



Module 6: Maintenance Programs, Vehicle Files, and Record Keeping

Commercial Vehicle Safety Compliance
in Alberta

Module 6: Maintenance Programs, Vehicle Files & Record Keeping aims to provide carriers with basic information about maintenance programs, vehicle files, and other related requirements. The contents of this module include information about:

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This module serves only as a guide and cannot replace regulatory legislation.

However, every effort has been made to ensure the information in this module is accurate at the time of preparation. The material in these documents are not intended to represent a full training course in any subject area covered, nor is it intended to be reproduced or sold for commercial purposes or financial gain.

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 Regulation, AR 121/2009](#):

Maintenance and inspection program

- 6 (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.



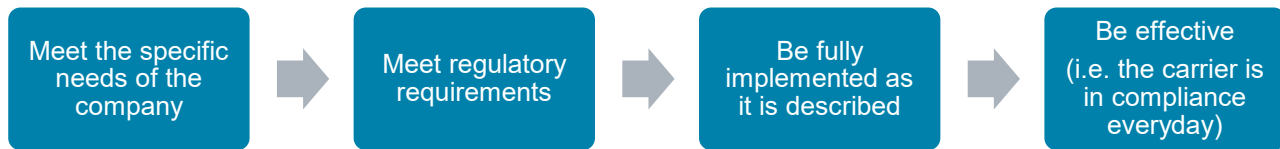
Commercial vehicles

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 that employees within a company must follow. 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 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 that are available online at: www.alberta.ca/safety-and-maintenance-programs-commercial-carriers.aspx. 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 \(AR121/2009\)](#):

- SECTION 10 – Daily Trip Inspection Requirements
- SECTION 11 – Under-Vehicle Trip Inspection Requirements for Motor Coaches
- SCHEDULE 2 – Commercial Vehicle Maintenance Standards – Body and Frame
- SCHEDULE 3 – Maintenance Standards for Transportation of Persons with Physical Disabilities in Buses
- SCHEDULE 4 – Maintenance Standards for Handi-Buses
- SCHEDULE 5 – School Bus Maintenance Standards

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 decreases. 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 shortcuts. More information about routine preventative maintenance is available online at: www.alberta.ca/safety-and-maintenance-programs-commercial-carriers.aspx.

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 Regulation (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; and
- 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; and
- 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:



Provincial Commercial Vehicles

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

OR

Federal Commercial Vehicles*

that are registered for a weight of 4,500 kilograms or more.



Provincial Commercial Vehicles

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

OR

Federal Commercial Vehicles*

A combination of vehicles which add up to a registered weight of 4,500 kilograms or more (including trailers).



Provincial Commercial Vehicles

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

OR

Federal Commercial Vehicles*

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

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

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

* Applies to federal carriers operating outside Alberta, as per the National Safety Code Standard 11.

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/vis/production/vishome.asp

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; and
- 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; and
- 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; and
- 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; and
- 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).

Safety Officer Responsibilities

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.

It is essential that a carrier designate a person as being responsible for implementing the company's maintenance and inspection program. This person must have a 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 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 carriers with sample safety and maintenance programs to refer to. These sample programs are available online at: www.alberta.ca/safety-and-maintenance-programs-commercial-carriers.aspx

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:

Alberta Motor Transport Association

Phone: 800-267-1003

Email: training@amta.ca

Website: www.amta.ca

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

MODULE 6 APPENDICES

Schedules

- Appendix 1 Sample Schedule 1 (Truck, Tractor and Trailer) – NSC Standard 13, Part 2
- Appendix 2 Sample Schedule 2 (Bus) – NSC Standard 13, Part 2
- Appendix 3 Sample Schedule 3 (Motor Coach) – NSC Standard 13, Part 2
- Appendix 4 Sample 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 Sample Maintenance Program Review – Trucks, Tractors and Trailers
- Appendix 10 Sample Maintenance Program Review – Commercial Bus
- Appendix 11 Sample Maintenance Program Review – Motor Coach
- Appendix 12 Sample Maintenance Program Review – School Bus

APPENDIX 1

Sample 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.

