

Commercial Vehicle Safety Compliance in Alberta



NOTICE TO READERS

Every effort has been made to ensure that the information in this document is accurate at the time of preparation. However, this document is intended to serve only as a guide and a summary of the regulations. It cannot replace first-hand information such as specific legislation.

The material in this document is not intended to represent a full training course in any subject area covered. However, it may form part of a carrier's larger training program.

The reader is invited to reproduce all or part of this document; however, at no time should the information contained here be altered in any way nor used in a manner that would change the intended meaning of the material or its accuracy.

Electronic Use of this Manual



This manual was developed to be interactive for internet users. There are hyperlinks and buttons that the reader can click for more information. Buttons will look like rectangular bars with text on them that says "click here". Clicking the above button, for example, will take the reader to the electronic version of this education manual.

Hard Copies of this Manual

Hardcopies of this manual are available for purchase from:



Alberta Motor Transport Association
Our Momentum

#1, 285005 Wrangler Way
Rocky View, Alberta
T1X 0K3

800-267-1003

www.amta.ca

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PURPOSE OF THIS MANUAL



The Alberta government's mission is to provide a safe, innovative and sustainable world-class transportation system by preserving and developing provincial highways while ensuring the safety of all motorists who travel on them. As the number of heavier vehicles on the highways increases, the Alberta government must work more diligently than ever to provide a safe, efficient and quality network of highways.

In support of this mission, the Alberta government has prepared this manual to assist commercial truck and bus companies and their employees to operate safely and in a manner which is compliant with legislation relevant to the National Safety Code.

More specifically, this manual was developed to:

- Assist existing and future drivers, managers and owners of commercial vehicles in understanding and abiding by applicable legislation and safe operating procedures;
- Provide direction and information for new commercial drivers;
- Assist carriers in developing, updating and implementing their safety and maintenance programs;
- Provide resources and contact information to carriers operating in Alberta;
- Increase trust and understanding between industry and government.

This manual has several modules, each of which provides information on a particular topic. To gain a full understanding of compliance requirements, it is recommended that a carrier obtain the complete manual rather than just one module. If the carrier should choose to obtain only certain parts of this manual, it is recommended that they obtain the full introduction and the appendices.

This is a guide only and is not meant to be a substitute for the actual legislation.

INTENDED USERS

This manual has been developed to assist:

- Carriers and owner/operators involved in operating commercial trucks and buses including:
 - Provincial carriers, including owner/operators, who operate commercial vehicles registered for a weight of 11,794 kilograms or more who operate only within Alberta;
 - Federal carriers, including owner/operators, who operate commercial vehicles registered for a weight of more than 4,500 kilograms who also operate outside of Alberta (including farmers);
 - Carriers, including owner/operators, who operate commercial passenger vehicles with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver.
- Carriers, owner/operators and their employees including management, administration and general staff in understanding their responsibilities and relevant acts, regulations and requirements;
- Safety professionals responsible for ensuring the safe operation of commercial vehicles and driver safety;
- Carriers, including owner/operators, who handle or transport dangerous goods;
- Persons obligated to comply with Operating Authority requirements (relevant to carriers providing passenger transportation service)

Note: A "carrier" is any person who operates a commercial bus or truck company.



APPLICABLE LEGISLATION

Although this manual was created to better inform carriers and their employees of how to comply with safety laws relevant to the National Safety Code, it is their responsibility to ensure they are aware of the full regulations. This manual is intended to summarize legislative requirements and may not in any way serve as a substitute for the regulations set forth by the Alberta and federal governments.

The *Commercial Vehicle Safety Compliance in Alberta* manual refers to the following documents:

- The Alberta [Traffic Safety Act](#) and related regulations;
- Canada's [Motor Vehicle Transport Act, 1987](#) and related regulations;
- Canada's [Transportation of Dangerous Goods Act](#);
- Alberta's [Dangerous Goods Transportation and Handling Act](#);
- [Transportation of Dangerous Goods Clear Language Regulations](#);

To obtain full copies of Alberta's relevant Acts and Regulations, carriers may contact The Queen's Printer Bookstore at:

5th Floor, Park Plaza Building
10611-98th Avenue
Edmonton, Alberta T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668
Website: www.qp.gov.ab.ca



To obtain full copies of Canada's relevant Acts and Regulations, carriers may contact Transport Canada at:

330 Sparks Street
Ottawa, Ontario K1A 0N5
Phone: 613-990-2309
Fax: 613-954-4731
Website: <http://www.tc.gc.ca/eng/acts-regulations/menu.htm>



RESOURCES FOR CARRIERS

Resources are available to assist commercial truck or bus carriers in following Alberta's transportation regulations and/or the National Safety Code (NSC). The Alberta government does not provide on-site training to assist carriers with such requirements as safety and/or maintenance programs, however, carriers may refer to any of the following sources for help:

Transportation Consultants



There is a list of certified transportation auditors available on the Alberta Transportation website at: www.transportation.alberta.ca/5100.htm. These auditors are also knowledgeable transportation consultants. For more information about how to select a consultant that meets your needs, visit: www.transportation.alberta.ca/5608.htm.

Alberta Motor Transport Association (AMTA)



The AMTA may provide you with contact information for consultants and offers various courses relevant to transport safety. The AMTA may be contacted at:

#1 285005 Wrangler Way
Rocky View, Alberta T1X 0K3
Phone: 800-267-1003
Fax: 403-243-4610
Website: www.amta.ca

Lethbridge Community College



Lethbridge Community College offers a program in partnership with the Commercial Vehicle Enforcement Branch of the Alberta Solicitor General Department. This program provides training relevant to current transportation legislation such as hours of service, weights and dimensions, licensing and compliance to transportation safety legislation. Carriers may want to contact the following for more information on this program:

Commercial Vehicle Enforcement Program (*limited seats available*)

Lethbridge Community College
3000 College Drive South
Lethbridge, Alberta T1K 1L6
Phone: 403-320-3323
Website: www.lethbridgecollege.ca

Module 1: Getting Started



MODULE CONTENTS



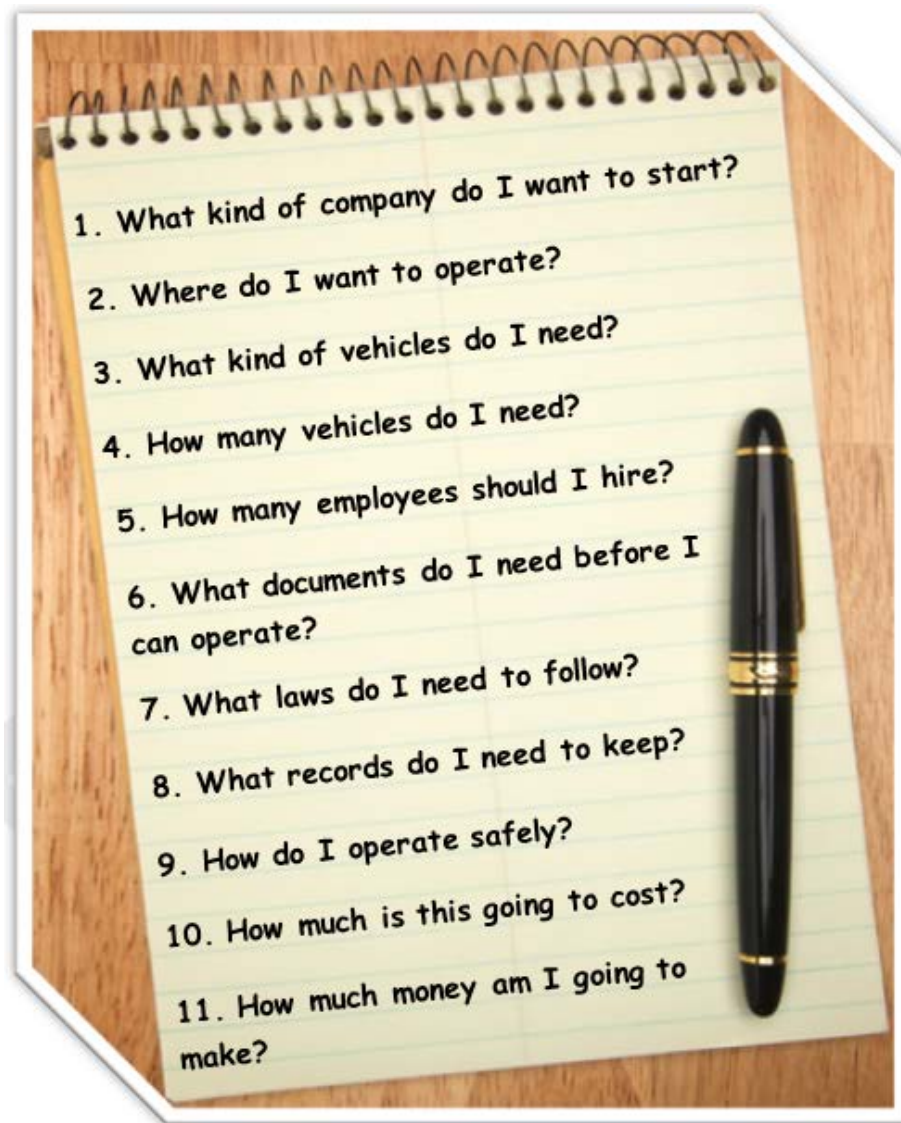
Module 1 aims to provide carriers with basic information that will assist them in setting up a trucking or busing business. The contents of this module include information about:

Writing a Business Plan	3
Business Licences and Permits	4
Taxes and Employer Responsibilities	5
Health and Safety Responsibilities	6
Licensing and Registration	7
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This is a guide only and is not meant to be a substitute for the actual legislation

WRITING A BUSINESS PLAN

A carrier should write a business plan that describes how a company is going to operate. Planning is useful because it assists a carrier in determining what goals they must meet to be successful. When writing a plan, the following questions should be considered and answered:



Answering these questions and others may take some research. This manual may assist a carrier in getting started with that research once they have decided what kind of business they want to operate. Carriers may also find it helpful to get advice from a lawyer, accountant or consultant before finishing their business plan. Spending the extra time, money and energy on starting a business correctly may assist a carrier in establishing a safe and successful operation.

BUSINESS LICENCES AND PERMITS

Once a carrier decides on what kind of company they want to operate, they may need to apply for a business licence or permit. Each city, town and county has the authority to issue its own business licences. Since each one is different, a carrier needs to find out:

- What kind of licence they need to start a business in a city, town or county;
- How their business might be affected by local laws;
- How their business might be affected by local taxes;
- Whether or not they need a special permit to operate in a city, town or county.

It is important for a new business to get the proper licences and permits. They exist to protect local businesses and to make sure they operate according to the laws of a city, town or county.

Government of Alberta		Application for a Business Licence (Fair Trading Act)	
<small>This information is being collected for the purposes of licensing requirements in accordance with the Fair Trading Act. Questions about the collection of this information can be directed to the Alberta Government, Director of the Fair Trading Act, 3rd Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta, T5J 4L4, 780-427-5210. Outside of Edmonton (in Alberta only), call 310-0000 to be connected toll free.</small>			
RETURN THIS FORM TO: Service Alberta, Consumer Programs 3B Commerce Place, 10155 102 Street, Edmonton Alberta T5J 4L4 Phone: 780-422-1335 / Fax: 780-427-3033			
THIS DOCUMENT MAY BE FILLED OUT ELECTRONICALLY, PRINTED THEN SIGNED (PLEASE TYPE OR PRINT CLEARLY)			
1. Name of Sole Proprietor, Partners or Corporation		2. Corporate Access Number	
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		and / or Partnership Number	
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
3. Trade Name or Partnership Name of Business		and / or Trade Name Number	
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

For more details on how to properly start a business in Alberta, contact:

Programs & Services

Alberta Programs and Services

Business Service Centres

Edmonton: 780-422-7722

Calgary: 403-221-7800

Website: www.programs.alberta.ca/business/11693.aspx

TAXES AND EMPLOYER RESPONSIBILITIES

When starting a new business, carriers must not only learn about transportation laws, but also business laws. The owner of a company, regardless of what kind of business they operate, should be aware of things such as:

Business Identification

Registering Corporations

Goods and Services Tax

Customs and Duties

Personal and Corporate Income Tax

Employment Insurance

Canada Pension Plan

Workers' Compensation

To get a good understanding of each of these subjects and others relating to finances, carriers may get assistance from accountants, lawyers and/or consultants. Details about each of the above mentioned subjects are also available online at:

www.cra-arc.gc.ca

www.wcb.ab.ca



HEALTH AND SAFETY RESPONSIBILITIES

Carriers should also be aware of things related to the health and safety of all employees in their business. Bus and truck operators are not only required to follow transportation safety laws, but also health and safety laws that apply to their industry.

Occupational Health and Safety

Employers in Alberta must follow the rules outlined in the *Occupational Health and Safety Act*. An “employer” is:

- A person who is self-employed in an occupation;
- A person who employs one or more workers;
- A person designated by an employer as the employer’s representative; and
- A director or officer of a corporation who oversees the occupational health and safety of the workers employed by the corporation.



It is an employer’s responsibility to ensure they provide a safe workplace for employees. Information on how employers may effectively follow health and safety laws is available online at: www.work.alberta.ca/occupational-health-safety.html.

Note: Occupational Health and Safety requirements are **not** the same as National Safety Code requirements. It is important that carriers consider the requirements of both of these programs.

Partners in Injury Reduction (PIR) Program

Carriers may also want to consider taking part in the Partners in Injury Reduction (PIR) Program. This is a program that operates through the combined efforts of Workers’ Compensation Board – Alberta (WCB); the Ministry of Jobs, Skills, Training and Labour; industry partners; safety associations; employers and labour groups.

PIR is designed to encourage injury prevention and the development of effective workplace health, safety and disability management systems. All employers can participate in the PIR program and be eligible for industry rate refunds by maintaining a Certificate of Recognition (COR).

More information on the Partners in Injury Reduction Program (PIR) and on the Certificate of Recognition (COR) is available online at: www.wcb.ab.ca.

LICENSING AND REGISTRATION



Once carriers have decided what kind of vehicles they want to use in their business, they must make sure:

- The vehicles are properly registered;
- They know what kind of operator's licence their drivers must have to use those vehicles;
- They know where they are allowed to operate those vehicles;
- They know the laws about how to safely operate those vehicles.

The way carriers choose to register their vehicles has a very large effect on the way they operate. It is important that both drivers and vehicles in a new company have the correct licensing to do the work that is expected of them.

Registration can be obtained from any authorized Alberta Registry agent. More details on licensing and registration requirements can be found in [Module 3](#) of this manual.

More information about Alberta Registries is available online
at: <http://www.servicealberta.gov.ab.ca/registries.cfm>

NOTE

Alberta Registry agents should not be contacted for legal advice or consultations as they are not legal bodies. Their purpose is to provide Albertans with requested vehicle registration services.

SAFETY FITNESS CERTIFICATES

Once a carrier has the licences and/or permits they need to operate, they must find out if they need a Safety Fitness Certificate (SFC).



A carrier must apply for a Safety Fitness Certificate under PROVINCIAL law if:

They operate only within Alberta.

They operate a commercial vehicle that is registered for a weight of 11,794 kilograms or more.

They operate a commercial vehicle with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver.

A carrier must apply for a Safety Fitness Certificate under FEDERAL law if:

They operate in multiple provinces, territories or states.

They operate a commercial vehicle that is registered for a weight of more than 4,500 kilograms.

They operate a commercial vehicle with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver.

Carriers may obtain a Safety Fitness Certificate by applying online at:

www.transportation.alberta.ca/638.htm



SAFETY FITNESS CERTIFICATE

CERTIFICATE NUMBER

XXXXXXXXXX

CERTIFICATE HOLDER

NBC NUMBER

ABxxx-xxxx

Example Transport (Alberta) Limited
4221 - 53 St.
RED DEER AB T4N 2E1

MVD NUMBER

XXXX-XXXXX

OPERATING STATUS

Provincial

**Carrier Identification and Operating Status
(See Module 3)**

EFFECTIVE

JANUARY 01, 2014

EXPIRY (THIS CERTIFICATE EXPIRES AS INDICATED BELOW UNLESS OTHERWISE SUSPENDED OR CANCELLED)

Continuous

Carrier's Safety Fitness Rating (See Module 11)

This Carrier holds a **SATISFACTORY UNAUDITED** Safety Fitness Rating in the Province of Alberta.

This Certificate is issued pursuant to the Traffic Safety Act. The holder of this Certificate may operate vehicles anywhere in Alberta that are registered for a gross weight of 11,794 kilograms or greater, or designed with a seating capacity of 11 or more persons including the driver. This Certificate is not valid when the carrier operates or intends to operate outside of Alberta.

The original or a copy of this Certificate must be carried in vehicles operating under the authority of this certificate and produced on demand of a Peace Officer.

This Certificate may be cancelled where the holder has not operated a vehicle authorized by this certificate for a 12 month period.

This Certificate may be suspended or cancelled for failing to comply with transportation legislation.

All carriers must read the conditions on their Safety Fitness Certificate. For example, this certificate states that carriers with a "Provincial" Operating Status may not operate vehicles outside of Alberta.

DIRECTOR ALBERTA TRANSPORTATION

MTR 201612

OPERATING AUTHORITY CERTIFICATES

Carriers who decide to operate a passenger transportation service may also need to apply for an Operating Authority Certificate.



**A carrier must apply for an
INTRA-PROVINCIAL
Operating Authority Certificate if:**

They offer a passenger service that operates only within Alberta.

**A carrier must apply for an
EXTRA-PROVINCIAL
Operating Authority Certificate if:**

They offer a passenger service that operates in multiple provinces, territories or states.

Carriers who want to travel both within and outside of Alberta’s borders must apply for both of these certificates or apply for a single trip permit if authorization is needed only occasionally.

There are different types of passenger services a carrier may offer:

Charter Services	Scheduled Services	Private Services	Industrial Services
Transportation of a group of passengers on a pre-arranged basis from a common point to a common destination	Passenger transportation service conducted over a specified route or route under a set schedule	Transportation of passengers who are employees, contract workers or members of the registered owner of the vehicle	Transportation of another company’s employees under a contractual agreement in excess of 30 days

More information about Operating Authority Certificates is available in [Module 3](#) of this manual or online at: www.transportation.alberta.ca/663.htm



INTRA-PROVINCIAL OPERATING AUTHORITY CERTIFICATE

Carrier Identification

CERTIFICATE HOLDER/ ADDRESS
 Example Transport (Alberta) Limited
 4221 - 23 St.
 Red Deer, AB T4N 2E1

CERTIFICATE NUMBER
 XX-XXX-XXXX
 MVID
 XXXX-XXXX

Issue/Expiry Dates

EFFECTIVE ON
 17-JUN-2013

THIS CERTIFICATE EXPIRES MIDNIGHT (UNLESS OTHERWISE SUSPENDED OR CANCELLED BY THE REGISTRAR)
 30-JUN-2016

PURSUANT TO THE AUTHORITY VESTED IN THE REGISTRAR UNDER THE PROVISIONS OF THE TRAFFIC SAFETY ACT PERMISSION IS HEREBY GRANTED TO OPERATE COMMERCIAL VEHICLES IN ACCORDANCE WITH THE FOLLOWING

SCHEDULED ROUTE :

Is authorized to transport passengers and passenger baggage.

From: Airdrie in Alberta

Via: Highway 2

To: Calgary in Alberta and vice versa

Passenger services this carrier is permitted to provide and the conditions that go with them.

CHARTER :

Is authorized to transport passengers and passenger baggage.

From: Any point in Alberta

To: Any point in Alberta

Section Condition(s):

To provide pre-arranged service for groups of passengers to a common destination on a non-recurring basis.

DIRECTOR, ALBERTA TRANSPORTATION



EXTRA-PROVINCIAL OPERATING AUTHORITY CERTIFICATE

CERTIFICATE NUMBER

XX-XXX-XXXX

Section Condition(s):

If any of the routes authorized under this certificate are contracted to another operator, the certificate holder must ensure that the contracted operator has and maintains the following:

1. A valid operating authority certificate authorizing the passenger transportation and package express;
2. A valid commercial vehicle inspection certificate for each vehicle operating under the authority;
3. A Safety Fitness Rating other than "unsatisfactory" or "conditional"; and
4. Insurance as required under the *Commercial Vehicle Certificate and Insurance Regulation*.

The Certificate Holder must provide 90 days' notice prior to discontinuance of any of the scheduled services to a community, as set out in this Certificate. The notice must include:

- * an outline of which service(s) and communities will be affected; and
- * the date the service will discontinue

The notice must be filed with:

- * the Director, Carrier Services, by way of written correspondence;
- * the affected local governing bodies of the communities (including any affected First Nation Reserve Lands and Metis Settlements) by way of written correspondence;
- * the general public by posting the notice:
 - (a) in a local/regional newspaper for a minimum of five (5) days;
 - (b) along the route at terminal(s) and pick-up/drop-off point(s);
 - (c) where ticket(s) may be purchased; and
 - (d) on the Certificate Holder's website (if such a website exists).

Certificate Condition(s):

All vehicles operated under the authority of this certificate must have a vehicle inspection as required under Alberta's Commercial Vehicle Inspection Program (CVIP) outlined under AR 211/06, AR 121/09. This includes inspections conducted outside of Alberta as recognized under Alberta legislation.

The Registrar may add, remove or change terms and conditions on this certificate at any time at its discretion.

Carriers must read and follow all conditions listed on their Operating Authority Certificate.

DIRECTOR, ALBERTA TRANSPORTATION

CARRIER INSURANCE



A carrier must also make sure they get the correct insurance coverage for their vehicles and type of operations. According to the [Commercial Vehicle Certificate and Insurance Regulation \(AR314/2002\)](#), this may include:

- Section 24, **Cargo Insurance** –carriers must have insurance to cover against loss of or damage to goods transported. Insurance requirements range from \$600 to \$32,000 depending on the type of cargo being transported and the gross weight of the vehicle. Cargo Insurance is not required for carriers who transport only their own goods. Some goods are exempt from cargo insurance requirements; consult the regulation for further details.
- Section 25, **Liability Insurance** –carriers must have at least \$1 million coverage. If a carrier is transporting dangerous goods as defined in Schedule 1 of the *Transportation of Dangerous Goods Regulations*, they may need to have at least \$2 million coverage.
- Section 26, **Passenger Hazard Insurance** –carriers offering a passenger service must have passenger hazard insurance of either \$1 million or \$2 million coverage depending on the number of passengers the vehicle can transport.
- Section 27, **Taxi Insurance** - taxi companies must have at least \$1 million of passenger hazard insurance.
- Section 28, **Cargo Insurance (Express Shipments)** – carriers providing a passenger transportation service and offering express shipment services for goods must have cargo insurance of at least \$500 for each piece of cargo to cover loss of or damage to each item.

More details on insurance coverage for carriers can be found in [Module 3](#) of this manual.

GETTING STARTED: CHECKLIST

Carriers may find the following checklist helpful when starting a busing or trucking business. Check all tasks that are applicable to your company as they have been completed.

<input type="checkbox"/>	Write a business plan.
<input type="checkbox"/>	Get assistance from a lawyer, accountant and/or consultant.
<input type="checkbox"/>	Get all necessary financial information from the Canada Revenue Agency.
<input type="checkbox"/>	Apply for a business licence and/or permit.
<input type="checkbox"/>	Get the correct insurance coverage.
<input type="checkbox"/>	Make sure all vehicles are properly registered.
<input type="checkbox"/>	Make sure all drivers have the correct operator's licences and training.
<input type="checkbox"/>	Apply for a Safety Fitness Certificate (if applicable).
<input type="checkbox"/>	Apply for an Operating Authority Certificate (if applicable).
<input type="checkbox"/>	Know and follow the provincial and/or federal laws that apply to your business.
<input type="checkbox"/>	Know how to operate your company safely.

Module 2: National Safety Code



MODULE CONTENTS



Module 2 aims to provide carriers with basic information about the National Safety Code. The contents of this module are as follows.

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NSC Standards 1-3	4
NSC Standards 4-7	5
NSC Standards 8-10	6
NSC Standards 11-13	7
NSC Standards 14-16	8
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This is a guide only and is not meant to be a substitute for the actual legislation

THE NATIONAL SAFETY CODE



The National Safety Code (NSC) is a set of 16 minimum safety performance standards. These standards apply to commercial vehicles, drivers and motor carriers in Canada. Although the NSC is not law, the federal, provincial and territorial governments consider the standards when drafting their safety laws. This is to ensure motor carriers are operating safely.

What Vehicles are Regulated under Alberta’s National Safety Code Program?



Commercial vehicles weighing or registered for more than 4,500 kilograms that operate in multiple provinces, territories or states.



Commercial vehicles that are registered for a weight of 11,794 kilograms or more that operate only within Alberta.



Commercial vehicles with a manufacturer’s seating capacity originally designed for 11 or more persons, including the driver.

All carriers operating regulated vehicles in Alberta are responsible for following applicable transportation laws.

A description of each NSC Standard follows.

NOTE
These are standards only and actual provincial law may differ. These standards are not a substitute for the law.

THE NATIONAL SAFETY CODE STANDARDS

NSC Standard 1: Single Driver's Licence



- Forbids a driver from holding more than one licence

Relevant Alberta Laws:

- *Operator Licensing and Vehicle Control Regulation*, AR 320/2002 (Section 13); and
- *Traffic Safety Act* (Part 3, Division 1, Section 51).

NSC Standard 2: Knowledge and Performance Tests



- Standardizes written and road tests
- Informs drivers of how to safely operate their vehicles
- Informs drivers of road rules and traffic laws

Relevant Alberta Laws:

- *Operator Licensing and Vehicle Control Regulation*, AR 320/2002; and
- *Driver Training and Driver Examination Regulation*, AR 316/2002 (Part 1).

NSC Standard 3: Driver Examiner Training Program



- Upgrades the skills of driver examiners
- Standardizes course material for examiners

Relevant Alberta Laws:

- *Operator Licensing and Vehicle Control Regulation*, AR 320/2002; and
- *Driver Training and Driver Examination Regulation*, AR 316/2002 (Part 3).

NSC Standard 4: Classified Driver Licensing System



- Defines 7 classes of driver licences
- Allows licences to be recognized in all provinces and territories

Relevant Alberta Laws:

- *Operator Licensing and Vehicle Control Regulation, AR 320/2002 (Part 1, Division 3).*

NSC Standard 5: Self-Certification Standards



- Gives requirements driver training schools must meet
- Ensures high quality training for drivers

Relevant Alberta Laws:

- *Operator Licensing and Vehicle Control Regulation, AR 320/2002 (Sections 15 and 16).*

NSC Standard 6: Medical Standards for Drivers



- Sets the standards for deciding whether drivers are medically fit to drive

Relevant Alberta Laws:

- *Operator Licensing and Vehicle Control Regulation, AR 320/2002 (Sections 15 and 16).*

NSC Standard 7: Carrier and Driver Profiles



- Allows the goals of the NSC to be achieved
- Assists in the review of a carrier's safety performance
- Provides records on infractions, collisions, on-road inspections and facility audits

Relevant Alberta Laws:

- *Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002 (Part 4.1).*

NSC Standard 8: Short Term Suspensions

- Allows a peace officer to suspend a driver's licence for up to 24 hours when the driver's ability to operate a vehicle is impaired by alcohol, drugs or fatigue.

Relevant Alberta Laws:

- *Traffic Safety Act* (Part 4, Division 1).

NSC Standard 9: Hours of Service



- Describes the number of hours a driver can be on duty and operate a commercial vehicle.

Relevant Alberta Laws:

- *Drivers' Hours of Service Regulation*, AR 317/2002.

If a carrier is operating commercial vehicles both inside and outside of Alberta, they will be subject to the rules under federal law:

- *Commercial Vehicle Drivers Hours of Service Regulation*, SOR/2005-313.

NSC Standard 10: Cargo Securement



- Describes the safest methods for securing loads to commercial vehicles to ensure they do not shift, move or spill onto a roadway

Relevant Alberta Laws:

- *Commercial Vehicle Safety Regulation*, AR 121/2009 (Section 17).

NSC Standard 11: Commercial Vehicle Maintenance



- Establishes the minimum standards for the periodic inspection, maintenance and repair of commercial vehicles.

•NOTE: A full copy of this standard may be purchased online at www.ccmta.ca

Relevant Alberta Laws:

- *Vehicle Inspection Regulation*, AR 211/2006; and
- *Commercial Vehicle Safety Regulation*, AR 121/2009.

NSC Standard 12: CVSA On-Road Inspections



- Contains Commercial Vehicle Safety Alliance on-road inspection information
- Sets the minimum standards for roadside inspections in Canada, the United States and Mexico.

•NOTE: A full copy of this standard may be purchased online at www.ccmta.ca

Relevant Alberta Laws:

- *Traffic Safety Act*;
- *Commercial Vehicle Safety Regulation*, AR 121/2009;
- *Drivers' Hours of Service Regulation*, AR 317/2002 (only applies to carriers operating solely in Alberta);
- *Operator Licensing and Vehicle Control Regulation*, AR 320/2002; and
- *Vehicle Equipment Regulation*, AR 122/2009.

If a carrier is operating commercial vehicles in more than one province, territory or state, they will be subject to the rules under federal law:

- *Commercial Vehicle Drivers Hours of Service Regulation*, SOR/2005-313.

NSC Standard 13: Trip Inspections



- Contains daily trip inspection requirements
- Ensures that any vehicles with problems or defects are immediately identified so that their operation may be prevented until repairs are made

Relevant Alberta Laws:

- *Commercial Vehicle Safety Regulation*, AR 121/2009 (Sections 9-16).

NSC Standard 14: Safety Rating



- Provides for the issuance of a Safety Fitness Certificate and Safety Fitness Rating

Relevant Alberta Laws:

- *Commercial Vehicle Certificate and Insurance Regulation*, AR 314/2002 (Parts 1 and 2).

NSC Standard 15: Facility Audits



- Describes the auditing process that is used to determine a carrier's level of compliance with safety laws
- Indicates that a carrier must maintain records at their principal place of business for review and assessment by auditors

Relevant Alberta Laws:

- *Traffic Safety Act* (Part 7, Division 2);
- *Commercial Vehicle Certificate and Insurance Regulation*, AR 314/2002 (Section 43); and
- *Commercial Vehicle Safety Regulation*, AR 121/2009 (Section 37).

NSC Standard 16: First Aid Training



- Voluntary standard
- Describes the recommended minimum first aid training requirements for drivers

It is recommended that drivers of commercial vehicles complete approved first aid training and/or an Occupational Health and Safety program. For more information, visit: www.work.alberta.ca/occupational-health-safety.html.

Summary

Provincial laws that affect commercial carriers in Alberta are as follows:

- [Traffic Safety Act](#);
- [Dangerous Goods Transportation and Handling Act](#);
- [Bill of Lading and Conditions of Carriage Regulation, AR 313/2002](#);
- [Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002](#);
- [Commercial Vehicle Dimension and Weight Regulation, AR 315/2002](#);
- [Commercial Vehicle Safety Regulation, AR 121/2009](#);
- [Drivers' Hours of Service Regulation, AR 317/2002](#);
- [Driver Training and Driver Examination Regulation, AR 316/2002](#);
- [Operator Licensing and Vehicle Control Regulation, AR 320/2002](#);
- [Use of Highway and Rules of the Road Regulation, AR 304/2002](#);
- [Vehicle Equipment Regulation, AR 122/2009](#); and
- [Vehicle Inspection Regulation, AR 211/2006](#).

Federal laws that affect commercial carriers in Alberta are as follows:

- [Motor Vehicle Safety Act](#);
- [Transportation of Dangerous Goods Act](#); and
- [Commercial Vehicle Drivers Hours of Service Regulations, SOR/2005-313](#).

Copies of the *Traffic Safety Act* and related laws are available at the Queen's Printer Bookstore at:

5th Floor, Park Plaza Building
10611-98th Avenue
Edmonton, Alberta T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668
Email: qpecom@gov.ab.ca
Website: www.qp.alberta.ca



Copies of the complete National Safety Code manual and related documents are available online for a fee at: www.ccmta.ca

TEST YOUR UNDERSTANDING: MODULE 2

1. The National Safety Code (NSC) is:
 - a. A set of 16 minimum safety performance standards
 - b. A law that applies to all commercial carriers
 - c. A Provincial law found only in Alberta
 - d. Regulations for the military and other federal government commercial vehicles

2. The standards set out in the NSC:
 - a. Are the law for all commercial vehicle operators in Canada
 - b. Are the law for all commercial vehicle operators in Alberta
 - c. Are the law for all military and federal government commercial vehicles
 - d. Serve as guidelines to the federal, provincial and territorial governments for establishing law

3. What vehicles are regulated by the National Safety Code Program?
 - a. Commercial vehicles weighing or registered for more than 4,500 kilograms and that operate inside and outside of Alberta
 - b. Commercial vehicles that are registered for a weight of 11,794 kilograms or more that operate only within Alberta
 - c. Commercial vehicles with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver
 - d. All of the above

4. It is the provincial laws in each province that direct carrier operations within each province, not the NSC standards.
 - a. True
 - b. False

5. The *Traffic Safety Act* is provincial law that must be followed by all commercial motor vehicles that operate within Alberta.
 - a. True
 - b. False

6. Alberta-plated commercial vehicles operating in other provinces or in the United States must know and follow the law in each area in which they operate.
 - a. True
 - b. False

7. Which of the following NSC Standards is voluntary and not required by law?
 - a. Standard 6: Medical Standards for Drivers
 - b. Standard 9: Hours of Service
 - c. Standard 13: Trip Inspections
 - d. Standard 16: First Aid Training

8. What does CVSA stand for?
 - a. Commercial Vehicle Safety Association
 - b. Commercial Vehicle Safety Alliance
 - c. Certified Vehicle Safety Association
 - d. Certified Vehicle Safety Alliance

9. What is the purpose of Trip Inspections, according to Standard 13?
 - a. To ensure that any vehicles with problems or defects are immediately identified
 - b. To protect drivers and alert carriers to mechanical problems
 - c. To prevent the operation of unsafe vehicles
 - d. All of the above

10. According to Standard 7, the Carrier Profile system provides records on infractions, collisions, on-road inspections and facility audits.
 - a. True
 - b. False

ANSWER KEY: MODULE 2

1. A. A set of 16 minimum safety performance standards.
2. D. NSC Standards are not law. They provide guidelines which each province and territory must include in their own laws.
3. D. All of the above.
4. A. It is the provincial laws in each province that direct carrier operations within each province, not the NSC Standards.
5. A. True.
6. A. Alberta-plated commercial vehicles operating in other provinces or in the United States must know and follow the law in each jurisdiction in which they operate.
7. D. Standard 16: First Aid Training is a voluntary standard that does not necessarily need to be met by each province or territory.
8. B. Commercial Vehicle Safety Alliance.
9. D. All of the above.
10. A. True. The Carrier Profile system provides records on infractions, collisions, on-road inspections and facility audits.

Module 3: Licensing, Registration and Insurance



MODULE CONTENTS



Module 3 aims to provide carriers with basic information about licensing, registration and insurance. The contents of this module are as follows.

Driver Licensing	3
Vehicle Registration	4
Safety Fitness and Operating Authority Certificates	5
Operating Status	8
International Registration Plan (IRP)	11
International Fuel Tax Agreement (IFTA)	12
Insurance Requirements	13
Test Your Understanding: Quiz	17
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This is a guide only and is not meant to be a substitute for the actual legislation

DRIVER LICENSING

There are five classes of driver's licences that apply to commercial carriers in Alberta. Each licence allows a driver to operate a different kind of vehicle. It is important that a driver holds the correct licence when operating a vehicle. Not only does the driver need to obtain the proper class of operator's licence for the vehicle they operate, but they also need to have the proper knowledge and skills to operate a vehicle safely.

The following is a summary of what operations are allowed under each class of licence. Laws about these classes may be found in Sections 21-25 of the *Operator Licensing and Vehicle Control Regulation*, AR 320/2002.

Class 1



- Driver may operate any motor vehicle or combination of vehicles, other than a motorcycle;
- Driver must successfully complete an approved air brake endorsement (Q) course.

Class 2



- Driver may operate any bus;
- Driver may operate any vehicle that has a Class 3, 4 or 5 operator may drive.

Class 3



- Driver may operate a single motor vehicle with 3 or more axles;
- Driver may operate any motor vehicle towing a trailer that is not equipped with air brakes.

Class 4



- Driver may operate a taxi, ambulance or bus where seating capacity is not over 24, excluding the operator;
- Driver may operate any vehicle that a Class 5 operator may drive.

Class 5



- Driver may operate a two axle single motor vehicle, excluding a motorcycle;
- Driver may tow a trailer with one or more axles, provided the trailer is not equipped with air brakes.

Class 2, 3, 4, or 5 drivers must obtain the [air brake endorsement \("Q"\)](#) if they want to operate vehicles that are equipped with air brakes. Drivers with a Class 1, 2 or 4 licence may also apply for the [school bus driver endorsement \("S"\)](#).

For more information about driver licensing in Alberta, refer to the [Commercial Driver's Guide to Operation, Safety and Licensing](#) or visit: www.servicealberta.gov.ab.ca.

VEHICLE REGISTRATION

There are three classes of licence plates that apply to commercial carriers in Alberta. These plates are different from the ones used on personal vehicles. Each commercial licence plate allows a carrier to perform a certain type of work. It is important for a carrier to find out which class of plate they need. A carrier who does not register a vehicle using the correct class of plate may be charged with an offence or have their vehicle detained until they obtain the proper registration.

The following is a brief summary of what operations are authorized under each class of registration. Registration laws related to these classes may be found in Sections 76-78 of the *Operator Licensing and Vehicle Control Regulation*, AR 320/2002.



CLASS 1 PLATES

Commercial vehicles which are used provincially, federally and internationally for:

- Transporting an owner's own goods or another person's goods for compensation;
- Passenger transportation services including school bus, charter bus and taxi operations.

CLASS 2 PLATES

Commercial vehicles which perform special operations. Some operations include:

- Transporting goods within a 10 km radius of the registered address;
- Operating provincially while conducting specific industry services. Refer to the regulations for more details.

CLASS 3 PLATES

Commercial vehicles which transport goods owned by the owner of the vehicle.

Commercial vehicles that are registered to and operated by governments, municipalities, hospitals, school boards or First Nations bands.

A class 3 plate may NOT be used to transport other persons' goods for compensation.

More information is available online at: www.servicealberta.gov.ab.ca/1087.cfm

SAFETY FITNESS AND OPERATING AUTHORITY CERTIFICATES

Depending on how a carrier registers their vehicle, they may need to obtain a Safety Fitness Certificate and/or an Operating Authority Certificate. This table gives a brief summary of common vehicles that may need a certificate to operate.

Vehicle or Operation Type	Safety Fitness Certificate Required	Operating Authority Type Required	Vehicle Plate Class Required
A. Passenger Transportation Services			
Driver Training School using buses defined under the NSC program for training purposes only – no vehicles used for commercial purposes.	Yes If vehicle is designed for 11 or more passengers (including the driver)	Not applicable	Class 2 Restricted plate
School Board/Division transporting students; regular school bus runs between homes and school.	Yes If vehicle is designed for 11 or more passengers (including the driver)	Not applicable	Class 3 Government plate
School Board/Division transporting students in a bus on field trips that are authorized by the school principal.	Yes If vehicle is designed for 11 or more passengers (including the driver)	Not applicable	Class 3 Government plate
Sole Proprietor/Corporation – school bus runs between home and school or transports students on field trips that are authorized by the school principal.	Yes If vehicle is designed for 11 or more passengers (including the driver)	Not applicable	Class 1 School bus plate
Commercial Scheduled Service.	Yes If vehicle is designed for 11 or more passengers (including the driver)	Scheduled Intra or Extra-provincial	Class 1 Commercial bus plate
Commercial Charter Service.	Yes If vehicle is designed for 11 or more passengers (including driver)	Charter Intra or Extra-provincial	Class 1 Commercial bus plate
Daycare/Nursery School – when transporting children more than once a week and/or charging for the service.	Yes If vehicle is designed for 11 or more passengers (including driver)	Private Bus	Class 2 Private bus plate

Vehicle or Operation Type	Safety Fitness Certificate Required	Operating Authority Type Required	Vehicle Plate Class Required
A. Passenger Transportation Services			
Corporations transporting their own employees.	Yes If vehicle is designed for 11 or more passengers (including driver)	Private Bus	Class 2 Private bus plate
Governments – City, towns, counties, etc.	Yes	Private Bus	Class 3 Government plate
Government providing Community Service – transporting seniors, community groups, etc.	Yes If vehicle is designed for 11 or more passengers (including driver)	Charter Or Private Bus	Class 3 Government plate
Community Service Groups transporting seniors, community groups, etc.	Yes If vehicle is designed for 11 or more passengers (including driver)	Charter Or Private Bus	Class 1 or 2 Private bus plate
Municipal transit bus.	Yes	Not applicable	Class 3
Corporations providing transit service for and on behalf of a municipality	Yes If vehicle is designed for 11 or more passengers (including driver)	No	Class 1 Commercial bus plate

Basic Types of Operating Authority Certificates for Buses/Shuttles:

- **Charter Service** – pre-arranged passenger transportation service, transporting a group of passengers for a common purpose, from a common point to a common destination. Cannot be conducted on a recurring basis.
- **Scheduled Service** – passenger transportation service operated over a specific route or routes on a specified timetable. Usually operated between cities and towns.
- **Private Service** – service provided by a company or organization for the purpose of transporting their employees or members in a vehicle designed for 11 or more persons, including the driver.
- **Industrial Service** – transportation supplied to another person under a contract that has a term of over 30 days.

Vehicle or Operation Type	Safety Fitness Certificate Required	Operating Authority Type Required	Vehicle Plate Class Required
B. Transporting Goods by Trucks, Tractors, and Trailers			
Driver Training School using vehicles registered for a weight of 11,794kg or more. Vehicle may not transport goods for compensation.	Yes	Not applicable	Class 2 Restricted plate
Driver Training School using vehicles registered for a weight of 11,793kg or less operating solely within Alberta. Vehicle may not transport goods for compensation.	No	Not applicable	Class 2 Restricted plate
Carrier is hauling goods using vehicle registered for 11,794kg or more	Yes	Not applicable	Class 1, 2, or 3
Carrier is hauling owner's own goods within a 10km radius of the carrier's registered address in Alberta.	Yes	Not applicable	Class 2 Restricted plate
Carrier is a farm operation hauling owner's own goods to various points.	No	Not applicable	Class 2 Farm plate
Carrier is hauling other persons' goods for hire within a 10 km radius of the carrier's registered address.	Yes	Not applicable	Class 2 Restricted commercial plate
C. Other			
Carrier is operating a livery (taxi) operation and/or on-demand service.	Yes If vehicle is designed for 11 or more passengers (including the driver)	Not applicable	Class 1 Ride-for-Hire
Carrier is operating a short-term rental vehicle with a designed seating capacity of up to 15 passengers.	Yes If vehicle is designed for 11 or more passengers (including the driver)	Operating Authority Required When vehicle is being used for purposes other than a private passenger vehicle.	Class 1
Carrier is operating a short-term rental commercial truck.	Yes If vehicle operates outside of Alberta and weighs more than 4,500kg or if vehicle operates only within Alberta and weighs 11,794 kg	Not applicable	Class 1

OPERATING STATUS

Carriers who need a Safety Fitness Certificate must also find out whether they are a provincial or federal operator. This means that each carrier must declare whether they will be operating vehicles only within Alberta or outside of the province.



A carrier must have a **PROVINCIAL** Operating Status if any of the following applies:

They operate only within Alberta

They operate a commercial vehicle that is registered for a weight of 11,794 kilograms or more

They operate a commercial vehicle with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver

A carrier must have a **FEDERAL** Operating Status if any of the following applies:

They operate in multiple provinces, territories or states.

They operate a commercial vehicle that is weighing or registered for more than 4,500 kilograms

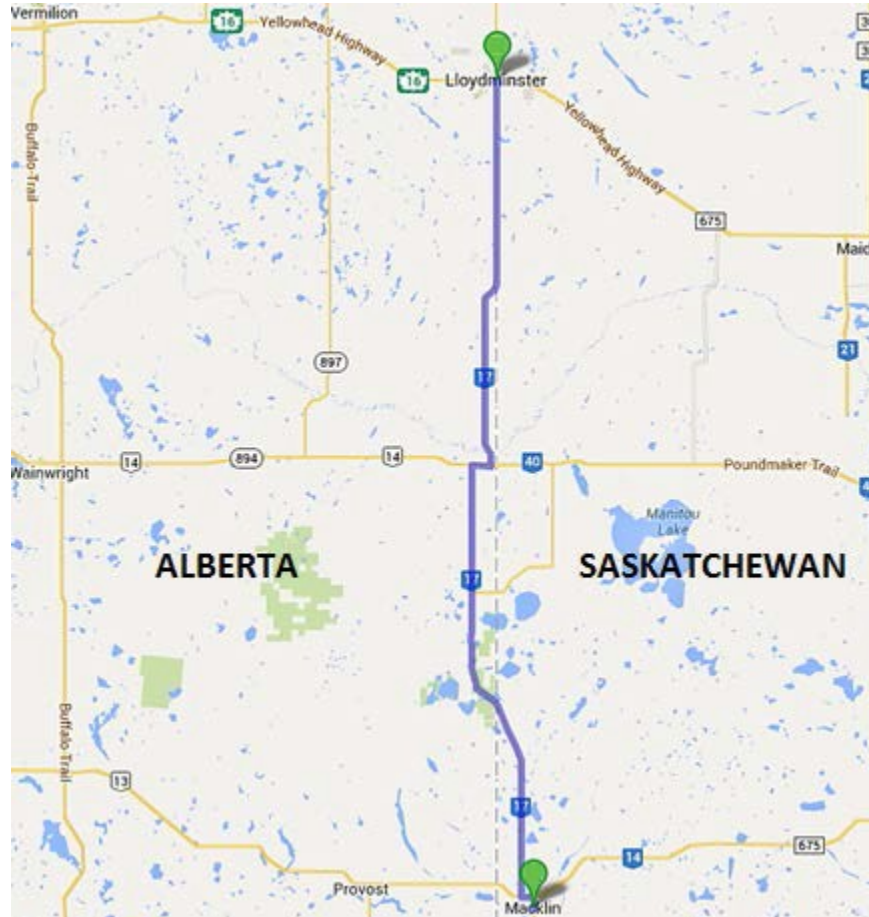
They operate a commercial vehicle with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver

Carriers may apply to change their Operating Status if they are making long term changes to their company.

There are currently **no permit options** available that allow a provincially regulated carrier to operate on a regular and continuous basis outside of Alberta. If a carrier operates any regulated vehicles outside of Alberta, the carrier will be required to obtain a "Federal" Operating Status.

Carriers with a “Provincial” Operating Status who operate near the Alberta/Saskatchewan border may operate within the city limits of Lloydminster on either side of the border.

Provincial carriers may also operate on Highway 17 provided their trip starts and ends in Alberta and no services are received or provided in Saskatchewan. These services may include fuel, accommodation, vehicle loading or unloading, meals, and vehicle repairs or maintenance.



More information about Alberta/Saskatchewan border requirements is available online at:
www.transportation.alberta.ca/4560.htm.

Note: Carriers operating passenger transportation services may also be required to apply for an Operating Authority Certificate. There are no Operating Authority requirements for truck or tractor operations.



SAFETY FITNESS CERTIFICATE

CERTIFICATE NUMBER

XXXXXXXXXX

NBC NUMBER

ABxxx-xxxx

M/D NUMBER

xxxx-xxxxx

OPERATING STATUS

Provincial

CERTIFICATE HOLDER

Example Transport (Alberta) Limited
4221 - 53 St.
RED DEER AB T4N 2E1

Carrier Identification and Operating Status

EFFECTIVE

JANUARY 01, 2014

EXPIRY (THE CERTIFICATE EXPIRES AS INDICATED BELOW UNLESS OTHERWISE SUSPENDED OR CANCELLED)

Continuous

This Carrier holds a SATISFACTORY UNAUDITED Safety Fitness Rating
in the Province of Alberta.

This Certificate is issued pursuant to the Traffic Safety Act. The holder of this Certificate may operate vehicles anywhere in Alberta that are registered for a gross weight of 11,794 kilograms or greater, or designed with a seating capacity of 11 or more persons including the driver. This Certificate is not valid when the carrier operates or intends to operate outside of Alberta.

The original or a copy of this Certificate must be carried in vehicles operating under the authority of this certificate and produced on demand of a Peace Officer.

This Certificate may be cancelled where the holder has not operated a vehicle authorized by this certificate for a 12 month period.

This Certificate may be suspended or cancelled for failing to comply with transportation legislation.

All carriers must read the conditions on their Safety Fitness Certificate. For example, this certificate states that carriers with a "Provincial" Operating Status may not operate vehicles outside of Alberta.

DIRECTOR ALBERTA TRANSPORTATION

INTERNATIONAL REGISTRATION PLAN (IRP)

The International Registration Plan (IRP) is an agreement between the United States and Canada that allows for the sharing of commercial vehicle registration fees. This plan was created to encourage the fullest possible use of the highway system between member provinces, territories and states.

Federal carriers operating Alberta-plated vehicles can apply through Prorate Services for vehicle registration in other provinces or states. The Alberta government will issue a cab card for each vehicle the carrier operates. The cab card will specify which member IRP locations a vehicle may operate in.



An IRP registration does NOT:

- Exempt a carrier from paying motor fuel taxes in any province or state;
- Exempt a carrier from obtaining an Operating Authority Certificate and/or a Safety Fitness Certificate;
- Allow a carrier to operate outside of Alberta with a Provincial Operating Status;
- Allow a carrier to exceed maximum height, length, width and axle limitations.

For more details on the International Registration Plan (IRP) contact:

Prorate Services

Phone: 403-297-2920

Toll Free from Within Alberta: 310-0000

Website: www.transportation.alberta.ca/561.htm

INTERNATIONAL REGISTRATION PLAN (IRP)



The International Fuel Tax Agreement (IFTA) is an agreement between the United States and Canada that allows **federal** carriers to operate in more than one location. This plan was created to make it easier for carriers to register, licence, report and pay taxes for motor fuels (such as diesel and gasoline).

A carrier licensed under IFTA is required to send quarterly fuel tax returns to its base jurisdiction, where it is registered.

To register under IFTA, a carrier must have a vehicle that is:

- Registered for a gross vehicle weight of 11,794 kilograms or more;
- A unit with 3 or more axles, regardless of weight.

For more details on the International Fuel Tax Agreement (IFTA), contact:



Alberta Treasury Board and Finance

Phone: 780-427-2731

Toll Free from Within Alberta: 310-0000

Website: www.finance.alberta.ca

INSURANCE REQUIREMENTS

A carrier must ensure they have the correct type of insurance for their operation. According to the *Alberta Commercial Vehicle Certificate and Insurance Regulation, (AR314/2002)*, the following requirements may apply.

INSURANCE COVERAGE REQUIREMENTS FOR COMMERCIAL TRUCKS

Public Liability and Property Damage

- \$1 Million (minimum) of liability and property damage insurance is required for all commercial trucks.
- \$2 Million if transporting Dangerous Goods as defined by Section 25 of the *Alberta Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002*. Column 7 of Schedule 1 of the *Federal Transportation of Dangerous Goods Regulations* identifies the minimum quantities of each substance when an Emergency Response Assistance Plan must be filed with Transport Canada.

Cargo Insurance

- \$15,000 to \$32,000 of cargo insurance is required depending on the maximum registered gross weight of the vehicle hauling cargo. See the specifications chart below for details.
- If transporting goods owned by the carrier, then the carrier is not required to have cargo insurance.
- If transporting goods in Alberta that are listed on the next page, then no cargo insurance is required at any time.

Specifications	Minimum Insurance Required
For each commercial vehicle engaged in the transportation of farm produce other than dairy products	\$600
For each commercial vehicle engaged only in the transportation of unprocessed milk or cream	Actual cash value of goods.
For each vehicle having a registered gross weight not exceeding 12,700 kilograms.	\$15,000
For each vehicle having a registered gross weight exceeding 12,700 kilograms but not exceeding 18,000 kilograms.	\$20,000
For each vehicle having a registered gross weight of at least 18,000 kilograms but not exceeding 21,000 kilograms.	\$20,000
For each vehicle having a registered gross weight exceeding 21,000 kilograms but not exceeding 37,000 kilograms.	\$27,000
For each vehicle having a registered gross weight exceeding 37,000 kilograms.	\$32,000

The following is a list of all goods that are exempted from cargo insurance:

Schedule 1 of the Alberta *Commercial Vehicle Certificate and Insurance Regulation, AR314/2002*

- | | |
|--|--|
| <ul style="list-style-type: none"> • Alfalfa (<i>raw or pelletised</i>) • Animal feed and related concentrates • Animal supplements (<i>not for human consumption</i>) • Asphalt mix (<i>bituminous</i>) • Brick • Cement (<i>dry or wet</i>) • Clay • Coal • Concrete products • Condensate • Crude oil • Crushed glass • Dead animals • Drilling mud • Fodder • Garbage • Grain • Granite • Granulite • Gravel | <ul style="list-style-type: none"> • Herculite • Lime • Loam • Logs • Lumber • Newspapers • Organic manure • Peat moss • Propane • Salt • Sand • Sawdust • Scrap iron • Septic tank refuse • Snow • Stone • Sugar beets (<i>raw or pelletised</i>) • Sulphur • Water • Woodchips |
|--|--|

INSURANCE COVERAGE REQUIREMENTS FOR PASSENGER TRANSPORTATION SERVICES

Public Liability and Property Damage

- According to Section 627 of the *Insurance Act*, the registered owner must have at least \$200,000 of Public Liability and Property Damage coverage. However, the insurance industry can require a higher coverage limit:
 - The industry standard for buses carrying 10 passengers or less is to have \$1 million for travel throughout Canada and \$5 million (US) for travel into the United States;
 - The industry standard for buses carrying more than 10 passengers is to have at least \$2 million for travel throughout Canada and \$5 million (US) for travel into the United States.

Passenger Hazard Insurance

According to Section 26 of the *Alberta Commercial Vehicle Certificate and Insurance Regulation* (AR314/2002), the following insurance requirements must be met by persons offering passenger transportation services:

- \$400,000 (minimum) of insurance is required for bodily injury or death of any one person as a result of any single collision;
- \$1 million of insurance is required for bodily injury or death (of 2 or more persons) for each public service passenger vehicle with a seating capacity of 10 or fewer persons, including the driver;
- \$2 million of insurance for bodily injury or death (of 2 or more persons) for each public service passenger vehicle with a seating capacity of 11 persons or more, including the driver.

Express Shipments

- If a bus carrier also offers an express shipment service, then they must also have cargo insurance of at least \$500 for each piece of cargo on board.

NOTE:

Carriers should contact their insurance provider to ensure that they meet all necessary insurance requirements.



TEST YOUR UNDERSTANDING: MODULE 3

1. The *Operator Licensing and Vehicle Control Regulation* (AR 320/2002) defines Alberta's different classes of licence plates.
 - a. True
 - b. False

2. Class 2 plates apply to:
 - a. Commercial vehicles operated by governments, municipalities, hospitals, school boards or First Nations bands.
 - b. Commercial vehicles which are used for transporting an owner's own goods or another person's goods for compensation.
 - c. Commercial vehicles that operate provincially while conducting specific industry services.
 - d. None of the above.

3. Not all buses are required to obtain an Operating Authority Certificate.
 - a. True
 - b. False

4. Commercial trucks must obtain an Operating Authority Certificate:
 - a. True
 - b. False

5. Carriers who operate commercial vehicles weighing or registered for more than 4,500 kilograms both within and outside of the province of Alberta must hold a Safety Fitness Certificate with a:
 - a. Provincial Operating Status
 - b. Federal Operating Status

6. Carriers who operate commercial vehicles that are registered for a weight of 11,794 kilograms or more only within the province must hold a Safety Fitness Certificate with a:
 - a. Provincial Operating Status
 - b. Federal Operating Status

7. A driver who holds a Class 1 Operator's licence may operate any motor vehicle.
- True
 - False
8. A carrier does not need cargo insurance if:
- They are engaged in the transportation of any agricultural produce.
 - The carrier is transporting gravel, sand or snow.
 - The registered gross weight of their vehicle does not exceed 12,700 kilograms.
 - The cargo is completely secured while being transported.
9. Federal carriers who take part in the International Registration Plan (IRP) will be issued a _____. This document will specify which member IRP locations a vehicle may operate in.
- Licence plate
 - Permit
 - Cab card
 - Decal
10. IFTA refers to the International Fuel Tax Agreement which federal carriers may register for.
- True
 - False

ANSWER KEY: MODULE 3

1. A. True. This legislation followed the guidelines of the first few Standards set out in the National Safety Code.
2. C. Commercial vehicles that operate provincially while conducting specific industry services.
3. A. True.
4. B. False. There is no Operating Authority Certificate for a commercial truck.
5. B. A **“Federal”** Operating Status authorizes the operation of commercial (including farm-plated) vehicles throughout Canada registered for a weight of more than 4,500 kilograms, or a vehicle originally manufactured with a seating capacity of 11 or more persons including the driver, if operated for other than personal use.
6. A. Provincial Operating Status.
7. A. True. They may, however, only operate Class 6 type vehicles as a learner.
8. B. The carrier is transporting gravel, sand or snow. All goods exempted from being subject to cargo insurance are listed in Schedule 1 of the *Alberta Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002*.
9. C. Cab card. This document will specify which member IRP locations a vehicle may operate in.
10. True. IFTA refers to the International Fuel Tax Agreement which federal carriers may register for.

Module 4: Weights and Dimensions



MODULE CONTENTS



Module 4 aims to provide carriers with basic information about vehicle weights and dimensions. The contents of this module are as follows.

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This is a guide only and is not meant to be a substitute for the actual legislation.

VEHICLE WEIGHTS AND DIMENSIONS



Legal Weights

Provinces and territories have laws that establish maximum vehicle weights. This is to ensure public safety and to protect Alberta's highway infrastructure. A carrier must comply with all weight restrictions for the roads they operate on. In Alberta, legal weights depend on different things such as the type of vehicle, the number of axles on the vehicle, the manufacturer's rating and the size of the tires on the vehicle.

A quick reference guide to Alberta's weight regulations for common vehicles and equipment is available online at: www.transportation.alberta.ca/4777.htm.

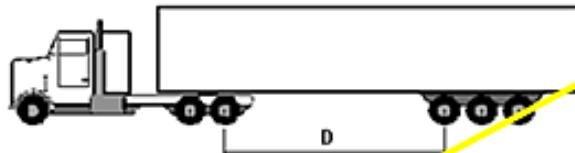
Carriers must be aware of weight restrictions that may apply to their vehicles. There is a calculator available on the website mentioned above which may help a carrier determine whether their vehicles meet the maximum allowable weight according to Alberta laws.

The screenshot shows the Alberta Transportation website's 'Regulation Summary' page. The breadcrumb trail is: Alberta.ca > Transportation > Commercial Transportation > Applications, Permits and Prorate > Legal Weights and Measures > Regulation Summary. The page has a navigation menu with links for Drivers and Vehicles, Commercial Transportation, Roads and Highways, Municipal Grants, Tendering and Contracting, and Technical Resources. Below the menu, there are links for Impaired Driving, Maps, and Newsroom. The main content area is titled 'Regulation Summary' and includes a sidebar with a list of categories: Applications, Permits and Prorate; Prorate; General Information; Extended Length Vehicle; High Load Corridor; Legal Weights and Measures (highlighted); Log Haul Program; Bus / Trucks Certificates and Monitoring; Vehicle Inspection Program; Transportation of Dangerous Goods; Greenhouse Gases; Fuel Efficiency; Rail Safety; Road Restrictions / Current Road Bans; School Bus Safety; and Transportation Studies. The main content area lists vehicle types and their weight limits: Tractor-Semi-trailer (pdf 70K), A-Train (pdf 75K), B-Train (pdf 61K), C-Train (pdf 72K), Truck (pdf 62K), Truck and Pony Trailer (pdf 56K), and Truck and Full Trailer (pdf 60K). There is also a 'Weight Calculation' section with links for Tractor-Semi-trailer, A-Train, B-Train, C-Train, Truck, Truck and Pony Trailer, and Truck and Full Trailer. A note states: 'This section provides a quick reference to Alberta's regulations for common equipment. Note: This electronic service is meant to be a simplified guide to certain parts of the acts and regulations, and not a substitute for them. Alberta Transportation, Transport Engineering Branch, is not responsible for any omissions in the following documents. It is the responsibility of the transporter to consult the regulations for the exact requirements before moving shipments.'

Maximum Allowable Weight for Tractor Semi-trailer

Maximum Allowable Weight for Tractor
Semi-trailer

July 25, 2013



Select information about vehicle.

Interaxle spacing

Max. combined weight

Percentage axle limit

Axle Group	Number of axles	Tridem Axle Spread	Number of tires	Tire size	Rated tire capacity	Allowable axle weight	Notes
Steering	<input type="text" value="1"/>		<input type="text" value="2"/>	<input type="text" value="11 in."/>	<input type="text" value="2750"/>	<input type="text" value="5500 kg."/>	
Drives	<input type="text" value="2"/>	<input type="text" value="2.4-2.80 m"/>	<input type="text" value="8"/>	<input type="text" value="235 mm."/>	<input type="text" value="2200"/>	<input type="text" value="17000 kg."/>	
Trailer	<input type="text" value="3"/>	<input type="text" value="3.0-3.10 m"/>	<input type="text" value="12"/>	<input type="text" value="235 mm."/>	<input type="text" value="2200"/>	<input type="text" value="24000 kg."/>	<input type="text" value="See Note 6"/>

Maximum Allowable Gross Weight

Minimum registered weight

Data that matches selected information will appear after the user clicks "calculate weight"

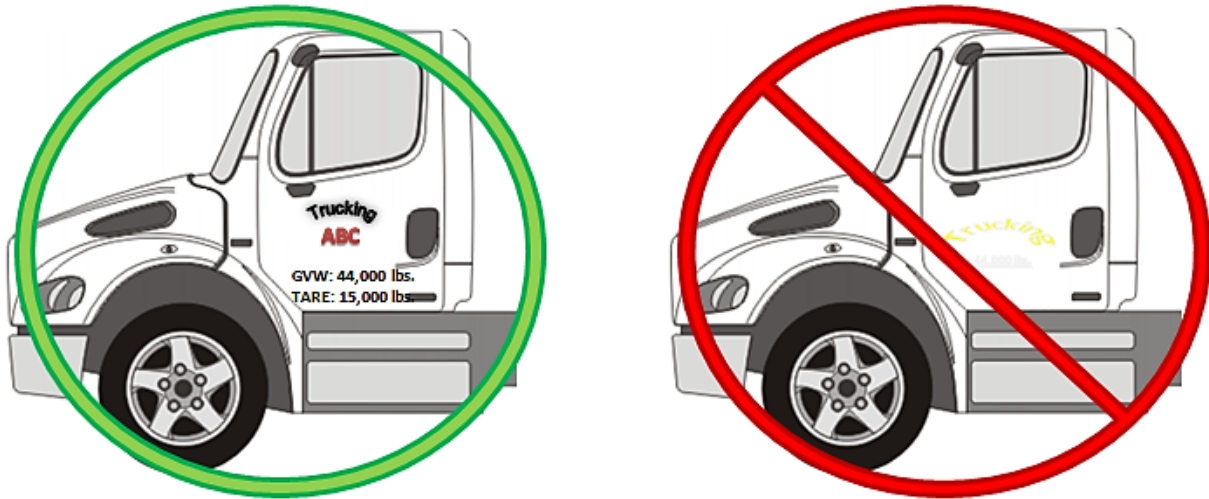
1. This function calculates the maximum allowable weights as per the [Commercial Vehicle Dimension and Weight Regulation of the Traffic Safety Act](#). Where the information shown on this page is not in agreement with the regulation, the regulation shall prevail.
2. This function **does not** take into consideration the "gross axle weight rating" (GAWR) or the "gross vehicle weight rating" (GVWR) of the vehicle. The owner/operator of the vehicle should ensure that the weight carried is within the manufacturer's rated capacity specifications.
3. The "Rated Tire Capacity" is the rated capacity of one tire, based on either single or dual application, as stamped on the sidewall of the tire.
4. The steering axle weight for a truck tractor is capped at 6,000 kg.
5. When the interaxle spacing is less than the minimum specified in regulations, the combined axle weight for the combination is reduced by 500 kg for every 0.1 metre or portion thereof. This will also reduce the allowable GVW. Notwithstanding the requirements for the interaxle spacing, the trailers shall also conform to all other legal dimension requirements such as trailer wheelbase and overhang.
6. The maximum weight allowed on municipal roads is 17,000 kg on a tridem axle and 53,500 kg for the GVW. Permits may be available to exceed these weight limits, subject to municipal approval. Contact the Central Permit Office at 1-800-662-7138 (in North America) or 403-342-7138 for details.

7.

8.

Signs on Vehicles

Once a carrier has calculated the weight of their vehicle, they must place signs on it.



According to Schedule 1, Section 9 of the *Commercial Vehicle Safety Regulation* (AR121/2009), commercial vehicles that are weighing or registered for more than 4,500 kilograms must have the following information displayed on the left and right sides of the vehicle:

- The name or registered logo of the vehicle's owner;
- The vehicle's TARE weight;
- The licensed maximum gross weight of the vehicle (GVW).

The TARE weight of a vehicle means the weight of the vehicle when it is empty or not carrying cargo. The GVW of a vehicle means the licensed maximum weight of the vehicle as per the vehicle's certificate of registration.

The letters and numbers listed on the side of a vehicle must be at least 50 millimeters in height. They must also be a different color from their background so that the information is clearly visible. All information listed on the vehicle must be accurate.

A commercial vehicle must not be operated on a highway unless the owner of the registered vehicle has correctly decal'd the sides of it.



Some exemptions do apply. Refer to the *Commercial Vehicle Safety Regulation* (AR121/2009) for details.

Maximum Dimensions

A carrier must also be aware of the actual size of their vehicle and load as maximum dimensions apply. If a vehicle or its load is too tall or too wide, it may not be able to travel on certain routes because of the heights of bridges and the width of roads.

A quick reference guide to Alberta's dimension limits for common vehicles and equipment is available online at: www.transportation.alberta.ca/4777.htm.

Summarized, the maximum dimensions of common commercial vehicles in Alberta are as follows:

Width: 2.6 metres (8' 6")

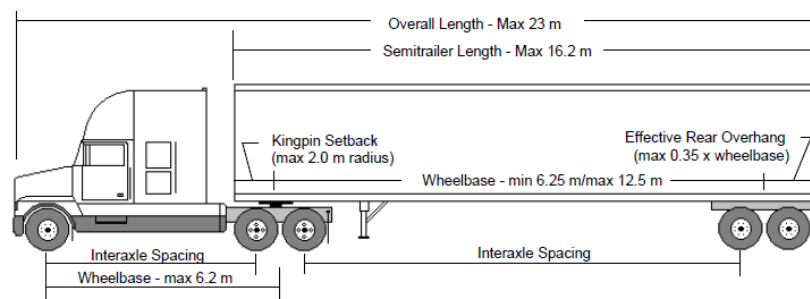
Height: 4.15 metres (13' 6")

Length:

- Single Vehicle 12.5 metres (41' 0")
- Truck-Tractor and Semi-Trailer 23.0 metres (75' 6")
- Truck in Combination, Truck and Pony Trailer, Truck and Full Trailer 23.0 metres (75' 6")
- Truck-Tractor, Semi-Trailer and Full Trailer or Semi-Trailer in Combination 26.0 metres (85' 3")



Part 1 - Dimension Limits



Provincial laws related to legal weights and dimensions in the trucking industry are available in paper and electronic format through the Alberta Queen's Printer Bookstore. Refer to the [Introduction](#) for contact information.

Carriers may be eligible to obtain permits for the movement of vehicles or loads that exceed the maximum dimensions or maximum legal weights.

PERMITS

Vehicles that exceed the maximum allowable weights or dimensions may be allowed to operate if a carrier gets a permit. The Alberta government monitors, controls and issues permits for the movement of all overweight or overdimensional commercial vehicles. This is done for the following reasons:

- To ensure the safety of the traveling public;
- To minimize the inconvenience to the traveling public;
- To protect Alberta's infrastructure (roads and bridges);
- To assist in the movement of items that cannot be divided or are not economical to transport at legal dimensions;
- To establish and communicate to the carrier a set of conditions for the safe movement of a load.

Conditions

Conditions are applied to permits to enhance public safety. They often include things such as adding extra signage to vehicles which have exceeded the weights and dimensions in regulations. A summary of conditions may be found on the next page.



Carriers who are issued a permit must ensure they and their drivers read and follow all applicable conditions.

