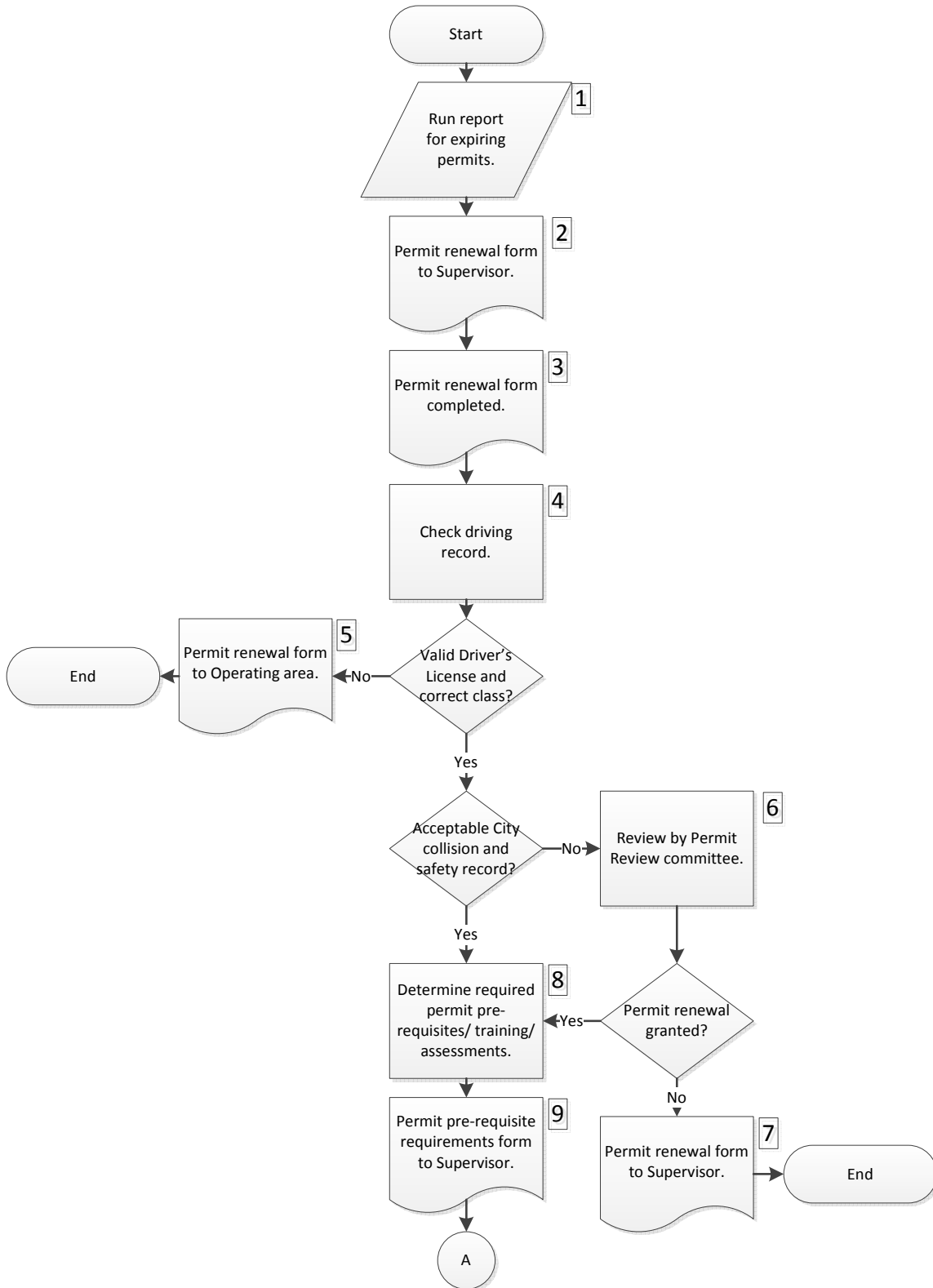


