

# Commercial Vehicle Safety Compliance

## In Alberta

Effective: May 2011



### APPENDICES

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## Appendix I

### Glossary of Terms

<b>Act</b>	A law passed by a federal, provincial, or territorial legislative body. An ACT generally creates the guidelines for one or more regulations. An example of this is the <i>Traffic Safety Act</i> . The <i>Traffic Safety Act</i> creates the framework for several regulations such as the <i>Commercial Vehicle Certificate and Insurance Regulation</i> , AR 314/2002.												
<b>Administrative Penalty</b>	A financial penalty imposed by the Registrar for failing to comply with regulatory legislation. Details identified in <i>Traffic Safety Act</i> Section 143.												
<b>Alberta Motor Transport Association (AMTA)</b>	An association which promotes injury reduction in the Alberta trucking industry. More information is available on the internet at: <a href="http://www.amta.ca">www.amta.ca</a> .												
<b>Anchor Point</b>	Part of the structure, fitting, or attachment on a vehicle or cargo to which a tiedown is attached.												
<b>Article of Cargo</b>	A unit of cargo, other than a liquid, gas, or aggregate that lacks physical structure (e.g. grain, gravel, etc.), including articles grouped together so that they can be handled as a single unit or unitized by wrapping, strapping, banding, or edge protection device.												
<b>Audit Levels</b>	<p>For the Alberta Transportation Assessment of Regulatory Compliance (ARC) Audit Program, a carrier's audited violation level will result in one of the following categories and scores.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Audit Level</u></th> <th style="text-align: center;"><u>Audit Score</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Pass</td> <td style="text-align: center;">0 – 14.99%</td> </tr> <tr> <td style="text-align: center;">Level 1</td> <td style="text-align: center;">15 – 24.99%</td> </tr> <tr> <td style="text-align: center;">Level 2</td> <td style="text-align: center;">25 – 34.99%</td> </tr> <tr> <td style="text-align: center;">Level 3</td> <td style="text-align: center;">35 – 44.99%</td> </tr> <tr> <td style="text-align: center;">Level 4</td> <td style="text-align: center;">45 – 100%</td> </tr> </tbody> </table> <p><b>Note:</b> the smaller the score the greater the compliance. Audits are covered in Module 10.</p>	<u>Audit Level</u>	<u>Audit Score</u>	Pass	0 – 14.99%	Level 1	15 – 24.99%	Level 2	25 – 34.99%	Level 3	35 – 44.99%	Level 4	45 – 100%
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<b>Base Jurisdiction</b>	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”.
<b>Blocking</b>	A structure, device, or another substantial article placed against or around an article to prevent horizontal movement of the article.
<b>Board</b>	The Board is the Alberta Transportation Safety Board. The Alberta Transportation Safety Board is a quasi-judicial board which serves primarily as an appeal body and which is granted the authority under legislation to grant or refuse a carrier’s Operating Authority, a Safety Fitness Certificate, permits and driver’s licence privileges.
<b>Canadian Council of Motor Transport Administrators (CCMTA)</b>	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 on the internet at: <a href="http://www.ccmta.ca">www.ccmta.ca</a> .
<b>Cargo</b>	All articles or material carried by a vehicle, including those used in operation of the vehicle.
<b>Carrier</b>	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 certificate. (Also see “Federal Carrier” and “Provincial Carrier”.)
<b>Carrier Number</b>	A number assigned to a commercial carrier and displayed on that carrier’s Safety Fitness Certificate. This is known as the National Safety Code (NSC) number.
<b>Carrier Profile</b>	A “report card” for a carrier that reports on the carrier’s on-road compliance, and its drivers, much like a Driver’s Abstract. It contains information on convictions, regulatory violations and collisions reported in Alberta and by other agencies, provinces and territories. Written requests for a copy of your Carrier Profile in Alberta can be faxed to 403-340-4806. Questions regarding CCMTA points on your Carrier Profile can be directed to 403-755-6111. Carrier Profiles are covered in Module 9.

**Commercial Vehicle**

A commercial vehicle operated on the highway that excludes private passenger vehicle but which includes:

1. Trucks, tractors and trailers or combinations, registered with a gross vehicle weight of 11,794 kilograms or greater that operate in Alberta only.
2. Trucks, tractors and trailers or combinations, registered with a gross vehicle weight of more than 4,500 kilograms which operate outside of Alberta, (this includes farmers).
3. Mounted Mobile Service Rig equipped with a mounted mobile service rig or equipped with equipment that is directly used in the operation or transportation of a mobile service rig.
4. Commercial buses which transport passengers for compensation or a private bus used for no compensation. These are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers including the driver.
5. School buses described in the CSA Standard D250-00 "School Buses" as a Type A, B, C, or D and which are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers, including the driver.
6. Commercial school buses used as commercial buses but not operated as a school bus and described in the CSA Standard D250-07 "School Buses" as a Type A, B, C, or D and which can include a private bus used for no compensation. They are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers, including the driver.
7. Motor coaches are types of buses commonly known in the transportation industry as a motor coach, for example, MCI, or Prevost. They are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers, including the driver.
8. These above may also be known as a National Safety Code (NSC) vehicle.

<b>Commercial Vehicle Inspection Program (CVIP)</b>	This is a mandatory annual or semi-annual inspection program required for all NSC vehicles. It must be done at an “approved” facility that checks vehicles for mechanical fitness. A vehicle with a gross weight of 11,794 kilograms or more or a bus originally designed to carry 11 or more passengers cannot be operated on a highway without a valid CVIP inspection. This would apply to provincial carriers and to federal carriers operating in Alberta. When a federal carrier operates outside of Alberta, they must comply with the CVIP requirements of those jurisdictions.
<b>Commercial Vehicle Inspection Report (CVR (old) or CVIR (new))</b>	This is the name of a form used to record the information obtained from a CVSA inspection conducted by authorized enforcement staff.
<b>Commercial Vehicle Safety Alliance (CVSA)</b>	A non-profit organization of federal, provincial, territorial, and state government agencies and representatives from private industry in the United States, Canada, and Mexico dedicated to improving commercial vehicle safety. More information is available on the internet at: <a href="http://www.cvsa.org">www.cvsa.org</a> .
<b>Commodity</b>	Type of goods or passengers transported by a carrier.
<b>Compliance Investigator</b>	The Alberta Transportation staff responsible for conducting facility audits and investigations on the commercial trucking and busing industry.
<b>Compliance Review Committee (CRC)</b>	A committee, made up of Alberta Transportation staff, which is responsible for recommending to the Registrar administrative actions regarding a carrier.
<b>Condition Endorsement (Operator’s Licence)</b>	<p>Codes imposed by the Driver Fitness and Monitoring Branch and shown on either the Driver Abstract and/or on the operator’s licence.</p> <p>These endorsements identify specific conditions imposed on the driver, and include:</p> <p>Condition Code A – Adequate Lenses. This code is placed on a driver’s licence when vision does not meet the minimum vision requirements without corrective lenses.</p> <p>Condition Code B – Special Conditions. This code is placed on a driver’s licence when one or more of the following conditions exist:</p> <ul style="list-style-type: none"> <li>• Special mechanical devices are required to</li> </ul>

- operate the vehicle;
- The operating area is restricted;
- The operating speed is restricted;
- The same type of vehicle is required on the road test.

Condition Code C – Periodic Medical. This code is placed on a driver's licence when a medical condition of the driver may affect the safe operation of the motor vehicle.

Condition Code D – Periodic Vision Report. This code relates to a driver's degenerative eye conditions which may affect the safe operation of the motor vehicle. This code does not appear on the operator's licence.

Condition Code E – Periodic Driver Examination. This code relates to a driver's degenerative medical conditions or borderline driving habits which affect the ability to operate a motor vehicle. This code does not appear on the operator's licence.

Condition Code F – Licence Valid Without Photo. This code is placed on a driver's licence for persons who are temporarily out of the Province of Alberta. Drivers with this code must apply for a photo within 14 days after returning to Alberta.

Condition Code G – Licence Valid Without Photo. This code is placed on a licence when the driver is a member of a recognized religious organization that is exempted by the Registrar from obtaining a photo.

Condition Code H – Daylight Driving Only. This code is placed on a licence when the driver's vision does not meet minimum vision requirement, but is able to attain the vision standards for daylight driving only.

Condition Code J – Both Outside Mirrors. This code is placed on a licence when a person has restricted neck movement to the point where they are unable to shoulder check or has a total loss of hearing.

Condition Code K – Automatic Transmission. This code is placed on a licence when a person has limited or no use of one or more limbs.

Condition Code L – Adequate Hand Controls. This

code is placed on a licence when a client has lost the use of one or both legs.

Condition Code M – Under Transportation Safety Board Review. This condition exists when the Alberta Transportation Safety Board has reinstated a person's licence, but continues to monitor the person's driving. This code does not appear on an operator's licence.

Condition Code N – Excludes Class 2 and 4 Operation. This code is placed on a licence when the driver has a medical condition that normally would preclude them from obtaining a Class 2 or Class 4 licence.

Condition Code Q – Air Brake Endorsement. This code is placed on a licence when a driver successfully completes an air brake course through an authorized agency and presents an Air Endorsement Certificate dated after May 1, 1985.

