1.0 INTRODUCTION

The following standard has been established to prevent and/or minimize personal injuries and equipment damage caused by motor vehicle accidents as well as promote overall fleet safety. This standard is specific to vehicles owned, leased or rented by NB Power operating both on and off NB Power property.

2.0 SCOPE

All employees and contractors who operate NB Power owned motor vehicles including forklifts.

3.0 REFERENCES

NB OHS General Regulation 91-191	New Brunswick Occupational Health and Safety Regulation 91-191 Part XV: Section:
Motor Vehicle Act	M-17 - Motor Vehicle Act (gnb.ca)
OHS Act, Reg 91-191	Part XV
HR25	Alcohol and Drug Use
NB Power Fleet Policy FS-04	Motor Vehicle Usage
Commercial Vehicles	M-17 - Motor Vehicle Act (gnb.ca) IV.1
HSEE-03-24	HSEE-03-24 Hours of Work-Fatigue Management.pdf
CHAPTER M-17 Motor Vehicle Act	Commercial Vehicle Drivers Hours of Service Regulation, New Brunswick Regulation 2007-39
CHAPTER M-17 Motor Vehicle Act	Letter of Exemption from Registrar of Motor Vehicles, dated December 21st, 2023
Roadside Assistance	Holman Roadside Assistance 24/7 (Appendix C)
SOP I-5.10	CSD - Standard Operating Practice Dispatching of Operating Personnel

4.0 TERMS AND DEFINITIONS

Authorized Emergency vehicle	(a) a motor vehicle operated by a peace officer in the course of his duties or employment, (a.1) a motor vehicle of a search and rescue organization authorized by the Minister under section 110.1 to operate motor vehicles as authorized emergency vehicles under this Act, (b) a fire department or fire fighting vehicle, and (c) an ambulance
Daily Vehicle Inspection Report (DVIR)	• Applicable to vehicles 4,500 kg and over, see section 6.6. • DVIR's are vehicle inspections completed once in a 24 hour period or before every shift depending on the vehicle's application. • DVIR's are digital inspections completed with a 3rd party GPS hardware and software company. • Vehicles equipped with a GPS device must DVIR's completed
Form 205	Form 0205 Report of Vehicle and Equipment Damage.pdf
Mobile Communication Device (MCD)	These devices include, but are not limited to: • Mobile/Cellular/Smart Phones Two-way Radio

	• Bluetooth enabled communication devices like GPS, etc., that can be connected to a phone. • Tough books
Service vehicle	Chapter m-17 Motor Vehicle Act • (b) any private or public utility corporation vehicle while engaged at the scene of repair work, NB Power vehicle servicing the grid

5.0 ROLES AND RESPONSIBILITIES

5.1 Fleet Department Responsibilities

- Purchasing, maintaining, and disposing of fleet assets while ensuring compliance with Provincial and Federal transportation regulations. All vehicles acquired meet or exceed the standards set by these regulations, including the Canadian Motor Vehicle Safety Regulations. Additionally, all purchases and disposals are conducted in accordance with the Provincial Purchasing Act, which NB Power is obligated to uphold.
- Each purchased vehicle is assigned to a maintenance schedule with a third-party fleet maintenance company to guarantee adherence to relevant regulations. This includes compliance with standards such as CSA, ANSI, Provincial Motor Vehicle Acts, and Transportation Canada Acts.
- The fleet team provides professional maintenance guidance and support, collaborating with a network of vendors (garages) throughout the province to ensure the reliability and safe use of NB Power's vehicle assets for staff members.
- The fleet team act as intermediaries with Original Equipment Manufacturers (OEMs) to handle mechanical work. This includes regular maintenance, repairs, troubleshooting maintenance issues, addressing OEM recalls, and warranty repairs, all aimed at maintaining a safe fleet for NB Power employees.
- The fleet team offers various transportation-related services, including taxi services in the Fredericton area, rental vehicle services across the province, a car share program in Fredericton, and engineering services when needed, along with other related services.

5.2 Supervisor

- Ensure employees have valid driver’s license with the appropriate class
- Educate and ensure employees follow this standard
- Monitor GPS reports and DVIR compliance.

