



Canadian Luge Program

Safe Driving Guidelines



Document Management

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An integral part of the sport of luge, is the athletes and/or their equipment that must be transported in motor vehicles to various venues for training, competition and other purposes.



From time to time, Canadian Luge Program purchases, leases, rents or acquires through sponsorship initiatives motor vehicles for its staff, coaches, volunteers or other individuals for the purposes of conducting Canadian Luge Association (CLA), Alberta Luge Association (ALA) and/or Calgary Luge Club (CLC) related business.

Motor vehicle operation and transportation of passengers have inherent safety and legal risks, including the risk of a motor vehicle accident that may cause injury, damage or loss to an individual or to property.

CLA, ALA and CLC would like to be a leader in this area, with a view to managing the risk to motor vehicle drivers and/or passengers.

Objective

The aim of this document is to establish guidelines for procedures that should be followed to help ensure that motor vehicle operation and transportation of athletes are as safe as possible.

Authority

This document is an operational Guidelines that is promulgated under the authority of the Canadian Luge Association Board of Directors, Alberta Luge Association Executive Committee and Calgary Luge Club Board of Directors. Guidelines will be reviewed and/or update at least every two years or sooner if necessary

Definition

For the purposes of these Guidelines, motor vehicle transportation includes all types of motorized vehicles, including but not limited to, automobiles, vans, trucks, buses, shuttles vehicles.

A luge program designated motor vehicle is a motor vehicle that CLA, ALA and/or CLC purchases, leases, rents or acquires through sponsorship initiatives for its coaches, staff, volunteers or other designated individuals for the purposes of conducting luge program related business.



Application of Guidelines

The guidelines set out here apply to the use of any Canadian Luge Program - designated motor vehicle in any jurisdiction.

1. In order to ensure the application of these Guidelines, coaches, CLA, ALA and/or CLC staff and volunteers are required to comply with these Guidelines at all times. Overall, coaches and CLA, ALA or CLC staff are expected to set a positive example for others.
2. Canadian Luge Program lacks the ability to enforce the measures described in these Guidelines more widely. CLA, ALA and CLC do not have the authority to mandate compliance with the measures described in these Guidelines by individuals, including employees, coaches, athletes, volunteers or other members, who use their own motor vehicle for luge program activities. In addition, compliance with these Guidelines cannot be mandated for vehicles owned, rented or leased by CLA, ALA or CLC for official business. Nevertheless, compliance is encouraged, in the interest of safety and accountability, and is encouraged to adopt policies that are similar in content to this document.

Guidelines

1. Any person driving a motor vehicle must have a valid provincial or international operator's license in the appropriate class for that motor vehicle.
2. Certain motor vehicles used by coaches, staff, volunteers or other individuals may be owned and insured by either CLA, ALA, CLC or other third parties. Such third parties or CLA, ALA or CLC may have restrictions or other requirements on who may operate those motor vehicles, as well as guidelines for the safe use and operation of those motor vehicles. In all circumstances, the CLA, ALA, the CLC, or third party restrictions, requirements or other guidelines must be adhered to by all coaches, staff, volunteers or other individuals.
3. The maximum number of passengers permitted in a motor vehicle is determined by the number of seat belts. The driver and all passengers in the motor vehicle are required to wear seat belts at all times.
4. Exercise reasonable care in the vehicle operation, including driving defensively and courteously at all times.
5. All "rules of the road" and motor vehicle rules and regulations as applicable must be adhered to at all times, including, but not limited to:
 - a. driving at or below the posted speed limit; and
 - b. following posted parking notices.
6. Any ticket issued for a motor vehicle infraction, such as exceeding the posted speed limit or failure to obey other motor vehicle rules and regulations as applicable, or for a parking infraction, is the sole and personal responsibility of the driver of the motor vehicle.
7. Under no circumstances is a motor vehicle to be operated by a person who has consumed any alcohol, Cannabis, medication or other drugs that would otherwise impair his/her alertness or judgment.
8. A person driving a motor vehicle will not use a hand-held cellular phone or other electronic devices (example PDA's, GPS, MP3 players, etc) while the motor vehicle is in motion.
9. All drivers must have read the owner's manual and be familiar with all vehicle systems.
10. All drivers must have read and accepted the conditions outlined in this document. Canada Luge Program Safe Driving Guidelines.
11. No trip shall be planned that will require more than 14 hours of continuous duty in any given day. The driver shall have the discretion to drive longer than 13 hours in a day provided travel and road conditions



are good. This may result in travel times longer than 14 hours in a day. The guiding factor for road conditions is Motor Association and/or Provincial/State regional authority road reports. Remember fatigue is classed as impairment and it is the driver's responsibility to ensure they are fit to drive.

