

STANDARD OPERATING PROCEDURE

Operating Escort Vehicles

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OPERATING ESCORT VEHICLES

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The following is a step-by-step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.

1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to operating escort vehicles on public roads.

2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site-specific requirements are met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

- Driver fatigue, distraction and fitness for work.
 - Drivers will not use personal electronic devices while operating vehicles unless the device is on hands-free.
 - Drivers will not operate vehicles if they are fatigued or unfit for work such as but not limited to being impaired by medication, drugs or alcohol. Refer to 950C-C-017 Fatigue Management Code and 930C-P-001 Alcohol and Drug Policy for more information.
- Collisions and traffic violations.
 - Drivers will be licensed for the class of vehicle being driven.
 - Drivers will follow traffic safety laws.
 - a) If the escort passes through the intersection but the load is required to stop, the escort driver should pull over as soon as possible on the right-hand side of the road and resume travel as the load approaches at the required distance.
 - b) When the rear escort is stopped by a red light which has been cleared by the load, the load driver should proceed, and the rear escort driver should catch up to the load as soon as possible.
 - Drivers will be evaluated for their competency to operate a commercial vehicle on a public road.
 - All accidents and traffic violations will be investigated by the company to determine appropriate corrective actions. All accidents will be reported to the appropriate law enforcement agency.
 - Refer to 950C-C-058 Transportation Code for more information.
 - Escort vehicle drivers will receive task specific training.

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- Traffic control and interaction with the public.
 - Escort vehicle drivers must understand and comply with the over-dimensional load permit.
 - Dimensional signs identifying the over-dimensional load shall be properly displayed on the transport vehicle and on each escort vehicle.
 - Escort vehicles must maintain an adequate distance in front of or behind the unit carrying the load in order to warn approaching vehicles of the over dimensional load.
 - If traffic buildup behind the convoy unit becomes heavy, the entire combined unit should move off the traveled portion of the roadway to allow traffic to pass safely.
 - Front Escort Requirements:
 - a) Warn oncoming traffic of an over-dimensional load, by traveling 300 to 1000 metres ahead of the load and displaying an approved dimensional sign and flashing lights.
 - b) Use a two-way radio to warn the load driver of any potential problems ahead, including hazards, obstructions or pedestrians on the road ahead.
 - c) Make sure the vehicles are following the route specified on the permit.
 - d) Warn motorists, using proper flagging procedures, to stop at the entrance to narrow structures and other roadway restrictions to allow safe passage of the load.
 - Rear Escort Requirements:
 - a) Warn traffic approaching from the rear that an over dimensional load is ahead by traveling 100 to 300 metres behind the load and by displaying an approved dimensional sign and flashing lights.
 - b) Use a two-way radio to warn the load driver of flat tires, objects coming loose from the load, defective lights and other potential hazards the driver may not be aware of.
 - c) Notify the load driver of motorists attempting to pass the load.
 - d) Warn motorists, using proper flagging procedures, to stop at the entrance to narrow structures and other roadway restrictions to allow safe passage of the load.
 - On winding or narrow roads or where obstacles are located near the road and in areas of low visibility, the escort driver will travel to a point where they can be seen clearly to oncoming traffic and control or direct traffic.
 - Flag Persons will not stand in the line of fire when directing traffic. Do not stand in the centre of the traffic lane, or in any position where the worker could be struck by approaching traffic
 - Flag Persons must wear a reflective vest when directing traffic and must use warning flags or lights to direct traffic.
- Unclear or lack of communication with over-dimensional load driver and other escort vehicles.
 - All escort vehicle drivers and the over-dimensional load driver must be in constant communication by two-way radio.
 - Confirm two-way radio is working prior to task.

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- Damaged, defective and unsafe vehicles.
 - Vehicles must be inspected prior to use as per the Company's commercial vehicle inspection requirements. Inspections will be documented.
 - Commercial vehicles must maintain a current annual CVIP (Commercial Vehicle Inspection Program) inspection.
 - Vehicles that are damaged, defective and unsafe for operation are not permitted to travel on roadways.
 - Escort vehicles must not tow any trailer or other vehicle.
 - Escort vehicles must not can any load that obscures lights or over-dimensional signs.

4.0 CHECKLIST

- ☐ Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job).
- ☐ Complete FLRA cards before starting the work.
- ☐ Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's.
- ☐ Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- ☐ **Standard of Training required for working on this job: On-the job training.**

5.0 DEFINITIONS

5.1 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees and third-party processors.

5.3 HSE

Refers to the Health, Safety & Environment department.

5.4 Flag Person

The flag person is responsible for safeguarding the public and the over-dimensional load by warning motorists of danger ahead and guiding them safely through the area. Also, when necessary, a flag person can warn traffic to stop and advise motorists of delays and to keep vehicles in the proper lanes.

