



Appendices

Commercial Vehicle Safety Compliance
in Alberta

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

Every effort has been made to ensure the information in this module is accurate at the time of preparation. The material in these documents is 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.

The Glossary of Terms in this module are for reference only. Official definitions can be found in the Acts or regulations.

APPENDIX 1: GLOSSARY OF TERMS

Act	A law passed by a federal, provincial, or territorial legislative body. An Act generally creates the guidelines for one or more regulations. An example of this is the <i>Traffic Safety Act</i> . The <i>Traffic Safety Act</i> creates the framework for several regulations such as the Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002.
Administrative Penalty	A financial penalty imposed by the Registrar for not following the regulations. Details are in Section 143 of the <i>Traffic Safety Act</i> . It includes a fine and any other administrative consequence, including, without limitation, a sanction, restriction, prohibition, requirement, condition, suspension, disqualification or cancellation imposed on a person for contravention of a prescribed enactment, but does not include imprisonment.
Adverse Driving Conditions	Adverse driving conditions are conditions that make driving hazardous, whether or not the driver knew of them prior to the start of the trip. Such conditions might include: <ul style="list-style-type: none">• Snow, sleet, fog or smoke in amounts that obscure a person's vision to the extent that the person cannot drive safely;• A highway covered with snow or ice;• Physical circumstances, other than snow or ice, that make the highway or driving unsafe.
Alberta Environment and Dangerous Goods Emergencies (EDGE)	The Alberta Environment and Dangerous Goods Emergencies (EDGE) operates 24 hours a day, 7 days a week to provide information to the general public and industries on dangerous goods compliance. EDGE is also an emergency response centre for all transportation of dangerous goods (TDG) incidents.
Anchor Point	Part of the structure, fitting, or attachment on a vehicle or cargo to which a tiedown is attached.
Article of Cargo	Units of cargo that are grouped together so that they can be handled as a single unit or unitized by wrapping, strapping, banding, or edge protection device.
Base Jurisdiction	Any province, territory or state where a carrier registers one or more vehicles regulated under the National Safety Code Program. This is sometimes referred to as the "Home Jurisdiction" or "Base Plate".
Bill of Lading	A detailed list of a shipment of goods in the form of a receipt given by the carrier to the person consigning the goods.
Blocking	A structure, device, or another large article placed against or around an article to prevent horizontal movement of the article.
Canadian Council of Motor Transport Administrators (CCMTA)	A joint provincial, territorial and federal organization that coordinates motor vehicle transportation and highway safety matters. The group also includes representatives from the trucking industry and from public safety organizations. More information is available online at: www.ccmta.ca
Cargo	All articles or material carried by a vehicle, including those used in operation of the vehicle. See Article of Cargo.
Carrier	A person or corporation who is the registered owner, leases or is responsible for the operation of a commercial vehicle in respect of which a certificate is issued or who holds or is required to hold a Safety Fitness Certificate.

Carrier Profile	<p>The Carrier Profile is a “report card” of the carrier’s compliance with on-road and administrative requirements. It is a summary of the carrier’s performance based on information collected from across Canada and the United States. Only the carrier named in the Carrier Profile, their authorized agent or an enforcement agency can obtain a copy of the full profile information.</p> <p>Every carrier operating NSC vehicles registered in Alberta has a Carrier Profile.</p>
Collision Evaluation	<p>A carrier may request to have a collision evaluated at any time. The Registrar may remove points upon reviewing a collision evaluation application. Collisions that have been evaluated will remain on the profile regardless of whether the collision was assigned points or not.</p> <p>Carriers may find the application form online at: www.alberta.ca/collision-evaluations.aspx</p>
Commercial Vehicle	<p>Alberta’s transportation safety legislation defines a commercial vehicle as a vehicle operated by or on behalf of a person for the purpose of providing transportation of goods or passengers in respect of a person’s business, work or employment, except for sample cases or display goods that are conveyed by a salesperson and that are not for delivery or resale. This broad definition means everything from your local meal delivery and taxi service to a semi-truck is viewed as a “commercial vehicle”.</p> <p>In addition, there are specific definitions for certain vehicles within commercial motor transport legislation. The following may also be referred to as National Safety Code (NSC) vehicles.</p> <p>A commercial vehicle that is operated on the highway and includes:</p> <ol style="list-style-type: none"> 1. Trucks, tractors and trailers or combinations registered for 11,794 kilograms or more, which operate in Alberta only. 2. Trucks, tractors and trailers or combinations registered for more than 4,500 kilograms, which operate outside of Alberta (including farm plated vehicles). 3. Mounted mobile service rig and equipment that is directly used in the operation or transportation of that mobile service rig. 4. Buses, commercial buses and school buses that were designed with a manufactured seating capacity of 11 or more persons, including the driver. 5. Motor coaches that were designed with a manufactured seating capacity of 11 or more persons, including the driver.
Commercial Vehicle Enforcement Branch	<p>The Commercial Vehicle Enforcement Branch was formally responsible for enhancing public safety on Alberta’s roadways by ensuring commercial vehicles meet Alberta’s high safety standards. Enforcement officers ensure commercial vehicles follow provincial and federal laws. They also develop and apply enforcement standards and policies for motor carriers. This work is now undertaken by the Alberta Sheriff Highway Patrol.</p>
Commercial Vehicle Inspection	<p>A Commercial Vehicle Inspection is a mandatory vehicle inspection. This inspection is conducted once every 6-12 months, depending on the type of vehicle, to ensure a commercial vehicle is mechanically safe to operate. It is illegal for a commercial vehicle to be operated on a highway unless it has a valid inspection certificate. This certificate is issued under the Vehicle Inspection Program (VIP).</p>