OVERDIMENSIONAL SAFETY REQUIREMENTS

When a carrier operates a commercial vehicle under the authority of an overdimensional permit, they must meet all relevant safety requirements in Part 4 of the Alberta *Commercial Vehicle Dimension and Weight Regulation* (AR 315/2002):

VEHICLE DIMENSIONS	REQUIREMENTS
Over 2.60 metres wide (8' 6")	<ul style="list-style-type: none"> Vehicle equipped with flags by day; Vehicle equipped with warning lights by night or during adverse weather conditions.
Over 3.05 metres wide (10')	<ul style="list-style-type: none"> As above PLUS 2 dimension signs at the front and back of the vehicle in a manner that is clearly visible to approaching traffic.
Over 3.35 metres wide (11')	<ul style="list-style-type: none"> As above PLUS 1 or more flashing lights.
Over 3.85 metres wide (12' 6")	<ul style="list-style-type: none"> As above PLUS 1 pilot vehicle behind when on 4-lane road or 1 pilot vehicle in front when on 2-lane road; No movement from 3:00pm until midnight on a Friday or a day preceding a statutory holiday; No movement on a Sunday or a statutory holiday.
Over 4.45 metres wide (14' 7")	<ul style="list-style-type: none"> Vehicle equipped with flags, signs, and flashing lights; On 2-lane road, need 1 pilot and 1 trailing vehicle; On 4-lane road, vehicles up to 5.5m wide (18') need 1 trailing vehicle; On 4-lane road, vehicles over 5.5m wide need 1 pilot and 1 trailing vehicle; No operation on highway from 3:00pm until midnight on a Friday or a day preceding a statutory holiday; No operation on highway on Sunday or a statutory holiday; Travel during DAYLIGHT HOURS ONLY.
Over 5.5 metres wide (18')	<ul style="list-style-type: none"> As above PLUS other conditions as specified on the permit; Stopping on provincial highways only permitted at designated truck pull-outs (except for emergencies and power line lifting); Travel during DAYLIGHT HOURS ONLY.
Over 5.3 metres high (17' 4")	<ul style="list-style-type: none"> Notify power and telephone companies; Travel during DAYLIGHT HOURS ONLY

In addition to these requirements, carriers must also follow all conditions that are listed on their overdimensional permit.

ESCORT VEHICLE REQUIREMENTS



According to Part 4 of the Alberta *Commercial Vehicle Dimension and Weight Regulation* (AR 315/2002), when an overdimensional vehicle must be accompanied by an escort vehicle, the following requirements must be met:

Travel Requirements

- 2-way radio communication between the escort vehicle and the overdimensional vehicle must be maintained at all times;
- A pilot vehicle accompanying an overdimensional vehicle must precede it at a distance of 300 to 1000 metres;
- A trail vehicle accompanying an overdimensional vehicle must follow it at a distance of 100 to 300 metres;
- The escort vehicle must not tow any trailer or other vehicle, or carry a load that obscures any equipment the vehicle is required to have.



Equipment Requirements

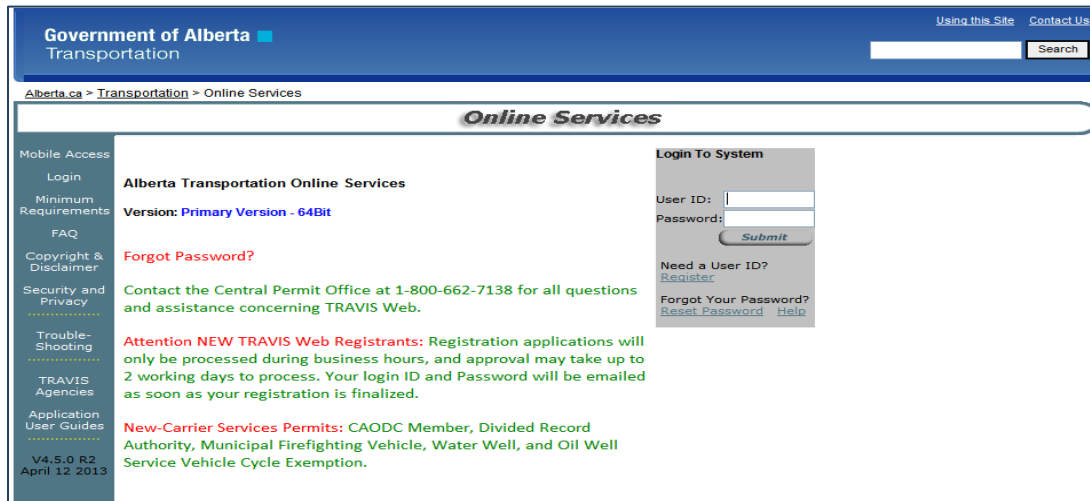
- Escort vehicles must be equipped with a dimensional sign (as shown in Schedules 4 and 5 of the regulation) that is visible from both the front and rear of the vehicle;
- An escort vehicle must carry at least the following equipment:
 - 3 approved warning devices;
 - 3 warning flags for traffic marking;
 - 1 warning flag per crew member for flagging;
 - One reflective vest per crew member;
 - One flashlight per crew member.

For the full requirements, refer to Part 4 of the Alberta [Commercial Vehicle Dimension and Weight Regulation \(AR 315/2002\)](#).

GETTING PERMITS IN ALBERTA: ONLINE SERVICES

The Alberta government has an online system which allows carriers to quickly and easily apply for permits. Carriers may also check the status of applications and permits which they have already sent in.

Once a carrier has registered for Alberta Transportation Online Services, they will be able to access the website at www.trans.gov.ab.ca/TravisWebLogin/redirect.htm using their Log-in information.



More information about Alberta Transportation Online Services is available online at: www.trans.gov.ab.ca/TravisWebLogin/redirect.htm.

Obtaining Permits

Carriers may apply for the following permits:

Web Enabled Permits (applications must be sent over the internet, either by a carrier or through a third party agency)	Non-Web Enabled Permits (applications must be sent to the Central Permit Office , either by a carrier or through a third party agency)
<ol style="list-style-type: none"> 1. Single trip overweight 2. Drilling rig overweight 3. Multi-trip overweight 4. Single trip overdimension 5. Multi trip overdimension 6. TAC (tridems on local roads) 7. Seasonal log haul dimensional 8. Salvage log haul dimensional 9. Single trip licensing 10. 30/60/90 day licensing 11. Winter log haul 12. Fleet tridrive exemption permit 	<ol style="list-style-type: none"> 1. Equipment exemption 2. Road ban exemption 3. Log haul permits (selected configurations) 4. Resource Road Log Haul 5. Annual steering axle overloads 6. Public entertainment vehicle

TRAVIS Multi-Jurisdiction

A permit system called TRAVIS Multi-Jurisdiction (TRAVIS-MJ) was developed as part of Alberta Transportation's Online Services to simplify permit applications for carriers who operate in more than one jurisdiction. In the past, carriers had to obtain provincial permits as well as permits from each local road authority.

TRAVIS-MJ allows carriers to apply for and more quickly obtain permits that cover **both** provincial highways and local roads of participating municipalities that oversize loads travel on. Rather than having to carry multiple documents, carriers are issued a single document with all required permit approvals and conditions.

More information about TRAVIS-MJ is available online at: www.trans.gov.ab.ca/TravisWebLogin/welcome.htm

Third Party Agencies

Third party agencies may assist carriers with their permit applications for a fee. These agencies can put all permit application data into Online Services for the carrier. More information on using approved third party agencies is available online at: www.trans.gov.ab.ca/TravisWebLogin/redirect.htm.

For more information on obtaining permits, contact the Transport Engineering Central Permit Office:

<u>BUSINESS HOURS</u>	
6:00 am - 12:00 am Monday to Friday 7:00 am - 10:00 pm Saturday and Sunday	
Toll Free	800-662-7138
Local	403-342-7138
Fax	403-340-5278



ROAD RESTRICTIONS AND ROAD BANS



Sometimes the roads in Alberta are restricted because of things such as:

- Construction and road maintenance;
- Seasonal conditions such as spring thaw;
- Dimensional restrictions (due to overhead structures and bridges);
- Weight restrictions (due to the maximum weights that bridges or other structures are capable of holding).



Carriers should always be aware that road restrictions or bans may change, which may result in the carrier having to change their route.

Information about these restrictions is available on the Alberta Transportation website at: www.transportation.alberta.ca/522.htm.

Long Combination Vehicle (LCV) Permits and Routes



Section 62 of the *Traffic Safety Act* gives the Registrar authority to issue permits to carriers so they may operate Long Combination Vehicles (LCV). A Long Combination Vehicle is a truck tractor with two or three trailers. The number of trailers in the combination or the combined length of the truck and trailers exceed legal dimensions (26 metres in length for A and C trains, 27.5 metres for B trains).

Applications for permits allowing the operation of an LCV and the conditions of those permits are available on the Alberta Transportation web site at: www.transportation.alberta.ca/3191.htm.



RESOURCES FOR CARRIERS

For a better understanding as to how weights and dimensions regulations affect their operations, carriers may wish to refer to these resources for more information.

Resource	Web Link
<i>Commercial Vehicle Dimension and Weight Regulation (AR 315/2002)</i>	www.qp.alberta.ca/1266.cfm?page=2002_315.cfm&leg_type=Regs&isbncln=9780779775439
Alberta Transportation: Weights and Dimensions Regulations	www.transportation.alberta.ca/3870.htm

TEST YOUR UNDERSTANDING: MODULE 4

1. Provinces and territories have maximum vehicle weights to preserve highway infrastructure and to ensure public safety.
 - a. True
 - b. False

2. How does a carrier find out whether their vehicles are legally overweight or over-dimension?
 - a. They may use the maximum allowable weight calculator
 - b. They may refer to the regulations and calculate the weights themselves
 - c. They don't have to determine whether their vehicles are overweight or over-dimension
 - d. Both answers a and b.

3. A permitted over-dimension vehicle that is over 2.60 metres wide (8' 6") must show flags by day and warning lights by night.
 - a. True
 - b. False

4. The signs on the sides of a vehicle must be at least _____ mm in height and must be clearly visible.
 - a. 20
 - b. 40
 - c. 50
 - d. 70

5. What is the purpose of Alberta Transportation's Online Services?
 - a. It shows you what kind of signs to use on oversize vehicles.
 - b. It allows you to apply for permits and to check the status of those you have already sent in.
 - c. It allows you to send requests for training in overweight and over-dimensional vehicle operations
 - d. None of the above

6. Which of the following is NOT available on Alberta Transportation's Online Services:
- a. Single Trip Overweight permit
 - b. Drilling Rig Overweight permit
 - c. Long Combination Vehicle Permit
 - d. Multi-trip Over-Dimension permit
7. Third party agencies may assist carriers with certain permit applications.
- a. True
 - b. False
8. Sometimes the roads in Alberta are restricted for carriers because of construction, maintenance or seasonal conditions such as spring thaw.
- a. True
 - b. False
9. The High Load Corridor is a set of highways within the Province of Alberta which accommodate extremely high or wide loads.
- a. True
 - b. False
10. You need a permit to transport a load up to 9 metres high, even if you are operating in the High Load Corridor.
- a. True
 - b. False

ANSWER KEY: MODULE 4

1. A. True. Provinces and territories have maximum vehicle weights to preserve highway infrastructure and to ensure public safety.
2. D. Both answers A. and B.
3. A. True. A vehicle over 2.60 metres wide (8' 6") must show flags by day and warning lights by night.
4. C. The decals on a vehicle must be at least 50 mm in height and must be clearly visible.
5. B. It allows you to send in permit applications and to check the status of those you have already sent.
6. C. Long Combination Vehicle Permit.
7. A. True. Third party agencies may assist carriers with certain permit applications
8. A. True. Sometimes the roads in Alberta are restricted for carriers because of construction, maintenance or seasonal conditions such as spring thaw.
9. A. True. The High Load Corridor is a set of highways within the Province of Alberta which have had the overhead utility lines raised to accommodate loads up to 9 metres high.
10. A. True. You need a permit to transport a load up to 9 metres high, even if you are in the High Load Corridor.

Module 5: Safety Programs, Driver Files and Record Keeping



MODULE CONTENTS



Module 5 aims to provide carriers with basic information about safety programs, driver files, and other related requirements. The contents of this module are as follows.

Safety Programs	3
What is a Safety Program?	4
Safety Officer Responsibilities	6
Writing the Safety Program	7
Reviewing the Safety Program	15
Benefits of Implementing a Safety Program	16
Due Diligence	17
Test Your Understanding: Module 5	20
Answer Key	22
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This is a guide only and is not meant to be a substitute for the actual legislation.

SAFETY PROGRAMS



Once a carrier has the correct licensing, registration and insurance to operate, they may also need to create a safety program. According to Section 40(1) of the *Commercial Vehicle Certificate and Insurance Regulation, AR314/2002*:

40(1) The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must establish, maintain and follow a written safety program that, in a manner that is clearly documented, addresses matters relating to the safe use and operation of commercial vehicles.

This means that carriers who operate National Safety Code (NSC) vehicles are required by law to have a written safety program in place. If a carrier operates one vehicle that is regulated by the NSC, their entire fleet of regulated vehicles must follow the carrier's safety program. For example, a federally regulated carrier must include **all** of their regulated vehicles in the safety program, not only those vehicles that leave Alberta. The summary charts beginning in [Appendix 1](#) of this module show which carriers must have and implement safety programs. It is a carrier's responsibility to follow provincial law and to meet safety program requirements.

Reminder: NSC Regulated Vehicles are...



Commercial vehicles that are weighing or registered for more than 4,500 kilograms and that operate outside of Alberta.



Commercial vehicles that are registered for a weight of 11,794 kilograms or more and that operate only within Alberta.



Commercial vehicles with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver.

WHAT IS A SAFETY PROGRAM?



A safety program is a formal written document that provides safety guidelines and expectations for all employees within a company. Anyone can prepare a carrier's safety program so long as the final program contains at least the minimum requirements set out in regulations. The owner and employees of a company must be able to understand, implement and follow the safety program.

A written safety program must:



To increase the effectiveness of the safety program, a carrier should encourage employee involvement in developing the program. This may be done by allowing employees to provide input into the writing or updating of the program.

Safety Program Assistance



To assist carriers with meeting all minimum safety program requirements, the Alberta government has prepared sample safety programs. These programs may serve as a useful starting point for carriers who are developing new safety policies or who need to simplify their existing programs.

Before writing a safety program, carriers may refer to these sample programs which are available online at: www.transportation.alberta.ca/3188.htm. This module provides detailed information about how a carrier might build their own effective and compliant safety programs.

Occupational Health and Safety



When writing a safety program, carriers should also consider Occupational Health and Safety (OH&S) requirements. These requirements and any others that are identified in other legislation should be considered alongside those found in the Alberta government's sample safety programs.

A safety program that only has information about OH&S and worksite safety is not effective in ensuring a carrier is also compliant with all transportation safety laws. Similarly, a safety program that only includes information about transportation safety may not meet other workplace requirements.

More information about Occupational Health and Safety Requirements is available online at: www.work.alberta.ca/occupational-health-safety.html.

Partners in Injury Reduction (PIR) Program



Manage your
performance and costs
by investing in safety and disability management

Carriers may also want to consider the Partners in Injury Reduction (PIR) Program as they develop their safety program. This is a program that operates through the combined efforts of Workers' Compensation Board – Alberta (WCB); the Ministry of Jobs, Skills, Training and Labour; industry partners; safety associations; employers and labour groups.

PIR is designed to encourage injury prevention and the development of effective workplace health, safety and disability management systems. All employers can participate in the PIR program and be eligible for industry rate refunds by maintaining a Certificate of Recognition (COR).

More information on the Partners in Injury Reduction Program (PIR) and on the Certificate of Recognition (COR) is available online at: www.wcb.ab.ca/employers/pir.asp.

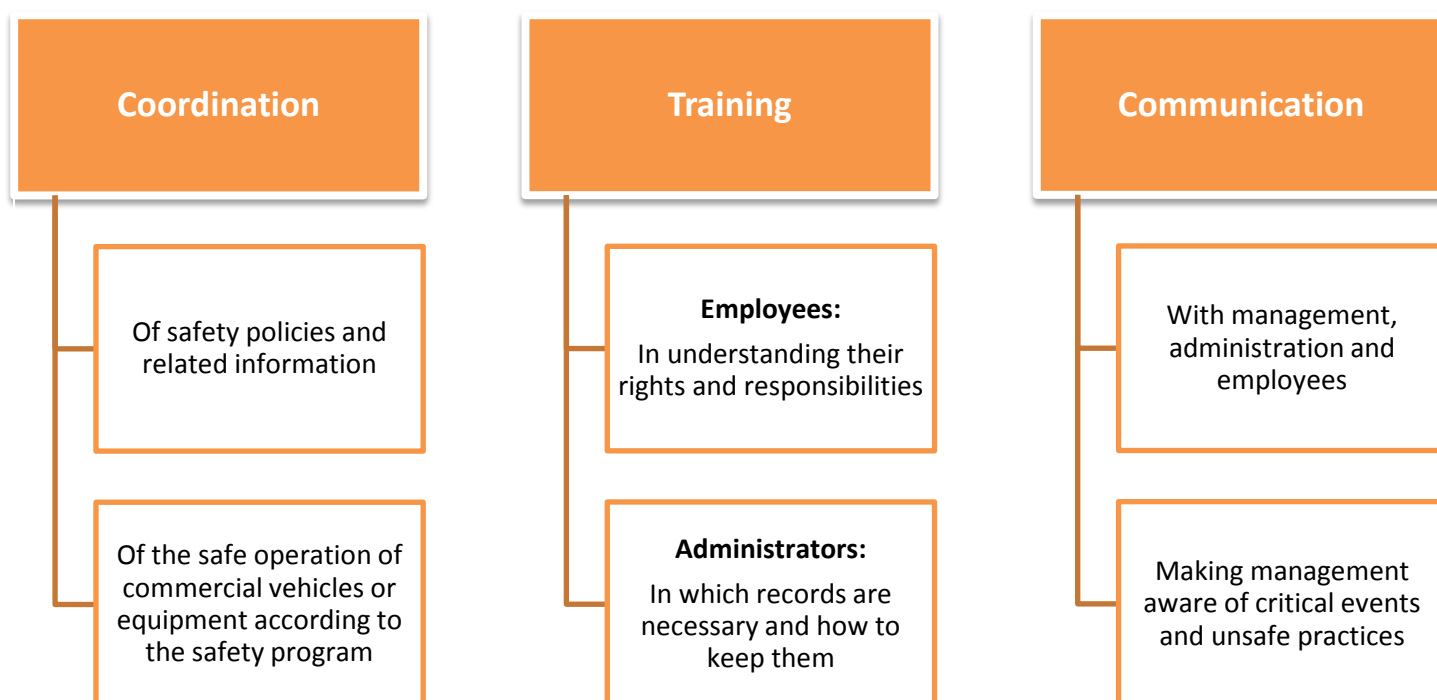
Note: COR and Occupational Health and Safety audits are not associated with National Safety Code audits. These programs have different objectives and regulatory requirements.

SAFETY OFFICER RESPONSIBILITIES



According to provincial law, every carrier must designate a person to serve as the “safety officer” in their company. It is recommended that this person be an employee who may effectively ensure the company complies with safety laws. The safety officer must have complete knowledge and understanding of the company’s safety program.

A safety officer is responsible for coordinating all policies, information and training related to safety. A designated safety officer’s responsibilities may include:



Companies may choose to have more than one person involved in the implementation of their safety program. They may also create a committee who is responsible for overseeing different parts of the safety program.

It is the carrier’s responsibility to ensure they are consistently aware of what their safety officer is doing to implement and maintain their safety program. They must ensure the program meets provincial or federal transportation laws and any other laws that may apply to the company (such as environmental or OH&S laws).

WRITING THE SAFETY PROGRAM

Each carrier and their designated safety officer must create a program that has specific policies and procedures that assist in the safe operation of their business. These policies and procedures must be maintained at all times.

While writing a safety program, a carrier may choose to organize the content of their program into the following sections.



Written Policies, Procedures and Practices



A carrier must create policies that relate to the type of work that is done by their employees on a day-to-day basis. A general program which does not include information about the type of vehicles or equipment the carrier operates will not be effective in assisting employees.

This section of a safety program must include all of the laws the company must follow. Carriers should identify any possible risks or hazards that could be related to daily transportation operations.

According to section 40(1) of the Alberta [Commercial Vehicle Certificate and Insurance Regulation \(AR314/2002\)](#), a carrier must create policies that discuss these subjects in their safety program:

<input type="checkbox"/>	Speed limits, seat-belt use, drug and alcohol use, defensive driving, load security and fuelling;
<input type="checkbox"/>	Proper records such as bills of lading, manifests, dangerous goods documents, time records, drivers' daily logs and weigh slips;
<input type="checkbox"/>	Policies that inform drivers that they must not break the law;
<input type="checkbox"/>	Policies related to driver training, responsibilities, conduct and discipline;
<input type="checkbox"/>	Instructions for the use of safety equipment including things such as fire extinguishers, goggles, safety glasses and hard hats;
<input type="checkbox"/>	Training for employees about safety laws and their application and an ongoing program for evaluating their driving skills;
<input type="checkbox"/>	Retention of complete records for each driver as per Section 41 of the Alberta Commercial Vehicle Certificate and Insurance Regulation;
<input type="checkbox"/>	Policies for ensuring that drivers are properly qualified for the type of vehicle they operate. (for example, all drivers must have the appropriate operator's licence)

Carriers may expand on these policies or add other policies which suit their needs. The continuous improvement of safety policies, procedures and practices may contribute to the overall success of a business.



Hiring, Training and Competency



The Hiring Process

Drivers and other employees may be a carrier's biggest strength or its biggest liability. A safety program may help ensure a carrier hires people that are right for the job.



Tips on how a carrier may develop good hiring practices are:

- Have the safety officer oversee the hiring of new drivers;
- Create a "promote from within" policy;
- Make sure all job advertising stresses high standards, safety requirements and hiring practices;
- Focus on an applicant's positive attitude, trainability and relevant experience. It is much easier to train a new driver with a positive attitude than to change the negative attitude of a more experienced driver;
- Create a safety policy which sets maximum violation and collision threshold numbers for new hires. Do not compromise with an applicant if the threshold is exceeded. Carriers may refer to a recent Commercial Driver's Abstract to determine whether an applicant has exceeded the threshold;
- Set a minimum experience level for new hires. If you cannot find an experienced driver that is suited to your business, you may want to look for an applicant who may be easily trained and who displays a positive attitude towards work and safety;
- Use an experienced driver to conduct a driving evaluation of all possible new hires. Create a written and road exam to test an applicant's skills and knowledge;
- Be honest with applicants. Fully explain what is expected of employees from day one.

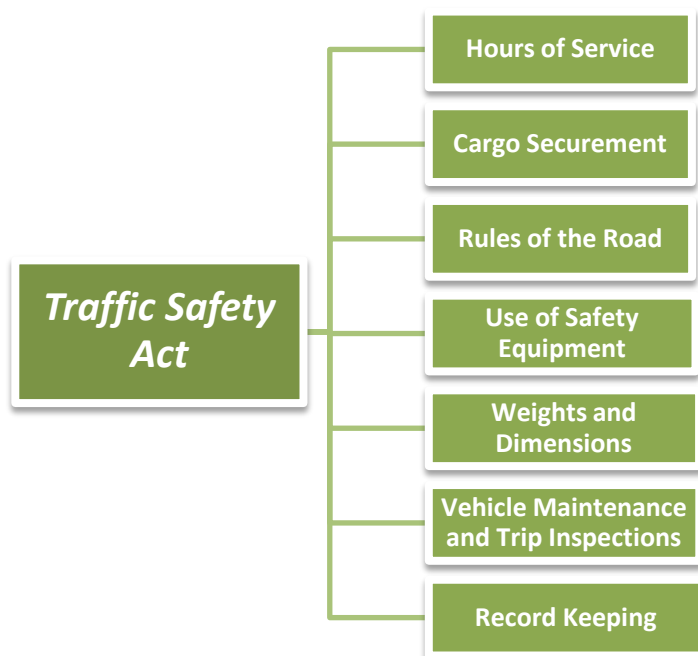
Orientation and Training

Carriers must also choose the ways they will inform all new employees about the company's policies and procedures. They may also provide more training to ensure the effective and safe operations of their company. Carriers may develop and deliver suitable training material within their own company or they may use publically available training courses. They may also hire a consultant to provide customized training, or they may use a combination of these options to train their employees.

Carriers are required by law to make sure all employees are trained in and



knowledgeable of all applicable safety laws, including those related to:



Carriers may also need to provide more training in other subjects that apply to their company's operations, such as the *Transportation of Dangerous Goods Act* (S.C. 1992). Carriers with a "Federal" Operating Status may need to train their employees in subjects related to the transportation laws in other locations outside of Alberta.

Training sessions should be repeated regularly to ensure all employees are continuously aware of their responsibilities. More details are available online in the Alberta government's sample safety programs at: www.transportation.alberta.ca/3188.htm.

Record Keeping



According to Section 40(1) of the Alberta *Commercial Vehicle Certificate and Insurance Regulation* (AR314/2002), all NSC carriers must maintain applicable records including:

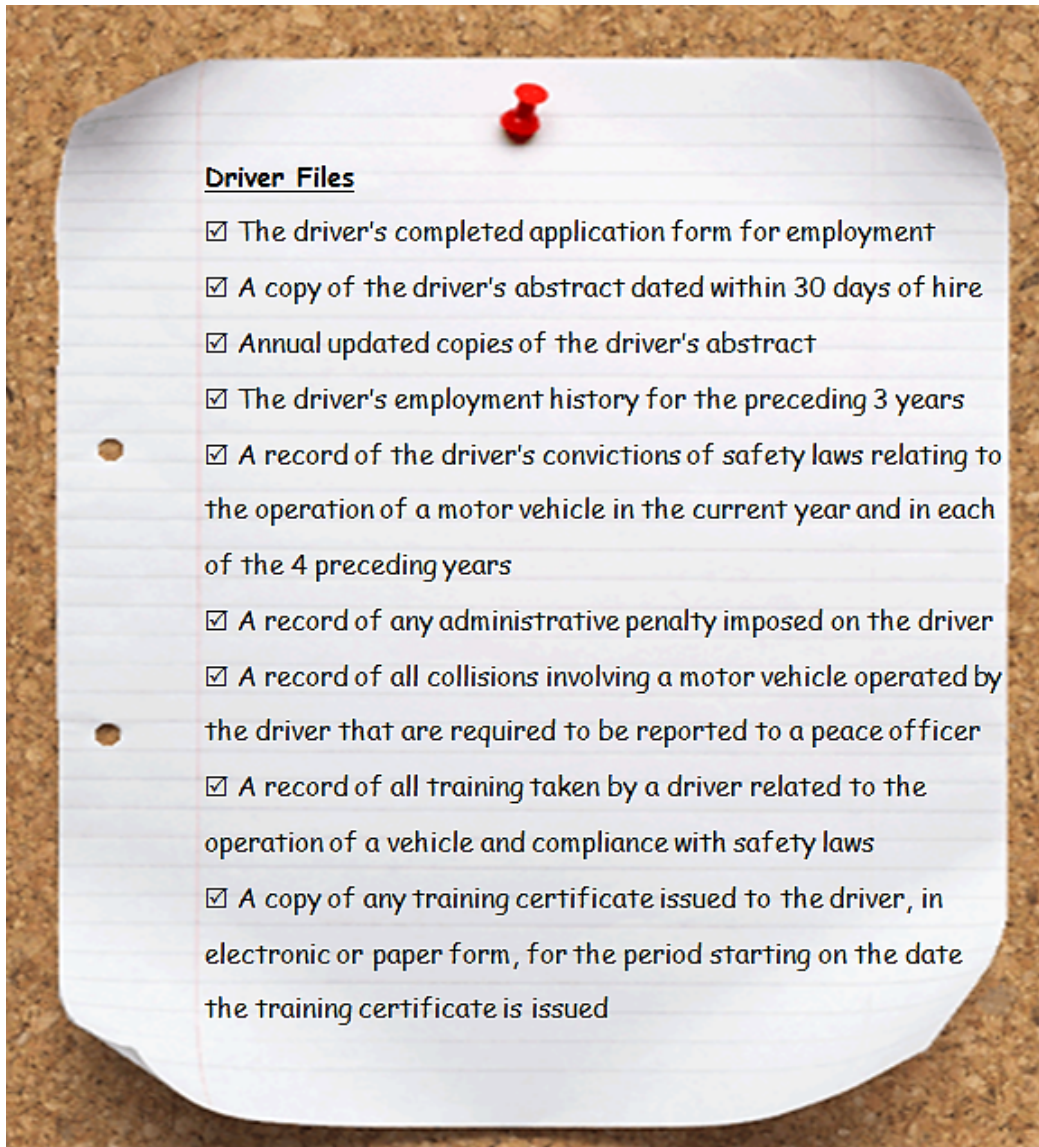
- Bills of Lading;
- Dangerous Goods documents;
- Training documents;
- Driver daily logs;
- Trip inspection documents.



All drivers and employees must be informed of what documents they must maintain and how they must do so.

Driver Files

According to Section 41 of the *Commercial Vehicle Certificate and Insurance Regulation* (AR314/2002), the following records must also be kept for each person who is authorized to drive an NSC vehicle for a carrier:



Driver files must be retained at the carrier's principal place of business in Alberta for the year in which they are created, established or received and the 4 calendar years immediately following. Carriers should also keep any other relevant information about their drivers. This may include items such as alcohol and drug testing records (this is required for carriers who wish to operate in the United States).

These records better enable a carrier to monitor and manage the safety of all employees involved in the operation of commercial vehicles.

Internal Monitoring and Evaluation



It is important that carriers monitor their operations to ensure that laws, policies and procedures are being followed at all times.

Checking things like driver records and trip inspection reports for accuracy may save a carrier a lot of time, energy, and money.

By including monitoring policies in their safety program, a carrier may find the cause of any problems related to non-compliance within their company. This may allow them to decide whether their company is operating at an acceptable safety level. It will also help them to improve in any areas that do not meet the standards and the expectations of the carrier.

To meet their due diligence, all carriers should have monitoring procedures for things such as:



Driver Log Books*

- For issues related to falsification or incorrect use.



Driver Records

- For evaluation (of driver skills) results, violations, penalties or unsafe driving.



Trip Inspections and Vehicle Maintenance

- For lack of or inadequate inspections.



Cargo Securement Practices

- For any issues in securement practices that may cause cargo to shift or spill from a vehicle.



Training and its Effectiveness

- To ensure they are helpful and frequent enough.

***Note:** Federally regulated carriers must monitor their drivers' log books. Refer to Module 7 for more information.

It is recommended that carriers conduct summary reports of all information that they review. This is so they may effectively evaluate the level of compliance that is shown by their company. If employees are not following the safety program, a carrier may take measures to ensure they are re-trained or corrected to improve the company's overall operations.

Collision Evaluations

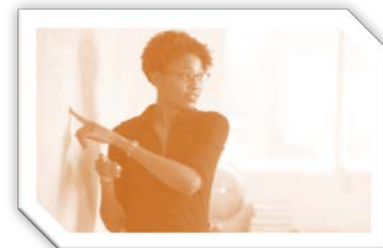
It is recommended that carriers conduct collision evaluations in response to incidents that occur. Company collision statistics should be maintained to better understand the root causes of these incidents so they may be better prevented in the future. When evaluating collisions, carriers may consider:

- The day of the week;
- The time of day;
- Location;
- Environmental factors (weather, road conditions, etc.);
- Driver age and experience;
- Driver statement;
- Any regulatory compliance issues (related to hours of service, vehicle condition, cargo securement, unsafe driving, etc.);
- Diagram of the collision scene, including the final resting place of all vehicles involved;
- Involvement of other parties in the collision;
- Preventable or non-preventable classification.

Progressive Discipline

Carriers must ensure their employees are operating safely. Re-training is often the first step in correcting employees who do not follow the safety program. An employee may not be following policies due to a lack of understanding of the program. The effective training of employees may prevent problems of non-compliance and any need for disciplinary action.

If there are still problems with an employee who fails to follow the safety program, a carrier may use the following process.

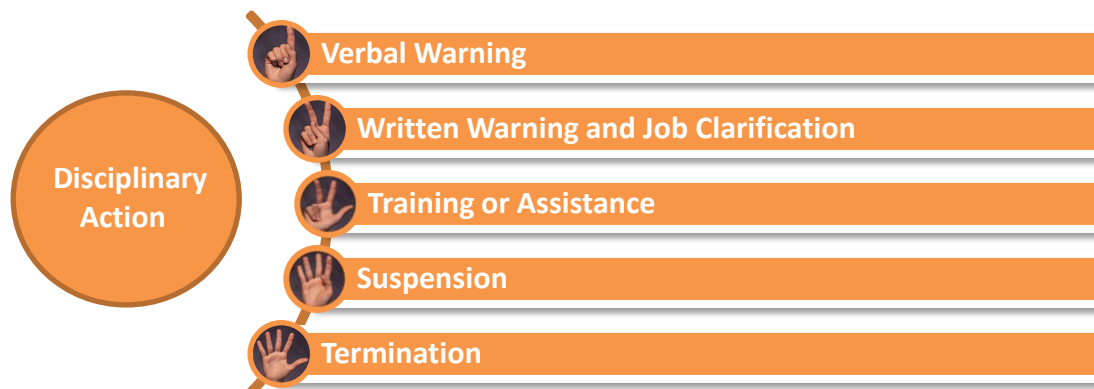


Progressive Discipline Process

All drivers and employees working for a carrier should know about the disciplinary plan before any action is taken towards them. The disciplinary process must be clearly laid out in a way that lists the details of what applies to each step. A carrier may inform all employees of this process through orientation, training, or safety meetings.

Carriers should follow this process where all actions taken will be documented. Depending on the number, severity and preventability of incidents or collisions an employee is involved with, a carrier may discipline them in varying ways.

The following is an example of how a progressive discipline plan might work:



Substance Abuse Policies

Substance abuse refers to the “continuous or excessive” use of legal substances such as alcohol and prescription drugs as well as the use of illegal substances. Carriers should include a “zero tolerance” rule for any substance that impairs an employee’s ability to work safely.

It is recommended that carriers include policies for pre-employment and annual substance abuse testing. This may not only indicate that a carrier is being duly diligent, but also contribute to the development of a safer and healthier workplace.

More information about substance abuse policies is available online at: www.albertahealthservices.ca/2717.asp



REVIEWING A SAFETY PROGRAM

Carriers should periodically do a review of their existing safety program. They must ensure that the program is effective and that they have met all requirements and any other details that may contribute to the safe operation of their company.

To do this, carriers may use the Safety Program Review chart found in [Appendix 5](#) of this module to evaluate the contents of their program.

Carriers may also consult with the following resources to ensure they understand the requirements of a written safety program before implementing one.



Sample Safety Programs for Carriers



As described earlier in this module, the Alberta government provides all carriers with Sample Safety and Maintenance Programs that they may use or refer to. These sample programs are available online at: www.transportation.alberta.ca/3188.htm.

Alberta Motor Transport Association (AMTA)



The AMTA provides some training courses in subjects such as health and safety program development, cargo securement, hours of service, etc. For more details contact:



Phone: 800-267-1003

Email: amtamsc@amta.ca

Website: www.amta.ca

BENEFITS OF IMPLEMENTING A SAFETY PROGRAM

A written safety program is important to a carrier for many reasons. Having an effective safety program establishes safe working conditions for all company employees who are involved in the operation of a carrier's vehicles including:

- The company owner(s);
- Full and part time drivers of regulated vehicles;
- Person's managing/directing drivers, safety officers, and maintenance personnel;
- Administrative staff performing safety related roles;
- Person(s) repairing or fueling vehicles.

Carriers may gain some possible benefits by implementing an effective safety program.



COMPLIANCE

- Provincial and/or federal safety laws are being followed;
- Reduced likelihood of disciplinary action being taken;
- Carrier gains a better reputation with clients, customers and peers;
- Increased level of efficiency; potentially gaining more business for a carrier.

SAFETY

- Safety for drivers, employees and the motoring public;
- Reduced likelihood of collisions, property damage, injuries and deaths;
- Standardized procedures that allow for consistently safe operations.

Carriers may also benefit financially by having a safety program. The improved safety of operations may result in the reduced likelihood of costly incidents (such as traffic violations/fines, unnecessary repairs/maintenance, etc.).

An effective safety program also:

- Considers both transportation and other safety laws;
- Assists carriers and their employees in better understanding their rights and responsibilities regarding safety;
- Shows that a carrier is practicing due diligence.

DUE DILIGENCE



Carriers are responsible for writing, maintaining and implementing their safety program in a way that helps prevent violations or incidents. To be duly diligent, a carrier must take action to prevent incidents *before* they occur.

How might a carrier practice due diligence?



Know and understand laws which are relevant to their business;



Hire employees who can complete their work in a safe and knowledgeable way;



Educate employees on all laws, company policies, procedures, rules and other important information;



Communicate with staff and inform them of any changes to laws or company policies;



Ensure all employees are following the carrier's written safety program;



Investigate, document and take action(s) on any unsafe incidents as they occur;



Keep records to show that a safety program has been written and is in use;



Implement an effective safety program;



Identify any possible risks or hazards that could be related to daily operations.

Vicarious Liability

Section 144 of Alberta's *Traffic Safety Act* states:

(2) With respect to a commercial vehicle, where a person other than the carrier responsible for the commercial vehicle carries out a related function in respect of that commercial vehicle and as a result of carrying out that related function this Act is not complied with, that person and the carrier are jointly and severally liable for that non-compliance.

A "related function" would include:

- Loading goods on or into a commercial vehicle;
- Adjusting or rearranging goods being carried by a commercial vehicle;
- Unloading or the removal of goods from a commercial vehicle;
- Providing documentation or records, other than motor vehicle documents, with respect to the operation of a commercial vehicle;
- Giving directions, directives, instructions or orders respecting the operation of the commercial vehicle.

Having and implementing a written safety program ensures a carrier is always in compliance with the law when work is being performed with their vehicles. A carrier who has an effective program in place ensures all people responsible for working on or with vehicles and equipment do so in a safe and consistent way.



TEST YOUR UNDERSTANDING: MODULE 5

1. New carriers with one or more commercial vehicles registered in Alberta that are included in the National Safety Code (NSC) program are **legally required** to have written safety and maintenance programs in place before they receive their Safety Fitness Certificate.
 - a. True
 - b. False

2. What is a safety program?
 - a. An Occupational Health and Safety training course.
 - b. A formal written document that provides safety guidelines and expectations for all employees in a company.
 - c. A formal written document that provides information about health care and benefits for all employees in a company.
 - d. None of the above.

3. What are the benefits of having a safety program?
 - a. Having an effective safety program shows the carrier complies with laws.
 - b. Having an effective safety program protects all drivers or other employees from injury and/or death.
 - c. Having an effective safety program saves a carrier money by ensuring the prevention of collisions and/or incidents which may add up the cost of repairs, the replacement of equipment, or a cost imposed by affected parties.
 - d. All of the above.

4. What is due diligence?
 - a. Ensuring all vehicles are registered properly.
 - b. Taking action to prevent any possible violations or incidents in every reasonable way.
 - c. The name of a fine imposed on carriers who do not have a safety program.
 - d. A term a carrier may use in court as a legal defense after an incident has occurred if they have no pre-existing safety program.

5. A “Safety Officer” is designated by a carrier to implement and maintain all aspects of the company’s safety program.
 - a. True
 - b. False

6. An effective safety program is one which suits the needs of a carrier while still following the law.
 - a. True
 - b. False

7. Which of the following is NOT a good hiring practice:
 - a. Focus on an applicant's attitude, trainability and relevant experience.
 - b. Hire a driver that has lots of demerits on their driver's abstract.
 - c. Be honest with applicants and fully explain what would be expected of them should they be hired.
 - d. Consider a "promote from within" policy.

8. Driver files are a necessary part of a safety program.
 - a. True
 - b. False

9. How might a carrier impose progressive discipline?
 - a. By disciplining drivers and/or employees at a reasonable level according to the number, severity and preventability of incidents they have been involved in.
 - b. By disciplining drivers and/or employees quickly and harshly. The harsher the punishment, the less likely they are to repeat their actions.
 - c. By giving an employee a verbal warning and then not following up with any further action for other incidents.
 - d. By firing or suspending an employee if they are involved in any preventable incident.

10. It is strongly recommended that as a part of the discipline and enforcement section of a carrier's safety plan that they include a "zero tolerance" clause for any substance abuse.
 - a. True
 - b. False

ANSWER KEY: MODULE 5

1. True. New carriers with one or more commercial vehicles registered in Alberta that are included in the National Safety Code (NSC) program are **legally required** to have written safety and maintenance programs in place before they receive their Safety Fitness Certificate.
2. B. A formal written document that provides safety guidelines and expectations for all employees in a company.
3. D. All of the above.
4. B. Taking action to prevent any foreseeable violations or incidents in every reasonable manner possible.
5. A. True. A Safety Officer is designated by a carrier to implement and maintain all aspects of the company's safety program.
6. A. True. An effective safety program is one which is tailored to suit the needs of a carrier while still complying with provincial and federal legal requirements.
7. B. Hire a driver that has lots of demerits on their driver's abstract.
8. A. True. Driver and Driver Qualification Files are a necessary part of a safety program.
9. A. By disciplining drivers and/or employees at a reasonable level according to the number, severity and preventability of incidents they have been involved in.
10. A. True. It is strongly recommended that as a part of the discipline and enforcement section of a carrier's safety plan that they include a "zero tolerance" clause for any signs of substance abuse.

MODULE 5 APPENDICES



Appendix 1	Safety and Maintenance Program Requirements For Provincial Trucks / Tractors / Trailers
Appendix 2	Safety and Maintenance Program Requirements For Federal Trucks / Tractors / Trailers
Appendix 3	Safety and Maintenance Program Requirements For Provincial Commercial Buses
Appendix 4	Safety and Maintenance Program Requirements For Federal Commercial Buses
Appendix 5	Safety Program Review For Carriers

APPENDIX 1

Summary of Maintenance and Safety Program Requirements for Provincially-Regulated Alberta-Based Commercial Trucks / Tractors / Trailers

Refer to the “NOTES” on the following page for an explanation of the numbered exceptions or explanations to the requirements. Consult the complete regulations for a full explanation of requirements

Program Requirements	Safety Fitness Certificate with a “Provincial” Operating Status ¹		NON-NSC Companies ²
	Operating only IN Alberta		Operating only IN Alberta
	4,501 – 11,793 kg	11,794 kg or more	4,501 – 11,793 kg
Written Maintenance Program	Yes	Yes	No
➤ Complete Vehicle Files	Yes	Yes ^{10,16}	No
Daily Trip Inspection ³			
➤ Driver Training ⁴	Yes	Yes	No
• Conduct inspection	Yes ^{6,7,8}	Yes ^{6,7,8}	Yes ^{6,7,8}
• Document and Produce “trip inspection report” ⁵	No ¹⁷	Yes ^{6,10,11}	No ^{16,17}
• Produce a copy of Schedule 1 of NSC Standard 13, Part 2 ⁶	No	Yes ^{6,11}	No
Continuous and Regular Vehicle Maintenance			
➤ Staff Training ⁴	Yes ⁷	Yes ⁷	No ⁷
➤ Compliance at Facility and On-Road	Yes ⁷	Yes ⁷	No ⁷
CVIP (annual inspection)	No	Yes ¹²	No
Written Safety Program	No	Yes	No
➤ Employee Training ⁴ and Driver Evaluation	No	Yes	No
➤ Complete Driver Files	No	Yes	No
Hours of Service			
➤ Driver Training ⁴	No	Yes ⁹	No
➤ On-Road Compliance	No	Yes ⁹	No
Cargo Securement (standards regulation only)			
➤ Driver Training ⁴	Yes	Yes ⁹	No
➤ Compliance On-Road	Yes ^{14,15}	Yes ^{14,15}	Yes ^{14,15}

NOTES:

Internet access to various information sites:

- General information on Alberta’s transportation requirements: www.transportation.alberta.ca/3.htm
- Obtain all summary charts on the Carrier Services website: www.transportation.alberta.ca/499.htm

- Change carrier's Operating Status: www.transportation.alberta.ca/661.htm
- Obtain Schedule 1 of the NSC Standard 13, Part 2: <http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-13>
- Obtain *Commercial Vehicle Safety Regulations*, AR 121/2009: www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740727
- Obtain other Alberta legislation: www.qp.alberta.ca/Laws_Online.cfm
- Obtain Federal legislation: <http://laws-lois.justice.gc.ca/>

1. **“Provincial”** Operating Status authorizes operation solely within Alberta of commercial vehicles registered in Alberta for a weight of 11,794 kilograms or more. No permit is available authorizing a “Provincial” carrier to leave Alberta at any time. An Alberta carrier leaving the province with any vehicle registered over 4,500 kilograms for any reason requires a “Federal” Operating Status.

2. A non-NSC company (or individual) who has commercial vehicles registered between 4,501 and 11,793 kilograms and who does not leave Alberta does not require an Alberta Safety Fitness Certificate (SFC) but must meet the specified compliance requirements.

3. **“Daily Trip Inspection”** means a trip inspection of a commercial vehicle or combination of commercial vehicles conducted by following and inspecting the specified items identified in Schedule 1 of the NSC Standard 13, Part 2.

4. **Training** of all applicable carrier staff (such as drivers, managers, administration, mechanics, etc.) in all **“safety laws”** is required by Section 40(1) (e) of the *Commercial Vehicle Certificate and Insurance Regulation*, AR 314/2002. This includes: trip inspection, hours of service, cargo securement, carrier policies in safety and maintenance programs, etc.

5. A **“trip inspection report”** must be completed when a trip inspection is conducted on a vehicle or combination of vehicles. Report must meet minimum requirements: legible; licence number/unit number; odometer or hubometer; carrier name; location inspected; each defect or no defect; date/time of report; name of person inspecting; name and signature of driver or person inspecting.

6. **Schedule 1 of NSC Standard 13, Part 2** identifies the list of daily trip inspection items that need to be inspected. A copy of the complete Schedule needs to be located in each commercial vehicle and must be produced on the request of a peace officer.

7. Truck, truck-tractor or trailer shall not be operated if it fails to comply with standards in **Schedule 1** (i.e. general markings, lift axles, etc.) **and Schedule 2** (i.e. general equipment; mechanical fitness) of *Commercial Vehicle Safety Regulation*, AR 121/2009.

8. An owner shall not permit a driver to drive and a driver shall not drive a commercial vehicle if a **“major defect”** is detected in the vehicle during the daily trip inspection or at any other time using Schedule 1 of NSC Standard 13, Part 2.

9. When operating point-to-point in Alberta, the registered owner of a registered **farm-plated vehicle and its driver(s)** is not required to comply to this National Safety Code regulatory requirement on-road or in their written safety and/or maintenance program.

10. Carriers operating commercial vehicles registered for 11,794 kilograms or more that are required to

complete a “trip inspection report” (see Notes 5 and 11) must retain the original trip inspection **reports in chronological order for each vehicle for at least 6 months** after receiving it.

11. If a driver observes **any** safety defects in Schedule 1 of NSC Standard 13, Part 2, on vehicle while driving, the driver shall record the defects in a trip inspection report or otherwise in a written document and report that defect to the carrier responsible for the vehicle. **If defect is “major”, then do not drive vehicle.**

12. When operating point-to-point in Alberta, the vehicle registered as a farm-plated vehicle requires no **CVIP** (annual inspection).

13. Legislation in this area does not apply to a driver or carrier transporting **agricultural products in any vehicle** or transporting products of a **forest, lake or river in a 2- or 3-axle vehicle** where the driver or the driver’s employer produced the products.

14. Section 17(5) of the *Commercial Vehicle Safety Regulation*, AR 121/2009 states that Sections 10 and 22 (number and strength of securement ties) of the National Safety Code Standard 10 cargo securement do not apply to farm-plated vehicles hauling hay or straw within a 50-kilometre radius of the load’s origin provided specified criteria are met. Note #15 below still applies.

15. Section 17(4) for cargo securement under the *Commercial Vehicle Safety Regulation*, AR 121/2009 requires a driver, carrier or owner of a commercial vehicle to ensure cargo is contained, immobilized or secured so that it **cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged** from the vehicle or shift upon or within the commercial vehicle to such an extent that the commercial vehicle’s **stability or maneuverability is adversely affected**. Also, Section 65 of the *Alberta Vehicle Equipment Regulation*, AR 122/2009 requires any vehicle to be constructed to carry the goods and any cargo to be secured such that it does not shift, sway blow off, fall off, leak or otherwise escape.

16. When a “provincial” carrier is required to have a safety fitness certificate (i.e. has one or more commercial vehicles registered for 11,794 kilograms or more that does not leave Alberta), then their **maintenance program must address** the maintenance and inspection requirements for **all commercial vehicles registered to that company for more than 4,500 kilograms**.

17. Whether or not a trip inspection report must be completed before trip begins, if driver observes any safety defects in Schedule 1 of NSC Standard 13, Part 2, while driving the vehicle, the driver shall record the defects in a trip inspection report or otherwise in a written document and report that defect to the carrier responsible for the vehicle. **If defect is “major”, then do not drive the vehicle.**

APPENDIX 2

Summary of Maintenance and Safety Program Requirements for Federally-Regulated Alberta-Based Commercial Trucks / Tractors / Trailers

Refer to the “NOTES” on the following page for an explanation of the numbered exceptions or explanations to the requirements. Consult the complete regulations for a full explanation of requirements.

Program Requirements	Safety Fitness Certificate with a “Federal” Operating Status ¹			
	When Vehicle / Driver is Operating INSIDE Alberta ²		When Vehicle / Driver is Operating OUTSIDE Alberta ³	
	4,501 – 11,793 kg	11,794 kg or more	4,501 – 11,793 kg	11,794 kg or more
Written Maintenance Program	Yes	Yes	Yes	Yes
➤ Complete Vehicle Files	Yes	Yes ¹¹	Yes ¹⁴	Yes ^{11,14}
Daily Trip Inspection ⁴				
➤ Driver Training ⁵	Yes	Yes	Yes	Yes
• Conduct inspection	Yes ^{7,8,9}	Yes ^{7,8,9}	Yes ^{7,8,9}	Yes ^{7,8,9}
• Document and Produce “trip inspection report”	No ^{6,10,12}	Yes ^{6,10,12}	No ^{6,12,14}	Yes ^{6,12,14}
• Produce a copy of Schedule 1 of NSC Standard 13, Part 2 ⁷	No	Yes	Yes	Yes
Continuous and Regular Vehicle Maintenance				
➤ Staff Training ⁵	Yes ⁸	Yes ⁸	Yes ⁸	Yes ⁸
➤ At facility/On-Road compliance	Yes ⁸	Yes ⁸	Yes ⁸	Yes ⁸
CVIP (annual inspection)	No	Yes ¹³	No ¹⁴	Yes ¹⁴
Written Safety Program	Yes	Yes	Yes	Yes
➤ Employee Training ⁵ and Driver Evaluation	Yes	Yes	Yes	Yes
➤ Complete Driver Files	Yes	Yes	Yes	Yes
Hours of Service				
➤ Driver Training ⁵	Yes ¹⁰	Yes ¹⁰	Yes ¹⁵	Yes ¹⁵
➤ Compliance On-Road	Yes ¹⁰	Yes ¹⁰	Yes ¹⁵	Yes ¹⁵
Cargo Securement (standards regulation only)				
➤ Driver Training ⁵	Yes ¹⁰	Yes ¹⁰	Yes	Yes
➤ Compliance On-Road	Yes ^{16,17}	Yes ^{16,17}	Yes ^{16,17}	Yes ^{16,17}

NOTES

Internet access to various information sites:

- General information on Alberta’s transportation requirements: www.transportation.alberta.ca/3.htm
- Obtain all summary charts on the Carrier Services website: www.transportation.alberta.ca/499.htm

- Change carrier's Operating Status: www.transportation.alberta.ca/661.htm
 - Obtain Schedule 1 of the NSC Standard 13, Part 2: <http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-13>
 - Obtain *Commercial Vehicle Safety Regulations* (AR121/2009): www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740727
 - Obtain other Alberta legislation: www.qp.alberta.ca/Laws_Online.cfm
 - Obtain Federal legislation: <http://laws-lois.justice.gc.ca>
1. **"Federal"** Operating Status authorizes operation outside of Alberta of commercial vehicles (including farm-plated vehicles) registered in Alberta for a weight of more than 4,500 kilograms.
 2. These columns apply when the driver and the specified size of vehicle operate on a trip point-to-point solely within Alberta. All regulatory requirements of Alberta and of the federal government must be met.
 3. These columns apply when any part of a trip involving the specified size of vehicle travels outside of Alberta. All applicable regulatory requirements of Alberta, the federal government and the jurisdiction(s) in which the vehicle/driver travels must be met.
 4. **"Daily Trip Inspection"** means a trip inspection of a commercial vehicle or combination of commercial vehicles conducted by following and inspecting the specified items identified in Schedule 1 of the NSC Standard 13, Part 2.
 5. **Training** of all applicable carrier staff (such as drivers, managers, administration, mechanics, etc.) in all **"safety laws"** is required by Section 40(1) (e) of the *Commercial Vehicle Certificate and Insurance Regulation*, AR 314/2002. This includes: trip inspection, hours of service, cargo securement, carrier policies in safety and maintenance programs, etc.
 6. A **"daily trip inspection report"** must be completed when a trip inspection is conducted on a vehicle or combination of vehicles. Report must meet minimum requirements: legible; licence number/Unit number; odometer or hubometer; carrier name; location inspected; each defect or no defect; date/time of report; name of person inspecting; name and signature of driver or person inspecting.
 7. **Schedule 1 of NSC Standard 13, Part 2** identifies the list of minimum daily trip inspection items to be inspected. A copy of the complete Schedule needs to be located in each commercial vehicle and must be produced on the request of a peace officer.
 8. Truck, truck-tractor or trailer shall not be operated if it fails to comply with standards in **Schedule 1** (i.e. general markings, lift axles, etc.) **and Schedule 2** (i.e. general equipment, mechanical fitness) of *Commercial Vehicle Safety Regulation*, AR 121/2009.
 9. An owner shall not permit a driver to drive and a driver shall not drive a commercial vehicle if a **"major defect"** is detected in the vehicle during the daily trip inspection or at any other time using Schedule 1 of NSC Standard 13, Part 2.

10. When operating point-to-point in Alberta, the registered owner of a registered **farm-plated vehicle and its driver(s)** is not required to comply to this National Safety Code regulatory requirement on-road or in their written safety and/or maintenance program.
11. Carriers operating vehicles registered for 11,794 kilograms or more that are required to complete a “trip inspection report” (see Notes 7 and 13) must retain trip inspection **reports in chronological order for each vehicle for at least 6 months** after receipt.
12. Whether or not a trip inspection report must be completed before trip begins, if driver observes **any** safety defects in Schedule 1 of NSC Standard 13, Part 2, while driving the vehicle, the driver shall record the defects in a trip inspection report or otherwise in a written document and report that defect to the carrier responsible for the vehicle. **If defect is “major”, then do not drive vehicle.**
13. When operating point-to-point in Alberta, the vehicle registered as a farm-plated vehicle requires no **CVIP** (annual inspection).
14. When operating vehicles outside Alberta, maintenance program and vehicle files must include **trip inspections, repairs, and/or CVIP** forms only when the jurisdiction(s) in which they are operated require the inspections to be completed.
15. Federal regulations in this area do not apply to a driver or carrier operating a **2- or 3-axle vehicle** (full or empty) that is used to transport primary products of a **farm, forest, sea or lake** if the driver or the motor carrier is the producer of the products.
16. Section 17(5) of the *Commercial Vehicle Safety Regulation*, AR 121/2009 states that Sections 10 and 22 (number and strength of securement ties) of the National Safety Code Standard 10 cargo securement do not apply to farm-plated vehicles hauling hay or straw within a 50-kilometre radius of the load’s origin provided specified criteria are met. Note #17 below still applies.
17. Section 17(4) for cargo securement under the *Commercial Vehicle Safety Regulation*, AR 121/2009 requires a driver, carrier or owner of a commercial vehicle to ensure cargo is contained, immobilized or secured so that it **cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged** from the vehicle or shift upon or within the commercial vehicle to such an extent that the commercial vehicle’s **stability or maneuverability is adversely affected**. Also, Section 65 of the *Alberta Vehicle Equipment Regulation*, AR 122/2009 requires any vehicle to be constructed to carry the goods and any cargo to be secured such that it does not shift, sway, blow off, fall off, leak or otherwise escape.

APPENDIX 3

Summary of Maintenance and Safety Program Requirements for Provincially-Regulated Alberta-Based Commercial Buses

Refer to the “NOTES” on the following page for an explanation of the numbered exceptions or explanations of the requirements. Consult the complete regulations for a full explanation of requirements.

Program Requirements	Safety Fitness Certificate with a “Provincial” Operating Status ⁵		
	Operating ONLY INSIDE Alberta		
	Motor Coach ^{1,2}	School Bus ^{1,3}	Other Bus ^{1,4}
Written Maintenance Program	Yes	Yes	Yes
➤ Complete Vehicle Files	Yes	Yes	Yes
Daily Trip Inspection⁶			
➤ Driver Training ¹⁶	Yes	Yes	Yes
• Conduct inspection	Yes ^{10,11}	Yes ^{8,9}	Yes ^{8,9}
• Document and Produce “trip inspection report”	Yes ^{7,11,12}	Yes ^{7,11,12}	No ^{7,11,12}
• Produce a copy of Schedules 2 and/or 3 of NSC Standard 13, Part 2	Yes ¹⁵	Yes ¹⁵	Yes ¹⁵
Under-vehicle trip inspection	Yes ^{11,14}	No	No
CVIP (semi-annual inspection)	Yes	Yes	Yes
Written Safety Program	Yes	Yes	Yes
➤ Employee Training ¹⁶ and Driver Evaluation	Yes	Yes	Yes
➤ Complete Driver Files	Yes	Yes	Yes
Hours of Service			
➤ Driver Training ¹⁶	Yes ¹³	Yes ¹³	Yes ¹³
➤ Compliance On-Road	Yes	Yes	Yes
Cargo Securement (standards regulation only)			
➤ Driver Training ¹⁶	Yes	Yes	Yes
➤ Compliance On-Road	Yes	Yes	Yes

NOTES:

Internet access to various information sites:

- General information on Alberta’s commercial transportation requirements: www.transportation.alberta.ca/3.htm

- Obtain all summary charts on the Carrier Services website: www.transportation.alberta.ca/499.htm
- Change carrier's Operating Status: www.transportation.alberta.ca/661.htm
- Obtain Schedules 2, 3, 4 of the NSC Standard 13, Part 2: <http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-13>
- Obtain CSA Standard D250-2007: <http://shop.csa.ca/?gclid=CJ254vjNkrwCFeg-MgodFl8Aow>
- Obtain CSA Standard D409: <http://shop.csa.ca/?gclid=CJ254vjNkrwCFeg-MgodFl8Aow>
- Obtain the *Commercial Vehicle Safety Regulations*, AR 121/2009: www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740727
- Obtain other Alberta legislation: www.qp.alberta.ca/Laws_Online.cfm
- Obtain Federal legislation: <http://laws-lois.justice.gc.ca>

Summary of various schedules in the *Commercial Vehicle Safety Regulation*, AR 121/2009 and the NSC Standard # 13, Part 2:

CVSR Regulation (use ALL applicable Schedules):

- **Schedule 1:** general safety standards (such as markings, ext.)
- **Schedule 2:** maintenance standards for all vehicle types
- **Schedule 3:** maintenance standards for buses transporting persons with physical disabilities
- **Schedule 4:** maintenance standards for handi-buses
- **Schedule 5:** maintenance standards for school buses

NSC Standard # 13:

- **Schedule 1:** trip inspection requirements for truck / tractor / trailer
- **Schedule 2:** trip inspection requirements for all buses
- **Schedule 3:** trip inspection requirement for a motor coach (*if Schedule 2 not used*)
- **Schedule 4:** 30 day or 12,000 kilometre visual inspection of a motor coach

1. **"Bus"** is a commercial vehicle originally designed to carry 11 or more persons including the driver and used to transport persons.
2. **"Motor Coach"** means a bus of monocoque design (i.e. no frame) manufactured with underfloor storage, and not a transit bus.
3. **"School Bus"** is a bus that meets the requirements of a Type A1, A2, B, C, or D school bus described in CSA Standard D250-2012 and used primarily to transport students to and from school.
4. A **"Handi-bus"** is a bus that meets the CSA Standard D409 and used primarily to transport persons with physical disabilities.
5. **"Provincial"** Operating Status authorizes the operation of a bus solely within Alberta. No permit is available authorizing a "Provincial" carrier to leave Alberta for any reason/frequency. An Alberta carrier leaving Alberta requires "Federal" Operating Status.

6. **“Daily Trip Inspection”** means a trip inspection of vehicle conducted by inspecting the specified items identified in Standard 13.
7. A **“trip inspection report”** must be completed when a daily trip inspection is conducted and it must meet the minimum legislative requirements: legible; licence number/unit number; odometer or hubometer; carrier name; location inspected; each defect or no defect; date/time of report; name of person inspecting; name and signature of driver or person inspecting.
8. A **“Bus”** shall not be operated if it fails to comply with applicable maintenance standards in Schedules 2, 3, 4, and 5 of CVSR.
9. An owner shall not permit a driver to drive and a driver shall not drive any bus unless the vehicle was inspected in accordance to Schedules 2 or 3 of Standard 13 AND no **“major defects”** were detected in the vehicle during the daily trip inspection.
10. A Motor Coach cannot be operated if it fails to comply with the maintenance standards under Schedule 2 of CVSR.
11. Carriers that are required to complete a Daily and/or Under-vehicle **“Trip Inspection Report”** must retain the original reports in chronological order for each vehicle for at least the current month and preceding 6 months from the date of the inspection.
12. Whether or not a **“daily trip inspection report”** is required before trip begins, if driver observes any safety defects specified in the applicable Schedule 2, 3 or 4 of Standard 13 while driving, then the driver shall record the defects in a daily trip inspection report or in a written document and report that defect to the carrier. If the defect is **“major”**, then do not drive the vehicle until it is repaired.
13. Written safety program and driver files need to include Hours of Service training, orientation and compliance evaluation.
14. An **“under-vehicle trip inspection”** must meet the requirements of Schedule 4 of Standard 13 and must be conducted by a person authorized by the carrier and that has a subsisting **Heavy Equipment Technician trade certificate** through the *Apprenticeship and Industry Training Act*. A Schedule 4 inspection is required when a Schedule 3 Daily Trip Inspection is done. The **“under-vehicle trip inspection”** is valid up to 30 days or 12,000 kilometres, whichever comes first. Under-vehicle inspection report must contain same information as a daily trip inspection report plus: brake adjustment measurements; nature of all repairs to fix defects found; trade certificate number of Heavy Equipment Technician who did the inspection.
15. Schedule 2 of Standard 13 identifies the list of minimum daily trip inspection items for a **bus, handi-bus, motor coach** and **other commercial buses**. Schedule 3 identifies an alternate list of daily trip inspection items that can be inspected for a **motor coach provided a Schedule 4 is conducted as well**. The

applicable Schedule, for every vehicle a driver is operating, needs to be located in each commercial vehicle and must be produced on request of a peace officer.

- 16. Training** of all applicable carrier staff (such as drivers, managers, administration, mechanics, etc.) in all “**safety laws**” is required by Section 40(1) (e) of the *Commercial Vehicle Certificate and Insurance Regulation*, AR 314/2002.

APPENDIX 4

Summary of Maintenance and Safety Program Requirements for Federally-Regulated Alberta-Based Commercial Buses

Refer to the “NOTES” on the following page for an explanation of the numbered exceptions or explanations of the requirements. Consult the complete regulations for a full explanation of requirements.

Program Requirements	Safety Fitness Certificate with a “Federal” Operating Status ⁵		
	Operating INSIDE and OUTSIDE Alberta ⁶		
	Motor Coach ^{1,2}	School Bus ^{1,3}	Other Bus ^{1,4}
Written Maintenance Program	Yes	Yes	Yes
➤ Complete Vehicle Files	Yes	Yes	Yes
Daily Trip Inspection⁷			
➤ Driver Training ¹⁷	Yes	Yes	Yes
• Conduct inspection	Yes ^{11,10}	Yes ^{9,10}	Yes ^{9,10}
• Document and Produce “trip inspection report”	Yes ^{8,12,13}	Yes ^{8,12,13}	Yes ^{8,12,13}
• Produce a copy of Schedules 2 and/or 3 of NSC Standard 13, Part 2	Yes ¹⁶	Yes ¹⁶	Yes ¹⁶
Under-vehicle trip inspection	Yes ^{12,15}	No	No
CVIP (semi-annual inspection)	Yes	Yes	Yes
Written Safety Program	Yes	Yes	Yes
➤ Employee Training ¹⁷ and Driver Evaluation	Yes	Yes	Yes
➤ Complete Driver Files	Yes	Yes	Yes
Hours of Service			
➤ Driver Training ¹⁷	Yes ¹⁴	Yes ¹⁴	Yes ¹⁴
➤ On-Road Compliance	Yes	Yes	Yes
Cargo Securement (standards regulation only)			
➤ Driver Training ¹⁷	Yes	Yes	Yes
➤ On-road compliance	Yes	Yes	Yes

NOTES:

Internet access to various information sites:

- General information on Alberta’s commercial transportation requirements: www.transportation.alberta.ca/3.htm
- Change carrier’s Operating Status: www.transportation.alberta.ca/661.htm
- Obtain all summary charts on the Carrier Services website: www.transportation.alberta.ca/499.htm

- Obtain Schedules 2, 3, 4 of the NSC Standard 13, Part 2: <http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-13>
- Obtain CSA Standard D250-2007: <http://shop.csa.ca/?gclid=CJ254vjNkrwCFeg-MgodFI8Aow>
- Obtain CSA Standard D409: <http://shop.csa.ca/?gclid=CJ254vjNkrwCFeg-MgodFI8Aow>
- Obtain the *Commercial Vehicle Safety Regulations*, AR 121/2009: www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740727
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Summary of various schedules in the *Commercial Vehicle Safety Regulation*, AR 121/2009 and the NSC Standard # 13, Part 2:

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 - **Schedule 4:** 30 day or 12,000 kilometre visual inspection of a motor coach
1. **“Bus”** is a commercial vehicle originally designed to carry 11 or more persons including the driver and used to transport persons.
 2. **“Motor Coach”** is a bus of monocoque design (i.e. no frame) manufactured with underfloor storage, and not a transit bus.
 3. **“School Bus”** is a bus that meets the requirements of a Type A1, A2, B, C, D school bus described in CSA Standard D250-2012 and used primarily to transport students to and from school.
 4. A **“Handi-bus”** is a bus that meets the CSA Standard D409 and used primarily to transport persons with physical disabilities.
 5. **“Federal”** Operating Status authorizes operation of a bus outside Alberta.
 6. Maintenance program and vehicle files need to include trip inspections, repairs and CVIP forms, when the jurisdiction(s), including Alberta, in which the carrier’s vehicles are operating, require the inspections to be completed. Written safety program and driver files must address compliance issues only when the registered jurisdiction requires those records to be completed.
 7. **“Daily Trip Inspection”** means a trip inspection of vehicle conducted by inspecting the specified items

identified in Standard 13.

8. A **“trip inspection report”** must be completed when a daily trip inspection is conducted and it must meet the minimum legislative requirements: legible; licence number/unit number; odometer or hubometer; carrier name; location inspected; each defect or no defect; date/time of report; name of person inspecting; name and signature of driver or person inspecting.
9. A **“Bus”** shall not be operated if it fails to comply with applicable maintenance standards in Schedules 2, 3, 4, and 5 of CVSR.
10. An owner shall not permit a driver to drive and a driver shall not drive any bus unless the vehicle was inspected in accordance to Schedules 2 or 3 of Standard 13 AND no **“major defects”** were detected in the vehicle during the daily trip inspection.
11. A Motor Coach cannot be operated if it fails to comply with the maintenance standards under Schedule 2 of CVSR.
12. Carriers that are required to complete a Daily and/or Under-vehicle **“Trip Inspection Report”** must retain the original reports in chronological order for each vehicle for at least the current month and preceding 6 months from the date of the inspection.
13. Whether or not a **“trip inspection report”** is required before trip begins, if driver observes any safety defects specified in applicable Schedule 2, 3 or 4 of Standard 13 while driving, then the driver shall record the defects in a trip inspection report or in a written document and report that defect to the carrier. If the defect is **“major”**, then do not drive the vehicle until it is repaired.
14. Written safety program and driver files need to include Hours of Service training, orientation and compliance evaluation.
15. An **“under-vehicle trip inspection”** must meet the requirements of Schedule 4 of Standard 13 and must be conducted by a person authorized by the carrier and that has a subsisting **Heavy Equipment Technician trade certificate** through the *Apprenticeship and Industry Training Act*. A Schedule 4 inspection is required when a Schedule 3 Daily Trip Inspection is done. The **“under-vehicle trip inspection”** is valid up to 30 days or 12,000 kilometres, whichever comes first. Under-vehicle inspection report must contain same information as a trip inspection report plus: brake adjustment measurements; nature of all repairs to fix defects found; trade certificate number of Heavy Equipment Technician who did the inspection.
16. Schedule 2 of Standard 13 identifies the list of daily trip inspection items for a **bus, handi-bus, motor coach and other commercial buses** and Schedule 3 identifies an alternative list of trip inspection items that can be inspected for a **motor coach provided Schedule 4 is used as well**. The applicable Schedule, for every vehicle a driver is operating, needs to be located in each commercial vehicle and must be produced on request of a peace officer.
17. **Training** of all applicable carrier staff (such as drivers, managers, administration, mechanics, etc.) in all **“safety laws”** is required by Section 40(1) (e) of the *Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002*

APPENDIX 5

Safety Program Review for All Carriers

Carrier Name:

NSC Number:

Date Received:

Date Reviewed:

Note: Carrier must correct any deficiencies and is encouraged to review their program to ensure it continues to meet legislative requirements and its operational needs.

