

July driver meeting

# Tickets

- What do you do when you get a traffic ticket?
- Who do you report it to?
- When do you report it?

# Tickets

- ALL tickets are to be reported
- CPO fights all tickets you guys get
- Tickets come with points (similar to demerits) which affect our carrier profile
- In 2023, we have had 2 speeding and 3 seatbelt tickets. These are 100% preventable by you
- We are almost in the “monitoring stage” on our carrier profile, the next step is a transportation audit.
- Monitoring stage= officers are required to pull over CPO trucks when spotted

# Incidents

- All incidents are to be reported

Stuff happens, we all get that. If you are involved an incident – it needs to be reported ASAP. (big or small)

If we are unaware, we can not rectify the situation.

Incidents don't automatically mean you are in trouble. You are better off to report than have management find out later.

Reporting incidents is a company policy, failure to do so may lead to disciplinary action.

Truck backed  
into shop

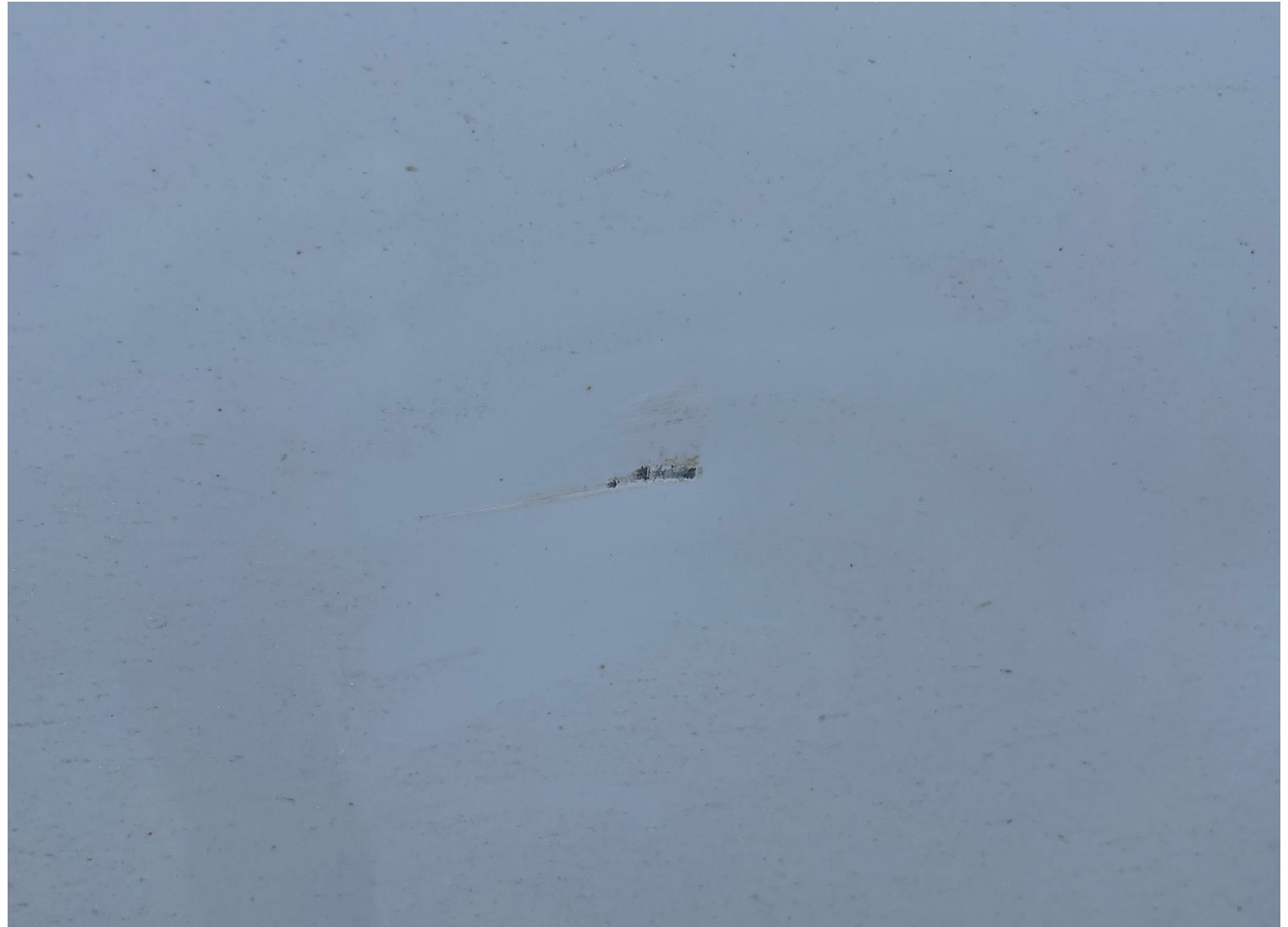
Reported to  
Kyle, next day  
by the  
customer.



# Car door, hit by a vac hose

Reported to us by the  
customer.

Driver denied there being  
vehicles close to the tank.



Customer  
forwarded a  
video











07-07-2023 18:11:06





INCIDENT STATEMENT

Name: Paige Date of Occurrence: Unknown Time: \_\_\_\_\_

Reported To: Not reported. Date: \_\_\_\_\_ Time: \_\_\_\_\_

Unit(s) involved: 114

Check all that apply: [ ] Safety Hazard / Near-Miss  Accident/Incident [ ] Injury [ ] Violence  
[ ] Property Damage [ ] Equipment Damage [ ] Spill [ ] Other: \_\_\_\_\_

Location: CPO Yard.

Statement to include: who, what, where, when, why, how. As many details as possible

Monday July 10/23 around 7:00am,  
it was noted unit 114 obtained  
major damage to the hood/rad.

This incident was not reported to  
safety or management.