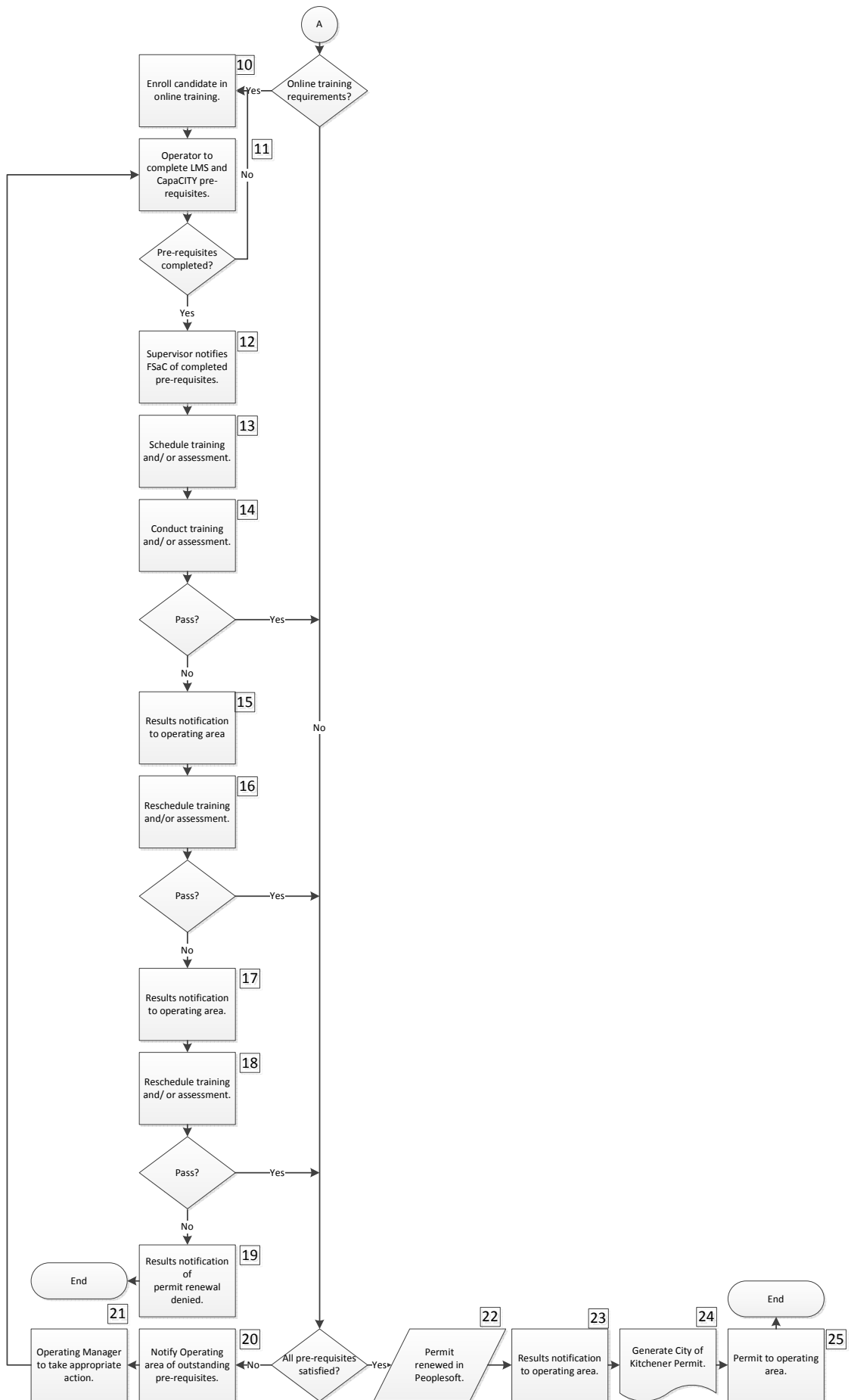


### 4.0 Process Flow

Figure 1.

