable.
- f) Keeping fleet vehicles clean and tidy, and removing any refuse after use;
- g) Deploying warning devices, informing the police, and requesting an ambulance for injured persons if a motor vehicle accident occurs, and notifying their manager/supervisor of the accident; and
- h) Referring to the instructions in [Annex H](#) if the fleet vehicle they are driving is involved in an accident.

4.3. Workplace Health and Safety Committee/Representative (WHSC/HSR)

The committee/representative is responsible for:

- a) Participating in the implementation and monitoring of the Safe Driving Guide; and

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- b) Participating in the investigation of motor vehicle accidents to the extent reasonably practicable. Given the nature of motor vehicle accidents, this may be limited to reviewing the police report and OHS Incident report and assisting in the development and implementation of corrective/preventive measures.

4.4. Regional Health and Safety Advisory Committee (Regional Advisory Committee)

The Regional Advisory Committee is responsible for:

- a) Monitoring, in conjunction with the Regional Occupational Health and Safety Advisor, regional health and safety issues related to the employee operation of motor vehicles; and
- b) Liaising with the WHSCs and HSRs in their region to ensure the implementation of this Guide.

4.5. Policy Health and Safety Committee (PHSC)

In conjunction with the National Occupational Health and Safety Office, the PHSC is responsible for:

- a) Monitoring data on hazardous occurrences related to the employee operation of motor vehicles in order to identify trends and establish priorities related to the prevention of such hazardous occurrences; and
- b) Participating in any future consultations on the evaluation and review of the Safe Driving Guide.

4.6. Regional Occupational Health and Safety Advisor


The Regional OHS Advisor is responsible for:

- a) Providing advice and guidance on the elements of the Safe Driving Guide to local managers, WHSCs, HSRs, and the Regional Advisory Committee in their region.

4.7. National Occupational Health and Safety Office

The National Occupational Health and Safety Office is responsible for:

- a) Enabling the review and update of the Safe Driving Guide, with the participation of the PHSC;
- b) Monitoring data on hazardous occurrences related to the operation of motor vehicles in order to identify trends and establish priorities related to the prevention of such hazardous occurrences; and

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- A decorative header image showing silhouettes of various people, including a person in a wheelchair, a person with a cane, and a person with a stroller, representing diversity and accessibility.
- c) Providing advice and guidance on the elements of the Safe Driving Guide, as required, to the Regional OHS Advisors.

5. EMERGENCY EQUIPMENT

5.1 First Aid Kits

- a) Fleet vehicles shall be equipped with type “A” first aid kits in accordance with the requirements of [subsection 16.16.1 of the NJC Occupational Health and Safety Directive](#).
- b) When any authorized government business travel involves the use of a rental or personal motor vehicle, the Department shall follow the requirements of [subsection 16.16.2 of the NJC Occupational Health and Safety Directive](#) for providing first aid kits.

5.2 Other Equipment Required in Fleet Vehicles

All fleet vehicles must be equipped with basic emergency equipment:

- shovel
- ice scraper
- reflector kit
- flashlight


5.3 Equipment Required for Remote Areas

Winter survival kits and additional first aid items must be provided in motor vehicles used to travel in remote areas where emergency services are not available within two hours. The contents of these kits will vary according to the terrain in which the vehicle is being operated. The Workplace Health and Safety Committee/Representative shall be consulted. For fleet vehicles, the local fleet administrator is responsible for providing these kits. For personal vehicles speak to your manager/supervisor. For the suggested list, please refer to [Annex D](#).

6. BEFORE LEAVING


6.1 Planning Your Trip

- a) Check weather and road conditions prior to departing. The [Weather office](#) site is a good source. Consider delaying or cancelling your trip if road conditions are poor or are unsafe. Contact your manager/supervisor to discuss conditions and possible alternate arrangements. Remember that you have the [right to refuse dangerous work](#).