Truck is currently out of service until  
repairs can be made.

Date: 07/10/23 Employee Signature: 

Reviewed by: \_\_\_\_\_ Signature: \_\_\_\_\_



DAMAGE REPORT

Name: Peter Wolf

Date: July/10/23

Unit(s) involved: 114

Description of Damage

broke the hood, bent the grill and rad support's back.

Damaged top of rad bracket

Estimated Work to be Completed

Remove hood. Get fiberglass and paint

Change rad brackets and top of rad brackets

Change marker light

Cost Estimate

5000

30+ hrs

Description of damage:

- Broke the hood
- Bent the grill
- Bent the rad supports
- Damaged top of rad bracket

Cost Estimate:

- \$5000.00

Labour:

- 30+ hours



DAMAGE REPORT

Name: Peter Wolf

Date: July 10/23

Unit(s) involved: 114 and 131

Description of Damage

bent hose reel

Estimated Work to be Completed

get New pipe roled and change back part of hose reel weld New ~~ring~~ <sup>roled pipe</sup> on hose reel Weld New bracket's on replace plat on the back

Cost Estimate

2,000  
8 hrs

Description of damage:

- Bent hose reel

Cost Estimate:

- \$2000.00

Labour:

- 8 hours

# Parking-lot & Trucks

- Pull into the stalls along the rails, no more backing in
- When backing out in the morning, use a spotter. If there is no one here – set out a pylon as a reference point.
- These are all company policies
- Side note, No keys are to be left in the trucks outside. Hang them up inside

# How do you report?

- <https://www.countrypumpout.com/>
- <https://auth.sitedocs.com/Account/Login>
- Paper reports
  - Upstairs
  - On the cage under the stairs
  - Binders
  - My office



# Tablets

- I have tablets on order to replace the larger ones
- I have cases on order for the Samsung ones we already have
- I will notify you individually as new tablets are ready to go

# Fleet Complete

- FC is still a daily struggle with their system bugs
- We will no longer use INSPECT



# SiteDocs

Safety Management Software



SiteDocs will be replacing most paper forms and other online forms we use here at Country Pump Out.

SiteDocs is a user friendly app which can be accessed through company tablets, your phone and a computer.

We have your password on file.

You can change it if you would like to keep it private.

9:50

5G



Safety compliance made easy.

Email

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Password

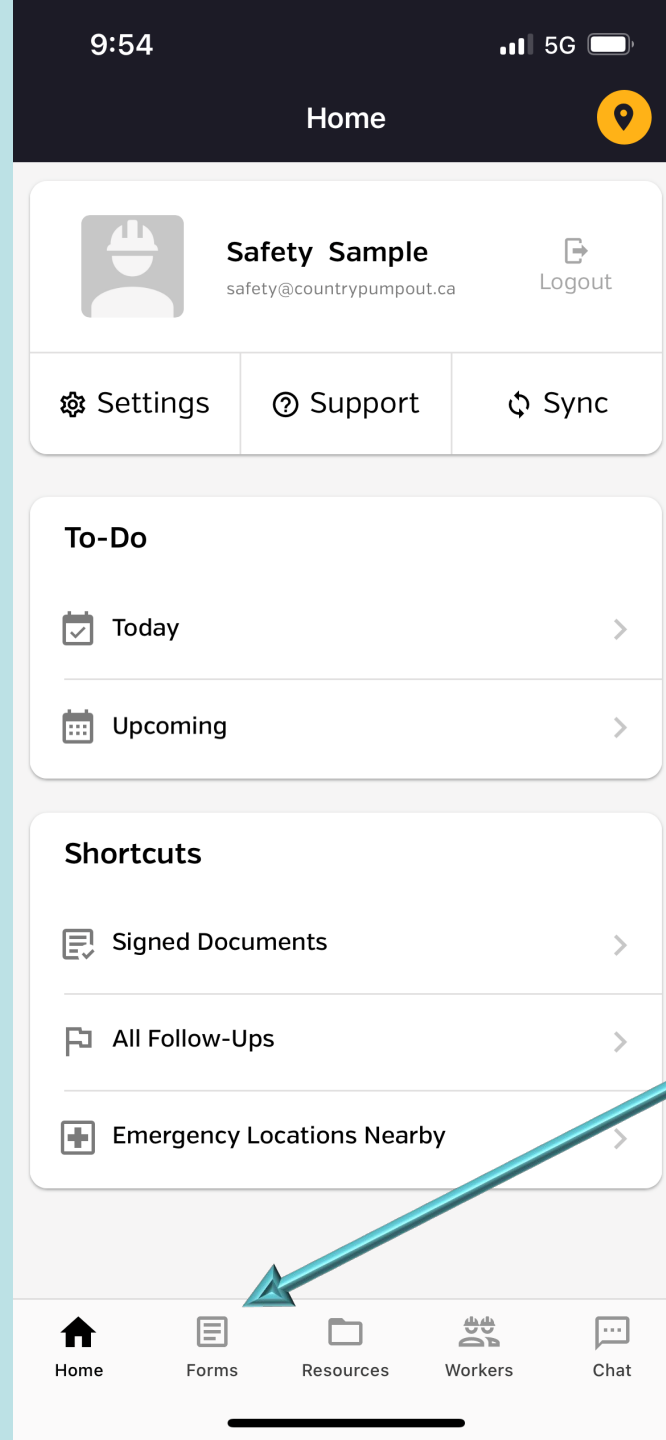
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LOG IN

[Forgot Password?](#) | [Single Sign-On](#)

Here is your  
home-screen

Lets do a  
Pre-Trip



Select "Forms"