Condition Code S – School Bus Endorsement. This code is placed on a licence when a client successfully completes the School Bus Driver Improvement Program through an authorized agency and presents "A Notice of Driver Education Course Completion" form.

Condition Code T – Special Medical. This condition is imposed at the request of a Medical Review Board. This code does not appear on the operator's licence.

Condition Code U – Completed Driver Education Course. This condition identifies a driver who successfully completes a Driver Education Course through an authorized agency and presents "A Notice of Driver Education Course Completion" form. This code does not appear on the operator's licence.

**Conviction**

Any violation where the driver or carrier is convicted or pleads guilty in court to an offence.

**Co-ordination and Information Centre (CIC)**

Serves as the Government of Alberta initial emergency response center for all natural and manmade disasters or for Dangerous Goods compliance information. For more information, call the 24 hour Information Hotline; 800-272-9600 (within Alberta) or 780-422-9600.

**CSA Standard**

A standard such as the CSA Standard D250-07 "School Buses" issued by the Canadian Standards Association.

<b>CVSA Inspection</b>	<p>This is an inspection of a driver and/or vehicle done at Vehicle Inspection Stations or on the roadside by Alberta Transportation enforcement staff, RCMP, or other police agencies. These inspections are used to check vehicles and drivers for roadworthiness and compliance.</p> <p>The inspections are recorded in different level types:</p> <ul style="list-style-type: none"> <li>Level I Full inspection;</li> <li>Level II Walk around driver/vehicle inspection;</li> <li>Level III Driver only inspection;</li> <li>Level IV Special inspections (e.g. brakes only);</li> <li>Level V Vehicle only inspection (e.g. carrier's yard).</li> </ul>
<b>Daily Record</b> <i>(Driver's Log Book)</i>	Is a written record required by the Hours of Service regulations of what a driver did during the course of the work day. A daily record may consist of a driver's daily log or a record of the start and end times of a driver's work shift.
<b>Dangerous Goods</b>	A product, substance or organism by its nature or by a regulation that is dangerous to human life, human health, property or the environment.
<b>Dangerous Goods Certificate</b>	A training certificate issued by a carrier to a driver indicating that the driver has successfully completed training on or has the appropriate knowledge of the proper handling of dangerous goods transported by the carrier.
<b>Detention</b>	Any violation that results in the driver or commercial vehicle being placed "out-of-service" according to CVSA criteria.
<b>Disciplinary Procedures</b>	Company procedures that adds accountability to the drivers for failure to abide by company policies and procedures (e.g. verbal warnings, written warnings, suspensions, termination).
<b>Divided Record Authority</b>	Written authority granted to a carrier by the Registrar to keep specific records at a location other than at the carrier's Principal Place of Business. Records may include vehicle maintenance, driver information, hours-of-service information and so on.

<b>Driver File</b>	<p>A file kept and maintained by the carrier on all full and part time drivers who are authorized to operate the registered owner's (carrier's) NSC vehicles. This file illustrates the procedures the carrier used to ensure that the drivers hired are adequately licensed and trained to do the job for which they were hired. By regulation, the driver file must at least contain:</p> <ol style="list-style-type: none"><li>1. An application form;</li><li>2. A copy of the driver's abstract dated within 30 days of the date of employment or hire;</li><li>3. An employment history for three years prior to beginning work for the carrier;</li><li>4. An annual Driver's Abstract;</li><li>5. A record of all the driver's convictions of safety laws, that relates to the operation of a commercial vehicle;</li><li>6. A record of all of the driver's collisions involving a vehicle that is required under any legislation to be reported to a peace officer;</li><li>7. A record of all training related to the operation of a commercial vehicle that the driver has completed;</li><li>8. A copy of a Dangerous Good training certificate, if applicable;</li><li>9. A copy of the driver's current medical certificate.</li></ol>
<b>Driver's Abstract</b>	<p>Is a summary of a driver's moving violations referred to in Section 8(3) of the <i>Traffic Safety Act</i>.</p>
<b>Driver's Daily Log</b>	<p>Is 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"><li>• Off-duty (other than time in a sleeper berth);</li><li>• Off-duty in a sleeper berth;</li><li>• Driving time;</li><li>• On-duty time other than driving time.</li></ul>
<b>Driving time</b>	<p>As defined by the <i>Driver's Hours of Service Regulation</i>, means the period during which a driver is occupying the position in the vehicle that is normally occupied by a person driving a vehicle and the vehicle is in motion.</p>

<b>Emergency Response Plan (ERP)</b>	See “Emergency Response Assistance Plan (ERAP)”.
<b>Emergency Response Assistance Plan (ERAP)</b>	A written plan that must be filed and registered with Transport Canada (identified in SOR 2001-286 Part 7, Schedule 1, column 7) that addresses the company’s response to emergencies regarding shipments of specified Dangerous Goods that are in the federal <i>Transportation of Dangerous Goods Regulation</i> .
<b>Energy Efficient Motor Vehicle (EEMV)</b>	These vehicle combinations include Triple Trailers, Turnpike Doubles and Rocky Mountain Doubles. A special permit with specific conditions is required to operate EEMVs in Alberta. These vehicles are also known as LCVs or Long Combination Vehicles.
<b>Extra-Provincial Carrier</b>	A commercial carrier that has crossed a provincial or international border on at least one occasion.
<b>Extra-Provincial Transport</b>	This refers to an Alberta carrier that operates a truck, tractor and/or trailer combination that has a registered weight of more than 4,500 kilograms and buses originally designed with a seating capacity 11 or more, including the driver, which has crossed any border. This is also known as inter-jurisdictional and inter-provincial transport.
<b>Federal Carrier</b>	A Carrier with a Federal Operating Status. See “Federal Operating Status”.
<b>Federal Motor Carrier Safety Administration (FMCSA)</b>	The United States federal governing body for transportation related legislation. More information is available on the internet at <a href="http://www.fmcsa.dot.gov">www.fmcsa.dot.gov</a> .
<b>Federal Operating Status</b>	A “federal” Operating Status authorizes the operation of commercial or farm-plated vehicles throughout Canada registered for a weight of more than 4,500 kilograms, or a vehicle originally manufactured with a seating capacity of 11 or more persons including the driver, if operated for other than personal use.
<b>Fleet Size</b>	When associated with a facility audit, it is the number of commercial vehicles, excluding trailers, under the carrier’s responsibility.
<b>Hook Lift Container</b>	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.
<b>Home Terminal</b>	The location where a driver normally reports for work.
<b>Hours of Service (HOS)</b>	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.
<b>Intermodal Container</b>	A reusable, transportable enclosure that is especially designed with integral locking devices that secure it to a container chassis trailer to facilitate the efficient and bulk shipping and transfer of goods by, or between various modes of transport, such as highway, rail, sea and air.
<b>International Fuel Tax Agreement (IFTA)</b>	An agreement among member jurisdictions (province, territory, or state), to simplify the reporting and distribution of fuel taxes by commercial extra-provincial carriers. More information is available on the internet at: <a href="http://www.iftach.org">www.iftach.org</a>
<b>Intervention</b>	The act of notifying a carrier of problems and potential safety risks on the basis of available information. This is frequently combined with the offer to assist in developing solutions.
<b>Intervention Levels</b>	A Progressive Intervention program is used by Alberta Transportation to ensure that carriers demonstrating non-compliance are approached in a consistent, fair and objective manner.
<b>Intra-Provincial Carrier</b>	An Alberta based carrier which operates exclusively within the borders of Alberta.
<b>Intra-Provincial Transport</b>	An Alberta carrier that operates a truck, tractor and/or trailer combination that has a registered weight equal to or greater than 11,794 kilograms and buses with a seating capacity of 11 or more, including the driver, exclusively in Alberta is an Intra-Provincial carrier. This is also known as intra-jurisdictional transport.

<b>Lease</b>	<p>Written legal agreement between the lessor and the lessee that grants possession, control and responsibility for operating a vehicle for a specific period of time:</p> <ol style="list-style-type: none"> <li>1. Short-term lease – 30 days or less;</li> <li>2. Long-term lease – more than 30 days.</li> </ol> <p>The registration of the vehicle must be changed to the lessee for long-term leases.</p>
<b>Lessee</b>	<p>An individual, partnership, or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement.</p>
<b>Lessor</b>	<p>An individual, partnership, or corporation which under the terms of a lease gives the legal right of possession, control of and responsibility for the operation of the vehicle to another individual, partnership, or corporation.</p>
<b>Long Combination Vehicle (LCV)</b>	<p>See “Energy Efficient Motor Vehicle (<i>EEMV</i>)”.</p>
<b>Maintenance Program</b>	<p>A Maintenance Program, also referred to as “Preventive 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.</p> <p>It must address regular inspections and demonstrate that the commercial vehicles are maintained to the legislated minimum requirements. The program should be written clearly enough that all of the people responsible for maintaining the commercial vehicles know exactly what to inspect and what to do if vehicle defects are found. The carrier must keep a record of each inspection for the current year and 4 prior years.</p>
<b>Monitoring Points</b>	<p>See “Points”.</p>
<b>Monitoring Stage</b>	<p>Alberta Transportation monitors the on-road performance of commercial carriers in three areas:</p> <ol style="list-style-type: none"> <li>1. Convictions;</li> <li>2. CVSA inspections;</li> <li>3. Collisions.</li> </ol>