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- In the winter, check with the rental company about winter tire packages and opt for the snow tire package. Remember that snow tires should be used on all motor vehicles during the winter months where weather conditions require. Note, however, that Quebec is the only province where winter tires are mandatory.
 - Discuss other options with your manager if no rental company in the immediate area has a winter tire package. These options could include using an ESDC fleet vehicle (if equipped with winter tires), renting an all-wheel or four wheel-drive vehicle, using your personal vehicle (if equipped with winter tires), using another form of transportation (e.g., train, bus, taxi), or rescheduling the travel. Employee safety will be the determining factor when deciding this issue.
- b) Ensure that you have proper directions to your destination, as well as a map in the car. If you are going to be driving a personal vehicle, speak to your manager/supervisor about procuring a suitable map.
- c) Make sure someone knows your plans, your route and your estimated time of arrival. The [Working Alone Guide](#) should be consulted if an employee is travelling alone.
- d) Make sure to carry a cellular telephone or satellite telephone if required.


6.2 Checking Your Vehicle

- a) Conduct a visual inspection of your motor vehicle each time, before driving it, checking for damage, cleanliness, and that the horn and lights functioning properly. Advise your manager/supervisor of any deficiencies.
- b) Familiarize yourself with all controls and how they are operated (refer to the Owner's Manual).
- c) Make sure the inside of the vehicle is clutter free. Items may become lodged under the gas or brake pedal, causing a hazard.
- d) Ensure that the windows and mirrors are clean for good visibility while driving. If necessary, clean the windows prior to departure or go through a car wash while on route (if deemed safe) and use the fleet vehicle credit card for payment. Have the interior cleaned as required.
- e) Ensure your seat is adjusted to an appropriate position. Refer to Annex P for more information on ergonomic considerations. Be sure to make any necessary adjustments to the rear-view and side mirrors any time you adjust your seat.

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- f) When you start the vehicle, many lights will illuminate in the instrument cluster. If any light remains on after starting the vehicle, contact your local fleet administrator or manager/supervisor.

7. DRIVING A MOTOR VEHICLE

- a) All motor vehicles shall be driven in a prudent manner, and at posted speed limits. Keep in mind, posted speed limits are for ideal conditions only. The speed of the vehicle must be appropriate for the road, traffic, weather and visibility conditions.
- b) Driving an unsafe motor vehicle is prohibited. A motor vehicle is considered unsafe when there is any defect which, in the judgment of the responsible manager/supervisor in consultation with a qualified licensed auto mechanic, could contribute to an accident.
- c) Place sensitive documents in the locked trunk. Boxes, suitcases and other materials may be safely stowed in the rear compartment, or trunk, to prevent shifting in transit. See [Annex C](#) – Safe Storage of Materials.
- d) The number of persons permitted to ride in a passenger motor vehicle must not exceed the seating capacity of that motor vehicle or contravene any of the laws of the province or territory in which it is being driven.
- e) Safety belts are to be used at all times when the vehicle is in motion.
- f) Using telephones and other electronic devices is prohibited while driving. Global positioning systems (GPS), as long as programmed prior to departure, are acceptable.
- g) Do not smoke or use an e-cigarette in the vehicle. Vehicles are considered part of the workplace environment and smoking in a workplace is strictly prohibited.
- h) Keep a safe distance away from erratic drivers. Stay calm and do not react to provocation.
- i) Ensure the gas tank does not become under one-quarter full to avoid running out of fuel.
- j) Go to a service station or store to ask for directions if you get lost. Do not stop on the side of the road.
- k) Remember that, in the interests of safe driving, and as per the [NJC Travel Directive](#), an employee on travel status shall not normally be expected to drive more than:
- 250 kilometres after having worked a full day
 - 350 kilometres after having worked one half day, or

- 
- 500 kilometres on any day when the employee has not worked,

8. EMERGENCY RESPONSE

8.1 In the Event of a Break-Down


- a) Notify your manager/supervisor as soon as it is safe to do so.
- b) Move the vehicle off the road if it is still running and if it is safe to do so.
- c) Do not raise the hood of your car as it reduces your ability to see someone approaching the car.
- d) If it is not safe to move the vehicle:
 - turn your emergency hazard lights on.
 - ensure that it is safe to exit the vehicle.
 - exit the vehicle and get out of harm's way.
- e) Do not attempt to repair the vehicle, including changing a flat tire, yourself. Call 1-800-671-3992 for roadside assistance for fleet vehicles, or the emergency contact number provided by the rental agency.

Note: In situations where it will take more than 2 hours to receive assistance it is appropriate to change a flat tire yourself, if you are comfortable doing so. Refer to Annex [Update Annex] for more information on changing a flat tire.