9:55

5G

# Forms



Search

CPO: Daily Vehicle Inspection Report



CPO: Hazard Assessment / Job Safety Analysis



CPO: Incident Report



CPO: Near Miss Report



HSE: Learn SiteDocs



Home



Forms



Resources



Workers



Chat

9:55

5G

New



In Progress



Duplicate



Revision



Previously Signed



Home



Forms



Resources



Workers



Chat



New >

In Progress >

Duplicate >

Revision >

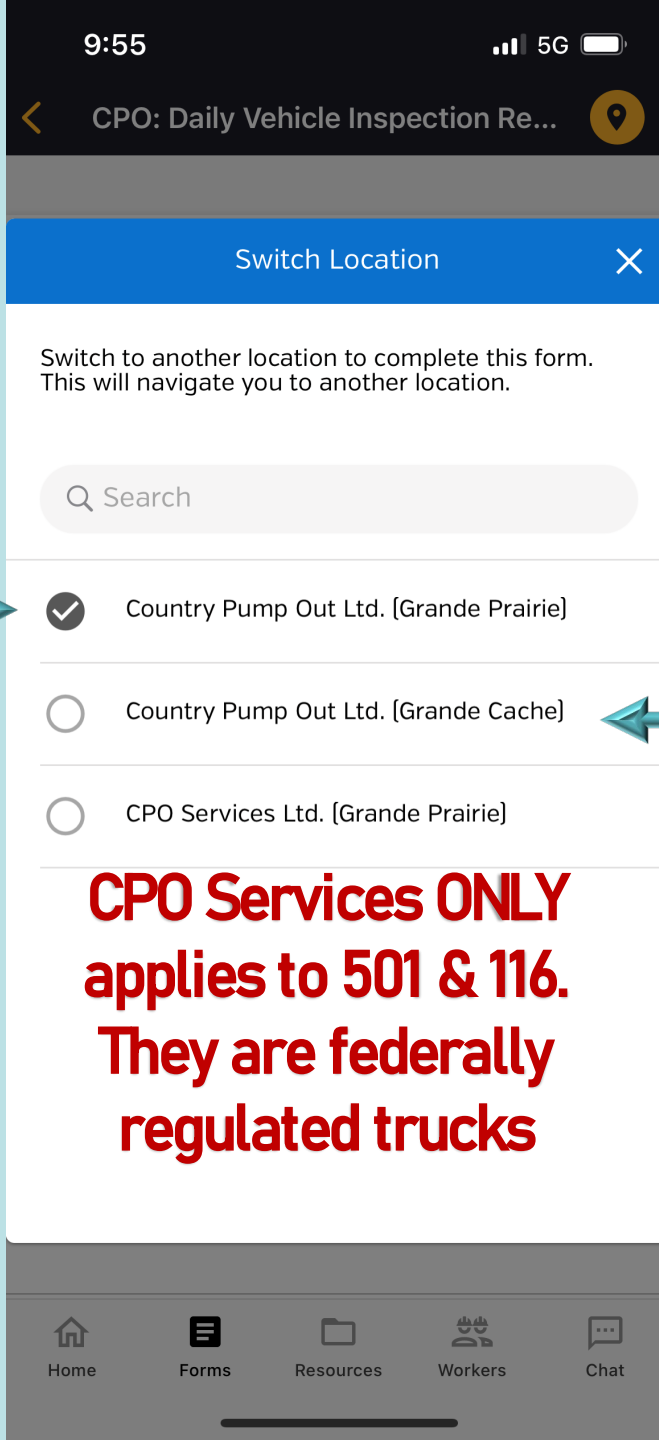
Previous >

**Start A New Form?**

Would you like to start a new form?  
Your current in progress form will be saved under the 'In Progress' section.

Cancel

Yes



Grande Prairie



Grande Cache



Select your location.

**CPO Services ONLY  
applies to 501 & 116.  
They are federally  
regulated trucks**

### Company Information

 Country Pump Out Ltd.

 Country Pump Out Ltd. [Grande Prairie]

 Jul 05, 2023 10:05 AM

### Details

Inspection Type  
\*Required

SELECT ONE

Pre-Trip

Unit Number:  
\*Required

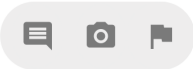
555

Automatically  
stamps the  
date & time

### Details

Inspection Type  
\*Required

**SELECT ONE**



**Pre-Trip**

Unit Number:  
\*Required

555



Odometer:  
\*Required

123456



Hours [0 if not applicable]:  
\*Required



Home



Forms



Resources



Workers



Chat

10:00 5G

< CPO: Daily Vehicle Inspection Re... >

Hours [0 if not applicable]:  
\*Required

0

Principal Carrier  
\*Required

SELECT ONE

Country Pump Out Ltd. Home Terminal Address: #5 732010 RR62 County of Grande Prairie, AB 160KM Exempt - Provincially Regulated

**Schedule 1 (Truck Tractor & Trailers)**  
Refer to Schedule 1 for details. Comment and add picture for all defects.

View Schedule 1

Home Forms Resources Workers Chat

9:59 5G

< CPO: Daily Vehicle Inspection Re... >

Odometer:

Select One

Search

Country Pump Out Ltd. Home Terminal Address: #5 732010 RR62 County of Grande Prairie, AB 160KM Exempt - Provincially Regulated

Country Pump Out Ltd. Home Terminal Address: 9807 Hoppe Avenue Grande Cache, AB 160KM Exempt - Provincially Regulated

CPO Services Ltd. Home Terminal Address: #5 732010 RR62 County of Grande Prairie, AB - Federally Regulated

