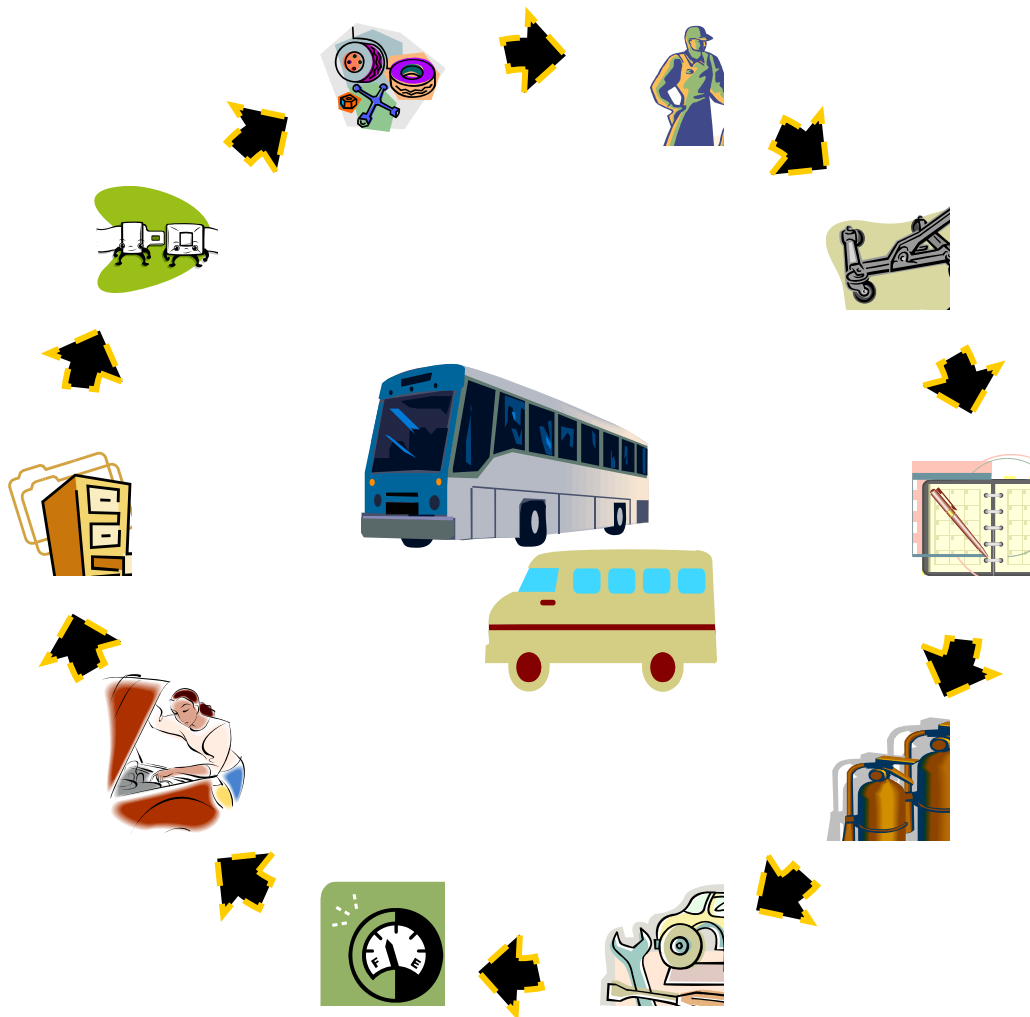


# **NATIONAL SAFETY CODE SAFETY AND MAINTENANCE PROGRAM DEVELOPMENT GUIDELINES**

**(For All Commercial Buses, Motor Coaches)**

**June 2008**



## TABLE OF CONTENTS

<b>PART A: INTRODUCTION TO SAFETY and MAINTENANCE PROGRAM REGULATORY REQUIREMENTS</b>		
I.	Overview	A - 1
II.	Safety Fitness Certificate	A - 2
III.	Safety Program	A - 4
IV.	Safety Officer	A - 5
V.	Maintenance Program	A - 6
VI.	Due Diligence	A - 7
VII.	More Information	A - 8
<b>PART B: REGULATORY REQUIREMENTS FOR SAFETY PROGRAMS</b>		
Module I –	Staff Authorized To Operate Company Vehicles	B - 1
Module II –	Safe Use and Operation of National Safety Code Vehicles	B - 2
Module III –	Proper Record Completion	B - 3
Module IV –	Compliance with the Law	B - 4
Module V –	Use of Safety Equipment	B - 5
Module VI –	Driver Responsibilities, Conduct and Discipline	B - 7
Module VII –	Employee Training and Evaluation of Driving Skills	B - 8
Module VIII –	Driver Records/Retention of Records	B - 9
Module IX –	Driver Qualification	B - 11
<b>PART C: REGULATORY REQUIREMENTS FOR MAINTENANCE PROGRAMS</b>		
Module X –	Application to all Commercial Buses/Coaches	C - 1
Module XI –	Regular and Continuous Inspections of NSC Commercial Buses/Coaches	C - 2
Module XII –	15,000 kilometre Inspections of Coaches	C - 4
Module XIII –	Trip Inspections of Coaches	C - 5
<b>APPENDIX</b>		<b>APPENDIX 1</b>
<b>SAMPLE SAFETY PROGRAM</b>		<b>1 - 19</b>
<b>SAMPLE MAINTENANCE PROGRAM</b>		<b>20 - 36</b>

**PART A**

**INTRODUCTION TO SAFETY and MAINTENANCE PROGRAM  
REGULATORY REQUIREMENTS**



## INTRODUCTION TO SAFETY AND MAINTENANCE PROGRAM REGULATORY REQUIREMENTS

### I. Overview

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

Carriers with one or more commercial vehicles registered in Alberta that are included in the National Safety Code Program are required to have safety and maintenance programs in place before they receive their Safety Fitness Certificate. Some specified vehicle or business types may be excluded from the NSC program. Anyone can prepare a carrier's safety and maintenance programs, including consultants, as long as they understand the **minimum** regulatory requirements that must be addressed.

This document is intended to help clarify the minimum regulatory requirements for each program and to provide several sample policies and procedures that, when combined, can meet most of the requirements of a complete safety and maintenance program. The written policies contained in the Appendix are **samples only**. You can use the sample policies to help write your own policies to address the minimum requirements and you may add more depending on your type of business operation. Remember that all the policies that you write are what you must then implement and follow.

**Note:** In addition to this document, there are sample program guideline documents for:

- National Safety Code Safety and Maintenance Program Development Guidelines for Trucks, Truck-Tractors and/or Trailers.
- National Safety Code Safety and Maintenance Program Development Guidelines for Commercial School Buses.

**Note:** Other legislation such as Occupational Health and Safety (OH&S) may require additional safety information that can be added to your company's overall Safety Program document.

Provincial and federal National Safety Code legislation applies to Alberta carriers who have commercial vehicles registered that are:

- 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 under a provincial operating status;
- Buses with a manufactured seating capacity of 11 persons or more, including the driver;

- Trucks, tractors or trailers, or a combination of these vehicles that have a registered gross weight greater than 4 500 kilograms and that are operated under a federal operating status.

**Note:** Some exceptions apply and individual regulations should be consulted to ensure your company's obligations are understood.

**Note:** For the purpose of this document, vehicles that the National Safety Code legislation applies to will be called "NSC commercial vehicles."

## Regulation Requirements

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)* **Section 2** states:

- 2(1)** No person may operate a commercial vehicle that is used or intended to be used to transport goods on a highway for which, under the Act, a certificate of registration is issued for a gross weight of 11 794 kilograms or more, unless the operation of the vehicle is carried out under the authority of a safety fitness certificate.
- 2(2)** No person may operate a commercial vehicle that is used or intended to be used to transport goods on a highway for which a certificate of registration is issued by a jurisdiction outside Alberta, unless the operation of the vehicle is carried out under the authority of a safety fitness certificate or equivalent authority issued by a government or government agency in the jurisdiction in which the vehicle is registered, if a safety fitness certificate or equivalent authority is required by that jurisdiction.
- 2(3)** Subsection (1) does not apply to prohibit the operation of
  - (a) commercial vehicles primarily used to transport agricultural products, if the driver of the truck is a bona fide farmer or employee of the farmer who owns or produces the agricultural product;
  - (b) 2- or 3-axle commercial vehicles primarily used to transport primary products of a forest, lake or river, if the driver or the driver's employer produces the primary product;
  - (c) commercial vehicles to which a permit issued under section 62 of the Act applies;
  - (d) a commercial vehicle that is exempted by the Registrar under subsection (4)

## II. Safety Fitness Certificate

The Safety Fitness Certificate (SFC) is a document issued by Alberta Transportation to all commercial carriers who are included in Alberta's National Safety Code (NSC) program. Conditions have been placed on every carrier's certificate including the requirement for the registered owner of a commercial vehicle to have written safety and maintenance programs. In addition, the company and its employees must comply with the carrier's safety and maintenance programs. Without the Safety Fitness Certificate an owner or driver of an NSC commercial vehicle cannot operate on a public highway. A copy of the Carrier's Safety Fitness Certificate must be carried in each of the carrier's NSC commercial vehicles. The safety program must be kept at the principal place of business. The "principal place of business" is the address that is on the Safety Fitness Certificate.

### Regulation Requirements

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)* **Section 4** states:

- 4(1)** An application for a safety fitness certificate by a registered owner must,
  - (a)** confirm that the applicant has a written ongoing inspection, maintenance and repair program that meets the requirements of the Commercial Vehicle Maintenance Standards Regulation (AR 118/89) for all commercial vehicles in respect of which the application is made and for any commercial vehicles which may subsequently be acquired by the applicant;
  - (b)** confirm that the applicant has a written safety program that addresses the matters described in section 40;
  - (c)** confirm that one or more persons are designated in writing as responsible for,
    - (i)** the inspection, maintenance and repair program, and
    - (ii)** the safety program.

### III. Safety Program

The safety program must clearly document and address matters relating to the safe use and operation of NSC commercial vehicles. The safety program must apply to any person (including drivers, mechanics, lease operators, management, owners, etc.) authorized by the registered owner to operate the company's commercial vehicles. A safety program is required by all commercial truck and bus operators, regardless of the size of the operation and including truck or bus owner/operators. By department policy, owner/operators with no full or part-time employees who operate a commercial vehicle are not required to demonstrate compliance with some specific safety program policy requirements. This exemption policy only applies during a National Safety Code audit.