Commercial Vehicle Safety Alliance (CVSA)	<p>The Commercial Vehicle Safety Alliance is an international organization that is made up of motor carrier safety officials and industry representatives from the United States, Canada and Mexico. Its main goal is to promote commercial motor vehicle safety.</p> <p>CVSA inspections may be performed on vehicles and drivers either on the roadside or at a carrier's place of business by CVSA certified inspectors.</p> <p>More information about the CVSA is available online at www.cvsa.org</p>
Commodity	Type of goods or passengers transported by a carrier.
Compliance Review Committee (CRC)	The purpose of the Compliance Review Committee (CRC) is to give carriers the opportunity to ensure the Alberta government has all available information about a carrier's operation and safety performance before the government makes any critical decisions. If a carrier fails an audit, they may be invited to a CRC meeting. The CRC panel interviews carriers to discuss the reasons for why they are non-compliant. After the meeting, the CRC makes recommendations to the Registrar as to how or whether the carrier's non-compliance may be corrected.
Conviction	Any violation where the driver or carrier is convicted or pleads guilty in court to an offence.
CVSA Inspection	<p>This is an inspection of a driver and/or vehicle done at Vehicle Inspection Stations or on the roadside by government enforcement staff, RCMP, or other enforcement agencies. These inspections are used to check vehicles and drivers for roadworthiness and compliance. They do not take the place of an annual or semi-annual Commercial Vehicle Inspection (See "Commercial Vehicle Inspection").</p> <p>The inspections are recorded in different level types:</p> <ul style="list-style-type: none"> • Level I – Vehicle and driver inspection; • Level II - Driver/walk-around vehicle inspection; • Level III - Driver only inspection; • Level IV - Special inspections (such as brakes only); • Level V - Vehicle only inspection. <p>Also see "Commercial Vehicle Safety Alliance".</p>
Dangerous Goods	Dangerous Goods are products, substances or organisms that have the potential to cause harm to people, property or the environment. There are 9 classes of dangerous goods. These classes provide information about how to handle and transport certain items.
Dangerous Goods Training Certificate	A training certificate issued by a carrier to a driver indicating that the driver has completed training on or has knowledge of the proper handling of dangerous goods transported by the carrier.
Driver File	Files retained by a carrier on all full and part time drivers who are authorized to operate the carrier's commercial vehicles. This file shows the procedures the carrier used to ensure that the drivers they hired are adequately licensed and trained to do the job for which they were hired.
Driver's Abstract	<p>A Driver's Abstract provides the current status of an operator's license and lists conviction information, any applicable demerit points, and suspensions.</p> <p>A Commercial Driver's Abstract provides information on NSC infractions such as hours of service violations, cargo securement violations or overloads. It also includes CVSA inspection results.</p>

Driver's Daily Log	<p>A record, including a graph grid, that records changes to the daily duty status of a driver. The duties are recorded in 4 categories:</p> <ul style="list-style-type: none"> • Off-duty (other than time in a sleeper berth); • Off-duty in a sleeper berth; • Driving time; • On-duty time other than driving time.
Electronic Onboard Recording Device (EOBR)	An electronic device which accurately records a driver's logs. To be used, an electric onboard recording device must meet all criteria specified by provincial or federal regulations, depending on the carrier's Provincial or Federal Operating Status.
Electronic Logging Device (ELD)	An electronic logging device certified to meet the Technical Standard for Electronic Logging Devices, as published and maintained by the Canadian Council of Motor Transport Administrators (CCMTA).
Emergency Response Assistance Plan (ERAP)	A written plan that must be filed and registered with Transport Canada (identified in SOR 2001-286 Part 7, Schedule 1, column 7) that outlines the company's response to emergencies regarding shipments of specified Dangerous Goods that are in the federal Transportation of Dangerous Goods Regulation.
Energy Efficient Motor Vehicle (EEMV)	These vehicle combinations include Triple Trailers, Turnpike Doubles, Extended Length Doubles and Rocky Mountain Doubles. A special permit with specific conditions is required to operate EEMVs in Alberta. These vehicles are also known as LCVs or Long Combination Vehicles.
Extra-Provincial Carrier	A commercial carrier that operates one or more commercial vehicles over 4,500 kgs (including any cargo and/or trailers) across a provincial, territory or international border one or more times. This is also known as intra-jurisdictional transport.
Federal Motor Carrier Safety Administration (FMCSA)	The United States federal governing body for transportation legislation. More information is available online at www.fmcsa.dot.gov
Federal Operating Status	<p>A Federal Operating Status authorizes the operation of commercial vehicles throughout Canada and internationally that are registered for a weight of more than 4,500 kilograms, or a vehicle originally manufactured with a seating capacity of 11 or more persons including the driver (if operated for other than personal use).</p> <p>See "Extra-Provincial Undertaking"</p>
Fleet Size	When associated with a facility audit, it is the number of commercial vehicles (excluding trailers) under the carrier's responsibility.
High Load Corridor	The High Load Corridor consists of designated highways within the province of Alberta which have had the overhead utility lines raised or buried to accommodate loads up to 9 meters high. Permits for moving high loads through this corridor are required from the Alberta government.
Hook Lift Container	A specialized container, primarily used to contain and transport materials in the waste, recycling, construction /demolition, and scrap industries, which are used in conjunction with specialized vehicles, in which the container is loaded and unloaded onto a tilt frame body by an articulating hook-arm.
Home Terminal	The location where a driver normally reports for work.
Hours of Service (HOS)	Hours-of-service is related to the legislation governing the number of hours that a driver is legally allowed to drive an NSC vehicle. This is legislated by each federal, provincial and territorial jurisdiction.

