

**SAFETY PROGRAM FOR
WERKMAN TRANSPORT
Provincially Registered
Truck-Tractors, and Trailers**



Name on Safety Fitness Certificate:

1301540 Alberta Ltd.

Prepared By:

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AUTHORIZED DRIVERS

Authorized drivers include all employees that are permitted to operate National Safety Code vehicles registered to 1301540 Alberta Ltd. Authorized drivers include:

- managers/owners who drive;
- part-time or occasional drivers;
- company mechanics who test drive vehicles or drive part-time;
- safety staff who train drivers;
- lease operators who have their vehicles registered to the company;
- contractors who have their vehicles registered to the company;
- anyone else authorized to operate a company vehicle.

All authorized drivers must follow the policies and procedures found in this safety program. By following the policies in this program, all authorized drivers will be more aware of how to operate safely and to prevent collisions.

PART 1: SAFE USE AND OPERATION OF VEHICLES

1301540 Alberta Ltd. will ensure all drivers are aware of the safe use and operation of commercial vehicles. Drivers must comply with all transportation safety laws, including those related to:

Speed Limits

Drivers must obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Seat Belt Use

All authorized drivers, while operating or travelling as a passenger in company vehicles, must wear seat belt(s) at all times.

Drug and Alcohol Use

The possession and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs are strictly prohibited while drivers operate company vehicles and other equipment.

Defensive Driving

Authorized drivers must operate company vehicles in a professional and courteous manner. Drivers must be prepared to avoid collision causing situations by practicing and by promoting the principles of defensive driving.

For example, drivers must be aware of their surroundings and look ahead. Drivers should leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

Distracted Driving

As part of practicing the principles of defensive driving, authorized drivers must remain focused and follow all distracted driving laws. The following activities conducted while driving are considered distracted driving:

- using hand-held cell phones;
- texting or emailing (even when stopped at red lights);
- using electronic devices like laptop computers, video games, cameras, video entertainment displays, and programming portable audio players (e.g. MP3 players);
- entering information on GPS units;
- reading printed materials in the vehicle;
- writing, printing or sketching; and
- personal grooming (brushing teeth, putting on makeup, clipping nails, shaving, etc.).

Cargo Securement

The carrier and driver must ensure that all any cargo transported is contained, immobilized or secured in according to National Safety Code Standard 10. The following are some general guidelines for ensuring cargo is secured in a safe manner. Generally, cargo transported on a commercial vehicle must not:

- leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle; or
- shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.

Drivers must inspect the cargo and its securing devices within the first 80 kilometres after beginning a trip. Drivers must re-inspect cargo when any one of the following occurs:

- change of duty status (e.g. from "driving" to "on-duty not driving");
- after driving for 3 hours; or
- after driving 240 kilometres.

An employee or driver will not use any vehicle to transport goods unless;

- the vehicle is constructed to carry the goods, and
- there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

Drivers are not permitted to transport any cargo unless it is properly secured. For more detailed information, refer to the company cargo securement training program.

Fuelling

Before fuelling, the driver must:

- shut off engine;
- not smoke;
- check for fuel leaks;
- not overfill the tank;
- not leave nozzle unattended; and
- replace filler cap when finished fuelling.

PART 2: PROPER RECORD COMPLETION

1301540 Alberta Ltd. will train staff in hours of service records, bill of lading/manifests, dangerous goods records, weigh slips, and other documents that are required to be completed by law. A record will be maintained on each driver's file showing that the employee has this knowledge or any training received. The company will evaluate each type of record for proper completion.

1. Hours of Service Records

Daily Log Completion

Unless exempted by law, all authorized drivers must complete daily logs for every calendar day they are employed by the company. The following information provides a brief summary for what must be included in a daily log:

- a graph grid in the form set out in the schedule in regulation;
- the date;
- the odometer reading at the commencement of driving;
- the total number of kilometres or miles driven by the driver during the work day;
- in the case where a vehicle is being operated by co drivers, the total number of hours that the vehicle has travelled during a work day;
- the vehicle's unit or licence plate number;
- the name of the carrier for whom the driver worked during the work day;
- the name and signature of the driver;
- the name of any co driver;
- the time of commencement of the work shift and the location at which the driver commenced the work shift;
- the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day;
- record at each change of duty status enter the name of city, town or village or highway location and name of province or state;
- record the name of city, town or village or highway location when fuelling in Alberta and number of litres or gallons of fuel;
- record the total number of hours of each duty status and aggregate of these hours;
- the driver signs the daily log at the end of the driver's work shift.