Both management and the person designated by the carrier as the "safety officer" are responsible, under Alberta regulations, for maintaining and implementing an effective safety program and for ensuring compliance with safety laws. For an owner/operator, the owner may appoint himself/herself as the safety officer and a safety program is still required. The safety program must be kept at the principal place of business, which is the address on the Safety Fitness Certificate.

#### Regulation Requirements

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 40(1)*, states:

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

#### IV. Safety Officer

The safety officer is responsible for coordinating all policies, information, and training related to safety. The safety officer must have a complete knowledge of the carrier's safety program and must communicate and work effectively with management, administration, trainers, and employees.

The designated safety officer should ensure that:

- management is aware of all critical items that affect the company so they can respond to problems as they arise;
- administration staff ensures that such items as training, incidents, collisions, convictions, etc., are documented;
- administration staff set up recall systems for items such as annual inspections, expiry dates for drivers' licences, drivers' abstracts, and schedules for preventative maintenance, future training schedules, etc.;
- they take responsibility for training employees or ensure that trainers are qualified to give instruction;
- drivers are adequately trained to do the tasks assigned to them;
- employees know what is required to be in compliance with the expectations outlined in the safety program by attending training.

The safety officer works closely with management and reports to management on the effectiveness of the program. Management and the safety officer can be held responsible under Alberta legislation for the content and effectiveness of their program.

Note that, in smaller companies, the owner often designates himself/herself as the safety officer. Note too that the safety officer does not have to be a company employee.

#### Regulation Requirements

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation*, (AR 314/2002) **Section 40(2)**, states:

- 40(2)** The registered owner must designate a person as responsible for,
- (a) maintaining and implementing the safety program, and
  - (b) ensuring compliance with safety laws.



## V. Maintenance Program

The carrier's maintenance program must be complete, followed and effective. It must also clearly apply to all NSC vehicles registered to the owner. The carrier must ensure it meets the minimum regulatory requirements and that it is implemented.

The following must be considered when writing the maintenance program:

- ensure that all commercial vehicles are inspected according to all provincial regulations and are maintained in safe operating condition;
- designate a person responsible for maintenance;
- address all maintenance activities such as trip inspections, repairs, routine maintenance, any Commercial Vehicle Safety Alliance (CVSA) inspections and all Commercial Vehicle Inspection Program (CVIP) inspections;
- ensure that files on each vehicle are completed and retained;
- include lease operators employed by the carrier whose vehicles are registered to your company.

## Regulation Requirements

The Province of Alberta's *Commercial Bus Equipment and Safety Regulation* (AR 213/2006) Section 7(1) and (2) for commercial bus, motor coach, commercial school bus states:

- 7(1) The owner of a commercial bus must have a maintenance program that pertains to that vehicle and shall carry out the program in accordance with its terms.
- (2) A maintenance program must be set out in writing and provide for a continuous and regular program for the maintenance and repair of the owner's commercial buses that,
  - (a) In the case of a motor coach, meets the requirements of Schedule 1,
  - (b) In the case of a commercial school bus, meets the requirements of the Bus Safety Regulation.

## **VI. Due Diligence**

Due diligence, a defense often used in courts, means that everything reasonable was established and implemented to prevent a violation or incident. Thus when developing, maintaining and implementing your safety and maintenance program, you must understand your legal responsibilities. You are required to develop policies and procedures and keep records which clearly indicate that you have fulfilled your responsibilities. Ignorance of the law is not a defense.

Some specific items which your company should consider to ensure due diligence are:

- knowing the applicable acts and regulations and keeping up to date with any changes;
- hiring appropriate staff;
- documenting the responsibilities of staff involved in safety related areas and the general responsibilities of all staff in the workplace;
- educating staff on legislative requirements, company policies, procedures, rules etc.;
- monitoring internal safety and maintenance systems to ensure compliance to written policies and to legislative requirements;
- informing staff of legislative or company policy changes;
- disciplining and rewarding staff and documenting these actions as they happen;
- keeping records to prove that the safety program has been established and implemented.

Due diligence requires that all policies, procedures and activities must be in place before collisions or violations occur and cannot be developed and/or implemented after the fact.

The following table summarizes the basic safety and maintenance program requirements. Details of these requirements are discussed throughout this document.

**SUMMARY TABLE**

VEHICLE TYPE	SAFETY PROGRAM	MAINTENANCE PROGRAM INSPECTIONS			
		ROUTINE	TRIP	REPAIRS	CVIP
<b>Truck</b>	X	X	X	X	X
<b>Truck-Tractor</b>	X	X	X	X	X
<b>Trailer</b>	X	X	X	X	X
<b>Commercial Bus</b>	X	X	X	X	X
<b>Motor Coach</b>	X	X*	X	X	X
<b>Commercial School Bus</b>	X	X	-	X	X
<b>School Bus</b>	X	-	-	X	X

\* Includes 15,000 kilometre check

## **VII. More Information**

Information on the Alberta legislation and on the NSC standards is available on the internet:

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

*(for the Alberta legislation)*

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

*(for the NSC standards)*

<http://www.transportation.alberta.ca>

*(for compliance and general  
transportation information)*

To assist companies and individuals, Carrier Services has prepared a comprehensive education manual titled **Commercial Vehicle Safety Compliance In Alberta** to help registered owners of commercial vehicles (whether an individual or a company) and their drivers to better understand their transportation compliance requirements.

A copy of this document is available from the department's website at:

<http://www.transportation.alberta.ca/Content/docType276/Production/Edmanual.pdf>

If you want to purchase a copy of this document instead of printing it on-line, contact one of the following organizations:

Alberta Forest Products Association (AFPA) (members and member-contractors only)	780-452-2841
Alberta Motor Transport Association (AMTA) (members and non-members)	800-267-1003
Petroleum Services Association of Canada (PSAC) (members only)	403-264-4195
Canadian Association of Oilwell Drilling Contractors (CAODC) (members only)	403-264-4311

### **Contact:**

Carrier Services  
#401, 4920 – 51 Street  
Red Deer, AB T4N 6K8  
Phone: (403) 755-6111 *(toll-free in Alberta by first dialing 310-0000)*  
Fax: (403) 340-4811  
Email: [carrier.services@gov.ab.ca](mailto:carrier.services@gov.ab.ca)

**PART B****REGULATORY REQUIREMENTS FOR  
SAFETY PROGRAMS**  
(For Commercial Buses and/or Motor Coaches)**INFORMATION**

The following modules explain the regulatory requirements as they relate to a carrier's written safety program. For each module in this section, there is a corresponding module within the Appendix that provides one or more sample policies that meet the minimum requirements of the regulation described.

## Module I – Staff Authorized To Operate Company Vehicles

Does the safety program apply to all staff authorized to operate the carrier's commercial vehicles?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section (40)(3)* states:

**40(3)** It is a condition of every safety fitness certificate that the registered owner and the owner's employees must comply with the registered owner's safety program.

### Minimum Policy Requirements

In order for the safety program to be effective and adhered to, a written policy is required to say who the safety program applies to, such as, the registered owner and the owner's employees (including maintenance staff, lease operators, swappers, administration staff, management, etc.) or anyone who is authorized to operate the company's vehicle(s). The safety program is a resource for the employees to know and understand their responsibilities and their rights.

**Note:** This policy is not applicable if the carrier is an owner/operator who has **never** had any full-time or part-time drivers.

**Example:** Write a policy that states what your directive is to anyone operating or authorized to operate your vehicle(s). Refer to Module 1 in the Appendix (**Page 3**) as an example.

## Module II – Safe Use and Operation of National Safety Code Vehicles

Is safe use and operation of commercial vehicles including; speed limits, seat belt use, drug and alcohol use, defensive driving, load security and fuelling written into the safety program?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 40(1)(a)* states:

- 40(1)** The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must establish, maintain and follow a written safety program that, in a manner that is clearly documented, addresses matters relating to the safe use and operation of commercial vehicles, including:
- (a)** speed limits, seat-belt use, drug and alcohol use, defensive driving, load security, and fuelling

### Minimum Policy Requirements

The carrier must have written policies relating to the operation of each type of NSC vehicle. These policies **must address** at least such subjects as **speed limits, seat belt use, drug and alcohol use, defensive driving, load security, fuelling**.

**Example:** Write a policy that states what your directive is to anyone operating or authorized to operate your vehicle(s). Refer to Module 2 in the Appendix (**Page 4**) as an example.

## Module III – Proper Record Completion

Is proper records and recording of information including, as required; bills of lading, manifests, dangerous goods documents, time records, drivers' daily logs, and weigh slips written into the safety program?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 40(1)(b)* states:

- 40(1)** The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must establish, maintain and follow a written safety program that, in a manner that is clearly documented, addresses matters relating to the safe use and operation of commercial vehicles, including:
- (b)** proper records and recording of information including, as required, bills of lading, manifests, dangerous goods documents, time records, drivers' daily logs and weigh slips;

### Minimum Policy Requirements

The carrier must have written instructions and ensure staff are adequately trained on how to properly complete records and record information relevant to their operation including, as required: bills of lading, manifests, dangerous goods documents, time records, drivers' daily logs and weigh slips. These instructions may only reference sections of regulations that address completion of relevant documents (e.g. *Drivers' Hours of Service Regulation (AR 317/2002) Section 9*). However, if only regulatory references are made, then the carrier must be able to produce the referenced legislation and staff must have access to it.

**Note:** This policy is not applicable if the carrier is an owner/operator who has **ever** had any full-time or part-time drivers.

**Examples:** Write a policy that states what your directive is to anyone operating or authorized to operate your vehicle(s). Refer to Module 3 in the Appendix (**Page 5**) as an example.



## Module IV – Compliance with the Law

Is compliance with the law by drivers written into the safety program?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 4(1)(c)* states:

- 4(1)** An application for a safety fitness certificate by a registered owner must
  - (c)** confirm that the applicant has comprehensive knowledge of safety laws in Alberta, and if the applicant operates or intends to operate in a jurisdiction outside Alberta, that the applicant will obtain comprehensive knowledge of safety laws in that jurisdiction or those jurisdictions and will comply with them;

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 40(1)(c)* states:

- 40(1)** The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must establish, maintain and follow a written safety program that, in a manner that is clearly documented, addresses matters relating to the safe use and operation of commercial vehicles, including:
  - (c)** Policies that drivers are expected to comply with the law;

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 1(i)* definition states:

- 1(i)** “safety laws” means, as the context requires,
  - (i)** the Traffic Safety Act and regulations made under the Act;
  - (ii)** the Dangerous Goods Transportation and Handling Act and regulations made under that Act;
  - (iii)** 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 subclauses (i) and (ii).



