

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 do not 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.

Services allowed by the permit include:

- Moving a rig and its components directly to or from an oil/gas well site;
- Transportation of camp shacks and well-site trailers that are being moved in conjunction with a rig move to or from an oil/gas well site;
- Transporting materials or personnel directly to or from a well site and needed in the day-to-day operation of the well (e.g. drilling mud, drill pipe, compressed/liquefied gases, etc.);
- Directly servicing or drilling of the well head or of equipment directly associated with the drilling of the oil/gas well site such as testing, mud filling, cementing, hydraulic fracturing, data logging, servicing done with a water truck or vacuum truck, etc.;
- Transportation of raw petroleum products (e.g. crude oil, produced water, petroleum condensate, waste sand, tailings) from a well head (or a temporary storage tank at the well head) directly to a storage/battery/upgrader site for processing or directly to another well head or other location for disposal;
- Driving a vehicle operated under this permit directly between an oil/gas well site or a home terminal of the permit holder and either:
 - a repair facility (for maintenance or for a CVIP inspection); or
 - a cleaning/washing facility (equipped with a specialized wastewater capture/disposal system);
- Non-driving work (e.g. in a shop, warehouse, office, etc.) and operating a vehicle registered for 4,500 kilograms or less at one or more locations;
- Conducting driver evaluations/re-certifications in a vehicle as long as the duration does not exceed 3 hours. A copy of the evaluation is to be retained in the driver's file and the time must be noted in both the drivers and the examiner's daily logs.

* The use of this permit can include providing allowed services regardless of whether cargo/goods/persons are being transported in/on the vehicle. This permit cannot be used for any services or trips other than those listed above.

* Travelling "directly" may include making rest stops (no longer than 24 hours) such as at a motel, branch office, etc. before getting to the final destination (e.g. well site or home terminal).

Services NOT covered by the permit include:

- Transporting materials to or from an oil/gas well site that are used to prepare/develop the site itself or the road leading to the site (e.g. lumber, gravel, etc.);
- Transport equipment to or from a well site that is used to prepare/develop the site (e.g. dozers, backhoes);
- Transporting supplies, food, or personnel to support the operation of a camp;
- Transporting mixed shipments, some to a well site and the rest to another location not covered by the permit;
- Pipeline construction, maintenance or servicing;

- Maintenance of vehicles at a well site;
- Moving any materials, goods or equipment between two shops, storage yards, or other facilities, neither of which are on an oil well site;
- Exploration activities (e.g. seismic work, explosives transport/storage, etc.);
- Transportation of petroleum products (e.g. cleaned crude oil, slop oil, produced water, waste sand) away from a main storage/battery/upgrader site to any other location.
- Conducting driver training/evaluation/orientation on a new company driver.

Oil Well Service Vehicle Cycle Exemption Permit

Since January 2007 the Carrier Services Section of Alberta Transportation has been processing and issuing oil well service vehicle permits under the federal *Commercial Vehicle Drivers Hours of Service Regulations* (SOR/2005-313) to members of the oil and gas service industry who are operating commercial vehicles under the National Safety Code (NSC) program. This permit contains conditions intended to help balance the risks associated with allowing drivers to take a minimum of three 24-hour periods off duty every 24 days instead of following Cycle 1 or 2 referenced in Section 63 of the regulations.

Because of the serious nature of this permit, it is expected that all permit holders will take all steps necessary to ensure they are meeting the specified criteria as summarized below:

- have an acceptable fatigue management program in place and is being fully implemented (minimum program criteria have been specified);
- have provided acceptable hours of service and fatigue management training to all required employees before they operate a vehicle under this permit, and each employee's file updated accordingly (minimum course requirements have been specified);
- have provided Oilfield Driver Awareness (ODA) training (or equivalent) or CAODC Driver Training PLUS training in any other related ENFORM course that would be expected considering each employee's specific job;
- fully train all drivers prior to operating under the permit. Drivers may NOT be on the Driver's List (as modified from time to time) until they have completed all the training;
- have policies written into their safety program regarding compliance to the permit (a permit condition included to reduce confusion by carrier staff and ensure continuity given staff turnover);
- have an active and effective "monitoring" program in place to ensure all drivers are complying to the federal hours of service regulations and that this program at least meets the specified requirements detailed in the attached document entitled "Monitoring Compliance to Hours of Service Regulations";
- the monitoring program must also include steps to ensure all drivers operating under this permit are complying to all permit conditions;
- are complying to all the specified policies on the use of the permit (e.g. exemption used only to travel directly to or from an oil/gas well site to perform allowed services);
- are complying to all other requirements of the federal hours of service regulations including the daily limits and work shift hours limits;
- are complying with all other conditions specified in the permit itself; and
- beginning April 1, 2016, all drivers operating under the permit are carrying proof of training in Fatigue Management, Hours of Service, and one of either ODA or CAODC Driver Training (example of acceptable proof of training attached in appendix) AND present proof of training to an officer when requested.

