

# **PACE AND PILOT VEHICLE OPERATORS**

## *Hiring and Training Guidelines*

### ***Operator Qualifications***

- Operator must hold a valid Class G licence for at least one year.
- Driver abstract must show no moving violations or alcohol/drug-related driving offences over the past three years.

### ***Operator Orientation***

All pace/pilot vehicle operators shall attend an orientation session with a competent person appointed by the contractor.

Orientation shall include

- involvement, where possible, with local Ontario Provincial Police for 400 series highway orientation in pace/pilot vehicles
- general objectives and operator responsibilities
- review of the project, traffic protection plan, and cycle times for the pace/pilot vehicle operation
- driving tour of the project site with a competent person to identify general functions and potential problem areas
- provision of operating rules and guidelines and a thorough review of each point with the new pace/pilot vehicle operator
- rules for daily vehicle checks and recording of results
- instruction on two-way communication equipment to be used in the pace/pilot vehicle.

### ***Daily Instruction***

A competent person shall review with the pace/pilot vehicle operator the work plan for the shift, prior to the start of the shift. Any procedures, circumstances, or site conditions that differ from previous shifts shall be reviewed and provided to the pace/pilot vehicle operator in the form of *written* instructions.

The daily instruction shall include a review of current and forecasted weather conditions and any special cautions or instructions related to those conditions.

### ***Daily Vehicle Checks***

The pace/pilot vehicle operator is responsible for conducting and recording the results of vehicle checks. Checks shall be conducted prior to the start of a shift and any deficiencies reported to the supervisor.

Vehicle checks shall include the following:

- ✍ All lights, including 360-degree beacon lights, to be clean and in good working condition.
- ✍ Mounted “No Passing When Flashing” signs clean and in good repair.
- ✍ All vehicle signal lights and headlights to be clean and in good working order.
- ✍ Windshield wipers in good operating condition and washer fluid reservoir full.
- ✍ Adequate fuel for shift.

### ***Pace/Pilot Vehicle Operating Procedures***

- Obey all rules of the road as laid out under the *Highway Traffic Act*.
- Keep two-way communication system (hands-free phone) open at all times.
- Never reduce traffic speed below posted regulatory signage.
- Begin to slow traffic in advance of speed reduction zones as outlined in traffic protection plan.
- Signal all intended vehicle movements well in advance.
- Never enter traffic from a closed lane or shoulder without an appropriate merging distance and a clear view of approaching vehicles.
- If the pace/pilot vehicle is left stationary, turn off the engine, remove the keys, and lock the vehicle.
- When outside the pace/pilot vehicle, wear prescribed personal protective equipment, including hard hat, boots, and retroreflective vest.
- In the event of problems or concerns about the safe operation of the pace/pilot vehicle, immediately notify the supervisor responsible.
- Do not consume food or engage in personal, non-driving activities while operating the vehicle as a pace/pilot vehicle.
- Do not use personal cell phones or other non-prescribed communications equipment while operating the vehicle as a pace/pilot vehicle.

- Do not use radios, CD players, tape players, or other non-prescribed equipment while operating the vehicle as a pace/pilot vehicle.
- Wear your seat belt at all times while operating the vehicle as a pace/pilot vehicle.
- While it operates as a pace/pilot vehicle, allow no passengers in the vehicle, except for persons assigned and designated by the supervisor.