### Minimum Policy Requirements

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

Access to copies of Alberta's legislations may be obtained through the following web site: <http://www.transportation.alberta.ca/525.htm>

**Example:** Write a policy that states what your directive is to anyone operating or authorized to operate your vehicle(s). Refer to Module 4 in the Appendix (**Page 10**) as an example.

## Module V – Use of Safety Equipment

Are instructions for the use of safety equipment including, as required; the use of flags and flares, fire extinguishers, goggles and hard hats written into the safety program?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 40(1)(d)* states:

- 40(1)** The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must establish, maintain and follow a written safety program that, in a manner that is clearly documented, addresses matters relating to the safe use and operation of commercial vehicles, including:
- (d)** instructions for the use of safety equipment, including, as required, the use of flags and flares, fire extinguishers, goggles, and hard hats;

### Minimum Policy Requirements

The carrier must have written instructions for the **use** of safety equipment that pertains to the operation of their vehicles. Minimum requirement would be the use of approved warning devices, such as: flags and flares, reflectors or advanced warning triangles. If the carrier provides other safety equipment, such as, fire extinguishers, goggles and hard hats and if any other safety equipment is used or required by the carrier, then there should be instructions on how and when to use each. The carrier's instructions may state "in accordance with a specific regulation." However, if regulatory references are made, then the carrier must be able to produce the relevant legislation and **staff must have access to it** (e.g. The Province of Alberta's *Commercial Vehicle General Equipment and Safety Regulation (AR 435/86)*).

**Example:** Write a policy that states what your directive is to anyone authorized to operate your vehicle(s). Refer to Module 5 in the Appendix (**Page 11**) as an example.

## Module VI – Driver Responsibilities, Conduct and Discipline

Are policies and procedures relating to drivers' responsibilities, conduct and discipline written into the safety program?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 40(1)(c)* states:

**40(1)** The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must establish, maintain and follow a written safety program that, in a manner that is clearly documented, addresses matters relating to the safe use and operation of commercial vehicles, including:  
**(c)** policy and procedures related to driver training, responsibilities, conduct and discipline;

### Minimum Policy Requirements

The written policy must be able to clearly show the consequences of not complying with the company's safety program or any regulatory violation. Any regulatory violation identified externally (i.e. by an officer or auditor) or internally must be addressed. The written policy must clearly identify the compliance process and the carrier's steps they will take with drivers who fail to comply. Depending on the number, severity, and preventability of collisions/incidents over a period of time, the disciplinary plan may include a system of documented warnings, suspension, termination, and additional training.

**Note:** Canadian and Alberta labour standards, as well as all applicable transportation legislation, must be considered when setting the disciplinary consequences of non-compliance.

**Note:** This policy is not applicable if the carrier is an owner/operator who has never had any full-time or part-time drivers.

**Examples:** Write a policy that states what your directive is to anyone operating or authorized to operate your vehicle(s). Refer to Module 6 in the Appendix (**Page 13**) as an example.

## Module VII – Employee Training and Evaluation of Driving Skills

Is providing training to employees about safety laws and their application and an on-going program of evaluating their driving skills written into the safety program?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 40(1)(e)* states:

- 40(1)** The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must establish, maintain and follow a written safety program that, in a manner that is clearly documented, addresses matters relating to the safe use and operation of commercial vehicles, including:
- (e)** training for employees about safety laws and their application and an ongoing program for evaluating their driving skills;

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 1(i)* definition states:

- 1(i)** “**safety laws**” means, as the context requires,
- (i)** the Traffic Safety Act and regulations made under the Act;
  - (ii)** the Dangerous Goods Transportation and Handling Act and regulations made under that Act;
  - (iii)** 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 subclauses (i) and (ii).

### Minimum Policy Requirements

The carrier must have a written policy which addresses employee training about transportation safety laws and their application (**e.g. orientation-new hire, logbooks, load securement, weights and dimensions, trip inspections, etc.**) and includes a written performance evaluation for driving skills that is on-going

(e.g. annual employee reviews through road tests, on-road performance and/or periodic knowledge testing).

Access to copies of Alberta's legislation may be obtained through the following web site: <http://www.transportation.alberta.ca/525.htm>

**Note:** This policy is not applicable if the carrier is an owner/operator and has **never** had any full-time or part-time drivers.

**Examples:** Write a policy that states what your directive is to anyone operating or authorized to operate your vehicle(s). Refer to Module 7 in the Appendix (**Page 14**) as an example.

## Module VIII – Driver Records and Retention of Records

Is retention of complete records for drivers written into the safety program?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 40(1)(f)* states:

- 40(1)** The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must establish, maintain and follow a written safety program that, in a manner that is clearly documented, addresses matters relating to the safe use and operation of commercial vehicles, including:
- (f)** retention of complete records for each driver in accordance with section 41;

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 41(1)(a - j)* states:

- 41(1)** The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must maintain, for each of that owner's drivers, a driver record file containing the following information:
- (a)** the driver's completed application form for employment with the registered owner;
  - (b)** a copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
  - (c)** annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
  - (d)** the driver's employment history for the 3 years immediately preceding the time the driver started working for the carrier;
  - (e)** a record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
  - (f)** a record of any administrative penalty imposed on the driver under safety laws;

- (g) a record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;
- (h) a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
- (i) a copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with Part 6 of the Transportation of Dangerous Goods Regulations under the *Transportation of Dangerous Goods Act, 1992 (Canada)*;
- (j) a copy of a current medical certificate for the driver.

### Minimum Policy Requirements

This is to ensure that a driver is qualified and continues to be qualified to operate a commercial vehicle. The carrier should use this information, as well as training and testing, to decide whether or not the driver is fit to drive. The carrier must have a written policy indicating the **specific drivers' records** which will be maintained and for **how long**; or a statement that drivers' records will be maintained in accordance with the regulation. If the carrier states only that records will be maintained in accordance with a regulation, then they must be able to produce the Regulation. The carrier should have a written policy requiring drivers to report all convictions, collisions, violations, inspections, etc., and these reports should be in the drivers' files.

**Note:** This policy does not require an owner/operator to retain an application form or a 3-year employment history for him/herself, but is required to maintain all other drivers' records listed in **(AR 314/2002) Section 41(1)**.

**Examples:** Write a policy that states what your directive is to anyone operating or authorized to operate your vehicle(s). Refer to Module 8 in the Appendix **(Page 17)** as an example.



## Module IX – Driver Qualifications

Is ensuring all drivers are properly qualified for the type of vehicle they operate written into the safety program?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 40(1)(g)* states:

**40(1)** The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must establish, maintain and follow a written safety program that, in a manner that is clearly documented, addresses matters relating to the safe use and operation of commercial vehicles, including:  
**(g)** policies for ensuring that drivers are properly qualified for the type of vehicle they operate;

### Minimum Policy Requirements

Selective hiring of qualified, professional, safe drivers, with good work habits helps to minimize employee turnover and reduce training costs. The carrier has a written policy clearly specifying what the carrier considers to be a “qualified driver” for the type of vehicles each driver operates. This may be as simple as stating a class of licence that meets the minimum regulatory requirements.

**Note:** This policy is not applicable if the carrier is an owner/operator who has never had any full-time or part-time drivers.

**Example:** Write a policy that states what your directive is to anyone operating or authorized to operate your vehicle(s). Refer to Module 9 in the Appendix (**Page 19**) as an example.



**PART C****REGULATORY REQUIREMENTS FOR  
MAINTENANCE PROGRAMS  
(For Commercial Buses and/or Motor Coaches)**

The following modules explain the regulatory requirements for a carrier's written maintenance program. For each module in this section, there is a corresponding module within the Appendix that provides a sample policy that meets the minimum requirements of the regulation described. The Appendix begins on page 1 with sample maintenance policies beginning on page 20 of the Appendix.

## Module X – Applies to All Commercial Buses/Motor Coaches

Does the written maintenance program pertain to all NSC vehicles, (commercial buses and motor coaches) in the fleet?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards a guide in drafting their own transportation safety legislation.

### Commercial Bus, Motor Coach

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)* **Section 19** for commercial bus and motor coach states:

- 19(1)** No person may operate a commercial vehicle in respect of which, under the Act, a certificate of registration is issued, having a manufacturer's seating capacity originally designed for 11 passengers or more, including the driver, that is used or intended to be used to transport passengers on a highway, unless the operation of the vehicle is carried out under the authority of a safety fitness certificate.
- 19(2)** No person may operate a commercial vehicle in respect of which a certificate of registration is issued in a jurisdiction outside Alberta unless the operation of the vehicle is carried out under the authority of a safety fitness certificate or equivalent authority issued by a government or government authority in the jurisdiction in which the vehicle is registered, if a safety fitness certificate or equivalent authority is required by that jurisdiction.

The Province of Alberta's *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)* **Section 20(2)(d)** states:

- 20(2)** The application for a safety fitness certificate by a registered owner must
  - (d)** confirm that the applicant has a written ongoing inspection, maintenance and repair program for all commercial vehicles described in section 19(1) in respect of which the application is made, and for any commercial vehicle which may subsequently be acquired by the applicant that must operate under the authority of a safety fitness certificate, that meets the requirements of the Commercial Bus Equipment and Safety Regulation **(AR 213/2006)**;

The Province of Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006)* **Section 1** definitions for commercial bus, motor coach, commercial school bus states:

- (b) “**commercial bus**” means a public vehicle that transports passengers for compensation;
- (c) “**commercial school bus**” means a Type I, Type II, Type III or Type IV school bus as described in the Canadian Standard Association D250-M1985, as amended, and that is used as a commercial bus instead of as a school bus as defined in the School Bus Operation Regulation (**AR 437/86**);
- (f) “**motor coach**” means a type of commercial bus commonly known in the transportation industry as a motor coach;

The Province of Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006)* **Section 7(1)** for commercial bus, motor coach states:

**7 (1)** The owner of a commercial bus must have a maintenance program that pertains to that vehicle and shall carry out the program in accordance with its terms.

### Minimum Policy Requirements

In order for the maintenance program to be effective and adhered to, a written policy is required to say that the maintenance program applies to all NSC vehicles registered to owner. The carrier must ensure it meets the minimum regulatory requirements and is implemented.