The department may conduct an inspection on a carrier to confirm compliance to the above criteria and will take one or more appropriate actions to ensure compliance is achieved by the permit holder such as:

- requiring an action plan to be submitted and deficiencies corrected;
- issuing the permit for a short time while the permit holder corrects their deficiencies;
- cancelling or not supporting renewal of the permit;
- issuing Administrative Penalties for any identified violations (up to a maximum of \$10,000 per day) to the permit holder and/or the various drivers;
- issuing a Long Form Information court ticket(s) to the permit holder (to a maximum of \$25,000 per violation) and/or to the various drivers (to a maximum of \$5,000 per violation).

More Information:

Regulations:

Federal Commercial Vehicle Drivers Hours of Service Regulations is available at: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-313/>

Education material related to hours of service training development is available at: www.transportation.alberta.ca/675.htm

Refer to Module 5 of the Alberta Reference Guide for Hours of Service Training Development at: www.transportation.alberta.ca/Content/docType276/Production/Module5.pdf

General NSC Requirements:

Refer to Carrier Services' web site at: www.transportation.alberta.ca/499.htm

Education Manual available at: <http://www.transportation.alberta.ca/671.htm>

Fatigue Management Information:

Fatigue Risk Management: A Program Development Guide /Fatigue Risk Management Guiding Principles, provided by Enform: <http://www.enform.ca/resources/detail/38/fatigue-management>

Developing a Fatigue Management Plan for Commercial Vehicle Drivers and Operators, provided by WorkSafe, Australia: www.safetyline.wa.gov.au/pagebin/mechhazd0025.pdf

General information related to Fatigue Management and the North American Fatigue Management Program (NAFMP): <http://www.transportation.alberta.ca/5305.htm>

Permit:

For more information regarding compliance to this permit, please contact Carrier Services at 403-755-6111 (toll free in Alberta by first dialing 310-0000) or compliance.info@gov.ab.ca .

Training Requirements for the Oilwell Service Vehicle Cycle Exemption Permit

The following table provides a summary of the training requirements for anyone authorized, by the holder of an Oilwell Service Vehicle Cycle Exemption permit, to drive or manage an NSC vehicle under this permit and is intended to supplement and clarify information contained elsewhere. The training requirements are based on the specific job responsibilities of each employee.

Job Responsibilities	ALWAYS REQUIRED Hours of Service and Fatigue Management	Industry Related Training Requirements	
		Option 1	Option 2
		Oilfield Driver Awareness (ODA) (or equivalent)	CAODC Driver Training Program (or equivalent)
Driver of Permitted Vehicle	Yes <i>Training must meet all criteria specified.</i>	Yes <i>If authorized to operate a vehicle registered for more than 4,500 kg.</i>	Yes <i>Applies to the drivers of CAODC member companies only.</i>
Dispatcher	Yes <i>Training must meet all the criteria specified.</i>	No <i>Not required if <u>not</u> authorized to drive.</i>	No <i>Not required if <u>not</u> authorized to drive.</i>
Transportation Safety Manager	Yes <i>Training must meet all the criteria specified.</i>	No <i>Not required if <u>not</u> authorized to drive.</i>	No <i>Not required if <u>not</u> authorized to drive.</i>

1. Equivalent courses are acceptable. Equivalences to specified course learning objectives must be documented and retained by the permit holder. The instructor(s) must be adequately knowledgeable of the subject material.
2. The Oilfield Driver Awareness (ODA) course is the replacement for the GODI or LDV training previously offered by Enform. It includes material that covers: developing a professional driving attitude; understanding and dealing with personal limitations (physical and mental well-being); defensive driving; responding to changing road conditions; planning for the journey; controlling exposure to hazards; developing Emergency Response Plans; and performing safety inspections.
3. CAODC member companies may use this option if they have implemented CAODC's driver training program (approved by Alberta Transportation) OR an equivalent program that meets at least the minimum specified standards. If completed, as per the permit requirements, no other industry training is required (e.g. ODA). To meet this standard:
 - a) Persons must have completed the Heavy Duty training component, obtained a Heavy Duty Training Certificate, completed the Fatigue and Hours of Service training component and passed all associated exams; or
 - b) Persons must have completed the Convoy Training component, obtained a Convoy Training Certificate, completed the Fatigue and Hours of Service training component, and passed all associated exams.

Minimum Course Criteria for HOURS OF SERVICE AND FATIGUE MANAGEMENT

To ensure that training in hours of service and fatigue management is successful to meet the requirements of the Hours of Service exemption Permit, it is required that the course Instructor or the Carrier Representative ensure that the following minimum criteria are met.