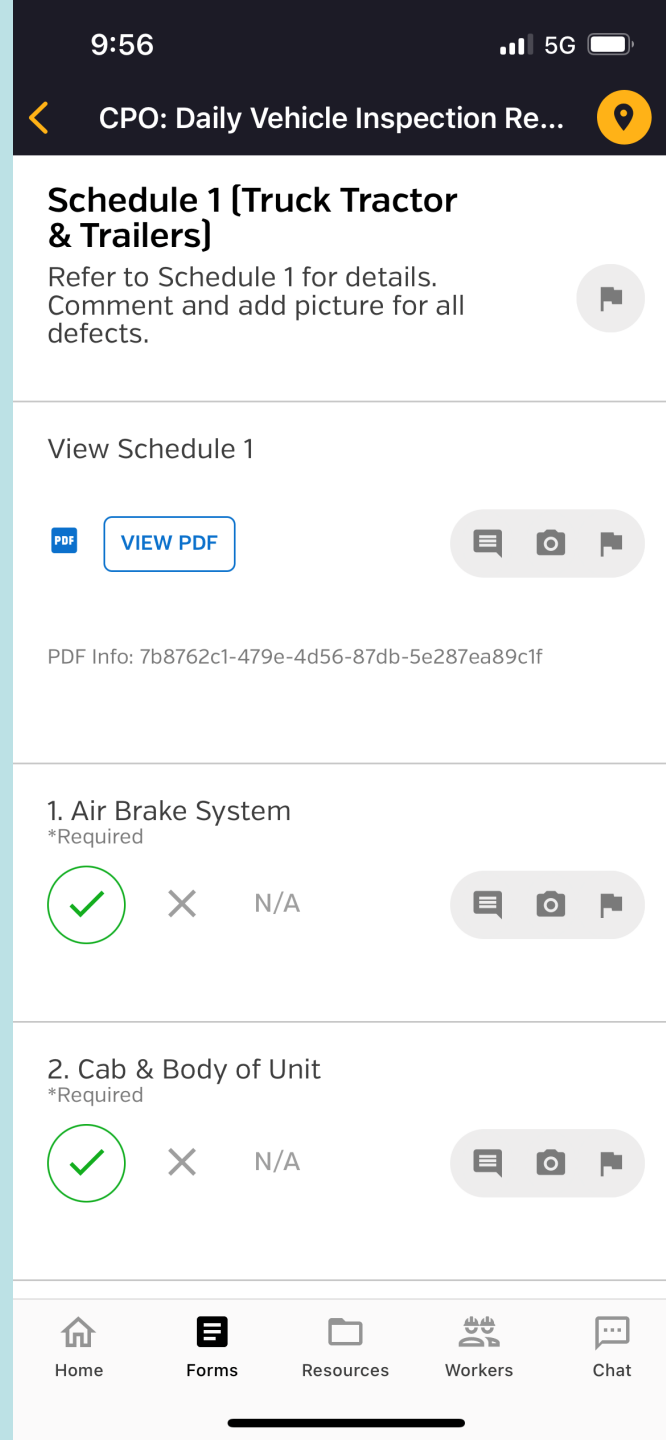
**DONE**

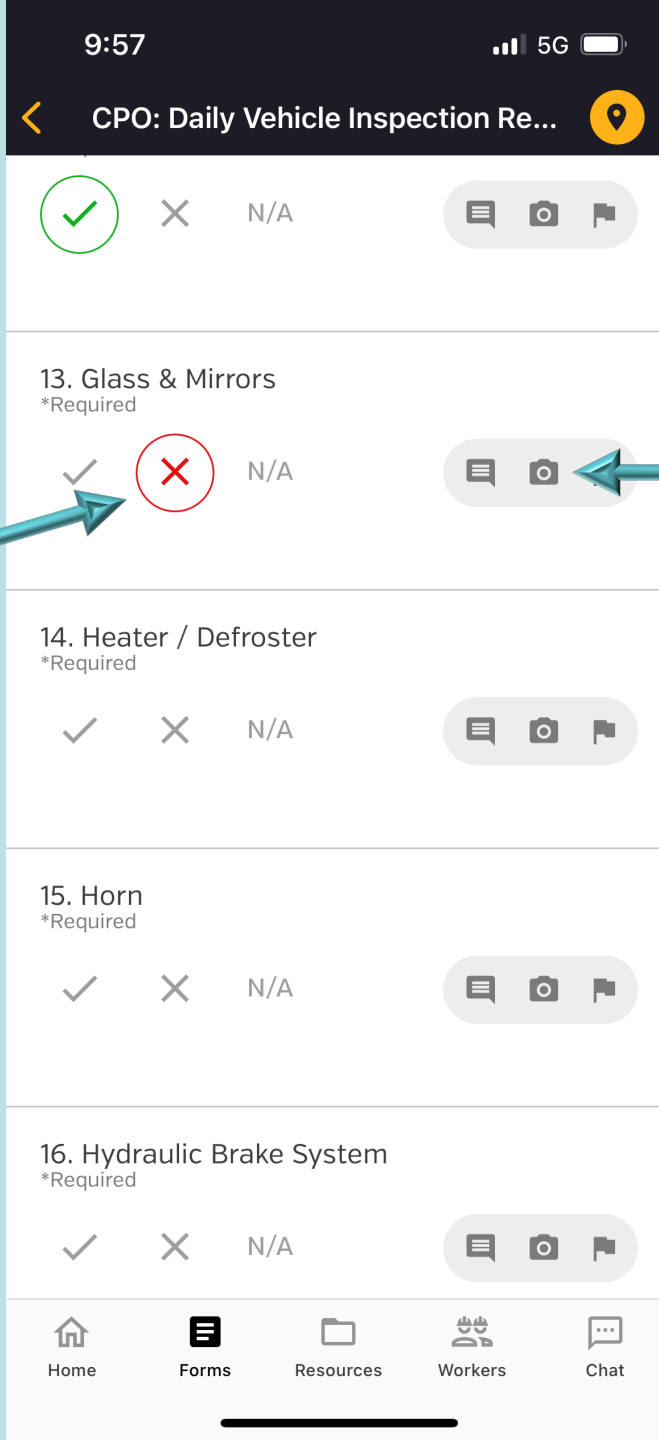
Refer to Schedule 1 for details.