Insurance	<p>Cargo Insurance – requires carriers to maintain insurance to cover against loss of or damage to goods transported. Insurance requirements range from \$600 to \$32,000 depending on the type of cargo being transported and the gross weight of the vehicle included on a Safety Fitness Certificate.</p> <p>Liability Insurance – requires all carriers to maintain at least \$1 million coverage. If a carrier is transporting dangerous goods as defined in Schedule 1 of the Transportation of Dangerous Goods Regulations, they may be required to maintain at least \$2 million coverage.</p> <p>Passenger Hazard Insurance – requires carriers conducting a passenger service to maintain passenger hazard insurance of either \$1 million or \$2 million coverage depending on the designated seating capacity of the vehicle.</p> <p>Taxi Insurance – requires taxi companies to maintain at least \$1 million of passenger hazard insurance.</p> <p>Cargo Insurance (Express Shipments) – carriers offering express shipment services for goods must have cargo insurance of at least \$500 for each piece of cargo to cover loss of or damage to each item.</p>
Intermodal Container	<p>A reusable, transportable container that is designed with integral locking devices that secure it to a chassis trailer. This container facilitates the efficient and bulk shipping and transfer of goods by, or between various modes of transport, such as highway, rail, sea and air. May often be referred to as a “Sea Can”.</p>
International Fuel Tax Agreement (IFTA)	<p>The International Fuel Tax Agreement (IFTA) is an agreement between the United States and Canada that allows carriers with a Federal Operating Status to easily operate in more than one location. This plan was created to make it easier for carriers to register, license, report and pay taxes for motor fuels (such as diesel and gasoline).</p> <p>More information is available online at: www.iftach.org</p>
International Registration Plan (IRP)	<p>The International Registration Plan (IRP) is an agreement between the United States and Canada that allows for the sharing of commercial vehicle registration fees. This plan was created to encourage the fullest possible use of the highway system between member provinces, territories and states.</p>
Intervention	<p>The act of notifying a carrier of problems and potential safety risks based on information gathered on a Carrier Profile. This is often joined with the offer to assist in developing solutions.</p>
Intervention Levels	<p>An intervention program is used by the Alberta government to ensure that carriers demonstrating non-compliance are approached in a consistent, fair and objective manner. There are four levels of risk monitoring from 1 to 4 (Risk Factor Score). A higher score indicates that the carrier poses a higher safety risk to other highway users.</p>
Intra-Provincial Carrier	<p>This refers to an Alberta based commercial carrier that operates one or more commercial vehicles with a registered weight equal to or over 11,794 kgs (including any cargo and/or trailers) solely within the Province of Alberta. This is also known as Intra-Provincial Transport.</p>
Lease	<p>Written legal agreement between a lessor and a lessee that grants possession, control and responsibility for operating a vehicle for a specific period of time:</p> <ol style="list-style-type: none"> 1. Short-term lease – 30 days or less; 2. Long-term lease – more than 30 days. <p>The registration of the vehicle must be changed to the lessee for long-term leases.</p>

Long Combination Vehicle (LCV)	See “Energy Efficient Motor Vehicle (EEMV)”.
Maintenance Program	A Maintenance Program, also referred to as “Preventative Maintenance Program”, is written by or for the carrier and covers the maintenance requirements of the carrier. It applies to the carrier, to the carrier’s contractors, to drivers and to maintenance personnel who are responsible for maintaining the commercial vehicles registered to the carrier.
Monitoring Points	See “Points”.
Monitoring Stage	<p>The Alberta government monitors the on-road performance of commercial carriers in three areas:</p> <ol style="list-style-type: none"> 1. Convictions; 2. CVSA inspections; and 3. Collisions <p>Carriers that exceed the defined threshold performance values for their operation type (truck or bus) or fleet size are identified and contacted. These performance thresholds are identified as Monitoring Stages 1 to 4 with Stage 4 being the highest safety risk. Also see “Risk Factor Monitoring”.</p>
Motor Vehicle Identification Number (MVID)	A unique number given to a person who has an Alberta driver’s license or a vehicle registered in Alberta. This number can be found on the vehicle’s registration or driver’s license. A single carrier may have more than one MVID.
National Safety Code (NSC)	The National Safety Code (NSC) is made up of 16 standards. It was created by the Canadian Council of Motor Transport Administrators (CCMTA). These standards are used in Canada as a guide to increase the safety of truck and bus carriers. Each standard defines the minimum performance a carrier must demonstrate to operate safely.
North American Fatigue Management Plan (NAFMP)	<p>The NAFMP is a program that was designed to address the issue of driver fatigue with a comprehensive approach that includes:</p> <ul style="list-style-type: none"> • Information on how to develop a corporate culture that helps reduce driver fatigue; • Fatigue management education for drivers, drivers’ families, carrier executives and managers, shippers/receivers, and dispatchers; • Information on sleep disorders screening and treatment; • Driver and trip scheduling information.
North American Standard Out-Of-Service criteria	A set of vehicle inspection standards, published by the Commercial Vehicle Safety Alliance (CVSA), which lists critical vehicle and driver circumstances which may render the highway operation of a vehicle unsafe. Also see Commercial Vehicle Safety Alliance (CVSA).