The following are to be considered when writing the maintenance program:

- ensure that all commercial vehicles are inspected according to all provincial regulations
- address a regular and continuous program of repair and maintenance to ensure safe operating condition;
- designate a person responsible for maintenance;
- address all maintenance activities such as trip inspections, repairs, routine maintenance, Commercial Vehicle Safety Alliance (CVSA) inspections and any Commercial Vehicle Inspection Program (CVIP) inspections;
- ensure that files on each vehicle are completed and retained;
- include lease operators employed by the carrier.

**Note:** If a carrier has a lease operator's vehicles registered to their company, and the lease operator is following their own maintenance program, the carrier must have documentation (e.g. Lease agreement, contract policies) in the carrier's maintenance program clearly stating that the lease operator's program is approved/acceptable and a copy of the lease operator's maintenance program must be retained by the carrier. In addition the carrier must then monitor that they are implementing the program.

**Example:** Refer to **Module 10**, beginning on **page 20**, of the Appendix for examples.

## Module XI – Regular and Continuous Inspections of NSC Commercial Buses/Coaches

Does the written maintenance program call for a regular and continuous program of inspection (commercial buses and motor coaches)?

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as a guide in drafting their own transportation safety legislation.

### Commercial Bus, Motor Coach

The Province of Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006) Section 7(2)* for commercial bus, motor coach states:

- 7 (2)** A maintenance program must be set out in writing, and provide for a continuous and regular program for the maintenance and repair of the owner's commercial buses that
- (a)** in the case of a motor coach, meets the requirements of Schedule 1,

To meet the requirements of the Province of Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006) Section 7(2)(a)* reference **(AR 213/2006) Schedule 1**, and/or the *Bus Safety Regulation (AR 212/2006), Schedule 1*.

**Note:** A regular and continuous program of inspection details intervals for inspections and maintenance to be conducted. These intervals are usually based upon hours, distance and/or time traveled.

**Note:** If a carrier has a lease operator's vehicles registered to their company, and the lease operator is following their own maintenance program, the carrier must have documentation (e.g. Lease agreement, contract policies) in the carrier's maintenance program clearly stating that the lease operator's program is approved/acceptable and a copy of the lease operator's maintenance program must be retained by the carrier. In addition the carrier must then monitor that they are implementing the program.

**Example:** Refer to **Module 10**, beginning on **page 20**, of the Appendix for examples.

## Module XII – 15,000 kilometre Inspections of Coaches

Does the written maintenance program include 15,000 kilometre, six month inspections (motor coach only)?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as a guide when drafting their own transportation safety legislation.

### Motor Coach

The Province of Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006)* **Section 4(1)** for motor coach states:

- 4(1)** The owner a motor coach shall ensure that the vehicle is inspected by means of a visual inspection at intervals not exceeding 15,000 kilometres of operation of the vehicle.
- 4(3)** Notwithstanding subsection (1), the Registrar may prescribe a longer or shorter distance to be traveled by a motor coach before a visual inspection is required.
- 4(4)** When a motor coach is visually inspected pursuant to subsection (1), the person performing the inspection shall, in respect of that motor coach, complete a Safety Systems Maintenance Inspection form shown in Schedule 2.

### Applying for an extension to the 6 month Inspection requirement:

The Province of Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006)* **Section 5** for motor coach states:

- 5(1)** If the distance traveled by a motor coach does not exceed 15,000 kilometres in a 6-month period, the owner of the motor coach may apply to the Registrar for an extension of the period of time within which the motor coach must be inspected under section 4(1).
- (2)** On receiving an application under subsection (1) in respect of a motor coach, the Registrar shall, if the Registrar is satisfied that a subsisting inspection certificate has been issued under the Vehicle Inspection Regulation for that motor coach, extend the period of time within which the commercial bus must be inspected for at least one year from the date of the application.

- (3) Where the Registrar grants an extension of time under subsection (2), the Registrar may as a condition of granting the extension, require that the motor coach be inspected when the commercial bus has traveled a distance of 15,000 kilometres from the date that the latest inspection certificate was issued in respect of that bus notwithstanding that the extension of the time may not have yet expired.

**Example:** Refer to **Module 10**, beginning on **page 20**, of the Appendix.

## Module XIII – Trip Inspections of Coaches

Does the carrier's maintenance program require that drivers conduct pre/post trip inspections (motor coach only)?

### Regulation Requirements

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the transportation industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as a guide in drafting their own transportation safety legislation.

### Motor Coach

The Province of Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006)* Sections 4(1), 4(2) and 4(5) for motor coach states:

- 4(1)** The owner of a commercial motor coach shall ensure that the vehicle is inspected by means of a visual inspection at intervals not exceeding 15,000 kilometres of operation of the vehicle.
- 4(2)** The driver of a motor coach shall, prior to operating the vehicle at the beginning of a workshift and after the driver ceases to operate the vehicle at the end of a workshift inspect the vehicle.
- 4(5)** An inspection carried out under subsection (1) must include an inspection of the following equipment:
  - (a) the lighting devices and reflectors,
  - (b) the tires,
  - (c) the wheels and rims,
  - (d) the service brake,
  - (e) the parking brake,
  - (f) the steering mechanism,
  - (g) the horn,
  - (h) the windshield wipers,
  - (i) the rear vision mirrors, and
  - (j) the emergency equipment.

The Province of Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006)* **Section 6** for motor coach states:

- 6** A driver of a commercial bus shall inform the owner of the bus of any defect or deficiency that would affect the safe operation of the bus.

The Province of Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006)* **Section 10(c)** for motor coach states:

- 10** The owner of a commercial bus shall maintain, or cause to be maintained, the following records pertaining to each commercial vehicle used in his business:
  - (c)** a record of visual inspections, repairs, lubrication and maintenance for the bus, including
    - (i)** the nature of the work performed on the bus, and
    - (ii)** the date on which the visual inspection or work took place and the mileage on the bus at that time;

The Province of Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006)* **Section 11(1)** for motor coach states:

- 11(1)** Subject to subsections (2) and (3), the records referred to in section 10 must:
  - (a)** be retained by the owner for the calendar year in which the records were made and the 4 calendar years immediately following, and
  - (b)** be located at or made available through the owner's main place of business in Alberta;

### Minimum Policy Requirements

In order for the maintenance program to be effective, drivers operating the carrier's vehicles are required to complete a pre-trip and post-trip inspection for each work shift. The minimum regulatory components must be identified in a written policy as part of the carrier's inspection program.

Maintenance program identifies that drivers are to conduct inspections at the beginning (pre-trip) and at the end of a work shift (post-trip). All defects identified must be communicated to the person responsible for the vehicle. All repairs must be made to ensure safe operation on the roadway. The minimum regulatory components that must be inspected are shown on a sample checklist included at the end of this module. These may be used as is, or they can be easily modified to suit your particular situation.

**Note:** The legislation does not require a pre-/post-trip inspection to be in writing (i.e. on a form), unless a defect or deficiency is identified. However, if a **written** pre-trip and post-trip inspection are required by the carrier's maintenance program, then each is



considered to be an “inspection” and must be retained as specified by the *Commercial Bus Equipment and Safety Regulation (AR 213/2006)* for the current year in which the record was created and the 4 years following creation, as required by **Section 11**. Also note that other jurisdictions may require trip inspections to be in writing.

**Note:** If a carrier has a lease operator’s vehicles registered to their company, and the lease operator is following their own maintenance program, the carrier must have documentation (e.g. Lease agreement, contract policies) in the carrier’s maintenance program clearly stating that the lease operator’s program is approved/acceptable and a copy of the lease operator’s maintenance program must be retained by the carrier. In addition the carrier must then monitor that they are implementing the program.

The following are regulatory requirements that must be addressed in the written maintenance program for motor coach and/or commercial buses. Write a policy that states what your directive is to anyone operating or authorized to operate your vehicle(s).

**Example:** Refer to **Module 10**, beginning on **page 20**, of the Appendix examples.

## APPENDIX



The following sample safety and maintenance policies have been provided to allow carriers operating commercial buses and/or motor coaches to create a program that meets the minimum regulatory requirements in the Government of Alberta. For each module in this section, there is a corresponding module within the main document that provides detailed regulatory information.

## 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.

This document has been prepared by the Carrier Services Section of Alberta Transportation. It is intended to represent a sample safety and maintenance program for the operation of commercial buses and/or motor coaches in Alberta. **This document should be altered to address the compliance and operational needs of a specific carrier.** This sample document, by itself, should NOT be used or accepted as meeting a carrier's regulatory requirement unless it has been appropriately modified and implemented.

Corrections, comments and suggestions can be submitted to Alberta Transportation at any time by contacting Carrier Services Section at (403) 755-6111 (toll free in Alberta by first dialing 310-0000) or by email to [carrier.services@gov.ab.ca](mailto:carrier.services@gov.ab.ca).

Some modules identify several options for addressing regulatory requirements in selected areas. The carrier should select one of these options to include in the company's programs. Delete any maintenance sections that do not apply to your fleet.

**The items included in this document are considered to be the minimum items required by law. You may include additional policies to these minimum requirements in your programs. The responsibility is still on the carrier to ensure that your programs meet the requirements of the law.**

**To assist you in ensuring that you have met the requirements, the following web sites may help when developing your programs and/or training. You are required to implement your program, evaluate it periodically and update your program as necessary.** For more information on safety and maintenance programs, training, etc. view our "Educational Manual" on the internet at:

<http://www.transportation.alberta.ca/Content/docType276/Production/Edmanual.pdf>

For more information on **Regulatory Requirements** consult the following legislation:

- *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002);
- *Commercial Bus Equipment and Safety Regulation* (AR 213/2006);
- *Bus Safety Regulation* (AR 212/2006); and
- *Traffic Safety Act*.

Alberta Regulations are available from the Queens Printer at (780) 427-4952 or on their website: <http://www.qp.gov.ab.ca>.

## **SAMPLE SAFETY PROGRAM (COMMERCIAL BUSES AND/OR MOTOR COACHES)**



### **INFORMATION**

The following sample safety policies have been created in order to provide carriers with a sample program that meets the minimum regulatory requirements in the Government of Alberta. Within each module there are different wording options. Choose the one option that most closely meets the needs of your operation. For each module in this section, there is a corresponding module within the main document that provides detailed regulatory information.