Home Forms Resources Workers Chat

**CPO Services ONLY applies to 501 & 116. They are federally regulated trucks. This makes a big difference when it comes to logs**

Check off each section as you complete your inspection





X if you come across a defect

Insert comment and a picture

✓ X N/A [Messages] [Camera] [Flag]

13. Glass & Mirrors  
\*Required  
✓ **X** N/A [Messages] [Camera] [Flag]

14. Heater / Defroster  
\*Required  
✓ X N/A [Messages] [Camera] [Flag]

15. Horn  
\*Required  
✓ X N/A [Messages] [Camera] [Flag]

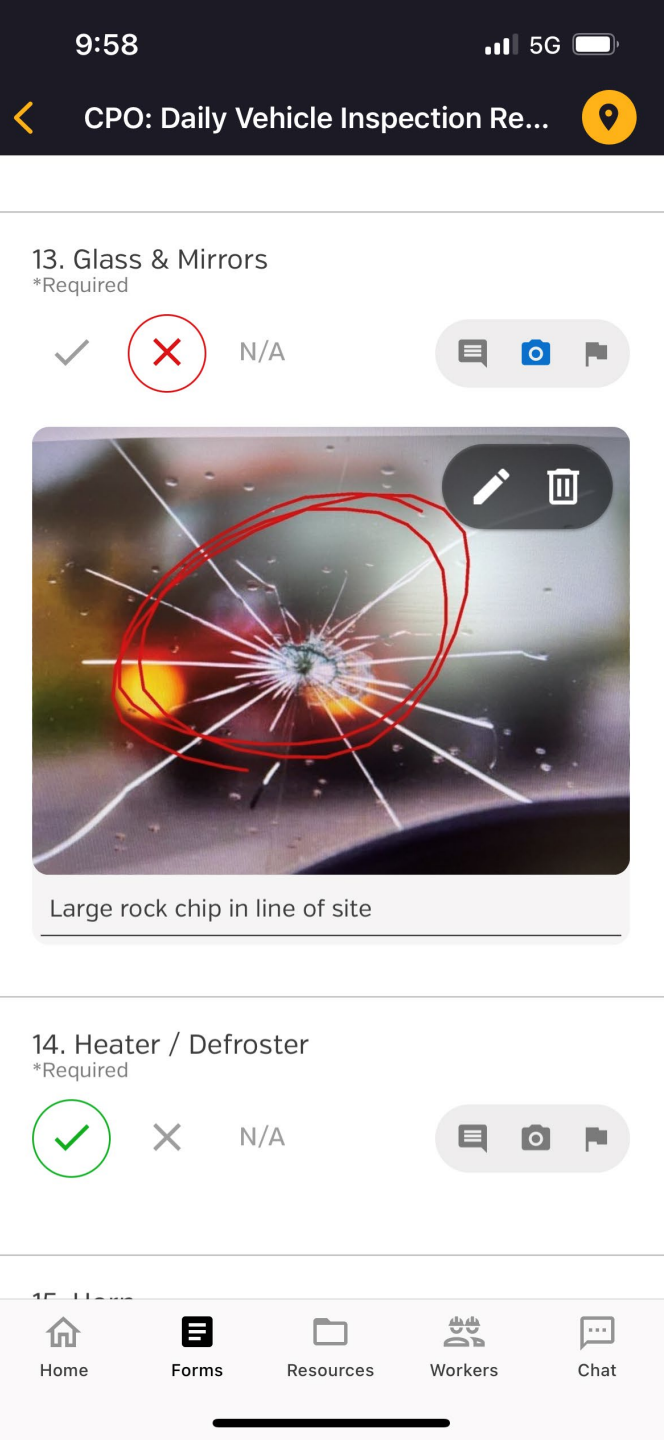
16. Hydraulic Brake System  
\*Required  
✓ X N/A [Messages] [Camera] [Flag]