## Vehicle and Equipment Permit Program - Renewals





## 5.0 Process Table

Table 2.

Step #	Details
1	<p><b>Task:</b> Run report for expiring permits.</p> <p><b>Responsibilities/Roles:</b> Fleet Safety and Compliance (FSAC) Program Assistant</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Use PeopleSoft to run the Permit Review Report for all Operator permits expiring in the upcoming 60 – 90 days.</li> </ol>
2	<p><b>Task:</b> Permit renewal form to Supervisor.</p> <p><b>Responsibilities/Roles:</b> FSAC Program Assistant</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Send Permit Renewal Form (Appendix K) to Supervisor 60 days prior to permit expiry date.</li> </ol>
3	<p><b>Task:</b> Permit renewal form completed.</p> <p><b>Responsibilities/Roles:</b> Operating Area Supervisor</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Operating Area Supervisor completes Permit Renewal Form.</li> <li>2) Return to Fleet Safety and Compliance 45 days prior to permit expiry date.</li> </ol>
4	<p><b>Task:</b> Check driving record.</p> <p><b>Responsibilities/Roles:</b> FSAC Program Assistant</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Check Driving Record. Fleet Policy VEPP Appendix C DRVABS 90 days old.</li> </ol>
5	<p><b>Task:</b> If driver's license valid and correct class, skip to Step 6. If drivers' license not valid and/ or not correct class, continue with Step 5 – Permit Renewal form to Supervisor.</p> <p><b>Responsibilities/Roles:</b> FSAC Program Assistant</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Send Permit Renewal Form (Appendix K) to Operating Area Supervisor.</li> <li>2) End process.</li> </ol>
6	<p><b>Task:</b> If acceptable City collision and safety record, skip to Step 8. If not acceptable City collision and safety record, continue with Step 6 - Review by Permit Review Committee.</p> <p><b>Responsibilities/Roles:</b> Permit Review Committee</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Permit Review Committee reviews case. Will either grant or not grant permit renewal.</li> </ol>
7	<p><b>Task:</b> If permit renewal granted, skip to Step 8. If permit renewal not granted continue with Step 7 – Permit Renewal Form to Supervisor.</p>

Step #	Details
	<p><b><u>Responsibilities/Roles:</u></b> FSAC Program Assistant</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Send Permit Renewal Form (Appendix K) to Operating Area Supervisor.</li> <li>2) End process.</li> </ol>
8	<p><b><u>Task:</u></b> Determine required permit pre-requisites/ training/ assessments.</p> <p><b><u>Responsibilities/Roles:</u></b> FSAC Program Assistant</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Determine required permit pre-requisites, training requirements and assessment.</li> </ol>
9	<p><b><u>Task:</u></b> Permit pre-requisite requirements form to Supervisor.</p> <p><b><u>Responsibilities/Roles:</u></b> FSAC Program Assistant</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Send Permit Pre-requisite Requirements Form VEPP Appendix G to Operating Area Supervisor.</li> </ol>
10	<p><b><u>Task:</u></b> If there are no on-line training requirements, skip to Step 20. If there are on-line training requirements, continue with Step 10 – Enroll candidate in online training.</p> <p><b><u>Responsibilities/Roles:</u></b> FSAC Program Assistant</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Enroll candidate in online training.</li> </ol>
11	<p><b><u>Task:</u></b> Operator to complete all pre-requisites.</p> <p><b><u>Responsibilities/Roles:</u></b> Operating Area Supervisor</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Operator to complete LMS and CapaCITY pre-requisite requirements where applicable.</li> </ol>
12	<p><b><u>Task:</u></b> If pre-requisites are not completed, return to Step 11. If pre-requisites are completed, continue with Step 12 – Notification of completed pre-requisites.</p> <p><b><u>Responsibilities/Roles:</u></b> Operating Area Supervisor</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Operating Area Supervisor notifies Fleet Safety and Compliance that on-line and CapaCITY pre-requisites have been completed.</li> </ol>
13	<p><b><u>Task:</u></b> Schedule training and/ or assessment.</p> <p><b><u>Responsibilities/Roles:</u></b> Operating Area Supervisor</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Operating Area Supervisor schedules training and/ or assessment.</li> </ol>