Electronic Daily Logs

Electronic daily logs generated by Electronic Logging Devices (ELDs) may be submitted as long as they contain the same information in the same format that is required by regulation for a handwritten daily log. Failing to produce an electronic daily log will be treated the same as failing to produce a daily log in handwritten format. This includes if the electronic daily log data is:

- illegible;
- inoperable due to driver error;
- inoperable due to device malfunction, or
- unavailable for any other reason.

Retention and Distribution of Log Books

Drivers must forward the original copy of their daily log and supporting documents to their home terminal within 20 days of the completion of the daily log. Drivers must also keep copies of the daily log at their residence for 6 months after the day on which the log was completed.

The company must retain all daily logs, supporting documents and hours of service records at the principal place of business for 6 months after the day on which the daily log was completed.

Hours of service records will be maintained at the following location:

1301540 Alberta Ltd.
4124 Twp Rd 614
County of Barrhead, AB
T0G 1R1

Time Records for Drivers Operating within 160 kilometers of the Home Terminal

Authorized drivers are not required to maintain a daily log where **ALL** of the following conditions are met:

- Driver/vehicle does not operate beyond 160km radius of the home terminal;
- Driver records accurate work shift start **and** end times;
- Driver returns to home terminal (starts and ends shift at same location);
- Driver is released from work within **15 hours** from the start of the work shift;
- The company will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is release from work (end time).

Note: If one of the conditions above ceases to exist, then the driver must complete a daily log and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist.

2. Shipping Documents

Bills of Lading

Where applicable, a Bill of Lading shall be identified by a numerical code or other means of identification and shall set out at least the following:

- name and mailing address of the consignor;
- date of the consignment;
- point of origin of the shipment;
- name of the originating carrier;
- names of connecting carriers, if any;
- name and mailing address of the consignee;
- destination of the shipment;
- particulars of the goods comprising the shipment, including weight and description;
- a space for the signature of the consignor or his agent;
- a provision stipulating whether the goods are received in apparent good order and condition;
- a space in which to show the declared value of the shipment;
- where charges are to be prepaid or collected;
- a space in which to indicate whether the charges are prepaid or collect;
- a space in which to show whether the C.O.D. fee is prepaid or collect;
- a space in which to show the amount to be collected by the carrier on a C.O.D. shipment;
- a space in which to note any special agreement between the consignor and the carrier;
- a statement in conspicuous form indicating that the carrier's liability is limited by a term or condition of the applicable schedule of rates or by other agreement, if such a limitation exists.

The person who is the originating carrier of the goods being shipped shall, on the bill of lading issued for those goods:

- acknowledge receipt of the goods by signing the bill of lading, and
- indicate the condition of the goods and give details of any defect.

Waybills

Instead of carrying a bill of lading for the goods transported, the company may carry a waybill for the goods issued by the consignor or carrier. A waybill shall be identified by the numerical code or other means of identification set out on the bill of lading and set forth at least the following:

- particulars of the goods carried on the vehicle;

- name and mailing address of the consignor;
- point of origin of the shipment;
- name and mailing address of the consignee;
- destination of the shipment;
- names of connecting carriers, if any;
- whether the charges are prepaid or collect;
- date of the consignment.

Dangerous Goods Shipping Documents

Where the company transports Dangerous Goods, a Dangerous Goods Shipping Document shall contain, **at minimum**, the following information:

- Consignor's name and address in Canada;
- Date of shipment;
- Description of the goods: (in the following order)
 1. UN number (e.g. UN1230);
 2. Dangerous goods shipping name (e.g. Methanol);
 3. Primary class and subsidiary class (e.g. 3(6.1));
 4. If applicable, the packing group in roman numerals (e.g. I, II or III) or the compatibility group letter for explosives;
 5. If applicable, the words "toxic by inhalation" or "toxic – inhalation hazard" for dangerous goods subject to Special Provision 23 (Class 6.1, PGI, toxic due to inhalation);
- The quantity in metric measurement (e.g. kg or L) for transport originating in Canada;
- The "24-hour number" of a person who can provide technical information on the dangerous goods; and
- The consignor's certification.