	Carriers that exceed the defined threshold performance values for their operation type (truck or bus) or fleet size are identified and contacted. These performance thresholds are identified as Monitoring Stages 1 to 4 ( <i>with Stage 4 being the highest safety risk</i> ). Also see “Risk-Factor Monitoring”.
<b>Motor Carrier</b>	See “Carrier”.
<b>Motor Vehicle Identification Number (MVID)</b>	A unique number given to a person who has an Alberta driver’s licence or a vehicle(s) registered in Alberta. This number can be found on the vehicle’s registration or driver’s licence. A single carrier may have more than one MVID.
<b>National Safety Code (NSC)</b>	A group of 16 safety standards developed by the CCMTA group including the federal, provincial and territorial governments, along with the trucking industry, labour, safety groups and other interested parties. The Code is built upon existing safety standards and practices, with additions in specific key areas. One objective of the NSC program is the adoption of uniform national safety standards across Canada in the form of legislation passed by each government authority.
<b>National Safety Code Number</b>	See “Carrier Number”.
<b>North American Standard Out-Of-Service criteria</b>	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).
<b>NSC Carrier Profile</b>	A detailed record of the safety performance of a carrier’s fleet. Data includes: CVSA inspection results, facility audit results, convictions, and collisions. It is available to a carrier on request. Also see “Carrier Profile”.
<b>NSC Carrier Sanctions</b>	Depending on the severity of non-compliance, the Registrar may initiate administrative sanctions against the carrier in the form set out in Section 143 of the <i>Traffic Safety Act</i> .
<b>NSC Number</b>	See “Carrier Number”.
<b>NSC Rating</b>	See “Safety Fitness Rating”.

**NSC Vehicle**

A commercial vehicle that meets one of the following criteria:

1. Trucks, tractors or trailers or a combination of these vehicles that have a registered gross weight of 11,794 kilograms or more and operated solely in Alberta;
2. Buses with a manufactured seating capacity of 11 persons or more, including the driver;
3. Trucks, tractors or trailers, or a combination of these vehicles operated outside of Alberta that have a registered gross weight greater than 4,500 kilograms.

**On-Duty Time**

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:

- Checking in or preparing reports at the beginning or end of a work shift;
- Inspecting, servicing, repairing, conditioning or starting a commercial vehicle;
- Driving a commercial vehicle;
- Traveling as one of two drivers, except the time that the driver spends resting on route in a sleeper berth;
- Participating in the loading or unloading of a commercial vehicle;
- Inspecting or checking the load of a commercial vehicle;
- Waiting at the request of the carrier for a commercial vehicle to be serviced, loaded or unloaded;
- Waiting for a commercial vehicle or load to be checked at customs or at a weighing checkpoint;
- Traveling, as a passenger in a commercial vehicle at the request of the carrier, to a work assignment when the driver has not had eight

	<p>consecutive hours of off-duty time immediately prior to departure;</p> <ul style="list-style-type: none"><li>• Waiting at an en-route point because of a collision involving the vehicle or because of another unplanned event;</li><li>• Performing any other work assigned by the carrier;</li></ul> <p><b>Note:</b> Federal regulations have additional items to consider.</p>
<b>Operating Authority Certificate (O/A)</b>	<p>A certificate issued by the Registrar in Alberta authorizing the operation of a commercial vehicle under Part 2 of the <i>Commercial Vehicle Certificate and Insurance Regulation</i>, AR 314/2002.</p> <p>The Operating Authority Certificate authorizes a carrier to operate a commercial vehicle to transport passengers.</p> <p>A bus requiring an Operating Authority is not restricted to a minimum number of passengers. Carriers must make application to the Registrar for the Operating Authority certificate.</p>
<b>Out-Of-Service (OOS)</b>	<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"><li>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</li><li>b. The vehicle is found to have one or more defects listed in the North American Standard CVSA Out-Of-Service criteria; or</li><li>c. Invalid or suspended operator licence.</li></ol>
<b>Partners In Compliance (PIC)</b>	<p>A joint venture between Alberta Transportation and member carriers which recognizes a carrier's efforts in safety and compliance. Carriers that apply for and are granted PIC status receive expedited service at Vehicle Inspection Stations, are subject to reduced government filing of recurring documents, and reduced audits by government. More information is available on the internet at: <a href="http://www.partnersincompliance.com">www.partnersincompliance.com</a>.</p>

<b>Points</b>	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.
<b>Principal Place of Business</b>	The carrier's main office or corporate head office location, where the carrier runs the daily business and makes essential business decision such as: booking loads; shipping/receiving; and maintaining vehicles. All of the carrier's NSC records must be kept at this location unless the carrier has been granted a written Divided Record Authority.
<b>Private Bus</b>	<p>Is a type of operating authority where a bus is used to transport:</p> <ol style="list-style-type: none"> <li>1. Employees of the person who owns the bus or members of an organization that owns the bus;</li> <li>2. Other persons authorized by the Registrar.</li> </ol> <p>The owner does not receive any financial support from any level of government.</p> <p>The Registrar may issue an Operating Authority Certificate for a private bus upon application.</p>
<b>Profile</b>	See "Carrier Profile".
<b>Prorate</b>	<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>
<b>Provincial Carrier</b>	A Carrier with a Provincial Operating Status. See "Provincial Operating Status".
<b>Provincial Operating Status</b>	A " <b>Provincial</b> " Operating Status authorizes the operation of commercial vehicles <b>ONLY</b> within Alberta and applies to commercial trucks registered for a weight of 11,794 kilograms or more, or a commercial vehicle with a seating capacity of 11 or more persons

	including the driver.
<b>Public Bus</b>	A type of operating authority for which a bus is operated over a specified route or routes or operates as a charter service.
<b>Radius Driver</b>	Is a driver operating under the Hours of Service Regulation who does not drive beyond a 160 kilometre radius of where they normally report for work (home terminal), and who meets the other requirements outlined in section 12 of the <i>Alberta Driver's Hours of Service Regulation</i> , AR 317/2002 or Section of the <i>Federal Commercial Vehicle Driver's Hours of Service Regulation</i> , SOR/2005-313.
<b>Recall System</b>	An internal reminder system that will notify a carrier, safety officer, shop foreman, etc. of the expiration of specific documents and procedures prior to their expiration date. A recall system should be used for the monitoring of driver's licences, driver's abstracts, CVIP inspections, maintenance schedules, and permit expiry dates.
<b>Records of Duty Status</b>	<p>Refers to a driver's daily record under the 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"><li>• The driver operates within a 160 kilometre radius of driver's home terminal;</li><li>• The driver's work shift does not exceed 15 hours;</li><li>• The driver starts and ends the shift at his home terminal;</li><li>• 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.</li></ul> <p>Also see "Radius Driver".</p>

<b>Registrar</b>	Is the person (or their delegate) who has been designated by the Minister of Transportation with responsibility for the administration of the provisions of the <i>Traffic Safety Act</i> and related regulations and their drivers.
<b>Regulated Person</b>	<p>A regulated person may be;</p> <ul style="list-style-type: none"> <li>• A carrier;</li> <li>• An exempted operator;</li> <li>• A driver of a commercial vehicle;</li> <li>• A person engaged in carrying out safety services as defined in <i>Traffic Safety Act</i> section 139;</li> <li>• A holder of a permit issued for the operation of a commercial vehicle.</li> </ul> <p>Also see “Administrative Penalty”.</p>
<b>Regulation</b>	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 <i>Commercial Vehicle Maintenance Standards Regulation</i> , AR 118/89.
<b>Reportable Collision</b>	A collision involving a vehicle that is required to be reported to a peace officer in Alberta. This includes collisions when there is a total damage of \$2,000 or more, an injury or a fatality.
<b>Risk – Factor (R-Factor) Monitoring</b>	Profile data for convictions, collisions and CVSA out of service inspections are combined to calculate a single Risk Factor (R-Factor) score. The R-Factor score is an indication of the carrier’s performance compared to other carriers within the same fleet range and with bus and truck carriers considered separately.
<b>Rub Rail</b>	A rail along the side of a vehicle that protects the side of the vehicle from impacts.
<b>Safety Equipment</b>	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 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.
<b>Safety Fitness Certificate (SFC)</b>	A Safety Fitness Certificate is issued to a carrier by the Registrar in Alberta, identifying a National Safety Code (NSC) number and Safety Fitness Rating. Carriers may hold a Safety Fitness Certificate (or equivalent) from any provincial, territorial or United States government bodies that authorize the use of NSC vehicles. In Alberta, carriers must make application to the Registrar for a Safety Fitness Certificate.
<b>Safety Fitness Rating</b>	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: <ol style="list-style-type: none"> <li>1. Excellent;</li> <li>2. Satisfactory;</li> <li>3. Satisfactory Unaudited;</li> <li>4. Conditional;</li> <li>5. Unsatisfactory.</li> </ol>
<b>Safety Laws</b>	Defined in the <i>Commercial Vehicle Certificate and Insurance Regulation</i> , AR 314/2002 as laws that govern: <ol style="list-style-type: none"> <li>1. The <i>Traffic Safety Act</i> and regulations made under the Act;</li> <li>2. The <i>Dangerous Goods Transportation and Handling Act</i> and regulations made under the Act; and</li> <li>3. The laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub-clauses (i) and (ii).</li> </ol>
<b>Safety Officer</b>	The safety officer is a person designated as responsible for maintaining and implementing the carrier's safety and maintenance programs and ensuring compliance with the safety laws. The safety officer is responsible for coordinating all policies, information, and training relating to safety. Furthermore, the safety officer must be aware of all critical items that affect their company so that problems can be addressed before or as they arise.
<b>Safety Program</b>	The registered owner of every commercial vehicle who operates the vehicle under the authority of a Safety