5.3 Employee

- Follow all driving laws in the Motor Vehicle Act and Commercial Vehicle Act.
- Follow the requirements of the Hours of Work Standard.
- Maintain valid driver’s licence and appropriate class of the vehicle you are operating.
- Notify supervisor if driver’s license status changes.
- Complete circle check prior to operating vehicle, this includes looking for loose wheel nuts or broken wheel studs
- Complete the DVIR, applicable to vehicles 4,500 kg and over.
- Report vehicle incidents through the H&S incident report 145 and complete a Form 205 vehicle incident report.
- Any vehicle defects must be reported to the Fleet department immediately
- Form 205 is used when submitting a 145 where there is an accident with damage.

- Re-torqued after wheels off service, ensuring compliance with the Fleet Department's retorque policies *"Wheel Torque Policy", "Wheel Torque Hub Cap Policy",* and *"Wheel Stud Replacement Policy".* Located in the Appendix D-F.

If you are fatigued or on medication or prescription drugs that may affect your driving ability, talk to your supervisor before operating a vehicle

6.0 STANDARD

6.1 General

1. The provisions of the Motor Vehicle Act apply to any use of road vehicles, regardless of whether they are operated on public roads or private property.
2. Employees shall operate NB Power vehicles only when in possession of a valid driver's license of the appropriate class.
3. Vehicles shall be kept in good operating condition and driven in a safe, courteous manner.
4. Headlights and taillights shall always be on and free of obstructions when the vehicle is in motion to increase visibility in all weather conditions.
5. Drivers shall not operate the vehicle in any building except when driving in or out unless they are in a garage where the exhaust gas is carried directly to the outside and all ventilation systems are functioning. e.g. forklifts inside a warehouse, or loaders inside the coal dome, or vac trucks inside any part of our facilities.
6. All vehicles and vehicle compartments shall be locked while unattended and in unsecured areas. Vehicle keys must not be left in the ignition.
7. Wheel chocks are not required when our vehicles are not in use and are parked on level.
8. NB Power vehicles are equipped with GPS.

6.2 Prior to Operating Vehicles

Before moving a parked vehicle, the driver shall do a vehicle circle check and observe front and rear to ensure that persons and objects are clear.

6.2.1 Each driver shall ensure that the vehicle is in a safe operating condition. The following precautions shall be observed in particular:

1. Brakes, clutch, horn, signal system, all lights and windshield wipers shall be tested.
2. The driver shall check that the tires are in good condition and properly inflated.
3. The driver shall also check emergency equipment that is located in the vehicle such as first aid kits, eyewash and fire extinguisher. Any missing or defective equipment shall be reported immediately. First aid kits and fire extinguishers shall be mounted in an accessible location and away from the source of ignition. Fire extinguishers shall be dismounted once a month and turned upside down to loosen the contents.
4. The driver shall ensure that all windows are clear of snow, ice and that the windshield has defrosted before moving.
5. If applicable; employees shall check to see that the boom and bucket have been stowed.
6. Outriggers shall be fully retracted prior to moving a vehicle.

6.2.2 Daily Vehicle Inspection Report (DVIR) Electronic Logbooks are required for

vehicles:

1. Applicable to vehicles 4,500 kg and over.
2. See vehicle registration to determine the 4,500 Kg threshold.
3. If hauling a trailer and the combined of truck and trailer is over 4,500 kg
4. Equipped with either personnel carrying device or an aerial lifting device.
5. The operator shall be responsible to ensure, where applicable, the DVIR is completed daily or before each shift.

6.3 Mobile Communication Devices (MCD's)

NB Power provides MCD's to employees as a necessary part of their job, and to enhance both safety and productivity. Employees are responsible for using all MCD's in a safe manner.

The use of MCD's by the driver while the vehicle is in motion is prohibited. Before using MCD's (including use of a hands-free device) all vehicles must be lawfully and safely parked out of traffic. Texting is never allowed while driving.

In the case of two-way radios, where the driver of a vehicle is alone, they may acknowledge an incoming call advising of an emergency situation as defined in SOP I-5.10. Further communication will only take place once the vehicle is safely and legally parked.