**Carrier Name:**

---

**Safety Program  
For Commercial Transportation  
(Commercial Buses and/or Motor Coaches)**

**Prepared by:**

---

**Effective Date:**

---

## MODULE 1 – SAFETY PROGRAM

---

### STAFF AUTHORIZED TO OPERATE COMPANY VEHICLES

**Owner/operators** that have **never** had any full-time or part-time drivers are not required to address this policy.

#### **Authorized Drivers:**

All staff authorized by company management and/or the safety officer to operate company vehicles are required to comply with the safety program policies and procedures, such as:

- part-time or occasional drivers;
- company mechanics who test drive or drive part-time;
- safety staff who train drivers;
- managers/owners who drive;
- lease operators who have their vehicles registered to the company;
- anyone else authorized to operate a company vehicle.

### SAFE USE AND OPERATION OF NATIONAL SAFETY CODE VEHICLES

#### **Speed Limits:**

- Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

#### **Seat Belt Use:**

- Anyone, while operating our company vehicles, must use their seat belt(s) at (it's the law) all times.

#### **Drug And Alcohol Use:**

- Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating vehicles and other equipment.

#### **Defensive Driving:**

- Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

**Note:** For example, be aware of surroundings and look ahead. Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

#### **Load Security:**

- Company will ensure all drivers operating company vehicles are adequately trained in Cargo Securement, National Safety Code Standard 10 (copy attached) and monitored.
- Drivers must inspect the cargo and its securing devices within the first 80 kilometres after beginning a trip. Drivers must re-inspect when any one of the following occurs:
  - change of duty status (e.g. from “driving” to “on-duty not driving”);
  - after driving for 3 hours; or
  - after driving 240 kilometres.

#### **Fuelling:**

- Before fuelling, the driver must:
  - shut off engine;
  - not smoke;
  - check for fuel leaks;
  - not overfill the tank;
  - not leave nozzle unattended; and
  - replace filler cap when finished fueling.



## MODULE 3 – SAFETY PROGRAM

---

### PROPER RECORD COMPLETION

**Owner/operators who have never had any full or part-time drivers are not required to have written instructions on how to complete the following types of records included in their safety program, unless they have on-road violations related to improper record completion.**

The company will educate staff in hours of service, bill of lading/manifests, dangerous goods and weigh slips **as required**. A record will be maintained on each driver's file showing that the carrier ensures the employee has this knowledge or any training received. The company will evaluate each type of record for proper completion.

The following are options for written instructions on how to properly complete records relevant to the operation.

#### **Time Records For Radius Operation:**

The following examples are Alberta requirements. Add federal legislative requirements where necessary.

##### **OPTION 1:**

Time records for radius operation within 160 kilometres must be completed as identified in the following example that meets regulatory requirements (copies of completed form/example must be attached).

##### **OPTION 2:**

Instruction will be given on time record completion as per *Alberta Drivers' Hours of Service Regulation* (AR 317/2002) Section 12 (copy of regulation should be attached and/or readily available, such as by internet).

##### **OPTION 3:**

Driver does not require a daily log when ALL of the following conditions are met:

- (a) driver/vehicle does not operate beyond **160 kilometre** radius of the home terminal;
- (b) record accurate work shift start **and** end times;
- (c) return to home terminal (start and end at the same location);
- (d) released from work within **15 hours** from the start of the work shift;
- (e) the company will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is released from work (end time).

**Note:** If one of the conditions on the previous page ceases to exist, then the driver must complete a daily log and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist.

### **Daily Log Completion:**

The following examples are Alberta requirements. Add federal requirements where necessary.

#### **OPTION 1:**

Daily logs must be completed as identified in the following example that meets regulatory requirements (copies of completed form/example must be attached).

#### **OPTION 2:**

Instruction will be given on daily log completion as per Alberta *Drivers' Hours of Service Regulation* (AR 317/2002) Section 9(3) (copy of regulation should be attached and/or readily available such as by internet).

#### **OPTION 3:**

The following information must be entered in a daily log:

- (a) a graph grid in the form set out in the schedule;
- (b) the date;
- (c) the odometer reading at the commencement of driving;
- (d) the total number of kilometres or miles driven by the driver during the work day;
- (e) in the case where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has travelled during a work day;
- (f) the vehicle's unit or licence plate number;
- (g) the name of the carrier for whom the driver worked during the work day;
- (h) the name and signature of the driver;
- (i) the name of any co-driver;
- (j) the time of commencement of the work shift and the location at which the driver commenced the work shift;
- (k) the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day;

## MODULE 3 – SAFETY PROGRAM

---

- (l) record at each change of duty status enter the name of city, town or village or highway location and name of province or state;
- (m) record the name of city, town or village or highway location when fuelling in Alberta and number of litres or gallons of fuel;
- (n) record the total number of hours of each duty status and aggregate of these hours;
- (o) the driver signs the daily log at the end of the driver's work shift.

### **Bills Of Lading:**

The following examples are Alberta requirements. Add federal requirements where necessary.

**Note:** See *Bill Of Lading And Conditions Of Carriage Regulation* AR 313/2002 Section 2 for exemptions (e.g. owner's own goods).

#### **OPTION 1:**

Instruction will be given on bill of lading completion as per *Alberta Bill of Lading and Conditions of Carriage Regulation* (AR 313/2002) Sections 3(1) and 3(2) (copy attached and/or direct internet access available).

#### **OPTION 2:**

A bill of lading shall be identified by a numerical code or other means of identification and shall set out at least the following:

- (a) name and mailing address of the consignor;
- (b) date of the consignment;
- (c) point of origin of the shipment;
- (d) name of the originating carrier;
- (e) names of connecting carriers, if any;
- (f) name and mailing address of the consignee;
- (g) destination of the shipment;
- (h) particulars of the goods comprising the shipment, including weight and description;
- (i) a space for the signature of the consignor or his agent;
- (j) a provision stipulating whether the goods are received in apparent good order and condition;
- (k) a space in which to show the declared value of the shipment;
- (l) where charges are to be prepaid or collected;
- (m) a space in which to indicate whether the charges are prepaid or collect;

## MODULE 3 – SAFETY PROGRAM

---

- (n) a space in which to show whether the C.O.D. fee is prepaid or collect;
- (o) a space in which to show the amount to be collected by the carrier on a C.O.D. shipment;
- (p) a space in which to note any special agreement between the consignor and the carrier;
- (q) a statement in conspicuous form indicating that the carrier's liability is limited by a term or condition of the applicable schedule of rates or by other agreement, if such a limitation exists.

The person who is the originating carrier of the goods being shipped shall, on the bill of lading issued for those goods:

- (a) acknowledge receipt of the goods by signing the bill of lading, and
- (b) indicate the condition of the goods and give details of any defect.

**Waybill:** The following examples are Alberta requirements. Add federal requirements where necessary.

**Note:** Refer to **AR 313/2002 Section 2** for exemptions (e.g. owners own goods).

### OPTION 1:

Instruction will be given on waybill completion as per Alberta's *Bill of Lading and Conditions of Carriage Regulation (AR 313/2002) Sections 4(1) and 4(2)* (copy attached and/or internet access available).

### OPTION 2:

Instead of carrying a bill of lading for the goods transported, a carrier may carry a waybill for the goods issued by the consignor or carrier. A waybill shall be identified by the numerical code or other means of identification set out on the bill of lading and set forth at least the following:

- (a) particulars of the goods carried on the vehicle;
- (b) name and mailing address of the consignor;
- (c) point of origin of the shipment;
- (d) name and mailing address of the consignee;
- (e) destination of the shipment;
- (f) names of connecting carriers, if any;
- (g) whether the charges are prepaid or collect;
- (h) date of the consignment.

### **Dangerous Goods Shipping Document:**

The following examples are Alberta requirements. Add federal requirements where necessary.

#### **OPTION 1:**

Instruction will be given on Dangerous Goods Shipping Document as per *Dangerous Goods Regulation (SOR2001–286) Part 3, Section 3.4* (copy attached and/or internet access).

#### **OPTION 2:**

A dangerous goods shipping document shall set out at least the following:

- (a) date;
- (b) name;
- (c) address of Consignor;
- (d) description of Goods Transported;
- (e) shipping name;
- (f) primary Classification;
- (g) compatibility Group;
- (h) subsidiary Classification;
- (i) UN number;
- (j) packing group;
- (k) risk group;
- (l) 24 hour contact number;
- (m) ERAP number and telephone number.

Shipping documents must be carried within the driver's reach and, when the driver leaves the cab, the shipping documents must be left on the driver's seat, in a pocket on the driver's door or in an obvious place in the cab. If the vehicle is left in a supervised area, a copy of the shipping document must be left with the person in charge.

**Note:** There may be exemptions to regulations. Refer to **(SOR2001–286) Part 3**.

For more information refer to the website: <http://www.transportation.alberta.ca> and/or contact the Dangerous Goods Coordination and Information Centre at (800) 272-9600 for further information on bulletins, permitting and general information.

### **Weigh Slips:**

If required, carrier needs a policy on how to obtain accurate weights.

### COMPLIANCE WITH THE LAW

#### **Safety Laws:**

Drivers operating company vehicles will comply with all transportation safety laws as required.

*Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)* identifies that:

**“safety laws”** means, as the context requires,

- i) the Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) the *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- iii) 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 subclauses (i) and (ii).

## MODULE 5 – SAFETY PROGRAM

---

### USE OF SAFETY EQUIPMENT

#### Use Of Warning Devices:

##### OPTION 1:

Instructions will be given on the use warning devices as per Alberta's *Commercial Vehicle General Equipment and Safety Regulation (AR 435/86)* **Sections 3(1) to 3(3)** (copy attached and/or internet access available).

##### OPTION 2:

Approved warning devices to be available in each registered company vehicle are: flags and reflectors, flares, or advance warning triangles.

- During the daytime (**sunrise to sunset**), when a company vehicle is stationary on a highway, the driver will immediately activate the four way flashers (emergency hazard warning lights) on the vehicle and place the warning devices on the highway in line with the vehicle, at a distance of approximately 30 metres in front of the vehicle, and approximately 30 metres behind the vehicle.
- During nighttime (**sunset to sunrise**), when a company vehicle is stationary on a highway, the driver will immediately activate the four way flashers (emergency hazard warning lights) on the vehicle. Within 10 minutes of the vehicle becoming stationary, place the warning devices on the highway in line with the vehicle, at a distance of approximately 75 metres in front of the vehicle, and approximately 75 metres behind the vehicle.
- During nighttime (**sunset to sunrise**), when a company vehicle is stationary on a highway and where the vehicle lighting is not working, the driver will immediately place warning devices out, at a distance of approximately 75 metres in front of the vehicle, and approximately 75 metres behind the vehicle.