	<p>Fitness Certificate must establish, maintain and follow a written Safety Program. This clearly documented plan must address matters relating to the safe operation of commercial vehicles as outlined in Section 40(1), <i>Commercial Vehicle Certificate and Insurance Regulation</i>, AR 314/2002. A written Safety Program is a guide to carriers and drivers which outlines various rules and procedures that the carrier has identified as being important to safeguard the driver, the vehicle and the load from unnecessary risk. The Safety Program is specific to each carrier and their type of business. Every Provincial and Federal carrier must have and implement a Safety Program.</p>
<b>Sanction</b>	<p>A provision in law prescribing a penalty for non-compliance with legal obligations.</p>
<b>Schedule</b>	<p>Refers to a schedule or an attachment within an Act or Regulation. A schedule generally contains a list or instruction. For example, the schedule in the <i>Driver's Hours of Service Regulation</i>, AR 317/2002 shows what a graph grid in a logbook must contain and gives directions on how to fill it out.</p>
<b>Section</b>	<p>Part of a structure of a legal statute. Sections can be further divided into subsections and paragraphs etc., such as 3(1) (a).</p>
<b>Shoring Bar</b>	<p>A structural section placed transversely between the walls of a vehicle to prevent cargo from tipping or shifting.</p>

<b>Supporting Documents</b>	Any document that can be used to support the information written on a Driver's Daily Log. 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.
<b>Systematic Manner</b>	A carrier must have the records of a driver's duty status filed in an orderly and systematic manner. The most common way of filing the records are by driver and month, so that the records are easily accessible by the carrier or by an investigator/auditor.
<b>Tiedown</b>	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).
<b>Traffic Violation Report (TVR)</b>	The form used by enforcement staff to record violations not associated with CVSA inspections, such as overweight vehicles, which do not involve a fine or court appearance.
<b>Transport Canada</b>	The federal government department responsible for the administration, policies, regulations and programs for road, rail, marine, and air transportation.
<b>Transport Officer</b>	A member of the Alberta Transportation staff 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.
<b>United States Department of Transportation (US DOT)</b>	The US DOT is the federal governing body in the United States of America responsible for transportation legislation and monitoring.
<b>Unitized load</b>	A number of articles grouped together with sufficient

	structural integrity that they can be handled, transported and secured as a single article.
<b>Vehicle Files</b>	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.
<b>Violation</b>	A breach of legislation in which a judicial conviction may or may not have been imposed.
<b>Working Load Limit (WLL)</b>	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.



**Notes**

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## Appendix II Contact Information

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

### **Carrier Services Section:**

To obtain information on general NSC monitoring, investigations and NSC Facility Audits:

Alberta Transportation  
#401, Provincial Building  
4920 – 51 Street  
Red Deer, AB T4N 6K8

Phone: 403-755-6111  
Fax: 403-340-4811  
Web site: [www.transportation.alberta.ca/499.htm](http://www.transportation.alberta.ca/499.htm)

To obtain information on Operating Authority, Safety Fitness Certificates and Carrier Profiles:

Alberta Transportatopm  
#401, Provincial Building  
4920 – 51 Street  
Red Deer, AB T4N 6K8

Phone: 403-340-5444  
Fax: 403-340-4806  
Web site: [www.transportation.alberta.ca/499.htm](http://www.transportation.alberta.ca/499.htm)

### **Vehicle Safety Section:**

To obtain information on CVIP (annual/semi-annual) Vehicle Inspections, Vehicle Maintenance Standards and Vehicle Inspection Station Certificates:

Alberta Transportation  
Drivers & Vehicles  
1<sup>st</sup> Floor, Atrium 1, Twin Atria Building  
4999 – 98 Avenue  
Edmonton, AB T6B 2X3

Phone: 780-427-8901  
Fax: 780-422-3682  
Web site: [www.transportation.alberta.ca/509.htm](http://www.transportation.alberta.ca/509.htm)

**Commercial Vehicle Enforcement Branch:**

Information on legislation relating to commercial vehicles and on-road enforcement may be obtained from:

Alberta Transportation  
Commercial Vehicle Enforcement Branch  
#401, 4920 – 51<sup>st</sup> Street,  
Red Deer, AB T4N 6K8

Phone: 403-340-5225  
Fax: 403-340-5074  
Web site: [www.transportation.alberta.ca/558.htm](http://www.transportation.alberta.ca/558.htm)

**Transport Engineering Branch:**

Information on Gross Vehicle Weights (GVW), over-weight, over-dimension, extended length, permits and road bans is available at:

Alberta Transportation  
Central Permit Office  
Provincial Building  
4920 – 51 Street  
Red Deer, Alberta T4N 6K8

Phone: 800-662-7138  
403-342-7138 (outside of Alberta)  
Fax: 403-340-5278  
Web site: [www.transportation.alberta.ca/520.htm](http://www.transportation.alberta.ca/520.htm)

**Driver Programs:**

To obtain information on driver training and examinations:

Alberta Transportation  
1<sup>st</sup> Floor, Atrium 1,  
Twin Atria Building  
4999 – 98 Avenue  
Edmonton, AB T6B 2X3

Phone: 780-427-8901  
Fax: 780-427-0833  
Web site: [www.transportation.alberta.ca/DriversVehicles.htm](http://www.transportation.alberta.ca/DriversVehicles.htm)

### **Prorate Services Section:**

To obtain information on prorated:

1<sup>st</sup> Floor,  
803 Manning Road NE  
Calgary, AB T2E 7M8

Phone: 403-297-2920  
Fax: 403-297-2917  
Web site: [www.transportation.alberta.ca/520.htm](http://www.transportation.alberta.ca/520.htm)

### **Dangerous Goods Control Branch:**

To obtain information on all aspects of the transportation of dangerous goods:

Coordination and Information Center (CIC):

Alberta Transportation  
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.transportation.alberta.ca/519.htm](http://www.transportation.alberta.ca/519.htm)

### **Queen's Printer Bookstore:**

To obtain copies of Alberta statutes (Acts) and regulations:

Main Floor, Park Plaza,  
10611 – 98 Avenue  
Edmonton, AB T5K 2P7

Phone: 780-427-4952  
Fax: 780-452-0668  
Web site: [www.qp.gov.ab.ca](http://www.qp.gov.ab.ca)

<b>Regulations and Enforcement – Other Jurisdictions</b>	
<p><b>British Columbia</b></p> <p><u>Roadside Compliance</u></p> <p>Motor Vehicles Regional Office Phone: 604-453-4220</p> <p><u>Permits</u></p> <p>Carriers Permits and Inquiries Phone: 604-453-4250 (passengers) 604-581-4782 (cargo)</p>	<p><b>Alberta</b></p> <p><u>Roadside Compliance</u></p> <p>Commercial Vehicle Enforcement Phone: 403-340-5225</p> <p><u>Permits</u></p> <p>Central Permit Office Phone: 403-342-7138</p>
<p><b>Saskatchewan</b></p> <p><u>Roadside Compliance</u></p> <p>Transport Compliance Branch Phone: 306-787-4372 (Head Office)</p> <p><u>Permits</u></p> <p>Phone: 306-933-5290 Inquiries Motor Transport Services Branch Phone: 306-775-6969</p>	<p><b>Ontario</b></p> <p><u>Roadside Compliance</u></p> <p>Northwest Region – Thunder Bay Phone: 807-473-2039</p> <p><u>Permits</u></p> <p>Carrier Sanctions and Investigations Phone: 416-246-7166</p>
<p><b>Quebec</b></p> <p><u>Roadside Compliance</u></p> <p>Operations Support: 514-873-6424 Phone: 418-528-3285 (French)</p> <p><u>Special Permits</u></p> <p>Phone: 418-527-7775</p>	<p><b>New Brunswick</b></p> <p><u>Roadside Compliance</u></p> <p>Commercial Vehicle Enforcement Phone: 506-453-7157</p> <p><u>Permits</u></p> <p>Department of Transportation Phone: 506-453-2802</p> <p>Oversize/Overweight Phone: 506-453-2982</p>