Component / Issue	Defect(s)	Major Defect(s)
1. Air Brake System	<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	<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	<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	<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		<ul style="list-style-type: none"> Dangerous goods requirements not met.
6. Driver Controls	<ul style="list-style-type: none"> Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	
7. Driver Seat	<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	<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	<ul style="list-style-type: none"> Emergency equipment is missing, damaged or defective. 	
10. Exhaust System	<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	<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	<ul style="list-style-type: none"> Missing fuel tank cap. 	<ul style="list-style-type: none"> Insecure fuel tank. Dripping fuel leak.
13. General		<ul style="list-style-type: none"> Serious damage or deterioration that is noticeable and may affect the vehicles safe operation.

Component / Issue	Defect(s)	Major Defect(s)
14. Glass and Mirrors	<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	<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	<ul style="list-style-type: none"> Vehicle has no operative horn. 	
17. Hydraulic Brake System	<ul style="list-style-type: none"> Brake fluid level is below indicated minimum level. 	<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.
18. Lamps and Reflectors	<ul style="list-style-type: none"> Required lamp does not function as intended. Required reflector is missing or partially missing. 	<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.
19. Steering	<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.
20. Suspension System	<ul style="list-style-type: none"> Air leak in air suspension system. Broken spring leaf. Suspension fastener is loose, missing or broken. 	<ul style="list-style-type: none"> Damaged (i.e. patched, cut, bruised, cracked to braid, mounted insecurely) or deflated air bag. Cracked or broken main spring leaf or more than on 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.

Component / Issue	Defect(s)	Major Defect(s)
21. Tires	<ul style="list-style-type: none"> • Damaged tread or sidewall of tire. • Tire leaking (if leak can be felt or heard, tire is to be treated as flat). 	<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 wall
22. Wheels, Hubs and Fasteners	<ul style="list-style-type: none"> • Hub oil below minimum level (when fitted with sight glass). • Leaking wheel seal. 	<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.
23. Windshield Wiper/Washer	<ul style="list-style-type: none"> • Control or system malfunction. • Wiper blade damaged, missing or fails to adequately clear a driver’s field of vision. 	<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 2

Sample 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.

Component / Issue	Defect(s)	Major Defect(s)
1. Accessibility Devices	<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. 	<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	<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.
3. Cargo Securement	<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 device or load covering.
4. Coupling Devices	<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	<ul style="list-style-type: none"> Dangerous goods requirements not met. 	
6. Doors and Emergency Exits	<ul style="list-style-type: none"> Door, window or hatch fails to open or close securely. Alarm inoperative. 	<p><i>(Passengers may not be carried.¹)</i></p> <ul style="list-style-type: none"> Required emergency exit fails to function as intended. <hr/> <p>¹ vehicle may be moved when no passenger carried.</p>
7. Driver Controls	<ul style="list-style-type: none"> Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	<p><i>(Passengers may not be carried.²)</i></p> <ul style="list-style-type: none"> Accelerator sticking and engine fails to return to idle. <hr/> <p>² vehicle may be moved when no passenger carried.</p>
8. Driver Seat	<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.

Component / Issue	Defect(s)	Major Defect(s)
9. Electric Brake System	<ul style="list-style-type: none"> Loose or insecure wiring or electrical connection. 	<ul style="list-style-type: none"> Inoperative breakaway device. Inoperative brake.
10. Emergency Equipment & Safety Devices	<ul style="list-style-type: none"> Emergency equipment is missing, damaged or defective. 	
11. Exhaust System	<ul style="list-style-type: none"> Exhaust leak. 	<ul style="list-style-type: none"> Leak that causes exhaust gas to enter the occupant compartment.
12. Exterior Body and Frame	<ul style="list-style-type: none"> Insecure or missing body parts. Insecure or missing compartment door. Damaged frame or body. 	<ul style="list-style-type: none"> Visibly shifted, cracked, collapsing or sagging frame member(s).
13. Fuel System		<ul style="list-style-type: none"> Missing fuel tank cap ¹. Insecure fuel tank. Dripping fuel leak. <hr/> <p>¹ vehicle may be moved when no passenger carried</p>
14. General	<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	<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><i>(Passengers may not be carried.²)</i></p> <ul style="list-style-type: none"> Driver's view of the road is obstructed in the area swept by the windshield wipers. <hr/> <p>² vehicle may be moved when no passenger carried.</p>
16. Heater/Defroster	<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.
17. Horn	<ul style="list-style-type: none"> Vehicle has no operative horn. 	
18. Hydraulic Brake System	<ul style="list-style-type: none"> Brake fluid level is below indicated minimum level. 	<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	<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.