In some cases, more information may need to be included, such as:

- The number of small means of containment (e.g. volume of 450 L or less) that require labels;
- The technical name or the statement "not odorized";
- The Emergency Response Assistance Plan (ERAP) number and its activating telephone number; **Note:** *An ERAP is only required for certain dangerous goods in certain quantities. To learn more about ERAP, please consult Part 7 of the TDG Regulations.*
- The flash point, if the product is a Class 3 flammable liquid and is being transported on a ship; (e.g. gasoline, diesel, etc.);
- Special instructions, such as the control and emergency control temperatures of Classes 4.1 and 5.2; and
- The number of any applicable Transport Canada Equivalency Certificates.

Shipping documents must be carried within the driver's reach and, when the driver leaves the cab, the shipping

documents must be left on the driver's seat, in a pocket on the driver's door or in an obvious place in the cab. If the vehicle is left in a supervised area, a copy of the shipping document must be left with the person in charge.

Note: There may be exemptions to regulations. Refer to Part 3 of the Transportation of Dangerous Goods Regulations (SOR/2001–286).

For more information refer to the web site: www.transportation.alberta.ca and/or contact the Dangerous Goods Coordination and Information Centre at 800-272-9600 for further information on bulletins, permitting and general information.

Weigh Slips

The company will obtain accurate vehicle weights and weigh slips for vehicles that are required to be weighed under the *Bill Of Lading and Conditions of Carriage Regulation* (AR 313/2002).

PART 3: COMPLIANCE WITH THE LAW

Safety Laws

Drivers operating vehicles owned by 1301540 Alberta Ltd. will comply with all transportation safety laws as required. The *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) identifies that:

“**safety laws**” means, as the context requires,

- i) the Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) the *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- iii) the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

Safe Vehicles

Vehicle Condition:

Drivers will not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

PART 4: USE OF SAFETY EQUIPMENT

Use of Warning Devices

During the night time a commercial vehicle will not be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional; and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle.

When there is insufficient light or conditions where objects are not clearly discernable at 150 metres, commercial vehicles will not be stationary outside of the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

Warning triangles and hazard lights are used to make other traffic aware of parked commercial vehicles.

Use of Fire Extinguishers

If the need to use a fire extinguisher arises:

Remember the word PASS

- **Pull** - Pull the safety pin by breaking the seal;
- **Aim** – Aim the nozzle, horn or hose at the base of the fire;
- **Squeeze** - Squeeze the handle;
- **Sweep** – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

Safety instructions:

- remove the fire extinguisher from its bracket;
- approach the fire from upwind if possible;

- hold the extinguisher in an upright position;
- continue to use until the fire is out and the fire extinguisher is empty;
- replace the safety pin and return it to your compartment;
- have extinguisher recharged immediately or replaced before your next run;
- report use of fire extinguisher to supervisor.

Use of Personal Protective Equipment (PPE)

1301540 Alberta Ltd. will ensure all employees are educated on the proper use of all issued PPE (e.g. goggles, hard hats, breathing apparatus, etc.). Any education or training will be documented and placed on the driver's file.

PART 5: DRIVER CONDUCT AND DISCIPLINE

Driver Conduct

Drivers must practice good conduct by keeping the following policies in mind:

- safely operate company vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead. Leave a safe distance between vehicles and be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- report all significant events on road to the company safety officer, including violations, near misses, etc.

Disciplinary Procedures (STEPS)

All disciplinary steps taken by 1301540 Alberta Ltd. will be progressive in nature. All actions taken, including verbal warnings, will be documented. Disciplinary action may be taken with employees for any:

- regulatory violations (identified on the Carrier Profile, driver's abstract or through internal evaluations/audits).
- significant company policy violations (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

As appropriate, disciplinary action may include:

- written warnings;
- suspension; or
- termination.

The disciplinary process may also require corrective measures, such as re-training. For severe violations that pose a significant risk to public safety, the company may take disciplinary action at any stage based on the severity of the violation.

Where any form of disciplinary action is taken against a driver, this action must be documented and recorded in the driver's file.

PART 6: DRIVER QUALIFICATIONS

Driver Qualifications

When hiring new drivers, 1301540 Alberta Ltd. will ensure the driver is qualified for the job by reviewing their driver abstract. By reviewing the commercial driver abstract, the company will ensure the driver has a valid operator's licence for the class of vehicle they will be operating. The company will also examine the driver's history to determine whether they are qualified to operate a commercial vehicle safely.

