



DRILL TRUCK OPERATION PROCEDURE

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1. PURPOSE OF THE PROCEDURE (PLAN):

Procedure for drill truck use

2. RESPONSIBILITIES (PLAN):

JOB POSITION	RESPONSABILITIES IN THIS PROCEDURE
Fleet Contractor	Manage fleet and maintenance
Driver	Operate vehicle, perform necessary inspections, maintain cleanliness of vehicle
Site Supervisor	Perform inspections, ensure compliance
Logistics Coordinator	Coordinate use, Load/unload trucks
Field Supervisor	Ensure compliance – disciplinary action
HR / Crewing Coordinator	Maintain driver list, monitor Samsara and safe arrival at destination, disciplinary action
HSE Manager	Verify safe operation and safety equipment

3. PROCEDURE STEPS (DO - CHECK):

3.1 Drill general

- All drill trucks, when not in use, are parked in designated areas at the yellow shop. Keys get stored in lock box.
- Drill trucks are to only be used for work at projects, do not use in town.
- All drivers must operate vehicles with care, safety, following all applicable laws and report any incidents to Site Supervisor. The Site Supervisor will fill out incident flash report (F-514-ENG-CA).
- The Driver is responsible for all damage, costs or fines due to improper use.
- HSE/Crewing Coordinator to monitor Samsara, report any unsafe behavior to Site Supervisor and Field Supervisor.
- If Samsara cameras are tampered with or obstructed, the disciplinary process will be followed.
- Drivers and passengers are responsible to ensure company policies and procedures are followed and report violations to Site Supervisor.
- Zero alcohol and drug policies apply to driving of all vehicles and equipment.
- Distracted driving is not permitted.
- No smoking or vaping in company vehicles.

3.2 Drill Truck departure from Whitehorse:

- The Logistics Coordinator picks appropriate truck, adds unit# to crew board.
- The Logistics Coordinator prepares trucks to be sent to project the day before - ensures they are fueled, equipped with all required safety gear, and loaded with necessary supplies. Completes shop section of journey management form.
- Once truck is ready, Logistics Coordinator tags out key in lock box.
- Only licensed drivers on the current approved driver list can drive trucks – check the driver list on Monday.com to verify the driver is qualified.
- The driver checks out the key from lock box, finishes journey management form, tests the satellite phone, and verifies load is secured properly.
- Driving to project, the driver pulls over and communicates with Crewing coordinator in every community.

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- Crewing Coordinator verifies safe arrival at project.

3.3 Drill trucks at project:

- Once at the project, the site supervisor is responsible for trucks and assignment of driver, with assistance from Crewing Coordinator to verify drivers list compliance.
- The Driver performs daily trip inspection and submits form to Site Supervisor together with the daily shift report, Site Supervisor to sign off on daily shift report and forward concerns to Field Supervisor.
- Site Supervisor to perform bi-weekly equipment inventory, forward inspection forms and report any issues to Field Supervisor.
- HSE manager, Field Supervisor and Logistics Coordinator to forward any issues with trucks to Fleet Contractor
- Drivers must maintain proper fluid levels, reasonable truck cleanliness and report any issues to the Site Supervisor.
- If tire chains are to be used, training must be provided, they must be installed properly, checked frequently and tightened as needed.
- Field Supervisor to follow up with damage and misuse by drivers.
- Site Supervisor to coordinate with Field Supervisor or Logistics Coordinator if any trucks need to be sent back to Whitehorse for maintenance or repairs.
- Trucks will be hauled back if it is not safe to drive.

3.4 Drill truck returning from project:

- Verify trucks are safe to drive.
- For trucks returning from project, Site Supervisor consults Crewing Coordinator to pick a driver from driver list, whom the driver will do check-ins with and load any returning items.
- The Driver performs daily trip inspection, secures load, and drives to Whitehorse.
- On arrival in Whitehorse drill trucks are parked in designated area at yellow shop and keys returned to lock box.
- Drivers will remove all personal belongings and garbage from trucks.
- If the truck arrives after business hours, the driver updates the group chat about his arrival and parks the vehicle at the staff accommodations. Vehicle must not be used for any personal purposes after arrival.
- The Logistics Coordinator will notify Fleet Contractor of any returning drill trucks.
- The Logistics Coordinator will arrange to remove all cargo from truck.
- Trucks are washed and cleaned.
- Fleet Contractor will pickup trucks at yellow shop.
- All drill trucks are inspected, maintained and repaired as necessary by Fleet Contractor before they can be sent out again.
- Once the truck has been serviced it is returned to the yellow shop by Fleet Contractor and parked in designated parking area, keys returned to lock box.
- HSE to report any vehicle related incidents to Fleet Contractor.



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4. REFERENCE DOCUMENTS:

- Daily trip inspection sheet
- Bi-weekly inventory sheet
- Drivers list – Monday.com
- Journey management form
- Disciplinary process
- Incident Flash report (F-514-ENG-CA)

Review	Shawn Marciniac	Approval	Teresa Ouellette	
Author	Description of changes:		Version Control:	Date:
Robert Kunde	1 st version		1	Nov-22-22
Teresa Ouellette	Update due to changes in roles and titles		1	Jan-08-24