8.2 In the Event of an Accident

Every motor vehicle accident must be investigated, with the participation of the WHSC/HSR, the cause or causes determined, and appropriate corrective action applied. In the event of an accident:

- a) If you are safely able to do so, ensure that injured persons are protected from further injury and request medical assistance as appropriate.
- b) If you are safely able to do so, report the accident immediately to the police. Vehicle operators and passengers shall act in accordance with provincial or territorial laws and regulations pertaining to the reporting of motor vehicle accidents to the provincial, territorial, or municipal police. If the police do not visit the scene of an accident because the damage is minimal, ensure this is reflected on the Motor Vehicle Accident Report ([GC 046](#)).
- c) Notify your manager/supervisor as soon as it is safe to do so.

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- d) If it is appropriate, and you have the means to do so, take pictures of the accident scene;
 - e) Complete the Motor Vehicle Accident Report ([GC 046](#)) as soon after the accident as is practical and submit it to the responsible authority within seven days of the occurrence of the accident. In fleet vehicles blank copies of this form must be retained with the vehicle log book at all times.
 - f) The vehicle operator shall not accept any fault for the accident before the outcome of the investigation.
 - g) Managers/supervisors must complete an [OHS Incident Report](#) and submit it following the [Occupational Health and Safety Reporting Process](#).

Refer to [Annex H](#) for information relating to claims for fleet vehicles.

9. FLEET VEHICLES

9.1 Vehicle Maintenance

- a) Fleet vehicles shall be kept clean, tidy, and in good working order at all times.
- b) Departmental fleet vehicles shall be serviced, inspected and repaired by a qualified mechanic to meet or exceed the manufacturer's recommended preventive maintenance and to comply with warranty requirements.
- c) Employees shall promptly report any motor vehicle damage or mechanical irregularities that occurred during their travel to their manager/supervisor and their local fleet administrator. Corrective action by a licensed auto mechanic should be performed in a timely fashion to correct any such irregularities.

9.2 Personal Use

- a) Personal use of a fleet vehicle shall not be permitted.
- b) Drivers shall not be permitted to take fleet vehicles home, unless they are on pre-authorized official travel status and the stop is specified in the pre-authorization.

10. REFERENCES AND RESOURCES

- [Canada Safety Council: Traffic Safety](#)
- [Canadian Centre for Occupational Health & Safety: Driving Tips – Using Cellular Telephones and Other Devices](#)

- [Canadian Centre for Occupational Health & Safety: Driving Tips – Winter](#)
- [Canadian Red Cross](#)
- [Canadian Centre for Occupational Health & Safety – Driving and Ergonomics](#)
- [Chief Financial Officer Branch: National Assets Management](#)
- [Treasury Board of Canada Secretariat: Travel](#)

11. ENQUIRIES

Enquiries regarding the Safe Driving Guide or its interpretation must be directed to your [Regional Occupational Health and Safety Advisor](#) through the Human Resources Service Centre (HRSC).

12. MONITORING AND EVALUATION

The Safe Driving Guide will be monitored and evaluated in accordance with Module VI: Reporting, Monitoring, and Evaluation of the Departmental Occupational Health And Safety Program including regular reporting and data collection methods and with the participation of the PHSC, Regional Advisory Committees, WHSCs and HSRs, management, employees and OHS advisors.

13. EFFECTIVE AND REVIEW DATE

Version 2.0 of the Safe Driving Guide takes effect on October 18th, 2016 and replaces Version 1.1 of the Safe Driving Guide. It will be reviewed every three (3) years, or as required, to ensure consistency with changes to OHS-related legislation, regulations and directives. The next scheduled review will be 2019.

| Version | Date | Made By | Description |
|---------|---------------|------------------|-------------------------|
| 1.0 | November 2012 | Stephen Ramsay | 1 st Version |
| 1.1 | November 2014 | Errin Starzynski | Template update |
| 2.0 | October 2016 | David Zanetti | Cyclical Review |
| 3.0 | August 2020 | Daniel C. Martin | Cyclical Review |