<p><b>Newfoundland</b></p> <p><u>Roadside Compliance</u></p> <p><u>Permits</u></p> <p>Phone: 709-729-0359</p> <p>Motor Registration Headquarters</p> <p>Phone: 709-729-0359</p>	<p><b>Nova Scotia</b></p> <p><u>Roadside Compliance</u></p> <p>Vehicle Compliance Section</p> <p>Phone: 902-424-5536</p> <p><u>Permits</u></p> <p>Vehicle Compliance Section</p> <p>Phone: 902-424-5536</p>
<p><b>Prince Edward Island</b></p> <p><u>Roadside Compliance</u></p> <p>Highway Safety Division</p> <p>Phone: 902-368-5231</p> <p>Borden Weigh Scale</p> <p>Phone: 902-437-8534</p>	<p><b>Yukon</b></p> <p><u>Roadside Compliance</u></p> <p>Weigh Stations and Enforcement</p> <p>Phone: 867-667-5729</p> <p>Weigh Stations and Enforcement</p> <p>Phone: 867-536-7400</p>
<p><b>North West Territories</b></p> <p><u>Roadside Compliance</u></p> <p>Inuvik Weigh Scale</p> <p>Phone: 867-777-7283</p> <p><u>Permits</u></p> <p>Enterprise Weigh Scale</p> <p>Phone: 867-984-3341</p>	<p><b>Manitoba</b></p> <p><u>Compliance Services</u></p> <p>Phone: 204-945-3890</p> <p><u>Permit Services</u></p> <p>Phone: 204-945-3961</p>

<b>United States Department of Transport</b>	
<b>Federal Carrier Safety Administration (FMCSA)</b>	
<p><b>Minnesota Office</b> 380 Jackson Street Galtier Plaza, Suite 500 St Paul, MN 55101 Phone: 651-291-6150 Fax: 651-291-6001</p>	<p><b>North Dakota Office</b> 1471 Interstate Loop Bismark, ND 58501-0567 Phone: 701-250-4346 Fax: 701-250-4389</p>
<p><b>National Highway Traffic Safety Administration (NHTSA)</b> 400 7th St. SW Washington, DC 20590 Phone: 888-327-4236 (toll free) Web site: <a href="http://www.nhtsa.gov/">www.nhtsa.gov/</a></p>	<p><b>Montana Office</b> 2880 Skyview Drive Helena, MT 59602 Phone: 406-449-5304 Fax: 406-449-5318 Web site: <a href="http://www.fmcsa.dot.gov/">www.fmcsa.dot.gov/</a></p>
<b>Regulations and Enforcement – Other Jurisdictions</b>	
<p><b>United States Custom Service:</b> <a href="http://www.customs.ustras.gov">www.customs.ustras.gov</a></p>	
<b>North Dakota</b>	
<p>P.O. Box 610 Pembina, ND 58271 Phone: 701-825-6813 Fax: 701-825-6953</p>	<p>RR#1 Box 117 Dunseith, ND 58329 Phone: 701-263-4460 Fax: 701-263-4429</p>
<p><b>Minnesota</b> HC2 Box 245 State Highway 313 Warroad, MN 56763-9411 Phone: 218-386-3202 Fax: 218-386-2854</p>	<p><b>Montana</b> 21 Third Street North Great Falls, Montana 59401 Phone: 406-453-7631 Fax: 406-453-7069</p>

### Transport Canada

To obtain information on all matters dealing with the federal control of the transport industry:

Road Safety and Motor Vehicle Registration  
Transport Canada  
8<sup>th</sup> Floor,  
330 Sparks Street  
Ottawa, ON K1A 0N5

Phone: 800-333-0371 (toll free)  
Fax: 613-990-2912  
Web site: [www.tc.gc.ca](http://www.tc.gc.ca)

### Canadian Council of Motor Transport Administrators

To obtain information on all matters dealing with the regulation and control of motor vehicle transportation and highway safety:

CCMTA  
2323 St. Laurent Blvd  
Ottawa, ON K1G 4J8  
Phone: 613-736-1003 (Ext. 250)  
Fax: 613-736-1395  
Web site: [www.ccmta.ca](http://www.ccmta.ca)



### Notes

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## Appendix III

### Relevant Legislation

#### Legislation

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

Queen's Printer web site for Alberta

[www.qp.gov.ab.ca](http://www.qp.gov.ab.ca)

Alberta Transportation web site

[transportation.alberta.ca](http://transportation.alberta.ca)

Federal legislation web site

<http://laws.justice.gc.ca/>

#### **Alberta Traffic Safety Act (DOES THIS INFORMATION NEED TO BE UPDATE WITH THE NEW AND AMENDED CV REGULATIONS – JULY 1, 2009?)**

- *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*

#### **Motor Vehicle Transport Act, 1987 (Federal)**

- *Commercial Vehicle Drivers Hours of Service Regulations, SOR/2005-313 (new regulations effective starting January 1, 2007)*
- *Motor Carrier Safety Fitness Certificate Regulations, SOR/2005-180*

#### **SAE International Lighting Standards (Referred in AR 435/86 Section 5- SAE J759)**

#### **Transportation of Dangerous Goods Control Act, 1992**

- *Dangerous Goods Transportation and Handling Act – Dangerous Goods Transportation and Handling Regulation, AR 157/97*

## Useful Web Sites

The following web sites have a great deal of useful information related to transportation safety. These were obtained from the Transportation Safety Director course offered by Red Deer College and the Transportation Training and Development Association (TT & DA).

Canadian Council of Motor Transport Administrators (CCMTA) provides information on the National Safety Code, Operating Authority, Cargo Securement, Dangerous Goods, etc.

[www.ccmta.ca](http://www.ccmta.ca)

The Canadian Trucking Alliance

[www.cantruck.com/](http://www.cantruck.com/)

Canada Labour Code

<http://laws.justice.gc.ca/en/>

Carrier Profile System (Alberta)

[www.transportation.alberta.ca/667.htm](http://www.transportation.alberta.ca/667.htm)

Commercial Vehicles Drivers Hours of Service Regulations

<http://laws.justice.gc.ca/en/M-12.01/SOR-94-716/149556.html>

CVIP: Information on ordering publications such as Commercial Vehicle Inspections in Canada can be found on the CCMTA web site.

[www.ccmta.ca/english/produstandservices/publications/publications.cfm](http://www.ccmta.ca/english/produstandservices/publications/publications.cfm)

CVIP: The BC government site includes information on CVIP.

[www.th.gov.bc.ca/cvse/vehicle\\_inspections/](http://www.th.gov.bc.ca/cvse/vehicle_inspections/)

CVSA: Information on the CVSA (Commercial Vehicle Safety Alliance) Programs.

[www.cvsa.org/programs/04index\\_inspections.cfm](http://www.cvsa.org/programs/04index_inspections.cfm)

Dangerous Goods Transportation and Handling Act (Alberta)

[www.qp.gov.ab.ca](http://www.qp.gov.ab.ca)

Dangerous Goods Handling and Transportation Act (Manitoba)

<http://web2.gov.mb.ca/laws/statutes/ccsm/d012e.php>

Drivers Hours of Service Regulation (Alberta)

[www.qp.gov.ab.ca/documents/Regs/2002\\_317.cfm?frm\\_isbn=0779728165](http://www.qp.gov.ab.ca/documents/Regs/2002_317.cfm?frm_isbn=0779728165)

Due Diligence

[www.hre.gov.ab.ca/cps/rde/xchg/hre/hs.xsl/2444.html?requested-page=/hre/whs/publications/pdf/li015.pdf](http://www.hre.gov.ab.ca/cps/rde/xchg/hre/hs.xsl/2444.html?requested-page=/hre/whs/publications/pdf/li015.pdf)

Federal Motor Carrier Safety Regulations Part 382: Controlled Substances and Alcohol Use and Testing (U.S.)

[www.fmcsa.dot.gov/rulesregs/fmcsr/regs/382.htm](http://www.fmcsa.dot.gov/rulesregs/fmcsr/regs/382.htm)

Government of Alberta – Occupational health and safety information for Alberta’s workers and employees

[www.worksafely.org](http://www.worksafely.org)

Hazardous Materials (USA)

<http://hazmat.dot.gov/>

Hours of Service Regulations: U.S. Department of Transportation

[www.fmcsa.dot.gov/Home\\_Files/revised\\_hos.asp](http://www.fmcsa.dot.gov/Home_Files/revised_hos.asp)

Motor Vehicle Transport Act

<http://laws.justice.gc.ca/en/M-12.01/>

National Safety Code standards 1 – 16 are summarized on the Government of Manitoba site.

