
TNC-pol-65

Telemark Van Policy

Purpose

To define the qualifications, rules and responsibilities regarding the operation of the Telemark van.

Preamble

The Club owns a 15 passenger van which is used for transportation of athletes and equipment to team practices, training camps, club social outings and competitions. The van is operated by specially licensed club members under the auspices of the National Safety Code (NSC) as implemented by British Columbia.

Operator Qualifications

All operators of the Team Van must have a valid British Columbia Driver's License with a Class 4 unrestricted designation. This license allows for the operation of commercial vehicles carrying up to 24 passengers. The one exception to this requirement is if all the passengers in the Team Van are immediate family. In this case a Class 5 license is allowed. At no time can anyone other than immediate family be in the Team Van during this mode of operation.

Driver Responsibilities

1. Team Van drivers are expected to be adequately rested and prepared for driving duty. They must have a Class IV driver's license on their person. They are to be unimpaired by alcohol, drugs, fatigue or other causes.
2. Team Van drivers will not drive more than thirteen (13) hours of actual time within a twenty-four (24) hour period. The 24-hour period begins after the employee has received at least eight (8) hours of rest. This includes time worked for another employer.

3. Team Van drivers will consider strategies to mitigate fatigue such as:

- a) Having two dedicated drivers share the responsibility on long road trips so long as any one of the drivers does not exceed the maximum hours of actual drive time (13 hours) in a 24-hour period;
- b) **New for 2018-19: All trips in excess of 8 hours one-way driving time, require two drivers.**

4. If a second rested driver cannot be arranged, the Team will stay an extra night at the race venue to ensure that the sole driver is well rested for the return trip.

5. All drivers MUST read and understand the Team Telemark Race Team Van Policy.

6. Before commencing a trip, the driver is responsible for performing a vehicle safety check, utilizing the Team Telemark Racers Team Van Checklist. Drivers will check weather and road reports (www.DriveBC.ca).

7. The driver will complete a Drivers Log that documents hours of duty and distance travelled.

8. Drivers will obey all posted speed limits and local traffic laws, including the use of seatbelts, which must be worn at all times that the vehicle is in motion. If a violation ticket, warning or order is issued by a law enforcement or security office, the driver is responsible for the ticket. All encounters with law enforcement or security officers MUST be documented and immediately reported to the Team Telemark Race Team Chairperson.

9. The use of cell phones without a hands free device, or texting or use of smart phones or programming of GPS devices while driving is strictly prohibited.

10. Responsible for ensuring that all loads, cargo, equipment and passengers are secured. This includes:

- a) Passengers seat belted at all times
- b) All cargo is secured against shifting, movement or spill
- c) Cargo netting is used at all times to protect cargo and passengers.

11. Log athletes' use of the vehicle (Appendix C).

Vehicle Maintenance

Before any trip in the Team Van, a vehicle inspection must be completed and recorded on the Team Van Checklist (Appendix A), which is found on a clipboard in the Team Van. This checklist covers the engine compartment, exterior body, interior fixtures, lights and controls. The checklist must be signed by the person completing the inspection, but this does not necessarily have to be the driver that day. All club members completing the checklist must be familiar with the van operation and physical aspects.

The Team Van must be serviced on a regular and timely basis:

1. Commercial Vehicle Inspection and A-level vehicle servicing every six months (1st week of October; 1st week of May). RPM Motors (Harvey Ave) is performing this service for Telemark.
2. B-level vehicle servicing every 10,000 km (oil change, tire rotation, fluid top-up, windshield wiper replacement, etc)

A vehicle service record will be maintained and stored in the Team Van Log which is kept in the vehicle at all times. A record of the Commercial Vehicle Inspection will be displayed on the team van windshield.

The vehicle will be equipped with high quality studded tires between the months of October-April; and all-season tires for the months of May-September.

The Club will reimburse Telemark drivers for all vehicle maintenance and service costs.

- Receipts submitted to Race Team Treasurer within 30 days of purchase
- Hand written explanation on each receipt (e.g. Coach Brent Hobbs, team van fuel expense, BC Cup trip to Prince George)
- Submit receipts with a Telemark Expense Report
- Race Team Treasurer will maintain a record of all vehicle reimbursements

Safety Inspections

The Team Van must be inspected by a certified mechanic and have a valid vehicle safety inspection certificate in the van at all times. This inspection must be carried out every six months (1st week of October and May of each year). RPM Motors (Harvey Ave) is performing this service for Telemark.