A. COURSE ADMINISTRATION:

- **Course Duration:** minimum of 4 to 14 hours depending on the needs of the company and/or driver(s). If required by permit or exemption, managers and supervisors should have a minimum of 8 to 14 hours training.
- **Learning methods:** May use self study, classroom, computer CD or on-line, practical exercises, etc.
- **Material Required:** *Traffic Safety Act* (relevant sections), Federal and/or Provincial Hours of Service legislation, Application Guide to Federal Regulations (if applicable), sample log, etc.
- **Instructor and the carrier are required to retain:** course date and location, record of class list, individual test marks, copy of course material delivered and instructor's name.
- **Owner/Operators** who have NO other drivers except the owner also need to take appropriate actions to meet these minimum requirements. This may be done by acquiring and retaining the necessary information and learning it themselves (e.g. by obtaining the relevant modules from the department's Education Manual). Although it would not be necessary for the Owner/Operator to write an exam, it would be of value to demonstrate the knowledge level of the driver if applicable. Information regarding completion of the training must be added to the owner's driver file (e.g. date, material covered, etc.).

B. LEARNING OBJECTIVES:

- Overview
- Fatigue and Human Biological Clock
- Recognizing Fatigue
- Interpretation and Definitions
- Responsibilities of Motor Carriers, Shippers, Consignees, and Others as applicable
- Responsibilities of driver's safety officers, dispatchers, and managers
- Required Off-Duty Time
- Limitations on Driving and On-Duty times
- Cycles, if applicable
- Daily Log Requirements
- Sleeper Berth Usage (Team/Single Driver)
- Permits
- Emergency and Adverse Driving Conditions
- Radius Record Requirements
- Monitoring of Driver's Compliance by Motor Carriers
- Carrier's policies/procedures that may go beyond regulatory requirements, as applicable
- Enforcement (on-road and administrative)
- Scheduling and Dispatching
- Carrier internal monitoring to determine if the program is effective

C. EVALUATION METHOD(S):

- Must test participant's knowledge of the subject matter taught. The test may be open book but must be written and quantifiable. e.g.: conduct knowledge test with sample log exercises, etc. (minimum 1/2 to 1 hour)

- Provide the participant with results of test and review it (e.g.: return test to student and review areas of concern).
- Reissue a second different test, as necessary. Student must retake course if they don't pass a second exam.

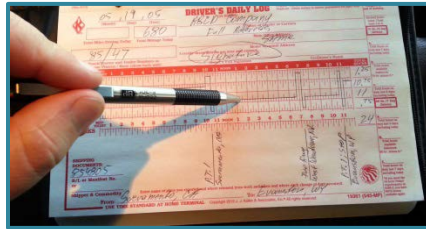
D. ISSUANCE OF CERTIFICATE:

- Issue "proof of training" certificates to successful students (pass mark should be at least 80% for any regulatory subject).
- Record the results of knowledge testing with the class list and retain the original list and tests for your records.
- Retain a copy of the certificate on the individual driver's file.

E. MORE INFORMATION:

- Carrier Services Section: Phone: 403-755-6111 Email: compliance.info@gov.ab.ca
- *Commercial Vehicle Drivers Hours of Service Regulations*:
<http://laws.justice.gc.ca/en/showtdm/cr/SOR-2005-313>
- Hours of Service Application Guide: <http://ccmta.ca/en/publications/resources-home/item/commercial-vehicle-drivers-hours-of-service-regulations-ccmta-application-guide>
- Provincial *Drivers' Hours Of Service Regulation*: www.transportation.alberta.ca/525.htm
- Commercial Vehicle Safety Compliance in Alberta manual:
www.transportation.alberta.ca/671.htm
- Reference Guide for Hours of Service Training (Federal):
www.transportation.alberta.ca/675.htm

Monitoring Compliance to Hours of Service Regulations



Commercial carriers have a responsibility to monitor the compliance of their drivers' hours of service records. The purpose of monitoring these records is to prevent collisions involving fatigued driving. During the monitoring process, carriers must address all fatigue-related violations found in these records. Hours of service violations considered to be "fatigue-related" include:

- False records (identified using independent supporting documents);
- More than one record for each day;
- Missing records (every day must be accounted for);
- Records not current to the last change of duty status;
- Driving over any hour limits specified in regulation;
- Drivers not meeting off-duty requirements or taking time breaks as required by regulation;
- Using the 160 kilometer radius exemption when the driver does not meet all specified criteria;
- Failing to meet any condition of a permit related to hours of service.

The process used to monitor drivers for compliance must produce measurable results and enable a company to maintain a Fatigue Violation Rate (FVR) of less than 10%. All carriers and drivers should work towards achieving a Fatigue Violation Rate of 0% (i.e. no fatigue-related violations by any drivers).