On-Duty Time	<p>As defined by the Alberta Driver's Hours of Service Regulation, AR 317/2002: on-duty time for a driver means the time between reporting ready for work and finishing the assigned work or being relieved of the job responsibilities by the carrier. This includes the time spent by the driver:</p> <ul style="list-style-type: none"> • Checking in or preparing reports at the beginning or end of a work shift; • Inspecting, servicing, repairing, conditioning or starting a commercial vehicle; • Driving a commercial vehicle; • Traveling as one of two drivers, except the time that the driver spends resting en route in a sleeper berth; • Participating in the loading or unloading of a commercial vehicle; • Inspecting or checking the load of a commercial vehicle; • Waiting at the request of the carrier for a commercial vehicle to be serviced, loaded or unloaded; • Waiting for a commercial vehicle or load to be checked at customs or at a weighing checkpoint; • Traveling, as a passenger in a commercial vehicle at the request of the carrier, to a work assignment when the driver has not had eight consecutive hours of off-duty time immediately prior to departure; • Waiting at an en route point because of a collision involving the vehicle or because of another unplanned event; • Performing any other work assigned by the carrier; <p>Note: Federal regulations have other items to consider.</p>
Operator's License	<p>In Alberta, there are seven different classes of driver licenses. These licenses are customized in such a way that they permit a person to operate particular types of vehicles under a designated set of conditions. It is of great importance a driver holds the correct license when operating a taxi or commercial vehicle that has been registered for a specific function.</p>
Out-Of-Service (OOS)	<p>A vehicle or driver may be placed Out-Of-Service (OOS) if one of the following is found during a CVSA inspection:</p> <ol style="list-style-type: none"> a) The driver of an NSC vehicle is found to be in violation of the Driver's Hours of Service legislation, federal or provincial, not having a Dangerous Goods Training Certificate, when required; or b) The vehicle is found to have one or more defects listed in the North American Standard CVSA Out-Of-Service criteria; or c) Invalid or suspended operator license.
Partners In Compliance (PIC)	<p>Carriers that go above and beyond the minimum requirements for their safety and maintenance programs to achieve a higher level of performance and earn an "Excellent" Safety Fitness Rating may be eligible to become a Partners in Compliance (PIC) member.</p> <p>PIC members receive benefits such as: reduced fees for driver abstracts and inspections, audit, and Safety Fitness Certificate (SFC) fees; extension of SFC renewals; and bypass privileges at most provincial commercial vehicle inspection stations.</p> <p>More information is available online at: www.picalberta.ca</p>

Peace Officer	<p>According to Section 2 of the <i>Criminal Code</i> (R.S.C., 1985), the title of “peace officer” includes (but is not limited to):</p> <ul style="list-style-type: none"> • A mayor, warden, sheriff, deputy sheriff, sheriff’s officer and justice of the peace; • A police officer, police constable, constable or other person employed for the preservation and maintenance of the public peace or for the service or execution of civil process. <p>This title also includes the Alberta government’s Public Safety Investigators, Alberta Sheriff’s and Alberta Community Peace Officers.</p>
Placard	<p>Placards are a symbol or sign that serve as a clear indication that a transport unit contains dangerous goods. When a collision or spill occurs that involves a transport unit containing dangerous goods, placards alert responders to the presence and nature of the dangerous goods, which allows them to take the necessary precautions and actions. Responders may examine the contents of the transport unit to locate the particular consignment of dangerous goods and examine documentation to obtain more precise information. Carriers must always ensure that all dangerous goods transport vehicles are clearly and properly placarded.</p>
Points	<p>The National Safety Code (NSC) requires all Canadian jurisdictions to maintain a Carrier Profile System to monitor the safety performance of NSC carriers. Point values are assigned to conviction and collision events. The point values are established through the Canadian Council of Motor Transport Administrators (CCMTA) and are based on the seriousness of the event.</p>
Principal Place of Business	<p>The carrier’s main office or corporate head office location, where the carrier runs the daily business and makes essential business decisions such as: booking loads; shipping/receiving; and maintaining vehicles.</p>
Profile	<p>See “Carrier Profile”.</p>
Progressive Discipline	<p>Disciplinary action taken towards non-compliant persons may depend entirely on the number, severity and preventability of an incident. Progressive Discipline is a system of discipline where the penalties increase according to the severity and frequency of occurrences.</p>
Prorate	<p>Co-operative agreements for registering vehicles that travel into two or more jurisdictions. These plans provide for the proportional payment of vehicle licensing and registration fees based on a percentage of fleet kilometres operated in each jurisdiction, maximum weight and vehicle information.</p> <p>The unique feature is that the license and registration fees for each fleet vehicle need only be paid to the base jurisdiction.</p>
Provincial Operating Status	<p>A Provincial Operating Status authorizes the operation of commercial vehicles only within Alberta and applies to commercial trucks registered for 11,794 kilograms or more, or a commercial vehicle with a seating capacity of 11 or more person, including the driver.</p>
Public Safety Investigator	<p>Alberta Transportation staff responsible for conducting facility audits and investigations on the commercial trucking and busing industry. These staff are appointed as Peace Officers and are also commonly referred to as a Compliance Investigator or Transportation Officer.</p>