[www.gov.mb.ca/tgs/transreg/tsr/core/natsafecode.html#1](http://www.gov.mb.ca/tgs/transreg/tsr/core/natsafecode.html#1)

Occupational Health and Safety Act

<http://laws.justice.gc.ca/en/l-2/16951.html>

Partners in Compliance Program (Alberta)

[www.partnersincompliance.com](http://www.partnersincompliance.com)

## Provincial Trucking Associations

- Alberta Motor Association [www.ama.ab.ca](http://www.ama.ab.ca)
- Alberta Motor Transport Association [www.amta.ca/](http://www.amta.ca/)
- American Trucking Association [www.truckline.com/](http://www.truckline.com/)
- Atlantic Provinces Trucking Association [www.apta.ca](http://www.apta.ca)
- British Columbia Trucking Association [www.bctrucking.com](http://www.bctrucking.com)
- Manitoba Trucking Association [www.trucking.mb.ca/](http://www.trucking.mb.ca/)
- Motor Coach of Canada [www.motorcoachcanada.com](http://www.motorcoachcanada.com)
- Ontario Trucking Association [www.ontruck.org/](http://www.ontruck.org/)
- Québec: Association Du Camionnage Du Québec [www.carrefour-acq.org](http://www.carrefour-acq.org)
- Safety is Good Business  
U.S Department of Transportation Safety  
[www.fmcsa.dot.gov/safety-security/good-business/index.htm](http://www.fmcsa.dot.gov/safety-security/good-business/index.htm)
- Saskatchewan Trucking Association [www.sasktrucking.com/](http://www.sasktrucking.com/)

Transport Canada

[www.tc.gc.ca](http://www.tc.gc.ca)

Transport Canada Road Safety

[www.tc.gc.ca/roadsafety](http://www.tc.gc.ca/roadsafety)

Transport Canada Regulatory Information

[www.tc.gc.ca/roadsafety/site/menu.htm#Regulatory](http://www.tc.gc.ca/roadsafety/site/menu.htm#Regulatory)

Transportation of Dangerous Goods Act

[www.tc.gc.ca/acts-regulations/GENERAL/T/tdg/act/tdg.htm](http://www.tc.gc.ca/acts-regulations/GENERAL/T/tdg/act/tdg.htm)

Transportation of Dangerous Goods Regulation

[www.tc.gc.ca/acts-regulations/GENERAL/T/tdg/regulations/tdg001/part\\_1.htm](http://www.tc.gc.ca/acts-regulations/GENERAL/T/tdg/regulations/tdg001/part_1.htm)



## Appendix IV

### Summary of Maintenance and Safety Program Requirements for Provincially-Regulated Alberta-Based Commercial Trucks / Tractors / Trailers (Effective July 1, 2009)

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

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

**NOTES:****Internet access to various information sites:**

- General information on Alberta's transportation requirements:  
[www.transportation.alberta.ca/3.htm](http://www.transportation.alberta.ca/3.htm)
  - Change carrier's Operating Status: [www.transportation.alberta.ca/661.htm](http://www.transportation.alberta.ca/661.htm)
  - Obtain Schedule 1 of the NSC Standard 13, Part 2:  
[www.ccmta.ca/english/pdf/nsc\\_standard\\_13.pdf](http://www.ccmta.ca/english/pdf/nsc_standard_13.pdf)
  - Obtain *Commercial Vehicle Safety Regulations*, AR 121/2009:  
[www.qp.alberta.ca/574.cfm?page=2009\\_121.cfm&leg\\_type=Regs&isbncln=9780779740727](http://www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740727)
  - Obtain other Alberta legislation: [www.qp.alberta.ca/Laws\\_Online.cfm](http://www.qp.alberta.ca/Laws_Online.cfm)
  - Obtain Federal legislation: <http://laws.justice.gc.ca/en/index.html?noCookie>
1. **“Provincial”** Operating Status authorizes operation solely within Alberta of commercial vehicles registered in Alberta for a weight of 11,794 kilograms or more. No permit is available authorizing a “Provincial” carrier to leave Alberta at any time. An Alberta carrier leaving the province with any vehicle registered over 4,500 kilograms for any reason requires a “Federal” Operating Status.
  2. A non-NSC company (or individual) who has commercial vehicles registered between 4,501 and 11,793 kilograms and who does not leave Alberta does not require an Alberta Safety Fitness Certificate (SFC) but must meet the specified compliance requirements.
  3. **“Daily Trip Inspection”** means a trip inspection of a commercial vehicle or combination of commercial vehicles conducted by following and inspecting the specified items identified in Schedule 1 of the NSC Standard 13, Part 2.
  4. **Training** of all applicable carrier staff (e.g. drivers, managers, administration, mechanics, etc.) in all **“safety laws”** is required by Section 40(1)(e) of the *Commercial Vehicle Certificate and Insurance Regulation*, AR 314/2002. This includes: trip inspection, hours of service, cargo securement, carrier policies in safety and maintenance programs, etc.
  5. A **“trip inspection report”** must be completed when trip inspection is conducted on a vehicle or combination of vehicles. Report must meet minimum requirements: legible; licence number/Unit number; odometer or hubometer; carrier name; location inspected; each defect or no defect; date/time of report; name of person inspecting; name and signature of driver or person inspecting.
  6. **Schedule 1 of NSC Standard 13, Part 2** identifies the list of daily trip inspection items that need to be inspected. A copy of the complete Schedule needs to be located in each commercial vehicle and must be produced on the request of a peace officer.
  7. Truck, truck-tractor or trailer shall not be operated if it fails to comply with standards in **Schedule 1** (i.e. general markings, lift axles, etc.) **and Schedule 2** (i.e. general equipment; mechanical fitness) of *Commercial Vehicle Safety Regulation*, AR 121/2009.
  8. An owner shall not permit a driver to drive and a driver shall not drive a commercial vehicle if a **“major defect”** is detected in the vehicle during the daily trip inspection or at any other time using Schedule 1 of NSC Standard 13, Part 2.
  9. When operating point-to-point in Alberta, the registered owner of a registered **farm-plated vehicle and its driver(s)** is not required to comply to this National Safety Code regulatory requirement on-road or in their written safety and/or maintenance program.
  10. Carriers operating commercial vehicles registered for 11,794 kilograms or more that are required to complete a “trip inspection report” (see Notes 5 and 11) must retain the

original trip inspection **reports in chronological order for each vehicle for at least 6 months** after receiving it.

11. Whether or not a trip inspection report must be completed before trip begins, if a driver observes **any** safety defects in Schedule 1 of NSC Standard 13, Part 2, on vehicle while driving, the driver shall record the defects in a trip inspection report or otherwise in a written document and report that defect to the carrier responsible for the vehicle. **If defect is “major”, then do not drive vehicle.**
12. When operating point-to-point in Alberta, the vehicle registered as a farm-plated vehicle requires no **CVIP** (annual inspection).
13. Legislation in this area does not apply to a driver or carrier transporting **agricultural products in any vehicle** or transporting products of a **forest, lake or river in a 2- or 3-axle vehicle** where the driver or the driver’s employer produced the products.
14. Section 17(5) of the *Commercial Vehicle Safety Regulation*, AR 121/2009 states that Sections 10 and 22 (number and strength of securement ties) of the National Safety Code Standard 10 cargo securement do not apply to farm-plated vehicles hauling hay or straw within a 50-kilometre radius of the load’s origin provided specified criteria are met. Note #18 below still applies.
15. Section 17(4) for cargo securement under the *Commercial Vehicle Safety Regulation*, AR 121/2009 requires a driver, carrier or owner of a commercial vehicle to ensure cargo is contained, immobilized or secured so that it **cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged** from the vehicle or shift upon or within the commercial vehicle to such an extent that the commercial vehicle’s **stability or manoeuvrability is adversely affected**. Also, Section 65 of the *Alberta Vehicle Equipment Regulation*, AR 122/2009 requires any vehicle to be constructed to carry the goods and any cargo to be secured such that it does not shift, sway blow off, fall off, leak or otherwise escape.
16. When a “provincial” carrier is required to have a safety fitness certificate (i.e. has one or more commercial vehicles registered for 11,794 kilograms or more that does not leave Alberta), then their **maintenance program must address** the maintenance and inspection requirements for **all commercial vehicles registered to that company for more than 4,500 kilograms**.

Summary of Maintenance and Safety Program Requirements for  
Federally-Regulated Alberta-Based Commercial  
Trucks / Tractors / Trailers  
(Effective July 1, 2009)

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

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

**NOTES:****Internet access to various information sites:**

- General information on Alberta's transportation requirements:  
[www.transportation.alberta.ca/3.htm](http://www.transportation.alberta.ca/3.htm)
- Change carrier's Operating Status: [www.transportation.alberta.ca/661.htm](http://www.transportation.alberta.ca/661.htm)
- Obtain Schedule 1 of the NSC Standard 13, Part 2:  
[www.ccmta.ca/english/pdf/nsc\\_standard\\_13.pdf](http://www.ccmta.ca/english/pdf/nsc_standard_13.pdf)
- Obtain *Commercial Vehicle Safety Regulations* (AR121/2009):  
[www.qp.alberta.ca/574.cfm?page=2009\\_121.cfm&leg\\_type=Regs&isbncln=9780779740727](http://www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740727)
- Obtain other Alberta legislation: [www.qp.alberta.ca/Laws\\_Online.cfm](http://www.qp.alberta.ca/Laws_Online.cfm)
- Obtain Federal legislation: <http://laws.justice.gc.ca/en/index.html?noCookie>