Component / Issue	Defect(s)	Major Defect(s)
20. Steering	<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.
21. Suspension System	<ul style="list-style-type: none"> Air leak in air suspension system. Broken spring leaf. Suspension fastener is loose, missing or broken. 	<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. <hr/> <p>¹ patched, cut, bruised, cracked to braid, mounted insecurely.</p>
22. Tires	<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.
23. Wheels, Hubs and Fasteners	<ul style="list-style-type: none"> Hub oil below minimum level. (When fitted with sight glass.) Leaking wheel seal. 	<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.
24. Windshield Wiper/Washer	<ul style="list-style-type: none"> Control or system malfunction. Wiper blade damaged, missing or fails to adequately clear driver's field of vision. 	<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

Sample 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.

Component / Issue	Defect(s)	Major Defect(s)
1. Accessibility Devices	<i>Accessibility device may not be used if:</i> <ul style="list-style-type: none"> Alarm fails to operate. Equipment malfunctions. Interlock system malfunctions. 	<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	<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.
3. Coupling Devices	<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.
4. Dangerous Goods	<ul style="list-style-type: none"> Dangerous goods requirements not met. 	
5. Doors and Emergency Exits	<ul style="list-style-type: none"> Door, window or hatch fails to open or close securely. Alarm inoperative. 	<p><i>(Passengers may not be carried.¹)</i></p> <ul style="list-style-type: none"> Required emergency exit fails to function as intended. <hr/> <p>¹ vehicle may be moved when no passenger carried.</p>
6. Driver Controls	<ul style="list-style-type: none"> Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	<p><i>(Passengers may not be carried.²)</i></p> <ul style="list-style-type: none"> Accelerator sticking and engine fails to return to idle. <hr/> <p>² vehicle may be moved when no passenger carried.</p>
7. Driver Seat	<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. Emergency Equipment & Safety Devices	<ul style="list-style-type: none"> Emergency equipment is missing, damaged or defective. 	
9. Exhaust System	<ul style="list-style-type: none"> Exhaust leak. 	<ul style="list-style-type: none"> Leak that causes exhaust gas to enter the occupant compartment.

Component / Issue	Defect(s)	Major Defect(s)
10. Exterior Body and Frame	<ul style="list-style-type: none"> Insecure or missing body parts. Insecure or missing compartment door. 	
11. Fuel System	<ul style="list-style-type: none"> Missing fuel tank cap ¹. Insecure fuel tank. Dripping fuel leak. <hr/> <p>¹ vehicle may be moved when no passenger carried</p>	
12. General	<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	<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><i>(Passengers may not be carried.²)</i></p> <ul style="list-style-type: none"> Driver's view of the road is obstructed in the area swept by the windshield wipers. <hr/> <p>² vehicle may be moved when no passenger carried.</p>
14. Heater/Defroster	<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	<ul style="list-style-type: none"> Vehicle has no operative horn. 	
16. Lamps and Reflectors	<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	<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	<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	<ul style="list-style-type: none"> Air leak in air suspension system. 	<ul style="list-style-type: none"> Damaged or deflated air bag.¹ <hr/> <p>¹ patched, cut, bruised, cracked to braid, mounted insecurely.</p>

Component / Issue	Defect(s)	Major Defect(s)
20. Tires	<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	<ul style="list-style-type: none"> • Hub oil below minimum level. (When fitted with sight glass.) • Leaking wheel seal. 	<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.
22. Windshield Wiper/Washer	<ul style="list-style-type: none"> • Control or system malfunction. • Wiper blade damaged, missing or fails to adequately clear driver’s field of vision. 	<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 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.

Component / Issue	Major Defect(s)
1. Air Brake System	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Exhaust leak. • Exhaust system component insecure, damaged or perforated.
3. Frame and/or Underbody	<ul style="list-style-type: none"> • Any frame member or fastener is damaged, cracked or insecure. • Any component mount is damaged or insecure.
4. Fuel system	<ul style="list-style-type: none"> • Fuel leak. • Insecure fuel tanks, fuel tank mounts or guards. • Fuel line or fitting damaged or insecure.
5. Steering	<ul style="list-style-type: none"> • Steering linkage is damaged or insecure. • Power steering fluid is leaking, contaminated or low. • Power steering component damaged or insecure.
6. Suspension System	<ul style="list-style-type: none"> • Air leak or malfunction of air suspension system or component. • Damage or deterioration of any suspension component including: <ul style="list-style-type: none"> – spring and air bag; – axle or frame attaching component; – axle supporting or aligning component; – suspension or component fastener; – shock absorber or attachments.