Step #	Details
14	<p><b>Task:</b> Conduct training and/ or assessment.</p> <p><b>Responsibilities/Roles:</b> Fleet Safety and Compliance (FSAC) Trainer</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Conduct Training and/ or assessment of operator.</li> </ol>
15	<p><b>Task:</b> If operator passes training and/ or assessments, skip to Step 20. If operator does not pass training and/ or assessments, continue with Step 15 – Results notification to Operating Area.</p> <p><b>Responsibilities/Roles:</b> FSAC Trainer</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Notify Operating Area of training and/ or assessments results.</li> </ol>
16	<p><b>Task:</b> Reschedule training and/or assessment.</p> <p><b>Responsibilities/Roles:</b> Operating Area Supervisor</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Operating area to reschedule training and/ or assessment of operator.</li> </ol>
17	<p><b>Task:</b> If operator passes rescheduled training and/ or assessment, skip to Step 20. If operator does not pass rescheduled training and/ or assessments, continue with Step 17 – Results notification to Operating Area.</p> <p><b>Responsibilities/Roles:</b> FSAC Trainer</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Notify Operating Area of training and/ or assessment results.</li> </ol>
18	<p><b>Task:</b> Reschedule training and/or assessment.</p> <p><b>Responsibilities/Roles:</b> Operating Area Supervisor</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Operating area to reschedule training and/ or assessment of operator.</li> </ol>
19	<p><b>Task:</b> If Operator passes training and/ or assessments, skip to Step 20. If Operator does not pass training and/ or assessments, continue with Step 19 - Results notification of permit renewal denied.</p> <p><b>Responsibilities/Roles:</b> FSAC Program Assistant</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Notify Operating Area that Permit renewal for Operator is denied.</li> <li>2) End process.</li> </ol>
20	<p><b>Task:</b> If all pre-requisites have been satisfied, skip to Step 22. If all pre-requisites have not been satisfied, continue with Step 20 – Notify Operating Area of outstanding pre-requisites.</p> <p><b>Responsibilities/Roles:</b> FSAC Program Assistant</p>

Step #	Details
	<p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Notify Operating Area of any/all outstanding pre-requisites for Operator.</li> </ol>
21	<p><b><u>Task:</u></b> Operating Manager to take appropriate action.</p> <p><b><u>Responsibilities/Roles:</u></b> Operating Area Supervisor</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Take appropriate action for Operator.</li> <li>2) Return to Step 11.</li> </ol>
22	<p><b><u>Task:</u></b> Permit renewed in Peoplesoft.</p> <p><b><u>Responsibilities/Roles:</u></b> FSAC Program Assistant</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Use Peoplesoft software to renew Operator's permit.</li> </ol>
23	<p><b><u>Task:</u></b> Results notification to Operating Area.</p> <p><b><u>Responsibilities/Roles:</u></b> FSAC Program Assistant</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Notify Operating Area of training and/ or assessment results for Operator.</li> </ol>
24	<p><b><u>Task:</u></b> Generate City of Kitchener Permit.</p> <p><b><u>Responsibilities/Roles:</u></b> FSAC Program Assistant</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Generate City of Kitchener (CoK) Permit for Operator.</li> </ol>
25	<p><b><u>Task:</u></b> Permit to Operating Area.</p> <p><b><u>Responsibilities/Roles:</u></b> FSAC Program Assistant</p> <p><b><u>Process:</u></b></p> <ol style="list-style-type: none"> <li>1) Send Operator's Permit to Operating Area.</li> <li>2) End process.</li> </ol>