Do NOT flag  
For follow up

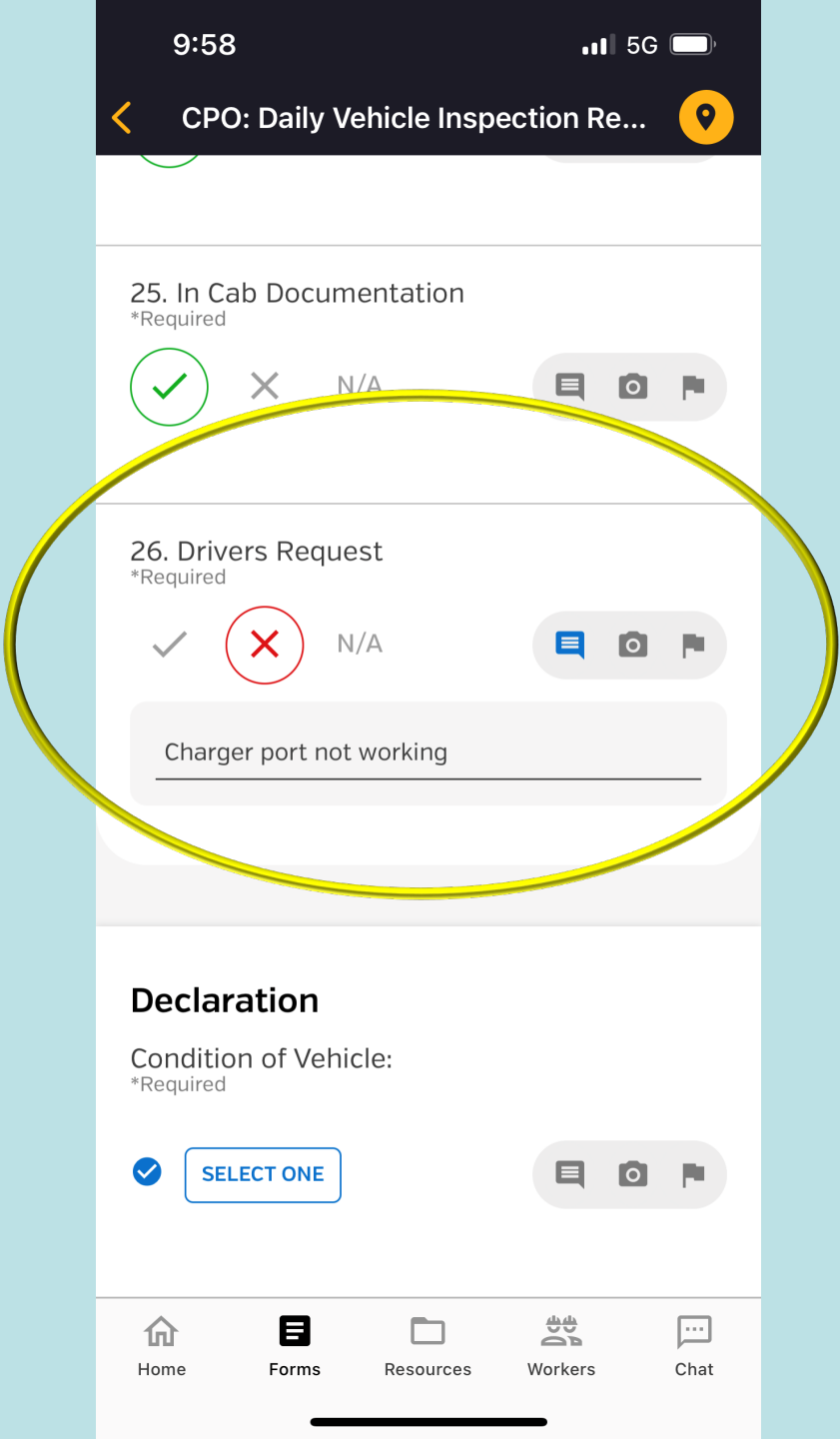


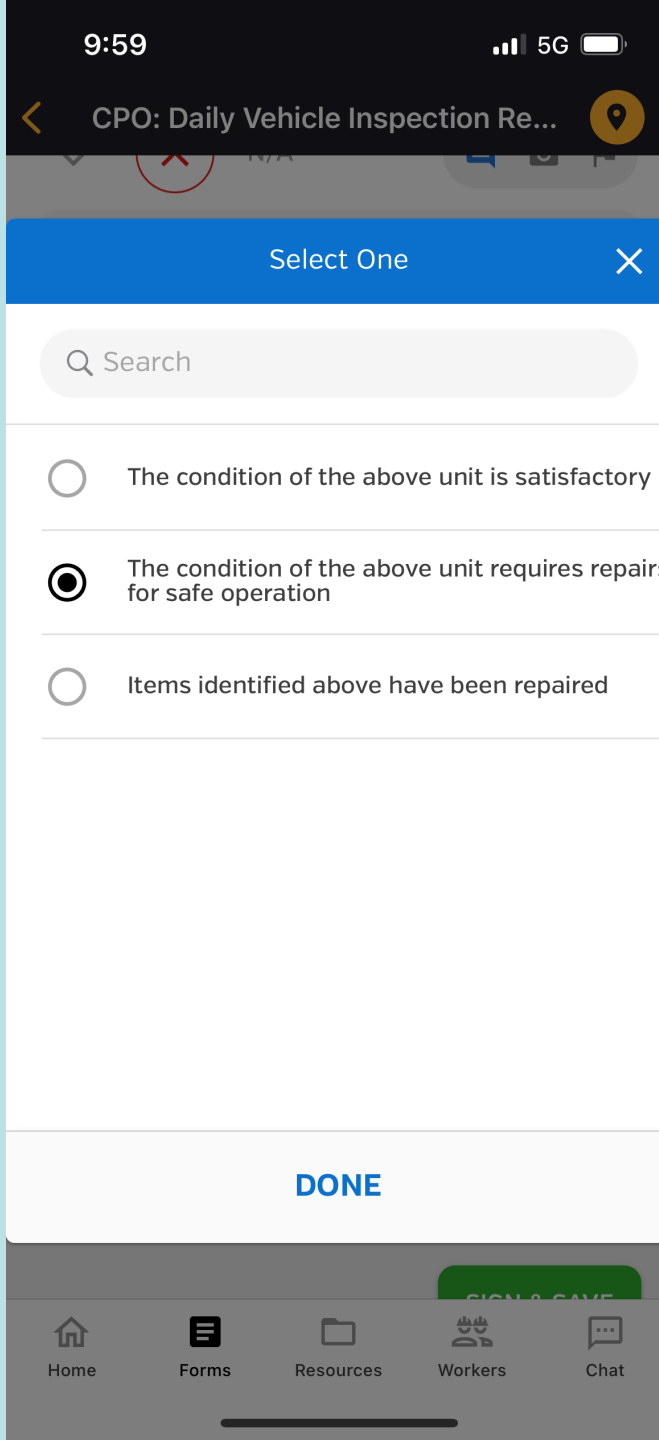


You can mark up  
the picture if  
needed

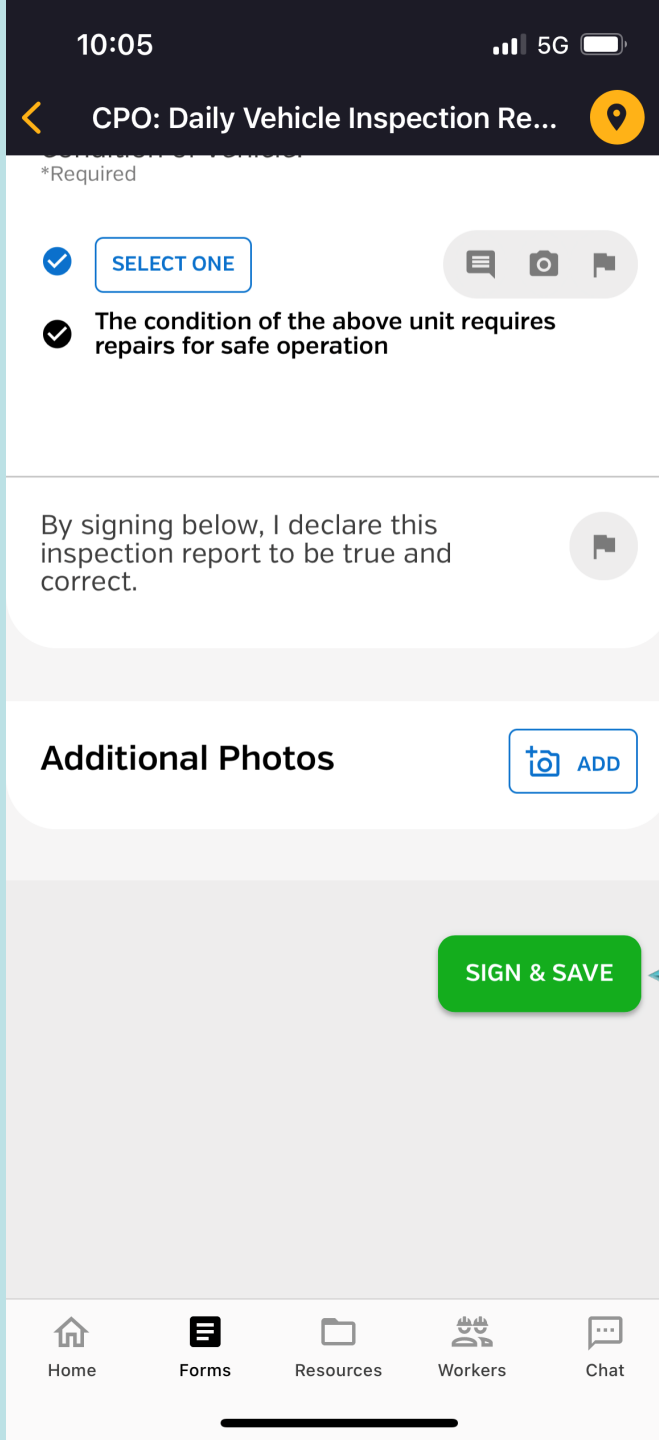


Driver Request /  
Cry Sheet items  
can go here

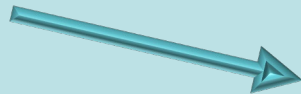




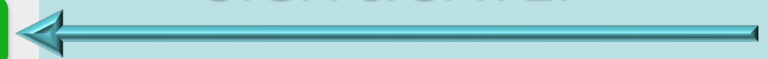
Select one...



Additional photos can be loaded here if needed



SIGN & SAVE!



10:05

5G

< CPO: Daily Vehicle Inspection Re...



\*Required

Select Worker



Q Search

**Sample, Safety**  
Operator, Class 5



Select your name

**Bergesen, Chantelle**  
Parts Advisor



**Bidewell, Veya**  
Admin



**Bissell, Daniel**  
Operator



**Braat, Jan**  
Operator



**Braat, Nathaniel**  
Operator



**Collier, Darrell**  
Operator



**Conner, John**  
Operator



Home



Forms



Resources



Workers



Chat

10:05

5G

CLEAR

Safety Sample



*[Handwritten signature]*

x



SAVE & ADD ANOTHER

SAVE & CLOSE

Sign



Save & Close



Rotate for larger signature area

### Signatures



Safety Sample  
Operator, Class 5

Jul 05, 2023 10:05 AM

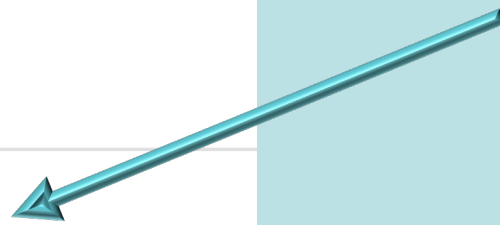
55.316874, -118.823901

[View map](#)

REQUEST SIGNATURE

ADD SIGNATURE

Automatically stamps the date, time and L/L





# CPO: Daily Vehicle Inspection Report

## Information

- 555
- Country Pump Out Ltd. (Grande Prairie)
