

Vehicle Practice

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POLICY AND OBJECTIVES – VEHICLE PRACTICES

Practice:

1. POLICY

Nova Scotia Power Incorporated will maintain its vehicle fleet under a planned maintenance and repair program, ensuring compliance with all Provincial and Federal Regulatory Legislation and provide a safe work environment for our employees. See Addendum 1, Page 3.

2. SCOPE

This manual contains Vehicle Practices (VP) which are designed to provide standard instructions and specifications to maintain the vehicle fleet in a manner which is respectful and protective of the environment and in full compliance with legal requirements and company policy.

3. OBJECTIVES

3.1 To provide uniformity and efficiency in the areas of inspection, maintenance, testing, reporting, overhauling and transferring of vehicles and related equipment.

3.2 To specify inspection and preventative maintenance intervals and procedures.

4. RESPONSIBILITY

4.1 Mechanics / Welders

Must have a complete understanding and working knowledge of all Vehicle Practices. If there are any misunderstanding, confusion or a need for clarification, the individual has the responsibility to report to their Supervisor, immediately, prior to commencement of work.

4.2 Vehicle Centre Supervisor

Must have a complete understanding and working knowledge of all Vehicle Practices. Must be able to communicate and teach the proper techniques required to satisfy the Vehicle Practices. Responsible for the application of all Vehicle Practices in their respective operating areas, including improvement, and the training of NSPI shop personnel.

Revised by: G.W.Whalen

Approved by: J. Abraham

Fleet Services



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4.3 Fleet Services

Must have a complete understanding of all Vehicle Practices. Responsible for the development, publication, and monitoring of all Vehicle Practices.

4.4 Operations / Business Managers

Must have a complete understanding of all Vehicle Practices, and a complete understanding of the Vehicle Practices Policy and Objectives. Responsible for implementation of these Practices in their respective operating areas.

4.5 Regional Managers

Must have a complete understanding of all Vehicle Practices Policy and Objectives. Responsible for adherence to the Vehicle Practice Policy and Objectives for their respective operating areas.

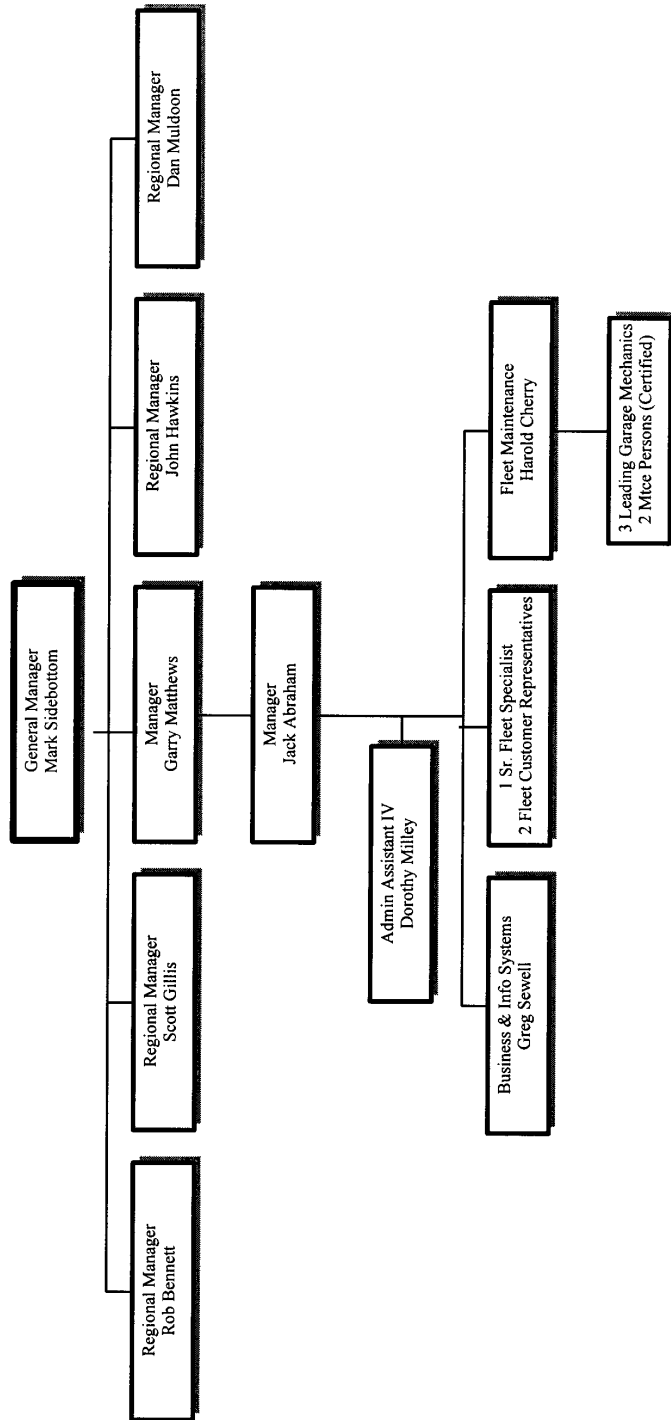
4.6 Vice President

Must have a complete understanding of all Vehicle Practices Policy and Objectives, and has overall accountability.

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CUSTOMER OPERATIONS



October 9, 2001