Radius Driver	A driver operating under the Hours of Service Regulation who does not drive beyond a 160 kilometre radius of where they normally report for work (home terminal), and who meets the other requirements outlined in section 12 of the Alberta Driver's Hours of Service Regulation, AR 317/2002 or section 77(3) and section 81(2) of the Federal Commercial Vehicle Driver's Hours of Service Regulation, SOR/2005-313.
Recall System	An internal reminder system that will tell a carrier, safety officer, shop foreman, etc. of the expiration of specific documents and procedures prior to their expiration date. A recall system should be used for the monitoring of driver's licenses, driver's abstracts, CVIP inspections, maintenance schedules, and permit expiry dates.
Record of Duty Status	<p>Refers to a driver's daily record under hours of service legislation. The driver's shift start and end times may be recorded instead of a daily log only if all the following specific criteria are met:</p> <ul style="list-style-type: none"> • The driver operates within a 160 kilometre radius of driver's home terminal; • The driver's work shift does not exceed 15 hours; • The driver starts and ends the shift at his home terminal; • The carrier that employs the driver maintains and keeps accurate time records of the driver's shift start and end of shift times for a period of six months. <p>Also see "Radius Driver".</p>
Registrar	The person who has been designated by the Minister of Transportation with responsibility for the administration of the provisions of the <i>Traffic Safety Act</i> and related regulations.
Regulated Person	<p>A regulated person may be:</p> <ul style="list-style-type: none"> • A carrier; • An exempted operator; • A driver of a commercial vehicle; • A person engaged in carrying out safety services as defined in Section 139 of the <i>Traffic Safety Act</i>; and • A holder of a permit issued for the operation of a commercial vehicle.
Regulation	Rules made by federal, territorial or provincial legislation or by a Minister or government official under the authority of an Act. An example of a regulation is the Alberta Commercial Vehicle Certificate and Insurance Regulation (AR314/2002).
Reportable Collision	A collision involving a vehicle that is required to be reported to a peace officer. In Alberta, this includes collisions that cause a fatality, injury, or property damage of \$2,000 or more.
Risk Factor Monitoring	Profile data for convictions, collisions and CVSA out of service inspections are used to calculate a single Risk Factor score. Monitoring the Risk Factor score means identifying and intervening with non-compliant, high-risk carriers who pose the greatest risk to the public.
Risk Factor Score	Alberta Transportation collects safety event data on convictions, administrative penalties, CVSA inspection results, and collision information to determine a carrier's Risk Factor score. A carrier's Risk Factor score is shown as a number from 1 to 4 – the lower the number, the better the score. A low score means less risk that the carrier poses to public, and the less likely a collision is to occur.

Safety Equipment	A carrier must ensure that their Safety Program includes clear written instruction on the use of safety equipment such as; respirators, fire extinguishers, flags, flares or highway warning devices, first aid kits, chock blocks, goggles, safety glasses and hard hats. If any other safety equipment is used or required by the carrier, then there should be instructions on how and when to use each.
Safety Fitness Certificate (SFC)	A Safety Fitness Certificate is issued to a carrier by the Registrar in Alberta, identifying a National Safety Code (NSC) number and Operating Status. Carriers may hold a Safety Fitness Certificate (or equivalent) from any provincial, territorial or United States government bodies that authorize the use of NSC vehicles. In Alberta, carriers must make application to the Registrar for a Safety Fitness Certificate.
Safety Fitness Rating	<p>In Alberta, all carriers operating an NSC vehicle receive a Safety Fitness Rating. The rating gauges a carrier's overall compliance with current safety laws and the National Safety Code. The possible ratings are:</p> <ol style="list-style-type: none"> 1. Excellent; 2. Satisfactory; 3. Satisfactory Unaudited; 4. Conditional; and 5. Unsatisfactory. <p>Carriers can find their Safety Fitness Rating on their Carrier Profile.</p>
Safety Laws	<p>Defined in the Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002 as legislation including:</p> <ol style="list-style-type: none"> 1. The <i>Traffic Safety Act</i> and regulations made under the Act; 4. The <i>Dangerous Goods Transportation and Handling Act</i> and regulations made under the Act; and 5. The laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub-clauses (i) and (ii).
Safety Officer	The Safety Officer is a person designated as responsible for maintaining and implementing the carrier's safety and maintenance programs and ensuring compliance with the safety laws. The Safety Officer is responsible for coordinating all policies, information, and training relating to safety. The Safety Officer must be aware of all critical items that affect their company so that problems can be resolved before or as they arise.
Safety Program	The registered owner of every commercial vehicle with a Safety Fitness Certificate must establish, maintain and follow a written Safety Program. This clearly documented plan must discuss matters relating to the safe operation of commercial vehicles as outlined in Section 40(1), Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002. A written Safety Program is a guide to carriers and drivers which outlines various rules and procedures that the carrier has identified as being important to safeguard the driver, the vehicle and the load from unnecessary risk. The Safety Program is specific to each carrier and their type of business. Every Provincial and Federal carrier must have and implement a Safety Program.
Schedule	Refers to a schedule or an attachment within an Act or Regulation. A schedule generally contains a list or instruction. For example, the schedule in the Driver's Hours of Service Regulation, AR 317/2002 shows what a graph grid in a logbook must contain and gives directions on how to fill it out.
Section	Part of a structure of a legal statute. Sections can be further divided into subsections and paragraphs etc., such as 3(1) (a).