Examples of emergency situations are:

- Vehicle Accident
- Building Fire
- Police/Fire Standing By
- Pole down
- Pole on Fire
- Wire Down
- Wire Low X-ing Road

On-screen navigation devices for quick visual reference are permissible for use while operating a vehicle, but you cannot program or handle it while driving.

Vehicle or Equipment Fuelling – MCD's shall not be used while refueling vehicles or other equipment.

When operating a vehicle out-of-province for business purpose, an employee must be aware of and observe any local regulations regarding the use of MCD's. At minimum, the policy requirements of NB Power must be respected at all times.

6.4 Move Over for Emergency and Service Vehicles

When an emergency or service vehicle is stopped on the highway and has its flashing lights on, New Brunswick drivers MUST:

- Slow down to one-half the posted speed limit and proceed with caution.
- Make sure it's safe to proceed, then move over to the left, away from the vehicle.
- If there are two or more lanes of traffic, the driver must move into another lane if it can be done safely.

This will ensure that drivers won't collide with an authorized emergency or service vehicle or endanger anyone outside these vehicles.

Under the Motor Vehicle Act, a driver of a motor vehicle shall not pass a bicycle travelling in the same direction unless there is sufficient space to do so safely, and the driver leaves at least one metre of open space between the vehicle and the bicycle. Motorists may cross the centre line while passing bicycles when it is safe to do so.

6.5 Backing up / Parking

1. Whenever possible on NB Power premises, vehicles (personal and work) shall be positioned to avoid the necessity of reversing.
2. Extreme caution shall be exercised when backing a vehicle, to avoid injury to persons and to prevent property damage. If another employee is present, he/she shall be stationed at the rear of the vehicle to assist the driver in backing the vehicle safely. If another employee is not present, the driver shall do a vehicle circle check prior to backing the vehicle.
3. Backing up on main thoroughfares and roadways shall not be undertaken unless a competent person is present and is directing the reversing and redirecting of other traffic.
4. All vehicles shall be parked in accordance with the provisions of the New Brunswick Motor Vehicle Act and all local ordinances, except in emergency situations or where authorized work necessitates that a vehicle be parked otherwise.
5. When parking on a hill or steep angle is it recommended that the operator use the parking brake to ensure there is no vehicle movement while parked.
6. When a motor vehicle 1 Ton and above is disabled or otherwise left standing upon a roadway or the shoulder, the driver shall display three portable reflectors on the edge of the roadway 30 metres in advance of the vehicle and one at the rear of the vehicle and one at the traffic side approximately 5 metres to the rear of the vehicle.

7.0 TRAINING

- Driving Awareness (60-month expiry) 87SAF029DM - It is at the discretion of management to determine if their employees require the defensive driving course.
- Professional Driving Improvement Course (PDIC) (60-month expiry)

8.0 APPENDIX

Appendix A – Circle Check
Appendix B – GPS instructions / explanations
Appendix C – Holman Roadside Assistance
Appendix D: Wheel Stud Replacement Policy
Appendix E: Wheel Stud Re-torque Policy
Appendix F: Wheel Stud Re-torque Policy (Hub Cap Wheels)

Director of Total
Health & Safety

DOCUMENT APPROVAL/REVISION RECORD

Revision #	Date	Revision Summary	Author	Reviewed By	Approved By
01	2024-06-10	All	N. Legere	Peter Michaud H&S Team	Roland Roy
02	2025-12-05	Combined the Mobile Communication Standard information Added: employee resp. Appendix C Appendix D Appendix E Appendix F	N.Legere	Peter Michaud H&S Team	Roland Roy