12. When more than one vehicle is used to transport athletes and team equipment, travel in a convoy, where traveling together in a convoy does not create unsafe conditions for one or more vehicles in the convoy, is recommended during night time driving, poor road or driving conditions and border crossings.
13. A trip itinerary including contact information for each coach, chaperone(s) or driver(s) is required for each trip. Copy to be provided to ALA Office - Executive Director and/or CLA Office – Executive Director prior to trip departing.
14. CLC is responsible for ensuring that all vehicle maintenance is completed per manufacturer and/or qualified repair facility recommendations. (CLC – VP Operations)
15. CLC is responsible for ensuring provincial inspections are completed per provincial regulations. (CLC - VP Operations)
16. Vehicle safety equipment is to be inspected annually and any deficiencies corrected. Safety equipment inspection is to be recorded in vehicle maintenance logbook.



Guidelines Acceptance

The following program representatives approve the Safe Driving Guidelines.

Canadian Luge Association – Steve Harris

Date

Alberta Luge Association – Kevin Hodgson

Date

Calgary Luge Club – Shelina Wardrope

Date



Guidelines Acceptance

The following Driver agrees to obey and practise the Safe Driving Guidelines.

Coach /Parent Chaperone Name

Date

Witnessed by:

Date



Attachment A

Specific policies for

Calgary Luge Club

2008 GMC Savana Passenger Van VIN # 1GJHG39K481184555

1. All drivers must know where all safety equipment is located and how to operate all safety equipment (i.e. fire extinguisher, first aid kit, hazard warning kit).
2. Use of the vehicle is to be recorded on a daily basis in vehicle log book. A monthly record will be maintained by the CLC - VP Operations.
3. The following documentations are in vehicle:
 - Insurance
 - Vehicle registration
 - AB Transport Intra and Extra Provincial Operating Authority Certificate (twice annually April & October)
 - AB Transport Safety Fitness Certificate
 - Mileage log book
 - Traffic Accident report form
4. Any defect or maintenance issues with the vehicle must be reported to the CLC - VP Operations.
5. Maintenance log book will be maintained by the CLC – VP Operations.
6. Auto insurance company to be advised annually who are the principal drivers of van.
7. The 2008 GMC Savana Passenger Van is currently insured for 6 out of province trips.



1. Attachment B Traffic Accident Report Form

Traffic Accident Report Form

Date of Accident:	Time:
Location:	
Weather Conditions:	
Road Conditions:	
Your Car	Other Car
License Plate #:	License Plate #:
Year/Make/Model:	Year/Make/Model:
VIN:	VIN:
Driver Name:	Driver Name:
Passenger Name/Ph.:	Passenger Name/Ph.:
Passenger Name/Ph.:	Passenger Name/Ph.:
Driver's Information	Driver's Information
Name:	Name:
Address:	Address:
Phone Number:	Phone Number:
Driver's License #:	Driver's License #:
License Province:	License Province:
Insurance Company Information	Insurance Company Information
Insured Name:	Insured Name:
Insurance Company:	Insurance Company:
Policy #:	Policy #:
Expiry Date:	Expiry Date:
Agent/Agency Name:	Agent/Agency Name:
Police Report Information	
Responding Department:	
Officer's Name:	
Badge Number:	
Police Report Number:	



Description of Accident:

Accident Diagram

What to do if you are involved in an auto accident.

1. Find out if anyone is injured. Call for help if people are injured and avoid moving a severely injured person.
2. Protect the scene. Try to keep things as they are. It is very important to keep yourself, others, and your car from further damage. Set up pylons, flares or other hazard working tools, get off the road, etc.
3. Collect information. Get pictures (if possible). Using this form, gather names, addresses, witness information, insurance information, driver license information, etc. Write down everything you can remember while it's still fresh in your mind.
4. Get in touch with your insurance company as soon as possible. Many companies have emergency response vehicles that can respond to the scene and help with your report and assessment.
5. Advise ALA Office - Executive Director and/or CLA Office – Executive Director as soon as possible.