Written Safety Program Areas	Yes	No	N/A
------------------------------	-----	----	-----

1. Does the Safety Program apply to all staff authorized to operate the carrier’s commercial vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------

Regulation: AR314/2002, Section 40(3):

The Safety Program clearly state that it applies to all staff authorized to operate the company’s commercial vehicles (including maintenance staff, lease operators, swampers, administration staff, management, etc.).

Note: Enter “N/A” if carrier is an Owner/Operator and has never had any full-time or part-time drivers.

Comments:

	Yes	No	N/A
--	-----	----	-----

2. Is safe use and operation of commercial vehicles including; speed limits, seat belt use, drug and alcohol use, defensive driving, load security and fueling written into the Safety Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------

Regulation: AR314/2002, Section 40(1)(a):

Carrier must have written policies and instructions about the operation of the vehicle. These must include subjects like speed limits, seat belt use, drug and alcohol use, defensive driving, load security, fuelling. The actual policies documented should be relative to the size and type of operation of the carrier.

Comments:

	Yes	No	N/A
--	-----	----	-----

3. Are procedures concerning proper records and recording of information including, as required; bills of lading, manifests, dangerous goods documents, time records, drivers’ daily logs, and weigh slips written into the Safety Program? (critical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------

Regulation: AR314/2002, Section 40(1)(b):

Carrier must have written instructions on how to properly complete records and record information relevant to their operation including, as required: bills of lading, waste manifests, dangerous goods documents, time records, drivers’ daily logs and weigh slips. These instructions may only reference sections of regulations that address completion of relevant documents (for example, *Drivers’ Hours of Service Regulation AR317/2002 Section 9*). However, if only regulatory references are made, then the carrier must be able to produce the relevant legislation and staff must have access to it.

Enter “Yes” if only a regulation reference is made but add a comment that the carrier must be able to produce or have direct

access to the specific legislation referenced.

Note: Enter “N/A” if carrier is an Owner/Operator who has never had any full-time or part-time drivers other than the “owner” and has no documented on-road violations related to record completion.

Comments:

Yes	No	N/A
-----	----	-----

4. Is compliance with the law by drivers written into the Safety Program?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Regulation: AR314/2002 Section 40(1)(c):

The carrier must have a written policy that drivers are to comply with the law. The carrier does not have to list specific acts or regulations.

Note: Enter “N/A” if carrier is an Owner/Operator and has never had any full-time or part-time drivers.

Comments:

Yes	No	N/A
-----	----	-----

5. Are instructions for the use of safety equipment including, as required; the use of advanced warning triangles, fire extinguishers, goggles, safety glasses and hard hats written into the Safety Program?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Regulation: AR314/2002, Section 40(1)(d):

Carrier must have written instructions for the use of safety equipment that pertains to the operation of their vehicles. Minimum requirement would be the use of approved advanced warning triangles. If the carrier uses fire extinguishers, goggles and hard hats and if any other safety equipment is used or required by the carrier, then there should be instructions on how and when to use each. The carrier’s instructions may state “in accordance with a specific regulation” if the regulation can be produced and staff must have access to it.

Enter “Yes” if only a regulation reference is made but add a comment that the carrier must be able to produce or have direct access to the specific legislation referenced.

Comments:

Yes	No	N/A
-----	----	-----

6. Are policies and procedures relating to drivers’ responsibilities, conduct and discipline written into the Safety Program? (critical)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Regulation: AR314/2002, Section 40(1)(c):

The carrier must have a written policy which addresses driver conduct and a written disciplinary policy for failure to comply (for example, conducting the safe operation of vehicle by driving defensively and obeying the posted speed limits). The disciplinary procedures should be progressive and outline options, such as, written warnings, re-training, suspensions and termination.

Note: Enter “N/A” if carrier is an Owner/Operator and has never had any full-time or part-time drivers.

Comments:

	Yes	No	N/A
7. Is there an evaluation process for employee driving skills identified in the written Safety Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR314/2002, Section 40(1)(e):
 The carrier must have a written policy which addresses a written performance evaluation for driving skill that is on-going (for example, annual employee reviews through roads tests, and/or periodic knowledge testing).

Note: Enter "N/A" if carrier is an Owner/Operator and has never had any full-time or part-time drivers.

Comments:

	Yes	No	N/A
8. Is retention of complete records for drivers written into the Safety Program? (critical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR314/2002, Section 41(1)(a) – (j) and 43(1)(a) – (b):

Carrier must have a written policy indicating the specific driver's records which will be maintained and for how long; or a statement that driver's records will be maintained in accordance with the regulation. If the carrier states that records will be maintained in accordance with a regulation, then they must be able to produce the relevant Regulation and staff must have access to it.

Enter "Yes" if only a regulation reference is made but add a comment that the carrier must be able to produce or have direct access to the specific legislation referenced.

Note: An Owner/Operator is not required to retain an application form or a 3-year employment history for him/herself, but is required to maintain all other drivers' records listed in AR314/2002 Section 41(1).

Comments:

	Yes	No	N/A
9. Is ensuring all drivers are properly qualified for the type of vehicle they operate written into the Safety Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR314/2002, Section 41(1)(g):

Carrier has a written policy clearly specifying what the carrier considers to be a "qualified driver" for the type of vehicles they operate. This may be as simple as stating a class of licence that meets the minimum regulatory requirements.

Note: Enter "N/A" if carrier is an Owner/Operator and has never had any full-time or part-time drivers.

Comments:

	Yes	No	N/A
10. Does the written Safety Program instruct and explain that no one shall operate or permit another person to operate a commercial vehicle if the vehicle or its equipment is in a condition that is likely to cause danger to person(s) or property? (critical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 3:

Carrier has a written policy clearly specifying that no one shall operate or permit another person to operate a commercial vehicle if the vehicle or its equipment is in such a condition that it could or it likely could cause an injury to a person(s) or

damage to property.

Comments:

Yes	No	N/A
-----	----	-----

11. Does the carrier’s written Safety Program require that they will instruct or arrange for training of all drivers on NSC requirements such as: Hours of Service, Trip Inspections and Cargo Securement requirements, as required? (critical)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Regulation: AR314/2002 Section 40(1)(c) and (e):

Carrier has a written policy that clearly identifies that they will instruct or arrange for training of all of their drivers on Hours of Service requirements, Trip Inspection requirements and Cargo Securement, as required.

Note: Enter “N/A” if carrier is an Owner/Operator and has never had any full-time or part-time drivers.

Comments:

Yes	No	N/A
-----	----	-----

12. Does the carrier’s written Safety Program require that they will monitor the compliance of each driver with Hours of Service? (critical - only for federally regulated carriers)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Regulation: SOR/2005-313 Section 87(1)(2): Federal only

Carrier has a written policy that clearly identifies that they will monitor the compliance of each driver to the Hours of Service regulations. If the motor carrier determines that there has been a non-compliance issue, they shall take immediate remedial action and record the date(s) on which the non-compliance occurred, the date of the issuance of a notice of non-compliance and the action taken.

Note: Enter “N/A” if carrier is an Owner/Operator and has never had any full-time or part-time drivers, or if the carrier is a Provincial carrier.

Comments:

Totals			
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Final Comments

NOTE

If ANY question listed above has been answered “No”, then the carrier’s safety program MUST be updated.

Module 6: Maintenance Programs, Vehicle Files and Record Keeping



MODULE CONTENTS



Module 6 aims to provide carriers with basic information about maintenance programs, vehicle files, and other related requirements. The contents of this module are as follows.

Maintenance and Inspection Programs	3
What is a Maintenance and Inspection Program?	4
Writing the Maintenance Program	5
Benefits of Implementing a Maintenance and Inspection Program	13
Carrier Responsibilities	14
Checklists and Monitoring Tools	16
Test Your Understanding: Module 6	18
Answer Key	20
Appendices	21

This is a guide only and is not meant to be a substitute for the actual legislation.

MAINTENANCE AND INSPECTION PROGRAMS



Once carriers have the correct licensing, registration and insurance to operate, they may also need to create a maintenance and inspection program. According to Section 6 of the *Commercial Vehicle Safety Regulations*, AR 121/2009:

Maintenance and inspection program

- (1) A carrier shall prepare and carry out a maintenance and inspection program that pertains to the carrier's commercial vehicle.
- (2) Despite subsection (1), the Registrar may require an owner of a commercial vehicle or a combination of commercial vehicles who is not a carrier to comply with the requirements of subsection (1).
- (3) A maintenance and inspection program under subsection (1) must be in writing and provide for a continuous and regular program for the inspection, maintenance and repair of the carrier's commercial vehicle

Carriers who operate National Safety Code (NSC) vehicles are required by law to have and implement a written maintenance and inspection program. If a carrier operates one vehicle that is regulated by the NSC, their entire fleet of regulated vehicles must follow the carrier's safety program. For example, a federally regulated carrier must include **all** of their regulated vehicles in the maintenance program, not only those vehicles that leave Alberta. The summary charts in the appendices of [Module 5](#) show which carriers must have maintenance programs. It is a carrier's responsibility to follow the law and to meet maintenance program requirements.

Reminder: NSC Regulated Vehicles are...



Commercial vehicles that are weighing or registered for more than 4,500 kilograms that operate outside of Alberta.



Commercial vehicles that are registered for a weight of 11,794 kilograms or more and that operate only within Alberta.



Commercial vehicles with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver.

WHAT IS A MAINTENANCE AND INSPECTION PROGRAM?



A maintenance and inspection program is a formal written document that outlines maintenance and inspection policies for all employees within a company. A carrier must prepare a maintenance program that pertains directly to the types of vehicles they operate. The owner and employees of a company must be able to understand, implement and follow the program.

A written maintenance and inspection program must:



The maintenance program must provide for a continuous and regular program for the inspection, maintenance and repair of the carrier's regulated commercial vehicles. It is important that a carrier implements an effective maintenance program so that vehicles are maintained in a safe and consistent manner.

Sample Maintenance and Inspection Programs



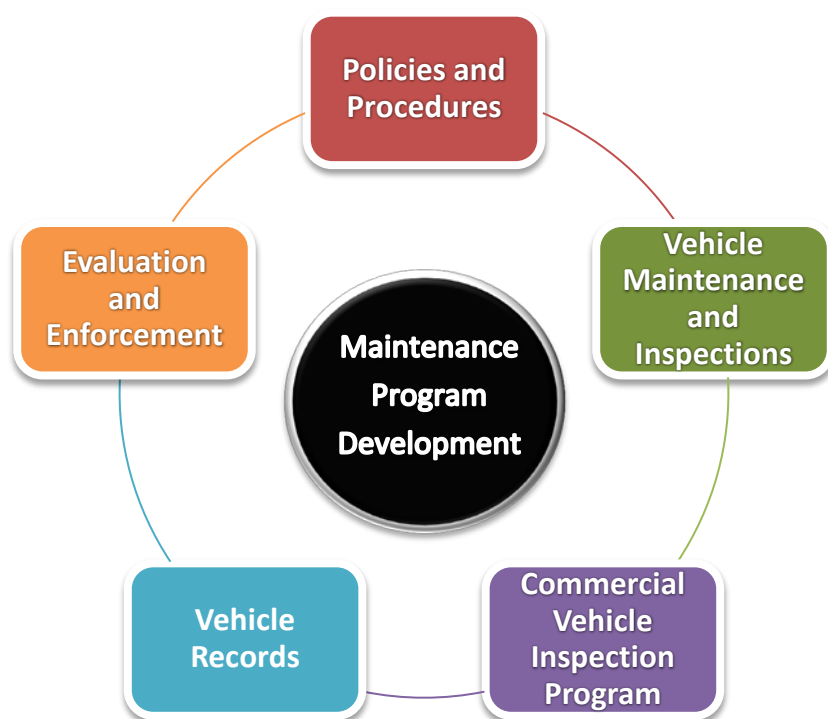
To assist carriers with meeting all minimum maintenance and inspection program requirements, the Alberta government has prepared sample maintenance programs. These programs may serve as a useful starting template for carriers who are developing new policies or who need to simplify their existing programs.

Before writing a maintenance and inspection program, carriers may refer to these sample programs which are available online at: www.transportation.alberta.ca/3188.htm. This module also provides more information about how a carrier might build their own effective and compliant maintenance program.

WRITING THE MAINTENANCE PROGRAM

Each carrier and their safety officer (or other designated employee) must create a program that has specific policies and procedures that assist in the safe operation of their vehicles. These policies and procedures must be maintained at all times. It is the carrier's responsibility to ensure that all commercial vehicles are inspected and maintained in safe operating condition.

While writing a maintenance program, a carrier may choose to organize the content of their program into the following sections:



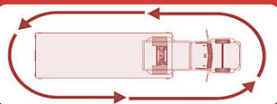
Written Policies and Procedures



A carrier must create policies that relate to the type of work that is done by their employees on a day-to-day basis. A general program which does not include specific information about the type of vehicles or equipment the carrier operates will not be effective in assisting employees.

This section of a maintenance program must include all of the laws the company must follow. Carriers should identify any possible risks or hazards that could be related to daily transportation operations.

A written maintenance program must relate directly to the type(s) of vehicles a carrier uses. The policies and procedures in the program **must** provide for continuous and regular inspections, maintenance and repairs that meet the applicable requirements specified in these sections of the *Commercial Vehicle Safety Regulation* (AR 121/2009):



SECTION 10
Daily Trip Inspection Requirements

CLICK HERE



SECTION 11
Under-Vehicle Trip Inspection Requirements for Motor Coaches

CLICK HERE



SCHEDULE 2
Commercial Vehicle Maintenance Standards - Body and Frame

CLICK HERE



SCHEDULE 3
Maintenance Standards for Transportation of Persons with Physical Disabilities in Buses

CLICK HERE



SCHEDULE 4
Maintenance Standards for Handi-Buses

CLICK HERE



SCHEDULE 5
School Bus Maintenance Standards

CLICK HERE

All policies created by the carrier must not only follow the law, but also be easily understood. Employees as well as lease operators that have their vehicles registered to a company must follow the maintenance program as it has been written.

Vehicle Maintenance and Inspections

Routine Preventative Maintenance

Carriers must conduct routine preventative maintenance on their vehicles to ensure they remain in good operating condition. Taking action to preserve and restore vehicle components before they fail will ensure they continue to operate in a reliable way. Conducting preventative maintenance may save a carrier time and money, as the likelihood of breakdowns and maintenance related problems would go down. Carriers with reliable vehicles and



equipment will also gain a more positive reputation with their clients.

Conducting preventative maintenance on a vehicle may include the routine inspection or replacement of filters, fluids, drive belts, brake systems, wipers, lubricants, and other vehicle components that help a vehicle to run safely and efficiently. Other vehicle components that must be routinely inspected are described in Schedules 2-5 of the [Commercial Vehicle Safety Regulation \(AR121/2009\)](#).

Anyone may conduct routine maintenance work on a vehicle as long as they follow standard maintenance procedures and do not take short-cuts. More information about routine preventative maintenance is available online at: www.transportation.alberta.ca/3188.htm.

Trip Inspections

Every maintenance and inspection plan must include information about trip inspections. Daily trip inspections must be completed to ensure employees actively search for and report vehicle defects. The early reporting of defects may prevent vehicles from being operated if they are likely to cause or contribute to a collision or breakdown. This may lead to the better protection of drivers and the public in Alberta.

According to Section 10 of the *Commercial Vehicle Safety Regulations* (AR 121/2009), some commercial vehicles must undergo daily trip inspections. These vehicles include:



Commercial vehicles or a combination of commercial vehicles that are registered for or weigh more than 4,500 kilograms.



Commercial vehicles with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver.

Depending on the type of vehicle being operated, inspection items may differ. National Safety Code Standard 13 identifies these different inspection items:

Trucks and Trailers



- Carriers operating trucks and trailers use Schedule 1 (Part 2) for trip inspections.

Buses



- Carriers operating buses use Schedule 2 (Part 2) for trip inspections.

Motor Coaches



- Carriers operating motor coaches that are equipped with air ride suspension, air brakes and automatic brake adjusters may use Schedule 3 (Part 2) for trip inspections instead of Schedule 2.
- When Schedule 3 is used, a carrier must also perform the additional 30 day/12,000 kilometre under vehicle trip inspection.

Carriers may modify the original schedules found in the NSC standard to add more inspection items or to delete items not found on the vehicle being inspected. Items may only be deleted from a schedule if the vehicle being inspected is not required by law to have that item.

Schedules 1-3 are available in the appendices of this module. The appropriate schedule must be kept in the vehicle at all times. Drivers must, on demand of a peace officer, produce a copy of the schedule used for the most recent inspection.

Under Vehicle Trip Inspections

If a carrier chooses to use Schedule 3 for their motor coach trip inspection rather than Schedule 2, the motor coach must also undergo an under-vehicle trip inspection. The under vehicle inspection:

- Is valid for 30 days or until midnight of the day the vehicle reaches 12,000 kilometres since its last inspection;
- Must be conducted while the coach is over a pit or raised;
- Must be conducted by a heavy duty technician who is certified to inspect motor coaches under the *Apprenticeship and Industry Training Act*. The technician must record their trade certificate number and sign the inspection report.



Carriers who get under vehicle trip inspections are still required to conduct daily trip inspections on motor coaches. The daily inspections will, however, exclude an examination of the coach's undercarriage.









Trip Inspection Reports

The driver or another person authorized by the carrier must complete a trip inspection report on each commercial vehicle before it is operated. A daily trip inspection report:

- Is valid for 24 hours from the time it is recorded;
- Must be forwarded to the driver's home terminal within 20 days;
- Must be filed at the carrier's main place of business within Alberta within 30 days;
- Must be maintained for each vehicle for at least 6 months.



A trip inspection report must contain at least the following information:

-  Licence plate number, vehicle ID number, or unit number of inspected vehicle
-  Odometer or hubometer reading of the inspected vehicle at the time of inspection
-  Name of the carrier operating the vehicle
-  Name of the location where the vehicle was inspected
-  Whether any defects were found and details for identified defects
-  Name and signature of the person who inspected the vehicle
-  Name and signature of the driver or person making the report
-  The nature of any repairs carried out to fix defects identified during the inspection

Sample trip inspection report forms are available in Appendices 4-7 of this module.

Carriers that operate commercial vehicles weighing or registered for 4,501 – 11,793 kilograms must complete a trip inspection, but are not required to document that inspection or to carry Schedule 1. However, it is recommended that all carriers keep records of any inspections conducted on their vehicles. Doing so may show that a carrier is being duly diligent.

Repairs

According to Section 16 of the *Commercial Vehicle Safety Regulation* (AR 121/2009):

Requirements to repair or correct

16 A carrier or a person authorized by the carrier under section 10(7) or 11(6) shall not permit a driver to drive, and a driver shall not drive, a commercial vehicle unless, before doing so, the carrier or the person has

- (a) Repaired or corrected any major defect listed on the trip inspection report or the written document referred to in section 12 or 15, as the case may be, and certified on the report that the defect has been repaired or corrected, or
- (b) Certified on the report that the repair or correction is unnecessary.

This means that if a major defect has been reported in a trip inspection, a driver is **not** legally allowed to operate the vehicle. The carrier must repair or effectively resolve the problem before any driver is allowed to use the vehicle again.

If a major defect cannot be repaired, then the vehicle must be towed. A list of possible defects that may occur on a vehicle may be found in Schedules 1-3 in the appendices of this module.

Commercial Vehicle Inspection Program

The Commercial Vehicle Inspection Program (CVIP) involves a mandatory vehicle inspection that ensures a vehicle is mechanically safe to operate. It is illegal for a commercial vehicle to be operated on a highway unless it has a valid inspection certificate and decal. This program applies to:



Commercial vehicles that are registered for a weight of 11,794 kilograms or more



A combination of vehicles which add up to a registered weight of 11,794 kilograms or more (including trailers)



Commercial vehicles with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver



Commercial passenger vehicles operating under the authority of an Operating Authority Certificate

These vehicles must be inspected under the program once every 12 months

These vehicles must be inspected under the program once every 6 months

Inspections in Alberta must be conducted at a government licensed facility by a technician licensed under the Commercial Vehicle Inspection Program. This is to ensure the appropriate type of inspection is being conducted on a carrier's vehicles.

To locate an inspection facility near you, visit Alberta Transportation's web site at www.transportation.alberta.ca/685.htm.

NOTE

CVIP Inspections are **not** part of routine maintenance. They offer public proof that a vehicle is operating safely.

Vehicle Records



According to Section 37 of the *Commercial Vehicle Safety Regulation* (AR121/2009), a carrier must maintain the following records for each regulated vehicle that is registered to them:

- Identification for each vehicle (such as a unit number, the manufacturer's serial number, or a similar mark);
- Make and year of manufacture of the vehicle;
- Records of inspection of the vehicle and the nature of work performed on the vehicle;
- Records of repairs performed on the vehicle;
- Records of routine maintenance and lubrication performed on the vehicle;
- Copy of annual (truck/tractor/trailer) or semi-annual (passenger vehicle) CVIP inspections;
- Copy of trip inspection reports for the last 6 months.

All of the above vehicle records must be maintained at the carrier's principal place of business in Alberta for the current calendar year and the 4 calendar years immediately preceding. If a vehicle is permanently removed from the carrier's fleet, the maintenance records for that vehicle must be kept for at least another 6 months from the date the vehicle was removed.

All records maintained must be true, accurate and legible. It is against the law to destroy, mutilate, deface, falsify or alter any of the required vehicle records.

Evaluation and Enforcement


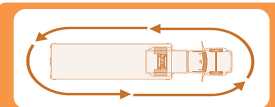





A carrier should not just rely on information provided by enforcement officers to identify whether they have systematic maintenance issues. It is recommended that they regularly evaluate the effectiveness of their maintenance program.



By including internal monitoring policies in their maintenance program, a carrier may measure the level of safety their vehicles are operating at. Being able to do this may help a carrier find out whether their company is operating at an acceptable level or whether employees need more training.

It is recommended that carriers internally monitor their company's:

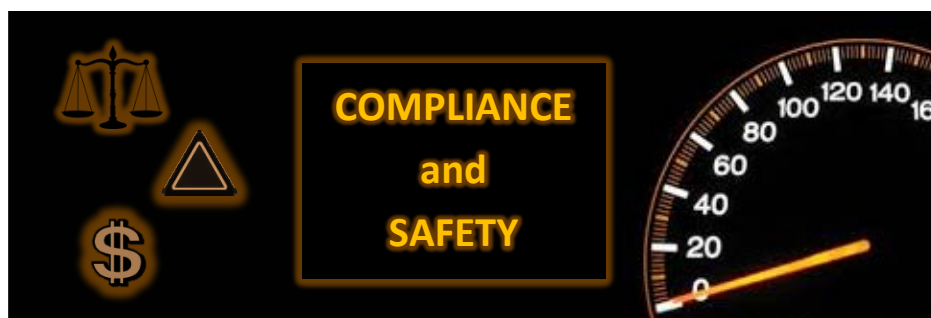
	Carrier Profile For any recurring violations or inspection results.
	Trip Inspection Reports For improper or inadequate inspections.
	Routine Vehicle Maintenance For improper or inadequate maintenance.
	CVIP, CVSA and any other inspection records For deficiencies or issues that require attention.
	Internal Inspection Reports To ensure inspections, routine maintenance and any repairs are being conducted.

Problems that are identified may be fixed by:

- Updating the maintenance program;
- Providing more training for employees;
- Conducting more detailed monitoring;
- Taking disciplinary action with staff not following policies and procedures (see [Module 5](#) for more information).

By internally monitoring their maintenance plan, carriers may identify and fix problems before they become dangerous or more costly. The benefits of having an effective internal monitoring program are fewer collisions and reduced risks to employees and the public.

BENEFITS OF IMPLEMENTING A MAINTENANCE AND INSPECTION PROGRAM



A written maintenance and inspection program is important to a carrier for many reasons. Having an effective maintenance program:

- Assists all employees involved in the maintenance of commercial vehicles to do their jobs safely;
- Ensures the early identification of vehicle defects and the proper repair of those defects before they become a bigger or more costly problem;
- Ensures the safety of everyone operating vehicles and equipment;
- Increases the level of safety for the motoring public;
- Prevents the likelihood of collisions or breakdowns and reduces the cost associated with those incidents;
- Assists the carrier in operating more efficiently;
- Contributes to the positive reputation of a carrier.

A maintenance program benefits a carrier in regards to compliance, safety and finances just as a safety program does. Preventative maintenance is the key! A carrier who conducts routine maintenance on their vehicles while meeting the requirements to conduct trip inspections and repairs will get the most value out of their maintenance program.

Laws related to implementing a written maintenance and inspection program can be found in the *Commercial Vehicle Safety Regulations (AR 121/2009)*.



CARRIER RESPONSIBILITIES

Due Diligence

Carriers are responsible for writing, maintaining and implementing their maintenance program in a way that helps prevent violations or incidents. To be duly diligent, a carrier must prevent incidents *before* they occur. Taking action to repair or maintain vehicles and equipment before they are used is being duly diligent.



More information on how a carrier might practice due diligence is available in [Module 5](#)

Vicarious Liability

Section 144 of Alberta's *Traffic Safety Act* states:

(2) With respect to a commercial vehicle, where a person other than the carrier responsible for the commercial vehicle carries out a related function in respect of that commercial vehicle and as a result of carrying out that related function this Act is not complied with, that person and the carrier are jointly and severally liable for that non-compliance.

A "related function" includes:

- Loading goods on or into a commercial vehicle;
- Adjusting or rearranging goods being carried by a commercial vehicle;
- Unloading or the removal of goods from a commercial vehicle;
- Providing documentation or records, other than motor vehicle documents, with respect to the operation of a commercial vehicle;
- Giving directions, directives, instruction or orders respecting the operation of the commercial vehicle.



A dispatcher who directs a driver to speed makes them liable for the violation just as much as the driver. A carrier who directs drivers to violate the hours of service regulations is equally responsible for the violation(s).

Implementing a written maintenance and inspection program ensures a carrier is always following the law when work is being performed with their vehicles. A carrier who has an effective program in place ensures all people responsible for working on or with vehicles and equipment do so in a safe way.

Safety Officer Responsibilities

It is recommended that a carrier designate a person as being responsible for implementing the company's maintenance and inspection program. This person must have complete knowledge and understanding of the maintenance program.

Companies may choose to have more than one person involved in the implementation of their maintenance program. They may also create a committee who is responsible for overseeing different parts of the program. The designated safety officer may oversee these different groups to ensure each is in operating in compliance with the overall safety and maintenance programs.

It is the carrier's responsibility to ensure they are consistently aware of what their safety officer is doing to implement and maintain a maintenance program. They must ensure the program meets provincial transportation safety laws and any other laws that may apply to the company (such as environmental or Occupational Health and Safety laws).



CHECKLISTS AND MONITORING TOOLS

Sample checklists and various monitoring tools can be found in the appendices of this module. These lists can be used to help prepare and evaluate a maintenance program.

Sample Maintenance and Inspection Programs



As described earlier in this manual, the Alberta government provides all carriers with Sample Safety and Maintenance Programs that they may refer to. These sample programs are available online at: www.transportation.alberta.ca/3188.htm.

Alberta Motor Transport Association (AMTA)



The AMTA provides some training courses in subjects such as health and safety program development, cargo securement, hours of service, etc. For more details contact:



Phone: 800-267-1003

Email: amtamsc@amta.ca

Website: www.amta.ca

For more training resources, see the appendices at the end of the manual.

TEST YOUR UNDERSTANDING: MODULE 6

1. A preventative maintenance program includes trip inspections, repairs, routine maintenance, file retention and CVIP inspections.
 - a. True
 - b. False

2. Which of the following is a benefit of having a safety and maintenance plan in place?
 - a. Reduced upkeep costs
 - b. Carrier is ensuring programs are in place to provide safer conditions for drivers
 - c. Carrier is operating in compliance with the law
 - d. All of the above

3. Who is allowed to conduct a trip inspection on a vehicle?
 - a. Only the driver of that vehicle.
 - b. Only a mechanic.
 - c. The driver or another person authorized by the carrier.
 - d. None of the above.

4. In Alberta, trucks and trailers must be inspected under the CVIP every:
 - a. 3 months
 - b. 6 months
 - c. 12 months
 - d. 24 months

5. An under-vehicle trip inspection is required when:
 - a. A carrier elects to use Schedule 3 for their motor coach trip inspection rather than Schedule 2
 - b. A carrier elects to use Schedule 2 of their motor coach trip inspection rather than Schedule 3
 - c. A motor coach has driven 10,000 kilometers since its last inspection
 - d. A carrier decides an inspection needs to be done.

6. Trip inspections lead to major, more costly repairs.
 - a. True
 - b. False

7. CVIP inspections can help determine if a maintenance program is effective.
 - a. True
 - b. False

8. If a vehicle is permanently removed from a business, the carrier does not have to keep the records for that vehicle anymore.
 - a. True
 - b. False

9. A daily trip inspection report is valid for 24 hours from the time it is recorded.
 - a. True
 - b. False

10. Carriers that operate commercial vehicles weighing or registered for 4,501 – 11,793 kilograms are required by law to complete a trip inspection, but are not required to document that inspection or to carry Schedule 1 in their vehicle.
 - a. True
 - b. False

ANSWER KEY: MODULE 6

1. A. True. A preventative maintenance program includes trip inspections, repairs, routine maintenance, file retention and CVIP inspections.
2. D. All of the above.
3. C. The driver or another person authorized by the carrier.
4. C. In Alberta, trucks and trailers must be inspected under the CVIP every 12 months.
5. A. A carrier elects to use Schedule 3 for their motor coach trip inspection rather than Schedule 2.
6. B. False. Trip inspections serve the purpose of detecting and resolving problems before they lead to major, costly repairs.
7. A. True. CVIP inspections can help determine if a maintenance program is effective.
8. B. False. If a vehicle is permanently removed from a business, records for that vehicle must be kept for at least another six months from the date the vehicle was retired.
9. A. True. A daily trip inspection report is valid for 24 hours from the time it is recorded.
10. A. True. Carriers that operate commercial vehicles weighing or registered for 4,501 – 11,794 kilograms are required by law to complete a trip inspection.

MODULE 6 APPENDICES



Schedules:

Appendix 1	Schedule 1 (Truck, Tractor and Trailer) NSC Standard 13, Part 2
Appendix 2	Schedule 2 (Bus) NSC Standard 13, Part 2
Appendix 3	Schedule 3 (Motor Coach) NSC Standard 13, Part 2
Appendix 4	Schedule 4 (Motor Coach, 30 day / 12,000 kilometres) NSC Standard 13, Part 2

Trip Inspection Reports:

Appendix 5	Example Trip Inspection Report Truck, Tractor and Trailer
Appendix 6	Example Trip Inspection Report Bus
Appendix 7	Example Trip Inspection Report Motor Coach
Appendix 8	Example Trip Inspection Report Motor Coach 30-day / 12,000 kilometres)

Maintenance Program Reviews:

Appendix 9	Maintenance Program Review Trucks, Tractors and Trailers
Appendix 10	Maintenance Program Review Commercial Bus
Appendix 11	Maintenance Program Review Motor Coach
Appendix 12	Maintenance Program Review School Bus

APPENDIX 1

Schedule 1 – Truck, Tractor & Trailers

Application:

This schedule applies to trucks, tractors and trailers or combinations exceeding a registered gross vehicle weight of 4,500 kilograms.

1. Air Brake System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Audible air leak. Slow air pressure build-up rate. 	<ul style="list-style-type: none"> Pushrod stroke of any brake exceeds the adjustment limit. Air loss rate exceeds prescribed limit. Inoperative towing vehicle (tractor) protection system. Low air warning system fails or system is activated. Inoperative service, parking or emergency brake.
2. Cab	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Occupant compartment door fails to open. 	<ul style="list-style-type: none"> Any cab or sleeper door fails to close securely.
3. Cargo Securement	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Insecure or improper load covering (such as wrong type or flapping in the wind). 	<ul style="list-style-type: none"> Insecure cargo. Absence, failure, malfunction or deterioration of required cargo securement device or load covering.
4. Coupling Devices	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Coupler or mounting has loose or missing fastener 	<ul style="list-style-type: none"> Coupler is insecure or movement exceeds prescribed limit. Coupling or locking mechanism is damaged or fails to lock. Defective, incorrect or missing safety chain/cable.
5. Dangerous Goods	
	Major Defect(s)
	<ul style="list-style-type: none"> Dangerous goods requirements not met.
6. Driver Controls	
Defect(s)	
<ul style="list-style-type: none"> Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	

7. Driver Seat	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Seat is damaged or fails to remain in set position. 	<ul style="list-style-type: none"> • Seatbelt or tether belt is insecure, missing, or malfunctions.
8. Electric Brake System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Loose or insecure wiring or electrical connection. 	<ul style="list-style-type: none"> • Inoperative breakaway device. • Inoperative brake.
9. Emergency Equipment and Safety Devices	
Defect(s)	
<ul style="list-style-type: none"> • Emergency equipment is missing, damaged or defective. 	
10. Exhaust System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Exhaust leak. 	<ul style="list-style-type: none"> • Leak that causes exhaust gas to enter the occupant compartment.
11. Frame and Cargo Body	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Damaged frame or cargo body. 	<ul style="list-style-type: none"> • Visibly shifted, cracked, collapsing or sagging frame member(s).
12. Fuel System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Missing fuel tank cap. 	<ul style="list-style-type: none"> • Insecure fuel tank. • Dripping fuel leak.
13. General	
	Major Defect(s)
	<ul style="list-style-type: none"> • Serious damage or deterioration that is noticeable and may affect the vehicles safe operation.
14. Glass and Mirrors	
Defect(s)	
<ul style="list-style-type: none"> • Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted. • Required mirror or glass has broken or damaged attachments onto vehicle body. 	
15. Heater/Defroster	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Control or system failure. 	<ul style="list-style-type: none"> • Defroster fails to provide unobstructed view through the windshield.

16. Horn**Defect(s)**

- Vehicle has no operative horn.

17. Hydraulic Brake System**Defect(s)**

- Brake fluid level is below indicated minimum level.

Major Defect(s)

- Parking brake is inoperative.
- Brake boost or power assist is inoperative.
- Brake fluid leak.
- Brake pedal fade or insufficient brake pedal reserve.
- Activated (other than ABS) warning device.
- Brake fluid reservoir is less than ¼ full.

18. Lamps and Reflectors**Defect(s)**

- Required lamp does not function as intended.
- Required reflector is missing or partially missing.

Major Defect(s)*When lamps are required:*

- Failure of both low-beam headlamps.
- Failure of both rearmost tail lamps.

At all times:

- Failure of a rearmost turn-indicator lamp.
- Failure of both rearmost brake lamps.

19. Steering**Defect(s)**

- Steering wheel lash (free-play) is greater than normal.

Major Defect(s)

- Steering wheel is insecure, or does not respond normally.
- Steering wheel lash (free-play) exceeds required limit.

20. Suspension System**Defect(s)**

- Air leak in air suspension system.
- Broken spring leaf.
- Suspension fastener is loose, missing or broken.

Major Defect(s)

- Damaged (i.e. patched, cut, bruised, cracked to braid, mounted insecurely) or deflated air bag.
- Cracked or broken main spring leaf or more than one broken spring leaf.
- Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component.
- Loose U-Bolt.

21. Tires**Defect(s)**

- Damaged tread or sidewall of tire.
- Tire leaking (if leak can be felt or heard, tire is to be treated as flat).

Major Defect(s)

- Flat tire.
- Tire tread depth is less than wear limit.
- Tire is in contact with another tire or any vehicle component other than mud-flap.
- Tire is marked "Not for highway use".
- Tire has exposed cords in the tread or outer wall.

22. Wheels, Hubs and Fasteners**Defect(s)**

- Hub oil below minimum level (when fitted with sight glass).
- Leaking wheel seal.

Major Defect(s)

- Wheel has loose, missing or ineffective fastener.
- Damaged, cracked or broken wheel, rim or attaching part.
- Evidence of imminent wheel, hub or bearing failure.

23. Windshield Wiper/Washer**Defect(s)**

- Control or system malfunction.
- Wiper blade damaged, missing or fails to adequately clear a driver's field of vision.

Major Defect(s)

When necessary for prevailing weather condition:

- Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

APPENDIX 2

Schedule 2 – Bus

Application:

This schedule applies to commercial buses with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver. It excludes the operation of commercial buses for personal use, and also applies to any trailer towed by a bus.

1. Accessibility Devices	
Defect(s) <i>Accessibility device may not be used if:</i> <ul style="list-style-type: none"> • Alarm fails to operate. • Equipment malfunctions. • Interlock system malfunctions. 	Major Defect(s) <ul style="list-style-type: none"> • Vehicle fails to return to normal level after "kneeling." • Extendable lift, ramp or other passenger-loading device fails to retract.
2. Air Brake System	
Defect(s) <ul style="list-style-type: none"> • Audible air leak. • Slow air pressure build-up rate. 	Major Defect(s) <ul style="list-style-type: none"> • Pushrod stroke of any brake exceeds the adjustment limit. • Air loss rate exceeds prescribed limit. • Inoperative towing vehicle (tractor) protection system. • Low air warning system fails or system is activated. • Inoperative service, parking or emergency brake.
3. Cargo Securement	
Defect(s) <ul style="list-style-type: none"> • Insecure or improper load covering (such as wrong type or flapping in the wind). 	Major Defect(s) <ul style="list-style-type: none"> • Insecure cargo. • Absence, failure, malfunction or deterioration of required cargo device or load covering.
4. Coupling Devices	
Defect(s) <ul style="list-style-type: none"> • Coupler or mounting has loose or missing fastener 	Major Defect(s) <ul style="list-style-type: none"> • Coupler is insecure or movement exceeds prescribed limit. • Coupling or locking mechanism is damaged or fails to lock. • Defective, incorrect or missing safety chain/cable.
5. Dangerous Goods	
Major Defect(s) <ul style="list-style-type: none"> • Dangerous goods requirements not met. 	

6. Doors and Emergency Exits	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Door, window or hatch fails to open or close securely. • Alarm inoperative. 	<p>Major Defect(s) (<i>Passengers may not be carried</i>¹.)</p> <ul style="list-style-type: none"> • Required emergency exit fails to function as intended. <p>¹ vehicle may be moved when no passenger carried.</p>
7. Driver Controls	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	<p>Major Defect(s) (<i>Passengers may not be carried</i>².)</p> <ul style="list-style-type: none"> • Accelerator sticking and engine fails to return to idle. <p>² vehicle may be moved when no passenger carried.</p>
8. Driver Seat	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Seat is damaged or fails to remain in set position. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Seatbelt or tether belt is insecure, missing or malfunctions.
9. Electric Brake System	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Loose or insecure wiring or electrical connection. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Inoperative breakaway device. • Inoperative brake.
10. Emergency Equipment & Safety Devices	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Emergency equipment is missing, damaged or defective. 	
11. Exhaust System	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Exhaust leak. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Leak that causes exhaust gas to enter the occupant compartment.
12. Exterior Body and Frame	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Insecure or missing body parts. • Insecure or missing compartment door. • Damaged frame or body. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Visibly shifted, cracked, collapsing or sagging frame member(s).
13. Fuel System	
	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Missing fuel tank cap¹.

	<ul style="list-style-type: none"> • Insecure fuel tank. • Dripping fuel leak. <p>¹ vehicle may be moved when no passenger carried.</p>
14. General	
<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Serious damage or deterioration that is noticeable and may affect the vehicle’s safe operation. 	
15. Glass and Mirrors	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted. • Required mirror or glass has broken or damaged attachments onto vehicle body. 	<p>Major Defect(s) (Passengers may not be carried.²)</p> <ul style="list-style-type: none"> • Driver’s view of the road is obstructed in the area swept by the windshield wipers. <p>² vehicle may be moved when no passenger carried</p>
16. Heater/Defroster	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Control or system failure. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Defroster fails to provide unobstructed view through the windshield.
17. Horn	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Vehicle has no operative horn. 	
18. Hydraulic Brake System	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Brake fluid level is below indicated minimum level. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Parking brake is inoperative. • Brake boost or power assist is inoperative. • Brake fluid leak. • Brake pedal fade or insufficient brake pedal reserve. • Activated (other than ABS) warning device. • Brake fluid reservoir is less than ¼ full.
19. Lamps and Reflectors	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Required lamp does not function as intended. • Required reflector is missing or partially missing. • Passenger safety or access lamp does not function. 	<p>Major Defect(s)</p> <p><i>When lamps are required:</i></p> <ul style="list-style-type: none"> • Failure of both low-beam headlamps. • Failure of both rearmost tail lamps. <p><i>At all times:</i></p>

	<ul style="list-style-type: none"> • Failure of a rearmost turn-indicator lamp. • Failure of both rearmost brake lamps.
21. Steering	
Defect(s) <ul style="list-style-type: none"> • Steering wheel lash (free-play) is greater than normal. 	Major Defect(s) <ul style="list-style-type: none"> • Steering wheel is insecure, or does not respond normally. • Steering wheel lash (free-play) exceeds required limit.
22. Suspension System	
Defect(s) <ul style="list-style-type: none"> • Air leak in air suspension system. • Broken spring leaf. • Suspension fastener is loose, missing or broken. 	Major Defect(s) <ul style="list-style-type: none"> • Damaged¹ or deflated air bag. • Cracked or broken main spring leaf or more than one broken spring leaf. • Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component. • Loose U-bolt. ¹ _____ patched, cut, bruised, cracked to braid, mounted insecurely.
23. Tires	
Defect(s) <ul style="list-style-type: none"> • Damaged tread or sidewall of tire. • Tire leaking (<u>if leak can be felt or heard, tire is to be treated as flat</u>). 	Major Defect(s) <ul style="list-style-type: none"> • Flat tire. • Tire tread depth is less than wear limit. • Tire is in contact with another tire or any vehicle component other than mud-flap. • Tire is marked “Not for highway use”. • Tire has exposed cords in the tread or outer side wall area.
24. Wheels, Hubs and Fasteners	
Defect(s) <ul style="list-style-type: none"> • Hub oil below minimum level. (When fitted with sight glass.) • Leaking wheel seal. 	Major Defect(s) <ul style="list-style-type: none"> • Wheel has loose, missing or ineffective fastener. • Damaged, cracked or broken wheel, rim or attaching part. • Evidence of imminent wheel, hub or bearing failure.
25. Windshield Wiper/Washer	
Defect(s) <ul style="list-style-type: none"> • Control or system malfunction. • Wiper blade damaged, missing or fails to adequately clear driver’s field of vision. 	Major Defect(s) <p><i>When necessary for prevailing weather condition.</i></p> <ul style="list-style-type: none"> • Wiper or washer fails to adequately clear driver’s field of vision in area swept by driver’s side wiper.

APPENDIX 3

Schedule 3 – Motor Coach (Daily)

Application:

This schedule applies only to a Motor Coach equipped with air ride suspension, air brakes and automatic brake adjusters. Any trailer towed by a Motor Coach must be inspected in accordance with Schedule 2.

1. Accessibility Devices	
<p>Defect(s)</p> <p><i>Accessibility device may not be used if:</i></p> <ul style="list-style-type: none"> • Alarm fails to operate. • Equipment malfunctions. • Interlock system malfunctions. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Vehicle fails to return to normal level after "kneeling." • Extendable lift, ramp or other passenger-loading device fails to retract.
2. Air Brake System	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Audible air leak. • Slow air pressure build-up rate. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Pushrod stroke of any brake exceeds the adjustment limit. • Air loss rate exceeds prescribed limit. • Inoperative towing vehicle (tractor) protection system. • Low air warning system fails or system is activated. • Inoperative service, parking or emergency brake.
3. Coupling Devices	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Coupler or mounting has loose or missing fastener. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Coupler is insecure or movement exceeds prescribed limit. • Coupling or locking mechanism is damaged or fails to lock. • Defective, incorrect or missing safety chain/cable.
4. Dangerous Goods	
<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Dangerous goods requirements not met. 	
5. Doors and Emergency Exits	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Door, window or hatch fails to open or close securely. • Alarm inoperative. 	<p>Major Defect(s) ¹ <i>(Passengers may not be carried .)</i></p> <ul style="list-style-type: none"> • Required emergency exit fails to function as intended. <p>¹ vehicle may be moved when no passenger carried</p>

6. Driver Controls	
<p>Defect(s)</p> <ul style="list-style-type: none"> Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	<p>Major Defect(s) (Passengers may not be carried².)</p> <ul style="list-style-type: none"> Accelerator sticking and engine fails to return to idle. <p>² vehicle may be moved when no passenger carried</p>
7. Driver Seat	
<p>Defect(s)</p> <ul style="list-style-type: none"> Seat is damaged or fails to remain in set position. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> Seatbelt or tether belt is insecure, missing or malfunctions.
8. Emergency Equipment & Safety Devices	
<p>Defect(s)</p> <ul style="list-style-type: none"> Emergency equipment is missing, damaged or defective. 	
9. Exhaust System	
<p>Defect(s)</p> <ul style="list-style-type: none"> Exhaust leak. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> Leak that causes exhaust gas to enter the occupant compartment.
10. Exterior Body and Frame	
<p>Defect(s)</p> <ul style="list-style-type: none"> Insecure or missing body parts. Insecure or missing compartment door. 	
11. Fuel System	
<p>Major Defect(s)</p> <ul style="list-style-type: none"> Missing fuel tank cap¹. Insecure fuel tank. Dripping fuel leak. <p>¹ vehicle may be moved when no passenger carried</p>	
12. General	
<p>Major Defect(s)</p> <ul style="list-style-type: none"> Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation. 	
13. Glass and Mirrors	
<p>Defect(s)</p> <ul style="list-style-type: none"> Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted. Required mirror or glass has broken or damaged attachments onto vehicle body. 	<p>Major Defect(s) (Passengers may not be carried².)</p> <ul style="list-style-type: none"> Driver's view of the road is obstructed in the area swept by the windshield wipers. <p>² vehicle may be moved when no passenger carried</p>

14. Heater/Defroster	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Control or system failure. 	<ul style="list-style-type: none"> Defroster fails to provide unobstructed view through the windshield.
15. Horn	
Defect(s)	
<ul style="list-style-type: none"> Vehicle has no operative horn. 	
16. Lamps and Reflectors	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Required lamp does not function as intended. Required reflector is missing or partially missing. Passenger safety or access lamp does not function. 	<p><i>When lamps are required:</i></p> <ul style="list-style-type: none"> Failure of both low-beam headlamps. Failure of both rearmost tail lamps. <p><i>At all times:</i></p> <ul style="list-style-type: none"> Failure of a rearmost turn-indicator lamp. Failure of both rearmost brake lamps.
17. Passenger Compartment	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Stanchion padding is damaged. Damaged steps or floor. Insecure or damaged overhead luggage rack or compartment. Malfunction or absence of required passenger or mobility device restraints. Passenger seat is insecure. 	<p><i>When affected position is occupied:</i></p> <ul style="list-style-type: none"> Malfunction or absence of required passenger or mobility device restraints. Passenger seat is insecure.
18. Steering	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Steering wheel lash (free-play) is greater than normal. 	<ul style="list-style-type: none"> Steering wheel is insecure, or does not respond normally. Steering wheel lash (free-play) exceeds required limit.
19. Suspension System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Air leak in air suspension system. 	<ul style="list-style-type: none"> Damaged¹ or deflated air bag. <p>¹ patched, cut, bruised, cracked to braid, mounted insecurely.</p>
20. Tires	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Damaged tread or sidewall of tire. Tire leaking (<u>if leak can be felt or heard, tire is to be treated as flat</u>). 	<ul style="list-style-type: none"> Flat tire. Tire tread depth is less than wear limit. Tire is in contact with another tire or any vehicle component other than mud-flap. Tire is marked "Not for highway use". Tire has exposed cords in the tread or outer side wall area.

21. Wheels, Hubs and Fasteners**Defect(s)**

- Hub oil below minimum level. (When fitted with sight glass.)
- Leaking wheel seal.

Major Defect(s)

- Wheel has loose, missing or ineffective fastener.
- Damaged, cracked or broken wheel, rim or attaching part.
- Evidence of imminent wheel, hub or bearing failure

22. Windshield Wiper/Washer**Defect(s)**

- Control or system malfunction.
- Wiper blade damaged, missing or fails to adequately clear driver's field of vision.

Major Defect(s)

- When necessary for prevailing weather condition.*
- Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper

APPENDIX 4

SAMPLE SCHEDULE 4 – MOTOR COACH (30 DAYS OR 12,000 KM)

Application:

This schedule applies only to a Motor Coach equipped with air ride suspension, air brakes and automatic brake adjusters.

Note:

- All conditions listed below are major defects and must be repaired before the vehicle is driven.
- Schedule 4 inspections must be conducted while the vehicle is positioned over a pit or raised in a manner that provides adequate access to all applicable components by a person who holds the proper technician certification or qualification.

1. Air Brake System

Major Defect(s)

- Audible air leak.
- Brake pushrod stroke is at or beyond the adjustment limit.
- Clearance between disc brake pads and rotor exceeds manufacturer's specified limit.
- Wedge brake shoe movement exceeds manufacturer's specified limit.
- Excessive discharge of fluids from air reservoir.
- Air compressor, mounts or attachments damaged or defective.
- Compressor drive-belt loose or damaged.
- Air line or fitting damaged or insecure.
- Air tank defective, damaged or insecure.
- Air tank drain or moisture ejector device inoperable.
- Brake chamber, brake linkage or other brake component is defective, damaged or insecure.
- DD3 brake chamber fails to hold vehicle in place during tug test, when all air reservoirs are drained.
- Spring brake is broken or malfunctions.
- Inoperative service, parking or emergency brake.

2. Exhaust system

Major Defect(s)

- Exhaust leak.
- Exhaust system component insecure, damaged or perforated.

3. Frame and/or Underbody

Major Defect(s)

- Any frame member or fastener is damaged, cracked or insecure.
- Any component mount is damaged or insecure.

4. Fuel system

Major Defect(s)

- Fuel leak.
- Insecure fuel tanks, fuel tank mounts or guards.
- Fuel line or fitting damaged or insecure.

5. Steering

Major Defect(s)

- Steering linkage is damaged or insecure.
- Power steering fluid is leaking, contaminated or low.
- Power steering component damaged or insecure.

6. Suspension System

Major Defect(s)

- Air leak or malfunction of air suspension system or component.
- Damage or deterioration of any suspension component including:
 - spring and air bag;
 - axle or frame attaching component;
 - axle supporting or aligning component;
 - suspension or component fastener;
 - shock absorber or attachments.

7. Tires

Major Defect(s)

- Tire inflation less than required.
- Tire treads worn to wear limits.
- Damage to tread or sidewall of tire.
- Retread or rebuilt tire is used on front axle.

8. Wheels and fasteners

Major Defect(s)

- Loose, missing, damaged or ineffective wheel fastener.
- Damaged wheel or wheel component.

APPENDIX 5

SAMPLE TRUCK/TRAILER TRIP INSPECTION REPORT

Time:	Date:
Carrier Name (as on registration):	

Plate Number(s) and Jurisdiction(s)	
Truck:	Lead Trailer:
Rear Trailer:	Other:

Location of Inspection (municipality or location on highway):
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<input type="checkbox"/> Odometer Reading:		OR	<input type="checkbox"/> Hubometer Reading:	
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I performed an inspection of the vehicle noted above using the criteria set out in Schedule 1 of Part 2, NSC Standard 13 and as per sections 10(4) and 10(10) of Alberta's *Commercial Vehicle Safety Regulation*, AR 121/2009 and report the following:

No defects were found.

Defects were detected (check applicable):

Inspected	Defect	Major Defect	Vehicle Plate	Details of Defect (if any)
Air Brake System	<input type="checkbox"/>	<input type="checkbox"/>		
Cab	<input type="checkbox"/>	<input type="checkbox"/>		
Cargo Securement	<input type="checkbox"/>	<input type="checkbox"/>		
Coupling Device	<input type="checkbox"/>	<input type="checkbox"/>		
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>		
Driver Controls	<input type="checkbox"/>	<input type="checkbox"/>		
Driver Seat	<input type="checkbox"/>	<input type="checkbox"/>		
Electric Brake System	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency Equipment and Safety Devices	<input type="checkbox"/>	<input type="checkbox"/>		
Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>		
Frame and Cargo Body	<input type="checkbox"/>	<input type="checkbox"/>		
Fuel System	<input type="checkbox"/>	<input type="checkbox"/>		
General	<input type="checkbox"/>	<input type="checkbox"/>		

Glass and Mirrors	<input type="checkbox"/>	<input type="checkbox"/>		
Heater/Defroster	<input type="checkbox"/>	<input type="checkbox"/>		
Horn	<input type="checkbox"/>	<input type="checkbox"/>		
Hydraulic Brake System	<input type="checkbox"/>	<input type="checkbox"/>		
Lamps and Reflectors	<input type="checkbox"/>	<input type="checkbox"/>		
Steering	<input type="checkbox"/>	<input type="checkbox"/>		
Suspension System	<input type="checkbox"/>	<input type="checkbox"/>		
Tires	<input type="checkbox"/>	<input type="checkbox"/>		
Wheel Hubs and Fasteners	<input type="checkbox"/>	<input type="checkbox"/>		
Windshield Wipers/Fluid	<input type="checkbox"/>	<input type="checkbox"/>		

 Name of person completing inspection
(Print Name)

 Signature of person completing inspection

Provide details of defect(s) detected at any other time(s):

 Name of person identifying defect(s)
(Print Name)

 Signature of person identifying defect(s)

Certification of Repairs Completed:

I certify all defects have been repaired I certify repair(s) were unnecessary.

OR

I certify repair(s) were unnecessary.

Remarks:

 Name of Certifier

 Signature of Certificate

APPENDIX 6

SAMPLE BUS TRIP INSPECTION REPORT

Time	Date	
Carrier Name (as on registration)		
Plate Number(s) and Jurisdiction(s)		
Bus:	Trailer:	
Location of Inspection (municipality or location on highway):		
<input type="checkbox"/> Odometer Reading:	OR	<input type="checkbox"/> Hubometer Reading:

I performed an inspection of the vehicle noted above using the criteria set out in **Schedule 2 of Part 2, NSC Standard 13** and as per sections 10(4) and 10(10) of Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009) and report the following:

No defects were found.

Defects were detected (check applicable):

Inspected	Defect	Major Defect	Vehicle Plate	Details of Defect (if any)
Accessibility Devices	<input type="checkbox"/>	<input type="checkbox"/>		
Brake System	<input type="checkbox"/>	<input type="checkbox"/>		
Cargo Securement	<input type="checkbox"/>	<input type="checkbox"/>		
Coupling Device	<input type="checkbox"/>	<input type="checkbox"/>		
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>		
Doors and Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>		
Driver Controls	<input type="checkbox"/>	<input type="checkbox"/>		
Driver Seat	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency Equipment	<input type="checkbox"/>	<input type="checkbox"/>		
Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>		
Exterior Body and Frame	<input type="checkbox"/>	<input type="checkbox"/>		
Fuel System	<input type="checkbox"/>	<input type="checkbox"/>		
General	<input type="checkbox"/>	<input type="checkbox"/>		
Glass and Mirrors	<input type="checkbox"/>	<input type="checkbox"/>		

Heater/Defroster	<input type="checkbox"/>	<input type="checkbox"/>		
Horn	<input type="checkbox"/>	<input type="checkbox"/>		
Lamps and Reflectors	<input type="checkbox"/>	<input type="checkbox"/>		
Passenger Compartment	<input type="checkbox"/>	<input type="checkbox"/>		
Steering	<input type="checkbox"/>	<input type="checkbox"/>		
Suspension System	<input type="checkbox"/>	<input type="checkbox"/>		
Tires, Wheels, Hubs and Fasteners	<input type="checkbox"/>	<input type="checkbox"/>		
Windshield Wipers/Fluid	<input type="checkbox"/>	<input type="checkbox"/>		

 Name of person completing inspection
(Print Name)

 Signature of person completing inspection

Provide details of defect(s) detected at any other time(s):

 Name of person identifying defect(s)
(Print Name)

 Signature of person identifying defect(s)

Certification of Repairs Completed:

I certify all defects have been repaired I certify repair(s) were unnecessary.

OR

I certify repair(s) were unnecessary.

Remarks:

 Name of Certifier
(Print Name)

 Signature of Certifier

APPENDIX 7

SAMPLE MOTOR COACH TRIP INSPECTION REPORT

Time	Date
Carrier Name (as on registration)	

Plate Number(s) and Jurisdiction(s)	
Bus:	Trailer:

Location of Inspection (municipality or location on highway):
--

<input type="checkbox"/> Odometer Reading:	OR	<input type="checkbox"/> Hubometer Reading:
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I performed an inspection of the vehicle noted above using the criteria set out in **Schedule 3 of Part 2, NSC Standard 13** and as per sections 10(4) and 10(10) of Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009) and report the following:

No defects were found.

Defects were detected (check applicable):

Inspected	Defect	Major Defect	Vehicle Plate	Details of Defect (if any)
Accessibility Devices	<input type="checkbox"/>	<input type="checkbox"/>		
Brake System	<input type="checkbox"/>	<input type="checkbox"/>		
Coupling Device	<input type="checkbox"/>	<input type="checkbox"/>		
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>		
Doors and Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>		
Driver Controls	<input type="checkbox"/>	<input type="checkbox"/>		
Driver Seat	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency Equipment	<input type="checkbox"/>	<input type="checkbox"/>		
Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>		
Exterior Body and Frame	<input type="checkbox"/>	<input type="checkbox"/>		
Fuel System	<input type="checkbox"/>	<input type="checkbox"/>		
General	<input type="checkbox"/>	<input type="checkbox"/>		
Glass and Mirrors	<input type="checkbox"/>	<input type="checkbox"/>		
Heater/Defroster	<input type="checkbox"/>	<input type="checkbox"/>		

Horn	<input type="checkbox"/>	<input type="checkbox"/>		
Lamps and Reflectors	<input type="checkbox"/>	<input type="checkbox"/>		
Passenger Compartment	<input type="checkbox"/>	<input type="checkbox"/>		
Steering	<input type="checkbox"/>	<input type="checkbox"/>		
Suspension System	<input type="checkbox"/>	<input type="checkbox"/>		
Tires, Wheels, Hubs and Fasteners	<input type="checkbox"/>	<input type="checkbox"/>		
Windshield Wipers/Fluid	<input type="checkbox"/>	<input type="checkbox"/>		

 Name of person completing inspection
 (Print Name)

 Signature of person completing inspection

Provide details of defect(s) detected at any other time(s):

 Name of person identifying defect(s)
 (Print Name)

 Signature of person identifying defect(s)

Certification of Repairs Completed:

I certify all defects have been repaired I certify repair(s) were unnecessary.

OR

I certify repair(s) were unnecessary.

Remarks:

 Name of Certifier
 (Print Name)

 Signature of Certifier

APPENDIX 8

SAMPLE MOTOR COACH 30 DAY/12,000 KM VISUAL INSPECTION REPORT

Time	Date
Carrier Name (as on registration)	

Plate Number(s) and Jurisdiction(s)
Bus:

Location of Inspection (municipality or location on highway):
--

<input type="checkbox"/> Odometer Reading:	OR	<input type="checkbox"/> Hubometer Reading:
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I performed an inspection of the vehicle noted above using the criteria set out in **Schedule 4 of Part 2, NSC Standard 13** and as per section 11 of Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009) and report the following:

No defects were found.

Defects were detected (check applicable):

Inspected	Defect	Major Defect	Vehicle Plate	Details of Defect (if any)
Air Brake Systems	<input type="checkbox"/>	<input type="checkbox"/>		
Exhaust Systems	<input type="checkbox"/>	<input type="checkbox"/>		
Frame and/or Under Body	<input type="checkbox"/>	<input type="checkbox"/>		
Fuel System	<input type="checkbox"/>	<input type="checkbox"/>		
Steering	<input type="checkbox"/>	<input type="checkbox"/>		
Suspension System	<input type="checkbox"/>	<input type="checkbox"/>		
Heater/Defroster	<input type="checkbox"/>	<input type="checkbox"/>		
Wheels and Fasteners	<input type="checkbox"/>	<input type="checkbox"/>		

Brakes Adjustment Measurements	Steering Axle	Carrying Axle #2 Inside/Outside Tire	Carrying Axle #3
Passenger Side		/	
Driver Side		/	

Name of Heavy Duty Technician
(Print Name)

Signature of person completing inspection

Technician's Trade Certificate Number

Certification of Repairs Completed:

I certify all defects have been repaired I certify repair(s) were unnecessary.

OR

I certify repair(s) were unnecessary.

Remarks:

Name of Certifier
(Print Name)

Signature of Certifier

APPENDIX 9

Maintenance and Inspection Program Review (For Trucks, Truck-Tractors, Trailers)

Carrier Name:

NSC Number:

Date Received:

Date Reviewed:

Reviewer's Name:

Note: Carrier must correct any deficiencies and is encouraged to review their program to ensure it continues to meet legislative requirements and its operational needs.

	Yes	No	N/A
1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier's fleet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 6(1):

Carriers that operate under the authority of an Alberta Safety Fitness Certificate (SFC) must implement a written Maintenance and Inspection Program. The program must pertain to all commercial vehicles that are registered to the carrier for a weight of more than 4,500 kilograms (kg) including vehicles leased for more than 30 days.

Comments:

	Yes	No	N/A
2. Do the carrier's employees have access to the carrier's written Maintenance and Inspection Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 6(4) and (5):

Carrier must maintain a copy of their written Maintenance and Inspection Program at their principal place of business and at every location where maintenance and inspections are carried out under the program. A copy of the program must be readily accessible to the employees of the carriers who follow the maintenance and inspection program.

Comments:

	Yes	No	N/A
3. Does the written Maintenance and Inspection Program include a policy that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier's commercial vehicles according to the requirements in Schedule 2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 6(3):

Carriers must have a written Preventative Maintenance and Inspection Program that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier's commercial vehicles according to the requirements in Schedule 2.

Regulation: AR121/2009, Schedule 2:

The relevant components in Schedule 2 of the regulation must be addressed:

- | | |
|---|--|
| <input type="checkbox"/> Body and Seats (S.1) | <input type="checkbox"/> Steering Column and Box (S. 18) |
| <input type="checkbox"/> Chassis Frame (S. 2) | <input type="checkbox"/> Wheel Alignment (S. 19) |
| <input type="checkbox"/> Body Frame (S. 3) | <input type="checkbox"/> C-Dolly Steering (S. 20) |
| <input type="checkbox"/> Sliding Subframe (S. 4) | <input type="checkbox"/> Steering Linkage (S. 21) |
| <input type="checkbox"/> Underbody (S. 5) | <input type="checkbox"/> Suspension (S. 22) |
| <input type="checkbox"/> Drive Shaft (S. 6) | <input type="checkbox"/> General Requirements (S. 23) |
| <input type="checkbox"/> Window and Mirrors (S. 7) | <input type="checkbox"/> Windshield Wipers and Washers (S. 24) |
| <input type="checkbox"/> Fuel (S. 8) | <input type="checkbox"/> Heating and Defrosting System (S. 25) |
| <input type="checkbox"/> Exhaust (S. 9) | <input type="checkbox"/> Starting Switch (S. 26) |
| <input type="checkbox"/> Friction Components (S. 10) | <input type="checkbox"/> Lamps and Reflectors (S. 27) |
| <input type="checkbox"/> Hydraulic and Vacuum-assist Brake Components (S. 11) | <input type="checkbox"/> Tires (S. 28) |
| <input type="checkbox"/> Mechanical Components (S. 12) | <input type="checkbox"/> Wheels (S. 29) |
| <input type="checkbox"/> Brake Pedal (S. 13) | <input type="checkbox"/> Lubrication (S. 30) |
| <input type="checkbox"/> Air Brake System (S. 14) | <input type="checkbox"/> Fifth Wheel Coupling Device (S. 31) |
| <input type="checkbox"/> Park Brake (S. 15) | <input type="checkbox"/> Trailer Hitch, Trailer Mount and Connecting Devices (S. 32) |
| <input type="checkbox"/> Brake System (S. 16) | <input type="checkbox"/> Rear Impact Guards (S. 33) |
| <input type="checkbox"/> Engine Controls (S. 17) | |

Comments:

Yes	No	N/A
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4. Does the written Maintenance and Inspection Program cover the requirement to conduct the Commercial Vehicle Inspection Program (CVIP) inspections *annually*?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Regulation: AR121/2009, Section 6(3)(c):

Carrier's written Maintenance and Inspection Program must address that mandatory annual inspections under the Commercial Vehicle Inspection Program (CVIP) are completed on time and a copy of the valid inspection must accompany all vehicles.

Comments:

Yes	No	N/A
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5. Does the written Maintenance and Inspection Program address the requirement that each commercial vehicle contain a copy of Schedule 1 of NSC Standard 13, including any modification made to the Schedule?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Regulation: AR121/2009, Section 10(9):

Carrier must ensure a copy of the Schedule used for a written trip inspection is located in each commercial vehicle. A carrier may add items to the Schedule, but may only remove components if the vehicle is not equipped with that component.

Comments:

	Yes	No	N/A
6. Does written Maintenance and Inspection Program address the requirement that drivers or persons authorized to conduct Trip Inspections inspect all the applicable items identified in Schedule 1 of NSC Standard 13, Part 2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 10(2) and (4)(a):
 Carrier’s written program must provide that the driver or person authorized to conduct Trip Inspections inspect all of the required items identified in Schedule 1 of NSC Standard 13, Part 2.

Comments:

	Yes	No	N/A
7. Does the carrier’s written Maintenance and Inspection Program address the requirement that drivers or authorized persons, complete written Trip Inspection Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 12(2):
 Carrier must ensure written Trip Inspection Reports are completed for all commercial vehicles operating under the authority of a Safety Fitness Certificate (Federal or Provincial). Trip Inspection Reports must meet the requirements outlined in Section 12(3) and (4) of AR121/2009. Trip inspection reports apply to:

- a) Trucks registered to a provincially regulated carrier, those carriers that operate solely within Alberta and registered for a weight of 11,794 kilograms or greater; and
- b) Trucks registered to a federally regulated carrier, those carriers that operate one or more vehicles outside of Alberta, registered for a weight of 4,500 kilograms or greater.

When operating commercial vehicles registered solely or in combination for less than 11,794 kilograms the driver or carrier is not required to carry or produce a copy of NSC Standard 13, Part 2 or prepare or produce a trip inspection report.

Comments:

	Yes	No	N/A
8. Does the Maintenance and Inspection Program identify what items need to be recorded on a written Trip Inspection Reports, as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 12(4) (a) – (h):
 A trip inspection report must include, at least:

- a) The licence plate number, the commercial vehicle identification number or unit number of the commercial vehicle;
- b) A record of the odometer or hubometer reading of the commercial vehicle at the time of the inspection;
- c) The name of the carrier operating the commercial vehicle;
- d) The name of the municipality or location on the highway where the commercial vehicle was inspected;
- e) Each defect in the operation of every item required to be inspected in accordance with Section 10, or that no defect was detected;
- f) The time and date that the report is made;
- g) The name of the person who inspected the commercial vehicle and include a statement signed by that person stating that the commercial vehicle has been inspected in accordance with the applicable requirements under Section 10;
- h) The name and signature of the driver or person making the report.

The report must be in a legible written format or in a legible electronic format acceptable to the Registrar.

Comments:

Yes	No	N/A
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9. Does the Maintenance and Inspection Program include a policy for the distribution and retention of Trip Inspection Reports?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Regulation: AR121/2009, Sections 13(1) and (2):

A driver shall, within 20 days after the completion of a trip inspection report, forward the original to the home terminal of the carrier, The carrier shall:

- a) Ensure that the driver forwards the original of the trip inspection report to;
- b) Deposit the original of the trip inspection report at its principal place of business within 30 days of receiving it.
- c) Keep each original of the trip inspection report in chronological order for each vehicle for at least 6 months after receiving it.