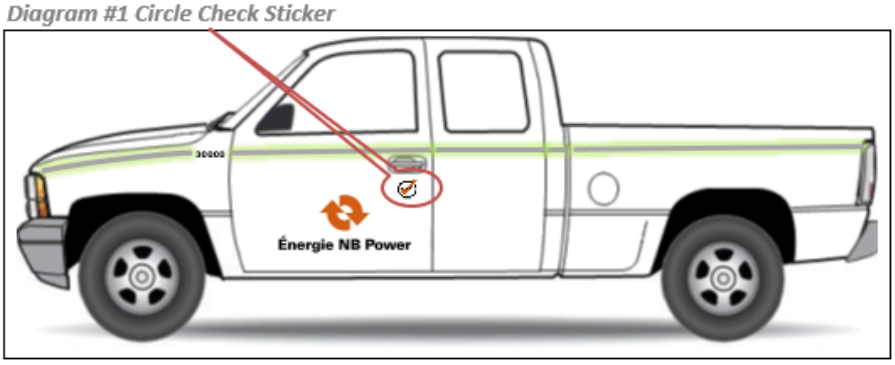
Appendix A – Circle Check

Fleet Safety Announcement

Safety is the number one priority with the Fleet Department at NB Power, to that end Fleet has identified two safety items everyone should be doing before operating a vehicle or any equipment. One is perform the ***"Circle Check"*** before operating the vehicle or equipment. Two once in the vehicle always familiarize yourself with the vehicle or equipment ensuring you know how to operate it safely.

As a result of a "High Potential" incident the Fleet Department has identified the need to improve the visibility of the ***"Circle Check".*** To that end you will notice that all new vehicles have started to arrive with the following sticker on the driver's door bellow the handle, see diagram #1. The symbol of a circle with check mark is a visual aid to help everyone remember the importance of doing the circle check before operating the vehicle.

Diagram #1 Circle Check Sticker



Please note that the circle check symbol is a visual quote designed to remind staff the importance of doing a circle check before operating the unit. Stickers were installed on all new vehicles before delivery please do not remove them. The remaining of the fleet will be completed as soon as possible during the Fleet Dept field safety visits.

The circle check sticker

Fleet Dept Training Material – Safety Announcement "Circle Check" Énergie NB Power

Please note the following items should be checked during the circle check;

Daily Checks	Vérifications Quotidiennes
Check oil	Vérifier l'huile
Inspect tires	Inspecter les pneus
Check for leaks under vehicle	Vérifier pour des fuites sous le véhicule
Check lights, mirrors & glass	Vérifiez les lumières, miroirs et les fenêtres
Check horn	Vérifiez le klaxon
Check back-up alarm	Vérifiez l'avertisseur de recul
Check windshield wipers	Vérifiez les essuie-glaces
Check for equipment damage	Vérifiez pour des dommages matériels
Check two way radio	Vérifiez la radio bidirectionnelle

Weekly Checks	Vérifications Hebdomadaires
Check transmission fluid	Vérifiez le liquide de transmission
Check power steering fluid	Vérifier le liquide de la servodirection
Check belt tension and condition	Vérifiez la tension et la condition de la courroie
Check windshield washer level	Vérifiez le liquide de lave-glace
Check first aid kit	Vérifiez la trousse de premiers soins
Check fire extinguisher	Vérifiez l'extincteur
Check hazard warning kit	Vérifiez la trousse de signal de danger
Check MVI sticker	Vérifiez la vignette d'inspection

Safety is a shared commitment; please ensure you report any vehicle or equipment safety issues to your direct supervisor or the Fleet Coordinators.

The Fleet Coordinators are;

Barry Steeves manages the maintenance for larger trucks with hydraulic devices for Customer Service, Generation, Corporate Holding, and Nuclear. Example; Line, Boom Trucks, as well as Cranes.

Email: BSteeves@nbpower.com
Cell: 447-7111

Stephen Flowers, manages the maintenance for Transmission vehicles and equipment only.

Email: SFlowers@nbpower.com
Cell: 461-5895

Andrew Sorensen manages the maintenance for light and off road vehicles for Customer Service, Generation, Corporate Holding, and Nuclear. Example; Cars, Pickups, Forklifts, Ramps, etc....