1. **“Federal”** Operating Status authorizes operation outside of Alberta of commercial vehicles (including farm-plated vehicles) registered in Alberta for a weight of more than 4,500 kilograms.
2. These columns apply when the driver and the specified size of vehicle operate on a trip point-to-point solely within Alberta. All regulatory requirements of Alberta and of the federal government must be met.
3. These columns apply when any part of a trip involving the specified size of vehicle travels outside of Alberta. All applicable regulatory requirements of Alberta, the federal government and the jurisdiction(s) in which the vehicle/driver travels must be met.
4. **“Daily Trip Inspection”** means a trip inspection of a commercial vehicle or combination of commercial vehicles conducted by following and inspecting the specified items identified in Schedule 1 of the NSC Standard 13, Part 2.
5. **Training** of all applicable carrier staff (e.g. drivers, managers, administration, mechanics, etc.) in all **“safety laws”** is required by Section 40(1)(e) of the *Commercial Vehicle Certificate and Insurance Regulation*, AR 314/2002. This includes: trip inspection, hours of service, cargo securement, carrier policies in safety and maintenance programs, etc.
6. A **“trip inspection report”** must be completed when a trip inspection is conducted on a vehicle or combination of vehicles. Report must meet minimum requirements: legible; licence number/Unit number; odometer or hubometer; carrier name; location inspected; each defect or no defect; date/time of report; name of person inspecting; name and signature of driver or person inspecting.
7. **Schedule 1 of NSC Standard 13, Part 2** identifies the list of minimum daily trip inspection items to be inspected. A copy of the complete Schedule needs to be located in each commercial vehicle and must be produced on the request of a peace officer.
8. Truck, truck-tractor or trailer shall not be operated if it fails to comply with standards in **Schedule 1** (i.e. general markings, lift axles, etc.) **and Schedule 2** (i.e. general equipment, mechanical fitness) of *Commercial Vehicle Safety Regulation*, AR 121/2009.
9. An owner shall not permit a driver to drive and a driver shall not drive a commercial vehicle if a **“major defect”** is detected in the vehicle during the daily trip inspection or at any other time using Schedule 1 of NSC Standard 13, Part 2.
10. When operating point-to-point in Alberta, the registered owner of a registered **farm-plated vehicle and its driver(s)** is not required to comply to this National Safety Code regulatory requirement on-road or in their written safety and/or maintenance program.

11. Carriers operating vehicles registered for 11,794 kilograms or more that are required to complete a “trip inspection report” (see Notes 7 and 13) must retain trip inspection **reports in chronological order for each vehicle for at least 6 months** after receipt.
12. Whether or not a trip inspection report must be completed before trip begins, if driver observes **any** safety defects in Schedule 1 of NSC Standard 13, Part 2, while driving the vehicle, the driver shall record the defects in a trip inspection report or otherwise in a written document and report that defect to the carrier responsible for the vehicle. **If defect is “major”, then do not drive vehicle.**
13. When operating point-to-point in Alberta, the vehicle registered as a farm-plated vehicle requires no **CVIP** (annual inspection).
14. When operating vehicles outside Alberta, maintenance program and vehicle files must include **trip inspections, repairs,** and/or **CVIP** forms only when the jurisdiction(s) in which they are operated require the inspections to be completed.
15. Federal regulations in this area do not apply to a driver or carrier operating a **2- or 3-axle vehicle** (full or empty) that is used to transport primary products of a **farm, forest, sea or lake** if the driver or the motor carrier is the producer of the products.
16. Section 17(5) of the *Commercial Vehicle Safety Regulation, AR 121/2009* states that Sections 10 and 22 (number and strength of securement ties) of the National Safety Code Standard 10 cargo securement do not apply to farm-plated vehicles hauling hay or straw within a 50-kilometre radius of the load’s origin provided specified criteria are met. Note #18 below still applies.
17. Section 17(4) for cargo securement under the *Commercial Vehicle Safety Regulation, AR 121/2009* requires a driver, carrier or owner of a commercial vehicle to ensure cargo is contained, immobilized or secured so that it **cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged** from the vehicle or shift upon or within the commercial vehicle to such an extent that the commercial vehicle’s **stability or manoeuvrability is adversely affected**. Also, Section 65 of the *Alberta Vehicle Equipment Regulation, AR 122/2009* requires any vehicle to be constructed to carry the goods and any cargo to be secured such that it does not shift, sway blow off, fall off, leak or otherwise escape.

**Summary of Maintenance and Safety Program Requirements for  
Provincially-Regulated Alberta-Based Commercial  
Buses  
(Effective July 1, 2009)**

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

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

**NOTES:****Internet access to various information sites:**

- General information on Alberta's commercial transportation requirements: [www.transportation.alberta.ca/3.htm](http://www.transportation.alberta.ca/3.htm)
- Change carrier's Operating Status: [www.transportation.alberta.ca/661.htm](http://www.transportation.alberta.ca/661.htm)
- Obtain Schedules 2, 3, 4 of the NSC Standard 13, Part 2: [www.ccmta.ca/english/pdf/nsc\\_standard\\_13.pdf](http://www.ccmta.ca/english/pdf/nsc_standard_13.pdf)
- Obtain CSA Standard D250-2007: [www.shopcsa.ca/onlinestore/GetCatalogItemDetails.asp?mat=2418674](http://www.shopcsa.ca/onlinestore/GetCatalogItemDetails.asp?mat=2418674)
- Obtain CSA Standard D409: [www.shopcsa.ca/onlinestore/GetCatalogItemDetails.asp?mat=2415031](http://www.shopcsa.ca/onlinestore/GetCatalogItemDetails.asp?mat=2415031)
- Obtain the *Commercial Vehicle Safety Regulations*, AR 121/2009: [www.gp.alberta.ca/574.cfm?page=2009\\_121.cfm&leg\\_type=Regs&isbncln=9780779740727](http://www.gp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740727)
- Obtain other Alberta legislation: [www.gp.alberta.ca/Laws\\_Online.cfm](http://www.gp.alberta.ca/Laws_Online.cfm)
- Obtain Federal legislation: <http://laws.justice.gc.ca/en/index.html?noCookie>

**Summary of various schedules in the *Commercial Vehicle Safety Regulation*, AR 121/2009 and the NSC Standard # 13, Part 2:****CVSR Regulation (use ALL applicable Schedules):**

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

**NSC Standard # 13:**

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

1. **"Bus"** is a commercial vehicle originally designed to carry 11 or more persons including the driver and used to transport persons.
2. **"Motor Coach"** means a bus of monocoque design (i.e. no frame) manufactured with underfloor storage, and not a transit bus.
3. **"School Bus"** is a bus that meets the requirements of a Type A1, A2, B, C, D school bus described in CSA Standard D250-2007 and used primarily to transport students to and from school.
4. A **"Handi-bus"** is a bus that meets the CSA Standard D409 and used primarily to transport persons with physical disabilities.
5. **"Provincial"** Operating Status authorizes the operation of a bus solely within Alberta. No permit is available authorizing a "Provincial" carrier to leave Alberta for any reason/frequency. An Alberta carrier leaving Alberta requires "Federal" Op. Status.
6. **"Daily Trip Inspection"** means a trip inspection of vehicle conducted by inspecting the specified items identified in Standard 13.
7. A **"trip inspection report"** must be completed when a daily trip inspection is conducted and it must meet the minimum legislative requirements: legible; licence number/Unit

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

Summary of Maintenance and Safety Program Requirements for  
Federally-Regulated Alberta-Based Commercial  
Buses  
(Effective July 1, 2009)

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

Program Requirements	“Federal” Operating Status <sup>5</sup>		
	Operating INSIDE and OUTSIDE Alberta <sup>6</sup>		
	Motor Coach <sup>1,2</sup>	School Bus <sup>1,3</sup>	Other Bus <sup>1,4</sup>
<b>Written Maintenance Program</b>	Yes	Yes	Yes
➤ Complete Vehicle Files	Yes	Yes	Yes
<b>Daily Trip Inspection<sup>7</sup></b>			
➤ Driver Training <sup>17</sup>	Yes	Yes	Yes
• Conduct inspection	Yes <sup>9,12</sup>	Yes <sup>9,10</sup>	Yes <sup>9,10</sup>
• Document and Produce “trip inspection report”	No <sup>8,12,13</sup>	Yes <sup>8,12,13</sup>	No <sup>8,12,13</sup>
• Produce a copy of Schedules 2 and/or 3 of NSC Standard 13, Part 2	Yes	Yes <sup>17</sup>	Yes
<b>Under-vehicle trip inspection</b>	Yes <sup>12,15</sup>	No	No
<b>CVIP (semi-annual inspection)</b>	Yes	Yes	Yes
<b>Written Safety Program</b>	Yes	Yes	Yes
➤ Employee Training <sup>17</sup> and Driver Evaluation	Yes	Yes	Yes
➤ Complete Driver Files	Yes	Yes	Yes
<b>Hours of Service</b>			
➤ Driver Training <sup>17</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>
➤ Compliance On-Road	Yes	Yes	Yes
<b>Cargo Securement (standards regulation only)</b>			
➤ Driver Training <sup>17</sup>	Yes	Yes	Yes
➤ Compliance On-road	Yes	Yes	Yes