Comments:

Yes	No	N/A
-----	----	-----

10. Does carrier's Maintenance and Inspection Program require a person completing the trip inspection to report defects and take appropriate action?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Regulation: AR121/2009, Section 14:

Carrier's program must require the person completing a trip inspection to document all defects detected and advise the carrier without delay if it is a "major" defect or in a timely manner, no later than the next required trip inspection in all other cases. Carrier shall direct that no person operate a vehicle that has been identified as having a "major" defect until it is repaired.

Comments:

Yes	No	N/A
-----	----	-----

11. Does the written maintenance and inspection program require drivers to report defects observed during the vehicle's operation?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Regulation: AR121/2009, Section 15:

Carrier's program must instruct driver that if a defect is identified during their work shift, the defect must be recorded in their Trip Inspection Report, or other document and reported:

- a) To the carrier without delay if it is a major defect; or
- b) In a timely manner, and no later than the next required trip inspection in all other cases.

Comments:

12. Does the carrier’s written Maintenance and Inspection Program provide adequate directions on retaining vehicle inspection, maintenance, and repair records?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 37 and 38:

Carrier must maintain a vehicle file for each vehicle regulated. The vehicle file shall contain at least:

- a) Identification of the vehicle as per Section 37(2)(a);
- b) Record of CVIP inspections;
- c) Repairs completed;
- d) Lubrication and maintenance of vehicles including nature of work performed, the date the inspection took place, and odometer or hubometer reading at the time of the inspection;
- e) Notice of defects from the manufacturer;
- f) Trip inspection reports.

Unless otherwise provided by the Registrar, records shall be retained at the carrier’s principal place of business.

Trip Inspection Reports shall be retained for the current month the inspection was completed and for the following 6 months. All other maintenance and inspection records shall be retained for at least the current calendar year and the 4 years immediately following.

Comments:

13. Does the carrier’s written Maintenance and Inspection Program identify that a driver shall not be permitted to drive unless all major defects as identified in the Trip Inspection Report have been repaired, corrected, or certified that the repair or correction is unnecessary?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 16:

The carrier’s program shall direct that when a “major” defect is repaired, the Trip Inspection Report or other document in which the defect was reported shall be amended to certify that the defect has been repaired or corrected, or that no repair was necessary. It must also be noted that a driver shall not drive or be permitted to drive until all major defects have been repaired.

Comments:

	Yes	No	N/A
Program is Acceptable:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reviewer’s Final Comments

APPENDIX 10

Maintenance and Inspection Program Review (For Motor Coaches)

Carrier Name:

NSC Number:

Date Received:

Date Reviewed:

Reviewer's Name:

Note: Carrier must correct any deficiencies and is encouraged to review their program to ensure it continues to meet legislative requirements and its operational needs.

	Yes	No	N/A
1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier's fleet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 6(1):

Carriers that operate under the authority of an Alberta Safety Fitness Certificate (SFC) must implement a written Maintenance and Inspection Program. The program must pertain to all commercial vehicles that are designed for carrying 11 or more persons including the driver.

Comments:

	Yes	No	N/A
2. Do the carrier's employees have access to the carrier's written Maintenance and Inspection Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 6(4) and (5):

Carrier must maintain a copy of their written Maintenance and Inspection Program at their principal place of business and at every location where maintenance and inspections are carried out under the program. A copy of the program must be readily accessible to the employees of the carriers who follow the maintenance and inspection program.

Comments:

	Yes	No	N/A
3. Does the written Maintenance and Inspection Program include a policy that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier's commercial vehicles according to the requirements in Schedules 2 and/or 3?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 6(3)(a):

Carriers must have a written Preventative Maintenance and Inspection Program that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier's commercial vehicles according to the requirements in Schedule 2.

Regulation: AR121/2009, Schedule 2:

The relevant components in Schedule 2 of the regulation must be addressed:

- | | |
|---|--|
| <input type="checkbox"/> Body and Seats (S.1) | <input type="checkbox"/> Steering Column and Box (S. 18) |
| <input type="checkbox"/> Chassis Frame (S. 2) | <input type="checkbox"/> Wheel Alignment (S. 19) |
| <input type="checkbox"/> Body Frame (S. 3) | <input type="checkbox"/> C-Dolly Steering (S. 20) |
| <input type="checkbox"/> Sliding Subframe (S. 4) | <input type="checkbox"/> Steering Linkage (S. 21) |
| <input type="checkbox"/> Underbody (S. 5) | <input type="checkbox"/> Suspension (S. 22) |
| <input type="checkbox"/> Drive Shaft (S. 6) | <input type="checkbox"/> General Requirements (S. 23) |
| <input type="checkbox"/> Window and Mirrors (S. 7) | <input type="checkbox"/> Windshield Wipers and Washers (S. 24) |
| <input type="checkbox"/> Fuel (S. 8) | <input type="checkbox"/> Heating and Defrosting System (S. 25) |
| <input type="checkbox"/> Exhaust (S. 9) | <input type="checkbox"/> Starting Switch (S. 26) |
| <input type="checkbox"/> Friction Components (S. 10) | <input type="checkbox"/> Lamps and Reflectors (S. 27) |
| <input type="checkbox"/> Hydraulic and Vacuum-assist Brake Components (S. 11) | <input type="checkbox"/> Tires (S. 28) |
| <input type="checkbox"/> Mechanical Components (S. 12) | <input type="checkbox"/> Wheels (S. 29) |
| <input type="checkbox"/> Brake Pedal (S. 13) | <input type="checkbox"/> Lubrication (S. 30) |
| <input type="checkbox"/> Air Brake System (S. 14) | <input type="checkbox"/> Fifth Wheel Coupling Device (S. 31) |
| <input type="checkbox"/> Park Brake (S. 15) | <input type="checkbox"/> Trailer Hitch, Trailer Mount and Connecting Devices (S. 32) |
| <input type="checkbox"/> Brake System (S. 16) | <input type="checkbox"/> Rear Impact Guards (S. 33) |
| <input type="checkbox"/> Engine Controls (S. 17) | |

Regulation: AR121/2009, Schedule 3:

If the vehicle is equipped with a ramp or lift for the purpose of transporting persons with physical disabilities, those items must be included in the periodic inspection/repair. The vehicle must meet the following requirements as outlined in Schedule 3.

- | | |
|--|--|
| <input type="checkbox"/> Mobility Aid Securement Devices (S. 1) | <input type="checkbox"/> Lift Platform Requirements (S. 5) |
| <input type="checkbox"/> Ramps and Lifts General Requirements (S. 2) | <input type="checkbox"/> Warning Notice (S. 6) |
| <input type="checkbox"/> Ramp and Lift Controls (S. 3) | <input type="checkbox"/> Symbol (S. 9) |
| <input type="checkbox"/> Lift Capacity (S. 4) | |

Comments:

	Yes	No	N/A
4. Does the written Maintenance and Inspection Program cover the requirement to conduct the Commercial Vehicle Inspection Program (CVIP) inspections semi-annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 6(3)(c):

Carrier's written Maintenance and Inspection Program must address that mandatory annual inspections under the Commercial Vehicle Inspection Program (CVIP) are completed on time and a copy of the valid inspection must accompany all vehicles.

Comments:

	Yes	No	N/A
5. Does the written Maintenance and Inspection Program address the requirement that each commercial vehicle contain a copy of Schedule 2 or 3, including any modifications made to the Schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 10(9):

Carrier must ensure a copy of the Schedule used for a written trip inspection is located in each commercial vehicle. A carrier may add items to the Schedule, but may only remove components if the vehicle is not equipped with that component.

Comments:

	Yes	No	N/A
6. Does the carrier’s written Maintenance and Inspection Program address the requirement that drivers or persons authorized to conduct trip inspections inspect all the required items identified in Schedules 2 or 3 and 4, of NSC Standard 13, Part 2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 10(2), Section 10(4), Section 10(5): and Section 11(1)

Carrier’s program must require drivers or another person designated by the carrier to complete a trip inspection of vehicles that have a designed seating capacity of 11 or more persons including the driver. The person completing the inspection must inspect the operating condition of the vehicle using Schedule 2 or 3 and 4, of Part 2 of the National Safety Code (NSC) Standard 13. Where the Motor Coach has been inspected under Schedule 3 then an Under-vehicle inspection must be done.

Comments:

	Yes	No	N/A
7. Does the carrier’s written Maintenance and Inspection Program address the requirement that drivers or authorized persons complete written Trip Inspection Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 12(2)

Carrier must ensure written Trip Inspection Reports are completed for all commercial vehicles designed with a seating capacity of 11 or more persons including the driver. Trip Inspection Reports must meet the requirements outlined in Section 12(3) and (4) of AR121/2009.

Comments:

	Yes	No	N/A
8. Does the Maintenance and Inspection Program identify what items need to be recorded on a written Trip Inspection Reports, as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 12(4) (a) – (h):

A trip inspection report must include, at least:

- a) The licence plate number, the commercial vehicle identification number or unit number of the commercial vehicle;
- b) A record of the odometer or hubometer reading of the commercial vehicle at the time of the inspection;
- c) The name of the carrier operating the commercial vehicle;

- d) The name of the municipality or location on the highway where the commercial vehicle was inspected;
- e) Each defect in the operation of every item required to be inspected in accordance with Section 10, or that no defect was detected;
- f) The time and date that the report is made;
- g) The name of the person who inspected the commercial vehicle and include a statement signed by that person stating that the commercial vehicle has been inspected in accordance with the applicable requirements under Section 10;
- h) The name and signature of the driver or person making the report.

The report must be in a legible written format or in a legible electronic format acceptable to the Registrar.

Comments:

	Yes	No	N/A
9. Does the Maintenance and Inspection Program include a policy for the distribution and retention of Trip Inspection Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 13(1) and (2):

A driver shall, within 20 days after the completion of a trip inspection report, forward the original to the home terminal of the carrier,

The carrier shall:

- a) Ensure that the driver forwards the original of the trip inspection report to;
- b) Deposit the original of the trip inspection report at its principal place of business within 30 days of receiving it.
- c) Keep each original of the trip inspection report in chronological order for each vehicle for at least 6 months after receiving it.

Comments:

	Yes	No	N/A
10. Does carrier's Maintenance and Inspection Program require a person completing the trip inspection to report defects and take appropriate action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 14:

Carrier's program must require the person completing a trip inspection to document all defects detected and advise the carrier without delay if it is a "major" defect or in a timely manner, no later than the next required trip inspection in all other cases. Carrier shall direct that no person operate a vehicle that has been identified as having a "major" defect until it is repaired.

Comments:

	Yes	No	N/A
11. Does the written maintenance and inspection program require drivers to report defects observed during the vehicle's operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 15:

Carrier's program must instruct driver that if a defect is identified during their work shift, the defect must be recorded in their Trip Inspection Report, or other document and reported:

- a) To the carrier without delay if it is a major defect; or
- b) In a timely manner, and no later than the next required trip inspection in all other cases.

Comments:

	Yes	No	N/A
12. Does the carrier's written Maintenance and Inspection Program provide adequate directions on retaining vehicle inspection, maintenance, and repair records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 37 and 38:

Carrier must maintain a vehicle file for each vehicle regulated. The vehicle file shall contain at least:

- a) Identification of the vehicle as per Section 37(2)(a);
- b) Record of CVIP inspections;
- c) Repairs completed;
- d) Lubrication and maintenance of vehicles including nature of work performed, the date the inspection took place, and odometer or hubometer reading at the time of the inspection;
- e) Notice of defects from the manufacturer;
- f) Trip inspection reports.

Unless otherwise provided by the Registrar, records shall be retained at the carrier's principal place of business.

Trip Inspection Reports shall be retained for the current month the inspection was completed and for the following 6 months. All other maintenance and inspection records shall be retained for at least the current calendar year and the 4 years immediately following.

Comments:

	Yes	No	N/A
13. Does the carrier's written Maintenance and Inspection Program identify that a driver shall not be permitted to drive unless all major defects as identified in the Trip Inspection Report have been repaired, corrected, or certified that the repair or correction is unnecessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 16:

The carrier's program shall direct that when a "major" defect is repaired, the Trip Inspection Report or other document in which the defect was reported shall be amended to certify that the defect has been repaired or corrected, or that no repair was necessary. It must also be noted that a driver shall not drive or be permitted to drive until all major defects have been repaired.

Comments:

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Program is Acceptable:

Reviewer's Final Comments

APPENDIX 11

Maintenance and Inspection Program Review (For Commercial Buses)

Carrier Name:

NSC Number:

Date Received:

Date Reviewed:

Reviewer's Name:

Note: Carrier must correct any deficiencies and is encouraged to review their program to ensure it continues to meet legislative requirements and its operational needs.

	Yes	No	N/A
1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier's fleet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 6(1):

Carriers that operate under the authority of an Alberta Safety Fitness Certificate (SFC) must implement a written Maintenance and Inspection Program. The program must pertain to all commercial vehicles that are designed for carrying 11 or more persons, including the driver.

Comments:

	Yes	No	N/A
2. Do the carrier's employees have access to the carrier's written Maintenance and Inspection Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 6(4) and (5):

Carrier must maintain a copy of their written Maintenance and Inspection Program at their principal place of business and at every location where maintenance and inspections are carried out under the program. A copy of the program must be readily accessible to the employees of the carriers who follow the maintenance and inspection program.

Comments:

	Yes	No	N/A
3. Does the written Maintenance and Inspection Program include a policy that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier's commercial vehicles according to the requirements in Schedules 2 and/or 3?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 6(3)(a):

Carriers must have a written Preventative Maintenance and Inspection Program that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier's commercial vehicles according to the requirements in Schedule 2.

Regulation: AR121/2009, Schedule 2:

The relevant components in Schedule 2 of the regulation must be addressed:

- | | |
|---|--|
| <input type="checkbox"/> Body and Seats (S.1) | <input type="checkbox"/> Steering Column and Box (S. 18) |
| <input type="checkbox"/> Chassis Frame (S. 2) | <input type="checkbox"/> Wheel Alignment (S. 19) |
| <input type="checkbox"/> Body Frame (S. 3) | <input type="checkbox"/> C-Dolly Steering (S. 20) |
| <input type="checkbox"/> Sliding Subframe (S. 4) | <input type="checkbox"/> Steering Linkage (S. 21) |
| <input type="checkbox"/> Underbody (S. 5) | <input type="checkbox"/> Suspension (S. 22) |
| <input type="checkbox"/> Drive Shaft (S. 6) | <input type="checkbox"/> General Requirements (S. 23) |
| <input type="checkbox"/> Window and Mirrors (S. 7) | <input type="checkbox"/> Windshield Wipers and Washers (S. 24) |
| <input type="checkbox"/> Fuel (S. 8) | <input type="checkbox"/> Heating and Defrosting System (S. 25) |
| <input type="checkbox"/> Exhaust (S. 9) | <input type="checkbox"/> Starting Switch (S. 26) |
| <input type="checkbox"/> Friction Components (S. 10) | <input type="checkbox"/> Lamps and Reflectors (S. 27) |
| <input type="checkbox"/> Hydraulic and Vacuum-assist Brake Components (S. 11) | <input type="checkbox"/> Tires (S. 28) |
| <input type="checkbox"/> Mechanical Components (S. 12) | <input type="checkbox"/> Wheels (S. 29) |
| <input type="checkbox"/> Brake Pedal (S. 13) | <input type="checkbox"/> Lubrication (S. 30) |
| <input type="checkbox"/> Air Brake System (S. 14) | <input type="checkbox"/> Fifth Wheel Coupling Device (S. 31) |
| <input type="checkbox"/> Park Brake (S. 15) | <input type="checkbox"/> Trailer Hitch, Trailer Mount and Connecting Devices (S. 32) |
| <input type="checkbox"/> Brake System (S. 16) | <input type="checkbox"/> Rear Impact Guards (S. 33) |
| <input type="checkbox"/> Engine Controls (S. 17) | |

Regulation: AR121/2009, Schedule 3:

If the vehicle is equipped with a ramp or lift for the purpose of transporting persons with physical disabilities, those items must be included in the periodic inspection/repair. The vehicle must meet the following requirements as outlined in Schedule 3.

- | | |
|--|--|
| <input type="checkbox"/> Mobility Aid Securement Devices (S. 1) | <input type="checkbox"/> Lift Platform Requirements (S. 5) |
| <input type="checkbox"/> Ramps and Lifts General Requirements (S. 2) | <input type="checkbox"/> Warning Notice (S. 6) |
| <input type="checkbox"/> Ramp and Lift Controls (S. 3) | <input type="checkbox"/> Symbol (S. 9) |
| <input type="checkbox"/> Lift Capacity (S. 4) | |

Comments:

	Yes	No	N/A
4. Does the written Maintenance and Inspection Program cover the requirement to conduct the Commercial Vehicle Inspection Program (CVIP) inspections semi-annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 6(3)(c):

Carrier’s written Maintenance and Inspection Program must address that mandatory annual inspections under the Commercial Vehicle Inspection Program (CVIP) are completed on time and a copy of the valid inspection must accompany all vehicles.

Comments:

	Yes	No	N/A
5. Does the written Maintenance and Inspection Program address the requirement that each commercial vehicle contain a copy of Schedule 2 or 3, including any modifications made to the Schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 10(9):

Carrier must ensure a copy of the Schedule used for a written trip inspection is located in each commercial vehicle. A carrier may add items to the Schedule, but may only remove components if the vehicle is not equipped with that component.

Comments:

	Yes	No	N/A
6. Does written Maintenance and Inspection Program address the requirement that drivers or persons authorized to conduct Trip Inspections inspect all the applicable items identified in Schedule 2 of NSC Standard 13, Part 2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 10(2) and (4)

Carrier’s program must require drivers or another person designated by the carrier to complete a trip inspection of vehicles **that** have a designed seating capacity of 11 or more persons including the driver. The person completing the inspection must inspect the operating condition of the vehicle using Schedule 2, of Part 2 of the National Safety Code (NSC) Standard 13.

Comments:

	Yes	No	N/A
7. Does the carrier’s written Maintenance and Inspection Program address the requirement that drivers or authorized persons complete written Trip Inspection Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 12(2)

Carrier must ensure written Trip Inspection Reports are completed for all commercial vehicles designed with a seating capacity of 11 or more persons including the driver. Trip Inspection Reports must meet the requirements outlined in Section 12(3) and (4) of AR121/2009.

Comments:

	Yes	No	N/A
8. Does the Maintenance and Inspection Program identify what items need to be recorded on a written Trip Inspection Reports, as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 12(4) (a) – (h):

A trip inspection report must include, at least:

- a) The licence plate number, the commercial vehicle identification number or unit number of the commercial vehicle;
- b) A record of the odometer or hubometer reading of the commercial vehicle at the time of the inspection;
- c) The name of the carrier operating the commercial vehicle;
- d) The name of the municipality or location on the highway where the commercial vehicle was inspected;
- e) Each defect in the operation of every item required to be inspected in accordance with Section 10, or that no defect was detected;
- f) The time and date that the report is made;

- g) The name of the person who inspected the commercial vehicle and include a statement signed by that person stating that the commercial vehicle has been inspected in accordance with the applicable requirements under Section 10;
- h) The name and signature of the driver or person making the report.

The report must be in a legible written format or in a legible electronic format acceptable to the Registrar.

Comments:

	Yes	No	N/A
9. Does the Maintenance and Inspection Program include a policy for the distribution and retention of Trip Inspection Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 13(1) and (2):

A driver shall, within 20 days after the completion of a trip inspection report, forward the original to the home terminal of the carrier,

The carrier shall:

- a) Ensure that the driver forwards the original of the trip inspection report to;
- b) Deposit the original of the trip inspection report at its principal place of business within 30 days of receiving it.
- c) Keep each original of the trip inspection report in chronological order for each vehicle for at least 6 months after receiving it.

Comments:

	Yes	No	N/A
10. Does carrier's Maintenance and Inspection Program require a person completing the trip inspection to report defects and take appropriate action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 14:

Carrier's program must require the person completing a trip inspection to document all defects detected and advise the carrier without delay if it is a "major" defect or in a timely manner, no later than the next required trip inspection in all other cases. Carrier shall direct that no person operate a vehicle that has been identified as having a "major" defect until it is repaired.

Comments:

	Yes	No	N/A
11. Does the written maintenance and inspection program require drivers to report defects observed during the vehicle's operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 15:

Carrier’s program must instruct driver that if a defect is identified during their work shift, the defect must be recorded in their Trip Inspection Report, or other document and reported:

- a) To the carrier without delay if it is a major defect; or
- b) In a timely manner, and no later than the next required trip inspection in all other cases.

Comments:

	Yes	No	N/A
12. Does the carrier’s written Maintenance and Inspection Program provide adequate directions on retaining vehicle inspection, maintenance, and repair records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 37 and 38:

Carrier must maintain a vehicle file for each vehicle regulated. The vehicle file shall contain at least:

- a) Identification of the vehicle as per Section 37(2)(a);
- b) Record of CVIP inspections;
- c) Repairs completed;
- d) Lubrication and maintenance of vehicles including nature of work performed, the date the inspection took place, and odometer or hubometer reading at the time of the inspection;
- e) Notice of defects from the manufacturer;
- f) Trip inspection reports.

Unless otherwise provided by the Registrar, records shall be retained at the carrier’s principal place of business.

Trip Inspection Reports shall be retained for the current month the inspection was completed and for the following 6 months. All other maintenance and inspection records shall be retained for at least the current calendar year and the 4 years immediately following.

Comments:

	Yes	No	N/A
13. Does the carrier’s written Maintenance and Inspection Program identify that a driver shall not be permitted to drive unless all major defects as identified in the Trip Inspection Report have been repaired, corrected, or certified that the repair or correction is unnecessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 16:

The carrier’s program shall direct that when a “major” defect is repaired, the Trip Inspection Report or other document in which the defect was reported shall be amended to certify that the defect has been repaired or corrected, or that no repair was necessary. It must also be noted that a driver shall not drive or be permitted to drive until all major defects have been repaired.

Comments:

	Yes	No	N/A
Program is Acceptable:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reviewer's Final Comments

APPENDIX 12

Maintenance and Inspection Program Review (For School Buses)

Carrier Name:

NSC Number:

Date Received:

Date Reviewed:

Reviewer's Name:

Note: Carrier must correct any deficiencies and is encouraged to review their program to ensure it continues to meet legislative requirements and its operational needs.

	Yes	No	N/A
1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier's fleet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 6(1):

All carriers that operate under the authority of an Alberta Safety Fitness Certificate (SFC) must implement a written Maintenance and Inspection Program. The program must pertain to all commercial vehicles that are designed for carrying 11 or more persons including the driver.

Comments:

	Yes	No	N/A
2. Do the carrier's employees have access to the carrier's written Maintenance and Inspection Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 6(4) and (5):

Carrier must maintain a copy of their written Maintenance and Inspection Program at their principal place of business and at every location where maintenance and inspections are carried out under the program. A copy of the program must be readily accessible to the employees of the carriers who follow the maintenance and inspection program.

Comments:

	Yes	No	N/A
3. Does the written Maintenance and Inspection Program include a policy that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier's commercial vehicles according to the requirements in Schedules 2, 3, 4 and/or 5 (as applicable below)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 6(3)(a):

Carriers must have a written Preventative Maintenance and Inspection Program that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier's commercial vehicles according to the requirements in Schedule 2.

Regulation: AR121/2009, Schedule 2:

The relevant components in Schedule 2 of the regulation must be addressed:

- | | |
|---|--|
| <input type="checkbox"/> Body and Seats (S.1) | <input type="checkbox"/> Steering Column and Box (S. 18) |
| <input type="checkbox"/> Chassis Frame (S. 2) | <input type="checkbox"/> Wheel Alignment (S. 19) |
| <input type="checkbox"/> Body Frame (S. 3) | <input type="checkbox"/> C-Dolly Steering (S. 20) |
| <input type="checkbox"/> Sliding Subframe (S. 4) | <input type="checkbox"/> Steering Linkage (S. 21) |
| <input type="checkbox"/> Underbody (S. 5) | <input type="checkbox"/> Suspension (S. 22) |
| <input type="checkbox"/> Drive Shaft (S. 6) | <input type="checkbox"/> General Requirements (S. 23) |
| <input type="checkbox"/> Window and Mirrors (S. 7) | <input type="checkbox"/> Windshield Wipers and Washers (S. 24) |
| <input type="checkbox"/> Fuel (S. 8) | <input type="checkbox"/> Heating and Defrosting System (S. 25) |
| <input type="checkbox"/> Exhaust (S. 9) | <input type="checkbox"/> Starting Switch (S. 26) |
| <input type="checkbox"/> Friction Components (S. 10) | <input type="checkbox"/> Lamps and Reflectors (S. 27) |
| <input type="checkbox"/> Hydraulic and Vacuum-assist Brake Components (S. 11) | <input type="checkbox"/> Tires (S. 28) |
| <input type="checkbox"/> Mechanical Components (S. 12) | <input type="checkbox"/> Wheels (S. 29) |
| <input type="checkbox"/> Brake Pedal (S. 13) | <input type="checkbox"/> Lubrication (S. 30) |
| <input type="checkbox"/> Air Brake System (S. 14) | <input type="checkbox"/> Fifth Wheel Coupling Device (S. 31) |
| <input type="checkbox"/> Park Brake (S. 15) | <input type="checkbox"/> Trailer Hitch, Trailer Mount and Connecting Devices (S. 32) |
| <input type="checkbox"/> Brake System (S. 16) | <input type="checkbox"/> Rear Impact Guards (S. 33) |
| <input type="checkbox"/> Engine Controls (S. 17) | |

Regulation: AR121/2009, Schedule 3:

If the vehicle is equipped with a ramp or lift for the purpose of transporting persons with physical disabilities, those items must be included in the periodic inspection/repair. The vehicle must meet the following requirements as outlined in Schedule 3.

- | | |
|--|--|
| <input type="checkbox"/> Mobility Aid Securement Devices (S. 1) | <input type="checkbox"/> Lift Platform Requirements (S. 5) |
| <input type="checkbox"/> Ramps and Lifts General Requirements (S. 2) | <input type="checkbox"/> Warning Notice (S. 6) |
| <input type="checkbox"/> Ramp and Lift Controls (S. 3) | <input type="checkbox"/> Symbol (S. 9) |
| <input type="checkbox"/> Lift Capacity (S. 4) | |

Regulation: AR121/2009, Schedule 4:

If the vehicle is equipped for the purpose of transporting persons with physical disabilities, the vehicle must meet the following requirement as outlined in Schedule 4.

- | | |
|---|--|
| <input type="checkbox"/> Masor System Required (S. 2) | <input type="checkbox"/> Steps (S. 9) |
| <input type="checkbox"/> Masor System Requirements (S. 3) | <input type="checkbox"/> Additional Lighting (S. 10) |
| <input type="checkbox"/> Mobility Aid and Occupant Restraint Requirements (S.4) | <input type="checkbox"/> Floor Covering (S. 11) |
| <input type="checkbox"/> Protective Materials (S. 5) | <input type="checkbox"/> Seats (S. 12) |
| <input type="checkbox"/> Exhaust System (S. 6) | <input type="checkbox"/> Emergency Equipment (S. 13) |
| <input type="checkbox"/> Rear Bumper (S. 7) | <input type="checkbox"/> Signs (S. 14) |
| <input type="checkbox"/> Doors (S. 8) | |

Regulation: AR121/2009, Schedule 5:

The vehicle must comply with Schedule 5 (school bus maintenance standards) of the regulation as outlined below.

- | | |
|--|---|
| <input type="checkbox"/> Colour (S. 2) | <input type="checkbox"/> Alternate Flashing Warning Lamps (S. 17) |
| <input type="checkbox"/> Exhaust (S. 3) | <input type="checkbox"/> Floor Level Marker Lamps (S. 18) |
| <input type="checkbox"/> Instruct and Instrumental Panel (S. 4) | <input type="checkbox"/> Interior Lamps (S. 19) |
| <input type="checkbox"/> Steering Gear and Linkage (S. 5) | <input type="checkbox"/> Exterior Lamps (S. 20) |
| <input type="checkbox"/> Tires (S. 6) | <input type="checkbox"/> Mirrors (S. 21) |
| <input type="checkbox"/> Rear Bumpers (S. 7) | <input type="checkbox"/> Body Mounting (S. 22) |
| <input type="checkbox"/> Colour (S. 8) | <input type="checkbox"/> Noise Suppression (S. 23) |
| <input type="checkbox"/> Service Door (S. 9) | <input type="checkbox"/> Rub Rails (S. 24) |
| <input type="checkbox"/> Emergency Exit – General Requirements (S. 10) | <input type="checkbox"/> Steps (S. 25) |
| <input type="checkbox"/> Emergency Doors (S. 11) | <input type="checkbox"/> Stirrup Steps (S. 26) |
| <input type="checkbox"/> Safety Equipment (S. 12) | <input type="checkbox"/> Stop Arm (S. 27) |
| <input type="checkbox"/> Floor Covering (S. 13) | <input type="checkbox"/> Crossing Arm (S. 28) |
| <input type="checkbox"/> Heater (S. 14) | <input type="checkbox"/> Sun Visor (S. 29) |
| <input type="checkbox"/> Signage (S. 15) | <input type="checkbox"/> Undercoating (S. 30) |
| <input type="checkbox"/> Inside Height (S. 16) | <input type="checkbox"/> Ventilation (S. 31) |

Comments:

	Yes	No	N/A
4. Does the written Maintenance and Inspection Program cover the requirement to conduct the Commercial Vehicle Inspection Program (CVIP) inspections semi-annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 6(3)(c):

Carrier’s written Maintenance and Inspection Program must address that mandatory annual inspections under the Commercial Vehicle Inspection Program (CVIP) are completed on time and a copy of the valid inspection must accompany all vehicles.

Comments:

	Yes	No	N/A
5. Does the written Maintenance and Inspection Program address the requirement that each commercial vehicle contain a copy of Schedule 2 or 3, including any modifications made to the Schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 10(9):

Carrier must ensure a copy of the Schedule used for a written trip inspection is located in each commercial vehicle. A carrier may add items to the Schedule, but may only remove components if the vehicle is not equipped with that component.

Comments:

	Yes	No	N/A
6. Does written Maintenance and Inspection Program address the requirement that drivers or persons authorized to conduct Trip Inspections inspect all the applicable items identified in Schedule 2 of NSC Standard 13, Part 2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 10(2) and (4)

Carrier’s program must require drivers or another person designated by the carrier to complete a trip inspection of vehicles that have a designed seating capacity of 11 or more persons including the driver. The person completing the inspection must inspect the operating condition of the vehicle using Schedule 2, of Part 2 of the National Safety Code (NSC) Standard 13.

Comments:

	Yes	No	N/A
7. Does the carrier’s written Maintenance and Inspection Program address the requirement that drivers or authorized persons complete written Trip Inspection Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 12(2)

Carrier must ensure written Trip Inspection Reports are completed for all commercial vehicles designed with a seating capacity of 11 or more persons including the driver. Trip Inspection Reports must meet the requirements outlined in Section 12(3) and (4) of AR121/2009.

Comments:

	Yes	No	N/A
8. Does the Maintenance and Inspection Program identify what items need to be recorded on a written Trip Inspection Reports, as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 12(4) (a) – (h):

A trip inspection report must include, at least:

- a) The licence plate number, the commercial vehicle identification number or unit number of the commercial vehicle;
- b) A record of the odometer or hubometer reading of the commercial vehicle at the time of the inspection;
- c) The name of the carrier operating the commercial vehicle;
- d) The name of the municipality or location on the highway where the commercial vehicle was inspected;
- e) Each defect in the operation of every item required to be inspected in accordance with Section 10, or that no defect was detected;
- f) The time and date that the report is made;
- g) The name of the person who inspected the commercial vehicle and include a statement signed by that person stating that the commercial vehicle has been inspected in accordance with the applicable requirements under Section 10;
- h) The name and signature of the driver or person making the report.

The report must be in a legible written format or in a legible electronic format acceptable to the Registrar.

Comments:

	Yes	No	N/A
9. Does the Maintenance and Inspection Program include a policy for the distribution and retention of Trip Inspection Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Sections 13(1) and (2):

A driver shall, within 20 days after the completion of a trip inspection report, forward the original to the home terminal of the carrier,

The carrier shall:

- a) Ensure that the driver forwards the original of the trip inspection report to;
- b) Deposit the original of the trip inspection report at its principal place of business within 30 days of receiving it.
- c) Keep each original of the trip inspection report in chronological order for each vehicle for at least 6 months after receiving it.

Comments:

	Yes	No	N/A
10. Does carrier’s Maintenance and Inspection Program require a person completing the trip inspection to report defects and take appropriate action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 14:

Carrier’s program must require the person completing a trip inspection to document all defects detected and advise the carrier without delay if it is a “major” defect or in a timely manner, no later than the next required trip inspection in all other cases. Carrier shall direct that no person operate a vehicle that has been identified as having a “major” defect until it is repaired.

Comments:

	Yes	No	N/A
11. Does the written maintenance and inspection program require drivers to report defects observed during the vehicle’s operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation: AR121/2009, Section 15:

Carrier’s program must instruct driver that if a defect is identified during their work shift, the defect must be recorded in their Trip Inspection Report, or other document and reported:

- a) To the carrier without delay if it is a major defect; or
- b) In a timely manner, and no later than the next required trip inspection in all other cases.

Comments:

12. Does the carrier’s written Maintenance and Inspection Program provide adequate directions on retaining vehicle inspection, maintenance, and repair records?

Yes	No	N/A
-----	----	-----

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Regulation: AR121/2009, Sections 37 and 38:

Carrier must maintain a vehicle file for each vehicle regulated. The vehicle file shall contain at least:

- a) Identification of the vehicle as per Section 37(2)(a);
- b) Record of CVIP inspections;
- c) Repairs completed;
- d) Lubrication and maintenance of vehicles including nature of work performed, the date the inspection took place, and odometer or hubometer reading at the time of the inspection;
- e) Notice of defects from the manufacturer;
- f) Trip inspection reports.

Unless otherwise provided by the Registrar, records shall be retained at the carrier’s principal place of business.

Trip Inspection Reports shall be retained for the current month the inspection was completed and for the following 6 months. All other maintenance and inspection records shall be retained for at least the current calendar year and the 4 years immediately following.

Comments:

Yes	No	N/A
-----	----	-----

13. Does the carrier’s written Maintenance and Inspection Program identify that a driver shall not be permitted to drive unless all major defects as identified in the Trip Inspection Report have been repaired, corrected, or certified that the repair or correction is unnecessary?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Regulation: AR121/2009, Section 16:

The carrier’s program shall direct that when a “major” defect is repaired, the Trip Inspection Report or other document in which the defect was reported shall be amended to certify that the defect has been repaired or corrected, or that no repair was necessary. It must also be noted that a driver shall not drive or be permitted to drive until all major defects have been repaired.

Comments:

Yes	No	N/A
-----	----	-----

Program is Acceptable:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Reviewer’s Final Comments

Module 7: Federal Hours of Service Regulations



MODULE CONTENTS



Module 7 aims to introduce carriers and drivers to the basics of the federal drivers' hours of service regulations. The contents of this module are as follows.

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This is a guide only and is not meant to be a substitute for the actual legislation.

Note: A “driver” is a person who is employed or otherwise engaged by the motor carrier to operate a commercial vehicle. This means the federal drivers’ hours of service laws apply to drivers, mechanics and managers that operate regulated vehicles at any time.

FEDERAL HOURS OF SERVICE REGULATIONS



Hours of service regulations define maximum driving times and minimum off-duty times for drivers of commercial vehicles (both bus and truck) in Canada. These limits were created to prevent dangerous fatigue-related incidents from happening. Carriers must include information about drivers' hours of service laws in their safety programs.

According to Section 2 of the *Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)*, federal drivers' hours of service regulations apply to drivers of:



Commercial vehicles that have a gross vehicle weight of more than 4,500 kilograms and that operate in multiple provinces, territories or states.



Commercial vehicles with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver, that operate in multiple provinces, territories or states.

If a carrier is federally regulated (i.e. they operate in multiple provinces, territories or states), their drivers must follow the federal hours of service laws. These laws will apply to the carrier's regulated entire fleet, even if some of their drivers only operate point-to-point within Alberta.

Drivers must follow the provincial drivers' hours of service laws if a carrier is provincially regulated. This means that they operate commercial vehicles only within Alberta. See [Module 8](#) for more information on the provincial hours of service laws.

RESPONSIBILITIES OF MOTOR CARRIERS, SHIPPERS, CONSIGNEES AND DRIVERS

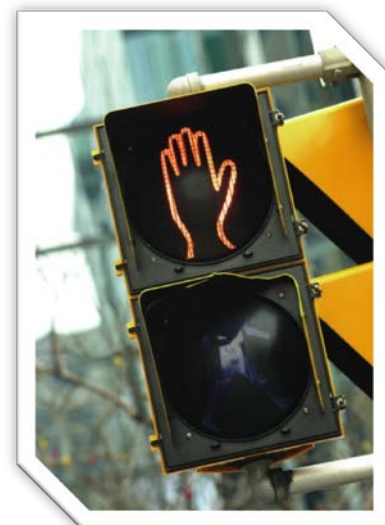
Section 4 of the *Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)* places the responsibility to help prevent fatigue-related incidents involving commercial vehicles onto:

- The motor carrier;
- The shipper;
- The consignee (receiver);
- Other persons (such as safety officers, dispatchers);
- The driver.

These responsible parties **MUST** take steps to prevent the driver from driving if:

- The driver's faculties are impaired to the point where it is unsafe for the driver to drive;
- Driving would jeopardize or be likely to jeopardize the safety or health of the public, the driver, or the employees of the motor carrier;
- The driver is subject to an out-of-service declaration;
- The driver, in doing so, would NOT be in compliance with the regulations.

Anyone listed above may be subject to enforcement action if they fail to ensure compliance to the federal drivers' hours of service regulations.



Understanding Responsibilities

To fully understand their responsibilities, it is important that everyone understands the federal drivers' hours of service laws. The Alberta government has prepared a guide that may assist carriers and drivers in better understanding these laws. This guide is available online at: www.transportation.alberta.ca/675.htm.

The Canadian Council of Motor Transport Administrators (CCMTA) has also developed an interpretation guide which is available online at: http://ccmta.ca/english/pdf/HoS_Application_Guide.pdf.

Both of these documents have been used in the development of this module.

GENERAL EXEMPTIONS

The federal regulations **do not apply to the following vehicles:**

- A 2- or 3-axle vehicle being used for the transportation of primary products of a farm, forest, sea or lake, where the driver or the motor carrier is the producer of those primary products, **OR** a return trip after transporting the primary products of a farm, forest, sea or lake, if the vehicle is empty or is transporting products used in the principle operation of a farm, forest, sea or lake;
- An *emergency vehicle* (as defined in the regulations);
- A vehicle that is engaged in providing relief in the case of a public welfare emergency, as defined in section 5 of the *Emergencies Act*;
- A commercial vehicle when driven for *personal use* if:
 - the vehicle has been unloaded;
 - any trailers have been unhitched;
 - the distance traveled does not exceed 75 kilometres in a day;
 - the driver has recorded the odometer reading in the logbook; and
 - the driver is not subject to an out-of-service declaration.



Emergency Conditions Exemption

Federal hours of service limitations may be extended for a driver who requires more driving time in an emergency. This allows the driver to reach the first destination that provides safety for the occupants of the commercial vehicle and for other users of the road or the security of the commercial vehicle and its load. The driver must stop at the *first place of safety*. A driver who uses this exemption must write that they have done so in the “remarks” section of their daily log.



Adverse Driving Conditions

A driver who encounters adverse driving conditions may extend the permitted 13 hours of driving time and reduce the 2 hours of daily off-duty time by the amount of time needed to complete the trip if:

- The driving, on-duty and elapsed time in the elected cycle are not extended more than 2 hours;
- The driver still takes the required 8 consecutive hours of off-duty time;
- The trip could have been completed under normal driving conditions without the reduction;
- The adverse driving conditions were not known or could not have been reasonably known by a driver or carrier before the driver began driving.

Adverse driving conditions are defined as snow, sleet, fog, or other adverse weather or road conditions.



DRIVER DUTIES

The duties performed by a driver can be classified into four categories or “Duty Statuses.” These duty statuses are:



In the federal drivers’ hours of service regulations, “**on-duty time**” means the period that begins when a driver begins work or is required by the motor carrier to be available to work. This period ends when the driver stops working. On-duty time includes driving time and time spent by the driver:

- a) Inspecting, servicing, repairing, conditioning or starting a commercial vehicle;
- b) Travelling in a commercial vehicle as a co-driver, when the time is not spent in the sleeper berth;
- c) Participating in the loading or unloading of a commercial vehicle;
- d) Inspecting or checking the load of a commercial vehicle;
- e) Waiting for a commercial vehicle to be serviced, loaded, unloaded or dispatched;
- f) Waiting for a commercial vehicle or its load to be inspected;
- g) Waiting at an en-route point because of a collision or other unplanned occurrence or situation;
- h) Resting in or occupying a commercial vehicle for any other purpose except;
 - a. Time spent travelling as an off-duty passenger;
 - b. Time spent in a sleeper berth;
 - c. Time spent in a stationary commercial vehicle to satisfy off-duty time requirements
- i) Performing any work for any motor carrier.

“**Off-duty time**” means any period other than on-duty time and includes “**sleeper berth time.**” The requirements of these duty statuses as well as the “**driving time**” limitations will be described in more detail later in this module.

LOG BOOKS

Carriers must ensure their drivers maintain accurate records of their duty status times for each calendar day. These times must be recorded in a log book or on a radius record (when all criteria are met for the 160 kilometer radius record exemption).



These records must be kept so that a carrier may ensure a driver does not exceed the specified hour limitations. Carriers and drivers can obtain blank daily log books from truck stops, stationary stores or printing companies.

According to Section 82 of the *Commercial Vehicle Drivers Hours of Service Regulations* (SOR/2005-313), each daily log is required to contain the following information:

At the start of a day, a driver must record:

- Date
- Start time of driver's day (if other than midnight - using the local time at the driver's home terminal)
- The name and address of the driver's home terminal
- Name of the driver (and co-driver if applicable)
- The cycle the driver is following
- The vehicle's unit or licence plate number
- The odometer reading of the vehicle
- In the "Remarks" section, the driver must indicate whether the deferral exemption was used, and whether the driver is on Day 1 or 2 if it was used

During the day, a driver must record:

- In the "Remarks" section, the driver must indicate:
 - The name of the location where each change of duty occurred;
 - Whether the driver used any exemptions that allowed them to exceed the maximum driving limitations (emergency or adverse driving conditions).

At the end of a day, a driver must record:

- The driver's signature (and co-driver if applicable)
- The total distance driven that day
- The total hours for each duty status that day
- The odometer reading of the vehicle

Daily Logs - Graph Grids



Log book data must be completed on a graph grid so that each piece of required information may be recorded accurately. The grid is filled out in a way that ensures all of the driver's hours are accounted for in each of the four duty statuses.

SCHEDULE 2 (Section 1 and subsection 82(2))

DUTY STATUS

NAME / NOM _____

DATE _____

Cycle 1 (7 days — 7 jours)

OR / OU

Cycle 2 (14 days — 14 jours)

(Hour at which day begins — Use local time at home terminal)

(Heure à laquelle la journée commence — Utiliser l'heure locale à la gare d'attache)

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
1. Off-duty time other than time spent in a sleeper berth / Heures de repos, à l'exclusion du temps passé dans une couchette																										
2. Off-duty time spent in a sleeper berth / Heures de repos passées dans une couchette																										
3. Driving time / Heures de conduite																										
4. On-duty time other than driving time / Heures de service, à l'exclusion des heures de conduite																										

Total Hours
Total des heures

Remarks / Observations _____

Total distance driven / Distance totale parcourue _____

Signature _____

INSTRUCTIONS FOR FILLING IN A LOG GRID

- (a) For each duty status,
 - i. Mark the beginning time and the end time, and
 - ii. Draw a continuous line between the time markers;
- (b) Record the name of the municipality or give the location on a highway or in a legal sub-division and the name of the province or state where a change in duty status occurs;
- (c) If the driver is engaged in making deliveries in a municipality that result in a number of periods of driving time being interrupted by a number of short periods of other on-duty time, the periods of driving time may be combined and the periods of other on-duty time may be combined; and
- (d) Enter on the right of the grid the total number of hours of each period of duty status, which total must equal 24 hours.

Note: When recording the location where a change in duty status occurs, drivers must write out the full name of that location. Only province or state names may be abbreviated.

Onboard Recording Devices



A driver is permitted to use an electronic onboard recording device instead of filling out a log book. The device must still provide all of the required information found in Section 82 of the *Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)*.

An onboard recording device must also be capable of displaying:

- The driving times and other on-duty times for each day when the device is used;
- The total on-duty time remaining and the total on-duty time accumulated in the cycle being followed by the driver;
- The changes in duty status and the time at which each change occurred for each day on which the device is used;
- The times and dates on which the device has been disconnected and reconnected.



At the request of a peace officer, a driver must be able to immediately provide the required information for the previous 14 days by producing it on the screen of the electronic onboard recording device, in handwritten form, on a print-out or any combination of these.


This means that drivers must have blank daily log forms in the commercial vehicle. Any printed copy of the daily log that is generated from the information stored in the device must be signed on each page by the driver to confirm its accuracy.

Possession of Daily Logs and Supporting Documents 

Drivers must prepare a daily log for each day that they are employed by a motor carrier, including days that are spent off-duty (such as weekends). Drivers who have been off-duty for several days may record their daily log information for multiple consecutive off-duty days on a single log book page as long as:

- The log page is fully completed with all required information;
- The information on the log is readable and accurate;
- The days referenced as off-duty are consecutive dates;
- The log page does not include information for a day that shows any duty status other than “off duty time other than time spent in a sleeper berth”.

The following is an example of how a driver would fill out a log for multiple off-duty days:

MOTOR VEHICLE OPERATOR'S DAILY LOG												Date: <i>Jan. 5 - 6, 2008</i>		
Motor Carrier: <i>ABC Transportation Inc.</i>										Odometer Finish		Odometer Start		
Principal Place of Business: <i>1 Bay St Calgary, AB T8K 9X3</i>					Vehicle Plate or Unit #			Total Distance Driven Today		<i>0</i> km				
Home Terminal Address: <i>1 Bay St Calgary, AB T8K 9X3</i>					Cycle 1 (7 days) <input checked="" type="checkbox"/>		Cycle 2 (14 days)							
HOUR AT WHICH DAY BEGINS (Midnight) Use Time Standard at Home Terminal														
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 Total Hours														
Off-duty time other than in sleeper berth												<i>24</i>		
Off-duty time in sleeper berth												<i>0</i>		
Driving time												<i>0</i>		
On-duty time other than driving time												<i>0</i>		
											Total	<i>24</i>		
REMARKS														
DAILY DEFERRAL USED: <input type="checkbox"/> Day 1 <input type="checkbox"/> Day 2														
Other Motor Carrier (Name & Address)						PERSONAL USE OF COMMERCIAL VEHICLE								
						Start Odometer			End Odometer					
Name of Co-Driver													<i>Bill Driver</i>	
													Printed Name of Driver	
													<i>Bill Driver</i>	
													Signature of Driver (Certified True & Correct)	
PREVIOUS DAYS' TIME RECORDS														
Previous Day (first = 1)	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total Hours On-Duty														
Total Hours Off-Duty														

A driver is required to submit each completed log to the carrier within 20 days of being produced. The carrier must, within 30 days of receiving the original copy of a daily log, retain that copy of the log at their principal place of business. All original log book records must be kept by the carrier for at least 6 months from the date the information was recorded.

When requested by a peace officer, a driver must produce their logs and supporting documentation without delay. Supporting documentation may include things such as:

- Trip inspection reports;
- Bills of lading;
- Other shipping documents;
- Fuel receipts;
- Lodging receipts;
- Other expenses.



All relevant expense receipts should be kept, regardless of whether the driver or carrier paid for such things as meals and lodging.

Radius Record Exemption



A driver may be exempt from filling out daily logs if they are eligible for the 160 kilometer radius exemption. This exemption applies **ONLY** to record keeping requirements. **ALL** other requirements of the regulations must still be met.

To qualify for this exemption, a carrier must meet the following requirements:

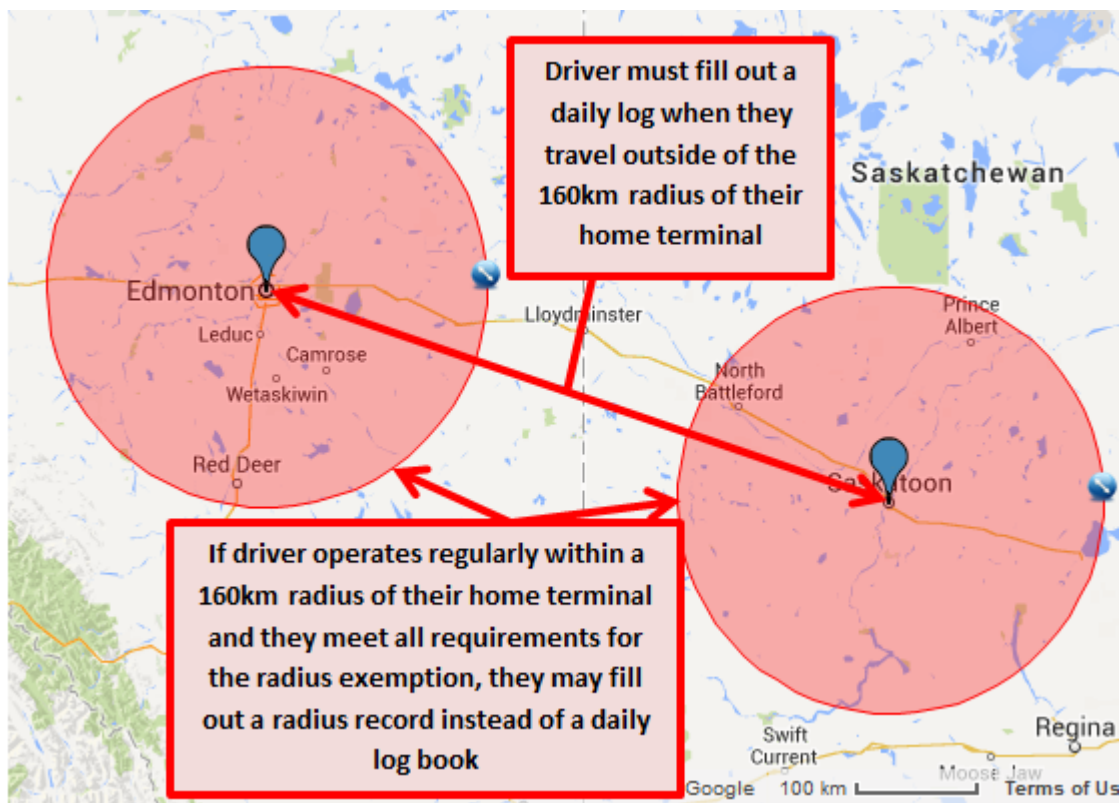
- The driver operates within a 160 kilometer radius of their home terminal;
- The driver returns to their home terminal each day to begin a minimum of 8 consecutive hours of off-duty time;
- The motor carrier that employs the driver maintains accurate and legible time records showing, for each calendar day, the driver's duty status and elected cycle, the hour at which each duty status begins and ends and the total number of hours spent in each status;
- The motor carrier keeps these driver records for a period of at least 6 months.

Driver's Home Terminal



“Home terminal” means the place of business of a motor carrier where a driver usually reports for work. This includes a temporary work site designated by the motor carrier.

For example, if a driver normally reports to a terminal in Edmonton, then that is their home terminal. If that same driver makes a trip out to Saskatoon and reports to a terminal there for several days or weeks, then that may temporarily be their home terminal until they return to Edmonton. They would, however, be required to fill out a daily log for each trip between Edmonton and Saskatoon.



When a driver is not required to keep a daily log, they must (as noted above) still maintain time records showing, for each calendar day, the driver's duty status and elected cycle, the hour at which each duty status begins and ends and the total number of hours spent in each status. A sample of what a 160 kilometer radius record may look like is on the next page.

160 Kilometer Radius Record					
Driver's Name: _____			Elected Cycle:		
Date: _____			1 <input type="checkbox"/>	2 <input type="checkbox"/>	
Start Time	End Time	Off-Duty	Driving	On-Duty Not Driving	Remarks
Total Hours					

SAMPLE 160 Kilometer Radius Record					
Driver's Name: <u>SAMPLE DRIVER</u>			Elected Cycle:		
Date: <u>NOVEMBER 8, 2013</u>			1 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	
Start Time	End Time	Off-Duty	Driving	On-Duty Not Driving	Remarks
0:00	6:00	6.0			
6:00	6:30			0.5	
6:30	7:30		1.0		
7:30	9:30			2.0	
9:30	10:30		1.0		
10:30	12:30			2.0	
12:30	13:30	1.0			
13:30	17:30		4.0		
17:30	24:00	6.5			
Total Hours		13.5	6.0	4.5	24 Total

Note: Other formats for a radius record can be used provided they contain at least the minimum required information. More samples are available in [Appendix 1](#) of this module and on pages 44-47 of the [CCMTA Hours of Service Application Guide](#).

Tampering



It is against the law to tamper with a daily log. Tampering with the daily log includes any of the following activities:

- Driver keeps more than one daily log for any day;
- Driver records inaccurate information in a daily log, whether it is handwritten or produced using an electronic device;
- Anyone falsifies, mutilates or defaces a daily log or supporting documents;
- Safety officer or any other individual alters or tampers with original daily logs.

According to Section 86(2) of the *Commercial Vehicle Drivers Hours of Service Regulations* (SOR/2005-313), a carrier is responsible for ensuring their drivers do not falsify their logs. More information about how to monitor drivers' logs is available later in this module.

Daily logs must be signed at the end of each day to confirm that all of the information recorded in a daily log is accurate. If a log contains false information, a peace officer can still charge a driver with a violation even if the driver has not signed the daily log. They may also issue an out-of-service declaration for any of the violations listed above.



FEDERAL DRIVING LIMITATIONS

There are 3 types of limitations that apply to a driver’s time; daily limits, work shift limits and cycle limits. It is a driver’s responsibility to comply with all 3 limitations at all times. It is important that all carriers are aware of these limitations. Fatigued drivers pose a great risk to themselves and all motorists around them and must not operate a commercial vehicle in such a state.

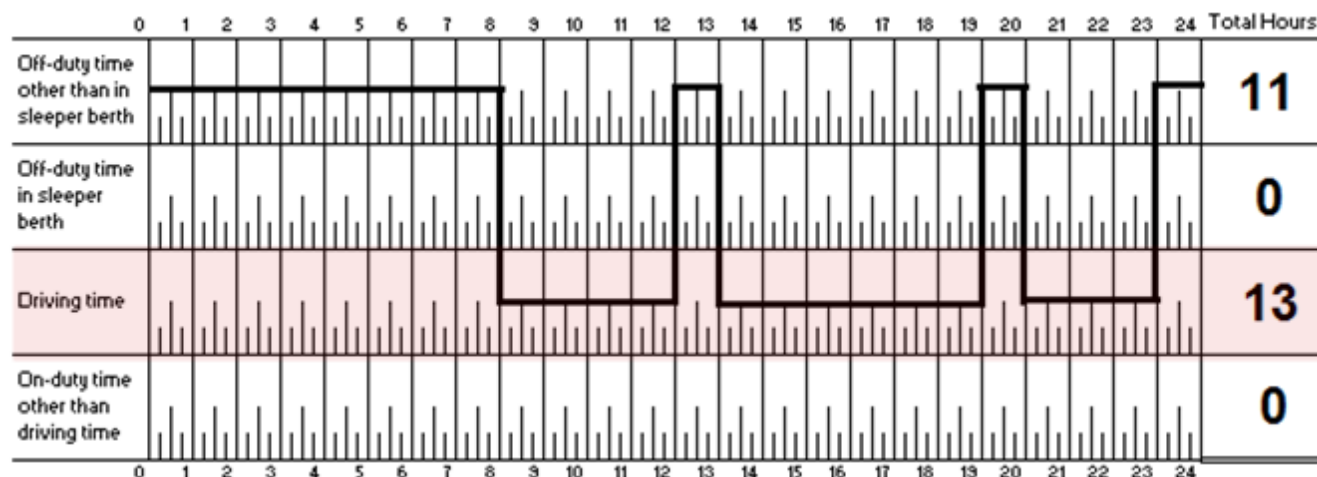
1. Daily Limits CLICK HERE

A “day” is a 24-hour period that begins at the hour designated by the carrier for the duration of the driver’s cycle. For example, one driver’s day might start at midnight while another driver’s day might start at 2:00am. The driver needs to record the hour at which the day begins on their log book page (for example, midnight or 2:00 am).

According to the *Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)*, rules which apply to a driver’s day include:

The 13-Hour Driving Time in a "Day" Rule

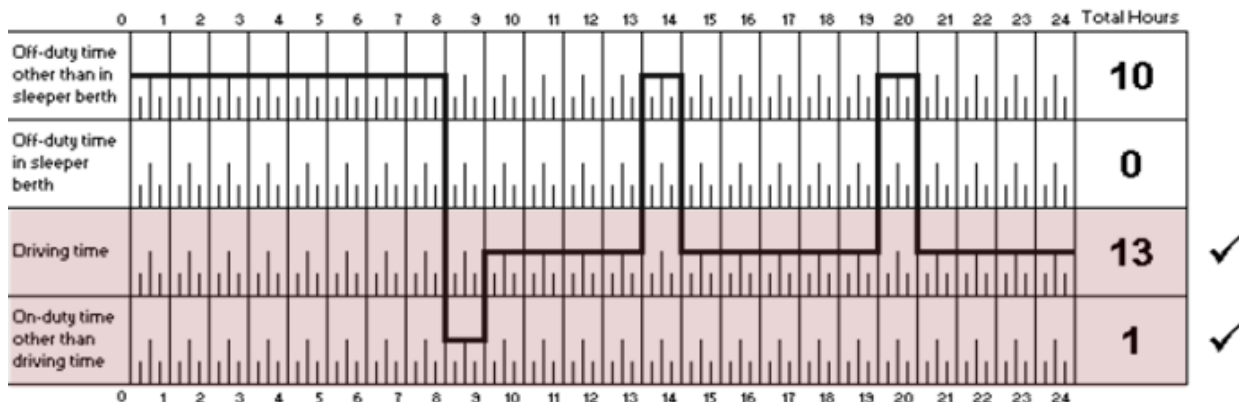
According to Section 12, a driver may not drive a commercial vehicle after they have already driven 13 hours in a day.





The 14-Hour On-Duty Time in a "Day" Rule

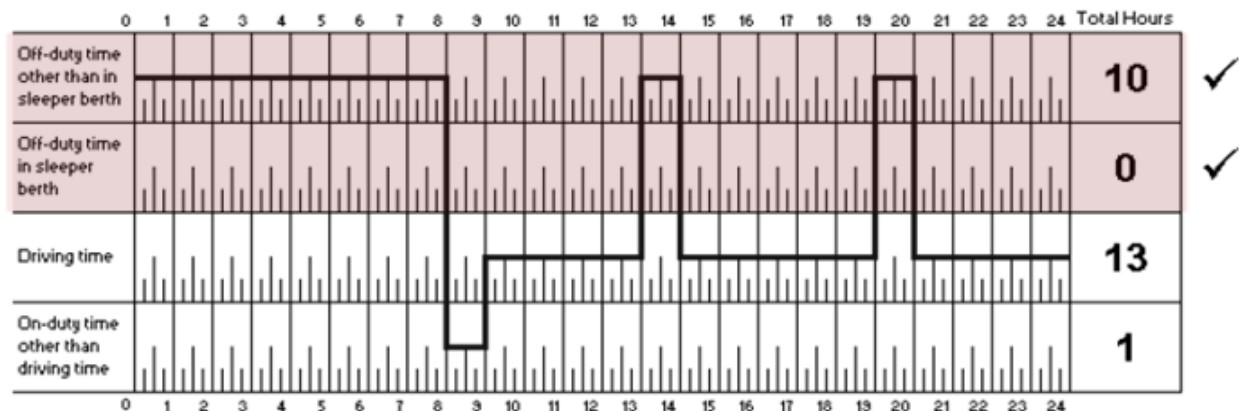
According to Section 12, a driver must not drive a commercial vehicle if they have accumulated 14 hours of on-duty time in a day.



The 10-Hours Off-Duty in a "Day" Rule

According to Section 14, a driver must take at least 10 hours of off-duty time in a day. This time must include at least 2 hours of off-duty time other than the mandatory 8 consecutive hours of off-duty time. These 2 hours of off-duty time must be taken in blocks greater than or equal to 30 minutes and may be taken in consecutive blocks before or after the 8 mandatory hours of off-duty time.

Any person who is authorized by the carrier to be a driver is considered to be a driver every day. This means they must have at least 10 hours off-duty every 24 hour day, whether they drive or not. Every driver must fill out a daily log for every day they are employed as an authorized driver, even if that log only displays off-duty time.





Deferral of Off-Duty Time

According to Section 16, if a driver is unable to take 10 hours off-duty in a day, the driver can defer up to 2 hours off-duty to the following day. This deferral option can be used every second day as long as all the conditions are met.

To defer daily off-duty time, a driver must meet the following conditions:

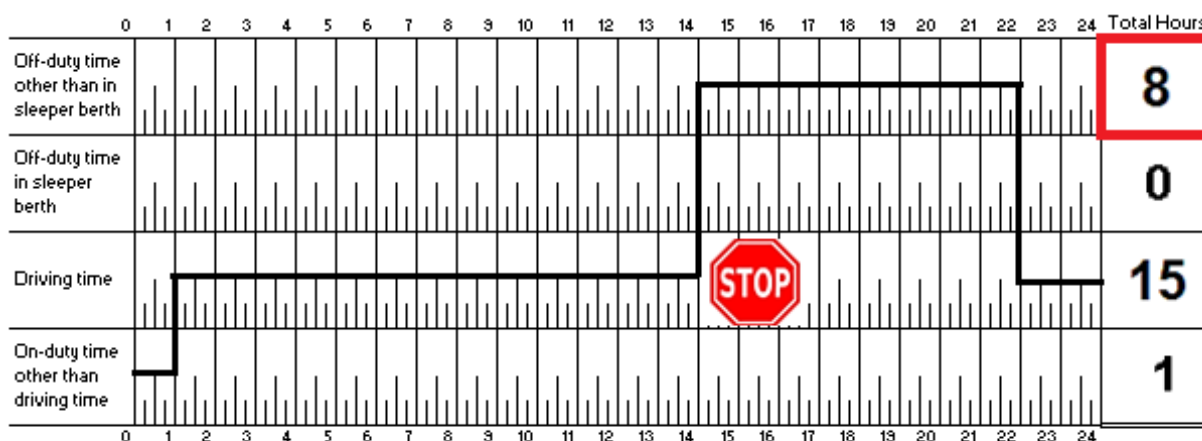
The off-duty time deferred is not part of the mandatory 8 consecutive hours of off-duty time

The off-duty time deferred is added to the 8 consecutive hours of off-duty time taken in the second day

The total off-duty time taken in the 2 days is at least 20 hours

The total driving time in the 2 days does not exceed 26 hours

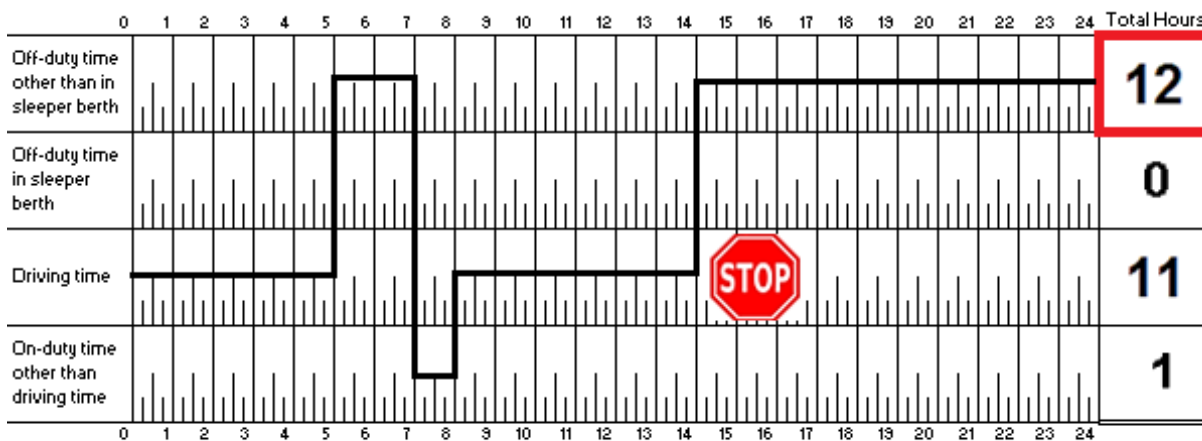
The driver declares that they are deferring off-duty time under the "Remarks" section of their logs and clearly indicates whether they are driving under day one or day two of that time



Remarks: Deferral of off-duty time used - Day 1

STOP driving after 13 hours

2 hours of off-duty time missing on Day #1 gets added to off-duty time on Day #2



Remarks: Deferral of off-duty time used - Day 2

Alb

2. Work Shift Limits

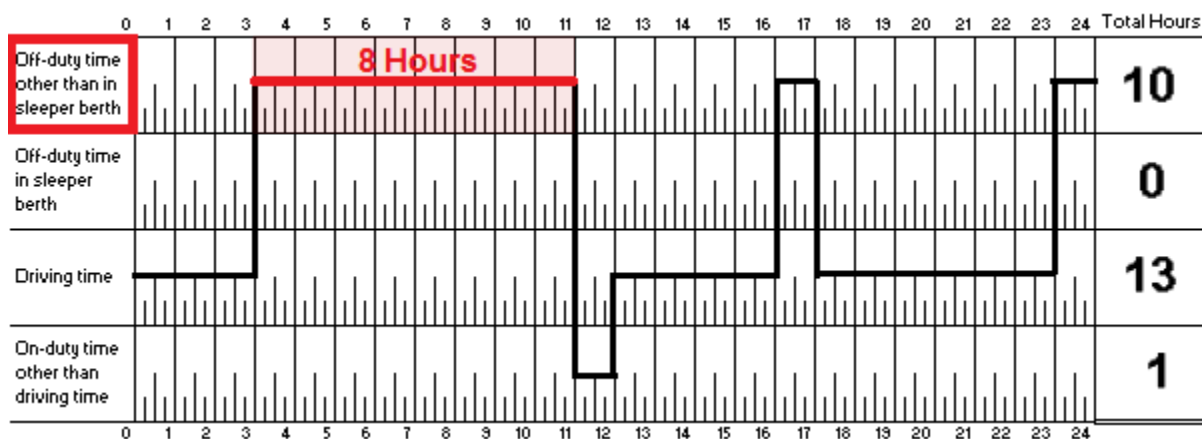


A work shift is the period of time that a driver is “on the job”. The work shift begins when a driver performs any activity for a motor carrier and ends when the driver stops for a period of rest which lasts for 8 consecutive hours. A work shift can span across more than one calendar day.

According to the *Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)*, rules which apply to a driver’s work shift include:

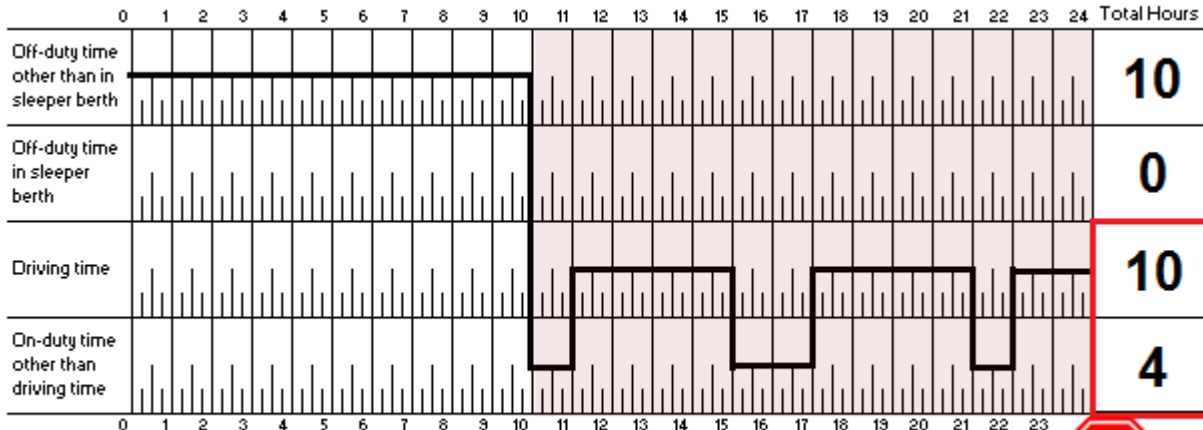
The 13-Hour Driving Time in a Work Shift Rule

According to Section 12, a driver may not drive a commercial vehicle after they have already driven 13 hours in a work shift. They may drive again after they have taken 8 consecutive hours of off-duty time.