Sleeper Berth	A sleeper berth is an area of a commercial vehicle which was designed to be used as sleeping accommodation. If a carrier operates under federal regulations, they must use sleeper berths which meet the requirements in Schedule 1 of the Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)
Supporting Documents	<p>Any document that can be used to support the information written on a Driver's Daily Log.</p> <p>These documents are related to the driver, vehicle, or load. Examples of these include: fuel receipts; invoices; weigh slips; dispatch records; bills of lading; hotel receipts; inspection records; payroll records; time cards; driver call-in records; gate record receipts; weigh scale tickets; toll receipts; fuel tax agreement receipts; port of entry receipts; delivery receipts; lumber receipts; interchange and inspection reports; lessor settlement sheets; over/short damage reports; agricultural inspection reports; CVSA inspection reports; incident reports; on board computer reports; border crossing reports; customs declarations; record of violations/permits; charter orders; and, any other records relating to the shipping and transportation of goods and/or passengers.</p>
Tiedowns	A combination of securing devices which form an assembly that attaches cargo to, or restrains cargo on, a vehicle or trailer, and is attached to anchor point(s).
Transport Canada	The federal government department responsible for the administration, policies, regulations and programs for road, rail, marine, and air transportation.
Transport Officer	A member of the Sheriff Highway Patrol Branch with Justice and Solicitor General that is responsible for on-road enforcement of legislation related to commercial vehicles and their drivers. The officers work at vehicle inspection stations and on provincial highways.
Trip Inspection	<p>According to Section 9 of the Commercial Vehicle Safety Regulation (AR 121/2009) a "daily trip inspection" means:</p> <ul style="list-style-type: none"> i. a daily trip inspection of a truck, truck-tractor or trailer conducted under section 10, ii. a daily trip inspection of a bus other than a motor coach conducted under section 10, and iii. a daily trip inspection of a motor coach conducted under section 10. <p>The driver, or other persons authorized by the carrier, must complete a trip inspection on each commercial vehicle prior to its use. If any defects are found on the vehicle, they must immediately be reported to the registered owner. All defects must be repaired or dealt with according to regulation before the vehicle is operated again. Requirements for inspections of each type of vehicle may be found in Section 10 of the Commercial Vehicle Safety Regulation (AR 121/2009)</p>
United States Department of Transportation (US DOT)	The US DOT is the federal governing body in the United States of America responsible for transportation legislation and monitoring.
Unitized load	Articles of cargo that are grouped together with enough structural integrity that they can be handled, transported and secured as a single article.
Vehicle Files	These are records of all the work done on vehicles by the carrier, by the driver or by outside source. This includes a record of all inspections, repairs, lubrication and maintenance. It also includes what type of inspection or work was performed with the date and the odometer reading of the vehicle at the time of inspection. Notices of defects from the vehicle manufacturer and proof of repair must also be on file. The file must be maintained for the current year and for the four previous years.

Vicarious Liability

According to Section 144 of the *Traffic Safety Act*:

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.

In this section, “related function” means

- a) the loading of goods on or into a commercial vehicle;
- b) the adjusting or rearranging of goods being carried by a commercial vehicle;
- c) the unloading or removal of goods from a commercial vehicle;
- d) the provision of documentation or records, other than motor vehicle documents, with respect to the operation of a commercial vehicle;
- e) the giving of directions, directives, instructions or orders respecting the operation of the commercial vehicle.

Violation

A breach of legislation in which a judicial conviction may or may not have been imposed.

Working Load Limit (WLL)

The maximum load that may be applied to a component of a cargo securement system during normal services, usually assigned by the manufacturer of the component.

APPENDIX 2: CONTACT INFORMATION

RESOURCE	CONTACT INFORMATION
<p>National Safety Code (NSC)</p> <p>Information on Operating Authority and Safety Fitness Certificates.</p>	<p>Alberta Transportation Carrier and Vehicle Safety #401, Provincial Building 4920-51 Street, Red Deer, Alberta T4N 6K8 Phone: 403-340-5444 Email: nsc@gov.ab.ca Website: www.alberta.ca/commercial-carriers.aspx</p>
<p>MELT & Licensing</p> <p>Information on mandatory entry level training for Class 1 and Class 2 commercial drivers.</p>	<p>Alberta Transportation Driver Programs Twin Atria Building 4999 – 98 Avenue Edmonton, Alberta T6B 2X3 Phone: 780-427-8230 Email: trans.driver.prog@gov.ab.ca Website: www.alberta.ca/mandatory-entry-level-training-for-class-1-and-2-drivers-licences.aspx</p>
<p>Central Permit Office</p> <p>Information on Gross Vehicle Weights (GVW), over-weight, over-dimension, extended length, permits and road bans.</p>	<p>Alberta Transportation Carrier & Vehicle Safety, Central Permit Office Provincial Building 4920 – 51 Street Red Deer, Alberta T4N 6K8 Phone: 800-662-7138 403-342-7138 Email: central.permits@gov.ab.ca Website: www.alberta.ca/vehicle-equipment-exemption-permits.aspx</p>
<p>Carrier Compliance</p> <p>Information on audits, carrier profiles, and carrier investigations.</p>	<p>Alberta Transportation Carrier & Vehicle Safety Provincial Building 4920 51 Street Red Deer, AB T4N 6K8 Phone: 403-755-6111 Email: compliance.info@gov.ab.ca Website: www.alberta.ca/facility-audits-and-investigations-commercial-carriers.aspx</p>