- Wednesday, July 5th 2023, 10:05 AM (MDT -06:00)

## Details

### Inspection Type

Pre-Trip

Unit Number:  
# 555

Odometer:  
# 123456

Hours (0 if not applicable):  
# 0

### Principal Carrier

Country Pump Out Ltd. Home Terminal  
Address: #5 732010 RR62 County of Grande Prairie, AB 160KM Exempt - Provincially Regulated

## Schedule 1 [Truck Tractor & Trailers]

Refer to Schedule 1 for details. Comment and add picture for all defects.

View Schedule 1

[View PDF](#) 7b8762c1-479e-4d56-87db-5e287ea89c1f

- 1. Air Brake System
- 2. Cab & Body of Unit
- 3. Cargo
- 4. Coupling Devices
- 5. Dangerous Goods
- 6. Driver Controls
- 7. Driver Seat
- 8. Electric Brake System
- 9. Emergency Equipment & Safety Devices

- 10. Frame & Cargo Body
- 11. Fuel System
- 12. General Damage
- 13. Glass & Mirrors



Large rock chip in line of site

- 14. Heater / Defroster
- 15. Horn
- 16. Hydraulic Brake System
- 17. Lamps & Reflectors
- 18. Steering System
- 19. Suspension System
- 20. Tires
- 21. Wheels, Hubs & Fasteners
- 22. Windshield Washers / Wipers

- 23. Chains & Chain Rack (in good repair)
- 24. Fire extinguisher
- 25. In Cab Documentation
- 26. Drivers Request  
 *Charger port not working*

## Declaration

### Condition of Vehicle:

The condition of the above unit requires repairs for safe operation

By signing below, I declare this inspection report to be true and correct.

