



OSHAWA AERONAUTICAL, MILITARY, AND INDUSTRIAL MUSEUM



TITLE		USAGE
Museum Driving		INTERNAL USE
Document Number: OAMIM-POL-025 (Policy)	Revision: R000	ISSUE DATE: 7 Dec 2022
APPROVED BY: Board of Directors		PAGE: 1 of 7

1.0 POLICY

The purpose of this policy is to outline the rules, expectations, and limitations around the training and certification of drivers at the Museum.

If any part of this Policy contravenes the by-laws and/or Highway Traffic Act, Ontario Human Rights Code, Employment Standards Act, and/or the Ontario Not-For Profit Corporation Act 2010 (or any other government law or regulation); the Code/Acts (or other law or regulation) takes precedence over the By-Laws and the By-laws take precedence over this Policy,

In the event that a section of this Policy is considered struck down or otherwise null and void, that section is considered removed (to be resolved at the next annual review) but all other sections in this policy remain in force.

2.0 PURPOSE

This policy sets the Museum policy for training new historical vehicle driver training.

This is done in order to ensure both the safety of our members as well as to protect the vehicles (which are historical artefacts) for future generations.

3.0 DEFINITIONS

Board	Board of Directors of the Museum
Employee	Any person who volunteers at or is employed by the Museum. This includes contractors or consultants.
Full Driver, Driver	A driver who has completed training, has the mandated number of driving hours, and has passed their certification test. Full Drivers do not require supervision while preparing or driving the vehicle.
Museum Event	Any planned or arranged occasion involving Museum property, employees, or guests on or off the Museum premises.



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Guest	Any person who attends the Museum or a Museum Event and is not an Employee.
Management	The group of Employees who by position have responsibilities to the board. This includes section heads, Executive Director, Operations Director, and employees given responsibility/authority over specific tasks.
Marshal	A Museum Employee who has been tasked with orchestrating the movement of vehicle(s) for an event or similar. The Vehicle Sector Head is always considered to be a Marshall.
Museum	Oshawa Aeronautical, Military, and Industrial Museum
Probationary Driver	A driver who requires to be supervised while driving but has completed the Driver Training.
Safety Officer	A Museum Employee who has been tasked with ensuring safe operations at the Museum. The Operations Team are always considered Safety Officers.
Vehicle	Any vehicle owned or held by the museum.

4.0 ABBREVIATIONS

CAF	Canadian Armed Forces
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5.0 ROLES AND RESPONSIBILITIES

Employees, Drivers: Abide by this policy.

Operations Director, Vehicle Training Manager: Responsible for enacting procedures in accordance with this policy.



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Board of Directors: Holds final accountability for the reputation of the Museum and the conduct of its employees. Directs management in interpretation and enforcement of this policy

6.0 REQUIREMENTS/BODY OF POLICY

General

- One of the key components to the museum is the display of historic military vehicles in both static and dynamic situations. These vehicles are often run for ceremonies or for the education/entertainment of the public.
- In order to run historical vehicles, drivers/operators must be trained at the museum as commercial training for these vehicles is not available.
- The museum must provide training to ensure the safety of the public and members; maintain the operational status and value of the vehicles, and control the usage/wear and tear of the vehicles.
- Driver training undergoes the following steps:
 - Common Driver Training
 - Vehicle Specific Training
 - Probationary Status
 - Supervised Hours
 - Full Driver Status
- Driving Museum Vehicles is a privilege and that privilege can be removed at any time by a safety officer, marshall, or museum executive. The removal can be permanent or temporary. Permanent removal must be confirmed by the Executive Director. This decision can not be appealed.
- Driver training is not automatic. Members must request training on the introductory vehicles (M113) and then progress. This request must be approved by Museum Management. Training on the



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heavy vehicles or those deemed difficult to drive is by invitation only based on demonstrated ability, attitude, and the needs of the Museum.

7. This policy outlines training for new drivers. Current members (and potentially new members with demonstrated skill, ability, and knowledge) may be “signed off” by the Executive Director in lieu of the course progression defined here.