<p>Vehicle Inspection Program</p> <p>Information on Commercial Vehicle Inspections, certificates, and decals.</p>	<p>Alberta Transportation Carrier & Vehicle Safety Room 109, 4999 98 Ave NW Edmonton, AB T6B 2X3 Phone: 780-427-8901 Website: www.alberta.ca/vehicle-inspection-program.aspx</p>
<p>IRP Program (formally Prorate Services)</p> <p>To obtain information on prorate.</p>	<p>Alberta Transportation Carrier & Vehicle Safety 1st Floor, 803 Manning Road NE Calgary, AB T2E 7M8 Phone: 403-297-2920 Fax: 403-297-2917 Web site: www.alberta.ca/prorate-services-overview.aspx</p>
<p>Dangerous Goods and Rail Safety</p> <p>To obtain information on all aspects of the transportation of dangerous goods.</p>	<p>Alberta Transportation Alberta Environment and Dangerous Goods 4999 98 Avenue Twin Atria Building Edmonton, AB T6B 2X3 Phone: 800-272-9600 (In Alberta) Phone: 780-422-9600 (In Edmonton Area or Outside of Alberta) Web site: www.alberta.ca/alberta-environmental-and-dangerous-goods-emergencies.aspx</p>

To call any Government of Alberta Section toll free, dial 310-0000

Regulations and Enforcement – Canadian Jurisdictions

<p>British Columbia</p>	<p>Alberta</p>
<p>Roadside Compliance Commercial Vehicle Safety and Enforcement Phone: 250-952-0577</p> <p>Permits Provincial Permit Centre Phone: 1-800-559-9688</p>	<p>Roadside Compliance Sheriff Highway Patrol Phone: 403-340-5225</p> <p>Permits Central Permit Office Phone: 403-342-7138 800-662-7138</p>
<p>Saskatchewan</p>	<p>Manitoba</p>
<p>Roadside Compliance Transport Compliance Branch Phone: 306-933-5290 (Head Office)</p> <p>Permits SGI Permit Office Phone: 306-775-6969</p>	<p>Compliance Services Motor Carrier Division Phone: 204-945-3890</p> <p>Permits Phone: 204-945-3961</p>
<p>Ontario</p>	<p>Quebec</p>
<p>Roadside Compliance Carrier Safety and Enforcement Branch Phone: 416-246-7166</p> <p>Permits Carrier Sanctions and Investigations Phone: 416-246-7166</p>	<p>Roadside Compliance Operations Support: 514-873-6424 Phone: 418-528-3285 (French)</p> <p>Special Permits Phone: 418-643-7620</p>
<p>New Brunswick</p>	<p>Newfoundland</p>
<p>Roadside Compliance Commercial Vehicle Enforcement Phone: 506-856-2958</p> <p>Permits Special Permits Office Phone: 506-453-2982</p>	<p>Motor Registration Division Phone: 709-729-6955</p> <p>Permits Phone: 709-729-5392</p>
<p>Nova Scotia</p>	<p>Prince Edward Island</p>
<p>Roadside Compliance Vehicle Compliance Section Phone: 902-667-8724</p> <p>Permits Motor Carrier Division Phone: 902-424-3588</p>	<p>Roadside Compliance Highway Safety Division Phone: 902-368-5228</p>

Yukon	North West Territories
<p>Roadside Compliance Whitehorse Weigh Station Phone: 867-667-5729</p> <p>Permits Transportation Maintenance Phone: 867-667-5644</p>	<p>Roadside Compliance Highways and Ferries – Headquarters Phone: 867-920-8771</p> <p>Permits Inuvik Weigh Scale Phone: 867-777-7283</p>

Canada – General Inquiries

Transport Canada	Canadian Council of Motor Transport Administrators (CCMTA)
<p>To obtain information on all matters dealing with the federal control of the transport industry:</p> <p>Road Safety and Motor Vehicle Registration Transport Canada Eight Floor, 330 Sparks Street Ottawa, ON K1A 0N5 Phone: 800-333-0371 (toll free) Fax: 613-954-4731 Website: www.tc.gc.ca</p> <p>General inquiries may be sent via email to: questions@tc.gc.ca</p>	<p>To obtain information on all matters dealing with the regulation and control of motor vehicle transportation and highway safety:</p> <p>CCMTA 2323 St. Laurent Blvd Ottawa, ON K1G 4J8 Phone: 613-736-1003 (Ext. 250) Fax: 613-736-1395 Web site: www.ccmta.ca</p>

Federal Motor Carrier Safety Administration (FMCSA)