It is recommended that carriers adopt the following approach when reviewing driver records for hours of service violations:

- Document written policies in the safety program that address compliance requirements;
- Assign a person to be responsible for monitoring, taking remedial action when violations are found, etc. This person should also be responsible for ensuring they and other applicable employees have the necessary skills and knowledge to accurately analyze hours of service records;
- Verify that all authorized drivers have a record for every calendar day (including days off and holidays);
- Verify all authorized drivers understand and apply the appropriate hours of service regulations;
- Check all authorized drivers for form and manner violations for every day. This includes checking for name, address, date, daily hour totals, and odometer readings on the record;
- Check all authorized drivers for fatigue-related violations (see list of fatigue violations above);
- Use independent supporting documents (that cannot be created or modified by the driver) to verify the accuracy of each driver's records. Supporting documents may include fuel receipts, bills of lading with shipping times, GPS records, or meal/hotel receipts, toll receipts, etc.
- Check recently trained drivers and drivers with a history of violations more often. Regularly check these drivers until the company is satisfied they understand and apply the appropriate hours of service requirements.

- When a new driver is hired, obtain hours of service records from their previous employer. If this is not possible, then obtain a signed statement from the driver that specifies their total on-duty and off-duty hours for each of the previous 14 days prior to authorizing them to drive.
- Where an Electronic Onboard Recording Device (EOBR) is used in place of a hardcopy log, verify that the driver's on-duty and off-duty hours are accurate. For example, ensure that the EOBR has not recorded loading or unloading time as "off-duty" time.
- When violations are identified in a driver's records, take appropriate remedial action. All action(s) taken must be documented in the driver's file and must include the date the violation was identified and date issue was addressed.
- Prepare a monthly report of your findings and any corrective action(s) taken. Retain all reports for the current year and the preceding 4 years. The report should include a calculation of each driver's Fatigue Violation Rate (FVR) and of the company's overall FVR using the formula below:

$$\text{FVR} = \frac{\text{Number of days with 1 or more fatigue-related violations}}{\text{Total number of days checked}} \times 100\%$$

- The report should also include a calculation of every driver's Form and Manner Violation Rate (FMVR) using the formula below:

$$\text{FMVR} = \frac{\text{Number of days with 1 or more form and manner violations}}{\text{Total number of days checked}} \times 100\%$$

It is recommended that carriers with one to ten drivers check every driver at least once a month for hours of service violations.

Carriers with more than ten drivers should check at least ten drivers plus 10 per cent of the remaining drivers on a monthly basis. For example, a carrier with 30 drivers would check 10 drivers plus 10 per cent of the remaining 20 drivers, for a total of 12 drivers each month. In a larger company, every driver should be checked for hours of service compliance at least once annually.

NOTE: A "driver" includes any person authorized to operate an NSC vehicle registered to the carrier. This includes full or part time employees, volunteers, mechanics, salespeople, dispatchers, office staff, owners, managers, supervisors, etc.

For more information about hours of service requirements, visit the Alberta Transportation website at: www.transportation.alberta.ca/5610.htm.

Evaluation of Course Equivalency to the OILFIELD DRIVER AWARENESS (ODA) COURSE

COURSE BEING EVALUATED:

Title: _____

Developer: _____

Date Developed: _____

Date Evaluated: _____

Name of Evaluator: _____

LEARNING OBJECTIVES <i>(as of February 1, 2015)</i>	Objective included in Equivalent Course?		Comments
	Yes	No	
1. Driver Attitude and Behaviours a. Describe elements of a professional driving attitude b. Recognize fatigue's effect on driving performance c. Develop strategies to manage fatigue d. Classify human factors that influence driver errors			
2. Driver Skills and Knowledge a. Define defensive driving b. Explain methods to anticipate and react to potential hazards c. Explain how to use proactive vision habits d. Describe basic driving skills e. Explain vehicle handling characteristics			
3. Driver Environment a. Describe different types of roads b. Explain road conditions that impact driving c. Identify hazards specific to off-road driving			
4. Journey Management a. Identify the preparation requirements of journey management b. Identify the execution of journey management c. Identify the completion process of the journey			
5. Evaluation and Exam			
6. One day duration in classroom, instructor lead			
GENERAL COMMENTS:			

Sample Training Certificate (For Driver to Carry)

CERTIFICATE OF TRAINING		Training Received:	Date Trained	Expiry Date
<p>Name of Employee has completed training, as indicated on the reverse, in accordance with conditions specified on the Oil Well Service Vehicle Cycle Exemption Permit.</p>		Federal Hours of Service		
		Fatigue Management		
<p>Name of Employer</p>		Oilfield Driver Awareness (ODA) (or equivalent)		
		CAODC Driver Training Program (or equivalent)		
		Other: _____		
Employee's Signature	Employer's Signature			