## Signatures

Safety Sample, Operator, Class

5  
 July 5th 2023, 10:05 AM (MDT -06:00)

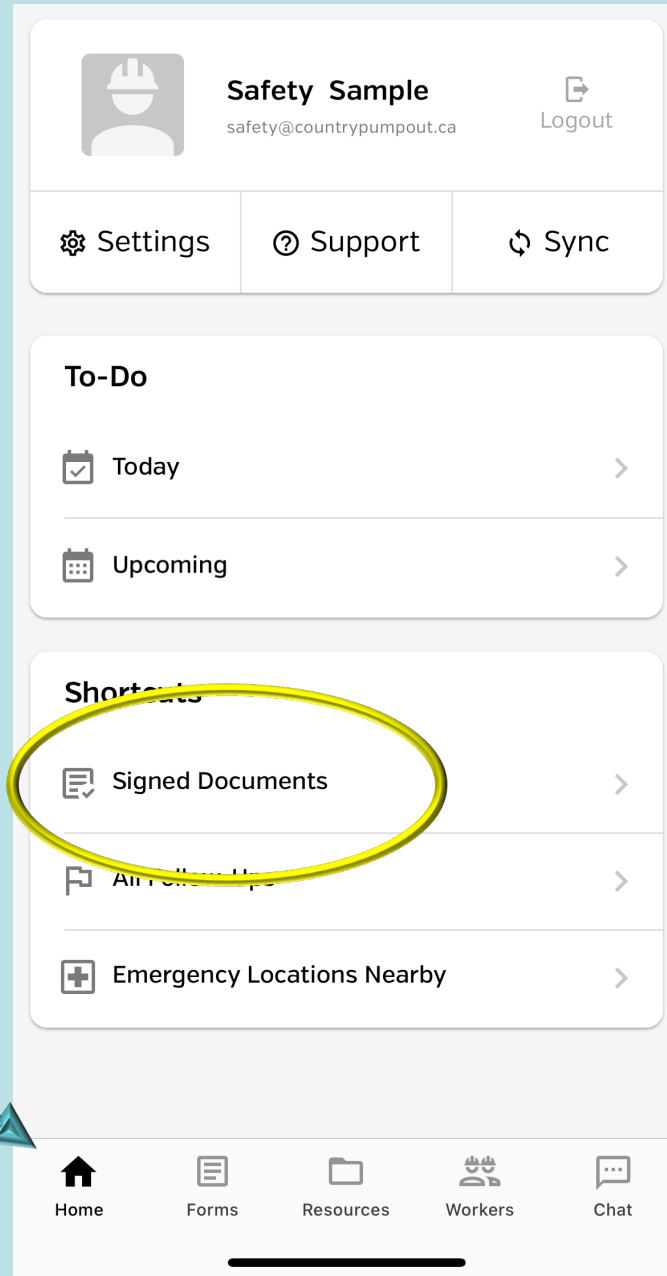
55.3168745, -118.8239014

[View map](#)

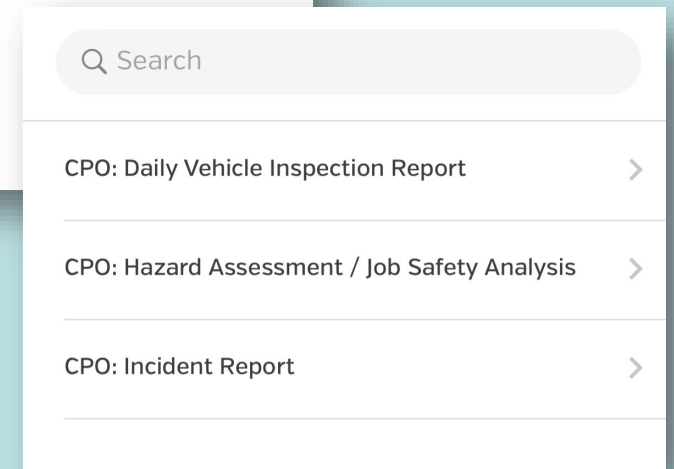
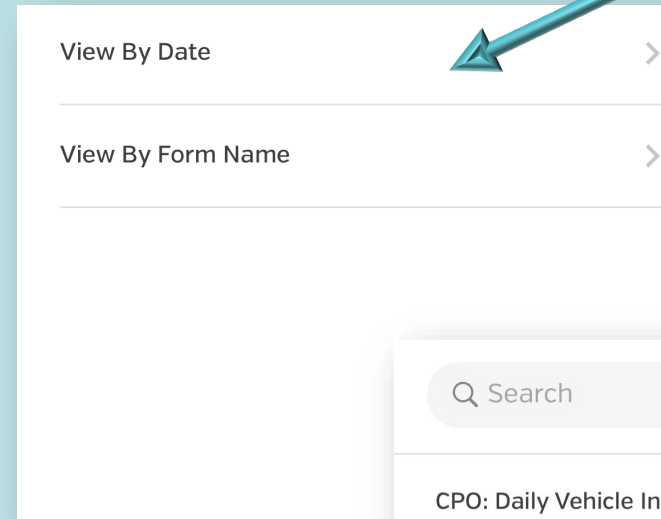


To view signed forms at any time:

- Home
- Signed docs
- View by...
- Select form



Pick one



# other forms ready on SiteDocs:

- Incident Report
- Hazard Assessment
- Near-Miss

**Plus more added as they are built!**