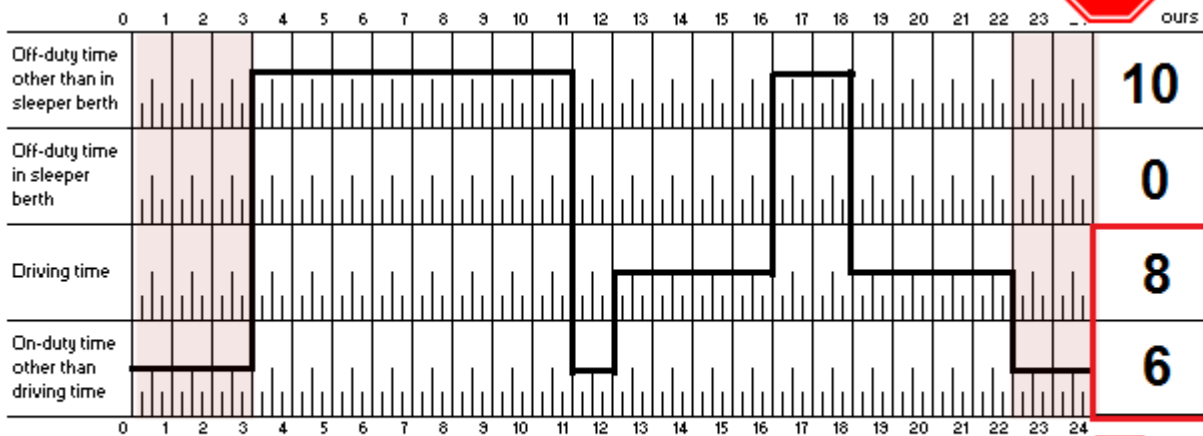


The 14-Hour On-Duty in a Work Shift Rule

According to Section 12, a driver may not drive a commercial vehicle after they have accumulated 14 hours of on-duty time in a work shift.



NO DRIVING after the 14th hour on-duty



The 16-Hour Elapsed Time in a Work Shift Rule

A driver may not drive a commercial vehicle after 16 hours of time have elapsed since the driver started a work shift. The clock starts ticking at the end of the most recent period of 8 or more consecutive hours of off-duty time.





The 8 Consecutive Hours of Rest Rule

A driver must have 8 consecutive hours of off-duty time between work shifts.



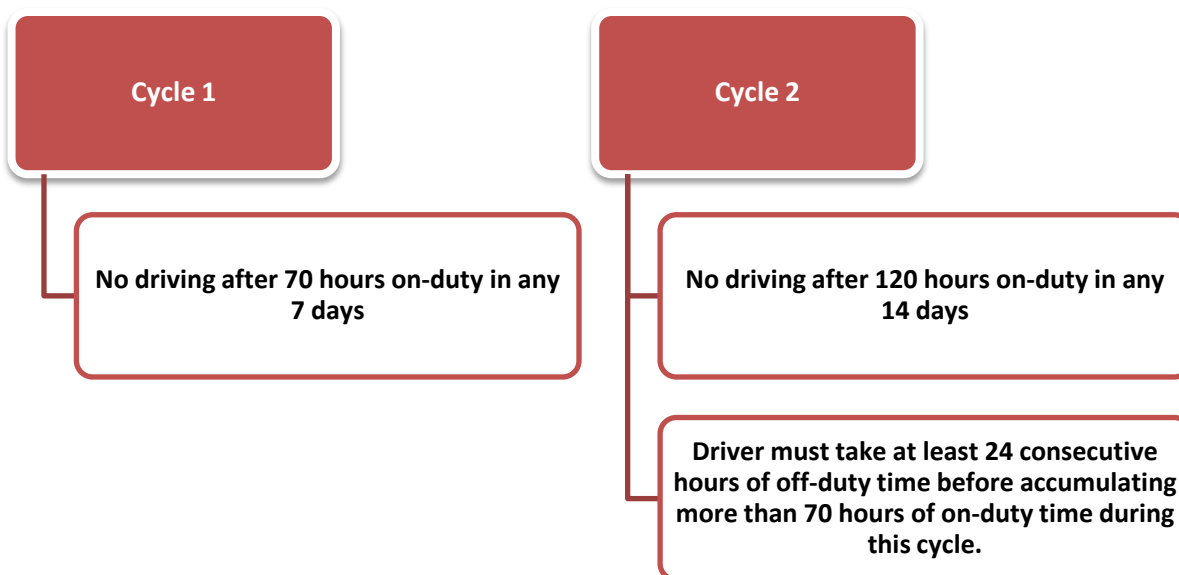
The 8 consecutive hours off-duty required to restart a work shift may be a combination of off-duty and sleeper berth time. A driver may also take the 8 consecutive hours rest in the sleeper berth.

A driver is only in violation of the above work shift rules if the driver is driving after reaching the limits. In certain cases, the driver may work after 13 hours driving, 14 hours on-duty or 16 hours of elapsed time.

3. Driving Cycles



According to Section 27 of the *Commercial Vehicle Drivers Hours of Service Regulations* (SOR/2005-313), there are two types of driving cycles:



According to Section 24, a carrier must ensure that a driver follows either Cycle 1 or Cycle 2. A driver is required to declare which cycle they are following on their daily logs.

If a driver reaches their declared cycle limit, the driver must **stop driving**. The driver then has the choice to either:

- Take the necessary number of hours off-duty to bring them back into compliance with the cycle limits (the cycle period continually slides by adding the current day and subtracting the oldest day of the cycle);
- Reset their cumulative on-duty hours back to “zero” by taking the number of hours off-duty as specified by the cycle they were following.



Cycle Switching and Resetting

Occasionally, carriers and drivers may find that they benefit from using a different cycle. According to Section 29, if a driver wants to switch cycles, they must take the following number of hours off-duty:



- Driver must take at least 36 consecutive hours off.



- Driver must take at least 72 consecutive hours off.

A driver is only in violation when *driving* in excess of the cycle cumulative hours specified by law. In Canada, drivers may reset their cycle at any time before they reach their cycle limit.

NOTE

When operating in other jurisdictions (such as in the United States), a driver must recognize and follow the hours of service laws of that jurisdiction. When a driver returns to and drives in Canada, the driver must follow Canada’s hours of service laws.
























Mandatory 24 Hours Off-Duty

According to Section 25, a driver may not drive unless they have taken at least 24 consecutive hours of off-duty time in the preceding 14 days. This rule applies regardless of whether a driver follows Cycle 1 or 2.

A driver is only in violation of the mandatory 24 hours off duty if the driver is driving after reaching the 14 day limit. The driver may continue to work without having a 24 hour period of off-duty time in the preceding 14 days as long as that work does not involve driving an NSC regulated vehicle.

In the following example, the driver is on-duty for 14 days (to third Sunday) but does not reach either the Cycle 1 or Cycle 2 limit. The driver must take 24 consecutive hours of off-duty time before the driver may drive again.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 24 hours off-duty	 On-duty	 On-duty	 On-duty	 On-duty	 On-duty	 On-duty
 On-duty	 On-duty	 On-duty	 On-duty	 On-duty	 On-duty	 On-duty
 On-duty	 24 hours off-duty	 On-duty	 On-duty	 On-duty	 On-duty	 On-duty



Off-Duty Drivers

Off-duty drivers must continue to maintain a daily log or a radius record long as they are employed as a driver for a carrier. As noted earlier in this module, if a driver has been off-duty for several days, they may record their daily log information for multiple off-duty days on a single log book page provided that:

- The log page is fully completed with all of the required information in Section 82 of the *Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)*;
- The information on the log is legible and accurate;
- The days referenced as off duty are consecutive;
- The log page does not include information for a day that shows any duty status other than “off duty time other than time spent in a sleeper berth” (i.e. the days off can’t be shown in the remarks section of a log completed on the first day the driver is back on duty).

MOTOR VEHICLE OPERATOR'S DAILY LOG										Date: <u>Jan. 5-6, 2008</u>																																																																					
Motor Carrier: <u>ABC Transportation Inc.</u>										Odometer Finish																																																																					
Principal Place of Business: <u>1 Bay St Calgary, AB T8K 9X3</u>					Vehicle Plate or Unit #					Odometer Start																																																																					
Home Terminal Address: <u>1 Bay St Calgary, AB T8K 9X3</u>					Cycle 1 (7 days) <input checked="" type="checkbox"/>					Cycle 2 (14 days)					Total Distance Driven Today <u>0</u> km																																																																
HOUR AT WHICH DAY BEGINS (Midnight) Use Time Standard at Home Terminal																																																																															
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 Total Hours																																																																															
Off-duty time other than in sleeper berth																								<u>24</u>																																																							
Off-duty time in sleeper berth																								<u>0</u>																																																							
Driving time																								<u>0</u>																																																							
On-duty time other than driving time																								<u>0</u>																																																							
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DAILY DEFERRAL USED: Day 1 Day 2																																																																															
Other Motor Carrier (Name & Address)										PERSONAL USE OF COMMERCIAL VEHICLE Start Odometer End Odometer																																																																					
Name of Co-Driver																																																																															
PREVIOUS DAYS' TIME RECORDS										<u>Bill Driver</u> Printed Name of Driver <u>Bill Driver</u> Signature of Driver (Certified True & Correct)																																																																					
Previous Day (first = 1)										<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td colspan="14">Total Hours On-Duty</td> </tr> <tr> <td colspan="14">Total Hours Off-Duty</td> </tr> </table>														1	2	3	4	5	6	7	8	9	10	11	12	13	14															Total Hours On-Duty														Total Hours Off-Duty													
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SLEEPER BERTHS



If a commercial vehicle has an approved sleeper berth, a driver can stop and rest whenever they are tired or during any extended period of waiting. An approved sleeper berth is one that meets all of the requirements found in Schedule 1 of the *Commercial Vehicle Drivers Hours of Service Regulations* (SOR/2005-313). The requirements for sleeper berths have been included in [Appendix 2](#) of this module.

A driver records any time spent resting in a sleeper berth as “Off-Duty Time in a Sleeper Berth” on their daily log. A driver can use a sleeper berth to split the required 8 consecutive off-duty hours into 2 periods while still complying with the daily off-duty requirements.

Single Drivers

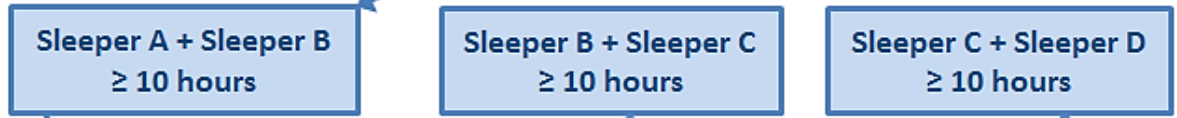
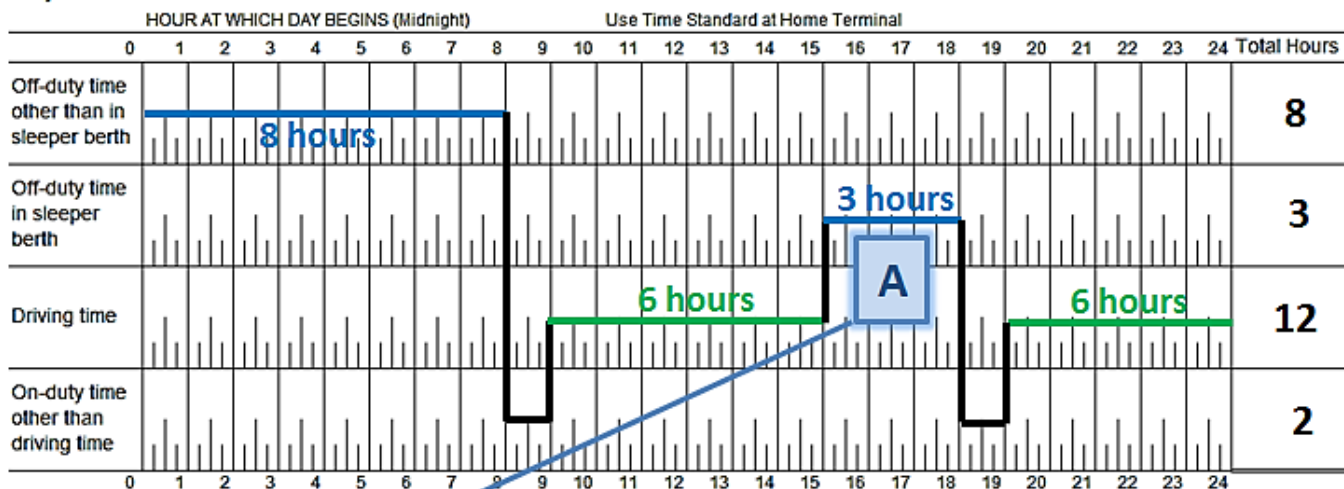


According to Section 18 of the federal regulations, a driver can split the required 10 hours of daily off-duty time into 2 sleeper berth periods if:

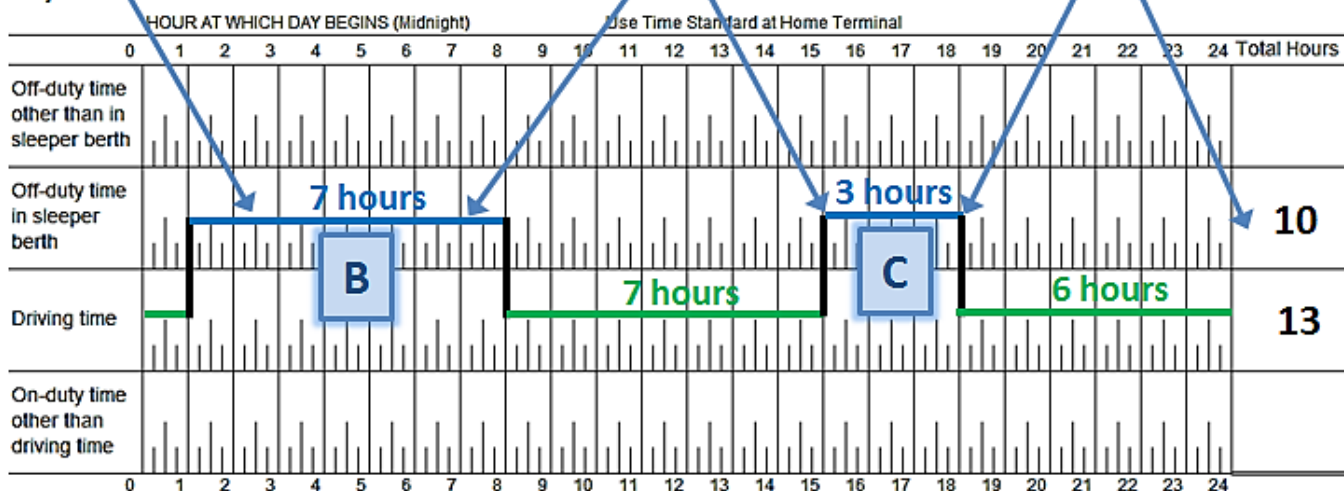
- Neither period is less than 2 hours;
- The total of the 2 sleeper periods is at least 10 hours;
- The off-duty time is spent resting in the sleeper berth;
- The total off-duty time in the day is at least 10 hours;
- The total of the driving time in the periods immediately before and after each of the periods of off-duty time does not exceed 13 hours;
- The elapsed time before and after each sleeper period does not include any driving time after the 16th hour after the driver comes on-duty;
- None of the daily off-duty time is deferred to the next day.

Example of an Acceptable Use of a Sleeper Berth:

Day One:



Day Two:



- ✓ Stop driving after 13 hours driving time in a day;
- ✓ Stop driving after 14 hours on-duty time in a day;
- ✓ At least 10 hours off-duty in a day and none of the off-duty time is deferred to the next day;
- ✓ Stop driving after 13 hours driving time before and after each eligible sleeper berth period;
- ✓ Stop driving after 14 hours on-duty time before and after each eligible sleeper berth period;
- ✓ Stop driving after 16 hours of elapsed time in a work shift.

Note: When calculating the 16th hour of elapsed time in a split sleeper, any period in the sleeper berth that is greater than 2 hours and adds to 10 with any subsequent period is not calculated in the elapsed time.

Team Drivers



According to Section 19 of the federal regulations, team drivers can split the required 10 hours of daily off-duty time into 2 sleeper berth periods if:

- Neither period is less than 4 hours;
- The total of the 2 sleeper periods is at least 8 hours;
- The off-duty time is spent resting in the sleeper berth;
- The total driving time before and after each sleeper period does not exceed 13 hours;
- The total of the on-duty time before and after each sleeper period does not include any driving time after the 14th hour;
- The elapsed time before and after each sleeper period does not include any driving time after the 16th hour after the driver comes on-duty;
- None of the daily off-duty time is deferred to the next day.
- Co-drivers have the freedom to split the 10 hours of daily off-duty time in any way that the drivers want as long as each sleeper berth period is at least 4 hours and the total for 2 sleeper berth periods equals at least 8 hours.

Team drivers must maintain their own daily logs and must meet the daily and work shift limits on their own. When one driver is driving, the other must be resting in the sleeper berth.

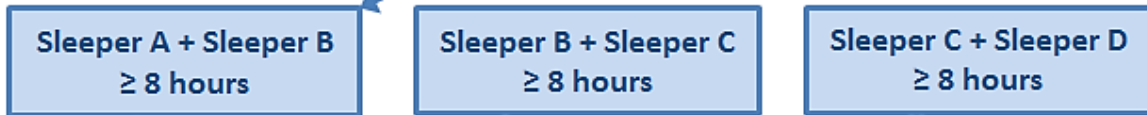
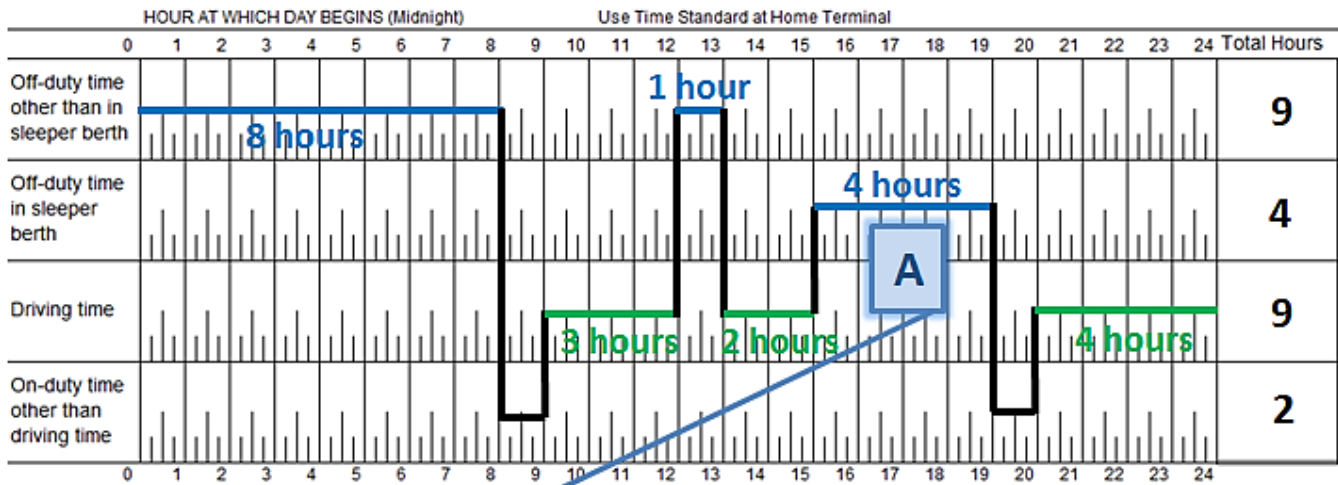
Only time spent in the sleeper berth counts towards the sleeper berth period. This means that any other off-duty time, such as sitting in the passenger seat, does not count towards the sleeper berth period.

Note

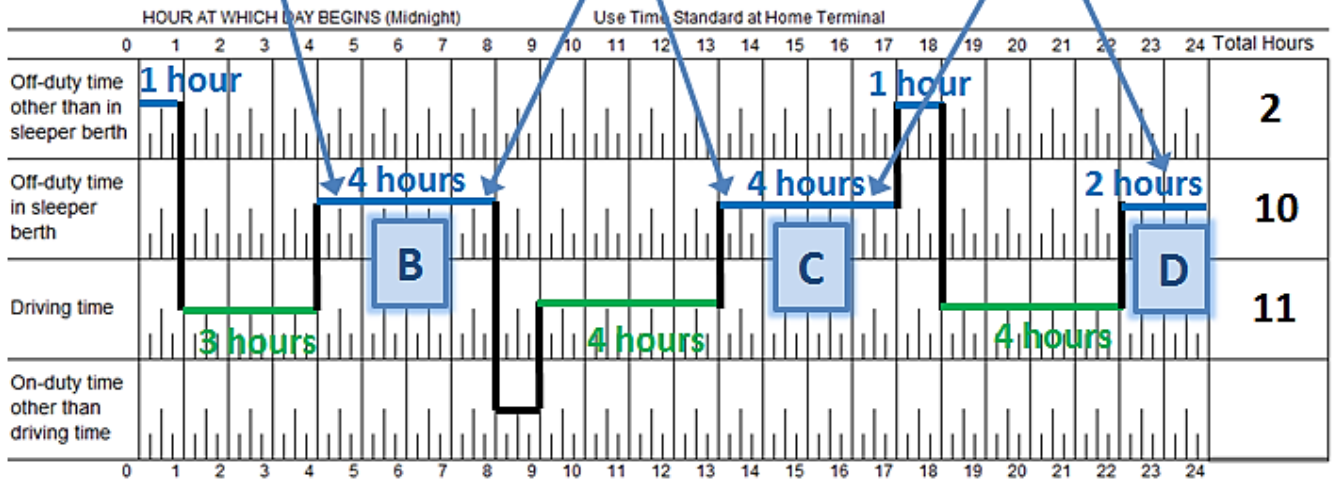
Because the eligible sleeper berth periods for team drivers only require a total of 8 hours of sleeper berth time, each team driver must take an extra 2 hours of off-duty time each day to meet the daily 10-hour requirement. This time may or may not be taken consecutively with the sleeper berth time.

Example of an Acceptable Use of a Sleeper Berth:

Day One:

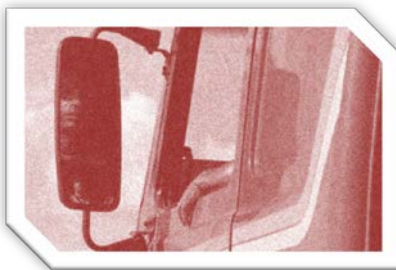


Day Two:



- ✓ Stop driving after 13 hours driving time in a day;
- ✓ Stop driving after 14 hours on-duty time in a day;
- ✓ At least 10 hours off-duty in a day and none of the off-duty time is deferred to the next day;
- ✓ Each sleeper berth period is at least 4 hours;
- ✓ The total for 2 sleeper periods is at least 8 hours;
- ✓ Stop driving after 13 hours driving time before and after each eligible sleeper berth period;
- ✓ Stop driving after 14 hours on-duty time before and after each eligible sleeper berth period;
- ✓ Stop driving after 16 hours of elapsed time in a work shift.

INTERNAL MONITORING



Internal Monitoring



According to Section 87 of the *Drivers Hours of Service Regulations* (SOR/2005-313), carriers must ensure their drivers are following hours of service laws. They must:

- Evaluate all drivers to ensure they are complying with the regulations;
- Record the date(s) in which any violation(s) occurred;
- Record the date of issuance to the driver of a notice of non-compliance;
- Record any actions taken with the driver.



Monitoring activities involve the review of driver logbooks, supporting documents (such as fuel and lodging receipts) and any other relevant information. Carriers must document their findings to support any corrective or disciplinary action taken against a non-compliant driver.

It is recommended that carriers check their driver's logs as frequently as possible. Carriers should consider reviewing their driver's logs on a monthly basis.

The number of drivers and logs checked by a carrier every month may vary according to the size of the company. A small company may choose to monitor all drivers' logs every month, while a large company may choose only to monitor a portion of their drivers each month. Although a carrier has the option to monitor a percentage of their drivers each month, every driver should be checked at least once each year.

The objective of internal monitoring is to ensure all drivers become fully compliant every day – not just to document each driver's performance. It is recommended that carriers closely monitor new drivers or drivers with a history of non-compliance until they can demonstrate that they understand and are able to comply with the *Commercial Vehicle Drivers Hours of Service Regulations*.

More information about how to monitor logs is available online at: www.transportation.alberta.ca/675.htm

PERMITS

Some carriers need drivers to work for longer periods of time than the federal hours of service limits allow. For example, a carrier may need to reduce off-duty time or increase driving time to do the following:

- Allow a driver following a regular itinerary to reach the driver's destination or home terminal;
- Deliver perishable goods;
- Accommodate a significant temporary increase in the transportation of passengers or goods by the motor carrier.



In these situations, a carrier may apply for a permit to increase the driving time and/or on-duty time available to a driver.

It is also recognized that oil well service vehicles work in a challenging environment. Drivers may need to work for longer periods than the existing cycles allow.



Policy – Oil Well Service Vehicle Cycle Exemption Permit



Section 63 of the federal *Commercial Vehicle Drivers Hours of Service Regulation*, (SOR/205-313) allows for a permit to be issued exempting qualified carriers from the cycle requirements provided a motor carrier satisfies certain criteria. To qualify for this permit exemption, Alberta has identified that a motor carrier must meet the regulatory definition of an oil well service vehicle and the department's policies in this area. These policies have been summarized below as to which services do and don't qualify for the permit.

The intent of this exemption is to allow a transportation service to be provided directly to or from a well head. The exemption does not apply when traveling between any two locations that do not include a well head site.

Applicants are not guaranteed to obtain any permit. A carrier's eligibility to obtain a permit may depend on things such as the carrier's Safety Fitness Rating and any results that may come of an audit or a permit inspection.

Once a carrier has been issued a permit, they will be required to follow all of the conditions attached to that permit. It is of utmost importance that a carrier follows all conditions to ensure that they do not pose a risk to the public or to their employees while they operate.

More information on permits is available in [Module 4](#) of this manual or on the Alberta Transportation website at: www.transportation.alberta.ca/4489.htm

ENFORCEMENT AND PENALTIES

Disciplinary Action and Enforcement



Carriers will be subject to disciplinary action if they allow a driver to drive in the following situations:

- The driver's faculties are impaired to the point where it is unsafe for the driver to drive;
- Driving would jeopardize the safety or health of the public, the driver or the employees of the motor carrier;
- The driver is subject to an Out-of-Service declaration; or
- The driver, in doing so, would not be in compliance with these regulations.



Hours of service violations are included in the carrier's Profile. An accumulation of these violations may result in the carrier being identified for further monitoring and further enforcement actions.

Hours of service violations will also be shown on the driver's commercial driver abstract (CDA). More information on the CDA can be found on the Alberta Transportation website at: www.transportation.alberta.ca/4664.htm

Out of Service Declarations



A peace officer can issue tickets to drivers on the road who cannot produce hours of service records. They may also place drivers Out of Service for up to 72 hours. Drivers who have exceeded the hours of service limitations may be forbidden from driving by a peace officer until they have enough hours available to start driving again. A driver may also be subject to administrative penalties for not following hours of service laws.

A carrier may lose hours of service permit privileges if they are found to be non-compliant with the regulations or the permit conditions.

FATIGUE MANAGEMENT

Driver fatigue is a critical safety issue that affects the transportation industry and increases the risk of collisions, which in turn impacts the safety of the motoring public. Fatigue impacts driver attention and alertness and, as a result, increases instances of human error. It is estimated that 20 percent of fatal collisions can be linked to driver fatigue as a contributing factor (Canadian Council of Motor Transport Administrators, 2010).



It is recommended that all carriers create a fatigue management program. This program can be used to address issues related to fatigue in the workplace while reducing risks related to fatigue and decreasing the number of fatigue-related incidents. Every carrier can benefit from having a fatigue management program, regardless of the size or type of business. Fatigue management policies should be a part of a company's journey management. Planning the journey ensures that employees are better prepared to safely handle unplanned events or circumstances during trips. With journey management processes in place, potential risks can be better identified prior to the trip, and proactive measures can be taken to help manage or prevent the risks from happening during the trip.

[North American Fatigue Management Program](#)



The North American Fatigue Management Program (NAFMP) was created to reduce incidents related to driver fatigue by providing:

- Information on how to develop a corporate culture that helps reduce driver fatigue;
- Fatigue management education for drivers, drivers' families, carrier executives and managers, shippers/receivers, and dispatchers;
- Information on sleep disorders, screening and treatment;
- Driver and trip scheduling information;
- Information on Fatigue Management Technologies.



Carriers are encouraged to take part in this program. Carriers, owner/operators, managers, drivers and dispatchers may all find material presented by the NAFMP to be very helpful and may more effectively contribute to the prevention of motor vehicle incidents caused by fatigue as a result of their understanding.

More information on this program is available online at: www.nafmp.com

RESOURCES FOR CARRIERS

For a better understanding as to how federal hours of service regulations affect their operations, carriers may wish to refer to these online resources for more information.

Resource	Web Link
Alberta Reference Guide for Federal Hours of Service Training	www.transportation.alberta.ca/675.htm
<i>Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)</i>	http://lawslois.justice.gc.ca/eng/regulations/SOR-2005-313/
CCMTA <i>Commercial Vehicle Drivers Hours of Service Regulations</i> Application Guide	www.tc.gc.ca/media/documents/roadsafety/HoS_Application_Guide.pdf
North American Fatigue Management Program	www.nafmp.org

TEST YOUR UNDERSTANDING: MODULE 7

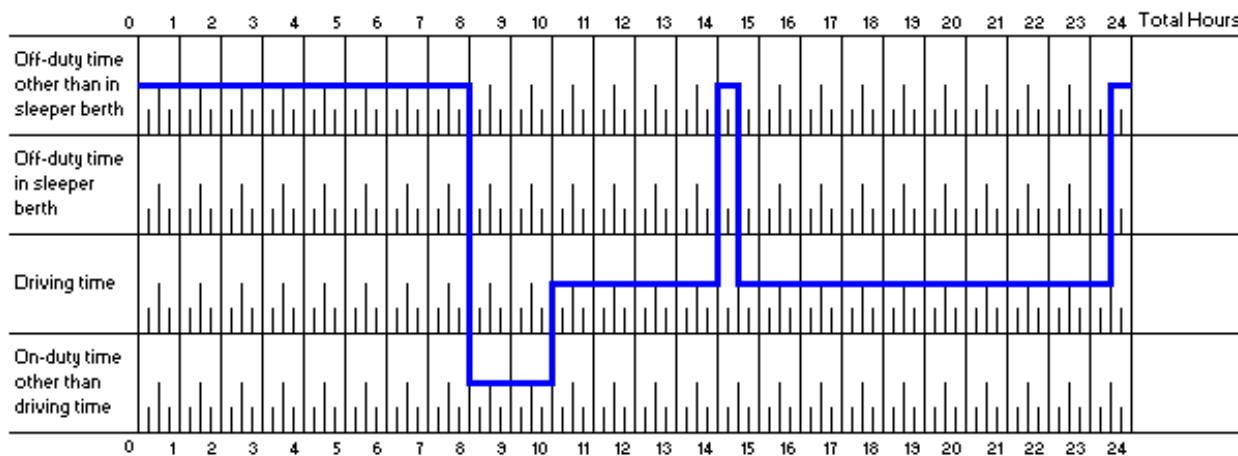
1. The federal hours of service regulations apply to carriers who operate commercial vehicles having registered Gross Vehicle Weight of more than _____ kilograms and buses that are originally designed to transport _____ or more persons, including the driver.
 - a. 11,794 kilograms / 11 or more persons
 - b. 11,794 kilograms / 5 or more persons
 - c. 4,500 kilograms / 11 or more persons
 - d. 4,500 kilograms / 5 or more persons

2. Under the federal regulations, a driver may not drive a commercial vehicle for more than _____ hours of driving time in a day.
 - a. 12 hours
 - b. 13 hours
 - c. 14 hours
 - d. 15 hours

3. Under the federal regulations, a driver may not drive a commercial vehicle after they have accumulated _____ hours of on-duty time in a day.
 - a. 12 hours
 - b. 13 hours
 - c. 14 hours
 - d. 15 hours

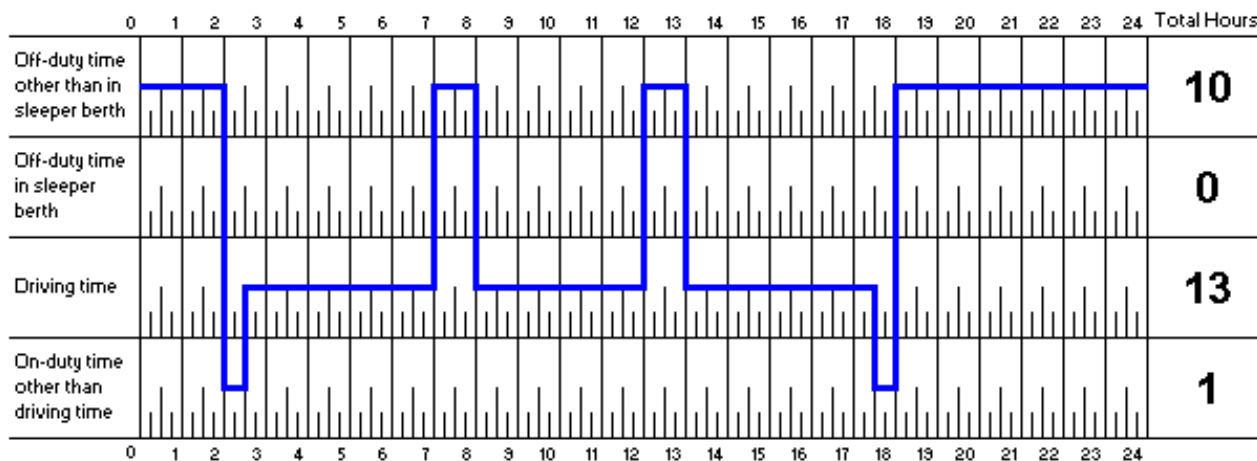
4. A driver must be off-duty for at least _____ hours in a day.
 - a. 7 hours
 - b. 8 hours
 - c. 9 hours
 - d. 10 hours

5. A driver must take _____ consecutive hours off-duty before starting a new work shift.
 - a. 7 hours
 - b. 8 hours
 - c. 9 hours
 - d. 10 hours



6. Which of the following daily limits did this driver (above) violate?

- a. No driving after 13 hours driving in a day
- b. No driving after 14 hours on-duty in a day
- c. Take at least 10 hours off-duty before driving again
- d. Both B and C



Note: Off-duty time from 0:00 – 2:00 and 18:00 – 24:00 make up part of the above driver’s 8 consecutive hours off-duty time

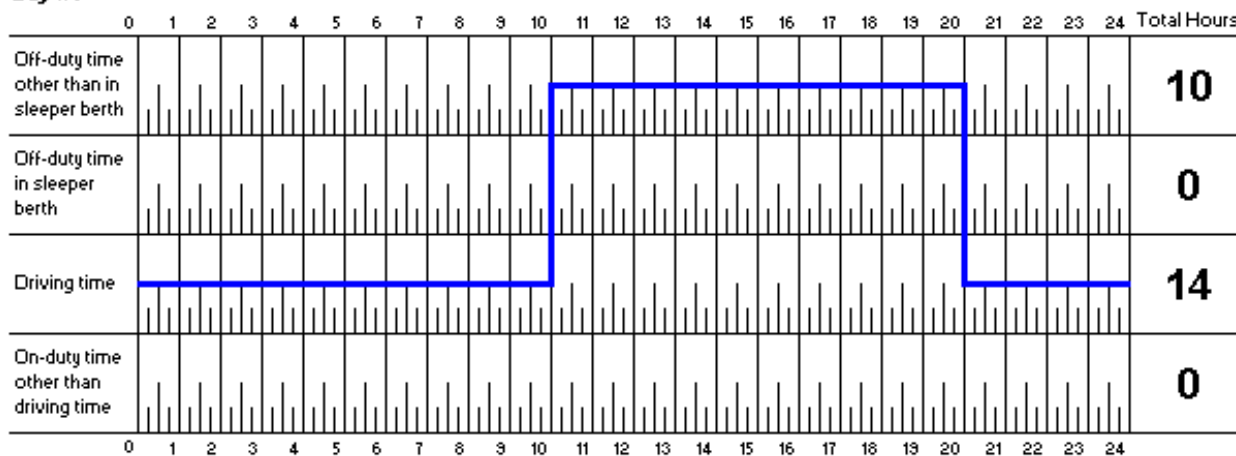
7. Which of the following limits did this driver (above) violate?

- a. No driving after 13 hours driving in a work shift
- b. No driving after 14 hours on-duty in a day
- c. No driving after 16 hours elapsed time
- d. This driver did not commit any violations

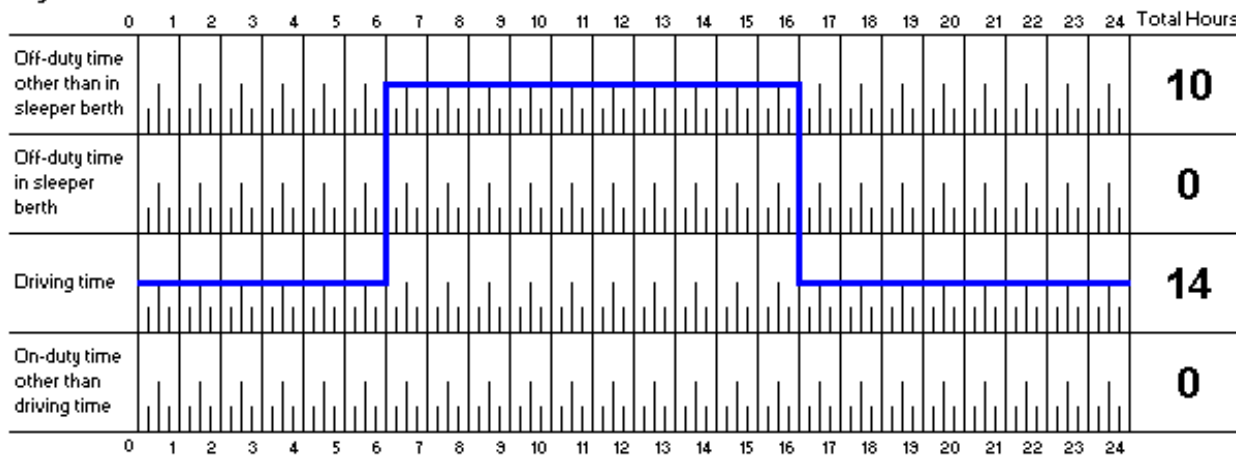
8. A driver must not drive after they have accumulated 14 hours of on-duty time during a work shift.

- a. True
- b. False

Day #1



Day #2



9. Which of the following violations did this driver (above) commit?

- a. No driving after 13 hours driving in a work shift
- b. No driving after 14 hours on-duty in a day
- c. Take at least 10 hours off-duty before driving again
- d. This driver did not commit any violations

10. A driver may drive a maximum of 70 hours over a period of 7 consecutive days if they are following:
- Cycle 1
 - Cycle 2
 - No cycle
 - Either cycle
11. Regardless of the cycle a driver is operating under, a driver may not drive unless they have taken at least _____ hours of off-duty time in the last _____ days.
- 48 consecutive hours / 14 days
 - 24 consecutive hours / 14 days
 - 48 consecutive hours / 7 days
 - 24 consecutive hours / 7 days
12. According to the federal regulations, a driver can split the required 10 hours of daily off-duty time into 2 sleeper berth periods.
- True
 - False

ANSWER KEY: MODULE 7

1. C. 4,500 kilograms / 11 or more persons
2. B. Under the federal regulations, a driver may not drive a commercial vehicle for more than 13 hours of driving time in a day.
3. C. Under the federal regulations, a driver may not drive a commercial vehicle after they have accumulated 14 hours of on-duty time in a day.
4. D. A driver must be off-duty for at least 10 hours in a day.
5. B. A driver must take 8 consecutive hours off-duty before starting a new work shift.
6. D. Both B and C.

Violations:

b. No driving after 14 hours on duty:

- Driver drove after 14 hours on-duty (the 14th hour was reached at 22:30)
- Driver drove in violation from 22:30 – 23:30 for a total of 1 hour in violation

c. Take at least 10 hours off-duty before driver can drive again:

- Driver did not take 10 hours off-duty (only took 9)
- Driver did not take 2 hours that weren't part of the 8 consecutive hours of off-duty time (only took 1 hour)

7. D. This driver did not commit any violations.
8. A. True. A driver must not drive after they have accumulated 14 hours of on-duty time during a work shift.
9. A. No driving after 13 hours driving in a work shift.

Violations:

Day One:

- Driver drove after 13 hours driving time (the 13th hour was reached at 23:00)
- Driver drove in violation from 23:00 – 24:00 for a total of 1 hour in violation

Day Two:

- Driver drove after 13 hours driving time (the 13th hour was reached at 23:00)
- Driver drove in violation from 23:00 – 24:00 for a total of 1 hour in violation

10. A. Cycle 1: A driver must not drive after 70 hours on-duty in any 7 days.
11. B. A driver may not drive unless they have taken at least 24 consecutive hours of off-duty time in the last 14 days.
12. A. True. A driver can split the required 10 hours of daily off-duty time into two sleeper berth periods if they meet all of the proper requirements found in Section 18 of the federal regulations.

MODULE 7 APPENDICES



<p>Appendix 1</p>	<p>160 kilometer Radius Record Samples</p>
<p>Appendix 2</p>	<p>Schedule 1: Sleeper Berth Specifications <i>Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)</i></p>

APPENDIX 1: RADIUS RECORD FORM SAMPLES

Record of Duty Status

#1:

Drivers Name:										Month:										Year:				
---------------	--	--	--	--	--	--	--	--	--	--------	--	--	--	--	--	--	--	--	--	-------	--	--	--	--

Date:										Cycle 1 (7 days) <input type="checkbox"/>					Cycle 2 (14 days) <input type="checkbox"/>											
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total Hours
Off-duty																										
Driving																										
On-duty not driving																										
Remarks																								Total		

Date:										Cycle 1 (7 days) <input type="checkbox"/>					Cycle 2 (14 days) <input type="checkbox"/>											
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total Hours
Off-duty																										
Driving																										
On-duty not driving																										
Remarks																								Total		

Date:										Cycle 1 (7 days) <input type="checkbox"/>					Cycle 2 (14 days) <input type="checkbox"/>											
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total Hours
Off-duty																										
Driving																										
On-duty not driving																										
Remarks																								Total		

Date:										Cycle 1 (7 days) <input type="checkbox"/>					Cycle 2 (14 days) <input type="checkbox"/>											
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total Hours
Off-duty																										
Driving																										
On-duty not driving																										
Remarks																								Total		

Date:										Cycle 1 (7 days) <input type="checkbox"/>					Cycle 2 (14 days) <input type="checkbox"/>											
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total Hours
Off-duty																										
Driving																										
On-duty not driving																										
Remarks																								Total		

Date:										Cycle 1 (7 days) <input type="checkbox"/>					Cycle 2 (14 days) <input type="checkbox"/>											
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total Hours
Off-duty																										
Driving																										
On-duty not driving																										
Remarks																								Total		

#2:

160 Kilometer Radius Record					
Driver's Name: _____			Elected Cycle:		
Date: _____			1 <input type="checkbox"/>	2 <input type="checkbox"/>	
Start Time	End Time	Off-Duty	Driving	On-Duty Not Driving	Remarks
Total Hours					

#3:

Driver's Name:	Month:	Year:	Duty Status Codes:	
			1	Off Duty
			2	Driving
			3	On Duty, Not Driving

Date	Duty Status										Total Time Spent		
	Started @										Off Duty:		
	Finished @										Driving:		
	Time Spent										On duty, not driving:		
Remarks:											Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>	Total:

Date	Duty Status										Total Time Spent		
	Started @										Off Duty:		
	Finished @										Driving:		
	Time Spent										On duty, not driving:		
Remarks:											Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>	Total:

Date	Duty Status										Total Time Spent		
	Started @										Off Duty:		
	Finished @										Driving:		
	Time Spent										On duty, not driving:		
Remarks:											Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>	Total:

Date	Duty Status										Total Time Spent		
	Started @										Off Duty:		
	Finished @										Driving:		
	Time Spent										On duty, not driving:		
Remarks:											Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>	Total:

Date	Duty Status										Total Time Spent		
	Started @										Off Duty:		
	Finished @										Driving:		
	Time Spent										On duty, not driving:		
Remarks:											Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>	Total:

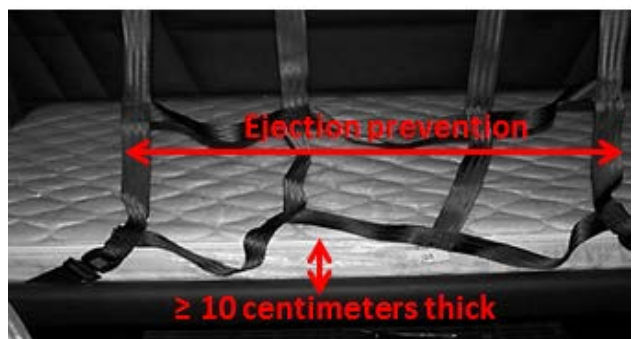
Date	Duty Status										Total Time Spent		
	Started @										Off Duty:		
	Finished @										Driving:		
	Time Spent										On duty, not driving:		
Remarks:											Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>	Total:

Date	Duty Status										Total Time Spent		
	Started @										Off Duty:		
	Finished @										Driving:		
	Time Spent										On duty, not driving:		
Remarks:											Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>	Total:

APPENDIX 2: SLEEPER BERTH SPECIFICATIONS

SLEEPER BERTHS

1. An area of a commercial vehicle is a sleeper berth if
 - (a) It is designed to be used as sleeping accommodation;
 - (b) It is located in the cab of the commercial vehicle or immediately adjacent to the cab and is securely fixed to it;
 - (c) It is not located in or on a semi-trailer or a full trailer;
 - (d) If it is located in the cargo space, it is securely compartmentalized from the remainder of the cargo space;
 - (e) In the case of a bus,
 - i. it is located in the passenger compartment,
 - ii. it is at least 1.9 m in length, 60 cm in width and 60 cm in height,
 - iii. it is separated from the passenger area by a solid physical barrier that is equipped with a door that can be locked,
 - iv. it provides privacy for the occupant, and
 - v. it is equipped with a means to significantly limit the amount of light entering the area;
 - (f) in the case of a commercial vehicle other than a bus, it is rectangular in shape with at least the following dimensions:
 - i. 1.9 m in length, measured on the centre line of the longitudinal axis,
 - ii. 60 cm in width, measured on the centre line of the transverse axis,
 - iii. 60 cm in height, measured from the sleeping mattress to the highest point of the area;
 - (g) It is constructed so that there are no impediments to ready entrance to or exit from the area;
 - (h) There is a direct and readily accessible means of passing from it into the driver's seat or compartment;
 - (i) It is protected against leaks and overheating from the vehicle's exhaust system;
 - (j) It is equipped to provide adequate heating, cooling and ventilation;
 - (k) It is reasonably sealed against dust and rain;
 - (l) It is equipped with a mattress that is at least 10 cm thick and adequate sheets and blankets so that the occupant can get restful sleep; and
 - (m) It is equipped with a means of preventing ejection of the occupant during deceleration of the commercial vehicle, the means being designed, installed and maintained to withstand a total force of 2,700 kg applied toward the front of the vehicle and parallel to the longitudinal axis of the vehicle.



Module 8: Provincial Hours of Service Regulations



MODULE CONTENTS



Module 8 aims to introduce carriers and drivers to the basics of the provincial drivers' hours of service regulations. The contents of this module are as follows.

Provincial Regulations	3
Responsibilities of Motor Carriers	4
General Exemptions	5
Driver Duties	7
Log Books	8
Provincial Driving Limitations	14
Internal Monitoring	18
Permits	19
Enforcement and Penalties	20
North American Fatigue Management Program	21
Other Resources for Carriers	22
Test Your Understanding: Module 8	24
Answer Key	27
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This is a guide only and is not meant to be a substitute for the actual legislation.

Note: A “driver” is a person who is employed or otherwise engaged by the motor carrier to operate a commercial vehicle. This means the federal drivers’ hours of service laws apply to drivers, mechanics and managers that operate regulated vehicles.

PROVINCIAL REGULATIONS



Provincial hours of service regulations define maximum driving limits and minimum off-duty requirements for drivers of regulated commercial vehicles (both bus and truck) in Alberta. These limits were created to prevent dangerous fatigue-related incidents. Carriers must include information about drivers' hours of service laws in their safety programs.

According to Section 2 of the *Alberta Drivers Hours of Service Regulation (AR 317/2002)*, provincial drivers' hours of service regulations apply to drivers of:

	
<p>Commercial vehicles that are registered for a gross vehicle weight of 11,794 kilograms or more and that operate <u>only</u> within Alberta.</p>	<p>Commercial vehicles with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver that operate <u>only</u> within Alberta.</p>

Carriers who operate all of their regulated vehicles only in Alberta are provincially regulated. This means they must follow the Alberta drivers' hours of service laws.

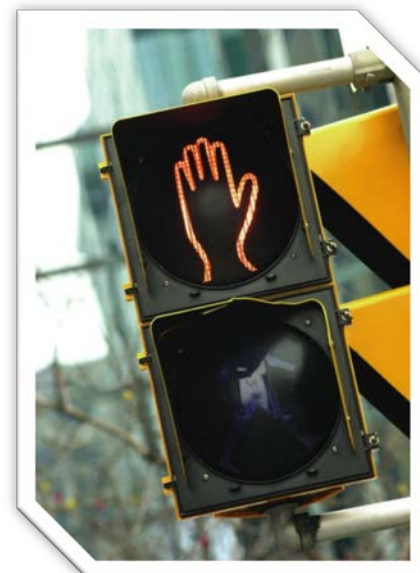
Note: If a carrier operates one vehicle in multiple provinces, territories or states, they are federally regulated. This means their drivers must follow the federal drivers' hours of service laws. See [Module 7](#) for more information on the federal drivers' hours of service laws.

RESPONSIBILITIES OF MOTOR CARRIERS AND DRIVERS

It is strongly recommended that everyone involved in the operation of commercial vehicles demonstrate due diligence in preventing fatigue related incidents. Carriers, dispatchers, managers, and drivers are all responsible for ensuring a vehicle is operated in the safest manner possible.

According to Part 4 of the *Traffic Safety Act* and Section 249 of Canada's *Criminal Code*, a driver cannot operate a motor vehicle in a manner that is dangerous to the public. This means that a driver must not be driving if they are impaired according to the *Traffic Safety Act*.

Fatigued driving poses a serious risk to the driver and to the motoring public. In order to ensure a driver does not operate a vehicle in a state of fatigue, provincially regulated carriers must follow all requirements set out in the *Drivers Hours of Service Regulation (AR317/2002)*.



Understanding Responsibilities



As part of ensuring they are operating safely, it is important that carriers and their drivers understand the provincial drivers' hours of service laws. The Alberta government has prepared training materials that may assist carriers and drivers in better understanding these laws. These materials are available online at: www.transportation.alberta.ca/4652.htm.

EXEMPTIONS

General Exemptions



Alberta hours of service laws **do not** apply to the following vehicles:

- Passenger vehicles (e.g. cars) weighing less than 11,794 kilograms;
- Commercial vehicles with a total registered gross vehicle weight (including trailers) of less than 11,794 kilograms;
- “Emergency vehicles” as defined in Section 1(m) of the [Traffic Safety Act](#);
- Commercial vehicles transporting goods or passengers for the purpose of providing relief in the case of a natural disaster or a disaster caused by human intervention;
- Commercial vehicles that are used primarily to transport an agricultural product where the driver of the vehicle:
 - Is a bona fide farmer who owns or produced that agricultural product, or
 - Is an employee of that farmer;
- Two or three-axle vehicles transporting primary products of a forest, lake or river, and the driver (carrier) is the producer of the products. This includes tree farms and fish farms;
- Recreational vehicles;
- Urban transit buses;
- Commercial vehicles with a mounted mobile service rig, or equipment used in the operation/transportation of a mobile service rig;
- Commercial vehicles that are exempted by the Registrar.



Emergency Conditions Exemption



According to Section 6(4) of the provincial hours of service regulations, the driver of a vehicle may exceed the number of hours that a driver is permitted to drive if the safety of an occupant, goods being transported or the vehicle itself is in jeopardy.

The driver is permitted to drive until they reach the first place of safety for the person, goods or vehicle.

Adverse Driving Conditions



According to Section 6(3) of the provincial hours of service regulations, a driver may extend the number of hours that a driver is permitted to drive if:

- The driving, on-duty and elapsed time is not extended more than 2 hours;
- The driver still takes the required 8 consecutive hours of off-duty time;
- The trip could have been completed under normal driving conditions without the extension.

“Adverse driving conditions” means conditions that make driving hazardous and that were not known to the driver or the carrier at the time the trip began. Such conditions include:



Snow, sleet, fog or smoke in amounts that obscure a person's vision to the extent that the person cannot drive safely.



A highway covered with snow or ice.



Physical circumstances, other than snow or ice, that make the highway or driving unsafe.

DRIVER DUTIES

The duties performed by a driver are classified into four categories or “Duty Statuses.” These duty statuses are:



In the Alberta hours of service regulations, “**on-duty time**” means the period that begins when a driver begins work or is required by the motor carrier to be available to work. This period ends when the driver stops work. On-duty time includes driving time and time spent by the driver:

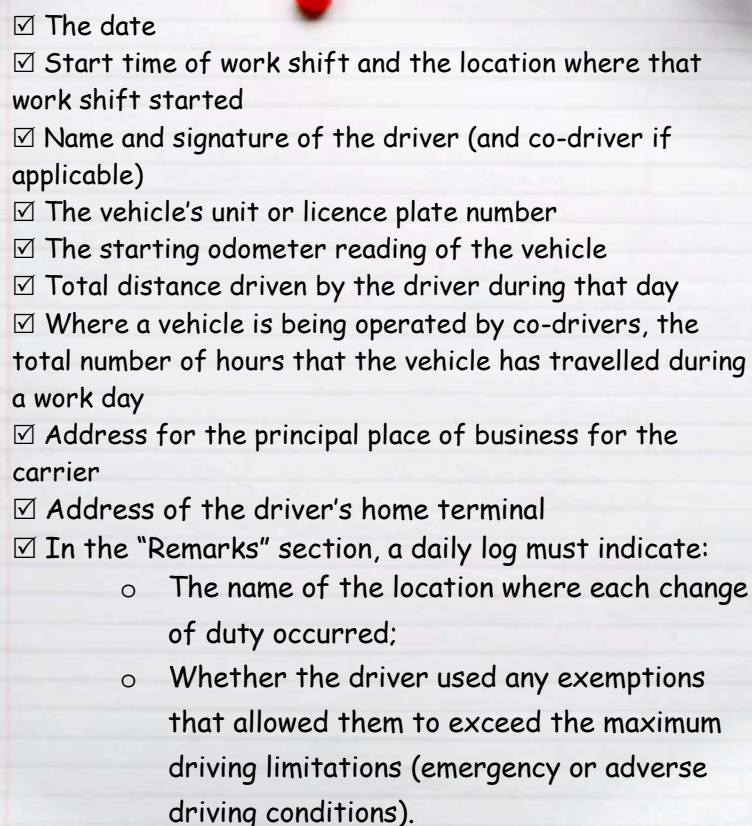
- Checking in or preparing reports at the start or end of a work shift;
- Inspecting, servicing, repairing, conditioning or starting a commercial vehicle;
- Driving a vehicle;
- In the case of a vehicle that is being operated by co-drivers, travelling as one of the drivers, except the time that the driver spends resting en route in a sleeper berth;
- Participating in the loading or unloading of a commercial vehicle;
- Inspecting or checking the load of a commercial vehicle;
- Waiting, at the request of the carrier by whom the driver is employed or otherwise engaged, for a vehicle to be serviced, loaded or unloaded;
- Waiting for a vehicle or load to be checked at customs, at a vehicle inspection station or by a peace officer;
- At the request of the carrier by whom the driver is employed or otherwise engaged, travelling as a passenger to a work assignment when the driver has not been off-duty for at least 8 consecutive hours immediately prior to departure;
- Waiting at a point en-route due to an accident involving the vehicle that the driver is operating or other unplanned event.

LOG BOOKS

Carriers must ensure their drivers maintain accurate records of their duty status times for each calendar day. These times must be recorded in a log book or on a radius record (when all criteria are met for the 160 kilometer radius record exemption).

These records must be kept so that a carrier may ensure a driver does not exceed the specified hour limitations. Carriers and drivers can obtain blank daily log books from truck stops, stationary stores or printing companies.

According to Section 9 of the *Drivers Hours of Service Regulation (AR 317/2002)*, each daily log is required to contain the following information:

- 
- The date
 - Start time of work shift and the location where that work shift started
 - Name and signature of the driver (and co-driver if applicable)
 - The vehicle's unit or licence plate number
 - The starting odometer reading of the vehicle
 - Total distance driven by the driver during that day
 - Where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has travelled during a work day
 - Address for the principal place of business for the carrier
 - Address of the driver's home terminal
 - In the "Remarks" section, a daily log must indicate:
 - The name of the location where each change of duty occurred;
 - Whether the driver used any exemptions that allowed them to exceed the maximum driving limitations (emergency or adverse driving conditions).

Log Books - Graph Grids CLICK HERE

Log book data must be completed on a graph grid so that each piece of required information may be recorded accurately. The grid is filled out in a way that ensures all of the driver's hours are accounted for in each of the four duty statuses.

Schedule Grid

DUTY STATUS
Use Local Time Standard at Home Terminal

	Midnight	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total Hours
1. Off Duty																										
2. Sleeper Berth																										
3. Driving																										
4. On Duty (not driving)																										
REMARKS																										

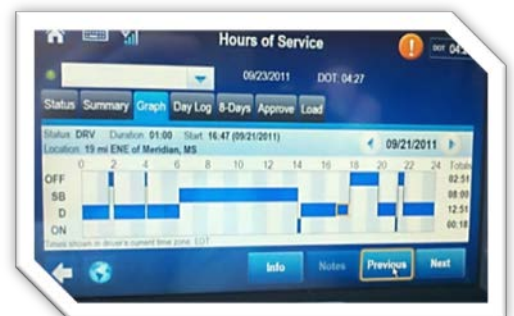
INSTRUCTIONS

- Draw a continuous line between the appropriate time markers to record the period of time off duty, time spent in a sleeper berth, driving time and time on duty other than driving time.
- Under "Remarks", record
 - the name of the city, town or village or the highway location and the name of the province or state where each change of duty occurs, and
 - the name of each city, town or village or highway location and the name of each province or state where fuel was obtained and the number of litres or gallons of fuel.
- Record the total number of hours of time off duty, time spent in a sleeper berth, driving time and time on duty other than driving time.
- Record the aggregate of the hours referred to in section 3 of these instructions.

Automatic Onboard Recording Devices CLICK HERE

An automatic onboard recording device is permitted instead of the driver maintaining a log book as long as the device still provides all the required information found in Section 9(3) of the *Drivers' Hours of Service Regulation (AR 317/2002)*.

Drivers must maintain written or printed records of the information recorded or collected by the automatic onboard recording device. In order for those records to be valid, the driver must sign them.



The driver must be ready to manually prepare a log book if the device does not work. Where a driver is required to maintain a daily log, the driver must be prepared to produce daily logs and supporting documents if requested to do so by a peace officer for inspection.

Possession of Logs and Supporting Documents



Where a driver is required to maintain a daily log, they must at all times during their work shift have the following documents in their possession:

- All Bills of Lading and other shipping documents;
- A log for the driver's current work shift and the 2 previous days;
- Any fuel and accommodation receipts for expenses that occurred during the trip.



A driver is required to send each completed log to the carrier within 20 days of being produced. The carrier must, within 30 days of receiving the original copy of a daily log, retain that copy of the log at their principal place of business. All original log book records must be retained by the carrier for a period of at least 6 months from the date the information was recorded in a log.



A driver who is employed by two or more carriers is required to provide each carrier with a copy of all logs. The carriers must also keep a copy of drivers' logs for at least 6 months and must have copies retained at their principal place of business within 30 days of receiving them.

Section 17 of the *Drivers' Hours of Service Regulations* states that a driver must also keep a copy of all of his/her daily logs for a period of at least 6 months from the date that the information is recorded in the daily log. These logs must be kept at the residence of the driver.

Radius Record Partial Exemption



According to Section 10 of the *Drivers' Hours of Service Regulation (AR317/2002)*, a driver may be exempt from filling out daily logs if they are eligible for the 160 kilometre radius exemption. This exemption applies **ONLY** to record keeping requirements. **ALL** other requirements of the regulations must be met. To qualify for this exemption, all of the following requirements must be met:

- The driver operates within a 160 kilometre radius of driver's home terminal;
- The driver's work shift does not exceed 15 hours;
- The driver starts and ends the shift at his home terminal;
- The carrier that employs the driver maintains and keeps accurate time records of the driver's start time and of the end time for each calendar day and retains these records for a period of at least six months.

The following is an example of a radius record.

Carrier Name and Address:				
DRIVER'S TIME RECORD				
Day of Month	On-Duty Time		Description	Unit #
	Start	End	i.e. Field Trip, Service Trip, Training, Teaching, etc.	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Driver's Name (Print): _____ **Month:** _____ **Year:** _____

Driver's Signature: _____

Note: All calendar days must be accounted for. If you had no on-duty time for the period covered by this time record, please write "OFF" over the above dates and submit this time record as specified below.

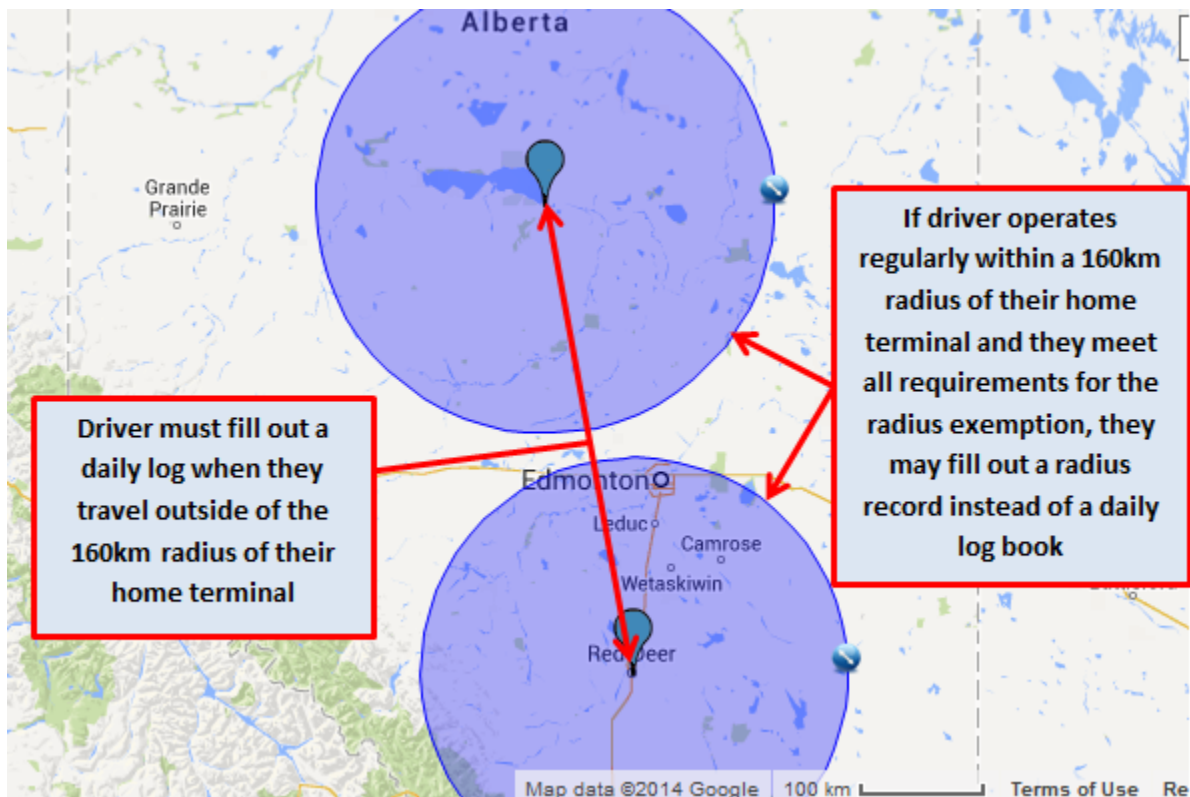
THIS TIME RECORD MUST BE SUBMITTED TO THE TRANSPORTATION DEPARTMENT IMMEDIATELY FOLLOWING THE 1ST OF THIS MONTH

Driver's Home Terminal



“Home terminal” means the place of business of a motor carrier where a driver usually reports for work. This includes a temporary work site designated by the motor carrier.

For example, if a driver normally reports to a terminal in Red Deer, then that is their home terminal. If that same driver makes a trip to Slave Lake and reports to a terminal there for several days or weeks, that may temporarily be their home terminal until they return to Red Deer. They would, however, be required to fill out a daily log for their trip from Red Deer to Slave Lake.



Tampering



It is against the law to tamper with a daily log. Tampering with the daily log includes any of the following activities:

- Driver keeps more than one daily log for any day;
- Driver records inaccurate or false information in a daily log, whether it is handwritten or produced using an electronic device;
- Driver falsifies, mutilates or defaces a daily log or supporting documents;
- Safety officer or any other individual alters or tampers with original daily logs.

Daily logs must be signed at the end of the driver's work shift to confirm that all of the information recorded in a log is accurate. If a log contains false information, a peace officer can still charge a driver with a violation even if the driver has not yet signed the daily log. A peace officer can also issue an out-of-service declaration for any of the violations listed above.



PROVINCIAL DRIVING LIMITATIONS

It is important that all carriers are aware of and enforce these work shift driving limitations to ensure the safety of their drivers and of the motoring public. Fatigued drivers pose a great risk to themselves and all motorists around them and must not operate a commercial vehicle in such a state.

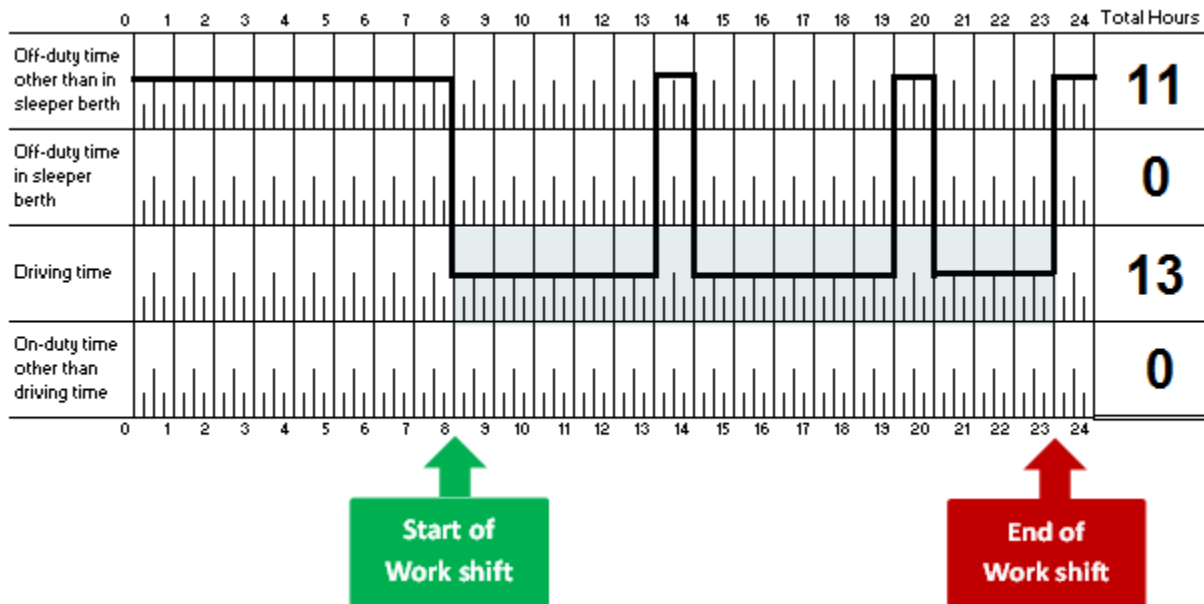
A work shift is the period of time that a driver is “on the job”. The work shift begins when a driver starts work for the day (or is required to be available for work) and ends when the driver stops for a period of rest which lasts for at least 8 consecutive hours. A work shift can span across more than one calendar day.