#### Use Of Fire Extinguisher (As Applicable):

##### OPTION 1:

Instructions will be given on the use of approved fire extinguishers to be in each registered company vehicle (not necessary to list the type of extinguisher). Reference Alberta *Commercial Vehicle General Equipment and Safety Regulation (AR 435/86)* **Sections 4(1) to 4(6)** (copy attached and/or internet access available).



## MODULE 5 – SAFETY PROGRAM

---

### OPTION 2:

If the need to use the fire extinguisher arises:

1. Remember the word **PASS**:

- **P**ull - Pull the safety pin by breaking the seal;
- **A**im – Aim the nozzle, horn or hose at the base of the fire;
- **S**queeze - Squeeze the handle;
- **S**weep – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

2. Safety instructions:

- remove the fire extinguisher from its bracket;
- approach the fire from upwind if possible;
- hold the extinguisher in an **upright** position;
- continue to use until the fire is out and the fire extinguisher is empty;
- replace the safety pin and return it to your compartment;
- have extinguisher recharged immediately or replaced before your next run;
- report use of fire extinguisher to supervisor.

### **Personal Protective Equipment (PPE)** (As Applicable):

Employees will be educated on the proper use of all issued PPE (e.g. goggles, hard hats, breathing apparatus, etc.).

**Note:** Reference *Occupational Health and Safety Act*, for specific instructions and use of PPE. This legislation may also require additional components to be covered in the safety program. To consult the *Occupational Health and Safety Act*, use the OH&S web site: <http://www3.gov.ab.ca/hre/whs/law/index.asp>.

### DRIVER CONDUCT AND DISCIPLINE

**Owner/operators who have never had any full or part-time drivers are not required to address driver conduct and discipline within the safety program.**

#### **Conduct:**

**(Note:** If any conduct policies have been addressed in other policies within the safety program, make reference to the location)

- to safely operate our vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- a professional driver should be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- drivers must report all significant events on road including, violations, near misses, etc.

#### **Disciplinary Procedures (STEPS):**

All disciplinary steps must be progressive in nature. All actions taken, including verbal warnings, will be documented. (May include details of what applies to each disciplinary action step, but this is not required).

Discipline actions will be taken for any:

- regulatory violation (identified on the carrier profile, driver's abstract or through the carrier's own internal audits). Carrier profile should verify that drivers have already advised the carrier of the violation(s);
- significant company policy violation (identified through internal audits, direct observation, reports from other staff, reports from the public/customers).

As appropriate, actions to include:

- written warnings;
- re-training;
- suspension;
- termination.

### EMPLOYEE TRAINING AND EVALUATING DRIVING SKILLS

**Owner/operators who have never had any full or part-time drivers are not required to address training or evaluations within their safety program.**

**Training:** To increase knowledge and reduce violations.

#### OPTION 1:

Employee training on safety laws will be conducted as required. Reference the definition of “Safety Law” in Alberta’s *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) (copy attached and/or internet access available).

#### OPTION 2:

Training will cover the following subjects: (as applicable)

- company safety program;
- safe vehicle operation;
- company maintenance program;
- *Traffic Safety Act* and regulations;
  - Hours of Service,
  - Pre/post trip inspection,
  - Weights and dimensions,
  - Load Securement,
  - Other regulations, as applicable to company operations;
- the *Dangerous Goods Transportation and Handling Act* and regulations made under that Act;
- any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta.

**Note:** Records of all employee training must be documented in the employee file as required by Alberta’s *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 41(1)(h)*. A copy of applicable legislation should be made available for any staff (e.g. website access, hard copy, or disk).

#### **Orientation:**

The carrier’s safety and maintenance policies will be covered on initial hire. In addition, include a written road test, knowledge of hours of service (logbooks and/or time

records), weights and dimension, permits, cargo securement, and dangerous goods (if applicable) and how to conduct effective pre/post trip inspections will be part of the orientation process.

### **Ongoing Training:**

Should cover at least the following:

- Hours of service (logbooks and/or time records) – Assess the need for training by conducting daily and periodic internal audits of:
  - driver's hours of service records to ensure documents are not falsified,
  - daily log completion to ensure they meet the legislated requirements (form and manner),
  - other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- Pre/post trip Inspection – ongoing training provided through spot checks and monitoring of vehicle defects.
- Weights and dimension – ongoing training and monitoring provided on legal weights and dimension, permit weights and dimensions, shipping weights, etc. Loads to be scaled and dimensions and permits checked before leaving the yard.
- Load securement – ongoing training and monitoring of compliance with Cargo Standard #10 through direct spot checks and monitoring the Carrier Profile.
- Other regulations, as applicable to company operations.

### **Evaluating Driving Skills:**

#### **OPTION 1:**

The company will evaluate and retain a written record verifying that each authorized driver has the necessary driving skills to safely operate all assigned vehicles.

#### **OPTION 2:**

Steps identified to measure driving skill level, such as, driving in traffic, backing up, connecting a trailer, fuelling, driving in the mountains, driving defensively and conducting trip inspections, identifying and reporting defects to the carrier.

- An ongoing program for evaluating employees' driving skills will be done through:
  - road tests;

## MODULE 7 – SAFETY PROGRAM

---

- internal audits of records (logbooks, time records, etc.).
- Written exams to test driver skills and knowledge on (as applicable);
  - hours of service;
  - weights and dimensions;
  - cargo securement;
  - dangerous goods;
  - etc.

Evaluation results will be retained on each driver's file.

### DRIVER RECORDS AND RECORD RETENTION

#### Driver Records:

##### OPTION 1:

Driver records as identified in Alberta's *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) Section 41(1)(a - j) will be maintained for each driver that operates our commercial vehicle(s). (Copy attached and/or direct internet access is available).

##### OPTION 2:

The company will maintain individual files of driver records on every person operating or authorized to operate company vehicles, **including owner(s)** and management, containing at least the following information:

- the driver's completed application form for employment with the registered owner;

**Note:** An **owner/operator** who has never had any full or part-time drivers is not required to retain an application form for him/herself, but is required to maintain all other drivers' records listed in **AR 314/2002 Section 41(1)**;

- the driver's employment history for the three years immediately preceding the time the driver started working for the carrier;

**Note:** An **owner/operator** who has never had any full or part-time drivers is not required to retain a three year employment history for him/herself, but is required to maintain all other drivers' records listed in **AR 314/2002 Section 41(1)**;

- a copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
- annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
- a record of the driver's convictions of safety laws in the current year and in each of the four preceding years;
- a record of any administrative penalty imposed on the driver under safety laws;
- a record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;

- a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
- a copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until two years after it expires, in accordance with Part 6.6 of the *Transportation of Dangerous Goods Regulations* under the *Transportation of Dangerous Goods Act, 1992*; and
- a copy of a current medical certificate for all Class 1, 2 or 4 licences and Class 3 or 5 with a licence endorsement code “C” requiring a periodic medical. Alternatively, retain a copy of valid driver licence or a note from the medical doctor in lieu of the medical certificate.

### **Driver Record Retention:**

#### **OPTION 1:**

Driver records will be retained according to *Alberta Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 43(1)(a - c)* (copy attached and/or direct internet access is available).

#### **OPTION 2:**

The company will retain these records at the carrier's principal place of business in Alberta (i.e. Carrier's address shown on their Safety Fitness Certificate);

- retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation); and
- available for inspection by a peace officer during the carrier's regular business hours.



### DRIVER QUALIFICATIONS

**Owner/operators who have never had any full or part-time drivers are not required to have a written policy specifying what they consider to be a “qualified driver”, however, is expected to maintain the proper qualifications for the type of vehicles they operate.**

#### **Driver Qualification:**

##### **OPTION 1:**

Company will ensure all operators have the correct and valid Class of licence related to type of vehicle being operated. Drivers must immediately report changes of this status to their employer.

##### **OPTION 2:**

Include written hiring procedure policies that cover the following:

- conduct a personal interview to evaluate attitude, driving skills and professionalism;
- contact references and past employers;
- conduct a road test to include: use of two and four lane highways, city driving, and yard backing and parking, shifting, turning, mirror usage, speed and general awareness;
- evaluate the skills and knowledge of a driver by conducting a written exam;
- special training requirements (e.g. dangerous goods, long combination vehicle, etc.);
- maximum abstract point threshold (e.g. specify maximum points allowed within a three year period and do not hire if exceeded);
- collision threshold (e.g. consider if your threshold will include preventable collisions only or all collisions. Do not hire the applicant if the threshold is exceeded);
- policy addressing procedures for suspended licence. Drivers must immediately report changes of their Driver's Licence status to their employer.

## **SAMPLE MAINTENANCE PROGRAM (COMMERCIAL BUSES AND/OR MOTOR COACHES)**



### **INFORMATION**

The following sample vehicle maintenance policies have been created in order to provide carriers with a sample program that meets the minimum regulatory requirements in the Government of Alberta.

**Carrier Name:**

---

# **SAMPLE MAINTENANCE PROGRAM FOR COMMERCIAL TRANSPORTATION**

**(Commercial Buses and/or Motor Coaches)**

**Prepared by:**

---

**Effective Date:**

---



## MAINTENANCE PROGRAM FOR COMMERCIAL BUS AND/OR MOTOR COACH

The preventive maintenance program will address the following areas:

- pre- and post-trip inspections,
- repairs;
- routine maintenance;
- scheduled inspections and maintenance; and  
(**Note:** The number of inspection intervals can be more or less than described in the Options below. The examples may be modified to fit your business needs);
- record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP.

### **COMMERCIAL BUS:**

**“Commercial Bus”** is a public vehicle that transports passengers for compensation. Designed and used for the transportation of passengers with an original manufactured seating capacity of 11 or more passengers, including the driver. **Note:** This definition may include private buses, Kindergarten buses, hotel shuttles, etc., where compensation is a direct or indirect part of the services offered.

### **MOTOR COACH:**

**“Motor Coach”** is a type of bus commonly known in the transportation industry as a motor coach (e.g. MCI, Prevost, etc). Designed and used for the transportation of passengers with an original manufactured seating capacity of 11 or more passengers, including the driver.

### **MAINTENANCE POLICY OPTIONS:**

There are several ways a commercial carrier can meet their regulatory obligations. Several options are shown below. Select an appropriate option and include it in your company’s program.