When hiring new drivers, the company may also:

- conduct a personal interview to evaluate attitude, driving skills and professionalism;
- contact references and past employers;
- conduct a road test to include: use of two and four lane highways, city driving, and yard backing and parking, shifting, turning, mirror usage, speed and general awareness;
- evaluate the skills and knowledge of a driver by conducting a written exam;
- address any special training requirements (e.g. dangerous goods, long combination vehicle, etc.);
- implement a maximum abstract point threshold (e.g. specify maximum demerit points allowed within a three year period and do not hire if exceeded);
- implement a maximum collision threshold (e.g. consider if your threshold will include preventable collisions only or all collisions. Do not hire the applicant if the threshold is exceeded);
- implement a policy addressing procedures for suspended licence.
- implement a policy requiring drivers to immediately report changes of their Driver's Licence status to their employer (for example, suspensions or medical requirements/conditions).

Driver Evaluations

The company will perform written driver evaluations according to the intervals in the chart below:

Driver Evaluation Type	Evaluation Interval	Comments
New Hire	Evaluate on hire	Complete written driver evaluation form and place on driver file.
Probationary Driver	Upon completion of Probationary period	Complete written driver evaluation form and ensure driver has corrected any issues identified in evaluation conducted at hire.
Non-compliant Driver	Prior to being removed from suspension	Complete written driver evaluations until satisfied the driver understands and can comply with requirements.
Normal Driver	Only done when found to be non-compliant	Complete written driver evaluation form and place on driver file.

Drivers will be evaluated for skills involving: driving in traffic, backing up, connecting a trailer, fuelling, driving in the mountains, driving defensively, conducting daily Trip Inspections, and identifying and reporting defects to the carrier. The company maintains an ongoing program for evaluating employees' driving skills using:

- road tests (see Evaluation form on the next page);
- internal audits of records (logbooks, time records, etc.).

Drivers may also be required to take written exams to test driver skills and knowledge of (as applicable):

- hours of service;
- weights and dimensions;
- cargo securement;
- dangerous goods;
- daily trip inspections;
- other: _____

Driver Evaluation results will be retained on each driver's file. A sample driver evaluation form is attached.

DRIVER EVALUATION

Carrier Name:				Current Class of Operator's Licence								
				1	2	3	4	5				
Driver Name:			Date:	Signature of Driver:			Date:					
DRIVER ACTIONS		Performance Assessment			DRIVER ACTIONS		Performance Assessment					
		Good	Fair	Poor			Good	Fair	Poor			
A. CONTROLS				E. TRAFFIC LIGHTS / SIGNS								
1. Knowledge and/or use of equipment							1. Fails to anticipate / observe					
2. One-handed steering – hand position							2. Judgment – green / amber / red					
3. Steering Control – wanders / recovery							3. Judgment – stop / yield / other					
4. Shifts too soon / late / lugs												
5. Improper use of gears / grinds							F. RIGHT-OF-WAY					
6. Improper use of clutch / stalls/ coasts							1. Uncertain / hesitant					
7. Improper use of brake / park brake							2. Fails to assume own right of way					
8. Improper use of accelerator							3. Aggressive / Judgment					
9. Signals too soon / late												
10. Signals – improper / not cancelled/none							G. SPEED					
							1. Too fast for conditions					
							2. Too slow for conditions					
B. PARKING / STARTING / BACKING				H. BACKUP / TURN AROUND								
1. Fails to set brake / gear							1. Poor observation – before / during					
2. Observation – backing / starting							2. Judgment of distance / position					
3. Judgment – vehicle / wheels / angle												
5. Rolls back												
6. Unsure / too slow												
C. LANE DRIVING / CHANGING / POSITION				I. ROAD TEST DISQUALIFICATION								
1. Fails to check mirror							1. Overall poor performance					
2. Fails to check blind spot / late							2. Right of way violation – vehicle / pedestrian					
3. Uncertain / hesitant							3. Traffic light violation					
4. Road position – straddles lane							4. Stop sign violation					
5. Too close / far – stop / pass / follow							5. Speeding violation					
6. Improper lane change / late / slow							6. Other violation					
7. Fails to observe signs / conditions							7. Climbs over curb					
D. INTERSECTIONS / TURNS / RR							8. Lacks caution at uncontrolled intersection					
1. Block crosswalk / intersection / stop line							9. Obstructs traffic					
2. Stops too far back							10. Unable to perform skill maneuver					
3. Unnecessary stop							11. Hits vehicle / object					
4. Fails to leave parking lot							12. Lacks skill and control					
5. Fails to observe conditions / late							13. Unsafe action					
6. Left turn – cuts corner / turns wide							14. Trip inspection failure					
7. Left turn – wrong lane – before / after							J. GENERAL DRIVER KNOWLEDGE					
8. Right turn – cuts corner / turns wide							1. Hours of Service					
9. Right turn – wrong lane – before / after							2. Trip Inspections					
10. Incorrect position – vehicle / wheels							3. Cargo Securement					
11. Too fast – before / during							4. Weights and Dimensions					
12. Too slow – before / during												
TEST ADMINISTRATION INFORMATION:							COMMENTS:					
Authorized to drive:			Yes:		No:							
Safety Officer's Name:			Signature:									