Component / Issue	Major Defect(s)
7. Tires	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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):

<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.

OR

I certify repair(s) were unnecessary.

Remarks:

 Name of Certifier
 (Print Name)

 Signature of Certifier

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:
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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.
- 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.

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.

OR

I certify repair(s) were unnecessary.

Remarks:

Name of Certifier
(Print Name)

Signature of Certifier

APPENDIX 9

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

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.			
1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier's fleet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 6(1):</i> 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.</p>			
Comments:			
2. Do the carrier's employees have access to the carrier's written Maintenance and Inspection Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Sections 6(4) and (5):</i> 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.</p>			
Comments:			

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

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

Comments:

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

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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Regulation: AR121/2009, Section 10(9):</i> 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:			
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Regulation: AR121/2009, Sections 10(2) and (4)(a):</i> 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:			
7. Does the carrier's written Maintenance and Inspection Program address the requirement that drivers or authorized persons, complete written Trip Inspection Reports?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Regulation: AR121/2009, Section 12(2):</i> 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: <ul style="list-style-type: none"> 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:			

8. Does the Maintenance and Inspection Program identify what items need to be recorded on a written Trip Inspection Reports, as required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 12(4) (a) – (h):</i> A trip inspection report must include, at least:</p> <ul style="list-style-type: none"> 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. <p>The report must be in a legible written format or in a legible electronic format acceptable to the Registrar.</p>			
Comments:			
9. Does the Maintenance and Inspection Program include a policy for the distribution and retention of Trip Inspection Reports?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Sections 13(1) and (2):</i> 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:</p> <ul style="list-style-type: none"> 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:			
10. Does carrier's Maintenance and Inspection Program require a person completing the trip inspection to report defects and take appropriate action?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 14:</i> 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.</p>			
Comments:			

11. Does the written maintenance and inspection program require drivers to report defects observed during the vehicle's operation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 15:</i> 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:</p> <p>a) To the carrier <u>without delay</u> 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.</p>			
Comments:			
12. Does the carrier's written Maintenance and Inspection Program provide adequate directions on retaining vehicle inspection, maintenance, and repair records?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Sections 37 and 38:</i> Carrier must maintain a vehicle file for each vehicle regulated. The vehicle file shall contain at least:</p> <p>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.</p> <p>Unless otherwise provided by the Registrar, records shall be retained at the carrier's principal place of business.</p> <p>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.</p>			
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 <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 16:</i> 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 <u>major</u> defects have been repaired.</p>			
Comments:			

Program is Acceptable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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Reviewer's Final Comments:

APPENDIX 10

Sample Maintenance and Inspection Program Review (For Motor Coaches)

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.											
1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier's fleet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>								
<p><i>Regulation: AR121/2009, Section 6(1):</i> 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.</p>											
Comments:											
2. Do the carrier's employees have access to the carrier's written Maintenance and Inspection Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>								
<p><i>Regulation: AR121/2009, Sections 6(4) and (5):</i> 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.</p>											
Comments:											
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>								
<p><i>Regulation: AR121/2009, Section 6(3)(a):</i> 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.</p> <p><i>Regulation: AR121/2009, Schedule 2:</i> The <u>relevant</u> components in Schedule 2 of the regulation must be addressed:</p> <table border="0"> <tr> <td>Body and Seats (S.1)</td> <td>Steering Column and Box (S. 18)</td> </tr> <tr> <td>Chassis Frame (S. 2)</td> <td>Wheel Alignment (S. 19)</td> </tr> <tr> <td>Body Frame (S. 3)</td> <td>C-Dolly Steering (S. 20)</td> </tr> <tr> <td>Sliding Subframe (S. 4)</td> <td>Steering Linkage (S. 21)</td> </tr> </table>				Body and Seats (S.1)	Steering Column and Box (S. 18)	Chassis Frame (S. 2)	Wheel Alignment (S. 19)	Body Frame (S. 3)	C-Dolly Steering (S. 20)	Sliding Subframe (S. 4)	Steering Linkage (S. 21)
Body and Seats (S.1)	Steering Column and Box (S. 18)										
Chassis Frame (S. 2)	Wheel Alignment (S. 19)										
Body Frame (S. 3)	C-Dolly Steering (S. 20)										
Sliding Subframe (S. 4)	Steering Linkage (S. 21)										