Requirements for Museum Drivers

1. Drivers must have valid and current driver's issued by or recognized by the province of Ontario.
2. Probationary drivers must be over the age of 19. Regular drivers must be over the age of 25.
3. All drivers must be members in good standing, having completed 200 hours of Museum service unless granted special consideration by the Executive Director for exceptional reasons.

Driver Training

1. Driver Training is not a right of membership. Being a member does not guarantee that the member will drive the vehicles.
2. All potential drivers must take (or be signed off on) the Common Vehicle Driver training. This course covers all of the elements that are common to operating any of the Museum vehicles. These include but are not limited to:
 - 1) Why Museum driving is different
 - 2) Museum Driver training structure and policies
 - 3) Roles and Responsibilities
 - 4) Authorization to move a vehicle and sign out
 - 5) First, halt, and last parade concepts
 - 6) POL recognition



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7) Boost and Battery Care

3. All potential drivers must take a vehicle specific driving course. This is specific to a single vehicle or vehicle family. These include but are not limited to:

- 1) Vehicle history and facts
- 2) Vehicle safety - General and Specific
- 3) First, halt, last Parade
- 4) Start and Stop procedure
- 5) Driving concepts including gauges, turning, reversing. Trouble areas
- 6) Vehicle specific operations (i.e. Ramp operations)

3. Upon successful completion of both components, the member is considered a probationary driver and can drive/operate the vehicle under supervision.

Probationary Hours

1. The probationary driver is required to complete (and log) a certain amount of time driving the vehicle. As a default, twenty (20) hours of time is required although this may differ depending on the vehicle.

2. After completion of the mandated driving hours, the member can request a certification test. The member must present their driving log and hours. The member will undergo testing with a Certification instructor. This may not be the same individual that taught their driver's course. The test can have four (4) results:

- 1) Pass - The driver becomes a full driver
- 2) Retest Required - The driver showed capability but was unable to demonstrate some of the required driving skills or knowledge elements. Driver can retake the test after thirty (30) days.



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- 3) Remedial Required - The driver must retake the driver training course for the vehicle and re do the required driving hours.
- 4) Fail - The driver was deemed unsafe. The driver cannot proceed. The driver can petition the Executive Director to retake the training after six(6) months. The Executive Director has final say without appeal.

Instructors

1. Driving Instructors can only be appointed by invitation. They require agreement amongst the Vehicle Section Head, the Executive Director, and the Operations Director. They will be selected based on the ability to capably instruct in a high stress environment, promote safety, technical knowledge, and driving acumen.
2. Senior Driving Instructors with demonstrated proficiency and solid understanding of instruction may be appointed as Certification Instructors.
3. Driving Instructors are responsible for the safety of the trainee and public. They are also responsible for the vehicle and required equipment for driver testing.

Administration

1. Probationary driver and full driver accreditation will be noted in the member's file and the member's passbook.

Termination of Driving Privileges

1. Driving Museum Vehicles is a privilege and that privilege can be removed at any time by a safety officer, marshall, or museum executive.
2. Driving privileges can be revoked if the driver:
 - 1) Shows general disregard to the vehicle or safety of others.
 - 2) Breaking any section of Highway Traffic Act while on a road move.



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- 3) Displays any act of egregious behavior while in operation of a museum vehicle.
- 4) Displays conduct unbecoming to the public while in operation of a museum vehicle
- 5) Fails to follow museum regulations regarding administration of vehicles
- 6) or other act/lack of action deemed dangerous or hazardous to the safety of members, safety of guests, safety to the vehicles/equipment, or injurious to the reputation or business of the Museum.

3. Revocation can be temporary or permanent. Permanent removal must be confirmed by the Executive Director. This decision can not be appealed

4. Revocation or driving privileges may or may not be combined with reviewing the membership status of the driver.

DISCIPLINARY ACTION

See Revocation of Driving Privileges above.

7.0 RECORDS AND REFERENCES

N/A

8.0 REVISION SUMMARY

Revision	Date	NOTES
R000	7 Dec 2022	New Policy
N/A	2 Dec 2023	Reviewed - No changes.