

Details of Service Change

Fleet safety and compliance training is currently delivered by supervisors, part-time trainers and health & safety specialists, but falls short in meeting legislated training requirements. Introduction of a comprehensive training program ensures that dedicated, skilled trainers can deliver the required training.

A fleet training and compliance program is administratively intensive; therefore, an Administrator is required to support program execution. The full-time Administrator position is being converted from an existing part-time position and will use the existing budget to partially offset the increased cost. The new Safety, Compliance and Training Specialists (one starting in 2025, one in 2026) and the Administrator (starting in 2025) will report to the existing Supervisor, Fleet Training and Compliance.

Training and re-training will be consistently delivered and documented across specific categories of vehicles and equipment, prioritized through a risk-based analysis. In addition to training required as part of the CVOR action plan, the training program will include, but not be limited to, general driver/operator training, defensive driving, safe fueling procedures, load securement, safe trailering, and training on specialized equipment. These programs will be provided to all Fleet Services client groups across various divisions, supporting numerous service areas reliant on fleet vehicles and equipment.

Service Impact

A centralized, qualified, and dedicated fleet safety and compliance training program will further express the City's commitment to safety by equipping fleet operators with the awareness and skills to mitigate risk, and will have the following service impacts:

- Ensure that the City's fleet operators are brought into, and remain in compliance with, legislated requirements and City standards for safety
- Promote cost savings and reduce risk and litigation by increasing compliance
- Reduce liability and risk due to a reduction in preventable collisions
- Support the consistent delivery of targeted service levels
- Reduce risk to the City by being prepared for Ministry of Transportation audits and avoiding subsequent disciplinary measures due to preventable collisions, compliance practices and inadequate training
- Align with the Climate Change Action Plan by developing and implementing a driver training program to reduce fuel consumption and vehicle idling (Action 19-5), and reduce greenhouse gas emissions from the corporate fleet