Email: ASorensen@nbpower.com
Cell: 238-5836
Office: 458-3623

Appendix B – GPS Information

Vehicles equipped with Global Positioning Software (GPS) can detect the following information:

- Location, latitude and longitude
- Driving Time
- Engine Run Time
- Engine Idling Time
- Engine Fault Codes
- Road Speed
- Engine Speed
- IdlingVehicle State (Oil Level & Temp, Coolant Level & Temp, Odometer)Seat belts facined or not
- Vehicle impact sensors, measures impact of 2.5 G and above
- Geofencing, definded boundary using coordinate measuring when a vehicle enters and exits
- Maintenance planning, kilometers or hours of service to trigger a maintenance work order.
- Route planning

Please note the GPS hardware is plugged into the vehicles Engine Control Module (ECM), the ECM is an onboard computer that collections multiple data points to help manage the health and reliability of the vehicle.

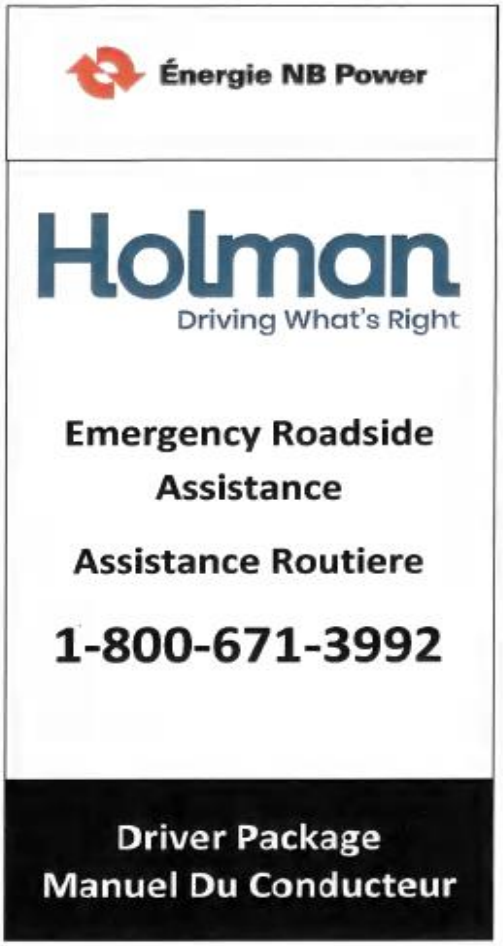
Reasons for audible beeping when a driver starts the vehicle:

- Firmware Updates – Random to continuous when vehicle first starts.
- Harsh Events – Single
- Speeding – 10 rapid beeps signifies the vehicle travelled 15 km/h over the posted speed limit for more than 45 seconds.

Speeding rules programmed into each GPS unit installed on NB Power vehicles:

- Audible Alert Warning – travelling 15 km/h faster than posted speed limits for five seconds will create an audible alert. This alert allows the driver the opportunity to slow down before a speeding event is reported.
- Reported Event – if an audible event has occurred and the vehicle did not slow down a speeding event is recorded. Speeding events are recorded and reported when a vehicle is travelling 15 km/h over the posted speed limit for more than 45 seconds.

Appendix C: Holman Roadside Assistance



Appendix D: Wheel Stud Replacement Policy

Wheel Stud Replacement Policy

Date: 2025-12-16

Subject: Wheel stud replacement strategy with 1 Ton (Class 3) pickups and CSR (Class 5) trucks.

Purpose:

To ensure the safe, consistent, and compliant replacement of wheel studs on the aforementioned vehicles, to prevent wheel-off incidents, and maintain OEM compliance through standardized procedures. *This document is a supplement to the Wheel stud retorquing policy.*

Definitions:

- **Wheel Stud:** A threaded fastener pressed or installed into the hub/brake drum/axle flange that secures the wheel via lug nuts.
- **Lug Nut:** The mating fastener is tightened to the specified torque to secure the wheel.
- **OEM:** Original Equipment Manufacturer.
- **GVWR:** Gross Vehicle Weight Rating.
- **Vehicle Classification Chart:** is a reference table that categorizes vehicles into different classes based on specific criteria such as weight (GVWR), vehicle type, and regulatory classification by transportation authorities.