PART 7: DRIVER RECORDS AND RECORD RETENTION

Driver Files

1301540 Alberta Ltd. will keep a driver record for every person authorized to operate company vehicles, **including owner(s)** and management. These records will include the following information:

- the driver's completed application form for employment with the registered owner, where applicable (note: the driver's resume is considered to be an acceptable application);
- the driver's employment history for the three years immediately preceding the time the driver started working for the carrier, where applicable;
- a copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
- annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
- a record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
- a record of any administrative penalty imposed on the driver under safety laws;
- a record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;
- a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
- a copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with Part 6.6 of the Transportation of Dangerous Goods Regulations under the *Transportation of Dangerous Goods Act, 1992*; and
- a copy of a current medical certificate for all Class 1, 2 or 4 licences and Class 3 or 5 with a licence endorsement code "C" requiring a periodic medical. Alternatively, retain a copy of valid driver licence, a Commercial Driver's Abstract or a note from the medical doctor in lieu of the medical certificate.

Driver Record Retention

1301540 Alberta Ltd. will keep all driver files at the principal place of business in Alberta. These records will be:

- retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation); and
- available for inspection by a peace officer during the carrier's regular business hours.

PART 8: EMPLOYEE TRAINING

Training Areas

1301540 Alberta Ltd. will ensure all drivers have met training requirements prior to operating company vehicles. This training must be conducted to increase knowledge, reduce violations and reduce the likelihood of collisions.

All employees will receive training in the following subjects, as applicable:

- company safety program;
- safe vehicle operation;
- company maintenance program;
- Traffic Safety Act and relevant transportation safety laws including;
 - Hours of Service;
 - Daily Trip Inspection;
 - Weights and dimensions;
 - Load Securement; and
 - Other regulations, as applicable to company operations.
- the *Dangerous Goods Transportation and Handling Act* and regulations made under that Act;
- any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta.

Employees will be trained: In House By an External Organization Both

All drivers will have records of training in their file (e.g. training certificates or other records showing the time, date and type of training). A copy of applicable legislation will be made available for all staff (e.g. web site access, hard copy, or disk).

Orientation

All new hires will receive training on the company's safety and maintenance policies. New employees will also be evaluated in their knowledge of the following subjects upon hire:

- Hours of Service
- Daily Trip Inspections
- Weights and Dimensions
- Load Securement
- Other: _____

Ongoing Training

Employees will receive ongoing trainings throughout their employment in the following subjects:

- hours of service (logbooks and/or time records) – the company will assess the need for additional training by conducting daily and periodic internal audits of:
 - driver's hours of service records to ensure documents are not falsified;
 - daily log completion to ensure they meet the legislated requirements (form and manner); and
 - other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- daily trip inspections – the company will provide ongoing training through spot checks and monitoring of vehicle defects.
- weights and dimensions – ongoing training and monitoring will be provided on legal weights and dimensions, permit weights and dimensions, shipping weights, etc. Loads to be scaled and dimensions and permits must be checked before leaving the yard.
- load securement – ongoing training and monitoring of compliance with Cargo National Safety Code Standard 10 through direct spot checks and monitoring the Carrier Profile.
- other regulations, as applicable to company operations.

All employees will be evaluated on a regular basis to ensure they understand minimum transportation safety requirements. If a knowledge gap is identified in a driver evaluation, the company will ensure that driver is trained as necessary. Employees may also be subject to additional trainings throughout the year when:

- Regulations or policies concerning any of the subjects above have changed;
- An employee has demonstrated non-compliance in one of the above areas; or
- An employee has indicated they do not understand the minimum transportation safety requirements.

The company will ensure all employees are evaluated on their knowledge of the information received during training.