ANNEX A – GENERAL PRECAUTIONS

- Keep the gas tank at least one quarter (1/4) full to avoid running out of fuel.
- Always keep the headlights turned on while the vehicle is in motion.
- Adjust driving to suit road conditions.
- Slow down, maintain a safe following distance, and be alert.
- Remember that bridges and overpasses freeze before roadways.
- Be aware that high winds affect steering.
- Watch out for loose gravel.
- Pay attention to oncoming vehicles.
- In snowy or foggy conditions, use your low beams to reduce glare.
- The 3-second rule is a simple way to double-check that you are driving at a safe following distance. Choose a fixed point that is even with the vehicle in front of you, for example, a road sign or a building. If you reach that same fixed point before you can count to three, then you are driving too close to the vehicle in front of you and you need to fall back a bit. If the road is wet, icy or curvy, or if visibility is limited, then you need to increase your following distance.
- Be aware of whom you are sharing the road with:
 - Watch out for vehicles approaching at intersections.
 - Remember that pedestrians have the right of way.
 - Treat motorcycles as full-size vehicles.
- Maintain pace with traffic, but do not speed.
- Avoid congested routes when possible.
- If in doubt or to avoid an accident, yield to other vehicles.
- Do not drive with any physical or mental limitations that may impair driving:
 - Do not drive after consuming alcoholic beverages or taking medications that could impede driving ability.
 - If travelling with another employee on a long-distance trip, share the driving responsibilities.
- Obtain necessary permissions to drive on private roads.
- Test traction by gently applying brakes at slow speed.
- Watch for construction signs and obey directions.
- Be cautious when entering private roads or other areas which may or may not support a vehicle (muddy roads, crevasse due to water run-off, etc.).



- Employees are not permitted to pick up hitchhikers, except in emergencies.



ANNEX B – ADJUSTING THE DRIVER’S SEAT TO FIT YOU

Read to vehicle manual and understand all the adjustments that you can do (e.g., seat position, backrest angle, headrest position, steering wheel height and tilt, seat belt, mirrors, etc.). Common adjustments include:

- Seat height - raise the seat as high as you can while still having it remain comfortable. This height will optimize your vision through the windows. You should be able to see at least 76 mm (3 in) over the top of the steering wheel. Ensure that you have sufficient room between the roof and the top of your head. Adjust the mirrors after you have finished setting the other features.
- Seat cushion length, if possible - adjust the seat length so that the back of your knees is about 3 - 6 cm (about 1-1/4 to 2-3/8 in) from the front on the seat.
- Seat forward/back position - move the seat forward until you can easily push the pedals through their full range with your whole foot, not just your toes. You may have to readjust the seat height to get better control of the pedals.
- Seat cushion angle - tilt the seat cushion until your thighs are supported along the full length of the cushion without there being pressure at the back of your knees.
- Seat back rest - adjust the back rest until it supports the full length of your back when you are stilling upright. If you are leaning too far back, you may end up bending your head and neck forward, which may cause muscle fatigue, neck or shoulder pain, tingling in the fingers, etc.
- Lumbar support - adjust the lumbar support up-and-down and in-and-out until you feel an even pressure along your back from the hips to shoulder height. As this point, the seat back should feel comfortable and there should be no gaps or pressure points in the back support area.
- Steering wheel - adjust the steering wheel for height or tilt and pull it back for easy reach. The centre of the steering wheel should be about 25 - 30 cm (10 - 12 in) from the driver's breast bone. The closer you are to the air bag, the higher the possibility of injury if the air bag deploys, even if you are wearing a seat belt.

If your steering wheel can be tilted up-and-down, tilt it so the air bag behind the centre of the steering wheel is pointing to your chest, not your head and neck or your stomach. In addition, your arms should be in a comfortable position (not too high or too low).

- Head restraint (head rest) - while sitting, raise the head restraint until the top of it is level with top of your head. If the head restraint can be tilted, adjust the angle of the head restraint until is practically touching the back of your head when you are in your sitting posture.
- Fine tuning - you may have to go through steps 1 - 8 again if you need to optimize the way that vehicle cab fits you. You should be able to reach and operate all of the controls, pedals, the steering wheel, etc., and have good visibility through the windows and mirrors.

ANNEX C – SAFE STORAGE OF MATERIALS

- Plan your trip and take only items that you will need and use.
- Reduce your speed to avoid sudden stops, which may shift materials.
- Never store materials (e.g., laptops, briefcases, boxes) on any of the seats when the vehicle is in motion. Place sensitive documents in the locked trunk.
- When loading the trunk or rear compartment, load heavy items first and make sure that your heaviest items are placed firmly against the back seat.
- Consider sending materials by alternate means.
- Do not stack any materials in the back hatch above the seat line.