#### **OPTION 1:**

The company maintenance program will be implemented as follows:

#### **Application:**

All NSC commercial vehicles registered to the company are required to comply with the company maintenance program policies and procedures as specified in Alberta’s *Commercial Bus Equipment and Safety Regulation (AR 213/2006) Section 7(1)* (copy attached and/or direct internet access available), including:

- lease operators that have their vehicles registered to the company; or
- if lease operators follow their own maintenance program they must:

- provide a copy of the lessee's maintenance program that must meet the minimum regulatory requirements;
- the registered owner must indicate the maintenance program is "acceptable";
- the registered owner must monitor the lease operator to ensure the maintenance program is being implemented.

### **Pre- And Post-Trip Inspections (motor coach only):**

- Components of a motor coach will be inspected in a pre- and post-trip inspection as required by Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006) Section 4(2) and 4(5)* (copy attached and/or direct internet access available). **Note:** If any of the components that are routinely inspected are also in the "Pre/Post" Trip Inspection, these Must Be Added to the Pre/Post Trip Inspection Form (sample form attached on page \_\_\_\_\_).
- Defects will be reported as per Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006) Part 2 Section 6* (copy attached and/or direct internet access available).
- Drivers must complete the trip inspection form (sample form attached on page \_\_\_\_\_), record any defects and document all repairs. Always ensure vehicles are not operated when there is an out of service defect of any type, mechanical, driver or administration related. Out of Service criteria may be ordered on the internet from [www.cvsa.org](http://www.cvsa.org) or by contacting the Commercial Vehicle Safety Alliance at the following address:

**Commercial Vehicle Safety Alliance**  
 1101 17th Street, NW  
 Suite 803  
 Washington DC 20036  
 Tel: (202) 775-1623  
 Fax: (202) 775-1624

### **Scheduled Maintenance:**

Vehicle components must be routinely inspected as required by Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006) Section 7(1) and 7(2)*.

- Scheduled components inspected are described in **Schedule 1** of Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006)* (copy attached and/or direct internet access available).
- 15,000 kilometre inspection specified in Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006) Sections 4(1) and 4(4)* (copy attached and/or direct internet access available).
- The following chart identifies the intervals of scheduled components inspected as described in the regulation Schedule:

Inspection Type	Vehicle Type	Inspection Interval (State Kilometres, Time or Hours)	Comments
<b>Pre-/Post-Trip Inspection</b>	Motor Coach	Prior to operating the vehicle at the beginning of a workshift (Pre-) and after the driver ceases to operate it at the end of a workshift (Post-)	Follow pre- and post-trip inspection company policy and complete written trip inspection form. Report all defects and document all repairs.
<b>Greasing</b>	Commercial Bus		
	Motor Coach		
<b>Oil Change</b>	Commercial Bus		
	Motor Coach		
<b>“A” Inspection</b>	Commercial Bus		
	Motor Coach		
<b>“B” Inspection</b>	Commercial Bus		
	Motor Coach		
<b>“CVIP” Inspection</b>	All Types (Commercial Bus and/or Motor Coach)	<b>Semi-Annually</b>	Required every 6 months before next CVIP expires - to be completed by a Certified CVIP Facility.

**School bus:** Carriers who operate school buses primarily to transport passengers to and from school are not currently required to have a written maintenance program in place. However, all school bus operators are urged to voluntarily implement a comparable maintenance and inspection program, to retain vehicle files and conduct adequate trip inspections.

Proposed Alberta legislation for 2007 will require school buses to have written maintenance programs and an ongoing schedule of inspections.

### **Vehicle Maintenance Records:**

- Vehicle records will be maintained on file as required by Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006) Section 10* (copy attached and/or direct internet access available).

### **Record Keeping:**

- Vehicle records will be retained as required by Alberta's *Commercial Bus Equipment and Safety Regulation (AR 213/2006) Section 11* (copy attached and/or direct internet access available).

Our company will review maintenance records, CVSA, CVIP and Carrier Profiles (from Alberta Transportation) to monitor, improve and update our maintenance program as required.

### **OPTION 2:**

The company maintenance program will be implemented as follows:

### **Application:**

All NSC commercial vehicles registered to the company are required to comply with the Maintenance Program policies and procedures, including:

- lease operators that have their vehicles registered to the company; or
- if lease operators follow their own maintenance program they must:
  - provide a copy of the lessee's maintenance program that must meet the minimum regulatory requirements;
  - the registered owner must indicate the maintenance program is "acceptable";
  - the registered owner must monitor the lease operator to ensure the maintenance program is being implemented.

### **Pre- And Post-Trip Inspections:**

- Drivers must complete the trip inspection prior to operating the vehicle at the beginning of a workshift (Pre-) and after the driver ceases to operate it at the end of a workshift (Post-).
- Complete the trip inspection form (sample attached on page \_\_\_\_), record any defects and document all repairs. Always ensure vehicles are not operated when there is an out of service defect. **Note:** If any of the components that are routinely inspected are also in the "Pre/Post" Trip Inspection, these Must Be Added to the list below and the Pre/Post Trip Inspection Form (sample form attached on page \_\_\_\_).



**A list of the minimum trip inspection components required to be inspected as follows:**

- a. lighting devices and reflectors;
- b. tires;
- c. the wheels and rims;
- d. service brake,
- e. parking brake;
- f. steering mechanism;
- g. horn;
- h. windshield wipers;
- i. rear vision mirrors; and
- j. emergency equipment.

**Vehicle Maintenance Records:**

Maintenance records will be filed for each individual vehicle. The following information will be recorded on the vehicle file:

- the year of manufacture;
- make of vehicle;
- vehicle identification (unit or serial number);
- the size of tires with which the bus is equipped
- if the vehicle is leased, name of the person furnishing the vehicle.

All maintenance records will be retained and will comply with Alberta legislation, requiring each record to display the nature of the inspection, the date and the odometer reading. Our company will review maintenance records, CVSA, CVIP and Carrier Profiles (from Alberta Transportation) to monitor, improve and update our maintenance program as required. Maintenance records will include the following:

- scheduled inspections identified in written maintenance program;
- lubrications;
- repairs;
- routine maintenance;
- pre-/post-trip inspection records and defect notices;
- driver and vehicle roadside Commercial Vehicle Safety Alliance (CVSA) inspections;
- annual safety inspections (CVIP);
- any modification affecting the gross vehicle weight of each vehicle, or involving axles or suspensions;
- notice of recalls received from manufacturer and subsequent corrective work done.

## **Record Keeping:**

Individual vehicle files will identify:

- unit number or serial number;
- year of manufacture;
- make of each vehicle;
- tire size; and
- contain the above maintenance records.

Records will be retained for the current calendar year and the preceding four years;

If a vehicle is sold, the file on the vehicle must be retained for at least six months after the sale date. Records of all vehicles will be located at (carrier's principal place of business in Alberta).

## **Scheduled Maintenance Inspections:**

The written maintenance program pertains to all of the company's commercial National Safety Code (NSC) vehicles (motor coaches and/or commercial buses owned and/or leased) registered to the company. The program identifies in writing when each of the components listed below are inspected. The company vehicles will be inspected according to **Schedule 1** in Alberta Regulation (**AR 213/2006**). These components are described below:

(**Note:** the full list of requirements is contained in the Schedule of the *Commercial Bus Equipment and Safety Regulation (AR 213/2006)*).

- 1. Identify the intervals of maintenance for motor coaches and/or commercial buses to cover the following** (usually by distance traveled - e.g. kilometres or miles, and/or hours e.g. 250 hours, etc., and/or time – e.g. daily, weekly, monthly, bi-weekly, etc.):

### **(a) Greasing intervals:**

**Commercial Bus -** \_\_\_\_\_

**Motor Coach -** \_\_\_\_\_

### **(b) Oil Change intervals:**

**Commercial Bus -** \_\_\_\_\_

**Motor Coach -** \_\_\_\_\_

2. **Scheduled maintenance inspection(s) will cover at least the components listed below - motor coach only. The interval(s)** (usually by distance traveled - e.g. kilometres or miles, and/or hours e.g. 250 hours, etc., and/or time – e.g. daily, weekly, monthly, bi-weekly, etc.) **of inspection are:**

Scheduled Component(s)	Interval
State the intervals when each component is inspected by kilometres, time or hours. <b>Note</b> If any of the scheduled components are inspected in the "Pre-/Post-" Trip Inspections state pre-/post- for interval	

**a. Body and Frame components:**

- |                                  |       |
|----------------------------------|-------|
| 1. Body                          | <hr/> |
| 2. Doors                         | <hr/> |
| 3. Seats                         | <hr/> |
| 4. Fenders                       | <hr/> |
| 5. Bumpers                       | <hr/> |
| 6. Mudflaps                      | <hr/> |
| 7. Sun visors                    | <hr/> |
| 8. Latches                       | <hr/> |
| 9. Emergency exits               | <hr/> |
| 10. Floor and stepwell coverings | <hr/> |
| 11. Baggage racks                | <hr/> |
| 12. Grab rails                   | <hr/> |
| 13. Padding                      | <hr/> |
| 14. Hood latch and safety catch  | <hr/> |
| 15. Exit warning devices         | <hr/> |
| 16. Interlock system             | <hr/> |
| 17. Wheel chair securements      | <hr/> |
| 18. Restraints                   | <hr/> |
| 19. Ramps/lifts                  | <hr/> |
| 20. Chassis frame                | <hr/> |
| 21. Underbody                    | <hr/> |
| 22. Windshield                   | <hr/> |
| 23. Window                       | <hr/> |
| 24. Mirrors                      | <hr/> |

**b. Fuel and Exhaust components:**

25. Fuel Tank

26. Filler cap

27. Fuel lines

28. Exhaust system

29. Engine controls

**c. Brake components as follows:**

30. Brake friction components

31. Hydraulic

32. Vacuum and air components

33. Mechanical linkages

34. Service brake pedal

35. Brake warning system

36. Emergency or parking brake

37. Air brake system

38. Stopping capability

**d. Lights and Electrical components as follows:**

39. Lamps

40. Reflectors

41. Battery

42. Horn

43. Automatic transmission safety  
switch

44. Windshield wipers and washers

45. Instruments and gauges

46. Door interlocks

47. Heater, defroster and hoses

**e. Steering and Suspension components as follows:**

48. Steering

49. Wheel alignment

50. Suspension

51. Driveline

**f. Wheel and Tire components as follows:**

52. Tires

53. Wheel Studs

54. Wheel Rims

55. Wheel Bearings

**g. Cleanliness, Safety and Emergency Equipment components as follows:**

56. Cleanliness

57. Fire fighting equipment

58. First aid kit

59. Warning devices

60. Certification

**h. Lubrication components as follows:**

61. Greasings

62. Oil Changes

3. Group The Above Component Inspection Intervals And Identify these In The Chart Below:

Inspection Type	Vehicle Type	Inspection Interval (State Kilometres, Time or Hours)	Comments
Pre/Post Trip Inspection	Motor Coach	Prior to operating the vehicle at the beginning of a workshift (Pre-) and after the driver ceases to operate it at the end of a workshift (Post-)	Follow Pre- and Post-Trip inspection company policy and complete trip inspection form. Report all defects and document all repairs
Greasing Interval:	Commercial Bus		
	Motor Coach		
Oil Change Interval:	Commercial Bus		
	Motor Coach		
“A” Inspection Interval:	Commercial Bus		
	Motor Coach		
“B” Inspection Interval:	Commercial Bus		
	Motor Coach		
“CVIP” Inspection:	All Types (Commercial Bus and/or Motor Coach)	Semi-Annually	Required every 6 months before next CVIP Expires - To be completed by a Certified CVIP Facility.