Eastern Service Centre	Midwestern Service Centre
<p><i>(Includes CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, PR, RI, VA, VI, VT, WV)</i></p> <p>802 Cromwell Park Drive Suite N Glen Burnie, MD 21061 Phone: 443-703-2240 Fax: 443-703-2253</p>	<p><i>(Includes IA, IL, IN, KS, MI, MN, MO, NE, OH, WI)</i></p> <p>4749 Lincoln Mall Drive Suite 300A Matteson, IL 60443 Phone: 708-283-3577 Fax: 708-283-3579</p>
Southern Service Centre	State-Specific Offices
<p><i>(Includes AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN)</i></p> <p>1800 Century Boulevard Suite 1700 Atlanta, GA 30345 Phone: 404-327-7400 Fax: 404-327-7349</p>	<p>Contact information for state-specific offices may be found online at: www.fmcsa.dot.gov</p>

More information is available online at U.S. Customs and Border Protection: <http://cbp.gov>

APPENDIX 3: RELEVANT LEGISLATION

A brief list of relevant transportation legislation are provided below. You may wish to consult the Queen's Printer web site or the Alberta Transportation web site for a more complete list.

Alberta Queen's Printer

www.qp.gov.ab.ca

Alberta Transportation

www.transportation.alberta.ca

Alberta Traffic Safety Act

[Use of Highway and Rules of the Road Regulation \(AR 304/2002\)](#)

[Operator Licensing and Vehicle Control Regulation \(AR 320/2002\)](#)

[Driver Training and Driver Examination Regulation \(AR 316/2002\)](#)

[Vehicle Equipment Regulation \(AR 122/2009\)](#)

[Vehicle Inspection Regulation \(AR 211/2006\)](#)

[Commercial Vehicle Certificate and Insurance Regulation \(AR 314/2002\)](#)

[Commercial Vehicle Dimension and Weight Regulation \(AR 315/2002\)](#)

[Commercial Vehicle Safety Regulation \(AR 121/2009\)](#)

[Drivers' Hours of Service Regulation \(AR 317/2002\)](#)

[Bill of Lading and Conditions of Carriage Regulation \(AR 313/2002\)](#)

Justice Laws Website

<https://laws-lois.justice.gc.ca/eng/>

Motor Vehicle Transport Act, 1987

[Commercial Vehicle Drivers Hours of Service Regulations \(SOR/2005-313\)](#)

[Motor Carrier Safety Fitness Certificate Regulations \(SOR/2005-180\)](#)

Dangerous Goods Legislation

[Transportation of Dangerous Goods Control Act, 1992 \(S.C. 1992\)](#)

[Dangerous Goods Transportation and Handling Act – Dangerous Goods Transportation and Handling Regulation \(AR 157/97\)](#)

Alberta

[Dangerous Goods Transportation and Handling Act](#)

[Dangerous Goods Transportation and Handling Regulation](#)

Federal carriers travelling into the United States should also refer to the information on the following website:

U.S. Department of Transportation Federal Motor Carrier Safety Administration www.fmcsa.dot.gov

APPENDIX 4: RESOURCES

Bus and Truck Associations

The following is a list of some bus and truck associations that carriers may refer to for more assistance:

Alberta Motor Transport Association: www.amta.ca

American Trucking Association: www.truckline.com

Association of School Transportation Services of BC: astsbcc.org

Atlantic Provinces Trucking Association: www.apta.ca

British Columbia Trucking Association: www.bctrucking.com

Canadian Trucking Alliance: www.cantruck.ca

Freight Management Association of Canada: www.fma-agf.ca

Manitoba Trucking Association: www.trucking.mb.ca

Motor Coach of Canada: <https://www.motorcoachcanada.com>

Ontario Motor Coach Association: www.omca.com

Ontario Trucking Association: www.ontruck.org

Québec: Association Du Camionnage Du Québec: www.carrefour-acq.org

Saskatchewan Trucking Association: www.sasktrucking.com

Student Transportation Association of Alberta: www.staa.ab.ca

Transportation Association of Canada: www.tac-atc.ca

APPENDIX 5: ADDITIONAL RESOURCES

Other Helpful Websites

Alberta Forest Products Association: www.albertaforestproducts.ca

Alberta Commercial Carriers: www.alberta.ca/commercial-carriers.aspx

Canadian Association of Energy Contractors: www.caodc.ca

Canadian Centre for Occupational Health and Safety: www.ccohs.ca

Canadian Council of Motor Transport Administrators: www.ccmta.ca

Canadian Truckers: www.canadiantruckers.com

Commercial Vehicle Safety Alliance: www.cvsa.org

Energy Safety Canada: www.energysafetycanada.com

National Safety Council: www.nsc.org

North American Fatigue Management Program: www.nafmp.org

Occupational Health and Safety in Alberta: www.worksafely.org

Partners in Compliance: www.picalberta.ca

Petroleum Services Association of Canada: www.psac.ca

Service Alberta: www.servicealberta.ca

Transport Canada: www.tc.gc.ca

Trucking Human Resources Canada: www.truckinghr.com

Worker's Compensation Board: www.wcb.ab.ca

511: Alberta's Official Road Reports: <http://511.alberta.ca>

Many of the above resources offer training courses or other information that may relate to the subjects in this manual.

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

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

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