6.0 PROCEDURE

- 1) Review commercial vehicle weight and dimension permit.
- 2) Determine travel route. Ensure route is clearly understood by all drivers.
- 3) Complete a hazard assessment (i.e. FLRA) for the task. Inform supervision of any hazard outside of the workers' control.

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- 4) Inspect vehicles, trailers, equipment and tooling. Notify supervision of any vehicles, trailers, equipment or tooling that is damaged, defective or unsafe. Do not operate vehicles, trailers, equipment or tooling if unsafe.
- 5) Confirm over-dimensional sign is securely mounted and lights are working.
- 6) Complete radio check with all vehicles.
- 7) Front escort will travel 300 to 1000 metres ahead of the over-dimensional load and will notify the convoy of any potential hazards ahead.
- 8) Rear escort will travel 100 to 300 metres behind the over-dimensional load and will notify the load driver of any potential hazards the driver may not be aware of (i.e. loose load, flat tire, etc.).
- 9) Escort drivers will control and direct traffic in congested areas and areas with low visibility such as when travelling around corners.

6.1 Flagging Traffic

When an over-dimensional load must use a roadway that is too narrow for two-way traffic or there are visibility issues, the driver of the escort vehicle must advance to a point where two-way traffic is possible and stop traffic using proper flagging procedures. When the load driver reaches that point, he or she should stop and allow traffic to clear from both directions.

- 1) Flag Person will stand far enough ahead of the problem area to give approaching traffic enough distance to reduce speed and come to a stop.
- 2) Flag Person will stand facing traffic, where they can see and be seen. Do not stand in the centre of the traffic lane, or in any position where the worker could be struck by approaching traffic.
- 3) Flag Person will use clear and distinct signals.
- 4) To warn traffic to stop, hold the flag or paddle in a horizontal position across the path of the vehicle. After the first vehicle has stopped, move to the centre line so drivers approaching from the rear can readily see the Flag Person.



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- 5) To slow traffic, but not to stop it, extend the flag or paddle into the traffic lane, and lower it before the traffic is completely stopped. At the same time, use an up and down waving motion with the left hand, palm down, to emphasize the need for drivers to slow down.



- 6) Flag Person must never wave a flag or paddle or use it to signal traffic to move ahead.

7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP** and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

8.0 REFERENCES

- Alberta Commercial Vehicle Dimension and Weight Regulation
- Alberta Commercial Vehicle Safety Regulations
- Alberta Escort Vehicle Operators Handbook
- Canada National Safety Code
- 930C-P-001 Alcohol and Drug Policy
- 940C-P-002 Commercial Vehicle Use Guidelines
- 950C-C-017 Fatigue Management Code
- 950C-C-058 Transportation Code
- 965C-SOP-001 Operating Highway Transport Vehicles

9.0 APPENDICES

- Appendix A – Required & Recommended Equipment for Escort Vehicles

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Appendix A Required & Recommended Equipment for Escort Vehicles

As a minimum, Escort Vehicle Operators must carry, use and maintain the following equipment:

- Three (3) approved advanced warning triangles;
- Three (3) warning flags for traffic marking;
- One (1) warning flag per crew member for traffic control;
- One (1) reflective vest per crew member;
- One (1) flashlight, equipped with a signal tube, per crew member.

The following equipment is recommended to be carried per Escort Vehicle Operator:

- One (1) Stop/Slow traffic control sign that conforms with specifications shown in the more recent version of the Traffic Accommodation in Work Zones Manual (TAWZ) TCS-B-4.2;
- The one (1) flashlight should be fitted with a red signaling tube or be an illuminated baton with a light that appears red;
- One (1) Safety vest which meets the Class 3 requirements of the Canadian Standards Association (CSA) Z96-02, High Visibility Safety Apparel. The vest should be kept in good condition and have a permanent label affixed certifying compliance with Class 3 of the CSA Z96-02 requirements;
- Five (5) TAWZ approved channelizing devices;
- Appropriate clothing for applicable weather conditions;
- A two-way hand-held VHF radio to maintain communication with the Load and other escort vehicles.
- Personal items: drinking water, food, weather appropriate clothing and blanket.

The following equipment is recommended to be carried in each escort vehicle:

- First aid kit (Alberta #2 or equivalent);
- Fire extinguisher (10 pound ABC type with vehicle mounting bracket);
- Tape measure or other measuring equipment (minimum 8 metres / 25 feet);
- General automotive tool kit that may include but is not limited to pliers, wrenches, screwdrivers, duct tape;
- Jumper cables with appropriate capacity (at least 650 Amperes);
- Automotive fluids, including but not limited to motor oil, coolant, windshield fluid;
- Spare parts for dimensional signs;
- A spare safety vest which meets the Class 3 requirements of the Canadian Standards Association (CSA) Z96-02, High Visibility Safety Apparel. The vest should be kept in good condition and have a permanent label affixed certifying compliance with Class 3 of the CSA Z96-02 requirements.