**NOTES:****Internet access to various information sites:**

- General information on Alberta's commercial transportation requirements: [www.transportation.alberta.ca/3.htm](http://www.transportation.alberta.ca/3.htm)
- Change carrier's Operating Status: [www.transportation.alberta.ca/661.htm](http://www.transportation.alberta.ca/661.htm)
- Obtain Schedules 2, 3, 4 of the NSC Standard 13, Part 2: [www.ccmta.ca/english/pdf/nsc\\_standard\\_13.pdf](http://www.ccmta.ca/english/pdf/nsc_standard_13.pdf)
- Obtain CSA Standard D250-2007: [www.shopcsa.ca/onlinestore/GetCatalogItemDetails.asp?mat=2418674](http://www.shopcsa.ca/onlinestore/GetCatalogItemDetails.asp?mat=2418674)
- Obtain CSA Standard D409: [www.shopcsa.ca/onlinestore/GetCatalogItemDetails.asp?mat=2415031](http://www.shopcsa.ca/onlinestore/GetCatalogItemDetails.asp?mat=2415031)
- Obtain the *Commercial Vehicle Safety Regulations*, AR 121/2009: [www.qp.alberta.ca/574.cfm?page=2009\\_121.cfm&leg\\_type=Regs&isbncln=9780779740727](http://www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740727)
- Obtain other Alberta legislation: [www.qp.alberta.ca/Laws\\_Online.cfm](http://www.qp.alberta.ca/Laws_Online.cfm)
- Obtain Federal legislation: <http://laws.justice.gc.ca/en/index.html?noCookie>

**Summary of various schedules in the *Commercial Vehicle Safety Regulation*, AR 121/2009 and the NSC Standard # 13, Part 2:****CVSR Regulation (use ALL applicable Schedules):**

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

**NSC Standard # 13:**

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

1. **"Bus"** is a commercial vehicle originally designed to carry 11 or more persons including the driver and used to transport persons.
2. **"Motor Coach"** is a bus of monocoque design (i.e. no frame) manufactured with underfloor storage, and not a transit bus.
3. **"School Bus"** is a bus that meets the requirements of a Type A1, A2, B, C, D school bus described in CSA Standard D250-2007 and used primarily to transport students to and from school.
4. A **"Handi-bus"** is a bus that meets the CSA Standard D409 and used primarily to transport persons with physical disabilities.
5. **"Federal"** Operating Status authorizes operation of a bus outside Alberta.
6. Maintenance program and vehicle files need to address/include trip inspections, repairs and CVIP forms, when the jurisdiction(s), including Alberta, in which the carrier's vehicles are operating require the inspections to be completed. Written safety program and driver files must address compliance issues only when the registered jurisdiction requires those records to be completed.

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

## Appendix V Feedback Form

Alberta Transportation would like your feedback on the document “Commercial Vehicle Safety Compliance in Alberta”. All responses are kept confidential and will be grouped with other responses to provide an overall evaluation of the document. Please send the completed form to:

Alberta Transportation  
 Director, Carrier Services Section  
 #401, 4920 – 51 Street  
 Red Deer, AB T4N 6K8

Phone: 403-340-5021 (toll free in Alberta by first dialing 310-0000)  
 Fax: 403-340-4811

**Date survey completed:** \_\_\_\_\_

**1. How did you get a copy of the document *Commercial Vehicle Safety Compliance in Alberta*?**

- |  |  |
|--|--|
| <input type="checkbox"/> Department information (email, mail, etc.)<br><input type="checkbox"/> Another carrier<br><input type="checkbox"/> Web site – Specify site: _____ | <input type="checkbox"/> Industry Association – Specify: _____<br><input type="checkbox"/> Consultant<br><input type="checkbox"/> Other – Specify: _____ |
|--|--|

**2. The following questions will help us determine the usefulness of the content available in the document. Please choose one answer for each part.**

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	No Opinion
a. The information was easy to find.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The information was easy to read and understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The information was useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. I will be able to apply this information to my company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. There was enough information provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- f. What information, if any, would you like to see added to the document? \_\_\_\_\_  
\_\_\_\_\_
- g. What information, if any, should be deleted from the document? \_\_\_\_\_  
\_\_\_\_\_
- h. What information was most useful to you? \_\_\_\_\_  
\_\_\_\_\_
- i. Did you use the information in the document?  Yes  No – Why not?  
\_\_\_\_\_
- j. Did you use the sample forms provided in the document?  Yes  No – Why not?  
\_\_\_\_\_
- k. Did this document assist you in creating meaningful Safety and Maintenance plans?  Yes  No – Why not?  
\_\_\_\_\_
- l. Would you recommend this document to others?  Yes  No – Why not?  
\_\_\_\_\_

**3. The following questions help us understand how the needs and views of users are different. This will help improve our information products. All answers will be kept confidential.**

a. Check one or more of the following Industry Types that are applicable to your company.

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Agriculture</b> ( <i>farm, ranch, tree planting, sod production, etc.</i> ) | <input type="checkbox"/> <b>Provincial and Federal Governments</b>                                 |
| <input type="checkbox"/> <b>Construction</b> ( <i>roads, buildings, bridges, etc.</i> )                 | <input type="checkbox"/> <b>Transportation</b> ( <i>goods or passengers</i> )                      |
| <input type="checkbox"/> <b>Forestry</b> ( <i>logs, chips, rough and finished lumber, pulp/paper</i> )  | <input type="checkbox"/> <b>Utilities</b> ( <i>electricity, phone, natural gas</i> )               |
| <input type="checkbox"/> <b>Manufacturing and Processing</b> ( <i>finished products</i> )               | <input type="checkbox"/> <b>Wholesale and Retail</b> ( <i>including "general freight"</i> )        |
| <input type="checkbox"/> <b>Municipal Governments</b> ( <i>counties, towns, education, health</i> )     | <input type="checkbox"/> <b>Petroleum and Mining</b> ( <i>upstream and downstream operations</i> ) |
| <input type="checkbox"/> <b>Other:</b> _____<br>_____   |  |

b. Check one or more of the following Commodity Types applicable to your company (read carefully).

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Animals</b> ( <i>live, all types</i> )   | <input type="checkbox"/> <b>Fixed Equipment</b> ( <i>cranes, service rigs, pumpers, etc.</i> )  |
| <input type="checkbox"/> <b>Artisans / Tradesmen</b> ( <i>welders, plumbers, electricians, etc.</i> )          | <input type="checkbox"/> <b>Garbage / Refuse / Waste</b> ( <i>non-dangerous goods</i> )   |
| <input type="checkbox"/> <b>Buildings and Modular Homes</b>  | <input type="checkbox"/> <b>Gravel / Rock / Dirt / Aggregates / Asphalt</b>   |
| <input type="checkbox"/> <b>Bulk – Dry</b> ( <i>non-dangerous goods, more than 450 Litre size</i> )            | <input type="checkbox"/> <b>Household Goods</b> ( <i>furniture moving, etc.</i> )   |
| <input type="checkbox"/> <b>Bulk – Liquids</b> ( <i>non-dangerous goods</i> )                                  | <input type="checkbox"/> <b>Log or Chip Hauling</b> ( <i>excluding lumber</i> )   |
| <input type="checkbox"/> <b>Construction Materials</b> ( <i>cement, lumber, shingles, etc.</i> )               | <input type="checkbox"/> <b>Other Farm Products</b> ( <i>grain, hay, sod, etc.</i> )  |
| <input type="checkbox"/> <b>Dangerous Goods – Bulk</b> ( <i>wet or dry in more than 450 Litre containers</i> ) | <input type="checkbox"/> <b>Other Truck Load Products</b> ( <i>van trailers and flatdeck trailers if commodity not specifically identified elsewhere in this list</i> ) |
| <input type="checkbox"/> <b>Dangerous Goods – Non-Bulk</b> ( <i>wet or dry in small containers</i> )           | <input type="checkbox"/> <b>Passengers</b> ( <i>traveling to / from schools only</i> )  |
| <input type="checkbox"/> <b>Emergency Equipment</b> ( <i>ambulance, fire vehicle</i> )                         | <input type="checkbox"/> <b>Passengers</b> ( <i>traveling to / from locations other than schools</i> )  |
| <input type="checkbox"/> <b>Equipment</b> ( <i>dozers, automobiles, crushed cars, farm implements, etc.</i> )  | <input type="checkbox"/> <b>Retail Products</b> ( <i>groceries, mixed household &amp; commercial goods, etc. often carried in cube vans, courier vans or pickups</i> )  |
|  | <input type="checkbox"/> <b>Other:</b> _____<br>_____<br>_____  |

a. Approximately how many NSC power units are registered to your company?

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> 1       | <input type="checkbox"/> 20 – 49     |
| <input type="checkbox"/> 2 – 4   | <input type="checkbox"/> 50 – 99     |
| <input type="checkbox"/> 5 – 10  | <input type="checkbox"/> 100 – 199   |
| <input type="checkbox"/> 11 – 19 | <input type="checkbox"/> 200 or more |

b. What is your current occupation or position? (select all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Carrier Owner                                   | <input type="checkbox"/> Owner/Operator (no other drivers except owner) |
| <input type="checkbox"/> Safety Supervisor                               | <input type="checkbox"/> Government employee                            |
| <input type="checkbox"/> Driver  | <input type="checkbox"/> Safety Consultant                              |
| <input type="checkbox"/> Other transportation worker (specify):<br>_____ | <input type="checkbox"/> Other (please specify):<br>_____               |

c. **If you would like a response to your comments**, please provide the following information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Other Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Thank you for taking the time to provide us with your feedback. Alberta Transportation values everyone's opinion.*

### NOTICE TO READERS

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

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

Corrections, comments and suggestions can be submitted to Alberta Transportation at any time by using the Feedback Form in Appendix V.

The electronic version of this document will be periodically updated with current or new information for your convenience and use. The latest version may be reviewed on the internet at: [transportation.alberta.ca](http://transportation.alberta.ca)

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