13-Hour Driving Rule



According to Section 6(1) of the provincial *Drivers’ Hours of Service Regulation (AR 317/2002)*, a driver may not drive a commercial vehicle after they have already driven 13 hours in a work shift. They may drive again after they have taken at least 8 consecutive hours of off-duty time.



15-Hour On-Duty Rule



According to Section 6(2) of the provincial regulations, a driver may not drive a commercial vehicle at any time after they have been on duty for 15 or more hours. They may drive again after they have taken at least 8 consecutive hours off-duty.



8 Consecutive Hours of Rest Rule

According to Section 5 of the provincial regulations, a driver must have at least 8 consecutive hours of off-duty time immediately before they start their next work shift.

The number of hours that the driver is off-duty before the driver starts their next work shift may be reduced no less than 4 hours if:

- The total consecutive hours that the driver will be off duty after the next work shift will be at least 8 hours PLUS the number of hours by which the driver's time off duty had been reduced;
- The reduced rest provision is available only once in a seven day period.



Time Breaks Rule



According to Section 7 of the provincial regulations, a driver may drive a vehicle continuously for a maximum of:

4 Hours	OR	6 Hours
<ul style="list-style-type: none"> • As long as the driver takes at least 10 minutes of non-driving time at the end of that period 		<ul style="list-style-type: none"> • As long as the driver takes at least 30 minutes of non-driving time at the end of that period



Reduced Rest Option



According to Section 5(4) of the provincial regulations, once every 7 days a driver may reduce the required 8 hours of rest to no less than 4 hours if:

1. Before the reduced rest, the driver has not been on-duty more than 15 hours;
2. The reduced number of hours taken off is added to the next rest period that is at least 8 hours long.

Notes on Reduced Rest

- The reduced rest provision is not available to a driver who is in violation of any driving or on-duty limits until the driver has taken a minimum of eight consecutive hours off-duty.
- Bus or truck seating cannot be used to be eligible for any sleeper berth exemption.

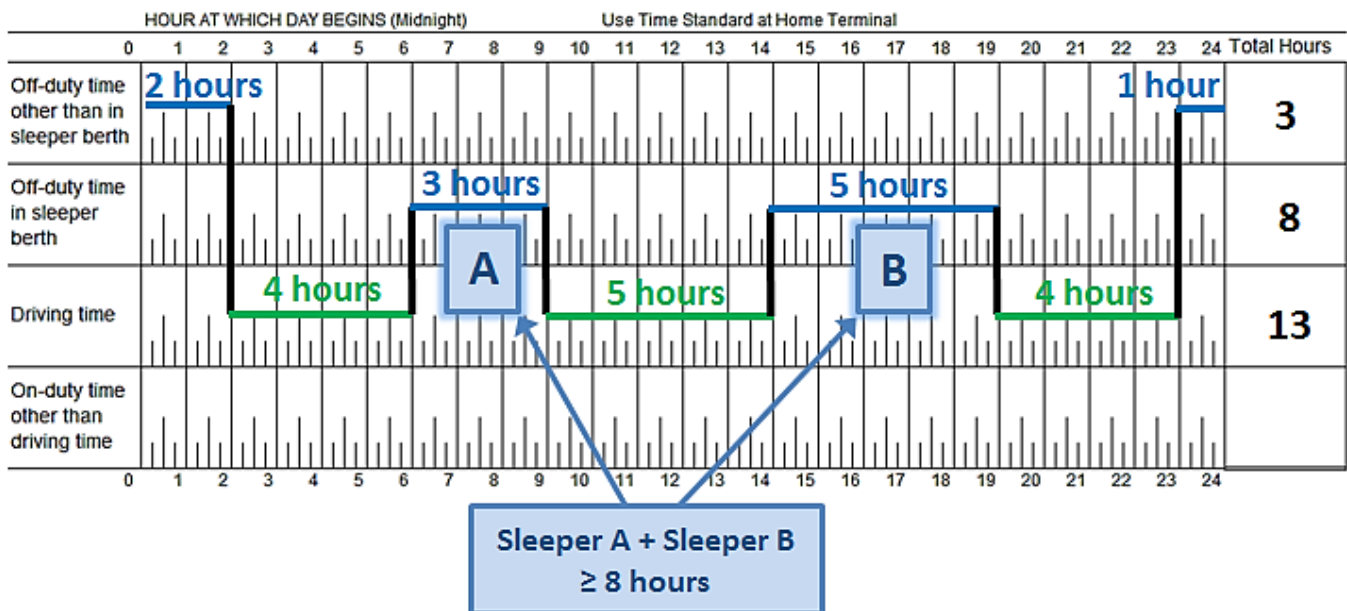
Sleeper Berth Exemption 

If the vehicle has a sleeper berth, the driver may accumulate the required eight hours rest over two periods of time in the sleeper berth if:

- Neither period is less than two hours;
- The total time spent in the 2 sleeper berth periods is at least eight hours; and
- The total driving time immediately before and after each rest period does not exceed 13 hours.

Sleeper berths must meet the requirements found in the federal *Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)*. These requirements are also available in [Appendix 1](#) of this module.

Example of an acceptable use of a sleeper berth:



- ✓ Stop driving after 13 hours driving time in a work shift;
- ✓ Stop driving after 15 hours on-duty time in a work shift;
- ✓ Each sleeper berth period is at least 2 hours;
- ✓ The total time spent in the 2 sleeper berth periods is at least eight hours;
- ✓ The total driving time immediately before and after each rest period does not exceed 13 hours
- ✓ The driver took appropriate time breaks:
 - Time Breaks (after 4 hours of driving) = 3 hours of off duty time \geq **10 minutes**
 - Time Breaks (after 5 hours of driving) = 5 hours of off duty time \geq **10 minutes**
 - Time Breaks (after 4 hours of driving) = 1 hour of off duty time \geq **10 minutes**

NOTE: The Alberta regulations do NOT include any daily limits or cycle limits like in the federal regulations.

INTERNAL MONITORING



Internal Monitoring



According to Section 6 of the *Drivers' Hours of Service Regulation* (AR 317/2002), carriers must ensure their drivers do not exceed provincial driving limitations. To show due diligence, it is recommended that carriers:

- Evaluate all drivers to ensure they are complying with the regulations;
- Record the date(s) in which any violation(s) occurred;
- Record the date of issuance of a notice of non-compliance;
- Record any action taken with the driver.

Monitoring activities involve the review of driver logbooks, supporting documents (such as fuel and lodging receipts) and any other relevant information. Carriers must document their findings to support any corrective or disciplinary action taken against a non-compliant driver.



It is recommended that carriers check their driver's logs as frequently as possible. Carriers should consider reviewing their driver's logs on a monthly basis.

The number of drivers and logs checked by a carrier every month may vary according to the size of the company. A small company may choose to monitor all drivers' logs every month, while a large company may choose only to monitor a portion of their drivers each month. Although a carrier has the option to monitor a percentage of their drivers each month, every driver should be checked at least once each year.

The objective of internal monitoring is to ensure all drivers become fully compliant every day – not just to document each driver's performance. It is recommended that carriers closely monitor new drivers or drivers with a history of non-compliance until they can demonstrate that they understand and are able to comply with the *Drivers' Hours of Service Regulations*.

PERMITS

Some carriers may need drivers to work for longer periods of time than the provincial hours of service limits allow. For example, a carrier may need to reduce off-duty time or increase driving time to do the following:

- Allow a driver following a regular itinerary to reach the driver's destination or home terminal;
- Deliver perishable goods;
- Accommodate a significant temporary increase in the transportation of passengers or goods by the motor carrier.



In these situations, a carrier may apply for a permit to increase the driving time and/or on-duty time available to a driver.

Permit Type: Extended Drivers' Hours of Service (Provincial)



Under the provisions of Section 62 of the Alberta *Traffic Safety Act*, the Holder of this Permit is exempted from the requirements of sections 6(1) and (2) and section 12(1)(b) (being the workshift on-duty and driving limits) of the Alberta *Drivers' Hours of Service Regulation* (AR317/2002) (DHSR) when operating regulated vehicles in Alberta, provided the Holder of this Permit complies with the following conditions.

Conditions:

- The Permit Holder must hold a valid Safety Fitness Certificate that displays an operating status of "Provincial" issued by Alberta Transportation.

Applicants are not guaranteed to obtain any permit. A carrier's eligibility to obtain a permit may depend on things such as the carrier's Safety Fitness Rating and audit or permit inspection results.

Once a carrier has been issued a permit, they and their drivers must follow all permit conditions. One of the standard conditions of a drivers' hours of service permit is that the carrier must have a fatigue management program in place. It is important that all permit conditions are followed to ensure any risks to the public are minimized.

More information on permits is available in [Module 4](#) of this manual or on the Alberta Transportation website at: www.transportation.alberta.ca/4489.htm.

ENFORCEMENT AND PENALTIES

Disciplinary Action and Enforcement



According to Section 8 of the *Drivers' Hours of Service Regulation (AR317/2002)*, a peace officer may prohibit a driver from driving a vehicle where the peace officer determines that the driver:

- Has not had the time off duty as required by the regulation;
- Has been driving for a longer period of time than permitted in the regulation;
- Has been driving when prohibited from doing so under the regulation.

If a driver has been prohibited from driving, they will not be permitted to drive a vehicle until the driver:

- Has had the time off duty as required under the regulation; and
- Has met all on-duty and time break requirements under the regulation.



Hours of service violations are included in the carrier's Profile. An accumulation of these violations may result in the carrier being identified for further monitoring, penalties, or enforcement actions.

Hours of service violations will also be shown on the driver's commercial driver abstract (CDA). More information on the CDA can be found on the Alberta Transportation website at:

www.transportation.alberta.ca/4664.htm

FATIGUE MANAGEMENT

Driver fatigue is a critical safety issue that affects the transportation industry and increases the risk of collisions, which in turn impacts the safety of the motoring public. Fatigue impacts driver attention and alertness and, as a result, increases instances of human error. It is estimated that 20 percent of fatal collisions can be linked to driver fatigue as a contributing factor (Canadian Council of Motor Transport Administrators, 2010).



It is recommended that all carriers create a fatigue management program. This program can be used to address issues related to fatigue in the workplace while reducing risks related to fatigue and decreasing the number of fatigue-related incidents. Every carrier can benefit from having a fatigue management program, regardless of the size or type of business. Fatigue management policies should be a part of a company's journey management. Planning the journey ensures that employees are better prepared to safely handle unplanned events or circumstances during trips. With journey management processes in place, potential risks can be better identified prior to the trip, and proactive measures can be taken to help manage or prevent the risks from happening during the trip.

North American Fatigue Management Program



The North American Fatigue Management Program (NAFMP) was created to reduce incidents related to driver fatigue by providing:

- Information on how to develop a corporate culture that helps reduce driver fatigue;
- Fatigue management education for drivers, drivers' families, carrier executives and managers, shippers/receivers, and dispatchers;
- Information on sleep disorders, screening and treatment;
- Driver and trip scheduling information;
- Information on Fatigue Management Technologies.



Carriers are encouraged to take part in this program. Carriers, owner/operators, managers, drivers and dispatchers may all find material presented by the NAFMP to be very helpful and may more effectively contribute to the prevention of motor vehicle incidents caused by fatigue as a result of their understanding.

More information on this program is available online at: www.nafmp.com

RESOURCES FOR CARRIERS

For a better understanding as to how provincial hours of service regulations affect their operations, carriers may wish to refer to these online resources for more information.

Resource	Web Link
Alberta Transportation: Hours of Service Training Information	www.transportation.alberta.ca/4652.htm
<i>Drivers' Hours of Service Regulation (AR 317/2002)</i>	www.qp.alberta.ca/1266.cfm?page=2002_317.cfm&leg_type=Regs&isbncln=9780779768356

TEST YOUR UNDERSTANDING: MODULE 8

1. The Alberta *Drivers' Hours of Service Regulation* applies to commercial vehicles with a Gross Vehicle Weight of _____ kilograms or more or buses that are originally designed to transport _____ or more persons.
 - a. 11,794 kilograms / 11 or more persons
 - b. 11,974 kilograms / 5 or more persons
 - c. 4,500 kilograms / 11 or more persons
 - d. 4,500 kilograms / 5 or more persons

2. Under the provincial regulations, a driver may not drive a commercial vehicle for more than _____ hours in a work shift.
 - a. 12 hours
 - b. 13 hours
 - c. 14 hours
 - d. 15 hours

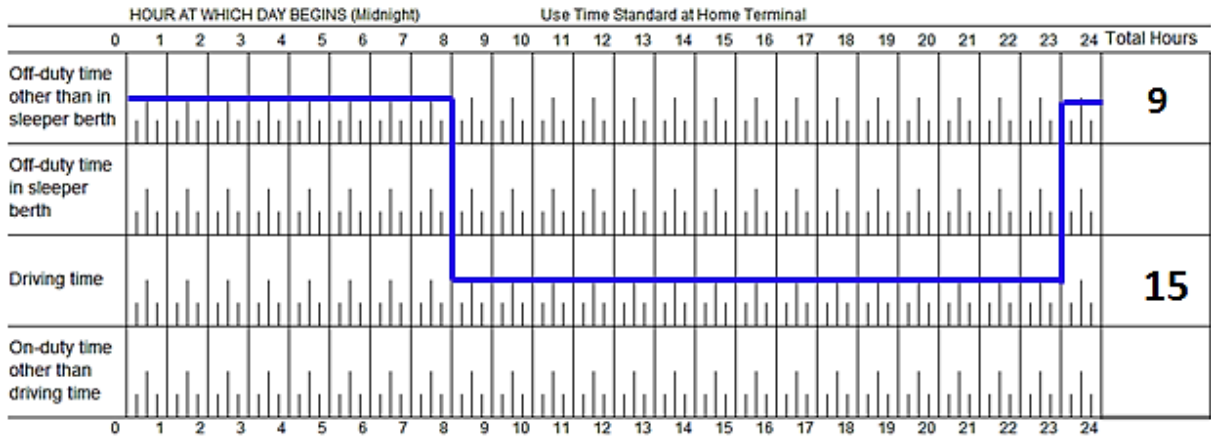
3. Under the provincial regulations, a driver may not drive a commercial vehicle at any time after they have been on-duty for _____ or more hours.
 - a. 12 hours
 - b. 13 hours
 - c. 14 hours
 - d. 15 hours

4. A driver must have at least _____ consecutive hours of off-duty time immediately before they start their next work shift.
 - a. 10
 - b. 9
 - c. 8
 - d. 7

5. After 6 consecutive hours of driving, a driver must take a 30 minute break from driving.
 - a. True
 - b. False

6. Which of the following requirements did this driver (below) violate?

- a. No driving after 13 hours driving in a work shift
- b. No driving after 15 hours on-duty in a work shift
- c. Take time breaks (15 minutes after 4 hours driving / 30 minutes after 6 hours driving)
- d. Both A and C



7. In order for a period of time to qualify as an eligible sleeper berth period, drivers must meet which of the following criteria:

- a. Neither of the 2 rest periods is less than 2 hours
- b. Total of both berth periods is at least 8 hours
- c. Driving time before and after each berth is not more than 13 hours
- d. All of the above

8. A driver is required to submit each completed log to the carrier within _____ days of being produced.

- a. 5
- b. 10
- c. 15
- d. 20

9. A peace officer may prohibit a driver from driving a vehicle if the driver has not had the required amount of time off-duty.

- a. True
- b. False

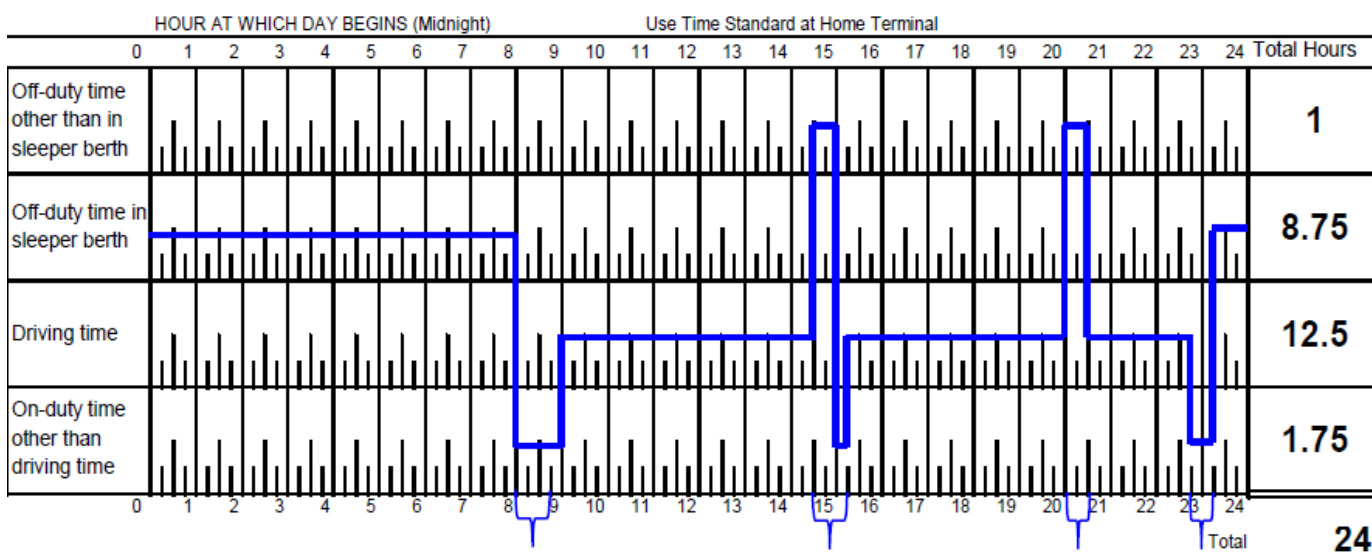
10. What information is missing from the driver's log below?

- a. Municipal and province name at changes of duty status
- b. Odometer reading and total distance driven
- c. Vehicle plate or unit number
- d. Both B and C

MOTOR VEHICLE OPERATOR'S DAILY LOG

Date: **02 DEC 2010**

Motor Carrier: Safety Trucking Ltd.		Odometer Start:
Principal Address: 50 Main Street Calgary, AB T2E 1V3	Vehicle Plate or Unit #:	Odometer Finish:
Home Terminal Address: 50 Main Street Calgary, AB T2E 1V3		Total Distance Driven Today km



REMARKS
 Manning, AB
 Mayerthorpe, AB
 400L
 Cold Lake, AB
 Vermilion, AB

Red Siding

Printed Name of Driver

Red Siding

Signature of Driver (Certified True & Correct)

ANSWER KEY: MODULE 8

1. A. The Alberta *Drivers' Hours of Service Regulation* applies to commercial vehicles with a gross vehicle weight of 11,794 kilograms or more or buses that are originally designed to transport 11 or more persons.
2. B. Under the provincial regulations, a driver may not drive a commercial vehicle for more than 13 hours in a work shift.
3. D. Under the provincial regulations, a driver may not drive a commercial vehicle at any time after they have been on-duty for 15 or more hours.
4. C. A driver must have at least 8 consecutive hours of off-duty time immediately before they start their next work shift.
5. A. True. After 6 consecutive hours of driving, a driver must take a 30 minute break from driving.
6. D. Both A and C.

Violations:

- a. *No driving after 13 hours driving in a work shift*
 - Driver drove after 13 hours driving time (the 13th hour was reached at 21:00)
 - Driver drove in violation from 21:00 – 23:00 for a total of 2 hours in violation
- c. *Take time breaks (15 minutes after 4 hours driving / 30 minutes after 6 hours driving)*
 - Driver did not take any of the required time breaks
7. D. All of the above.
8. D. A driver is required to submit each completed log to the carrier within 20 days of being produced.
9. A. True. A peace officer may prohibit a driver from driving a vehicle if the driver has not had the required amount of time off-duty.
10. D. The driver's log is missing the odometer reading, the total distance driven and the vehicle plate or unit number.

MODULE 8 APPENDICES

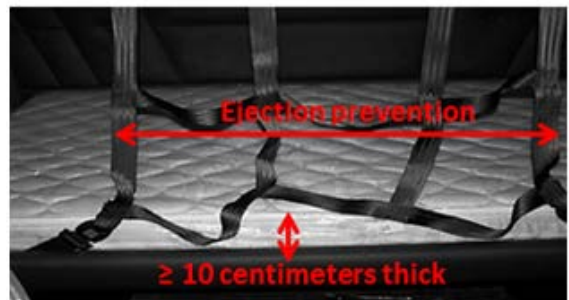
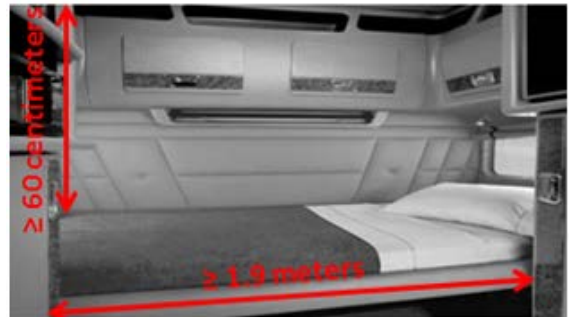
**Appendix 1****Schedule 1: Sleeper Berth Specifications**

Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)

APPENDIX 1: SLEEPER BERTH SPECIFICATIONS

SLEEPER BERTHS

1. An area of a commercial vehicle is a sleeper berth if
 - (a) It is designed to be used as sleeping accommodation;
 - (b) It is located in the cab of the commercial vehicle or immediately adjacent to the cab and is securely fixed to it;
 - (c) It is not located in or on a semi-trailer or a full trailer;
 - (d) If it is located in the cargo space, it is securely compartmentalized from the remainder of the cargo space;
 - (e) In the case of a bus,
 - i. it is located in the passenger compartment,
 - ii. it is at least 1.9 m in length, 60 cm in width and 60 cm in height,
 - iii. it is separated from the passenger area by a solid physical barrier that is equipped with a door that can be locked,
 - iv. it provides privacy for the occupant, and
 - v. it is equipped with a means to significantly limit the amount of light entering the area;
 - (f) in the case of a commercial vehicle other than a bus, it is rectangular in shape with at least the following dimensions:
 - i. 1.9 m in length, measured on the centre line of the longitudinal axis,
 - ii. 60 cm in width, measured on the centre line of the transverse axis,
 - iii. 60 cm in height, measured from the sleeping mattress to the highest point of the area;
 - (g) It is constructed so that there are no impediments to ready entrance to or exit from the area;
 - (h) There is a direct and readily accessible means of passing from it into the driver's seat or compartment;
 - (i) It is protected against leaks and overheating from the vehicle's exhaust system;
 - (j) It is equipped to provide adequate heating, cooling and ventilation;
 - (k) It is reasonably sealed against dust and rain;
 - (l) It is equipped with a mattress that is at least 10 cm thick and adequate sheets and blankets so that the occupant can get restful sleep; and
 - (m) It is equipped with a means of preventing ejection of the occupant during deceleration of the commercial vehicle, the means being designed, installed and maintained to withstand a total force of 2,700 kg applied toward the front of the vehicle and parallel to the longitudinal axis of the vehicle.



Module 9: Cargo Securement



MODULE CONTENTS



Module 9 aims to provide carriers with information about proper Cargo Securement. The contents of this module are as follows.

Cargo Securement Standards	3
Securement Devices	4
General Securement	8
Commodity Specific Securement	12
Resources for Carriers	16
Test Your Understanding: Quiz	18
Answers	20

This is a guide only and is not meant to be a substitute for the actual legislation.

CARGO SECUREMENT STANDARDS



National Safety Code Standard 10



National Safety Code Standard 10 gives the guidelines for safely securing loads to commercial vehicles. For the purposes of cargo securement requirements, this standard was created to ensure the safety of drivers, employees, and the motoring public. Carriers must ensure that any cargo they carry does not shift, move or spill onto the roadway.

The cargo securement standards were created to:

- Reduce the number of accidents caused by cargo shifting or falling from commercial vehicles; and
- Harmonize the U.S., Canadian, and Mexican cargo securement regulations.

Cargo Securement in Alberta



Cargo securement standards in Alberta apply to all types of cargo carried in or on a commercial vehicle. A commercial vehicle is a vehicle or combination of vehicles that are registered for or weigh more than 4,500 kilograms (excluding buses).

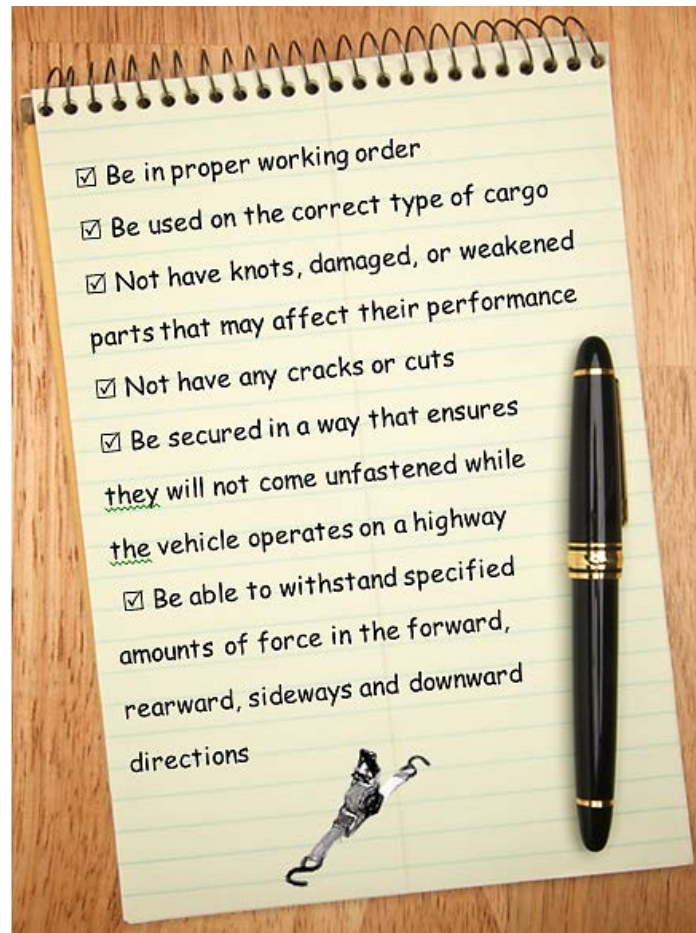
Section 17(3) of the *Commercial Vehicle Safety Regulation* (AR 121/2009) states that all cargo must be properly secured by a carrier according to the requirements found in NSC Standard 10. Section 17(4)(a) of the *Commercial Vehicle Safety Regulation* (AR121/2009) states cargo must not leak, spill, blow from, fall from, fall through or otherwise be dislodged from a commercial vehicle.



According to Section 41 of the *Commercial Vehicle Certificate and Insurance Regulation* (AR314/2002), carriers must ensure all drivers are trained in how to properly secure cargo.

SECUREMENT DEVICES

According to Division 2 of NSC Standard 10, all vehicle structures, systems and parts used to secure cargo must:



Proper Use of Tie Downs



Each tie down must be secured so that it does not come loose, unfastened, opened or released while the vehicle is moving. This means that the driver of a vehicle must be able to securely tighten a tie down before transporting their cargo on a highway.



All tie downs and other parts of a cargo securement system must be located inside any rub rails whenever practical. Edge protection must also be used whenever a tie down would be subject to wear or cutting at the point where it touches an article of cargo. The edge protection must resist wear, cutting and crushing.

Information about the minimum number of tie downs that must be used to properly secure cargo may be found later in this module.

NOTE

According to the Canadian Council of Motor Transport Administrators (CCMTA), bungee cords and tarp straps **are not** suitable for use as tie downs, and are equally unsuited to having an assigned Working Load Limit (WLL). They may still be used, however, as supplementary restraint for light weight cargo and equipment.



Use of Unmarked Tie Downs



Current standards forbid the use of unmarked tie downs. Tie downs must be marked by the manufacturer with respect to their Working Load Limit (WLL). This ensures that all drivers use the proper equipment for securing a load.



Tie downs and other securement devices must be strong enough to properly secure a load. Manufacturers test these devices to determine how much force can be applied to them before they will break. The “working load limit” of a securement device refers to the maximum load that may be applied to that device during normal service.

Unrated and Unmarked Anchor Points

Current standards do not require the rating and marking of anchor points. Manufacturers are, however, encouraged to rate and mark anchor points which are used to resist any upward forces acting on cargo.



Front End Structures on Commercial Vehicles



A “front-end” structure, according to NSC Standard 10, is a vertical barrier that is placed across the front of a deck that prevents cargo from moving forward. Front end structures must meet the following requirements:

Height and Width

The height of the front end structure of a vehicle cannot be shorter than:

- a. The height at which it prevents cargo from moving forward; and
- b. 122 centimetres above the deck.

The width of the front end structure of a vehicle cannot be narrower than:

- a. The width of the vehicle; and
- b. The width at which it prevents cargo from moving forward.

Strength

The front end structure of a vehicle must be able to withstand a horizontal forward static load equal to 50% of the total weight of the cargo where:

- a. The height of the front end structure is shorter than 1.83 metres; and
- b. The cargo is uniformly distributed over all of the front end structure.

The front end structure of a vehicle must be able to withstand a horizontal forward static load equal to 40% of the total weight of the cargo where:

- a. The height of the front end structure is 1.83 metres or higher; and
- b. The cargo is uniformly distributed over all of the front end structure.

Penetration Resistance

The front end structure of a vehicle must be able to resist penetration by an article of cargo that contacts it when the vehicle decelerates at a rate of 6.1 metres per second per second.



Manufacturing Standards



There are minimum performance standards for each type of cargo securement equipment used. For further information about manufacturing standards, carriers may contact the associations listed below.

	SECTION	ASSOCIATION	WEB RESOURCE
1	Vehicle Structure	Truck Trailer Manufacturers Association	http://ttmanet.org/publications
2	Anchor Points	Truck Trailer Manufacturers Association	http://ttmanet.org/publications
3	Platform Bodies (Flatdecks)	Truck Trailer Manufacturers Association	http://ttmanet.org/publications
4	Van, Sided and Dump Bodies	Truck Trailer Manufacturers Association or Web Sling and Tie Down Association	http://ttmanet.org/publications or www.wstda.com/products
5	Tie Downs	Web Sling and Tie Down Association	www.wstda.com/products
6	Webbing Assemblies	Web Sling and Tie Down Association	www.wstda.com/products
7	Chain Assemblies	National Association of Chain Manufacturers	http://www.nacm.info/
8	Wire Rope and Attachments	Wire Rope Technical Board	www.wireropetechnicalboard.org/
9	Synthetic Rope and Attachments	Cordage Institute	www.ropecord.com/cart/cartpubs.asp
10	Steel Strapping	American Society for Testing and Materials	www.astm.org/Standards/D3953.htm
11	Clamps and Latches	International Standards Organization	www.iso.org/iso/home/standards.htm
12	Roll-on / Roll-off Containers	American National Standards Institute	http://webstore.ansi.org/

GENERAL SECUREMENT

Cargo Placement and Restraint



There are 3 ways cargo may be transported. A carrier must use one of these methods for general cargo securement.



Fully Contained Cargo

- Cargo must be contained in a vehicle of adequate strength;
- Cargo is restrained against horizontal movement by the vehicle structure, other cargo, or by other devices such as tie downs or webbing;
- Cargo cannot shift, tip, leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle.



Immobilized Cargo

- Cargo must be secured by proper tie downs, blocking or bracing;
- Cargo cannot shift, tip, leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle.



General Securement

- All cargo must be secured on or in a vehicle with tie downs along with:
- Blocking, bracing, friction mats, other cargo, or a combination of these things;
- Cargo cannot shift, tip, leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle.

Articles of cargo that are likely to shift, tip or roll must be restrained by chocks, wedges, or a cradle to prevent movement. These restraints must stay fastened or secured while the vehicle is moving.

The proper securement of cargo is important not only for the protection of the cargo itself, but also for ensuring the safety of a driver and the motoring public. Cargo that shifts or tips may cause a vehicle to tip or operate in an unsafe manner.

Working Load Limits (WLL)



Tie downs and other securement devices must be strong enough to properly secure a load. Manufacturers test these devices to determine how much force can be applied to them before they will break. The “working load limit” of a securement device refers to the maximum load that may be applied to that device during normal service. The aggregate (combined) working load limit is the sum of the working load limits of all devices that are used to secure an article on a vehicle.

To calculate aggregate (combined) working load limits:



For tie downs that go from one anchor point to another on the vehicle, add the WLLs of each tie down to get the aggregate WLL of the load.



For tie downs that go from one anchor point on the vehicle to an attachment point on the cargo itself, add together:

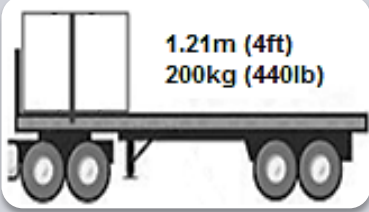
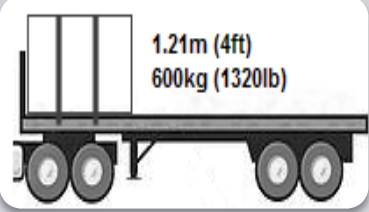
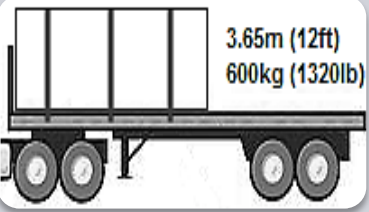
- 50% of the WLL of each end section of a tie down that is attached to an anchor point; plus
- 50% of the WLL of each end section that is attached to the cargo

The total working load limit of any cargo securement system must be at least half of the weight of the load being secured.

Minimum Number of Tie Downs



A carrier may need a certain number of tie downs to keep their cargo secure. When a piece of cargo is not blocked or positioned to prevent movement in the forward direction, the number of tie downs needed depends on the length and weight of that cargo.

		
1 Tie Down - For cargo 1.52 metres or shorter and 500 kilograms or less in weight	2 Tie Downs - For cargo 1.52 metres or shorter and more than 500 kilograms - For cargo greater than 1.52m in length but less than 3.04m, regardless of weight	3+ Tie Downs - For cargo longer than 3.04m

When a piece of cargo is not blocked or positioned to prevent forward movement and the item is longer than 3.04 metres (10 feet) in length, then it must be secured by:

- Two tie downs for the first 3.04 metres of length; plus
- One extra tie down for every 3.04 metres of length, or fraction of, beyond the first 3.04 metres.

If cargo is blocked or braced to prevent forward movement by a header-board, bulkhead, or by other means, then it must be secured by at least:

- one tie down for the first 3.04 metres of length; plus
- One extra tie down for every 3.04 metres of length, or fraction of, beyond the first 3.04 metres (if cargo is longer than 3.04m).

Commodity-Specific Requirements



Some types of cargo are difficult to secure with regular tie downs or other general methods. To assist with these types of cargo, there is a set of commodity-specific requirements. These requirements apply in addition to and not instead of the general requirements:

Applicability

27(1) This Part applies in addition to and not instead of Part 1.

(2) Where a requirement for containing, immobilizing or securing cargo transported by a vehicle required under this Part differs from a requirement under Part 1, the provisions of this Part apply.

Commodity-specific securement requirements are available for:

- Logs;
- Dressed lumber;
- Metal coils;
- Paper rolls;
- Concrete pipe;
- Intermodal containers;
- Vehicles (small, large, crushed);
- Crushed vehicles;
- Roll-on/roll-off or hook lift containers;
- Large boulders.



For the complete requirements for these specific commodities, see NSC Standard 10. A carrier must secure each of these commodities according to the rules found in the standard.

COMMODITY SPECIFIC SECUREMENT



LOGS

There are many rules for the transportation of logs. A carrier must not only have a vehicle that was built specifically for hauling logs, but must also secure those logs according to the requirements in [Division 1, NSC Standard 10](#).

The rules for the transportation of logs apply to the transportation of almost all logs except:

- Loads of no more than four logs;
- Firewood, stumps, log debris or logs that are transported in a vehicle or container that is enclosed on all sides and strong enough to contain them.

In these special cases, logs may be transported using the general cargo securement rules.



DRESSED LUMBER

Dressed lumber is lumber that has been surfaced or planed smooth on four sides. Special rules for the securement of dressed lumber apply to:

- Bundles of dressed lumber and packaged lumber;
- Building products including plywood, gypsum board or other materials of similar shape.

These items must be secured according to the requirements in [Division 2, NSC Standard 10](#). Lumber or building products that are not bundled or packaged must be treated as loose items and transported using the general cargo securement rules.



METAL COILS

Special rules for the transportation of metal coils apply to a vehicle that is transporting one or more metal coils that, individually or grouped together, have a total weight of 2,268 kilograms or more. These coils must be secured according to the requirements in [Division 3, NSC Standard 10](#).

Shipments of metal coils that weigh less than 2,268 kilograms may be secured using the general cargo securement rules.



PAPER ROLLS

Special rules for the transportation of paper rolls apply to a vehicle that is transporting one or more paper rolls that, individually or grouped together, have a total weight of 2,268 kilograms or more. These rolls must be secured according to the requirements in [Division 4, NSC Standard 10](#).

Shipments of paper rolls that weigh less than 2,268 kilograms may be secured using the general cargo securement rules.



CONCRETE PIPE

Special rules may apply to vehicles, flatbed trailers and lowboy trailers that are transporting concrete pipe. The pipe being transported must be secured according to the requirements in [Division 5, NSC Standard 10](#).

Concrete pipe that is bundled tightly together into a single rigid piece with no tendency to roll and concrete pipe loaded into a sided container must be secured using the general cargo securement rules.



INTERMODAL CONTAINERS

Intermodal containers are freight containers that are designed to be transported in more than one way (for example, by road, rail or sea). These containers must either be transported on a chassis vehicle or must be secured on a different vehicle according to the requirements in [Division 6, NSC Standard 10](#).

Cargo that is inside an intermodal container may be secured using the general cargo securement rules unless another commodity specific rule applies.



VEHICLES AS CARGO

Special rules apply to the transportation of light vehicles, heavy vehicles and flattened or crushed light vehicles. These vehicles must be secured according to the requirements in [Division 7, NSC Standard 10](#).

“Light” vehicles are vehicles that weigh 4,500 kilograms or less. “Heavy” vehicles are vehicles that weigh more than 4,500 kilograms.



ROLL-ON/ROLL-OFF AND HOOK LIFT CONTAINERS

Special rules apply to the transportation of roll-on/roll-off containers and hook lift containers. Hook lift containers are primarily used to transport materials in the waste, recycling, construction, demolition and scrap industries. These containers are handled by specialized vehicles in which the container is loaded and unloaded onto a tilt frame body by a moveable hook arm.

These containers must be secured according to the requirements in [Division 8, NSC Standard 10](#).



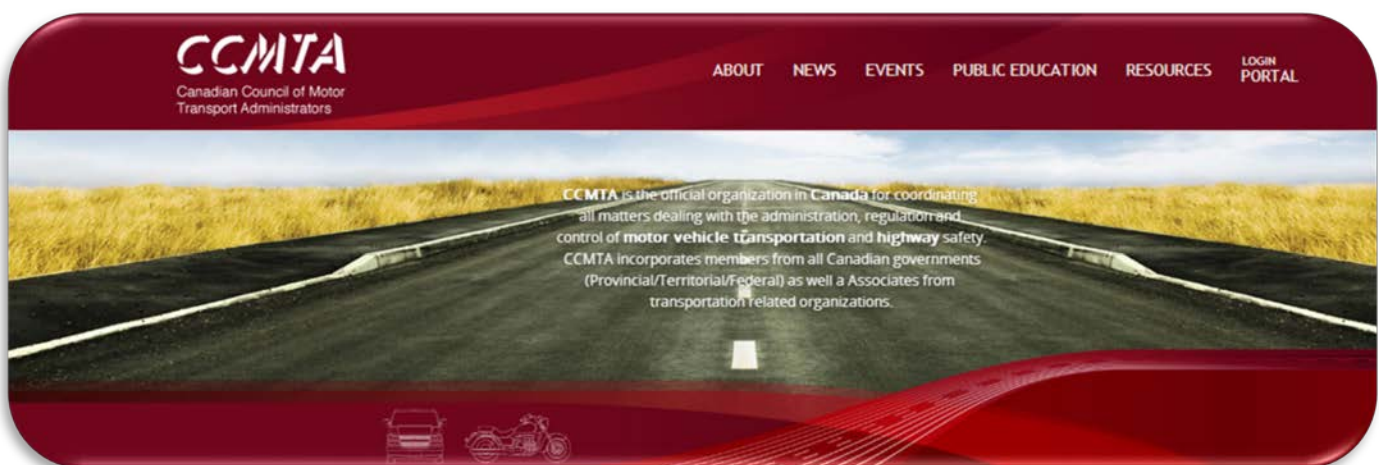
BOULDERS

Special rules apply to the transportation of:

- Boulders on a flatbed vehicle;
- Boulders in a vehicle that is not designed to contain them;
- A piece of natural, irregularly shaped rock that weighs more than 100 kilograms but less than 5,000 kilograms;
- A piece of natural, irregularly shaped rock of any size that may be contained within a vehicle that is designed to carry it;
- A piece of rock of any size that is artificially formed or cut into shape and has a stable base for securement.

These boulders must be transported according to the requirements in [Division 9, NSC Standard 10](#). Some exemptions may apply to boulders that may be secured using the general securement rules.

For the complete requirements for these specific commodities, see NSC Standard 10. A carrier must secure each of these commodities according to the rules found in the standard.



RESOURCES FOR CARRIERS

The following web links may be helpful in assisting a carrier in meeting all required Cargo Securement standards relevant to their operations.

Resource	Web Link
The Alberta Commercial Vehicle Safety Regulation (AR121/2009)	www.qp.gov.ab.ca
National Safety Code Standard 10	www.ccmta.ca
NSC Standard 10 Interpretations	www.ccmta.ca/english/committees/cra/cargo/interpretation.cfm
Cargo Securement Training Program Manuals	www.ccmta.ca/english/committees/cra/cargo/publications.cfm
The Alberta Motor Transport Association	www.amta.ca

TEST YOUR UNDERSTANDING: MODULE 9

1. The intent of the Cargo Securement Standards is to:
 - a. Reduce the number of accidents caused by cargo shifting or falling from commercial vehicles
 - b. Harmonize to the greatest extent practicable U.S., Canadian, and Mexican cargo securement regulations
 - c. Protect cargo from being lost or damaged
 - d. All of the above.

2. According to Division 3 of NSC Standard 10, cargo securement standards do not apply to:
 - a. Packaged lumber
 - b. Concrete tubes
 - c. Liquids and gases
 - d. Intermodal containers

3. Current standards state that carriers are not required to use manufacturer marked tie downs.
 - a. True
 - b. False

4. Articles of cargo that are likely to roll must be restrained by:
 - a. Tie downs or steel strapping
 - b. Chocks, wedges, or cradles
 - c. Ropes
 - d. Metal coils

5. Only one tie down is required if an article of cargo is _____ metres in length and does not exceed _____ kilograms in weight.
 - a. 1.52 metres / 500 kilograms
 - b. 3.04 metres / 600 kilograms
 - c. 1.52 metres / 600 kilograms
 - d. 3.04 metres / 500 kilograms

6. The combined Working Load Limit of the items used in a securement system to prevent an article or group of articles from moving must be at least $\frac{1}{2}$ the weight of that article or group of articles.
- True
 - False
7. A carrier is required to ensure its drivers know how to secure loads using the *Commercial Vehicle Safety Regulation* and NSC Standard 10.
- True
 - False
8. Commodity-specific cargo securement standards apply to the transportation of automobiles, light trucks and vans which individually weigh _____ kilograms or less.
- 11,794 kilograms
 - 4,500 kilograms
 - 5,000 kilograms
 - 7,800 kilograms
9. Commodity-specific cargo securement standards apply to large boulders.
- True
 - False
10. The *Commercial Vehicle Safety Regulation* and NSC Standard 10 only apply to all commercial vehicles including trailers and commercial vehicles that are weighing or registered for less than 4,500 kilograms.
- True
 - False

ANSWER KEY: MODULE 9

1. D. All of the above.
2. C. Liquids and gases, or any other commodities in bulk that lack structure or fixed shape (for example, liquids, gases, grain, liquid concrete, sand, gravel, aggregates) and that are transported in a tank, hopper, box or similar device that forms part of the structure of a commercial motor vehicle.
3. B. False. Carriers are required to use manufacturer marked tie downs.
4. B. Chocks, Wedges or Cradles.
5. A. 1.52 metres / 500 kilograms.
6. A. True. The combined Working Load Limit of the items used in a securement system to prevent an article or group of articles from moving must be at least $\frac{1}{2}$ the weight of that article or group of articles.
7. A. True. A carrier is required to ensure its drivers know how to secure loads using the *Commercial Vehicle Safety Regulation* and NSC Standard 10.
8. B. 4,500 kilograms.
9. A. True.
10. B. False. The *Commercial Vehicle Safety Regulation* (AR121/2009) and NSC Standard 10 apply only to commercial vehicles registered for 4,500 kilograms or more. Commercial vehicles registered for less than 4,500 kilograms must comply with Section 65 of the *Vehicle Equipment Regulation* (AR122/2009).

Module 10: Transportation of Dangerous Goods



MODULE CONTENTS



Module 10 aims to provide carriers with information about the safe transportation of dangerous goods. The contents of this module are as follows.

Introduction to Dangerous Goods	3
What are Dangerous Goods?	4
Dangerous Goods Training	5
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Identification of Dangerous Goods	8
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This is a guide only and is not meant to be a substitute for the actual legislation.

INTRODUCTION TO DANGEROUS GOODS

A carrier must be aware of dangerous goods laws that may apply to their operations. If a carrier transports dangerous goods incorrectly, they put everyone at risk.



Dangerous goods may cause harm to people, property, or the environment. In Canada, the federal government and each of the provinces and territories created laws to regulate the transportation of dangerous goods.

These laws set safety standards and shipping requirements for thousands of different types of dangerous goods.

Relevant Laws

- *The Transportation of Dangerous Goods Regulations (SOR/2016-95)*
- *The Alberta Dangerous Goods Transportation and Handling Act (D 4 RSA 2000)*
- *The Alberta Dangerous Goods Transportation and Handling Regulation (AR157/1997)*
- *The Transportation of Dangerous Goods Act (S.C. 1992)*

WHAT ARE DANGEROUS GOODS?

Many products pose some danger while being transported. Anything may happen because of things such as improper securement, containment, or any other combination of factors.

Dangerous goods are solids, liquids or gases that can harm people, other living organisms, property or the environment. Carriers must be cautious in the transportation and handling of such materials to ensure the safety of their employees and the public.



The Transportation of Dangerous Goods (TDG) in Alberta is regulated to:

- Protect the public and the environment;
- Promote the safe transport of dangerous goods;
- Provide information to first responders;
- Provide a standard for the Transportation of Dangerous Goods (TDG) in the province.

Transportation of Dangerous Goods Act



“dangerous goods” means a product, substance or organism included by its nature or by the regulations in any of the classes listed in the schedule;

The schedule in the *Transportation of Dangerous Goods Act* (S.C. 1992) identifies 9 classes of dangerous goods. These classes provide information about how to handle certain items. Some classes are further divided into divisions due to the nature and characteristics of the substances. Dangerous goods may not be transported if they are not classified.

More information about dangerous goods is available online at:

www.transportation.alberta.ca/519.htm

DANGEROUS GOODS TRAINING

Before transporting dangerous goods, a carrier must ensure all employees have knowledge of what they are working with. No person may handle, offer for transport or transport dangerous goods unless they are trained in or under the direct supervision of someone who is trained.

Each carrier is responsible for making sure employees have the proper training necessary to work safely with dangerous goods. Carriers may provide their own trainings or they may choose to hire a consulting company to do the training for them. The better informed a carrier's employees the less likely an incident is to occur.



In all cases, the *employer* must sign a certificate of training. By doing this, they confirm that an employee has the required knowledge and skills required to work with dangerous goods. A certificate is valid for a maximum of three years. Every driver who transports dangerous goods is required by law to produce a certificate of training when requested by a peace officer. A copy of this certificate must also be in the driver's file along with any other proof of training documents.

A sample Certificate of Training for the Transportation of Dangerous Goods is on the next page.

Training Contents



Dangerous goods training must include information that is relevant to an employee's job responsibilities. This may include:

- **Transportation of dangerous goods laws**
- **Classification of dangerous goods**
- **Safety marks and how to use them**
- **Safe handling and transportation of dangerous goods**
- **Proper use of equipment**
- **Release reporting**
- **Emergency response measures**
- **Documentation and Reporting Requirements**
- **The use of Schedules 1, 2 and 3**
- **Means of containment**

CERTIFICATE OF TRAINING

Name of Employee

has completed training related to the handling/offering for transport / transporting of dangerous goods as indicated on the reverse. This training is in accordance with the requirements of the Transportation of Dangerous Goods Regulations

Name of Employer

Address

City

Province

Expires on: _____

Date of Issue: _____

Employer's Signature

Class and Division	Training Received
	Classification
	Shipping names
	Use of Schedules 1, 2 and 3
	Shipping document & train consist
	Safety marks requirements
	Certification safety marks requirements, Safety requirements and safety standards
	Emergency Response Assistance Plan Requirements
	Accidental release reporting requirements
	Safe handling and transportation practices
	Proper equipment use
	Emergency action requirements
	Air transport
	Marine transport

Employee's Signature

CLASSES OF DANGEROUS GOODS

Class	Application	Description
1	Explosives	Includes explosives as included in the <i>Explosives Act</i>
2	Gases	Compressed, deeply refrigerated, liquefied or dissolved under pressure
3	Flammable Liquids	Flammable and combustible liquids
4	Flammable Solids	Flammable solids, substances liable to spontaneous combustion and substances that emit flammable gases on contact with water
5	Oxidizing Substances and Organic Peroxides	Substances which cause or contribute to the combustion of other material by yielding oxygen or other oxidizing substances whether or not the substance itself is combustible and organic compounds which are a strong oxidizing agent and may be liable to explosive decomposition, be sensitive to heat, shock or friction or react dangerously with other dangerous goods
6	Toxic and Infectious Substances	Solids or liquids that are toxic through inhalation, by skin contact or by ingestion and micro-organisms that are infectious or that are reasonably believed to be infectious to humans or animals
7	Radioactive Materials	Nuclear substances, within the meaning of the <i>Nuclear Safety and Control Act</i> , which are radioactive
8	Corrosives	Substances that causes destruction of skin or corrode steel or non-clad aluminum
9	Miscellaneous Products, Substances or Organisms	Miscellaneous products, substances or organisms considered by the Governor in Council to be dangerous to life, health, property or the environment when handled, offered for transport or transported.



IDENTIFICATION OF DANGEROUS GOODS

Safety marks and documentation are used to inform people of how to properly handle dangerous goods. Markings and documentation also assist people to quickly and safely respond to spills and incidents.

According to Section 2 of the *Transportation of Dangerous Goods Act* (S.C. 1992), a “dangerous goods mark” is:



“dangerous goods mark”

« *indication de marchandises dangereuses* »

“dangerous goods mark” means a symbol, device, sign, label, placard, letter, word, number or abbreviation, or any combination of those things, that is to be displayed to indicate the presence or nature of danger on dangerous goods, or on a means of containment or means of transport used in importing, offering for transport, handling or transporting dangerous goods;

Small means of containment (with a capacity less than or equal to 450 litres) must be labeled. Large means of containment (with a capacity greater than 450 litres) require placards. Transport units that are used to transport dangerous goods must display placards that show the classification of goods they are carrying.

Placards



Placards are a clear way of telling people that a large container or transport unit contains larger amounts of dangerous goods. When a collision or spill occurs, these placards alert responders to the presence and nature of the dangerous goods. This allows them to take the correct actions.



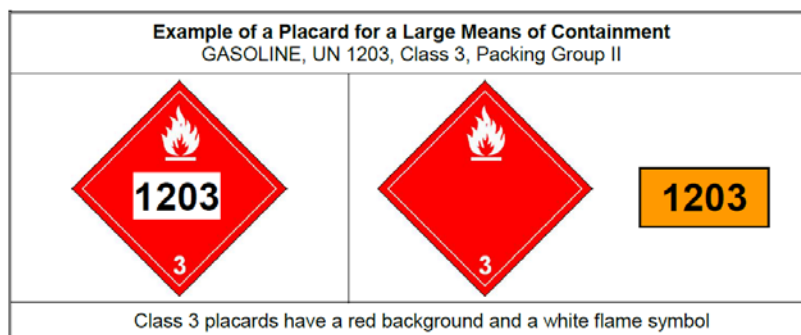
The consignor is responsible for providing the placards to the carrier before allowing a carrier to take possession of dangerous goods for transport in a large means of containment on the vehicle. It is a carrier’s responsibility to make sure a vehicle has all the proper placards on it **before** it is loaded. Drivers must place the placards on each side and each end of the vehicle so anyone looking at the vehicle from any angle will be able to see the signs. The carrier must ensure that the placards remain displayed on the vehicle while the

dangerous goods are in transport.

In some cases, a carrier may be required to display a UN Number along with the placard according to the TDG Regulations. A placard and UN number must be displayed for a large means of containment if the dangerous goods:

- Are in a quantity or concentration for which an Emergency Response Assistance Plan is required; or
- Are a liquid or gas in direct contact with a large means of containment.

The example below shows how a placard and UN number may be displayed.



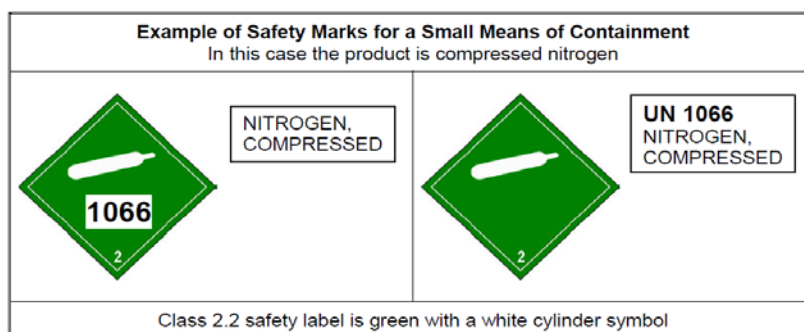
Labels



























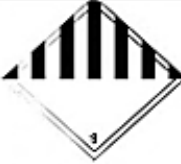

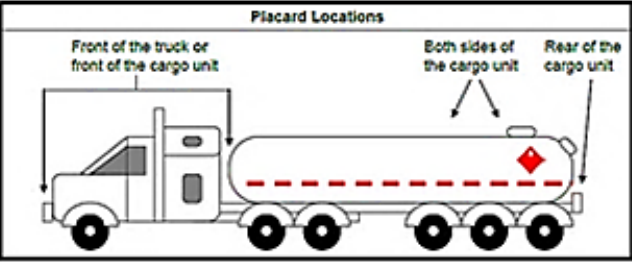
Labels are a clear way of telling people that a small container holds dangerous goods. There is a specific set of labels representing the different hazards defined by the TDG Regulations. The labels may be displayed on any side of the outer surface of a means of containment except for the side on which it is intended to rest or be stacked during transport. The label must also be placed on the shoulder of a cylinder.

If a small means of containment is placed inside another, and the outer container is not opened during loading, transport or unloading, then the label is required to be displayed only on the outer small means of containment.

The small means of containment must also display the UN Number and the shipping name of the dangerous goods. The example below shows how a label, UN Number, and shipping name are displayed.



DANGEROUS GOODS LABELS AND PLACARDS

 <p>Classes 1.1, 1.2, 1.3 Explosives</p>	 <p>Class 1.4 Explosives</p>	 <p>Class 1.5 Explosives</p>	 <p>Class 1.6 Explosives</p>	 <p>Class 2.1 Flammable Gases</p>	 <p>Class 2.2 Non Flammable and Non-Toxic Gases</p>
 <p>Class 2.3 Toxic Gases</p>	 <p>Anhydrous Ammonia</p>	 <p>Class 2.2(5.1) Oxidizing Gases and Oxygen</p>	 <p>Class 3 Flammable Liquids</p>	 <p>Class 4.1 Flammable Solids</p>	 <p>Class 4.2 Substances Liable to Spontaneous Combustion</p>
 <p>Class 4.3 Water Reactive Substances</p>	 <p>Class 5.1 Oxidizing Substances</p>	 <p>Class 5.2 Organic Peroxides</p>	 <p>Class 6.1 Toxic Substances</p>	 <p>**Class 6.2 Infectious Substances Label</p>	 <p>Class 6.2 Infectious Substances</p>
 <p>*Class 7 Cat. 1 Radioactive</p>	 <p>*Class 7 Cat. 2 Radioactive</p>	 <p>*Class 7 Cat.3 Radioactive</p>	 <p>**Class 7 Fissile Material Label</p>	 <p>***Class 7 Radioactive Materials</p>	 <p>Class 8 Corrosives</p>
 <p>Class 9 Misc. Products, Substances or Organisms</p>	 <p>Danger Placard</p>	<p>* Label and optional placard ** Label only *** Placard only</p>			 <p>Placard Locations</p> <p>Front of the truck or front of the cargo unit</p> <p>Both sides of the cargo unit</p> <p>Rear of the cargo unit</p>

Documentation 

When a driver transports dangerous goods, they must also carry a shipping document, waste manifest or any other required documents. When the driver is in the cab, these documents must be within the driver's reach or in a pocket mounted on the driver's door. When the driver is not in the cab, these documents must either be on the driver's seat, in a pocket mounted on the driver's door or in a location that is clearly visible to anyone entering through the driver's door.

All information on a shipping document must be easy to identify and legible. The shipping document must include the following information:

- The name and address of the place of business in Canada of the consignor;
- The date when the shipping document was prepared or first given to the carrier;
- The description of each of the dangerous goods, in the following order:
 1. The UN number,
 2. The shipping name and immediately after the shipping name unless it is already part of it,
 - for dangerous goods that are subject to special provision 16 in Schedule 2, the technical name, in parentheses, of at least one of the most dangerous substances that predominantly contributes to the hazard(s) posed by the dangerous goods, and
 - for a liquefied petroleum gas (LPG) that has not been odorized, the words "Not Odourized" or "Not Odorized",
 3. The primary class, which may be shown as a number only or under the heading "Class" or following the word "Class",
 4. The compatibility group for dangerous goods with primary class of Class 1, Explosives, The subsidiary class(es), in parentheses, which may be shown as a number only or under the heading "subsidiary class" or following the words "subsidiary class",

Dangerous Goods Shipping Document for Road Transport on CANADIAN SHIPMENTS						
CONSIGNOR Name: Address:			DESTINATION (City-Town) Name: Address:			
Name of Carrier		Prepaid <input type="checkbox"/>	Collect <input type="checkbox"/>	Transport Unit Number		
Point of Origin			Shipping Date		Shipper's No.	
REGULATED DANGEROUS GOODS						
UN Number	Shipping Name	Primary Class	Subsidiary Class	Packing Group	Quantity	Packages Requiring Labels
24-Hour Number: _____						
ERAP Reference _____ and Telephone Number _____						
Consignor's Certification						
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to The Transportation of Dangerous Goods Regulations.						
Name of Consignor: _____						
Special Instructions						
NON-REGULATED GOODS						
Packages	Description of Articles			Weight		
Received in apparent good order			Consignee's Signature _____		Shipper's Signature _____	
Received in Apparent Good Order		Driver's Signature _____		Driver's No. _____		
Please note that this sample shipping document contains some information that is not required in the TDG Regulations. The additional information reflects current industry practices.						

5. The packing group roman numeral which may be shown under the heading "PG" or following the letters "PG" or following the words "Packing Group", and
 6. For dangerous goods subject to special provision 23 in Schedule 2, the words "toxic by inhalation" or "toxic – inhalation hazard";
- For each shipping name, the quantity of dangerous goods shown and the unit of measure used to express the quantity which, on a shipping document prepared in Canada, must be a unit of measure included in the International System of Units (SI) (e.g., kg or L), except for dangerous goods included in Class 1, Explosives, the quantity must be expressed in net explosives quantity (NEQ) or, for explosives with UN numbers subject to special provision 85 or 86 in Schedule 2, in number of articles or NEQ;
 - For dangerous goods in one or more small means of containment that require a label to be displayed on them, the number of small means of containment for each shipping name; and
 - The words "24-Hour Number", or an abbreviation of these words, followed by a telephone number, including the area code, at which the consignor can be reached immediately for technical information about the dangerous goods in transport, without breaking the telephone connection made by the caller;
 - If the quantity of dangerous goods in a means of containment is less than 10 per cent of the maximum fill limit of the means of containment, the words "Residue — Last Contained" **may be** added before or after the description of the dangerous goods. These words must not, however, be used for dangerous goods included in Class 2, Gases, that are in a small means of containment or for dangerous goods included in Class 7, Radioactive Materials.

*For example: Residue — Last Contained, UN1203, GASOLINE, 3, II
UN1203, GASOLINE, 3, II, Residue — Last Contained*

- For dangerous goods for which an Emergency Response Assistance Plan (ERAP) is required under Part 7, Emergency Response Assistance Plan, must include the reference number of the ERAP issued by Transport Canada preceded or followed by the letters "ERP" or "ERAP" and the telephone number, including the area code, to call to have the ERAP activated immediately;
- Consignor's Certification:
 - The certification statement: *"I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations."*;
 - The certification must be made by an individual who is the consignor or by an individual acting on behalf of the consignor and must set out that individual's name.

If a driver is making more than one delivery of dangerous goods, they must show the change in quantity of dangerous goods on the shipping document. These changes must be shown after each delivery. How the carrier shows the change in quantity is the carrier's choice. The carrier can change the number used to express quantity or the carrier may mark on the shipping document, or on a document attached to the shipping document, the additions to or the subtractions from the number used to express quantity.

It is the carrier's responsibility to ensure their drivers are keeping the proper documentation when transporting dangerous goods.



EMERGENCY RESPONSE ASSISTANCE PLAN (ERAP)

An Emergency Response Assistance Plan (ERAP) is a plan that describes what is to be done in the event of a transportation incident involving certain higher risk dangerous goods. The ERAP is required for dangerous goods that require special skills and equipment to respond to an incident.

A shipper must have an approved Emergency Response Assistance Plan in place before they offer to transport certain quantities of dangerous goods as specified in [Column 7 of Schedule 1](#) of the *Transportation of Dangerous Goods (TDG) Regulations*. The plan must describe the procedures and equipment that will be used to support a response to incidents involving high risk dangerous goods. The plan must also address emergency preparedness, employee training, response exercises and equipment maintenance.

Where multiple shippers use one carrier, the carrier must make sure that the quantities of dangerous goods being transported do not exceed ERAP quantity limits.

For more information about ERAP limits and the application process, call 1-800-272-9600 or go to: www.tc.gc.ca/eng/tdg/erap-menu-72.htm.

Reporting Requirements



As soon as possible after a release or anticipated release, the carrier is required to make an **emergency report** to the local provincial authority that is responsible for responding to emergencies at the geographic location of the release or anticipated release if the dangerous goods are, or could be, in excess of the quantity set out in the following table if the release endangers, or could endanger, public safety:

Class	Packing Group or Category	Quantity
1	II	Any quantity
2	Not applicable	Any quantity
3, 4, 5, 6.1 or 8	I or II	Any quantity
3, 4, 5, 6.1 or 8	III	30 L or 30 kg
6.2	A or B	Any quantity
7	Not applicable	A level of ionizing radiation greater than the level established in section 39 of the "Packaging and Transport of Nuclear Substances Regulations, 2015"
9	II or III, or without packing group	30 L or 30 kg

In Alberta, the authority is the local police at 911 and Alberta Transportation's Co-ordination and Information Centre (CIC) at 1 -800-272-9600.

Immediately after making an emergency report, the carrier is required to make a **release or anticipated release report** to the Canadian Transport Emergency Centre (CANUTEC) at 1-888-CANUTEC (1-888-226-8832) or 613-996-6666, in addition to the local provincial authority, if the release or anticipated release result in:

- the death of a person,
- a person sustaining injuries that required immediate medical treatment by a health care provider,
- an evacuation of people or their shelter in place,
- the closure of a facility used in the loading and unloading of dangerous goods, or a road, a main railway line, or a main waterway,
- a means of containment has been damaged to the extent that its integrity is compromised. ,



An **emergency report** to the **local provincial authority** must include the following information:

- the name and contact information of the person making the report;
- in the case of a release of dangerous goods, the date, time and geographic location of the release;
- in the case of an anticipated release of dangerous goods, the date, time and geographic location of the incident that led to the anticipated release;
- the mode of transport used;
- the shipping name or UN number of the dangerous goods;
- the quantity of dangerous goods that was in the means of containment before the release or anticipated release;
- in the case of a release of dangerous goods, the quantity of dangerous goods estimated to have been released; and
- if applicable, the type of incident leading to the release or anticipated release, including a collision, roll-over, derailment, overfill, fire, explosion or load-shift.

A **release or anticipated release report** to the **local provincial authority and CANUTEC** must include the following information:

- the name and contact information of the person making the report;
- in the case of a release of dangerous goods, the date, time and geographic location of the release;

- in the case of an anticipated release of dangerous goods, the date, time and geographic location of the incident that led to the anticipated release;
- the mode of transport used;
- the shipping name or UN number of the dangerous goods;
- the quantity of dangerous goods that was in the means of containment before the release or anticipated release;
- in the case of a release of dangerous goods, the quantity of dangerous goods estimated to have been released;
- if applicable, the type of incident leading to the release or anticipated release, including a collision, rollover, derailment, overflow, fire, explosion or load-shift;
 - if applicable, the name and geographic location of any road, main railway line or main waterway that was closed;
- a description of the means of containment containing the dangerous goods;
- if applicable, an estimate of the number of people evacuated or sheltered in place; and
- if applicable, the number of deaths and the number of persons who sustained injuries that required immediate medical treatment by a health care provider.

Carriers must send a written follow-up report within 30 days of a release to the Director General, Transport Dangerous Goods Directorate, Transport Canada, if the release or anticipated release involves notification to CANUTEC. Transport Canada's Transportation of Dangerous Goods 30-Day Follow-Up Report template is located at: http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/16-0086_BO_PD.



COORDINATION AND INFORMATION CENTRE (CIC)

The Coordination and Information Centre (CIC) operates 24 hours a day, 7 days a week to provide information to the general public and industries on dangerous goods compliance. The CIC is also an emergency response centre for all transportation of dangerous goods (TDG) incidents.

The Coordination and Information Centre:

- Provides compliance information related to the federal and provincial dangerous goods legislation;
- Provides federal and international requirements for the shipment of dangerous goods by air, road, rail or marine modes of transportation;
- Provides interpretive information for the on-highway enforcement process as well as awareness material for inspectors, industry and the general public.

Emergency Reporting



The CIC serves as Alberta's provincial reporting authority and:

- Manages all TDG emergency calls and assess the severity of dangerous goods incidents.
- Provides assistance to emergency response personnel attending the scene of an incident in which dangerous goods are involved, or may become a matter for concern.
- Communicates openly with related departments in the event of an emergency or safety-related incident.

For more information, please contact the 24-hour Coordination and Information Centre at:



Note: The CIC is responsible only for provincial road shipments of dangerous goods. The Canadian Transport Emergency Centre (CANUTEC) is responsible for federal road, rail, air, and marine shipments. For more information about CANUTEC, call 613-996-6666 or go to:

www.tc.gc.ca/eng/canutec/menu.htm.

PERMITS FOR EQUIVALENT LEVEL OF SAFETY

Dangerous goods Permits for Equivalent Level of Safety allow the handling, offering for transport or transporting of dangerous goods in a way that is not necessarily in compliance with the TDG Regulations. Although a permit may exempt a carrier from meeting all of the requirements in the TDG Regulations, it still ensures the carrier is operating at a level of safety equivalent to that required by law. Permits are only issued if the risks to health, safety and the environment are reasonably addressed.

A carrier does not need to obtain a permit to handle, offer for transport or transport dangerous goods if they follow all of the requirements in the *Transportation of Dangerous Goods Act*.

Permits issued by the Dangerous Goods, Rail Safety and 511 Alberta Section of Alberta Transportation are valid only for road transportation within the province of Alberta. More information about obtaining dangerous goods permits in Alberta is available online at: www.transportation.alberta.ca/753.htm.

Transport Canada issues permits that are valid for the transportation of dangerous goods between provinces. More information about obtaining dangerous goods permits for use in other parts of Canada is available online at: <http://wwwapps.tc.gc.ca/saf-sec-sur/3/tdgcert-tmdcert/certificatesmenu.aspx>.