4. The following written vehicle maintenance inspection forms can be completed as identified in your interval chart above.

**Written Vehicle Maintenance Inspection Form**  
(Commercial Bus and/or Motor Coach)

**CARRIER NAME:**

**Reference Regulation:** AR 314/2002 – The Inspection Records to be filed by year, make and unit and/or serial # and retained for 5 years (If leased indicate leasor).

**DATE:**

**UNIT OR SERIAL #:**

**ODOMETER READING:**

**Please Circle Vehicle Type:**

Commercial Bus, Motor Coach

Seating Capacity: \_\_\_\_\_

**Inspection Defect(s) and Comments**

**Inspection Intervals**  
(Check Mark ✓ Either A or B for Inspection Performed Below):

Components To Be Inspected  
(Listed Below):

List Below Any Inspection Defect(s) and  
Comments For Each Component

**A**

**B**

**1. Body and Frame Components:**

Body			
Doors			
Seats			
Fenders			
Bumpers			
Mudflaps			
Sun visors			
Latches			
Emergency exits			
Floor coverings			
Baggage racks			
Grab rails			
Padding			
Exit warning devices			
Interlock system			
Wheel chair securements			
Restraints			
Ramps/lifts			
Chassis frame			
Underbody			
Windshield			
Window			
Mirrors			

Components To Be Inspected (Listed Below):	List Below Inspection Defect(s) and Comments For Each Component	A	B
<b>2. Fuel and Exhaust components:</b>			
Fuel Tank			
Filler cap:			
Fuel lines:			
Exhaust system:			
Engine Controls			
<b>3. Brake components</b>			
Brake friction components			
Hydraulic			
Vacuum and air components			
Mechanical linkages			
Service brake pedal			
Brake warning system			
Emergency or parking brake			
Air brake system			
Stopping capability			
<b>4. Lights and Electrical Components:</b>			
Lamps			
Reflectors			
Battery			
Horn			
Automatic transmission safety switch			
Windshield wipers and washers			
Instruments and gauges			
Door interlocks			
Heater, defroster and hoses			
<b>5. Steering and Suspension Components:</b>			
Steering			
Wheel alignment			
Suspension			
Driveline			

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



Components To Be Inspected (Listed Below):	List Below Inspection Defect(s) and Comments For Each Component	A	B
<b>6. Wheel and Tire components:</b>			
<b>Tires</b>			
<b>Wheel Studs</b>			
<b>Wheel Rims</b>			
<b>Wheel Bearings</b>			
<b>7. Cleanliness, Safety and Emergency Equipment</b>			
<b>Cleanliness</b>			
<b>Fire fighting equipment</b>			
<b>First aid kit</b>			
<b>Warning devices</b>			
<b>Certification</b>			
<b>8. Lubrication: (Inspection interval for lubrication listed in the header of the form)</b>			
<b>Greasings</b>			
<b>Oil Changes</b>			

**MOTOR COACH ONLY**  
**15,000 kilometre Inspection**

**Schedule 2**  
**Safety Systems Maintenance Inspection**



**SAFETY SYSTEMS  
MAINTENANCE INSPECTION**

TRANSPORTATION

THE COMMERCIAL BUS OWNER IS REQUIRED TO HAVE EACH BUS VISUALLY INSPECTED BY A MECHANIC IN ACCORD WITH THE ITEMS LISTED ON THIS FORM EVERY 15 000 km WITHIN THE 6 MONTH INSPECTION INTERVAL REQUIRED FOR THE COMMERCIAL BUS INSPECTION CERTIFICATE ON SCHEDULE A.

THE BUS OWNER IS REQUIRED TO MAINTAIN A COPY OF THIS INSPECTION REPORT FOR REVIEW BY A REPRESENTATIVE OF THE MOTOR TRANSPORT BOARD OR A PEACE OFFICER FOR A PERIOD NOT LESS THAN ONE YEAR.

BUS OWNER		ADDRESS		DATE	
COMPANY NAME		BUS BODY NAME		BUS CHASSIS NAME	
LICENCE PLATE No.		VEHICLE SERIAL No.		ODOMETER READING	
				km mi	
OK REJECT		OK REJECT		REMARKS	
<input type="checkbox"/> <input type="checkbox"/> BODY <input type="checkbox"/> Inside/Outside <input type="checkbox"/> Flooring		<input type="checkbox"/> <input type="checkbox"/> Seats/Restraints <input type="checkbox"/> Emergency and Exit			
<input type="checkbox"/> <input type="checkbox"/> FRAME <input type="checkbox"/> Brackets		<input type="checkbox"/> <input type="checkbox"/> Cracks			
<input type="checkbox"/> <input type="checkbox"/> FUEL AND EXHAUST <input type="checkbox"/> Tanks <input type="checkbox"/> Lines		<input type="checkbox"/> <input type="checkbox"/> Exhaust System			
<input type="checkbox"/> <input type="checkbox"/> COMMUNICATION SYSTEMS Lights <input type="checkbox"/> Head <input type="checkbox"/> Stop and Tail <input type="checkbox"/> Side Marker <input type="checkbox"/> Turn Signal <input type="checkbox"/> Park		<input type="checkbox"/> <input type="checkbox"/> Reflectors <input type="checkbox"/> Mirrors <input type="checkbox"/> Horn <input type="checkbox"/> Defroster/Heater <input type="checkbox"/> Wipers/Washers <input type="checkbox"/> Glazing			
<input type="checkbox"/> <input type="checkbox"/> STEERING <input type="checkbox"/> Box <input type="checkbox"/> Tie Rod Ends <input type="checkbox"/> Linkage		<input type="checkbox"/> <input type="checkbox"/> Drag Link Ends <input type="checkbox"/> King Pin/Bushings <input type="checkbox"/> Ball Joints			
		<input type="checkbox"/> <input type="checkbox"/> CONTROLS <input type="checkbox"/> Accelerator <input type="checkbox"/> Steering Assist <input type="checkbox"/> Neutral/Safety Switch <input type="checkbox"/> Brake Warning <input type="checkbox"/> Door Loading Brake Interlock		<input type="checkbox"/> <input type="checkbox"/> Speedometer <input type="checkbox"/> Fuel <input type="checkbox"/> Oil <input type="checkbox"/> Alternator <input type="checkbox"/> Engine	
		<input type="checkbox"/> <input type="checkbox"/> SUSPENSION <input type="checkbox"/> Springs <input type="checkbox"/> Shackles		<input type="checkbox"/> <input type="checkbox"/> Pins/Bushings <input type="checkbox"/> Ball Joints	
		<input type="checkbox"/> <input type="checkbox"/> TIRES AND WHEELS <input type="checkbox"/> Tread <input type="checkbox"/> Sidewalls		<input type="checkbox"/> <input type="checkbox"/> Rims <input type="checkbox"/> Studs	
		<input type="checkbox"/> <input type="checkbox"/> BRAKES <input type="checkbox"/> Low Pedal <input type="checkbox"/> Warning Light <input type="checkbox"/> Boost Light <input type="checkbox"/> Road Test <input type="checkbox"/> Pedal Pads <input type="checkbox"/> Push Rod Travel		<input type="checkbox"/> <input type="checkbox"/> Air Brakes - Systems <input type="checkbox"/> Air Leaks <input type="checkbox"/> Low Pressure Warning <input type="checkbox"/> Hoses and Couplings <input type="checkbox"/> Compressor Response <input type="checkbox"/> Compressor Belt	
		<input type="checkbox"/> <input type="checkbox"/> EMERGENCY BRAKES <input type="checkbox"/> Mechanical		<input type="checkbox"/> <input type="checkbox"/> Air	

I HEREBY CERTIFY THAT THE VEHICLE DESCRIBED ABOVE HAS BEEN MECHANICALLY INSPECTED AND THE ITEMS REJECTED HAVE BEEN REPAIRED.

SIGNATURE OF MECHANIC	TITLE	TRADE CERTIFICATE NUMBER
SIGNATURE OF COMPANY REPRESENTATIVE OR OWNER		

TSB 415

6 - 91/11/29 - RBL/ps - d

## Pre-/Post-Trip Inspection Form

**Motor Coach**

**Carrier Name:**

**Driver Name (*printed*):**

**Driver Signature:**

**Date:**

**Unit # or VIN:**

**Odometer Reading:**

**DAILY PRE-/POST-TRIP INSPECTION** — Required at start and end of each workshift during which the vehicle is moved on a highway. Conduct pre-/post-trip inspections covering at least the items in Section 4(7) of AR 314/2002 as summarized below. Under Pre- and Post-Trip column mark either a check mark ☒ if components inspected have no defects or an **X** if defects found. Record the defects and comments in the space provided below each component.

<b>Inspection Components:</b>	<b>Pre-Trip</b>	<b>Post-Trip</b>
<b>1. Lighting devices and reflectors</b>		
Defects and Comments:		
<b>2. Tires</b>		
Defects and Comments:		
<b>3. Coupling devices:</b>		
Defects and Comments:		
<b>4. Wheels and rims</b>		
Defects and Comments:		
<b>5. Service brake</b>		
Defects and Comments:		
<b>6. Parking brake</b>		
Defects and Comments:		
<b>7. Steering mechanism</b>		
Defects and Comments:		
<b>8. Horn</b>		
Defects and Comments:		
<b>9. Windshield wipers</b>		
Defects and Comments:		
<b>10. Rear vision mirrors</b>		
Defects and Comments:		
<b>11. Emergency equipment (<i>warning devices, fire extinguisher (if vehicle equipped), etc.</i>)</b>		
Defects and Comments:		

**General Repair Comments:**