Operation Guidelines and Restrictions

Operation of the Team Van comes under the National Safety Code (NSC) guidelines for commercial vehicle operation. A Safety Certificate has been issued by the Province of British Columbia for the operation of the Team Van. As such, the Club must ensure that the Van is operated in accordance with the rules as defined by the National Safety Code and the Province of British Columbia.

New for 2018-19: All trips in excess of 8 hours one-way driving time, require two drivers..

Operating Hours

The NSC specifies Hours of Service for commercial vehicle operation in terms of specific 24 hour periods; and operating time within a fixed time window in those 24 hours. The experience of other teams who own a van has shown that operation of the vehicle while attending races and training camps is composed of one long day of driving to the destination, several days of short sporadic driving, followed by one long day of driving home. The NSC restricts the length of time a driver can operate a vehicle to 13 hours in a 24-hour period, followed by a minimum of 8 consecutive hours of rest. On-duty time is limited to 14 hours in a 24-hour period; this time includes all driving time plus any work-related time preceding, during or following a period of driving. Examples would include time spent on vehicle inspection, loading equipment into the van, coffee and food breaks during a driving period, and unloading the vehicle at the end of a trip.

A log of operating hours must be kept for each trip (Appendix B), which is found on a clipboard in the Team Van.

Other Safety Considerations

- Is the vehicle appropriate for the type of driving I am about to do, i.e. urban (short distances), rural (long distances), changing terrain (mountains, unpaved roads, compact snow, etc.)?
- Have I verified that the route I am taking is clear of any unsafe road conditions? Not sure—check with www.DriveBC.ca
- Have I notified someone regarding the route I plan on taking if I am travelling alone or through remote areas, and does someone know when to expect me?

Responsibilities of Athletes/Users

You are expected to obey the Motor Vehicle Act of British Columbia (i.e. wear seat belts at all times; refrain from distracting the driver; the consumption of alcohol and illegal substances is strictly prohibited).

You are also representing the Telemark Nordic Ski Club and its sponsors (note: the team van is sponsored by local companies). As such, it is expected that all users will comply with the Team Telemark [Athlete Code of Conduct](#). In addition, if playing music on the team van stereo system (i.e. music that can be heard throughout the van and by the public when windows are rolled down), the lyrics must be "clean" (i.e. refrain from excessive vulgar language that may be degrading and discriminatory in nature).

Lastly, it is the athletes' responsibility to ensure the interior of the van is kept clean at all times. Athletes will be requested to clean windows and vacuum the interior.

Fees

The Team Telemark Racers Executive will establish a yearly fare structure (Appendix C) for use of the van. The fee will factor the cost of gas, vehicle wear and tear, and cost-recovery of the team van purchase. Fees are subject to change and fares will be collected monthly via Zone 4.