A decorative header at the top of the page features a row of light blue silhouettes representing a diverse group of people. The silhouettes include individuals of various ages, a person in a wheelchair, a person using a cane, and a person pushing a stroller, symbolizing inclusivity and accessibility.

ANNEX D – SUGGESTED WINTER SURVIVAL KIT

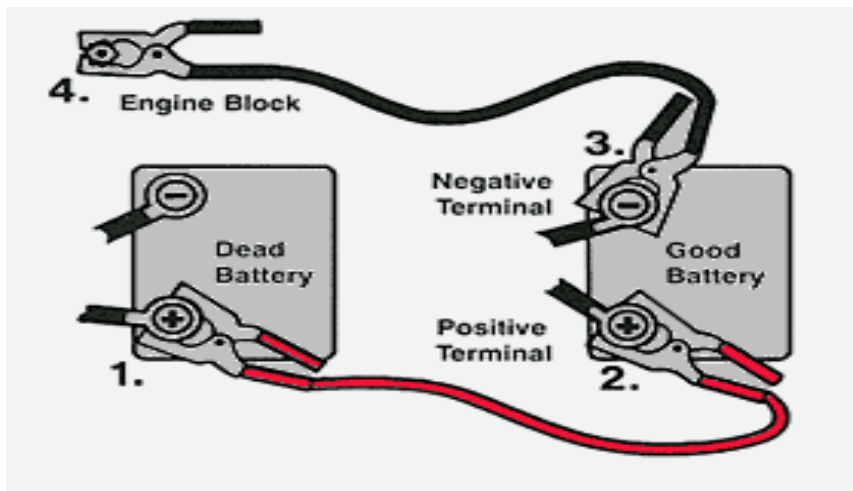
(To be determined locally in consultation with the Workplace Health and Safety Committee/Representative)

- Snow shovel
- Snow brush
- Ice scraper
- Warning devices, emergency lights
- Extra windshield wiper fluid appropriate for sub-freezing temperatures
- Roll of paper towels
- Flashlight (and extra batteries)
- Blanket(s)
- Extra winter clothing (employee’s responsibility)
- Type “A” first aid kit plus the additional supplies and equipment listed under [Schedule III of Part 16](#) of the *Canada Occupational Health and Safety Regulations*
- *Snack bars* or other emergency food, and water
- Matches and emergency candles—to be used only with a window opened to prevent the build-up of carbon monoxide
- Road maps

ANNEX E – BOOSTER CABLES

Note: If the ESDC fleet vehicle stalls or will not start, always contact roadside assistance. **Only undertake this procedure in an emergency.**

1. Park the vehicle with the fully charged battery next to the vehicle with the dead battery, either facing each other or side by side. Raise both hoods so the engines are exposed.
2. Attach one of the jumper cable red clips to the positive terminal of the dead battery. A "+" sign will indicate which terminal is positive. You may need to remove a plastic cover on the terminal to attach the red clip. The clip should be attached to the metal part of the terminal nub.
3. Attach the other red clip to the positive terminal of the fully charged battery. This will also be designated by a "+" sign. The clip should be attached to the metal part of the terminal nub.
4. Attach the black clip to the negative terminal of the fully charged battery. This will be indicated by a "-" sign on the battery. The clip should be attached to the metal part of the terminal nub.
5. "Ground" the other black clip to the engine block of the car with the dead battery. You do this by clipping it to any piece of metal on the engine.
6. Start the vehicle with the dead battery. It should start right up. If it doesn't, check the connections on your jumper cables.
7. Disconnect the jumper cables in reverse order. Remove the black clip on your engine block first, followed by the black clip on the charged battery, and then the red clip next to it. Finally, remove the red clip on your battery.