Key Points:

The Fleet Department, in collaboration with an OEM and an engineering firm, reviewed the current wheel stud replacement practices. As a result of the review, the following changes will be implemented on the aforementioned vehicles exhibiting wheel stud issues:

- Wheel studs will be replaced at each annual motor vehicle inspection.
- Wheel hubs will be inspected at each annual motor vehicle inspection; if required, they will be replaced.
- Wheel hubs on class 5 (Ram 5500 or Ford F550) will be replaced every other MVI (two years)
- Wheel off work examples, such as tire replacements or brake work where the wheels are removed from the vehicle, must have a re-torque done at 100-150 km range after the work is completed.
- When the wheel off service is done on Class 5 trucks, the re-torque must be done at the 100 -150 km range and 800 km (when required) intervals.
- See Appendix One for more information on vehicle classification

Appendix E: Wheel Stud Re-torque Policy

FLEET - BULLETIN / ANNOUNCEMENT

Item # 2025121603

Wheel Stud Re-Torque Policy

Date: 2025-12-16

Subject: Wheel stud re-torque policy with all classes of NB Power vehicles, see *Appendix One* for more information on vehicle classes.

Purpose:

To ensure the safe, consistent, and compliant re-torquing of wheel studs on the aforementioned vehicles, it is essential to mandate re-torque procedures after any wheel-off service to maintain wheel security and prevent wheel-off incidents.

Definitions:

- **Wheel Stud:** A threaded fastener pressed or installed into the hub/brake drum/axle flange that secures the wheel via lug nuts.
- **Lug Nut:** The mating fastener is tightened to the specified torque to secure the wheel.
- **OEM:** Original Equipment Manufacturer.
- **GVWR:** Gross Vehicle Weight Rating.
- **Vehicle Classification Chart:** is a reference table that categorizes vehicles into different classes based on specific criteria such as weight (GVWR), vehicle type, and regulatory classification by transportation authorities.

Policy Guidelines:

3.1 Mandatory Re-Torque Intervals

- After any wheel-off service, wheels must be re-torqued at:
  - **First Interval: 100–150 km** after wheel off service for all vehicle classes.
  - **Second Interval: 800 km**, is required for Class 5 trucks only, examples are Ford F500, F600, and RAM 5500 trucks.
- Missed re-torque intervals must be reported immediately to the vehicle Operator's Supervisor.

3.2 Vendor (Garage) Documentation Requirements

- The initial service work order must include:
  - Submit a work order to Holman (ARI) with the date and odometer reading at service.
  - Submit a work order to Holman (ARI) with the date of the wheel stud retorque(s).
  - Garage will place a re-torque reminder (mirror tag) in the vehicle

FLEET - BULLETIN / ANNOUNCEMENT

Responsibilities:

Technicians/Service Vendors:

- Perform any wheel stud retorquing with the calibrated torque tools to the OEM specification.
- Place a re-torque reminder (mirror tag) in the vehicle.
- Record the retorque work in Holman (ARI), ensuring a record of the retorque work.

Vehicle Operator:

- Ensure the vehicle re-torques are completed at the specified aforementioned intervals.

Fleet Department:

- Engage with vendors regarding wheel stud re-torque requirements and NB Power's expectations for wheel-off work.
- Conduct periodic audits of service vendors to ensure compliance with re-torque policies.

Legal Reference:

It is recommended by the OEMs to retorque wheel studs after a wheel service to enhance vehicle safety and reliability.
New Brunswick Motor Vehicle Act (M-17), concerning motor vehicle inspections.
H&S Document HSEE-03-73 "Fleet Safety"

Reminder:

Wheel Stud Re-Torquing is a critical part of the vehicle safety program, ensuring the vehicle's reliability and your safety.