Underbody (S. 5)
 Drive Shaft (S. 6)
 Window and Mirrors (S. 7)
 Fuel (S. 8)
 Exhaust (S. 9)
 Friction Components (S. 10)
 Hydraulic and Vacuum-assist
 Brake Components (S. 11)
 Mechanical Components (S. 12)
 Brake Pedal (S. 13)
 Air Brake System (S. 14)
 Park Brake (S. 15)
 Brake System (S. 16)
 Engine Controls (S. 17)

Suspension (S. 22)
 General Requirements (S. 23)
 Windshield Wipers and Washers (S. 24)
 Heating and Defrosting System (S. 25)
 Starting Switch (S. 26)
 Lamps and Reflectors (S. 27)
 Tires (S. 28)
 Wheels (S. 29)
 Lubrication (S. 30)
 Fifth Wheel Coupling Device (S. 31)
 Trailer Hitch, Trailer Mount and
 Connecting Devices (S. 32)
 Rear Impact Guards (S. 33)

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.

Mobility Aid Securement Devices (S. 1)
 Ramps and Lifts General Requirements (S. 2)
 Ramp and Lift Controls (S. 3)
 Lift Capacity (S. 4)

Lift Platform Requirements (S. 5)
 Warning Notice (S. 6)
 Symbol (S. 9)

Comments:

4. Does the written Maintenance and Inspection Program cover the requirement to conduct the Commercial Vehicle Inspection Program (CVIP) inspections semi-annually?

Yes	No	N/A
<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:

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?

Yes	No	N/A
<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:

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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 10(2), Section 10(4), Section 10(5): and Section 11(1):</i> 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.</p>			
Comments:			
7. Does the carrier's written Maintenance and Inspection Program address the requirement that drivers or authorized persons complete written Trip Inspection Reports?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 12(2):</i> 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.</p>			
Comments:			
8. Does the Maintenance and Inspection Program identify what items need to be recorded on a written Trip Inspection Reports, as required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 12(4) (a) – (h):</i> A trip inspection report must include, at least:</p> <ul style="list-style-type: none"> 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. <p>The report must be in a legible written format or in a legible electronic format acceptable to the Registrar.</p>			
Comments:			

9. Does the Maintenance and Inspection Program identify what items need to be recorded on a written Trip Inspection Reports, as required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Sections 13(1) and (2):</i> 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:</p> <ol style="list-style-type: none"> Ensure that the driver forwards the original of the trip inspection report to; Deposit the original of the trip inspection report at its principal place of business within 30 days of receiving it. Keep each original of the trip inspection report in chronological order for each vehicle for at least 6 months after receiving it. 			
Comments:			
10. Does carrier's Maintenance and Inspection Program require a person completing the trip inspection to report defects and take appropriate action?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 14:</i> 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.</p>			
Comments:			
11. Does the written maintenance and inspection program require drivers to report defects observed during the vehicle's operation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 15:</i> 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:</p> <ol style="list-style-type: none"> To the carrier <u>without delay</u> if it is a major defect; or 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 <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Sections 37 and 38:</i> Carrier must maintain a vehicle file for each vehicle regulated. The vehicle file shall contain at least:</p> <ol style="list-style-type: none"> Identification of the vehicle as per Section 37(2)(a); Record of CVIP inspections; 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

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:

Program is Acceptable

Yes

No

N/A

Reviewer's Final Comments:

APPENDIX 11

Sample Maintenance and Inspection Program Review (For Commercial Buses)