Alberta Government

Dangerous Goods, Rail Safety and 511 Alberta
4999 98 Avenue, Twin Atria Building
Edmonton, AB T6B 2X3
P: 780-422-9600 | F: 780-427-1044 |
E: TRANS.dangerousgoods@gov.ab.ca

Application for Exemption by Permit (Alberta Equivalent Level of Safety)

Dangerous Goods Transportation and Handling Act, Section 5(1)

Section A: Stakeholder Information

Company Name: _____

RESOURCES FOR CARRIERS

For more information on the Transportation of Dangerous Goods, carriers are strongly encouraged to consult with the following resources.

Resource	Web Link
<i>Transportation of Dangerous Goods Act, 1992 (S.C. 1992)</i>	http://laws-lois.justice.gc.ca/eng/acts/T-19.01/index.html
<i>Transportation of Dangerous Goods Regulations (SOR/2016-95)</i>	www.tc.gc.ca/eng/tdg/clear-tofc-211.htm
The Alberta Dangerous Goods Transportation and Handling Act (D-4 RSA 2000)	www.qp.alberta.ca/1266.cfm?page=d04.cfm&leg_type=Acts&isbncln=9780779748730
The Alberta Dangerous Goods Transportation and Handling Regulation (AR 157/1997)	www.qp.alberta.ca/1266.cfm?page=1997_157.cfm&leg_type=Regs&isbncln=9780779760978
Transport Canada – TDG Training Criteria	www.tc.gc.ca/eng/tdg/training-menu-266.htm
Organizations Providing Dangerous Goods Training – Search Engine for TDG Training Agencies	http://wwwapps.tc.gc.ca/saf-sec-sur/3/train-form/search-eng.aspx
Transportation of Dangerous Goods Guide	www.transportation.alberta.ca/Content/docType272/Production/guide.pdf
Transport Canada – Emergency Response Assistance Plans	www.tc.gc.ca/eng/tdg/erap-menu-72.htm
Canadian Transport Emergency Centre (CANUTEC)	www.tc.gc.ca/eng/canutec/menu.htm

TEST YOUR UNDERSTANDING: MODULE 10

1. Dangerous Goods legislation directs that no one shall handle, offer for transport or transport dangerous goods unless they are trained or are in the presence and under the direct supervision of someone who is trained.
 - a. True
 - b. False

2. Only the federal government has legislation to regulate the transportation of dangerous goods.
 - a. True
 - b. False

3. How many classes of dangerous goods exist?
 - a. 5
 - b. 8
 - c. 9
 - d. 12

4. What is a dangerous goods safety mark?
 - a. The mark dangerous goods leave after an incident occurs
 - b. A label, placard, orange panel, sign, mark, letter, word, number or abbreviation that is displayed to identify dangerous goods and to show the presence or nature of the danger posed by them
 - c. The mark an employee receives for completing a dangerous goods training course
 - d. None of the above.

5. An employee who handles, offers for transport or transports dangerous goods must renew their TDG Training Certificate at least every _____ years.
 - a. 5
 - b. 4
 - c. 3
 - d. 2

6. When a carrier transports dangerous goods, it is their responsibility to make sure the vehicle has all the proper safety marks and placards on it **before** it is loaded.
- True
 - False
7. When the driver is not in the cab of a vehicle, the dangerous goods shipping document must either be left on the driver's seat, in a pocket mounted on the driver's door of the cab or in a location that is clearly visible to anyone entering through the driver's door.
- True
 - False
8. Before having the ability to transport or handle dangerous goods, a carrier must always have an Emergency Response Assistance Plan in place.
- True
 - False
9. Carriers must send a written follow-up report within _____ days of a dangerous goods incident to the Director General, Transport Dangerous Goods Directorate, Transport Canada, if they were required to make a release or anticipated release report.
- 10
 - 20
 - 30
 - 40
10. A carrier does not need to obtain a Permit for Equivalent Level of Safety to handle, offer for transport or transport dangerous goods if they follow all of the requirements in the *Transportation of Dangerous Goods Regulations*.
- True
 - False

ANSWER KEY: MODULE 10

1. A. True.
2. B. False. Provincial and territorial governments also have TDG legislation.
3. C. 9 classes of dangerous goods exist.
4. B. A label, placard, orange panel, sign, mark, letter, word, number or abbreviation that is displayed to identify dangerous goods and to show the presence or nature of the danger posed by them.
5. C. An employee who handles, offers for transport or transports dangerous goods must renew their TDG Training Certificate every 3 years.
6. A. True.
7. A. True.
8. B. False. It is the responsibility of the person offering for transport or importing dangerous goods for which an emergency response assistance plan (ERAP) is required to establish such a plan and to have that plan approved by Transport Canada. If the person offering for transport or importing dangerous goods is also the carrier, that person still needs an approved plan.
9. C. Carriers must send a written follow-up report within 30 days.
10. A. True.

MODULE 10 APPENDICES



Appendix 1	Incident Reporting: Provincial Authority Contact Numbers
Appendix 2	Sample Dangerous Goods Shipping Document

APPENDIX 1: PROVINCIAL AUTHORITIES

Province	Authority Contact
Alberta	<ul style="list-style-type: none"> • The local police; <i>and</i> • The Co-ordination and Information Centre at: 1-800-272-9600; • Edmonton area: 780-422-9600.
British Columbia	<ul style="list-style-type: none"> • The local police; <i>and</i> • The Provincial Emergency Program at: 1-800-663-3456.
Manitoba	<ul style="list-style-type: none"> • The local police <i>or</i> the fire department; <i>and</i> • The Department of Conservation at: 204-945-4888.
New Brunswick	<ul style="list-style-type: none"> • The local police; <i>or</i> • The appropriate authorities at: 1-800-565-1633.
Newfoundland	<ul style="list-style-type: none"> • The local police; <i>and</i> • The Canadian Coast Guard at: 709-772-2083.
Northwest Territories	<ul style="list-style-type: none"> • The appropriate authorities at: 867-920-8130.
Nova Scotia	<ul style="list-style-type: none"> • The local police; <i>or</i> • The appropriate authorities at: 1-800-565-1633 or 902-426-6030.
Nunavut Territory	<ul style="list-style-type: none"> • The local police; <i>and</i> • Nunavut Emergency Services at: 1-800-693-1666.
Ontario	<ul style="list-style-type: none"> • The local police.
Prince Edward Island	<ul style="list-style-type: none"> • The local police; <i>or</i> • 1-800-565-1633.

Quebec	<ul style="list-style-type: none">• The local police.
Saskatchewan	<ul style="list-style-type: none">• The local police; <i>or</i>• The appropriate authorities at: 1-800-667-7525.
Yukon Territory	<ul style="list-style-type: none">• The appropriate authorities at: 867-667-7244.

*Note: When a report is made directly to the local police, it is expected that they will inform the local fire department.

APPENDIX 2: SAMPLE SHIPPING DOCUMENT

Dangerous Goods Shipping Document for Road Transport on CANADIAN SHIPMENTS

CONSIGNOR Name: Address:			DESTINATION (City-Town) Name: Address:			
Name of Carrier		Prepaid <input type="checkbox"/>	Collect <input type="checkbox"/>	Transport Unit Number		
Point of Origin			Shipping Date		Shipper's No.	
REGULATED DANGEROUS GOODS						
UN Number	Shipping Name	Primary Class	Subsidiary Class	Packing Group	Quantity	Packages Requiring Labels
24-Hour Number: _____						
ERAP Reference _____ and Telephone Number _____						
Consignor's Certification						
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to The Transportation of Dangerous Goods Regulations. Name of Consignor : _____						
Special Instructions						
NON-REGULATED GOODS						
Packages	Description of Articles			Weight		
Received in apparent good order				_____ Consignee's Signature		_____ Shipper's Signature
Received in Apparent Good Order		Driver's Signature			Driver's No.	

Please note that this sample shipping document contains some information that is not required in the TDG Regulations. The additional information reflects current industry practices.

Module 11: Carrier Profiles and Safety Fitness Ratings



MODULE CONTENTS



Module 11 aims to provide carriers with information about Carrier Profiles and Safety Fitness Ratings. The contents of this module are as follows.

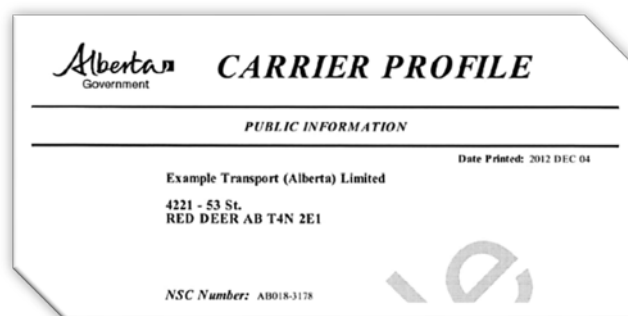
Carrier Profiles and Safety Fitness Ratings	3
Obtaining Carrier Profile Reports	5
Parts of a Carrier Profile Report	7
Partners In Compliance	10
Resources for Carriers	18
Test Your Understanding: Module 11	19
Answers	21

This is a guide only and is not meant to be a substitute for the actual legislation.

CARRIER PROFILES AND SAFETY FITNESS RATINGS

The Alberta government monitors the on-road safety performance of carriers using the Carrier Profile system. This system is described in [NSC Standard 7](#). The system:

- Provides carriers with information that they may use to monitor the effectiveness of their safety and maintenance programs;
- Provides government administrators and the carrier with an overview of a carrier's record;
- Gives government administrators and the carrier the ability to review current and past carrier performance;
- Allows government administrators to monitor carriers for safety compliance;
- Provides the public with a summary of a carrier's safety performance information.



Individual Carrier Profile reports are created for each carrier that holds a Safety Fitness Certificate. A Carrier Profile Report summarizes a carrier's convictions, Commercial Vehicle Safety Alliance (CVSA) inspection results and collision events. This information is provided to the Alberta government by law enforcement and government agencies from across North America.

Benefits to Carriers




Carriers may benefit from reviewing their Carrier Profile report. The Carrier Profile report may assist a carrier in:

1. Reducing the likelihood of future vehicle collisions by identifying safety issues within their operation.
2. Saving money by reducing future fines, maintenance and insurance costs.
3. Developing a reputation for being a safe and responsible carrier.
4. Maintaining an acceptable Safety Fitness Rating under the NSC Program.
5. Evaluating the effectiveness of their Safety and Maintenance Programs.
6. Proactively improving their overall safety performance.



Information in a carrier's Profile is considered when determining what Safety Fitness Rating is appropriate for the carrier.

 **CARRIER PROFILE**

CARRIER INFORMATION

Example Transport (Alberta) Limited

4920 - 51 St.
RED DEER AB T4N 6K8

NSC Number: ABXXX-XXXX

Profile Period Start: 2011 NOV 15
End: 2012 NOV 14

NOTE

The "Carrier Profile" includes a history of convictions, inspections, and collisions provided to Alberta Transportation by law enforcement and other government agencies. Other information such as inspection facility certifications, audits, and notices documenting violations may also be displayed. The Carrier Profile is used to identify carriers that pose an unacceptable risk to the public. Information contained in the Carrier Profile will be considered when establishing a carrier's safety fitness rating.

Carriers are encouraged to obtain and review their Carrier Profile regularly to help evaluate the effectiveness of their safety and maintenance programs.

The actual description and coding of events are worded using criteria set by the Canadian Council of Motor Transport Administrators (CCMTA) and therefore may not be the same wording that appears on law enforcement documentation.

The carrier's current compliance standing can be found in "Part 1 - Carrier Information". This will always reflect events that have occurred in the previous 12 months from the printed date regardless of the Profile Period Start and End Date.

All reasonable efforts have been taken to ensure the accuracy of the information in this report. If any information shown in this profile is in question, the carrier should consult their records and, if it is believed an inconsistency still exists, contact Carrier Services at (403) 340-5444.

An Education Manual has been developed to assist carriers with compliance to transportation safety legislation. The manual and other information regarding Alberta's safety fitness program can be viewed on the internet at www.transportation.alberta.ca

Date Printed: 2012 NOV 14 Requested By: HTMTB34

OBTAINING CARRIER PROFILE REPORTS

Due to the nature of the information contained within it, a complete Carrier Profile report may only be released to the following:

- The carrier;
- A carrier's agent, if the carrier has given signed release to the Alberta government;
- A police agency or enforcement agency;
- The Alberta Transportation Safety Board;
- Another agency as required by FOIP (*Freedom of Information and Protection of Privacy Act*).



Public Profiles which do not include detailed information about a carrier's drivers may be provided to shippers or other individuals upon request. Public Carrier Profile reports are available online at: <http://www.transportation.alberta.ca/5613.htm>.

Obtaining a Carrier Profile



Carriers who have internet access may register for Alberta Transportation's Online Services and request and obtain a copy of their Carrier Profile report. More information about Online Services is available in [Module 4](#) of this manual. If a carrier does not have internet access, they may mail or fax a request to Carrier Services.

The Alberta government provides up to two free Carrier Profiles per year at the request of a carrier. This is to allow all carriers to gain the benefits from actively monitoring their on-road safety performance. Carriers should take advantage of these free Profiles and order two full reports for free in a year.

After a carrier has already obtained their free reports, they have the option of ordering additional reports or only certain sections of a report that they would like to review for a small fee.

Carriers may also select specific time periods (by including a start and end date in their request) if they would like to obtain newer information or to revise older information.

It is recommended that carriers who wish to select specific periods do so according to the date information was entered in the database. This is to ensure they do not miss information that may not have been entered near the time an event occurred.

As shown below, there are a few ways a carrier may customize the Profile they wish to receive.

Home > Online Services > Carrier Services

Logout ?

Online Services

Main Menu

Request Carrier Profile

Request Public Profile

Carrier Services

Request Carrier Profile

NSC Number:	ABXX-XXXX
MVID:	XXXX-XXXX
Carrier Name:	Example Transport (Alberta) Ltd.
Carrier Address:	4920 - 51 St. Red Deer AB T4N 6K8
Profile Type:	Carrier Profile
Selection Date Type:	Date Entered in the Database
NSC Vehicles?	Y

Include in

Part Number and Title Analysis Summary Detail Historical

	Part Number	and Title	Analysis	Summary	Detail	Historical
2 - Conviction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3 - CVSA Inspection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4 - Collision		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5 - Violation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6 - Monitoring		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7 - Facility Licence			<input type="checkbox"/>	<input type="checkbox"/>		
8 - Safety Fitness		<input type="checkbox"/>		<input type="checkbox"/>		
9 - Profile Event				<input type="checkbox"/>		
Select All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

[Save Preferences](#)

Reset Form
Previous
Next

PARTS OF A CARRIER PROFILE REPORT

The Profile system provides an overview of a carrier’s business and the level of safety at which they operate. The Carrier Profile report is made up of 10 parts which provide different pieces of information about a carrier.



Carriers may request a copy of their entire Carrier Profile report or may choose only certain parts for review. More information about each part is shown on the following pages. Parts 2-5 of the Carrier Profile contain 4 sections:

INFORMATION	ANALYSIS	SUMMARY	DETAIL
Shows the profile start date, profile end date, and the date the part was printed. Also shows the total numbers for that part (for example, total convictions, points, etc.)	Categorizes information for that part. The analysis is a way to allow a carrier to easily identify areas that need improvement.	Displays a listing of all events displayed in that part. For example, a Conviction Summary would show a list of every conviction for the profile period requested.	Displays a more detailed listing of the information provided in the summary. Includes more information about the carrier’s vehicles, drivers, the location at which an incident occurred, etc.

Part 1: Carrier Information



This part provides information on a carrier's:

- Name
- Address
- National Safety Code (NSC) Number
- Safety Fitness Rating
- Operating Status (see [Module 3](#) for details)
- Risk Factor Score (see [Module 12](#) for details)
- Fleet Range and Type
- Monitoring Stage (see [Module 12](#) for details)
- Fleet Size



The information in Part 1 provides an overview of a company's current safety status, regardless of the profile period that was requested. The default version of the report displays the last 12 months of data as of the date the Carrier Profile report was requested. This information is provided to ensure the carrier is always aware of how safe they are operating and what their current status is with the Alberta Government.

By reviewing Part 1 of the Carrier Profile Report, a safety officer may observe their company's on-road safety performance over a period of time. By doing so, they may determine what areas may be costing them money, damaging their reputation, or raising their Risk Factor score (a lower score represents safer performance).

For more detailed information, safety officers should refer to the other parts of their Carrier Profile report. This proactive review of the Carrier Profile report allows a safety officer to measure the effectiveness of their company's policies and procedures and to identify and address any problems.





Safety Fitness Rating



Every carrier who has a Safety Fitness Certificate (shown in [Module 1](#)) will also have a Safety Fitness Rating. In Alberta, there are 5 Safety Rating categories:

Excellent	Satisfactory	Satisfactory Unaudited	Conditional	Unsatisfactory
<ul style="list-style-type: none"> Carrier has passed an NSC audit; Carrier consistently demonstrates superior safety performance; Carrier is a member of the Partners in Compliance (PIC) program. 	<ul style="list-style-type: none"> Carrier has passed an NSC audit; Carrier has not been identified on Alberta Transportation's monitoring list in the past 12 months; Carrier has no outstanding compliance issues. 	<ul style="list-style-type: none"> This rating is generally assigned to all new carriers where no existing compliance issues are known; Carrier has not had an NSC Facility Audit. 	<ul style="list-style-type: none"> Carrier has / had an unacceptable safety record and must improve their safety performance; Carrier must meet any conditions set forth by the Registrar. 	<ul style="list-style-type: none"> Carrier's performance has demonstrated an unacceptable risk to the public; Carrier may no longer register or operate a commercial vehicle registered under Alberta's NSC Program.

One of these ratings will be displayed in Part 1 of a Carrier Profile report. Safety officers may review different parts of their company's Carrier Profile report to improve their on-road safety performance and to achieve a higher Safety Fitness Rating.

By taking a proactive review of their Profile report and addressing any safety issues that are identified, a company may not only improve their level of compliance and on-road safety performance, but also earn a positive reputation within the transportation industry.



PARTNERS IN COMPLIANCE (PIC)



All carriers are encouraged to exceed the minimum transportation safety requirements. Those who demonstrate a higher level of safety may be recognized for their performance by applying to be members of Partners in Compliance (PIC).

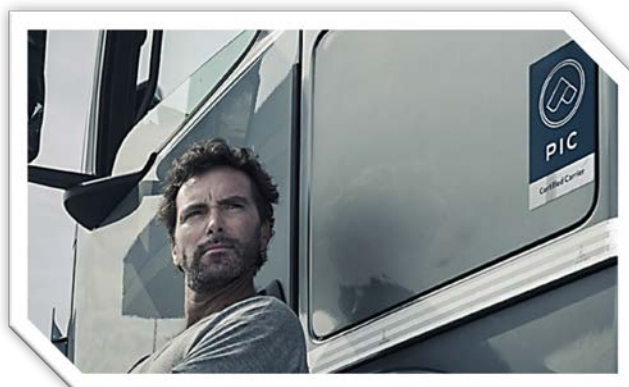
PIC is a group of motor carriers who have worked hard to:

- Achieve a superior level of safety performance and earn an “Excellent” Safety Fitness Rating;
- Be recognized as industry leaders in safety by carriers, customers, contractors, the Alberta Government, other North American provinces, territories and states and the public.

PIC also works to be open and enticing to all segments of the transportation industry. By showing the industry that a superior level of safety can be achieved, PIC invites other carriers to achieve the same level of compliance.

The Alberta government believes if a company is committed to safety and compliance, then they deserve to be recognized. Partners in Compliance offers them that recognition in the form of various membership benefits.

More details about PIC’s mission, values and membership criteria are available online at:
www.picalberta.ca



Part 2: Carrier Convictions



Part 2 displays conviction information along with assigned point values. Points ranging from 0 to 5 are assigned to a conviction depending on the severity of the offence. 5 points are assigned to the most serious offences. These point values contribute to a carrier’s Risk Factor score.



Convictions are shown in order of the offence date, with the most recent conviction identified first. Carrier management should review this part to ensure they are aware of and have taken action with any identified convictions. Convictions will be displayed as a Traffic Violation Ticket (TVT), Out of Province (OPC), or Long Form Information (NLF).

For example, if a carrier’s safety officer finds that 85% of the convictions were related to speeding, this would be a good place to focus their attention for improvement. Training, new policies or internal monitoring programs may be required or existing procedures may need to be fully implemented to prevent more convictions.

Safety officers need to keep in mind that the driver is not always the root cause of why a violation has occurred. A ticket that is given to a driver for not completing their trip inspection or for improperly securing cargo may be attributed to a lack of training or policy implementation.

CARRIER PROFILE				
PART 2 - CONVICTION DETAIL				
NSC Number: AB018-3178				
Carrier Name: Example Transport (Alberta) Limited				
DATE	TIME	DOCUMENT	JURISDICTION	DATE ENTERED
2016 SEP 01	12:00	TVT 101010	Alberta	2017 FEB 08
ISSUING AGENCY: GOVERNMENT ALBERTA - COMM VEH ENF - LEDUC				
LOCATION: Edmonton				
DRIVER: Dennis Delmar Smith 018299-917 AB				
VEHICLE: 123456 AB				
COMMODITY:				
1. ACT/SECTION: DGTHA30 (1) (A)		COMMIT DANGEROUS GOODS VIOLATION - FIRST OFFENCE		
CCMTA CODE: 1000		Dangerous Goods		
VEHICLE: 123456 AB		DOCKET NO: 101010		
CONV DATE: 2016 OCT 10		ACTIVE POINTS: 3		

Part 3: Commercial Vehicle Safety Alliance Information [CLICK HERE](#)

Part 3 provides information on Commercial Vehicle Safety Alliance (CVSA) inspections. CVSA events may be displayed on the carrier’s Profile for the profile period that was requested.


CVSA Inspection results from Levels 1 to 5 are used to determine the carrier’s Out-Of-Service rate. The CVSA Failure Rate considers “Out of Service”, “Requires Attention” and “Pass” inspections.



This section allows a carrier to monitor:

- The number of vehicle defects identified in inspections over the requested period of time;
- Their number of failed inspections;
- The number of times a vehicle is placed Out of Service after an inspection.

Monitoring this information will allow a carrier to determine whether they are performing at an acceptable level of compliance. If the number of Out of Service inspections or defects is high, the safety officer needs to determine why and take appropriate action. Unacceptable performance may be a result of a poor maintenance program, inadequate driver training or ineffective or unimplemented policies. All of these factors contribute to how safely a company is operating.



CARRIER PROFILE

PART 3 - CVSA INSPECTION DETAIL

NSC Number: AB018-3178
Carrier Name: Example Transport (Alberta) Limited

DATE	TIME	DOCUMENT	JUR	LEVEL	RESULT	DATE ENTERED
1. 2017 FEB 02	12:00	CVR 987987	AB	1	Requires Attention	2017 FEB 08

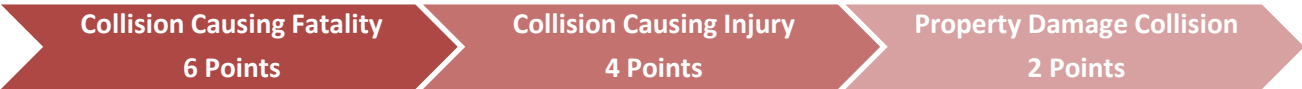
AGENCY: GOVERNMENT ALBERTA - COMM VEH ENF - LEDUC
 LOCATION: Ardrossan VIS
 DRIVER: John Smith AB


VEHICLE:	TYPE	PLATE	JUR	VIN	YEAR	MAKE	CVSA DECAL #
1.	P	123456	AB	345566776			

REQUIRES ATTENTION DEFECT CATEGORY / DESCRIPTION	NUMBER OF REQUIRES ATTENTION DEFECTS (X) BY VEHICLE
4 - Brake Systems	1

Part 4: Collision Information 

Part 4 provides information about any reportable collisions that a carrier’s vehicles were involved in. Reportable collisions in Alberta are collisions which result in fatality, injury or property damage of \$2,000 or more. The standards for reportable collisions may be different in other provinces, territories or states. Points are assigned to each collision depending on its severity:





CARRIER PROFILE

PART 4 - COLLISION DETAIL

NSC Number: AB018-3178
Carrier Name: Example Transport (Alberta) Limited

DATE	TIME	DOCUMENT	JUR	PLATE	SEVERITY
1. 2016 APR 01	12:11	555555	AB	0123456 AB	Fatal
ASSESSMENT:		Not Evaluated			ACTIVE POINTS: 6
DRIVER:		687987-321 AB			
LOCATION:		Edmonton			
VEHICLE:		2001 GMC			
DATE ENTERED:		2016 JUN 13			
				VIN: 987654	

 **Collision Evaluations** 

A carrier may request to have a collision evaluated at any time. This evaluation will determine whether a collision was preventable or non-preventable by the driver or the carrier. Points will not be assigned to a Profile if a collision has been deemed “Non-Preventable.”

Unevaluated and “Preventable” collisions will be assigned points which are displayed on the Profile. Collisions that have not been evaluated will appear on the Carrier Profile as “Not Evaluated”. If a carrier has reason to believe a collision was Non-Preventable, it is their responsibility to send in a Collision Evaluation Application. Carriers may find the application form online at: www.transportation.alberta.ca/656.htm

If a company has been involved in several “Preventable” collisions, the safety officer should determine why this is the case. Safety officers may use this portion of the Carrier Profile report to develop a policy or training program around collision prevention.

 **Collision Prevention** 

According to the National Safety Council, a “Preventable” collision is one in which the driver failed to do everything that *reasonably* could have been done to avoid it. A “Non-Preventable” collision is one in which a driver commits no errors and reacts reasonably to the errors of others.

A company that has been involved in any collision should investigate the contributing factors to that collision. A safety officer may use the results from an investigation to revise the company’s safety program to ensure the company provides effective training programs or policies that help prevent collisions. Such policies that may need revision may be related to things such as defensive driving or vehicle maintenance.

Evaluating this part of a Carrier Profile report may also alert a safety officer as to whether a company needs to address other factors that may be contributing to collisions. They may need to revise the effectiveness of company policies and/or training related to subjects such as:

	Defensive Driving		Distracted Driving		Hours of Service and Fatigued Driving
	Impaired Driving		Rules of the Road		Trip Inspections
	Vehicle Maintenance		Cargo Securement		

Setting the standards for safe driving may save lives, time and money. More information about defensive driving and collision preventability is available online at: www.nsc.org.

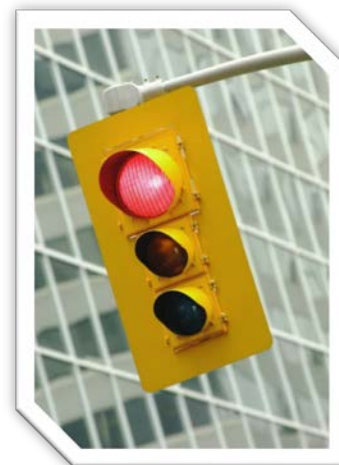
Carriers may also purchase the National Safety Council’s guide to collision preventability online at: <http://shop.nsc.org/SearchResults.aspx?q=229720000&departmentId=&departmentName=&brandId=&brandName=&Min=0&Max=0&FieldId=0&FieldValue>

Part 5: Violation Information [CLICK HERE](#)


Part 5 is a summary of violations documented by enforcement agencies. Each violation is a contravention of an act or regulation.

No points are assigned to violations under this part and these violations are not used when calculating the carrier’s Risk Factor score.

A safety officer may review their company’s violation information for any significant problems in the company’s operations. Sometimes, despite the best practices of a driver and other employees, violations occur. The safety officer should investigate each profile event to find the root cause of any violations. They may then take action to ensure such violations may not be repeated in the future.



Carriers are encouraged to take these proactive measures to improve their overall safety performance and compliance.



CARRIER PROFILE

PART 5 - VIOLATION SUMMARY

NSC Number: AB018-3178
Carrier Name: Example Transport (Alberta) Limited

DATE	DOCUMENT	JUR	VEHICLE	DRIVER NAME
2016 FEB 05	TVR 98987	AB	123456 1.	John Arnold Kennedy FAIL TO OBEY DEVICE

+++++

Part 6: Monitoring Information **CLICK HERE**

The Alberta government considers conviction, CVSA inspection, collision, audit, investigation and other information when determining a carrier’s Safety Fitness Rating. Through the Carrier Profile system, some of this information is analyzed and combined to determine a carrier’s Risk Factor score.



The contributions of conviction, CVSA inspection results and collision points to the carrier’s Risk Factor score can be viewed in Part 6.

By reviewing this part, carriers can:

- Track their monthly performance history;
- Compare themselves to other carriers in their fleet type and range;
- Track their Risk Factor score and history of contributions to the Risk Factor number.

Reviewing this part to determine whether significant contributions are being made to their Risk Factor score may be valuable to carriers. Safety officers may use this information to evaluate the effectiveness of their safety and maintenance programs over time and to improve their company’s overall safety performance. If a carrier finds that their safety performance is at a lower level in comparison to other carriers in their fleet type and range, they may wish to improve that performance by reviewing other parts of their profile as well as company practices.

More information about the Alberta government’s monitoring and intervention process is in [Module 12](#) of this manual.

CARRIER PROFILE										
<i>PART 6 - MONITORING DETAILS</i>										
NSC Number:		AB018-3178								
Carrier Name:		Example Transport (Alberta) Limited								
MONTH-END DATE	AVG FLEET SIZE	CONVICTIONS PTS/VEH	TOTAL INSP	OOS DEFECTS /INSP	CVSA INSPECTIONS TOTAL DEFECTS /INSP	OOS%	OOS/VEH	FAILURE RATE	COLLISIONS PTS/VEH	
2017 JAN	3	3.66	6	0.6	3.5	50%	1.00	0.500	2.66	
2016 DEC	3	3.66	6	0.6	3.6	50%	1.00	0.542	4.00	
2016 NOV	3	3.66	6	0.6	3.6	50%	1.00	0.542	4.00	

Part 7: CVIP Facility Licence Information



Part 7 contains information related to whether the carrier has a facility licence to conduct inspections under Alberta's Commercial Vehicle Inspection Program. Only those carriers that are licensed under one of Alberta's vehicle inspection programs will have data in this section.



Refer to [Module 6](#) for more information about the Commercial Vehicle Inspection Program.

Part 7 is not included in a default Carrier Profile report. This means it will only be included in a report if it is specifically requested by the carrier.

Part 8: Safety Fitness Information



Part 8 tracks a carrier's Safety Fitness Rating and Operating Status changes. This part is only included in a Carrier Profile report if it is specifically requested by the carrier.

This part may be of value to a carrier who wishes to track changes to their Safety Fitness Rating over a specified period of time. Carriers who have been subject to upgrading or downgrading in particular may wish to review their change history to see where their performance has improved.



Part 9: Profile Events



Part 9 of the Carrier Profile is used by Carrier Services for internal purposes and is not available to the public.

Part 10: History Summary Information



This part displays all profile events in chronological order, with most recent events appearing first.

RESOURCES FOR CARRIERS

For a better understanding of what a Carrier Profile is, refer to these online resources.

Resource	Web Link
NSC Standard 7	www.ccmta.ca/english/produstandservices/publications/publications.cfm
How to Read a Carrier Profile Report	www.transportation.alberta.ca/Content/docType276/Production/howtoreadcarrierprofile.pdf
Benefits of Reviewing a Carrier Profile Report	www.transportation.alberta.ca/Content/docType276/Production/benefitsofreviewingyourcarrierprofile.pdf
Commercial Vehicle Safety Alliance	www.cvsa.org

Carrier Profile inquiries may be forwarded to:



Carrier Services

Room 401, 4920 51 Street

Red Deer, AB T4N 6K8

Phone: 403-340-5444

Fax: 403-340-4806

To call toll-free anywhere in Alberta first dial: 310-0000

TEST YOUR UNDERSTANDING: MODULE 11

1. A Carrier Profile Report provides a summary of a carrier's convictions, CVSA inspection results, and collision events.
 - a. True
 - b. False

2. A carrier can only order two Carrier Profile Reports in a year.
 - a. True
 - b. False

3. A carrier can find conviction information in Part _____ of their Carrier Profile Report.
 - a. 1
 - b. 2
 - c. 3
 - d. 4

4. The General Carrier Information part of a default Carrier Profile Report always displays the last 12 months of data, the carrier's current Safety Fitness Rating and Operating Status as of the date the Carrier Profile was requested.
 - a. True
 - b. False

5. An "Excellent" Safety Fitness Rating is reserved for carriers who:
 - a. Have passed a full NSC audit
 - b. Have no outstanding compliance issues
 - c. Are members of the Partners in Compliance (PIC) program
 - d. Have shown positive improvement

6. Part 3 of the Carrier Profile Report (CVSA Information) will **not** allow a carrier to monitor:
- The number of times a vehicle has been placed Out of Service
 - The number of vehicle defects identified in inspections over a period of time
 - The number of collisions the carrier's vehicles were involved in over a period of time
 - None of the above
7. Reportable collisions in Alberta are collisions which:
- Result in a fatality
 - Result in injury
 - Result in property damage of \$2,000 or more
 - All of the above
8. A "Preventable" collision is one in which the driver failed to do everything that *reasonably* could have been done to avoid it.
- True
 - False
9. A carrier can track their Risk Factor score by reviewing Part 5 (Violation Information) of their Carrier Profile Report.
- True
 - False
10. For the purposes of confidentiality, a full Carrier Profile may **not** be released to:
- An enforcement agency
 - Any shipper or contractor
 - An agent of the carrier (with a signed letter of release)
 - None of the above.

ANSWER KEY: MODULE 11

1. A. True.
2. B. False. A carrier may request to receive additional reports.
3. A. Part 1.
4. A. True.
5. C. An “Excellent” Safety Fitness Rating is reserved for carriers who are members of the PIC program.
6. C. The number of collisions a carrier’s vehicles were involved in over a period of time.
7. D. All of the above
8. A. True.
9. B. False. A carrier can track their Risk Factor Score by reviewing Part 6 (Monitoring Information) of their Carrier Profile Report.
10. B. Any shipper or contractor.

Module 12: Carrier Monitoring and Intervention



MODULE CONTENTS



Module 12 aims to provide carriers with information about the Carrier Services monitoring and intervention process. The contents of this module are as follows.

Carrier Monitoring	3
Facility Audits	5
Preparing for an Audit	7
Conducting Facility Audits	8
After the Audit	10
Progressive Intervention	11
Consequences of Non-Compliance	12
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This is a guide only and is not meant to be a substitute for the actual legislation.

CARRIER MONITORING



The Alberta government follows a comprehensive strategy that was designed to reduce traffic-related deaths and injuries in the province. This strategy, known as the *Traffic Safety Plan*, outlines key initiatives to help prevent motor vehicle collisions, build safer roads, establish and enforce traffic laws, and better educate all Albertans about traffic safety.

Alberta Transportation contributes to these road safety initiatives by monitoring the safety of commercial carriers travelling on Alberta's highways.

Carriers who do not follow provincial and federal safety laws put other motorists at risk. The Alberta government takes a progressive discipline approach when intervening with those carriers.

Carrier Profiles



The Carrier Services section of Alberta Transportation monitors Alberta's carriers using their history of:

- Convictions;
- Commercial Vehicle Safety Alliance (CVSA) inspections;
- Collisions.

Carrier Profile information is used to identify carriers who pose an unacceptable safety risk. The Alberta government may take intervention actions against a carrier if they continue to pose a risk to the motoring public.

More details on Carrier Profiles and Safety Fitness Ratings may be found in [Module 11](#) of this manual.



Risk Factor Scores



Conviction, CVSA inspection results and collision information are collected by Carrier Services and used to determine a carrier's Risk Factor score. A carrier's Risk Factor Score is shown as a number. The **lower the number, the better the score** and the less likely a collision is to occur.

A carrier's Risk Factor Score is calculated over a 12-month period using the following information:

- Conviction points that were assigned to the carrier's Profile;
- Collision points that were assigned to the carrier's Profile;
- The number of CVSA Out of Service, Required Attention, and Passed inspections on a carrier's Profile;
- The average fleet size of the carrier.

Alberta's carrier monitoring program was designed to identify and intervene with the 5% of carriers who pose the greatest risk to the public. These carriers appear on the Carrier Services Monitoring Report and are compared with others that have a similar fleet type and fleet range.

Carriers on the Monitoring Report are then assigned a monitoring stage of 1 - 4 based on their Risk Factor score. Carriers at monitoring stage 4 represent the greatest risk to the public, however any monitoring stage is considered to be unacceptable.

The Alberta government will intervene in a progressive manner with carriers on the Monitoring Report in an effort to create positive change within their operation. More information about progressive intervention may be found later in this module.

All carriers that appear on the Monitoring Report must take immediate action to improve their overall safety performance.

Note

More information on the monitoring points system is available in [Module 11](#).

FACILITY AUDITS

Assessment of Regulatory Compliance



Audits are used to find out whether carriers are following transportation safety laws. The Alberta government uses an auditing program called “Assessment of Regulatory Compliance” (ARC). During an audit, an auditor evaluates a carrier’s level of on-road and administrative compliance. The auditor will assess a sample of documents retained by the carrier according to four main areas of compliance:

- Carrier Safety;
- Driver Safety;
- Drivers’ Hours of Service;
- Vehicle Maintenance.



A score will be given to a carrier for each area based on how well they follow transportation laws and a total audit score is calculated.

Reasons for Auditing



An audit may be initiated for reasons based on:

- Information on a Carrier’s Profile, such as their Risk Factor score and monitoring stage;
- Complaints about a carrier received from enforcement agencies, the general public or a carrier’s employees;
- The need to audit a carrier before giving them a special permit;
- The need to randomly select a handful of carriers to ensure the general level of compliance within certain groups of carriers.



Reminder

The Assessment of Regulatory Compliance (ARC) audit is focused on transportation safety. It does not evaluate the same information as a Certificate of Recognition (COR) audit.

Investigations



Investigations may also be conducted on a carrier for reasons including, but not limited to:

- Events such as a wheel separation occurrence;
- A collision;
- Complaints about a carrier's operations;
- Violations of a carrier's Safety Fitness or Operating Authority Certificate conditions;
- Overweight or over-dimensional issues;
- Mechanical fitness issues;
- Permit violations;
- Complaints of drivers being directed to violate safety laws.



Investigations are usually specific to a single event or type of violation (e.g. hours of service compliance). Depending on the findings of an investigator, further action may be taken to ensure a carrier is operating safely.

PREPARING FOR AN AUDIT

Anyone who registers a regulated commercial vehicle in Alberta must follow laws related to their transport operation. Some of these laws deal with a carrier's administrative requirements such as having and implementing a written safety and maintenance program. It may be difficult for a carrier to know how well their programs meet these requirements. This may make it difficult to pass an upcoming audit.



The Alberta government has prepared compliance quizzes to help a carrier identify areas where they may be operating in an unsafe or non-compliant way. Quizzes can be found in the Appendices at the end of this module. These compliance quizzes are NOT the same as the audits that are to be completed by government staff or their contractors. However, they may assist carriers to better understand those compliance areas in which they can improve. Improved compliance will result in an improved audit score.

In order for a compliance quiz to be helpful, carriers must answer all questions honestly and accurately.

National Safety Code Compliance Quiz for Commercial Trucks, Tractors and Trailers			
Carrier Name:	Reviewed By:		
Date Received:	Date Reviewed:		
INSURANCE See Sections 24 and 25 of the <i>Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002.</i>	YES	NO	N/A
Does the carrier maintain at least the minimum level of inland transportation insurance as described below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Carriers should review education information and legislative requirements that relate to the problem areas that were identified during the quiz. They may also prepare for an audit by getting advice from consultants. A list of government approved auditors is available online at: www.transportation.alberta.ca/5100.htm.

These auditors are also knowledgeable transportation consultants who could advise a carrier on how to improve their compliance, increase their safety performance and, in the end, be more successful on an audit.

CONDUCTING FACILITY AUDITS

Investigators and auditors are highly trained professionals who are knowledgeable about transportation laws. Certified Third Party Auditors and Alberta Transportation investigators conduct facility audits that meet the high standards required by Carrier Services.

Third Party Auditor Certification Program



Alberta Transportation developed the Third Party Auditor (TPA) Certification Program to assist people with learning how to use the Assessment of Regulatory Compliance (ARC) auditing program. It includes information on how they may conduct ARC audits to acceptable standards. The TPA Program instructs auditors in how to effectively use ARC to:

- Verify that a company has systems in place to manage risk and determine how effectively those systems are functioning;
- Evaluate whether the minimum legislated requirements are being met by owners, managers, supervisors, dispatchers, drivers, mechanics and contractors. Full regulatory compliance is the minimum acceptable performance;
- Identify whether a company is being a “good corporate citizen” and meeting or exceeding all moral requirements to its staff, customers, the public and the environment;
- Establish a performance baseline for a company’s current or proposed programs;
- Evaluate a company’s incident or collision review procedures;
- Raise awareness of safety and maintenance issues within the company;
- Identify immediate and long-term safety risks in a company.



A person who has successfully completed the Third Party Auditor Certification Program is eligible to conduct audits for several safety compliance programs that are administered by the Alberta government. Certified auditors must maintain their certification by completing occasional re-certification requirements. These requirements may include conducting a minimum number of audits each year and demonstrating that they are maintaining high quality standards.

More information about Alberta Transportation’s Third Party Auditor Certification Program is available online at: www.transportation.alberta.ca/3648.htm.

Conducting the Audit



Auditors use the ARC program to verify that carriers are meeting requirements found in applicable legislation such as the Alberta *Traffic Safety Act* and Canada's *Motor Vehicle Transport Act*. A single auditor or a team of auditors may conduct a facility audit.



Using the ARC program, auditors examine documents relative to the following four categories:

Carrier Safety	Driver Safety	Drivers Hours of Service	Vehicle Maintenance
<ul style="list-style-type: none"> • Written Safety Program • Management practices • Insurance policies • Compliance with the law • Dangerous Goods control records 	<ul style="list-style-type: none"> • Driver files (including things such as driver training records and abstracts) • Licence disclosures • Driver collision and conviction Records • Annual driver evaluations • Evidence of corrective action(s) taken by the carrier 	<ul style="list-style-type: none"> • Daily logs • Time records (radius records, for example) • Supporting documents (i.e. fuel bills, toll receipts, accomodation receipts, payroll records) 	<ul style="list-style-type: none"> • Written Preventative Maintenance and Inspection Program • Records of carrier's routine preventative maintenance program • Valid CVIP certificates • Trip Inspection Reports and follow-up repairs • Records of defect Repairs

Auditors may also review other information or vehicles that they find relevant.

An audit is usually conducted at the carrier's principal place of business in Alberta as this is the location where records are required by law to be retained. The time needed to complete a facility audit depends on the carrier's fleet size, type of operation and level of compliance.

One of the reasons for audits is to provide carriers with information on how they may improve their safety programs and overall compliance. All carriers are expected to be in full compliance with transportation safety laws. The results of a facility audit will also be considered when determining a carrier's overall Safety Fitness Rating.

AFTER THE AUDIT

After an audit has been completed, the carrier is provided with their score. The best score a carrier can achieve is 0%.



The carrier will also be given a copy of the full audit report that shows violations that were detected during the audit. Auditors will conduct an “exit interview” with the carrier to fully explain the results of the audit. Carriers, regardless of whether they receive a passing or failing score, are expected to correct any violations that were identified in the audit.

For example, if a carrier receives a score of 3.87% in the hours of service portion of their audit, they will be expected to correct all problems identified in that section, even if they received an overall passing score on the audit. Similarly, the carrier must correct any other problems identified in the other sections of their audit report. These corrections must be made immediately to ensure the carrier is operating in a safe and acceptable way.

Government of Alberta Transportation		Assessment of Regulatory Compliance SUMMARY AUDIT REPORT		Page 3 of 10
Summary by Subject Area				
Safety				
	Worksheet Weight			Weighted Score
Carrier Safety	8%			0.00%
Safety Program	90%			5.22%
Financial Responsibility	0%			0.00%
Dangerous Goods	1%			0.00%
Collisions	1%			0.00%
Subject Area Weight(%) : 10%		Subject Area % in Violation (Weighted) :		0.52%
Driver				
	Worksheet Weight			Weighted Score
Driver Compliance	40%			0.00%
Driver File	60%			4.44%
Subject Area Weight(%) : 30%		Subject Area % in Violation (Weighted) :		1.33%
Hours of Service				
	Worksheet Weight			Weighted Score
Hours of Service	33%			0.00%
HOS - Daily Questions	67%			12.89%
Subject Area Weight(%) : 30%		Subject Area % in Violation (Weighted) :		3.87%
Vehicle				
	Worksheet Weight			Weighted Score
Inspection, Repair, Maintenance	10%			0.00%
Maintenance Program: All Vehicles	20%			0.00%
Maintenance Program: Specific Vehicle	10%			0.00%
Vehicle File	60%			1.42%
Subject Area Weight(%) : 30%		Subject Area % in Violation (Weighted) :		0.43%
Audit Score:				6.15%
Audit Level:				Pass

PROGRESSIVE INTERVENTION

The Progressive Discipline Program was created to ensure non-compliant carriers are treated in a fair and consistent manner.

Progressive Intervention Program



Carriers that show non-compliance to safety laws or pose an unacceptable risk to the public are subject to the Progressive Intervention Program. When considering what intervention actions to take with a carrier, the Alberta government considers the following:

- Information supplied by the carrier;
- Information in the carrier's Profile;
- The Risk Factor monitoring stage the carrier is at (if any);
- Audit information collected by approved third party auditors and/or investigators;
- Information collected through another investigation or inspection;
- Other information related to safety or compliance to safety laws;
- The level of risk the carrier poses to the public.



Carriers who pose a high risk to public safety will be dealt with immediately. This may include the suspension or cancellation of the carrier's Safety Fitness Certificate and vehicle registration.

This program is used to achieve positive changes. A carrier might progress through some or all of these discipline actions until their activities are managed in a safe manner.



CONSEQUENCES OF NON-COMPLIANCE

It is very important that carriers demonstrate a high level of compliance. Failure to do so may result in a carrier not being permitted to operate commercial vehicles.

There are a number of intervention actions the Alberta government may take:



No intervention.

- The carrier has demonstrated acceptable compliance.

A letter is sent to the carrier.

- The carrier is warned that they must improve their performance.

Charges are laid against the carrier.

- The carrier may have to pay fines assessed by the courts.

Conduct audits on the carrier.

- The carrier must arrange for a compliance audit to be conducted at their expense.

Impose administrative penalties against the carrier.

- Carrier may have to pay administrative penalties assessed by the Registrar.

Conditions imposed on the carrier's Safety Fitness Certificate.

- Carrier must meet all conditions.

Cancellation or denial of privileges granted by Alberta Transportation.

- Carrier may lose the privilege of holding permits, station licences, etc.

Downgrading of carrier's Safety Fitness Rating.

- The carrier may be downgraded to a "Conditional" rating or "Unsatisfactory" rating.

Carrier's Safety Fitness Certificate is suspended or cancelled.

- The carrier may be prohibited from operating commercial vehicles.

Note: When a carrier's Safety Fitness Rating is downgraded to "Unsatisfactory" or if their Safety Fitness Certificate is suspended or cancelled, they can no longer register or operate NSC vehicles.

The Compliance Review Committee (CRC)



If a carrier has a history of non-compliance, fails to respond to the Alberta government's intervention in a positive way and presents an unacceptable risk to the public, they may be asked to meet with the Compliance Review Committee (CRC).

The purpose of the Compliance Review Committee is to give carriers the opportunity to provide information about their operation and safety performance before further intervention actions are taken. The CRC panel interviews carriers to discuss the reasons for why they are non-compliant and considers all of the information that is provided.

The CRC considers a carrier's compliance history in the following areas:



After a CRC meeting, the Registrar will determine what appropriate intervention actions may be taken.

Appeals



A carrier has the right to appeal most decisions made by the Registrar. An application form to start an appeal with the Alberta Transportation Safety Board is available from any Alberta Registry Agent. For a fee, a carrier may submit an application for:

- An oral appeal which requires a personal appearance before the board (\$250);
or
- A non-oral appeal which requires a written appeal (\$125).



Section 45 of the *Traffic Safety Act* states that an appeal may not be started after 30 days from the date the carrier received written notice of a decision by the Registrar.

More information about the Transportation Safety Board is available online at: <http://atsb.alberta.ca>.

RESOURCES FOR CARRIERS

For more information on the Alberta government's Monitoring and Intervention Program, visit the following online resources.

Resource	Web Link
The Alberta <i>Traffic Safety Act</i>	www.gp.alberta.ca/1266.cfm?page=T06.cfm&leg_type=Acts&isbncln=9780779774739
The Carrier Services Section of Alberta Transportation	www.transportation.alberta.ca/499.htm
Facility Audits and Investigations	www.transportation.alberta.ca/668.htm
Certified Third Party Auditors List	www.transportation.alberta.ca/5100.htm

TEST YOUR UNDERSTANDING: MODULE 12

1. Conviction, CVSA inspection results and collision information collected by the Alberta government are used to determine a carrier's Risk Factor score.
 - a. True
 - b. False

2. Violations are assigned points on a carrier's profile and contribute to the calculation of their Risk Factor score.
 - a. True
 - b. False

3. Carriers at monitoring stage _____ represent the greatest risk to the public, however any monitoring stage is considered to be unacceptable.
 - a. 1
 - b. 2
 - c. 3
 - d. 4

4. An auditor will assess a carrier's operational records in accordance with what area of compliance:
 - a. Carrier Safety and Maintenance Programs
 - b. Driver Safety
 - c. Drivers' Hours of Service
 - d. All of the above

5. A facility audit is likely to be conducted in which location:
 - a. An Alberta government office located nearest to the carrier
 - b. A location of the auditor's choosing
 - c. At the carrier's principal place of business in Alberta
 - d. Any location, so long as the auditor enough space to work

6. A passing ARC audit score is:
- a. 0 – 14.9 %
 - b. 0 – 24.9 %
 - c. 35 – 100 %
 - d. 50 – 100 %
7. A carrier who remains non-compliant may eventually be subject to such disciplinary action such as:
- a. Suspending/cancelling of the carrier's vehicle registration(s)
 - b. Charges being laid against the carrier
 - c. Suspending/cancelling of the carrier's Operating Authority and/or Safety Fitness Certificate
 - d. All of the above.
8. A carrier who has received disciplinary action from the Registrar may, within 30 days of being notified of the action, submit an appeal to the Alberta Transportation Safety Board.
- a. True
 - b. False
9. Auditors are also knowledgeable transportation consultants who could advise a carrier on how to improve their level of compliance and to improve their safety performance
- a. True
 - b. False
10. A carrier's Risk Factor Score is shown as a number. The _____ the number, the better the score and the less likely a collision is to occur.
- a. Higher
 - b. Lower

ANSWER KEY: MODULE 12

1. A. True
2. B. False. So long as no charges are laid, violations do not contribute to the calculation of a carrier's Risk Factor score, but may still contribute to a carrier's overall Safety Fitness rating.
3. D. 4.
4. D. All of the above.
5. C. Audits are likely to be conducted at the carrier's principal place of business in Alberta.
6. A. A passing facility audit score is 0 – 14.9 %
7. D. All of the above, in accordance with the progressive discipline program.
8. A. True.
9. B. The lower the number, the better the score.

MODULE 12 APPENDICES



The program reviews and checklists in the following appendices can be used to help plan your maintenance program.

Appendix 1	National Safety Code Compliance Quiz For Commercial Trucks, Tractors and Trailers
Appendix 2	National Safety Code Compliance Quiz For Commercial Buses

APPENDIX 1

National Safety Code Compliance Quiz for Commercial Trucks, Tractors and Trailers			
Carrier Name:	Reviewed By:		
Date Received:	Date Reviewed:		
INSURANCE See Sections 24 and 25 of the <i>Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002.</i>	Yes	No	N/A
1. Does the carrier maintain at least the minimum level of inland transportation cargo insurance as described below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Carrier must maintain inland insurance as set out in Section 24 of AR 314/2002. A registered owner must maintain cargo insurance against loss of or damage to goods transported.</i>			
Comments:			
	Yes	No	N/A
2. Does the carrier maintain at least the minimum level of Public Liability and Property Damage (PL and PD) Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>a. \$2,000,000 for dangerous goods outlined in Transportation of Dangerous Goods Regulation SOR/2001-286 Schedule 1, Column 7 (i.e. those goods that require an Emergency Response Plan). b. \$1,000,000 in all other cases.</i>			
Comments:			
B. SAFETY See Sections 40 and 43 of the <i>Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002.</i>	Yes	No	N/A
1. Does the carrier's Safety Program designate a Safety Officer to maintain and implement the Safety Program and ensuring compliance with the safety laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

	Yes	No	N/A
2. Does the carrier’s written Safety Program establish, maintain, clearly document and discuss matters relating to the safe operation of their commercial vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety Plan must include at least:

- a. Direction that it applies to staff authorized to operate the carrier’s commercial vehicles;*
- b. Safe use and operation of commercial vehicles including; speed limits, seat belt use, drug and alcohol use, defensive driving, load security, and fueling;*
- c. Proper records and recording of information including, as required; bills of lading, manifests, dangerous goods documents, time records, drivers’ daily logs and weigh slips;*
- d. Ensuring that drivers are expected to comply with the law;*
- e. Instructions for use of safety equipment including, as required, the use of warning triangles and flares, fire extinguishers, goggles, safety glasses and hard hats;*
- f. Policies and procedures relating to the driver’s responsibilities, conduct and discipline;*
- g. Providing training to employees about safety laws and their application and an ongoing program for evaluating their driving skills;*
- h. Retention of complete records for each driver (refer to Section 41 of AR 314/2002); and*
- i. Ensuring all drivers are properly qualified for the type of vehicle they operate.*

Comments:

	Yes	No	N/A
3. Are copies of all the carrier’s records located at their principal place of business (main office) in Alberta or are they complying with a written permit (called a Divided Record Authority) issued to them by the Alberta government?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electronic records are acceptable if appropriate policies are in place to ensure they are not lost. If records are scanned then the originals of hours of service records and driver abstracts must be retained after scanned

Comments:

	Yes	No	N/A
4. Does the carrier and their employees comply with the carrier’s written Safety Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All policies/procedures contained in the safety program must be followed as described. The program can be periodically updated

Comments

C. DRIVER FILES See Section 41 of the <i>Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002.</i>	Yes	No	N/A
1. Does the carrier keep individual files on each authorized driver of their regulated commercial vehicle(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>This includes any full-time or part-time driver, including mechanics, managers and administration staff who are authorized by the carrier to drive an NSC commercial vehicle.</i>			
Comments:			
	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does each driver's file contain at least all of the required information and is the information retained for at least the minimum required time (i.e. the shorter of the current year and four previous years, or since the driver was hired)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Each driver file must contain:</i></p> <ul style="list-style-type: none"> <i>a. Completed application form, if hired after April 1, 1998;</i> <i>b. Employment history for at least three years prior to working for carrier, if hired after April 1, 1998;</i> <i>c. Driver's abstract, when the driver is first hired, dated within 30 days of the date of employment or hire, if hired after May 20, 2003;</i> <i>d. Annual updated copies of the driver's abstract;</i> <i>e. A record of the driver's convictions of safety laws for the current year and previous four years;</i> <i>f. A record of any administrative penalty imposed on the driver under any safety law;</i> <i>g. A record of all collisions reportable to a peace officer involving a motor vehicle operated by the driver including collisions in jurisdictions outside Alberta;</i> <i>h. A record of all training completed with respect to the operation of a commercial vehicle and compliance with safety laws;</i> <i>i. 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 was issued and continuing until three years after it has expired, in accordance with part VI of the Transportation of Dangerous Goods Regulation;</i> <i>j. In the case where the driver has a Class 1, 2, or 4 operators licence:</i> <ul style="list-style-type: none"> <i>1. A current medical certificate required by the licence, or</i> <i>2. A copy of a valid operator's licence or current driver's abstract.</i> 			
Comments:			
D. HOURS OF SERVICE See the <i>Drivers' Hours of Service Regulation, AR 317/2002 (Provincial)</i> and the <i>Commercial Vehicle Drivers' Hours of Service Regulation, SOR/2005-313 (Federal)</i> .	Yes	No	N/A
1. Does the carrier retain drivers' hours-of-service records for at least six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hours-of-Service records include logbooks, radius duty status records, supporting documents (such as fuel receipts), etc.

Comments:

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Does the carrier file their drivers' hours-of-service records in a neat and orderly manner so that any individual driver's records can be easily located for checking?

Comments:

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Is there a daily log or other duty status record when required?

Provincial Legislation AR 317/2002

A daily log is required unless all of the following requirements are met:

- a. The driver operates within a radius of 160 kilometres of the driver's home terminal;*
- b. The driver starts and ends his work shift at the same location;*
- c. The driver does not work more than 15 hours in a work shift;*
- d. The carrier that employs the driver maintains and keeps accurate time records of the driver's shift start and finish times for a period of six months; and*
- e. Every calendar day must be accounted for.*

Federal Legislation SOR/2005-313

A daily log is required unless all of the following requirements are met:

- a. The driver operates within a 160 kilometre radius of the driver's home terminal;*
- b. The driver returns to the home terminal each day to begin a minimum of eight consecutive hours of off-duty time;*
- c. The motor carrier maintains accurate and legible records showing, for each day, the driver's duty status, elected cycle, the hour at which each duty status begins and ends, the total number of hours spent in each status and keeps those records for a minimum period of six months after the day on which they were recorded;*
- d. The driver is not driving under a permit; and*
- e. Every calendar day must be accounted for.*

Comments:

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are the carrier's drivers completing all "Form and Manner" requirements for each daily log?

Form and manner items include date, carrier's name, driver's signature, driver's name (printed), starting and ending odometer readings, total kilometres or miles driven, name of co-driver if applicable, vehicle unit # or licence plate #, name of municipality and province at each change in duty status.

Provincial Only: also includes location where fuel was obtained and the number of litres or gallons of fuel taken. Federal Only: also includes start time of day (if different than midnight), cycle that driver is following (unless operating under the provisions of an oil well service vehicle permit), in the "Remarks" section include the number of hours of off-duty and on-duty time accumulated by the driver each day during the 14 previous days (if no daily log was required before the beginning of the current day), and if applicable, a declaration in the "Remarks" section of the daily log that states the driver is deferring off-duty time and that clearly indicates whether the driver is driving under day one or day two at that time.

Comments:

Yes	No	N/A
-----	----	-----

13. Are all drivers' daily logs and/or records of duty status true and accurate?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

This is identified by conducting an internal audit of logs and records using independent supporting documents such as fuel receipts, tach cards, hotel receipts, loading/unloading records, etc. Answer "No" if the carrier is not checking logs for falsification.

Comments:

D. (1) PROVINCIAL OPERATING STATUS and HOURS OF SERVICE See the *Drivers' Hours of Service Regulation, AR 317/2002 (Provincial)*
The following questions apply **only** to carriers with a Provincial Operating Status.

Yes	No	N/A
-----	----	-----

1. Are all drivers in compliance with the 13-hour driving in a "work-shift" rule?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

No driving is allowed after driving 13 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.

Comments:

Yes	No	N/A
-----	----	-----

2. Are all drivers in compliance with the 15-hour on-duty in a "work-shift" rule?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

No driving is allowed after being on duty for 15 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.

Comments

D. (2) FEDERAL OPERATING STATUS and HOURS OF SERVICE See the *Commercial Vehicle Drivers' Hours of Service Regulation, SOR/2005-313 (Federal)*.

Yes	No	N/A
-----	----	-----

The following questions apply **only** to carriers with a Federal Operating Status.

1. Does the carrier have an internal process to monitor the compliance of each driver to hours-of-service regulatory and permit requirements?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Regulation: SOR/205-313 Section 87:

Carriers must have implemented a monitoring program. Records maintained must include at least:

- 1. The nature and date of the violations detected;*
- 2. What remedial action the carrier took with the driver; and*
- 3. The date the remedial action was taken*

Note: Enter N/A if carrier is an Owner/Operator and has never had any full-time or part-time drivers.

Comments:

Yes	No	N/A
-----	----	-----

2. Are all drivers in compliance with the 13-hour driving in a “day” rule?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

No driving is allowed after the driver has accumulated 13 hours of driving time in a “day”. A “day” is defined as a 24-hour period that begins at the hour designated by the motor carrier and noted on the log by the driver for the duration of the driver’s cycle.

Comments:

Yes	No	N/A
-----	----	-----

3. Are all drivers in compliance with the 14-hour on-duty in a “day” rule?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

No driving is allowed after the driver has accumulated 14 hours of on-duty time in a “day”. A “day” is defined as a 24-hour period that begins at the hour designated and noted on the log by the motor carrier for the duration of the driver’s cycle.

Comments:

Yes	No	N/A
-----	----	-----

4. Are all drivers in compliance with the 10-hours off-duty in a “day” rule?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Drivers must have 10 hours off in a “day”. This off-duty time must include at least 2 hours of off-duty time (taken in blocks of not less than 30 minutes) that does not form part of a period of 8 consecutive hours of off-duty time (although they can be consecutive).

Comments:

Yes	No	N/A
-----	----	-----

5. Are all drivers in compliance with the 13-hour driving in a “work-shift” rule?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

No driving is allowed after driving 13 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.

Comments:			
	Yes	No	N/A
6. Are all drivers in compliance with the 14-hour on-duty in a “work-shift” rule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>No driving is allowed after the driver has been on-duty for more than 14 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.</i>			
Comments:			
	Yes	No	N/A
7. Are all drivers in compliance with the 16-hour “elapsed time” rule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>No driving is allowed after 16 hours of time has elapsed since the driver started a work-shift. (i.e. the clock starts ticking at the start of the driver’s work-shift and does not stop until the driver begins to take 8 or more consecutive hours of off-duty time.</i>			
Comments:			
	Yes	No	N/A
8. Are all drivers in compliance with the 70 and 120-hour “cumulative cycle” rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>No driving is allowed after the driver has reached their cycle limits. Drivers must either follow Cycle 1 (70 hours on-duty in 7 days) or Cycle 2 (120 hours on-duty in 14 days).</i>			
Comments:			
	Yes	No	N/A
9. Are all drivers in compliance with the mandatory 24 hours off-duty rule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Regardless of the cycle the driver is operating under, no driving is allowed unless the driver has taken at least 24 consecutive hours of off-duty time in the preceding 14 days</i>			
Comments:			
E. MAINTENANCE See the <i>Commercial Vehicle Safety Regulation, AR121/2009.</i>			
	Yes	No	N/A
1. Does the carrier have a written Maintenance and Inspection Program that covers at least <u>all</u> the items required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See Section 6 of AR 121/2009. Carrier must meet the requirements of Section 6 and 10, and Schedule 2 of AR 121/2009, as applicable, and the requirements of the Vehicle Inspection Regulation, AR 122/2009.

Comments:

	Yes	No	N/A
2. Does the carrier’s written Maintenance and Inspection Program pertain to all types of regulated commercial trucks, tractors and trailers registered to the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A carrier’s written program must apply to all commercial vehicles registered for a weight in excess of 4,500 kilograms.

Comments:

	Yes	No	N/A
3. Does the carrier’s written Maintenance and Inspection Program call for a regular and continuous program of inspection and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regular and continuous means specific criteria for time and/or distance between inspections.

Comments:

	Yes	No	N/A
4. Does the carrier maintain individual files for each vehicle registered to your company and does each file contain at least all of the required information about the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Must meet the requirements of Section 37(2) (a) of AR 121/2009.

Each vehicle file must identify the vehicle including at least:

- 1. Unit number, serial number, or similar identifying mark;*
- 2. Make of the vehicle; and*
- 3. The year of manufacture of the vehicle.*

Comments:

	Yes	No	N/A
5. Are all individual documents of all vehicle trip inspections, scheduled maintenance (such as Preventative Maintenance, A/B/C service), repairs, and lubrications each recorded with the required information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Must meet the requirements outlined in Section 37(2)(b) of AR 121/2009 including:

1. The nature of the work performed; AND
2. The date on which the inspection took place or odometer or hubmeter reading on the vehicle at the time.

Comments:

Yes	No	N/A
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6. Does the carrier have a system in place that ensures that all regulated commercial trucks, tractors and trailers undergo a CVIP inspection at least every 12 months, that each vehicle contains a copy of its current inspection certificate and displays the corresponding decal?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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This annual inspection is not considered part of your "routine" maintenance requirements.

Comments:

Yes	No	N/A
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7. Are trip inspections and trip inspection reports being completed as required?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Trip inspections must be conducted as per Section 10 of AR 121/2009. Trip inspection reports must be completed as per Section 12 of AR 121/2009 on all vehicles operated under the authority of the carrier's Safety Fitness Certificate. (Must consider if the carrier is federally or provincially regulated)

Comments:

Yes	No	N/A
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8. Does each vehicle file contain all maintenance and inspection records for that vehicle for at least the minimum required time?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Must meet the requirement of Section 38 of the AR 121/2009. Trip inspection reports must be retained for the current month and the 6 months immediately preceding. All other records must be retained for the current calendar year and the 4 calendar years immediately preceding

Comments:

Yes	No	N/A
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9. Is a copy of the carrier's Maintenance and Inspection Program document kept at their principal place of business in Alberta and all other locations where maintenance and repairs are completed?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Electronic copies of the Maintenance Program are acceptable if it is available to all applicable employees wherever needed.

Comments:

Yes	No	N/A
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10. Has the carrier fully implemented all areas of your Maintenance and Inspection Program?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

TOTALS

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APPENDIX 2

National Safety Code Compliance Quiz for Commercial Buses*			
(* A Commercial School Bus is defined as a type A, B, C or D school bus (as described in the CSA Standard D250-00) that is operated as a commercial bus within and outside of Alberta)			
Carrier Name:	Reviewed By:		
Date Received:	Date Reviewed:		
INSURANCE See Sections 24, 26 and 28 of the <i>Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002.</i>	Yes	No	N/A
1. Does the carrier maintain at least the minimum level of inland transportation cargo insurance as described below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Carriers operating under the authority of an Operating Authority Certificate and transporting express shipments are required to maintain at least \$500 insurance for each piece of cargo to cover loss or damage.</i>			
Comments:			
	Yes	No	N/A
2. Does the carrier have at least the minimum level of Passenger Hazard insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>For a bus other than a school bus:</u></p> <p>a Where the manufactured seating capacity of the bus is 10 passengers or fewer, including the driver;</p> <p>i. \$400,000 for bodily injury or death of any one person as a result of a single accident; and</p> <p>ii. \$1,000,000 for bodily injury or death of two or more persons as a result of a single accident.</p> <p>b Where the manufactured seating capacity of the bus is 11 or more passengers, including the driver:</p> <p>i. \$400,000 for bodily injury or death of any one person as a result of a single accident; and</p> <p>ii. \$2,000,000 for bodily injury or death of two or more persons as a result of a single accident.</p> <p><u>For a school bus:</u></p> <p>a. for bodily injury or death of any one person as a result of one accident, \$200,000; and</p> <p>b. if the original seating capacity of the vehicle was designed for 15 or fewer passengers, including the driver, \$500,000., for bodily injury or death of 2 or more persons as a result of any single accident.</p> <p>c. In the case of a school bus with a passenger capacity of 16 passengers or more, including the driver: \$1,000,000., for bodily injury or death of 2 or more persons as a result of any single accident.</p>			
Comments:			

	Yes	No	N/A
3. Does the carrier have the minimum level of Public Liability and Property Damage (PL and PD) Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 627 of the Insurance Act states the registered owner must have at least \$200,000 coverage. However, the insurance industry can require a higher coverage limit. The industry standard is for buses of 10 passengers or less to have \$1,000,000 for travel throughout Canada and \$5,000,000 (US) for travel into the United States. The industry standard for buses of greater than 10 passengers is to have at least \$2,000,000 for travel throughout Canada and \$5,000,000 (US) for travel into the United States.

Comments:

B. SAFETY See Sections 40 and 43 of the *Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002.*

	Yes	No	N/A
1. Does the carrier’s Safety Program designate a Safety Officer to maintain and implement the Safety Program and ensure compliance with the safety laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

	Yes	No	N/A
2. Does the carrier’s written Safety Program establish, maintain, clearly document and discuss matters relating to the safe operation of their commercial vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety Plan must include at least:

- a. Direction that it applies to staff authorized to operate the carrier’s commercial vehicles;*
- b. Safe use and operation of commercial vehicles including; speed limits, seat belt use, drug and alcohol use, defensive driving, load security, and fueling;*
- c. Proper records and recording of information including, as required; bills of lading, manifests, dangerous goods documents, time records, drivers’ daily logs and weigh slips;*
- d. Ensuring that drivers are expected to comply with the law;*
- e. Instructions for use of safety equipment including, as required, the use of warning triangles and flares, fire extinguishers, goggles, safety glasses and hard hats;*
- f. Policies and procedures relating to the driver’s responsibilities, conduct and discipline;*
- g. Providing training to employees about safety laws and their application and an ongoing program for evaluating their driving skills;*
- h. Retention of complete records for each driver (refer to Section 41 of AR 314/2002); and*
- i. Ensuring all drivers are properly qualified for the type of vehicle they operate.*

Comments:

	Yes	No	N/A
3. Are copies of all the carrier’s records located at their principal place of business (main office) in Alberta or are they complying with a written permit (called a Divided Record Authority) issued to them by the Alberta government?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electronic records are acceptable if appropriate policies are in place to ensure they are not lost. If records are scanned then the originals of hours of service records and driver abstracts must be retained after scanned

Comments:

	Yes	No	N/A
4. Does the carrier and their employees comply with the carrier’s written Safety Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All policies/procedures contained in the safety program must be followed as described. The program can be periodically updated

Comments

C. DRIVER FILES See Section 41 of the *Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002.*

	Yes	No	N/A
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1. Does the carrier keep individual files on each authorized driver of their regulated commercial vehicle(s)?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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This includes any full-time or part-time driver, including mechanics, managers and administration staff who are authorized by the carrier to drive an NSC commercial vehicle.