Appendix One

Vehicle Classes & GVWR Ranges		
Class Size	**Weight**	**Descriptions**
Class 1	**0 – 2,722 kgs** 0 – 6,000 lbs	Cars, Compact Pickup Truck, Van. Crossover CUV
Class 2	**2,723 – 4,536 kgs** 6,001 – 10,000 lbs	½ to ¾ Ton Pickup, Van, and SUV
Class 3	**4,537 – 6,350 kgs** 10,001 – 14,000 lbs	1 Ton Heavy Duty Pickups
Class 4	**6,350 – 7,257 kgs** 14,001 – 16,000 lbs	Box Truck, Cub Van
Class 5	**7,257 – 8,844 kgs** 16,001 – 19,500 lbs	Single Axel Commercial Truck, Single Axel Flat Bed Truck, CSR Truck (Ram & Ford)
Class 6	**8,845 – 11,794 kgs** 19,501 – 26,000 lbs	Tandem Axel Flat Bed. Line Truck (Material Handler, Diggers)
Class 7	**11,795 – 14,969 kgs** 26,001 – 33,000 lbs	Tandem Axel Line Trucks, Tow Truck, Tandem Delivery Trucks
Class 8	**14,970 kgs +** 33,001 lbs +	TLM Line Truck, Tractor-Trailer, Dump Truck, Fire Truck

Appendix F: Wheel Stud Re-torque Policy (Hub Cap Wheels)

Wheel Stud Re-Torque Policy (Hub Cap Wheels) **Date: 2025-12-18**

Subject: Wheel stud re-torque policy with all classes of NB Power vehicles, see *Appendix One* for more information on vehicle classes.

Purpose:

To ensure the safe, consistent, and compliant re-torquing of wheel studs on the aforementioned vehicles, it is essential to mandate re-torque procedures after any wheel-off service to maintain wheel security and prevent wheel-off incidents. *This document is a supplement to the Wheel stud retorquing policy.*

Definitions:

- **Wheel Stud:** A threaded fastener pressed or installed into the hub/brake drum/axle flange that secures the wheel via lug nuts.
- **Lug Nut:** The mating fastener is tightened to the specified torque to secure the wheel.
- **OEM:** Original Equipment Manufacturer.
- **GVWR:** Gross Vehicle Weight Rating.
- **Vehicle Classification Chart:** is a reference table that categorizes vehicles into different classes based on specific criteria such as weight (GVWR), vehicle type, and regulatory classification by transportation authorities.
- **Wheel Hub Cap:** is a cover that fits over the central part of the vehicle's wheel, specifically the hub area. Its purpose is to protect the hub and wheel nuts from dirt, moisture and debris, helping prevent corrosion and potential failure.

Policy Guidelines:

3.1 Mandatory Re-Torque Intervals

- After any wheel-off service, wheels must be re-torqued at:
  - **First Interval: 100–150 km** after wheel off service for all vehicle classes.
  - **Second Interval: 800 km**, is required for Class 5 trucks only, examples are Ford F500, F600, and RAM 5500 trucks.
- Missed re-torque intervals must be reported immediately to the vehicle Operator's Supervisor.

3.2 Mandatory Re-Torque Hub Cap Procedure

- After completing any wheel-off service, the hub caps must remain off the wheels and should be placed inside the vehicle for installation after the retorque process is finished.
- Hub caps must be reinstalled on the wheels once the mandatory retorque(s) have been completed.

3.3 Vendor (Garage) Documentation Requirements

- The initial service work order must include:
  - Submit a work order to Holman (ARI) with the date and odometer reading at service.
  - Submit a work order to Holman (ARI) with the date of the wheel stud retorque(s).
  - Garage will place a re-torque reminder (mirror tag) in the vehicle

Responsibilities:

Technicians/Service Vendors:

- Remove the wheel hubcaps and store them in the truck for the Operator, do not reinstall them on the wheels after the wheel-off work is completed.
- Perform any wheel stud retorquing with the calibrated torque tools to the OEM specification.
- Place a re-torque reminder (mirror tag) in the vehicle.
- Record the retorque work in Holman (ARI), ensuring a record of the retorque work.
- The hub caps are to be reinstalled on the wheels after the retorque requirements are completed.

Vehicle Operator:

- Ensure the hub caps are removed from the wheels after wheel of services is completed, before the wheel nut re-torque is completed. The hub caps must stay off the wheels of the truck until after the re-torque is completed.
- Ensure the vehicle re-torques are completed at the specified aforementioned intervals.
- Ensure the hub caps are placed back on the wheels once the re-toques are completed.

Fleet Department:

- Engage with vendors regarding wheel stud re-torque requirements and NB Power's expectations for wheel-off work.
- Conduct periodic audits of service vendors to ensure compliance with re-torque policies.