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.											
1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier's fleet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>								
<p><i>Regulation: AR121/2009, Section 6(1):</i> 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.</p>											
Comments:											
2. Do the carrier's employees have access to the carrier's written Maintenance and Inspection Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>								
<p><i>Regulation: AR121/2009, Sections 6(4) and (5):</i> 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.</p>											
Comments:											
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>								
<p><i>Regulation: AR121/2009, Section 6(3)(a):</i> 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.</p> <p><i>Regulation: AR121/2009, Schedule 2:</i> The <u>relevant</u> components in Schedule 2 of the regulation must be addressed:</p> <table border="0"> <tr> <td>Body and Seats (S.1)</td> <td>Steering Column and Box (S. 18)</td> </tr> <tr> <td>Chassis Frame (S. 2)</td> <td>Wheel Alignment (S. 19)</td> </tr> <tr> <td>Body Frame (S. 3)</td> <td>C-Dolly Steering (S. 20)</td> </tr> <tr> <td>Sliding Subframe (S. 4)</td> <td>Steering Linkage (S. 21)</td> </tr> </table>				Body and Seats (S.1)	Steering Column and Box (S. 18)	Chassis Frame (S. 2)	Wheel Alignment (S. 19)	Body Frame (S. 3)	C-Dolly Steering (S. 20)	Sliding Subframe (S. 4)	Steering Linkage (S. 21)
Body and Seats (S.1)	Steering Column and Box (S. 18)										
Chassis Frame (S. 2)	Wheel Alignment (S. 19)										
Body Frame (S. 3)	C-Dolly Steering (S. 20)										
Sliding Subframe (S. 4)	Steering Linkage (S. 21)										

Underbody (S. 5)
 Drive Shaft (S. 6)
 Window and Mirrors (S. 7)
 Fuel (S. 8)
 Exhaust (S. 9)
 Friction Components (S. 10)
 Hydraulic and Vacuum-assist
 Brake Components (S. 11)
 Mechanical Components (S. 12)
 Brake Pedal (S. 13)
 Air Brake System (S. 14)
 Park Brake (S. 15)
 Brake System (S. 16)
 Engine Controls (S. 17)

Suspension (S. 22)
 General Requirements (S. 23)
 Windshield Wipers and Washers (S. 24)
 Heating and Defrosting System (S. 25)
 Starting Switch (S. 26)
 Lamps and Reflectors (S. 27)
 Tires (S. 28)
 Wheels (S. 29)
 Lubrication (S. 30)
 Fifth Wheel Coupling Device (S. 31)
 Trailer Hitch, Trailer Mount and
 Connecting Devices (S. 32)
 Rear Impact Guards (S. 33)

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.

Mobility Aid Securement Devices (S. 1)
 Ramps and Lifts General Requirements (S. 2)
 Ramp and Lift Controls (S. 3)
 Lift Capacity (S. 4)
 Lift Platform Requirements (S. 5)
 Warning Notice (S. 6)
 Symbol (S. 9)

Comments:

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

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

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??	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Regulation: AR121/2009, Sections 10(2) and (4):</i> 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:			
7. Does the carrier's written Maintenance and Inspection Program address the requirement that drivers or authorized persons complete written Trip Inspection Reports?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Regulation: AR121/2009, Section 12(2):</i> 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:			
8. Does the Maintenance and Inspection Program identify what items need to be recorded on a written Trip Inspection Reports, as required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Regulation: AR121/2009, Section 12(4) (a) – (h):</i> A trip inspection report must include, at least: <ul style="list-style-type: none"> 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:			

9. Does the Maintenance and Inspection Program include a policy for the distribution and retention of Trip Inspection Reports?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Sections 13(1) and (2):</i> 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:</p> <ol style="list-style-type: none"> Ensure that the driver forwards the original of the trip inspection report to; Deposit the original of the trip inspection report at its principal place of business within 30 days of receiving it. Keep each original of the trip inspection report in chronological order for each vehicle for at least 6 months after receiving it. 			
<p>Comments:</p>			
10. Does carrier's Maintenance and Inspection Program require a person completing the trip inspection to report defects and take appropriate action?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 14:</i> 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.</p>			
<p>Comments:</p>			
11. Does the written maintenance and inspection program require drivers to report defects observed during the vehicle's operation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 15:</i> 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:</p> <ol style="list-style-type: none"> To the carrier <u>without delay</u> if it is a major defect; or In a timely manner, and no later than the next required trip inspection in all other cases. 			
<p>Comments:</p>			
12. Does the carrier's written Maintenance and Inspection Program provide adequate directions on retaining vehicle inspection, maintenance, and repair records?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Sections 37 and 38:</i> Carrier must maintain a vehicle file for each vehicle regulated. The vehicle file shall contain at least:</p> <ol style="list-style-type: none"> Identification of the vehicle as per Section 37(2)(a); 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

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:

Program is Acceptable

Yes

No

N/A

Reviewer's Final Comments:

APPENDIX 12

Sample Maintenance and Inspection Program Review (For School Buses)

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.			
1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier's fleet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 6(1):</i> 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.</p>			
Comments:			
2. Do the carrier's employees have access to the carrier's written Maintenance and Inspection Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Sections 6(4) and (5):</i> 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.</p>			
Comments:			

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

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

- | | |
|---|-----------------------------------|
| Mobility Aid Securement Devices (S. 1) | Lift Platform Requirements (S. 5) |
| Ramps and Lifts General Requirements (S. 2) | Warning Notice (S. 6) |
| Ramp and Lift Controls (S. 3) | Symbol (S. 9) |
| 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.