Comments:

	Yes	No	N/A
2. Does each driver’s file contain at least all of the required information and is the information retained for at least the minimum required time (i.e. the shorter of the current year and four previous years, or since the driver was hired)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Each driver file must contain:

- a. Completed application form, if hired after April 1, 1998;*
- b. Employment history for at least three years prior to working for carrier, if hired after April 1, 1998;*

- c. Driver's abstract, when the driver is first hired, dated within 30 days of the date of employment or hire, if hired after May 20, 2003;
- d. Annual updated copies of the driver's abstract;
- e. A record of the driver's convictions of safety laws for the current year and previous four years;
- f. A record of any administrative penalty imposed on the driver under any safety law;
- g. A record of all collisions reportable to a peace officer involving a motor vehicle operated by the driver including collisions in jurisdictions outside Alberta;
- h. A record of all training completed with respect to the operation of a commercial vehicle and compliance with safety laws;
- i. 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 was issued and continuing until three years after it has expired, in accordance with part VI of the Transportation of Dangerous Goods Regulation;
- j. In the case where the driver has a Class 1, 2, or 4 operators licence:
 1. A current medical certificate required by the licence, or
 2. A copy of a valid operator's licence or current driver's abstract.

Comments:

D. HOURS OF SERVICE See the <i>Drivers' Hours of Service Regulation, AR 317/2002 (Provincial)</i> and the <i>Commercial Vehicle Drivers' Hours of Service Regulation, SOR/2005-313 (Federal)</i> .	YES	NO	N/A
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1. Does the carrier retain drivers' hours-of-service records for at least six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Hours-of-Service records include logbooks, radius duty status records, supporting documents (such as fuel receipts), etc.

Comments:

	Yes	No	N/A
2. Does the carrier file their drivers' hours-of-service records in a neat and orderly manner so that any individual driver's records can be easily located for checking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

	Yes	No	N/A
3. Is there a daily log or other duty status record when required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provincial Legislation AR 317/2002

A daily log is required unless all of the following requirements are met:

- a. The driver operates within a radius of 160 kilometres of the driver's home terminal;
- b. The driver starts and ends his work shift at the same location;
- c. The driver does not work more than 15 hours in a work shift;
- d. The carrier that employs the driver maintains and keeps accurate time records of the driver's shift start and

finish times for a period of six months; and
 e. Every calendar day must be accounted for.

Federal Legislation SOR/2005-313

A daily log is required unless all of the following requirements are met:

- a. The driver operates within a 160 kilometre radius of the driver's home terminal;
- b. The driver returns to the home terminal each day to begin a minimum of eight consecutive hours of off-duty time;
- c. The motor carrier maintains accurate and legible records showing, for each day, the driver's duty status, elected cycle, the hour at which each duty status begins and ends, the total number of hours spent in each status and keeps those records for a minimum period of six months after the day on which they were recorded;
- d. The driver is not driving under a permit; and
- e. Every calendar day must be accounted for.

Comments:

	Yes	No	N/A
4. Are the carrier's drivers completing all "Form and Manner" requirements for each daily log?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Form and manner items include date, carrier's name, driver's signature, driver's name (printed), starting and ending odometer readings, total kilometres or miles driven, name of co-driver if applicable, vehicle unit # or licence plate #, name of municipality and province at each change in duty status.

Provincial Only: also includes location where fuel was obtained and the number of litres or gallons of fuel taken.

Federal Only: also includes start time of day (if different than midnight), cycle that driver is following (unless operating under the provisions of an oil well service vehicle permit), in the "Remarks" section include the number of hours of off-duty and on-duty time accumulated by the driver each day during the 14 previous days (if no daily log was required before the beginning of the current day), and if applicable, a declaration in the "Remarks" section of the daily log that states the driver is deferring off-duty time and that clearly indicates whether the driver is driving under day one or day two at that time.

Comments:

	Yes	No	N/A
13. Are all drivers' daily logs and/or records of duty status true and accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This is identified by conducting an internal audit of logs and records using independent supporting documents such as fuel receipts, tach cards, hotel receipts, loading/unloading records, etc. Answer "No" if the carrier is not checking logs for falsification.

Comments:

D. (1) <u>PROVINCIAL OPERATING STATUS</u> and <u>HOURS OF SERVICE</u> See the <i>Drivers' Hours of Service Regulation, AR 317/2002</i> (Provincial) The following questions apply <u>only</u> to carriers with a Provincial Operating Status.	Yes	No	N/A
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<p>1. Are all drivers in compliance with the 13-hour driving in a “work-shift” rule?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<p><i>No driving is allowed after driving 13 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.</i></p>							
<p>Comments:</p>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%; text-align: center;">Yes</td> <td style="width: 15%; text-align: center;">No</td> <td style="width: 10%; text-align: center;">N/A</td> </tr> </table>					Yes	No	N/A
	Yes	No	N/A				
<p>2. Are all drivers in compliance with the 15-hour on-duty in a “work-shift” rule?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<p><i>No driving is allowed after being on duty for 15 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.</i></p>							
<p>Comments</p>							
<p>D. (2) <u>FEDERAL OPERATING STATUS</u> and <u>HOURS OF SERVICE</u> See the <i>Commercial Vehicle Drivers’ Hours of Service Regulation, SOR/2005-313</i> (Federal). The following questions apply only to carriers with a Federal Operating Status.</p>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%; text-align: center;">Yes</td> <td style="width: 15%; text-align: center;">No</td> <td style="width: 10%; text-align: center;">N/A</td> </tr> </table>					Yes	No	N/A
	Yes	No	N/A				
<p>1. Does the carrier have an internal process to monitor the compliance of each driver to hours-of-service regulatory and permit requirements?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<p><i>Regulation: SOR/205-313 Section 87: Carriers must have implemented a monitoring program. Records maintained must include at least:</i></p> <ol style="list-style-type: none"> <i>1. The nature and date of the violations detected;</i> <i>2. What remedial action the carrier took with the driver; and</i> <i>3. The date the remedial action was taken</i> <p><i>Note: Enter N/A if carrier is an Owner/Operator and has never had any full-time or part-time drivers.</i></p>							
<p>Comments:</p>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%; text-align: center;">Yes</td> <td style="width: 15%; text-align: center;">No</td> <td style="width: 10%; text-align: center;">N/A</td> </tr> </table>					Yes	No	N/A
	Yes	No	N/A				
<p>2. Are all drivers in compliance with the 13-hour driving in a “day” rule?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<p><i>No driving is allowed after the driver has accumulated 13 hours of driving time in a “day”. A “day” is defined as a 24-hour period that begins at the hour designated by the motor carrier and noted on the log by the driver for the duration of the driver’s cycle.</i></p>							
<p>Comments:</p>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%; text-align: center;">Yes</td> <td style="width: 15%; text-align: center;">No</td> <td style="width: 10%; text-align: center;">N/A</td> </tr> </table>					Yes	No	N/A
	Yes	No	N/A				
<p>3. Are all drivers in compliance with the 14-hour on-duty in a “day” rule?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<p><i>No driving is allowed after the driver has accumulated 14 hours of on-duty time in a “day”. A “day” is defined as a 24-hour period that begins at the hour designated and noted on the log by the motor carrier for the duration of the driver’s cycle.</i></p>							

Comments:			
	Yes	No	N/A
4. Are all drivers in compliance with the 10-hours off-duty in a “day” rule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Drivers must have 10 hours off in a “day”. This off-duty time must include at least 2 hours of off-duty time (taken in blocks of not less than 30 minutes) that does not form part of a period of 8 consecutive hours of off-duty time (although they can be consecutive).</i>			
Comments:			
	Yes	No	N/A
5. Are all drivers in compliance with the 13-hour driving in a “work-shift” rule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>No driving is allowed after driving 13 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.</i>			
Comments:			
	Yes	No	N/A
6. Are all drivers in compliance with the 14-hour on-duty in a “work-shift” rule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>No driving is allowed after the driver has been on-duty for more than 14 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.</i>			
Comments:			
	Yes	No	N/A
7. Are all drivers in compliance with the 16-hour “elapsed time” rule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>No driving is allowed after 16 hours of time has elapsed since the driver started a work-shift. (i.e. the clock starts ticking at the start of the driver’s work-shift and does not stop until the driver begins to take 8 or more consecutive hours of off-duty time.</i>			
Comments:			

	Yes	No	N/A
8. Are all drivers in compliance with the 70 and 120-hour “cumulative cycle” rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>No driving is allowed after the driver has reached their cycle limits. Drivers must either follow Cycle 1 (70 hours on-duty in 7 days) or Cycle 2 (120 hours on-duty in 14 days).</i>			
Comments:			
	Yes	No	N/A
9. Are all drivers in compliance with the mandatory 24 hours off-duty rule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Regardless of the cycle the driver is operating under, no driving is allowed unless the driver has taken at least 24 consecutive hours of off-duty time in the preceding 14 days</i>			
Comments:			
E. MAINTENANCE See the <i>Commercial Vehicle Safety Regulation, AR121/2009.</i>	Yes	No	N/A
1. Does the carrier have a written Maintenance and Inspection Program that covers at least <u>all</u> the items required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Requirements found in AR121/2009. Carriers must meet the requirements of sections 6, 10, 11, and Schedules 2, 3, 4, and 5 of the regulation, as applicable. Carrier must also meet the requirements of the Vehicle Inspection Regulation, AR122/2009</i>			
Comments:			
	Yes	No	N/A
2. Does the carrier’s written Maintenance and Inspection Program pertain to all types of buses registered to the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>This applies to a commercial passenger vehicle with a designed seating capacity of 11 or more persons including the driver</i>			
Comments:			
	Yes	No	N/A
3. If the carrier has a motor coach registered, does their written Maintenance and Inspection Program include the 30 day/12,000 kilometre “under vehicle”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

trip inspection and is it being completed as specified by the regulations?

Requirements for the 30 day/12,000 kilometre "under vehicle" trip inspections are found in section 11 and 12 of AR121/2009.

Comments:

	Yes	No	N/A
4. Does the carrier maintain individual files for each vehicle registered to your company and does each file contain at least all of the required information about the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Must meet the requirements of Section 37(2) (a) of AR 121/2009.
Each vehicle file must identify the vehicle including at least:*

- 1. Unit number, serial number, or similar identifying mark;*
- 2. Make of the vehicle; and*
- 3. The year of manufacture of the vehicle.*

Comments:

	Yes	No	N/A
5. Are all individual documents of all vehicle trip inspections, scheduled maintenance (such as Preventative Maintenance, A/B/C service), repairs, and lubrications each recorded with the required information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Must meet the requirements outlined in Section 37(2)(b) of AR 121/2009 including:

- 1. The nature of the work performed; AND*
- 2. The date on which the inspection took place or odometer or hubmeter reading on the vehicle at the time.*

Comments:

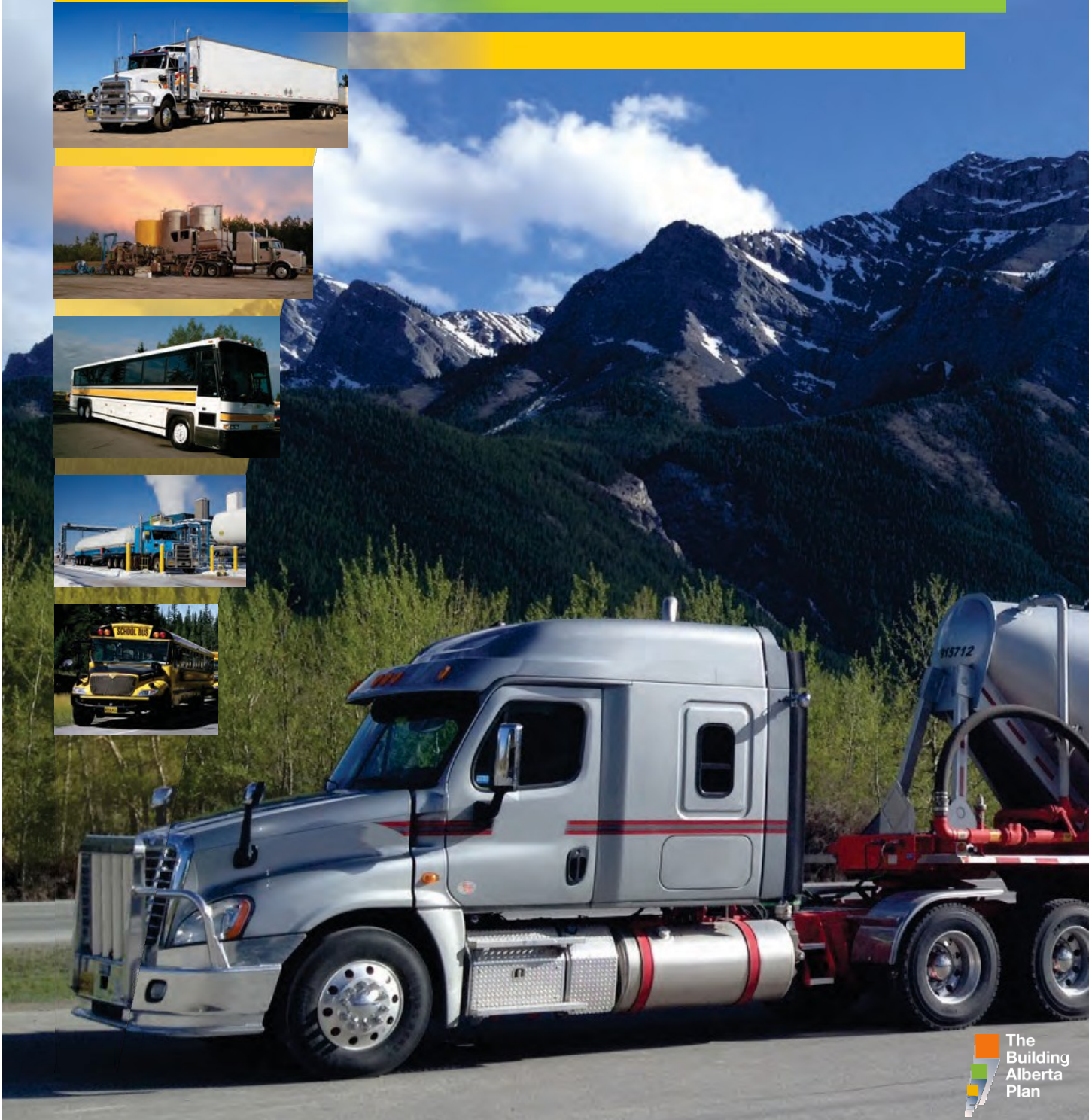
	Yes	No	N/A
6. Does the carrier have a system in place that ensures that all regulated buses undergo a CVIP inspection at least every 12 months, that each vehicle contains a copy of its current inspection certificate and displays the corresponding decal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This annual inspection is not considered part of your "routine" maintenance requirements.

Comments:

	Yes	No	N/A
7. Are trip inspections and trip inspection reports being completed as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Trip inspections must be conducted as per Section 10 of AR 121/2009. Trip inspection reports must be completed as per Section 12 of AR 121/2009 on all vehicles operated under the authority of the carrier's Safety Fitness Certificate. (Must consider if the carrier is federally or provincially regulated)</i>			
Comments:			
	Yes	No	N/A
8. Does each vehicle file contain all maintenance and inspection records for that vehicle for at least the minimum required time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Must meet the requirement of Section 38 of the AR 121/2009. Trip inspection reports must be retained for the current month and the 6 months immediately preceding. All other records must be retained for the current calendar year and the 4 calendar years immediately preceding</i>			
Comments:			
	Yes	No	N/A
9. Is a copy of the carrier's Maintenance and Inspection Program document kept at their principal place of business in Alberta and all other locations where maintenance and repairs are completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Electronic copies of the Maintenance Program are acceptable if it is available to all applicable employees wherever needed.</i>			
Comments:			
	Yes	No	N/A
10. Has the carrier fully implemented <u>all</u> areas of your Maintenance and Inspection Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
TOTALS			

Appendices



APPENDICES



Appendix 1	Glossary of Terms
Appendix 2	Contact Information for Alberta Government and other provinces, territories and states
Appendix 3	Relevant Legislation
Appendix 4	Resources

NOTE

More information is also available in the appendices of some modules.

APPENDIX 1: GLOSSARY OF TERMS

Act	A law passed by a federal, provincial, or territorial legislative body. An Act generally creates the guidelines for one or more regulations. An example of this is the <i>Traffic Safety Act</i> . The <i>Traffic Safety Act</i> creates the framework for several regulations such as the <i>Commercial Vehicle Certificate and Insurance Regulation</i> , AR 314/2002.
Administrative Penalty	A financial penalty imposed by the Registrar for not following the law. Details are in Section 143 of the <i>Traffic Safety Act</i> .
Adverse Driving Conditions	<p>Adverse driving conditions are conditions that make driving hazardous and that were not known to the driver or the carrier at the time a trip began. Such conditions might include:</p> <ul style="list-style-type: none"> • Snow, sleet, fog or smoke in amounts that obscure a person’s vision to the extent that the person cannot drive safely; • A highway covered with snow or ice; • Physical circumstances, other than snow or ice, that make the highway or driving unsafe.
Anchor Point	Part of the structure, fitting, or attachment on a vehicle or cargo to which a tie down is attached.
Article of Cargo	Units of cargo that are grouped together so that they can be handled as a single unit or unitized by wrapping, strapping, banding, or edge protection device.
Audit Levels	<p>After an audit has been completed by the Alberta government, a carrier will be provided with their score. A carrier’s audited violation level will result in one of the following categories and scores.</p> <p><u>Audit Level Audit Score</u></p> <p>Pass 0 – 14.99%</p> <p>Level 1 15 – 24.99%</p> <p>Level 2 25 – 34.99%</p> <p>Level 3 35 – 44.99%</p> <p>Level 4 45 – 100%</p> <p>Note: the smaller the score the greater the compliance.</p>

Base Jurisdiction	Any province, territory or state where a carrier registers one or more vehicles regulated under the National Safety Code Program. This is sometimes referred to as the “Home Jurisdiction” or “Base Plate”.
Bill of Lading	A detailed list of a shipment of goods in the form of a receipt given by the carrier to the person consigning the goods.
Blocking	A structure, device, or another large article placed against or around an article to prevent horizontal movement of the article.
Canadian Council of Motor Transport Administrators (CCMTA)	A joint provincial, territorial and federal organization that coordinates motor vehicle transportation and highway safety matters. The group also includes representatives from the trucking industry and from public safety organizations. More information is available online at: www.ccmta.ca .
Cargo	All articles or material carried by a vehicle, including those used in operation of the vehicle. See Article of Cargo.
Carrier	A person or corporation who is the registered owner, leases or is responsible for the operation of a commercial vehicle in respect of which a certificate is issued or who holds or is required to hold a Safety Fitness Certificate.
Carrier Profile	<p>The Carrier Profile is a “report card” of the carrier’s compliance to on-road and administrative requirements. It is a summary of the carrier’s performance based on information collected from across Canada and the United States. Only the carrier named in the Carrier Profile, their authorized agent or an enforcement agency can obtain a copy of the full profile information.</p> <p>Every carrier operating NSC vehicles registered in Alberta has a Carrier Profile.</p>

<p>Collision Evaluation</p>	<p>A carrier may request to have a collision evaluated at any time. This evaluation will determine whether a collision was “Preventable” or “Non-Preventable.” Points will not be assigned to a Profile and a carrier’s Safety Fitness Rating will not be affected if a collision has been deemed “Non-Preventable.” Collisions that have been evaluated will remain on the profile regardless of whether the collision was assigned points or not.</p> <p>If a carrier has reason to believe a collision was preventable, it is their responsibility to send in a Collision Evaluation Application form. Carriers may find the application form online at: www.transportation.alberta.ca/656.htm</p>
<p>Commercial Vehicle</p>	<p>A commercial vehicle that is operated on the highway and includes:</p> <ol style="list-style-type: none"> 1. Trucks, tractors and trailers or combinations, weighing or registered for 11,794 kilograms or more which operate in Alberta only. 2. Trucks, tractors and trailers or combinations, weighing or registered for more than 4,500 kilograms which operate outside of Alberta (including farmers). 3. Mounted mobile service rig and equipment that is directly used in the operation or transportation of that mobile service rig. 4. Commercial buses that were designed with a manufactured seating capacity of 11 or more persons, including the driver. 5. School buses that were designed with a manufactured seating capacity of 11 or more persons, including the driver. 6. Commercial school buses that were designed with a manufactured seating capacity of 11 or more persons, including the driver. These buses may be used as commercial buses but not operated as a school bus as described in the CSA Standard D250-2012. This may include a private bus that transports passengers for no compensation. 7. Motor coaches that were designed with a manufactured seating capacity of 11 or more persons, including the driver. These buses are also referred to as coaches, MCI, or Prevost. <p>The above may also be known as National Safety Code (NSC) vehicles.</p>

Commercial Vehicle Enforcement	The Commercial Vehicle Enforcement Branch is responsible for enhancing public safety on Alberta's roadways by ensuring commercial vehicles meet Alberta's high safety standards. Enforcement officers ensure commercial vehicles follow provincial and federal laws. They also develop and apply enforcement standards and policies for motor carriers.
Commercial Vehicle Inspection Program (CVIP)	A Commercial Vehicle Inspection is a mandatory vehicle inspection. This inspection is conducted once every 6-12 months to ensure a commercial vehicle is mechanically safe to operate. It is illegal for a commercial vehicle to be operated on a highway unless it has a valid inspection certificate. This certificate is issued under the Commercial Vehicle Inspection Program (CVIP). Also see "commercial vehicle".
Commercial Vehicle Safety Alliance (CVSA)	The Commercial Vehicle Safety Alliance is an international organization that is made up of motor carrier safety officials and industry representatives from the United States, Canada and Mexico. Its main goal is to promote commercial motor vehicle safety. CVSA inspections may be performed on vehicles and drivers either on the roadside or at a carrier's place of business by CVSA certified inspectors. More information about the CVSA is available online at www.cvsa.org .
Commodity	Type of goods or passengers transported by a carrier.
Compliance Investigator	The government staff responsible for conducting facility audits and investigations on the commercial trucking and busing industry. Also commonly referred to as Public Safety Investigator or Peace Officer.
Compliance Review Committee (CRC)	The purpose of the Compliance Review Committee (CRC) is to give carriers the opportunity to ensure the Alberta government has all available information about a carrier's operation and safety performance before the government makes any critical decisions. If a carrier fails an audit, they may be invited to a CRC meeting. The CRC panel interviews carriers to discuss the reasons for why they are non-compliant. After the meeting, the CRC makes recommendations to the Registrar as to how or whether the carrier's non-compliance may be corrected.

Conviction	Any violation where the driver or carrier is convicted or pleads guilty in court to an offence.
Co-ordination and Information Centre (CIC)	The Coordination and Information Centre (CIC) operates 24 hours a day, 7 days a week to provide information to the general public and industries on dangerous goods compliance. The CIC is also an emergency response centre for all transportation of dangerous goods (TDG) incidents.
CVSA Inspection	<p>This is an inspection of a driver and/or vehicle done at Vehicle Inspection Stations or on the roadside by government enforcement staff, RCMP, or other enforcement agencies. These inspections are used to check vehicles and drivers for roadworthiness and compliance.</p> <p>The inspections are recorded in different level types:</p> <ul style="list-style-type: none"> Level I - Full inspection; Level II - Walk around driver/vehicle inspection; Level III - Driver only inspection; Level IV - Special inspections (such as brakes only); Level V - Vehicle only inspection (in carrier's yard). <p>Also see "Commercial Vehicle Safety Alliance".</p>
Dangerous Goods	Dangerous Goods are products, substances or organisms that have the potential to cause harm to people, property or the environment. There are 9 classes of dangerous goods that provide information about how to handle and transport certain items.
Dangerous Goods Certificate	A training certificate issued by a carrier to a driver indicating that the driver has completed training on or has knowledge of the proper handling of dangerous goods transported by the carrier.
Divided Record Authority	Written authority granted to a carrier by the Registrar to keep specific records at a location other than at the carrier's Principal Place of Business. Records may include vehicle maintenance, driver information, and hours-of-service information and so on.
Driver File	Files retained by a carrier on all full and part time drivers who are authorized to operate the carrier's commercial vehicles. This file shows the procedures the carrier used to ensure that the drivers they hired are adequately licensed and trained to do the job for which they were hired.

Driver's Abstract	<p>A Driver's Abstract provides the current status of an operator's licence and lists conviction information, any applicable demerit points, and suspensions.</p> <p>A Commercial Driver's Abstract provides information on NSC infractions such as hours of service violations, cargo securement violations or overloads. It also includes CVSA inspection results.</p>
Driver's Daily Log	<p>A record, including a graph grid, that records changes to the daily duty status of a driver. The duties are recorded in 4 categories:</p> <ul style="list-style-type: none"> • Off-duty (other than time in a sleeper berth); • Off-duty in a sleeper berth; • Driving time; • On-duty time other than driving time.
Due Diligence	<p>According to Section 2 of the Alberta <i>Occupational Health and Safety Act</i>, both employers and those working for them have an obligation to ensure they are performing every reasonable action in effectively preventing any foreseeable violations or incidents.</p>
Electronic Onboard Recording Device (EOBR)	<p>An electronic device which accurately records a driver's logs. To be used, an electric onboard recording device must meet all criteria specified by provincial or federal regulations, depending on the carrier's Operating Status.</p>
Emergency Response Assistance Plan (ERAP)	<p>A written plan that must be filed and registered with Transport Canada (identified in SOR 2001-286 Part 7, Schedule 1, column 7) that outlines the company's response to emergencies regarding shipments of specified Dangerous Goods that are in the federal <i>Transportation of Dangerous Goods Regulation</i>.</p>
Energy Efficient Motor Vehicle (EEMV)	<p>These vehicle combinations include Triple Trailers, Turnpike Doubles and Rocky Mountain Doubles. A special permit with specific conditions is required to operate EEMVs in Alberta. These vehicles are also known as LCVs or Long Combination Vehicles.</p>
Extra-Provincial Carrier	<p>A commercial carrier that has crossed a provincial or international border on at least one occasion.</p>

Extra-Provincial Transport	This refers to an Alberta carrier that operates a truck, tractor and/or trailer combination that has a registered weight of more than 4,500 kilograms and buses originally designed with a seating capacity 11 or more, including the driver, which has crossed any border. This is also known as inter-jurisdictional and inter-provincial transport.
Federal Motor Carrier Safety Administration (FMCSA)	The United States federal governing body for transportation legislation. More information is available online at www.fmcsa.dot.gov .
Federal Operating Status	A “federal” Operating Status authorizes the operation of commercial vehicles throughout Canada that are registered for a weight of more than 4,500 kilograms, or a vehicle originally manufactured with a seating capacity of 11 or more persons including the driver (if operated for other than personal use).
Fleet Size	When associated with a facility audit, it is the number of commercial vehicles (excluding trailers) under the carrier’s responsibility.
High Load Corridor	The High Load Corridor consists of designated highways within the province of Alberta which have had the overhead utility lines raised to accommodate loads up to 9 meters high. Permits for moving high loads through this corridor are required from the Alberta government.
Hook Lift Container	A specialized container, primarily used to contain and transport materials in the waste, recycling, construction /demolition, and scrap industries, which are used in conjunction with specialized vehicles, in which the container is loaded and unloaded onto a tilt frame body by an articulating hook-arm.
Home Terminal	The location where a driver normally reports for work.
Hours of Service (HOS)	Hours-of-service is related to the legislation governing the number of hours that a driver is legally allowed to drive an NSC vehicle. This is legislated by each federal, provincial and territorial jurisdiction.

<p>Insurance</p>	<p>Cargo Insurance – requires carriers to maintain insurance to cover against loss of or damage to goods transported. Insurance requirements range from \$600 to \$32,000 depending on the type of cargo being transported and the gross weight of the vehicle included on a Safety Fitness Certificate.</p> <p>Liability Insurance – requires all carriers to maintain at least \$1 million coverage. If a carrier is transporting dangerous goods as defined in Schedule 1 of the <i>Transportation of Dangerous Goods Regulations</i>, they may be required to maintain at least \$2 million coverage.</p> <p>Passenger Hazard Insurance – requires carriers conducting a passenger service to maintain passenger hazard insurance of either \$1 million or \$2 million coverage depending on the number of passengers the vehicle can transport.</p> <p>Taxi Insurance - requires taxi companies to maintain at least \$1 million of passenger hazard insurance.</p> <p>Cargo Insurance (Express Shipments) – carriers offering express shipment services for goods must have cargo insurance of at least \$500 for each piece of cargo to cover loss of or damage to each item.</p>
<p>Intermodal Container</p>	<p>A reusable, transportable container that is designed with integral locking devices that secure it to a chassis trailer. This container facilitates the efficient and bulk shipping and transfer of goods by, or between various modes of transport, such as highway, rail, sea and air.</p>
<p>International Fuel Tax Agreement (IFTA)</p>	<p>The International Fuel Tax Agreement (IFTA) is an agreement between the United States and Canada that allows carriers with a federal Operating Status to easily operate in more than one location. This plan was created to make it easier for carriers to register, licence, report and pay taxes for motor fuels (such as diesel and gasoline).</p> <p>More information is available online at: www.iftach.org</p>
<p>International Registration Plan (IRP)</p>	<p>The International Registration Plan (IRP) is an agreement between the United States and Canada that allows for the sharing of commercial vehicle registration fees. This plan was created to encourage the fullest possible use of the highway system between member provinces, territories and states.</p>

Intervention	The act of notifying a carrier of problems and potential safety risks based on information gathered on a Carrier's Profile. This is often joined with the offer to assist in developing solutions.
Intervention Levels	A Progressive Intervention program is used by the Alberta government to ensure that carriers demonstrating non-compliance are approached in a consistent, fair and objective manner.
Intra-Provincial Carrier	An Alberta based carrier which operates exclusively within the borders of Alberta.
Intra-Provincial Transport	This refers to an Alberta carrier that operates a truck, tractor and/or trailer combination that has a registered weight equal to or greater than 11,794 kilograms and buses with a seating capacity of 11 or more, including the driver, exclusively in Alberta is an Intra-Provincial carrier. The carrier is considered "Extra-Provincial" if any of the carrier's vehicles cross any border 1 or more times in the 2 years prior to the audit. This is also known as intra-jurisdictional transport.
Lease	<p>Written legal agreement between a lessor and a lessee that grants possession, control and responsibility for operating a vehicle for a specific period of time:</p> <ol style="list-style-type: none"> 1. Short-term lease – 30 days or less; 2. Long-term lease – more than 30 days. <p>The registration of the vehicle must be changed to the lessee for long-term leases.</p>
Long Combination Vehicle (LCV)	See "Energy Efficient Motor Vehicle (EEMV)".
Maintenance Program	A Maintenance Program, also referred to as "Preventative Maintenance Program", is written by or for the carrier and covers the maintenance requirements of the carrier. It applies to the carrier, to the carrier's contractors, to drivers and to maintenance personnel who are responsible for maintaining the commercial vehicles registered to the carrier.
Monitoring Points	See "Points".

Monitoring Stage	<p>The Alberta government monitors the on-road performance of commercial carriers in three areas:</p> <ol style="list-style-type: none"> 1. Convictions; 2. CVSA inspections; 3. Collisions <p>Carriers that exceed the defined threshold performance values for their operation type (truck or bus) or fleet size are identified and contacted. These performance thresholds are identified as Monitoring Stages 1 to 4 (<i>with Stage 4 being the highest safety risk</i>). Also see “Risk-Factor Monitoring”.</p>
Motor Vehicle Identification Number (MVID)	<p>A unique number given to a person who has an Alberta driver’s licence or a vehicle(s) registered in Alberta. This number can be found on the vehicle’s registration or driver’s licence. A single carrier may have more than one MVID.</p>
National Safety Code (NSC)	<p>The National Safety Code (NSC) is made up of 16 standards. It was created by the Canadian Council of Motor Transport Administrators (CCMTA). These standards are used in Canada as a guide to increase the safety of truck and bus carriers. Each standard defines the minimum performance a carrier must demonstrate to operate safely.</p>
North American Fatigue Management Plan (NAFMP)	<p>The NAFMP is a program that was designed to address the issue of driver fatigue with a comprehensive approach that includes:</p> <ul style="list-style-type: none"> • Information on how to develop a corporate culture that helps reduce driver fatigue; • Fatigue management education for drivers, drivers’ families, carrier executives and managers, shippers/receivers, and dispatchers; • Information on sleep disorders screening and treatment; • Driver and trip scheduling information.
North American Standard Out-Of-Service criteria	<p>A set of vehicle inspection standards, published by the Commercial Vehicle Safety Alliance (CVSA), which lists critical vehicle and driver circumstances which may render the highway operation of a vehicle unsafe. Also see Commercial Vehicle Safety Alliance (CVSA).</p>

<p>On-Duty Time</p>	<p>As defined by the Alberta <i>Driver's Hours of Service Regulation</i>, AR 317/2002: on-duty time for a driver means the time between reporting ready for work and finishing the assigned work or being relieved of the job responsibilities by the carrier. This includes the time spent by the driver:</p> <ul style="list-style-type: none"> • Checking in or preparing reports at the beginning or end of a work shift; • Inspecting, servicing, repairing, conditioning or starting a commercial vehicle; • Driving a commercial vehicle; • Traveling as one of two drivers, except the time that the driver spends resting on route in a sleeper berth; • Participating in the loading or unloading of a commercial vehicle; • Inspecting or checking the load of a commercial vehicle; • Waiting at the request of the carrier for a commercial vehicle to be serviced, loaded or unloaded; • Waiting for a commercial vehicle or load to be checked at customs or at a weighing checkpoint; • Traveling, as a passenger in a commercial vehicle at the request of the carrier, to a work assignment when the driver has not had eight consecutive hours of off-duty time immediately prior to departure; • Waiting at an en-route point because of a collision involving the vehicle or because of another unplanned event; • Performing any other work assigned by the carrier; <p>Note: Federal regulations have other items to consider.</p>
<p>Operating Authority Certificate (O/A)</p>	<p>A certificate issued by the Registrar in Alberta authorizing the operation of a commercial vehicle under Part 2 of the <i>Commercial Vehicle Certificate and Insurance Regulation</i>, AR 314/2002.</p> <p>The Operating Authority Certificate authorizes a carrier to operate a commercial vehicle to transport passengers. There are different types of Operating Authorities for different types of passenger services. A carrier must apply for an “intra-provincial” Operating Authority Certificate if they offer a passenger service that operates <u>only</u> within Alberta. A carrier must apply for an “extra-provincial” Operating Authority Certificate if they offer a passenger service that operates <u>outside</u> of Alberta. Carriers who want to travel both within and outside of Alberta’s borders must apply for both types of certificates or must apply for a single trip permit.</p>

Operator's Licence	<p>In Alberta, there are seven different classes of driver licences. These licences are customized in such a way that they permit a person to operate particular types of vehicles under a designated set of conditions. It is of great importance a driver holds the correct licence when operating a taxi or commercial vehicle that has been registered for a specific function.</p>
Out-Of-Service (OOS)	<p>A vehicle or driver may be placed Out-Of-Service (OOS) if one of the following is found during a CVSA inspection:</p> <ol style="list-style-type: none"> a. The driver of an NSC vehicle is found to be in violation of the Driver's Hours of Service legislation, federal or provincial, not having a Dangerous Goods Training Certificate, when required; or b. The vehicle is found to have one or more defects listed in the North American Standard CVSA Out-Of-Service criteria; or c. Invalid or suspended operator licence.
Partners In Compliance (PIC)	<p>Some carriers go above and beyond the minimum requirements for their safety and maintenance programs. They are dedicated to safe practices and put more time and effort into their safety and maintenance programs to achieve a higher level of performance. Carriers who go to such efforts may be eligible to become a Partners in Compliance (PIC) member.</p> <p>The Alberta government believes if a company is committed to safety and compliance, then they deserve to be recognized. Partners in Compliance is that recognition.</p> <p>More information is available online at: www.picalberta.ca</p>
Peace Officer	<p>According to Section 2 of the <i>Criminal Code</i> (R.S.C., 1985), the title of "peace officer" includes (but is not limited to):</p> <ul style="list-style-type: none"> • A mayor, warden, sheriff, deputy sheriff, sheriff's officer and justice of the peace; • A police officer, police constable, constable or other person employed for the preservation and maintenance of the public peace or for the service or execution of civil process. <p>This title also includes the Alberta government's Public Safety Investigators and Commercial Vehicle Enforcement officers.</p>

Placard	Placards are a symbol or sign that serve as a clear indication that a transport unit contains dangerous goods. When a collision or spill occurs that involves a transport unit containing dangerous goods, placards alert responders to the presence and nature of the dangerous goods which allows them to take the necessary precautions and actions. Responders may examine the contents of the transport unit to locate the particular consignment of dangerous goods and examine documentation to obtain more precise information. Carriers must always ensure that all dangerous goods transport vehicles are clearly and properly placarded.
Points	The National Safety Code (NSC) requires all Canadian jurisdictions to maintain a Carrier Profile System to monitor the safety performance of NSC carriers. Point values are assigned to conviction and collision events. The point values are established through the Canadian Council of Motor Transport Administrators (CCMTA) and are based on the seriousness of the event.
Principal Place of Business	The carrier's main office or corporate head office location, where the carrier runs the daily business and makes essential business decisions such as: booking loads; shipping/receiving; and maintaining vehicles. All of the carrier's NSC records must be kept at this location unless the carrier has been granted a written Divided Record Authority.
Profile	See "Carrier Profile".
Progressive Discipline	Disciplinary action taken towards non-compliant persons may depend entirely on the number, severity and preventability of an incident. Progressive Discipline is a system of discipline where the penalties increase according to the severity and frequency of occurrences.
Prorate	<p>Co-operative agreements for registering vehicles that travel into two or more jurisdictions. These plans provide for the proportional payment of vehicle licensing and registration fees based on a percentage of fleet kilometres operated in each jurisdiction, maximum weight and vehicle information.</p> <p>The unique feature is that the licence and registration fees for each fleet vehicle need only be paid to the base jurisdiction.</p>

Provincial Operating Status	A “Provincial” Operating Status authorizes the operation of commercial vehicles ONLY within Alberta and applies to commercial trucks weighing or registered for 11,794 kilograms or more, or a commercial vehicle with a seating capacity of 11 or more person, including the driver.
Radius Driver	Is a driver operating under the Hours of Service Regulation who does not drive beyond a 160 kilometre radius of where they normally report for work (home terminal), and who meets the other requirements outlined in section 12 of the Alberta <i>Driver’s Hours of Service Regulation</i> , AR 317/2002 or Section of the <i>Federal Commercial Vehicle Driver’s Hours of Service Regulation</i> , SOR/2005-313.
Recall System	An internal reminder system that will tell a carrier, safety officer, shop foreman, etc. of the expiration of specific documents and procedures prior to their expiration date. A recall system should be used for the monitoring of driver’s licences, driver’s abstracts, CVIP inspections, maintenance schedules, and permit expiry dates.
Record of Duty Status	<p>Refers to a driver’s daily record under hours of service legislation. The driver’s shift start and end times may be recorded instead of a daily log only if all the following specific criteria are met:</p> <ul style="list-style-type: none"> • The driver operates within a 160 kilometre radius of driver's home terminal; • The driver’s work shift does not exceed 15 hours; • The driver starts and ends the shift at his home terminal; • The carrier that employs the driver maintains and keeps accurate time records of the driver’s shift start and end of shift times for a period of six months. <p>Also see “Radius Driver”.</p>
Registrar	Is the person who has been designated by the Minister of Transportation with responsibility for the administration of the provisions of the <i>Traffic Safety Act</i> and related regulations and their drivers.

Regulated Person	<p>A regulated person may be:</p> <ul style="list-style-type: none"> • A carrier; • An exempted operator; • A driver of a commercial vehicle; • A person engaged in carrying out safety services as defined in Section 139 of the <i>Traffic Safety Act</i>; • A holder of a permit issued for the operation of a commercial vehicle.
Regulation	<p>Rules made by federal, territorial or provincial legislation or by a Minister or government official under the authority of an Act. An example of a regulation is the <i>Alberta Commercial Vehicle Certificate and Insurance Regulation</i> (AR314/2002).</p>
Reportable Collision	<p>A collision involving a vehicle that is required to be reported to a peace officer. In Alberta, this includes collisions that cause a fatality, injury, or property damage of \$2,000 or more.</p>
Risk Factor Monitoring	<p>Profile data for convictions, collisions and CVSA out of service inspections are used to calculate a single Risk Factor score. The Risk Factor score is an indication of the carrier's performance compared to other carriers within the same fleet range and with bus and truck carriers considered separately.</p>
Safety Equipment	<p>A carrier must ensure that their Safety Program includes clear written instruction on the use of safety equipment such as; respirators, fire extinguishers, flags, flares or highway warning devices, first aid kits, chock blocks, goggles, safety glasses and hard hats. If any other safety equipment is used or required by the carrier, then there should be instructions on how and when to use each.</p>
Safety Fitness Certificate (SFC)	<p>A Safety Fitness Certificate is issued to a carrier by the Registrar in Alberta, identifying a National Safety Code (NSC) number and Safety Fitness Rating. Carriers may hold a Safety Fitness Certificate (or equivalent) from any provincial, territorial or United States government bodies that authorize the use of NSC vehicles. In Alberta, carriers must make application to the Registrar for a Safety Fitness Certificate.</p>

<p>Safety Fitness Rating</p>	<p>In Alberta, all carriers operating an NSC vehicle receive a Safety Fitness Rating. The rating gauges a carrier’s overall compliance with current safety laws and the National Safety Code. The possible ratings are:</p> <ol style="list-style-type: none"> 1. Excellent; 2. Satisfactory; 3. Satisfactory Unaudited; 4. Conditional; 5. Unsatisfactory.
<p>Safety Laws</p>	<p>Defined in the <i>Commercial Vehicle Certificate and Insurance Regulation</i>, AR 314/2002 as being laws that govern:</p> <ol style="list-style-type: none"> 1. The <i>Traffic Safety Act</i> and regulations made under the Act; 2. The <i>Dangerous Goods Transportation and Handling Act</i> and regulations made under the Act; and 3. 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).
<p>Safety Officer</p>	<p>The safety officer is a person designated as responsible for maintaining and implementing the carrier’s safety and maintenance programs and ensuring compliance with the safety laws. The safety officer is responsible for coordinating all policies, information, and training relating to safety. Furthermore, the safety officer must be aware of all critical items that affect their company so that problems can be resolved before or as they arise.</p>
<p>Safety Program</p>	<p>The registered owner of every commercial vehicle who operates the vehicle under the authority of a Safety Fitness Certificate must establish, maintain and follow a written Safety Program. This clearly documented plan must discuss matters relating to the safe operation of commercial vehicles as outlined in Section 40(1), <i>Commercial Vehicle Certificate and Insurance Regulation</i>, AR 314/2002. A written Safety Program is a guide to carriers and drivers which outlines various rules and procedures that the carrier has identified as being important to safeguard the driver, the vehicle and the load from unnecessary risk. The Safety Program is specific to each carrier and their type of business. Every Provincial and Federal carrier must have and implement a Safety Program.</p>

Schedule	Refers to a schedule or an attachment within an Act or Regulation. A schedule generally contains a list or instruction. For example, the schedule in the <i>Driver's Hours of Service Regulation, AR 317/2002</i> shows what a graph grid in a logbook must contain and gives directions on how to fill it out.
Section	Part of a structure of a legal statute. Sections can be further divided into subsections and paragraphs etc., such as 3(1) (a).
Sleeper Berth	A sleeper berth is an area of a commercial vehicle which was designed to be used as sleeping accommodation. If a carrier operates under federal regulations, they must use sleeper berths which meet the requirements in Schedule 1 of the <i>Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)</i>
Supporting Documents	<p>Any document that can be used to support the information written on a Driver's Daily Log.</p> <p>These documents are related to the driver, vehicle, or load. Examples of these include: fuel receipts; invoices; weigh slips; dispatch records; bills of lading; hotel receipts; inspection records; payroll records; time cards; driver call-in records; gate record receipts; weigh scale tickets; toll receipts; fuel tax agreement receipts; port of entry receipts; delivery receipts; lumber receipts; interchange and inspection reports; lessor settlement sheets; over/short damage reports; agricultural inspection reports; CVSA inspection reports; incident reports; on board computer reports; border crossing reports; customs declarations; record of violations/permits; charter orders; and, any other records relating to the shipping and transportation of goods and/or passengers.</p>
Tie downs	A combination of securing devices which form an assembly that attaches cargo to, or restrains cargo on, a vehicle or trailer, and is attached to anchor point(s).
Transport Canada	The federal government department responsible for the administration, policies, regulations and programs for road, rail, marine, and air transportation.

Transport Officer	A member of the Commercial Vehicle Enforcement Branch that is responsible for on-road enforcement of legislation related to commercial vehicles and their drivers. The officers work at vehicle inspection stations and on provincial highways.
Trip Inspection	<p>According to Section 9 of the <i>Commercial Vehicle Safety Regulation</i> (AR 121/2009) a “daily trip inspection” means:</p> <ul style="list-style-type: none"> (i) a daily trip inspection of a truck, truck-tractor or trailer conducted under section 10, (ii) a daily trip inspection of a bus other than a motor coach conducted under section 10, and (iii) a daily trip inspection of a motor coach conducted under section 10. <p>The driver, or other persons authorized by the carrier, must complete a trip inspection on each commercial vehicle prior to its use. If any defects are found on the vehicle, they must immediately be reported to the registered owner. All defects must be repaired or dealt with according to regulation before the vehicle is operated again. Requirements for inspections of each type of vehicle may be found in Section 10 of the <i>Commercial Vehicle Safety Regulation</i> (AR 121/2009)</p>
United States Department of Transportation (US DOT)	The US DOT is the federal governing body in the United States of America responsible for transportation legislation and monitoring.
Unitized load	Articles of cargo that are grouped together with enough structural integrity that they can be handled, transported and secured as a single article.
Vehicle Files	These are records of all the work done on vehicles by the carrier, by the driver or by outside source. This includes a record of all inspections, repairs, lubrication and maintenance. It also includes what type of inspection or work was performed with the date and the odometer reading of the vehicle at the time of inspection. Notices of defects from the vehicle manufacturer and proof of repair must also be on file. The file must be maintained for the current year and for the four previous years.

<p>Vicarious Liability</p>	<p>According to Section 144 of the <i>Traffic Safety Act</i>: With respect to a commercial vehicle, where a person other than the carrier responsible for the commercial vehicle carries out a related function in respect of that commercial vehicle and as a result of carrying out that related function this Act is not complied with, that person and the carrier are jointly and severally liable for that non-compliance.</p> <p>In this section, “related function” means</p> <ul style="list-style-type: none"> (a) the loading of goods on or into a commercial vehicle; (b) the adjusting or rearranging of goods being carried by a commercial vehicle; (c) the unloading or removal of goods from a commercial vehicle; (d) the provision of documentation or records, other than motor vehicle documents, with respect to the operation of a commercial vehicle; (e) the giving of directions, directives, instructions or orders respecting the operation of the commercial vehicle.
<p>Violation</p>	<p>A breach of legislation in which a judicial conviction may or may not have been imposed</p>
<p>Working Load Limit (WLL)</p>	<p>The maximum load that may be applied to a component of a cargo securement system during normal services, usually assigned by the manufacturer of the component.</p>

APPENDIX 2: CONTACT INFORMATION

Alberta Government	
Carrier Services	Driver Programs and Licensing Standards
<p>Information on Operating Authority, Safety Fitness Certificates and Carrier Profiles:</p> <p>Alberta Transportation Carrier Services #401, Provincial Building 4920-51 Street Red Deer, Alberta T4N 6K8</p> <p>Phone: 403-755-6111 Fax: 403-340-4811</p> <p>Website: www.transportation.alberta.ca/499.htm Email: carrier.services@gov.ab.ca</p>	<p>Information on driver training and examinations:</p> <p>Alberta Transportation 1st Floor, Atrium 1, Twin Atria Building 4999 – 98 Avenue Edmonton, Alberta T6B 2X3</p> <p>Phone: 780-427-8901 Fax: 780-427-0833</p> <p>Website: www.transportation.alberta.ca/DriversVehicles.htm</p>
Transport Engineering	Vehicle Safety
<p>Information on Gross Vehicle Weights (GVW), over-weight, over-dimension, extended length, permits and road bans is available at:</p> <p>Alberta Transportation Central Permit Office Provincial Building 4920 – 51 Street Red Deer, Alberta T4N 6K8</p> <p>Phone: 800-662-7138 403-342-7138 Fax: 403-340-5278</p> <p>Website: www.transportation.alberta.ca/520.htm</p>	<p>Information on CVIP Inspections, Vehicle Maintenance Standards and Vehicle Inspection Station Certificates is available at:</p> <p>Alberta Transportation Drivers & Vehicles 1st Floor, Atrium 1, Twin Atria Building 4999 – 98 Avenue Edmonton, Alberta T6B 2X3</p> <p>Phone: 780-427-8901 Fax: 780-422-2721</p> <p>Website: www.transportation.alberta.ca/509.htm Email: vehicle.safety@gov.ab.ca</p>

Prorate Services	Dangerous Goods and Rail Safety
<p>To obtain information on prorate:</p> <p>Alberta Transportation Prorate Services 1st Floor, 803 Manning Road NE Calgary, AB T2E 7M8</p> <p>Phone: 403-297-2920 Fax: 403-297-2917</p> <p>Web site: www.transportation.alberta.ca/520.htm</p>	<p>To obtain information on all aspects of the transportation of dangerous goods:</p> <p>Coordination and Information Centre (CIC) Alberta Transportation 4999 98 Avenue Twin Atria Building Edmonton, AB T6B 2X3</p> <p>Phone: 800-272-9600 (In Alberta) Phone: 780-422-9600 (In Edmonton Area or Outside of Alberta)</p> <p>Web site: www.transportation.alberta.ca/519.htm Email: coordinationinformationcentre@gov.ab.ca</p>

To call any Government of Alberta Section toll free, dial 310-0000



Regulations and Enforcement – Canadian Jurisdictions

British Columbia	Alberta
<p><u>Roadside Compliance</u> Commercial Vehicle Safety and Enforcement Phone: 250-952-0577</p> <p><u>Permits</u> Provincial Permit Centre Phone: 1-800-559-9688</p>	<p><u>Roadside Compliance</u> Commercial Vehicle Enforcement Phone: 403-340-5225</p> <p><u>Permits</u> Central Permit Office Phone: 403-342-7138 800-662-7138</p>
Saskatchewan	Manitoba
<p><u>Roadside Compliance</u> Transport Compliance Branch Phone: 306-933-5290 (Head Office)</p> <p><u>Permits</u> SGI Permit Office Phone: 306-775-6969</p>	<p><u>Compliance Services</u> Motor Carrier Division Phone: 204-945-3890</p> <p><u>Permits</u> Phone: 204-945-3961</p>
Ontario	Quebec
<p><u>Roadside Compliance</u> Carrier Safety and Enforcement Branch Phone: 416-246-7166</p> <p><u>Permits</u> Carrier Sanctions and Investigations Phone: 416-246-7166</p>	<p><u>Roadside Compliance</u> Operations Support: 514-873-6424 Phone: 418-528-3285 (French)</p> <p><u>Special Permits</u> Phone: 418-643-7620</p>
New Brunswick	Newfoundland
<p><u>Roadside Compliance</u> Commercial Vehicle Enforcement Phone: 506-856-2958</p> <p><u>Permits</u> Special Permits Office Phone: 506-453-2982</p>	<p><u>Motor Registration Division</u> Phone: 709-729-6955</p> <p><u>Permits</u> Phone: 709-729-5392</p>

Nova Scotia	Prince Edward Island
<p><u>Roadside Compliance</u> Vehicle Compliance Section Phone: 902-667-8724</p> <p><u>Permits</u> Motor Carrier Division Phone: 902-424-3588</p>	<p><u>Roadside Compliance</u> Highway Safety Division Phone: 902-368-5228</p>
Yukon	North West Territories
<p><u>Roadside Compliance</u> Whitehorse Weigh Station Phone: 867-667-5729</p> <p><u>Permits</u> Transportation Maintenance Phone: 867-667-5644</p>	<p><u>Roadside Compliance</u> Highways and Ferries – Headquarters Phone: 867-920-8771</p> <p><u>Permits</u> Inuvik Weigh Scale Phone: 867-777-7283</p>

Canada – General Inquiries	
Transport Canada	Canadian Council of Motor Transport Administrators (CCMTA)
<p>To obtain information on all matters dealing with the federal control of the transport industry:</p> <p>Road Safety and Motor Vehicle Registration Transport Canada 8th Floor, 330 Sparks Street Ottawa, ON K1A 0N5</p> <p>Phone: 800-333-0371 (toll free) Fax: 613-954-4731</p> <p>Website: www.tc.gc.ca</p> <p>General inquiries may be sent via email to: questions@tc.gc.ca</p>	<p>To obtain information on all matters dealing with the regulation and control of motor vehicle transportation and highway safety:</p> <p>CCMTA 2323 St. Laurent Blvd Ottawa, ON K1G 4J8</p> <p>Phone: 613-736-1003 (Ext. 250) Fax: 613-736-1395</p> <p>Web site: www.ccmta.ca</p>

Federal Motor Carrier Safety Administration (FMCSA)	
Eastern Service Centre	Midwestern Service Centre
<p><i>(Includes CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, PR, RI, VA, VI, VT, WV)</i></p> <p>802 Cromwell Park Drive Suite N Glen Burnie, MD 21061 Phone: 443-703-2240 Fax: 443-703-2253</p>	<p><i>(Includes IA, IL, IN, KS, MI, MN, MO, NE, OH, WI)</i></p> <p>4749 Lincoln Mall Drive Suite 300A Matteson, IL 60443 Phone: 708-283-3577 Fax: 708-283-3579</p>
Southern Service Centre	State-Specific Offices
<p><i>(Includes AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN)</i></p> <p>1800 Century Boulevard Suite 1700 Atlanta, GA 30345 Phone: 404-327-7400 Fax: 404-327-7349</p>	<p>Contact information for state-specific offices may be found online at:</p> <p>http://www.fmcsa.dot.gov/about/contact/offices/displayfieldroster.aspx</p>

More information is available online at U.S. Customs and Border Protection: <http://cbp.gov/>

APPENDIX 3: RELEVANT LEGISLATION

A brief list of relevant transportation legislation is provided below. You may wish to consult the Queen's Printer web site or the Alberta Transportation web site for a more complete list.



Alberta Traffic Safety Act



- *Use of Highway and Rules of the Road Regulation (AR 304/2002)*
- *Operator Licensing and Vehicle Control Regulation (AR 320/2002)*
- *Driver Training and Driver Examination Regulation (AR 316/2002)*
- *Vehicle Equipment Regulation (AR 122/2009)*
- *Vehicle Inspection Regulation (AR 211/2006)*
- *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)*
- *Commercial Vehicle Dimension and Weight Regulation (AR 315/2002)*
- *Commercial Vehicle Safety Regulation (AR 121/2009)*
- *Drivers' Hours of Service Regulation (AR 317/2002)*
- *Bill of Lading and Conditions of Carriage Regulation (AR 313/2002)*

Justice Laws Website

<http://laws-lois.justice.gc.ca/eng/>



Motor Vehicle Transport Act, 1987



Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)

Motor Carrier Safety Fitness Certificate Regulations (SOR/2005-180)

Dangerous Goods Legislation



Transportation of Dangerous Goods Control Act, 1992 (S.C. 1992)

Dangerous Goods Transportation and Handling Act – Dangerous Goods Transportation and Handling Regulation (AR 157/97)

Federal carriers travelling into the United States should also refer to the information on the following website:



U.S. Department of Transportation
Federal Motor Carrier Safety Administration



www.fmcsa.dot.gov

APPENDIX 4: RESOURCES

BUS AND TRUCK ASSOCIATIONS

The following is a list of some bus and truck associations that carriers may refer to for more assistance:



Alberta Motor Transport Association

www.amta.ca



American Trucking Association

www.truckline.com



Association of School Transportation Services of British Columbia

www.astsb.org



Atlantic Provinces Trucking Association

www.apta.ca



British Columbia Trucking Association

www.bctrucking.com



Canadian Industrial Transportation Association

www.cita-acti.ca



Canadian Trucking Alliance

www.cantruck.com



Manitoba Trucking Association

www.trucking.mb.ca



Motor Coach of Canada

www.motorcoachcanada.com



Ontario Motor Coach Association

www.omca.com



Ontario Trucking Association

www.ontruck.org



Québec: Association Du Camionnage Du Québec

www.carrefour-acq.org



Saskatchewan Trucking Association

www.sasktrucking.com



Student Transportation Association of Alberta

www.staa.ab.ca



Transportation Association of Canada

www.tac-at.ca

Other helpful websites are as follows:



Alberta Forest Products Association
www.albertaforestproducts.ca



Alberta Transportation: Carrier Services
www.transportation.alberta.ca/499.htm



Canadian Association of Oilwell Drilling Contractors
www.caodc.ca



Canadian Centre for Occupational Health and Safety
www.ccohs.ca



Canadian Council of Motor Transport Administrators
www.ccmta.ca



Canadian Truckers
www.canadiantruckers.com



Commercial Vehicle Safety Alliance
www.cvsa.org



Enform: The Safety Association for Canada's Upstream Oil and Gas Industry
www.enform.ca



National Safety Council
www.nsc.org



North American Fatigue Management Program
www.nafmp.org



Occupational Health and Safety in Alberta
www.worksafely.org



Partners in Compliance
www.picalberta.ca



Petroleum Services Association of Canada
www.psac.ca



Service Alberta
www.servicealberta.ca



Transport Canada
www.tc.gc.ca



Trucking Human Resources Canada
www.truckinghr.com



Worker's Compensation Board
www.wcb.ab.ca



511: Alberta's Official Road Reports
<http://511.alberta.ca>

Many of the above resources offer training courses or other information that may relate to the subjects in this manual.

APPENDIX 5: SUMMARY OF WEB LINKS

The following is a summary of all web links that were used as “buttons” throughout the manual to provide the reader with additional information.

Information	Link
Air brake endorsements (“Q”) for operator’s licences	www.transportation.alberta.ca/1909.htm
Alberta Transportation audits and investigations	www.transportation.alberta.ca/668.htm
Alberta Transportation’s Electronic Log Policy Statement	www.transportation.alberta.ca/Content/docType276/Production/Electronic_Log_Policy.pdf
Alberta Transportation’s Collision Evaluation Process	www.transportation.alberta.ca/656.htm
Alberta Transportation’s Progressive Discipline Program	www.transportation.alberta.ca/670.htm
Alberta’s <i>Drivers’ Hours of Service Regulation</i> (AR317/2002)	www.qp.alberta.ca/1266.cfm?page=2002_317.cfm&leg_type=Regs&isbncIn=9780779768356
Alberta’s High Load Corridor	www.transportation.alberta.ca/3192.htm
Alberta’s Long Combination Vehicle (LCV) Program	www.transportation.alberta.ca/3191.htm
Alberta’s <i>Traffic Safety Act</i>	www.qp.alberta.ca/1266.cfm?page=T06.cfm&leg_type=Acts&isbncIn=9780779774739
Alberta’s Transportation Safety Board	http://atsb.alberta.ca/
Benefits of reviewing your Carrier Profile	www.transportation.alberta.ca/Content/docType276/Production/benefitsofreviewingyourcarrierprofile.pdf
Calculating the maximum allowable weights of different vehicles	www.transportation.alberta.ca/4777.htm
Cargo Securement Training Program Manuals	http://ccmta.ca/en/publications/cargo-securement/training-program-manuals
Carrier Profiles	http://www.transportation.alberta.ca/667.htm
Carrier Services, Bus/Trucks Certificates and Monitoring	www.transportation.alberta.ca/499.htm
<i>Commercial Vehicle Drivers Hours of Service Regulation</i> (SOR/2005-313)	http://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-313/index.html
Contacting certified transportation auditors/consultants	www.transportation.alberta.ca/5100.htm
Daily trip inspections and vehicles that require them	www.transportation.alberta.ca/1866.htm
Dangerous Goods incident reporting requirements	www.transportation.alberta.ca/Content/docType272/Production/reporting.pdf
Dangerous Goods documentation requirements	www.transportation.alberta.ca/Content/docType272/Production/documentation.pdf
Dangerous Goods safety marks	www.transportation.alberta.ca/Content/docType272/Production/safetymarks.pdf
Dangerous Goods training requirements	www.transportation.alberta.ca/Content/docType272/Production/training.pdf
Deducting Canada Pension Plan (CPP) contributions (<i>for employers</i>)	www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/clcltng/cpp-rpc/
Deducting Employment Insurance (EI) (<i>for employers</i>)	www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/clcltng/ei/

Information	Link
Good hiring practices for employers	www.workingincanada.gc.ca/content_pieces-eng.do?cid=6483
Goods and services tax as it applies to businesses in Canada	www.cra-arc.gc.ca/gsthst/
Hours of Service Permits	www.transportation.alberta.ca/4489.htm
How to apply for a facility licence under the Commercial Vehicle Inspection Program (CVIP)	www.transportation.alberta.ca/Content/docType41/Production/vs2.pdf
How to obtain a Carrier Profile	www.transportation.alberta.ca/667.htm
How to prepare written Safety and Maintenance Programs	www.transportation.alberta.ca/3188.htm
How to prevent collisions	www.nsc.org
How to read a Carrier Profile	www.transportation.alberta.ca/Content/docType276/Production/howtoreadcarrierprofile.pdf
How to register a business number with the Canada Revenue Agency	www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/wrks-eng.html
How to register a corporation with the Canada Revenue Agency	www.cra-arc.gc.ca/tx/bsnss/tpcs/crprtns/menu-eng.html
How to start a business in Alberta	www.programs.alberta.ca/business/11693.aspx
Income tax as it applies to employers	www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/clcltng/ncmtx/menu-eng.html
Alberta Reference Guide for Hours of Service Training Development	www.transportation.alberta.ca/675.htm
Module 4 (Driver Activities): Alberta Reference Guide for Hours of Service Training Development	http://www.transportation.alberta.ca/Content/docType276/Production/Module_4.pdf
Module 5 (Daily Limits): Alberta Reference Guide for Hours of Service Training Development	http://www.transportation.alberta.ca/Content/docType276/Production/Module_5.pdf
Module 6 (Work Shift Limits): Alberta Reference Guide for Hours of Service Training Development	http://www.transportation.alberta.ca/Content/docType276/Production/Module_6.pdf
Module 7 (Deferral of Off-Duty Time): Alberta Reference Guide for Hours of Service Training Development	http://www.transportation.alberta.ca/Content/docType276/Production/Module_7.pdf
Module 8 (Splitting of Daily Off-Duty Time/Sleeper Berths): Alberta Reference Guide for Hours of Service Training Development	www.transportation.alberta.ca/Content/docType276/Production/Module_8.pdf
Module 9 (Cycles): Alberta Reference Guide for Hours of Service Training Development	www.transportation.alberta.ca/Content/docType276/Production/Module_9.pdf
Module 17 (Daily Logs): Alberta Reference Guide for Hours of Service Training Development	www.transportation.alberta.ca/Content/docType276/Production/Module_17.pdf
Module 18 (Radius Exemption): Alberta Reference Guide for Hours of Service Training Development	www.transportation.alberta.ca/Content/docType276/Production/Module_18.pdf
Module 20 (Out-of-Service Declarations): Alberta Reference Guide for Hours of Service Training Development	www.transportation.alberta.ca/Content/docType276/Production/Module_20.pdf
Module 23 (Enforcement Action): Alberta Reference Guide for Hours of Service Training Development	www.transportation.alberta.ca/Content/docType276/Production/Module_23.pdf
Module 24 (Daily Log Audits): Alberta Reference Guide for Hours of Service Training Development	www.transportation.alberta.ca/Content/docType276/Production/Module_24.pdf
National Safety Code Standard 1 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-1
National Safety Code Standard 2 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-2
National Safety Code Standard 3 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-3

Information	Link
National Safety Code Standard 4 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-4
National Safety Code Standard 5 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-5
National Safety Code Standard 6 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-6
National Safety Code Standard 7 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-7
National Safety Code Standard 8 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-8
National Safety Code Standard 9 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-9
National Safety Code Standard 10 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-10
National Safety Code Standard 11 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-11
National Safety Code Standard 12 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/standards/item/nsc-standard-12
National Safety Code Standard 13 (CCMTA)	http://ccmta.ca/en/publications/national-safety-code/item/national-safety-code
Occupational Health and Safety in Alberta	http://humanservices.alberta.ca/working-in-alberta/53.html
Progressive discipline practices for employers	www.labour.gc.ca/eng/standards_equity/st/pubs_st/discipline.shtml
Provincial Hours of Service Training Information	www.transportation.alberta.ca/4652.htm
Reporting Dangerous Goods incidents in Alberta (to the Coordination and Information Centre)	www.transportation.alberta.ca/735.htm
School bus driver endorsements ("S")	www.transportation.alberta.ca/1849.htm
The Alberta Motor Transport Association (AMTA)	www.amta.ca
The Assessment of Regulatory Compliance (ARC) auditing program	www.transportation.alberta.ca/content/doctype276/production/assessment_of_regulatory_compliance_audit.doc
The Canadian Council of Motor Transport Administrators	www.ccmta.ca
The <i>Commercial Vehicle Certificate and Insurance Regulation</i> (AR314/2002)	www.qp.alberta.ca/1266.cfm?page=2002_314.cfm&leg_type=Regs&isbncln=9780779762316
The Commercial Vehicle Enforcement Program at Lethbridge Community College	www.lethbridgecollege.ca/program/commercial-vehicle-enforcement
The Commercial Vehicle Inspection Program (CVIP)	http://www.transportation.alberta.ca/509.htm
The Commercial Vehicle Safety Alliance	www.cvsa.org
The <i>Commercial Vehicle Safety Regulation</i> (AR 121/2009)	www.qp.alberta.ca/1266.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779771622
The different classes of driver's licences in Alberta	www.servicealberta.gov.ab.ca/drivers_licence.cfm#Licence_Classes
The International Fuel Tax Agreement (IFTA)	www.finance.alberta.ca/publications/tax_rebates/ifta/overview.html
The International Registration Plan (IRP)	www.irponline.org
The National Safety Code Cargo Securement Standard	http://ccmta.ca/en/publications/nsc-cargo-securement-standard

Information	Link
The <i>Occupational Health and Safety Act</i> in Alberta	www.qp.alberta.ca/1266.cfm?page=002.cfm&leg_type=Acts&isbncln=9780779775699
The rules for businesses that import or export goods or services	www.cra-arc.gc.ca/tx/bsnss/tpcs/gst/tps/gnrl/txbl/mprtsxperts/menu-eng.html
The Third Party Auditor Certification Program	www.transportation.alberta.ca/3648.htm
The <i>Transportation of Dangerous Goods Act, 1992</i>	http://laws-lois.justice.gc.ca/eng/acts/T-19.01/
The Transportation Safety Director Program at Red Deer College	http://rdc.ab.ca/continuing-education/programs-courses/industry-trades/transportation-safety-director
The Workers' Compensation Board in Alberta	www.wcb.ab.ca/
Weight and dimension regulations in Alberta	www.transportation.alberta.ca/3870.htm
What a Safety Fitness Certificate is and how to apply for one	www.transportation.alberta.ca/Content/docType276/Production/sfcapp.pdf
What is meant by due diligence	www.ccohs.ca/oshanswers/legisl/diligence.html

Every effort has been made to ensure that the information in this document is accurate at the time of preparation. However, this document is intended to serve only as a guide and cannot replace first-hand information such as specific legislation.

The material in this document is not intended to represent a full training course in any subject area covered. However, it may form part of a larger training program.

The reader is invited to reproduce all or part of this document; however, at no time should the information contained here be altered in any way nor used in a manner that would change the intended meaning of the material or its accuracy.