APPENDIX A: TEAM VAN CHECKLIST

Telemark Nordic Ski Club Team Van Checklist

Date _____		Driver _____	
Engine Compartment	Cab	Left Side	Right Side
License Plate <input type="checkbox"/>	Seats/Belts click <input type="checkbox"/>	Low/Turn both <input type="checkbox"/>	RR Tire 80psi <input type="checkbox"/>
Battery <input type="checkbox"/>	Mirrors <input type="checkbox"/>	LF Tire 60psi <input type="checkbox"/>	Exhaust Engine <input type="checkbox"/>
Oil <input type="checkbox"/>	Windows <input type="checkbox"/>	Gas Cap <input type="checkbox"/>	Body <input type="checkbox"/>
Transmission Fluid <input type="checkbox"/>	Documentation <input type="checkbox"/>	Body <input type="checkbox"/>	Frame <input type="checkbox"/>
Engine Coolant <input type="checkbox"/>	First Aid/Fire/Flares <input type="checkbox"/>	Frame <input type="checkbox"/>	Side Door inside <input type="checkbox"/>
Power Steering <input type="checkbox"/>	Shovel/Scraper <input type="checkbox"/>	Suspension <input type="checkbox"/>	Suspension Brake <input type="checkbox"/>
Fluid <input type="checkbox"/>		LR Tire 80psi <input type="checkbox"/>	RF Tire 60 psi <input type="checkbox"/>
Washer Fluid <input type="checkbox"/>	Instruments		High/Turn both <input type="checkbox"/>
Pump Belt <input type="checkbox"/>	Lights Panel/Dome <input type="checkbox"/>	Rear	Passenger Compartment
Hoses <input type="checkbox"/>	Fog Lights <input type="checkbox"/>	License Plate <input type="checkbox"/>	Seats secure <input type="checkbox"/>
Steering <input type="checkbox"/>	Gauges <input type="checkbox"/>	Lights+brake -RT <input type="checkbox"/>	Seat Belts click <input type="checkbox"/>
Leaks <input type="checkbox"/>	Wipe/Wash <input type="checkbox"/>	Rear Door inside <input type="checkbox"/>	Spare 60psi <input type="checkbox"/>
Fuel <input type="checkbox"/>	Horn <input type="checkbox"/>	Roof Tarp Secure <input type="checkbox"/>	Spare Key <input type="checkbox"/>
(gauge ¾ or more)	4-Way <input type="checkbox"/>	Ladder + Box <input type="checkbox"/>	
	Fan front/rear <input type="checkbox"/>		
Drive Train			
Parking Brake <input type="checkbox"/>	Brake Response <input type="checkbox"/>	Steering Play <input type="checkbox"/>	
Valid Safety Inspection Certificate (on windshield) <input type="checkbox"/>			
Other Deficiencies _____			
Above Corrected <input type="checkbox"/>	Need not be Corrected <input type="checkbox"/>	Signature _____	

Team Van Driver Pre & Post Trip inspection

You are required to verify the following are all operational and/or full, both **PRE** and **POST** trip

EXTERIOR

Headlights High & Low - are operable
 Turn Signals - are operable
 Windshield Wiper fluid – topped up
 Appropriate Tires – *Oct-April (studded winter tires)
 Body - Free from major damage
 Tail lights – are operable
 No Visible Major Fluid leaks (puddles or dripping)
 Windshield – free of chips and cracks

INTERIOR

Seatbelts – Lockable
 Warning lights – all operable
 Windshield Wipers work - all settings
 Fuel -Gauge is at ¾ full or more
 Defroster, Heater, Horn- all operable
 Emergency Brake - operable
 License and Registration is in vehicle
 Cleanliness – no trash, food, etc. is remaining in vehicle

Key Questions to ask before travelling in a Fleet Vehicle
(If you answer "No" to any of these questions please consider re-booking your trip,
or take the necessary actions in order to achieve a "Yes" answer)

1. Is the vehicle appropriate for the type of driving I am about to do, i.e. urban (short distances), rural (long distances), changing terrain (mountains, unpaved roads, compact snow, etc.)?
2. Have I verified that the route I am taking is clear of any unsafe road conditions? Not sure - Check in with www.DriveBC.ca
3. Have I notified someone regarding the route I plan on taking if I am travelling alone or through remote areas, and does someone know when to expect me?

APPENDIX B: OPERATING HOURS LOG

Trip Log

Date	_____	Driver	_____
Vehicle Height (272 cm or 8 foot/11 inches)	Vehicle Length (6 m or 20 feet)	Gross Weight (9500 lbs)	
Start Location	_____	Time (24 hr.)	_____
Destination	_____	Time (24 hr.)	_____
Reason	_____		

Maximum Driving Hours Allowed (13 total driving hours)

Note: 14 "on-duty" hours permitted (inclusive of coaching/waxing duties on race days)

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APPENDIX C: FARE GUIDELINES

*All fare schedules are based on a return trip. Subject to yearly review.

**One way fares are the same charge.

Trip	Fare
Kelowna - Telemark	\$5
Kelowna - Sovereign Lake/Silver Star	\$10
Kelowna - Nickle Plate	\$14
Kelowna - Rossland	\$40
Kelowna - Revelstoke	\$40
Kelowna - Canmore/Whistler	\$60
Kelowna - Prince George	\$70
Other destinations (based on mileage)	TBD

APPENDIX D: ATHLETE USAGE LOG

Van Daily Usage Log (example)

Month/Year: _____

[illegible]

APPENDIX E: DRIVER SIGNATURE LOG

I acknowledge that I have read and understood the Team Telemark Race Team Van Policy.

Name	Signature	Date