ANNEX F – HOW TO CHANGE A FLAT TIRE

Note: If a tire of an ESDC fleet vehicle becomes flat or has very low tire pressure, always contact roadside assistance. **Only undertake this procedure in an emergency.**

- Pull off the road as far as you safely can to avoid traffic. Always be cautious of moving traffic.
- Put the vehicle in park on a level area and apply the parking brake for an automatic transmission vehicle. Put the vehicle in gear on a level area and apply the parking brake for a manual-transmission vehicle.
- Turn the engine off and put on the emergency hazard lights.
- Place a wheel chock (or any large rock, log, etc.) behind or in front of the opposing wheel to prevent the car from rolling, even on a slight incline.
- Get out the spare, a tire iron (lug nut wrench), and the jack.
- Remove the hubcap, if necessary.
- Loosen the lug nuts before jacking up the vehicle. Place one end of the tire iron over a lug nut. Turn the tire iron and loosen the lug nut. Remember: lefty-loosey, righty-tighty.
- Untighten the lug nuts in a star pattern, loosening one a few turns, then loosening the one opposite.
- Work across the tire until all the lug nuts are loose and unscrewed slightly.
- Jack the vehicle up. Check your owner's manual for the correct and safe place to put the jack.
- Jack the vehicle up a little higher than is necessary to remove the old tire so there is room to put the spare tire on.
- Remove the lug nuts all the way and set them aside— somewhere where you won't lose them or they won't roll away. The flat tire should be hanging from the threaded studs now.
- Remove the flat tire and set it aside.
- Replace with the spare tire, lifting it onto the wheel studs. If confused about which way is the right way to put the new tire on, check for the valve where you add air—it always faces out.
- Replace the lug nuts. Tighten them the same way you loosened them—give each nut a few turns, first one, then the one opposite, working around the wheel in a star pattern. Try not to tighten adjacent nuts consecutively. Slowly lower the jack and remove it.
- Tighten the lug nuts again as much as you can.
- Put the hubcap back on if the wheel is equipped with one.

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- A decorative header at the top of the page features a row of light blue silhouettes representing a diverse group of people. The silhouettes include individuals of various ages and abilities, such as a person in a wheelchair, a person with a cane, a person pushing a stroller, and a person carrying a bag. The background behind the silhouettes is a light blue gradient.
- Mind your hands when you remove a flat tire. Strands of steel may be sticking out of the back of the rubber and can cut you.
 - Be extremely careful. Never get under a vehicle with only a tire changing jack holding it up. Vehicles can slip off jacks.
 - To avoid bruised knuckles, pull rather than push when loosening lug nuts.
 - To avoid a strained back, use your knees rather than your back when pulling on the tire iron.

A decorative header at the top of the page features a row of light blue silhouettes representing a diverse group of people. The silhouettes include individuals of various ages and abilities, such as a person in a wheelchair, a person with a cane, a person pushing a stroller, and a person carrying a bag. The background behind the silhouettes is a light blue gradient.

ANNEX G – IN CASE OF FIRE

- Move your vehicle onto the shoulder or breakdown lane if one is available. Stop immediately, shut off the engine, put the vehicle in park, and get everyone out. If this is not possible because you are stuck in a traffic jam, stop there. Get out of the vehicle and warn the people around you.
- **Do not attempt to put out the fire.**
- Get as far away from the vehicle as possible, but stay in sight of the vehicle and be aware of oncoming traffic.
- Warn oncoming traffic, but remember your own safety as you direct people away from the fire.
- Contact the fire department using your cellular telephone or that of another motorist. Do not return to your vehicle to retrieve your cellular telephone.

A decorative header image showing silhouettes of various people, including a person with a stroller, a person in a wheelchair, and a person with a cane, representing diversity and accessibility.

ANNEX H – INJURY OR DAMAGE CLAIMS FOR FLEET VEHICLES

1. Claims for damage or injury shall be accompanied by verifiable receipts for expenditures incurred.
2. The manager/supervisor shall liaise with the departmental legal advisor, the police, and other ESDC personnel in fleet management, materiel management and finance in the region and at NHQ, as required. This involves coordinating the repair or replacement of the vehicle, reporting the accident, initiating an ESDC claim or arranging for the settlement of claims against ESDC, and maintaining a complete record of the accident.
3. The rules for the settlement of a claim vary from province to province, and usually include time limits for the filing of claims. The manager/supervisor shall consult with the departmental legal advisor to determine how to proceed.
4. Department of Justice approval should be obtained for the repair of ESDC vehicles involved in accidents that may result in claims against the Crown. Time frames for filing cases with the Department of Justice are determined by provincial statutes.
5. Managers/supervisors shall assume responsibility for administering the accident management process