- | | |
|--|-----------------------------|
| Masor System Required (S. 2) | Steps (S. 9) |
| Masor System Requirements (S. 3) | Additional Lighting (S. 10) |
| Mobility Aid and Occupant Restraint Requirements (S.4) | Floor Covering (S. 11) |
| Protective Materials (S. 5) | Seats (S. 12) |
| Exhaust System (S. 6) | Emergency Equipment (S. 13) |
| Rear Bumper (S. 7) | Signs (S. 14) |
| 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.

Colour (S. 2)	Alternate Flashing Warning Lamps (S. 17)
Exhaust (S. 3)	Floor Level Marker Lamps (S. 18)
Instruct and Instrumental Panel (S. 4)	Interior Lamps (S. 19)
Steering Gear and Linkage (S. 5)	Exterior Lamps (S. 20)
Tires (S. 6)	Mirrors (S. 21)
Rear Bumpers (S. 7)	Body Mounting (S. 22)
Colour (S. 8)	Noise Suppression (S. 23)
Service Door (S. 9)	Rub Rails (S. 24)
Emergency Exit – General Requirements (S. 10)	Steps (S. 25)
Emergency Doors (S. 11)	Stirrup Steps (S. 26)
Safety Equipment (S. 12)	Stop Arm (S. 27)
Floor Covering (S. 13)	Crossing Arm (S. 28)
Heater (S. 14)	Sun Visor (S. 29)
Signage (S. 15)	Undercoating (S. 30)
Inside Height (S. 16)	Ventilation (S. 31)

Comments:

4. Does the written Maintenance and Inspection Program cover the requirement to conduct the Commercial Vehicle Inspection Program (CVIP) inspections semi-annually?

Yes

No

N/A

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:

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?

Yes

No

N/A

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:

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??	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Regulation: AR121/2009, Sections 10(2) and (4):</i> 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:			
7. Does the carrier's written Maintenance and Inspection Program address the requirement that drivers or authorized persons complete written Trip Inspection Reports?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Regulation: AR121/2009, Section 12(2):</i> 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:			
8. Does the Maintenance and Inspection Program identify what items need to be recorded on a written Trip Inspection Reports, as required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Regulation: AR121/2009, Section 12(4) (a) – (h):</i> A trip inspection report must include, at least: <ul style="list-style-type: none"> 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:			

9. Does the Maintenance and Inspection Program include a policy for the distribution and retention of Trip Inspection Reports?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Sections 13(1) and (2):</i></p> <p>A driver shall, within 20 days after the completion of a trip inspection report, forward the original to the home terminal of the carrier,</p> <p>The carrier shall:</p> <ul style="list-style-type: none"> 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. 			
<p>Comments:</p>			
10. Does carrier's Maintenance and Inspection Program require a person completing the trip inspection to report defects and take appropriate action?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 14:</i></p> <p>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.</p>			
<p>Comments:</p>			
11. Does the written maintenance and inspection program require drivers to report defects observed during the vehicle's operation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 15:</i></p> <p>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:</p> <ul style="list-style-type: none"> a) To the carrier <u>without delay</u> 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. 			
<p>Comments:</p>			

12. Does the carrier's written Maintenance and Inspection Program provide adequate directions on retaining vehicle inspection, maintenance, and repair records?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Sections 37 and 38:</i></p> <p>Carrier must maintain a vehicle file for each vehicle regulated. The vehicle file shall contain at least:</p> <ul style="list-style-type: none"> 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. <p>Unless otherwise provided by the Registrar, records shall be retained at the carrier's principal place of business.</p> <p>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.</p>			
<p>Comments:</p>			
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 <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Regulation: AR121/2009, Section 16:</i></p> <p>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 <u>major</u> defects have been repaired.</p>			
<p>Comments:</p>			
Program is Acceptable			
<p>Reviewer's Final Comments:</p>			