Module 6 aims to provide carriers with basic information about maintenance programs, vehicle files, and other related requirements. The contents of this module are as follows.

- Maintenance and Inspection Programs
- What is a Maintenance and Inspection Program?
- Writing the Maintenance Program
- Benefits of Implementing a Maintenance and Inspection Program
- Carrier Responsibilities
- Checklists and Monitoring Tools
- Appendices

This is a guide only and is not meant to be a substitute for the actual legislation.
Once carriers have the correct licensing, registration and insurance to operate, they may also need to create a maintenance and inspection program. According to Section 6 of the *Commercial Vehicle Safety Regulations*, AR 121/2009:

**Maintenance and inspection program**

6(1) A carrier shall prepare and carry out a maintenance and inspection program that pertains to the carrier’s commercial vehicle.

(2) Despite subsection (1), the Registrar may require an owner of a commercial vehicle or a combination of commercial vehicles who is not a carrier to comply with the requirements of subsection (1).

(3) A maintenance and inspection program under subsection (1) must be in writing and provide for a continuous and regular program for the inspection, maintenance and repair of the carrier’s commercial vehicle.

Carriers who operate National Safety Code (NSC) vehicles are required by law to have and implement a written maintenance and inspection program. If a carrier operates one vehicle that is regulated by the NSC, their entire fleet of regulated vehicles must follow the carrier’s safety program. For example, a federally regulated carrier must include all of their regulated vehicles in the maintenance program, not only those vehicles that leave Alberta. The summary charts in the appendices of *Module 5* show which carriers must have maintenance programs. It is a carrier’s responsibility to follow the law and to meet maintenance program requirements.

**Reminder: NSC Regulated Vehicles are...**

- Commercial vehicles that are weighing or registered for more than 4,500 kilograms that operate outside of Alberta.
- Commercial vehicles that are registered for a weight of 11,794 kilograms or more and that operate only within Alberta.
- Commercial vehicles with a manufacturer’s seating capacity originally designed for 11 or more persons, including the driver.
WHAT IS A MAINTENANCE AND INSPECTION PROGRAM?

A maintenance and inspection program is a formal written document that outlines maintenance and inspection policies for all employees within a company. A carrier must prepare a maintenance program that pertains directly to the types of vehicles they operate. The owner and employees of a company must be able to understand, implement and follow the program.

A written maintenance and inspection program must:

- Meet the specific needs of the company
- Meet regulatory requirements
- Be fully implemented as it is described
- Be effective (i.e. the carrier is in compliance everyday)

The maintenance program must provide for a continuous and regular program for the inspection, maintenance and repair of the carrier’s regulated commercial vehicles. It is important that a carrier implements an effective maintenance program so that vehicles are maintained in a safe and consistent manner.

Sample Maintenance and Inspection Programs

To assist carriers with meeting all minimum maintenance and inspection program requirements, the Alberta government has prepared sample maintenance programs. These programs may serve as a useful starting template for carriers who are developing new policies or who need to simplify their existing programs.

Before writing a maintenance and inspection program, carriers may refer to these sample programs which are available online at: www.transportation.alberta.ca/3188.htm. This module also provides more information about how a carrier might build their own effective and compliant maintenance program.
WRITING THE MAINTENANCE PROGRAM

Each carrier and their safety officer (or other designated employee) must create a program that has specific policies and procedures that assist in the safe operation of their vehicles. These policies and procedures must be maintained at all times. It is the carrier’s responsibility to ensure that all commercial vehicles are inspected and maintained in safe operating condition.

While writing a maintenance program, a carrier may choose to organize the content of their program into the following sections:

- **Policies and Procedures**
  - A carrier must create policies that relate to the type of work that is done by their employees on a day-to-day basis. A general program which does not include specific information about the type of vehicles or equipment the carrier operates will not be effective in assisting employees.
  
  This section of a maintenance program must include all of the laws the company must follow. Carriers should identify any possible risks or hazards that could be related to daily transportation operations.

- **Evaluation and Enforcement**
- **Vehicle Maintenance and Inspections**
- **Commercial Vehicle Inspection Program**
- **Vehicle Records**

Written Policies and Procedures

A carrier must create policies that relate to the type of work that is done by their employees on a day-to-day basis. A general program which does not include specific information about the type of vehicles or equipment the carrier operates will not be effective in assisting employees.

This section of a maintenance program must include all of the laws the company must follow. Carriers should identify any possible risks or hazards that could be related to daily transportation operations.
A written maintenance program must relate directly to the type(s) of vehicles a carrier uses. The policies and procedures in the program must provide for continuous and regular inspections, maintenance and repairs that meet the applicable requirements specified in these sections of the Commercial Vehicle Safety Regulation (AR 121/2009):

Routine Preventative Maintenance
Carriers must conduct routine preventative maintenance on their vehicles to ensure they remain in good operating condition. Taking action to preserve and restore vehicle components before they fail will ensure they continue to operate in a reliable way. Conducting preventative maintenance may save a carrier time and money, as the likelihood of breakdowns and maintenance related problems would go down. Carriers with reliable vehicles and
equipment will also gain a more positive reputation with their clients.

Conducting preventative maintenance on a vehicle may include the routine inspection or replacement of filters, fluids, drive belts, brake systems, wipers, lubricants, and other vehicle components that help a vehicle to run safely and efficiently. Other vehicle components that must be routinely inspected are described in Schedules 2-5 of the *Commercial Vehicle Safety Regulation (AR121/2009)*.

Anyone may conduct routine maintenance work on a vehicle as long as they follow standard maintenance procedures and do not take short-cuts. More information about routine preventative maintenance is available online at: [www.transportation.alberta.ca/3188.htm](http://www.transportation.alberta.ca/3188.htm).

**Trip Inspections**

Every maintenance and inspection plan must include information about trip inspections. Daily trip inspections must be completed to ensure employees actively search for and report vehicle defects. The early reporting of defects may prevent vehicles from being operated if they are likely to cause or contribute to a collision or breakdown. This may lead to the better protection of drivers and the public in Alberta.

According to Section 10 of the *Commercial Vehicle Safety Regulations (AR 121/2009)*, some commercial vehicles must undergo daily trip inspections. These vehicles include:

- Commercial vehicles or a combination of commercial vehicles that are registered for or weigh more than 4,500 kilograms.
- Commercial vehicles with a manufacturer’s seating capacity originally designed for 11 or more persons, including the driver.

Depending on the type of vehicle being operated, inspection items may differ. National Safety Code Standard 13 identifies these different inspection items:
Carriers may modify the original schedules found in the NSC standard to add more inspection items or to delete items not found on the vehicle being inspected. Items may only be deleted from a schedule if the vehicle being inspected is not required by law to have that item.

Schedules 1-3 are available in the appendices of this module. The appropriate schedule must be kept in the vehicle at all times. Drivers must, on demand of a peace officer, produce a copy of the schedule used for the most recent inspection.

**Under Vehicle Trip Inspections**

If a carrier chooses to use Schedule 3 for their motor coach trip inspection rather than Schedule 2, the motor coach must also undergo an under-vehicle trip inspection. The under vehicle inspection:

- Is valid for 30 days or until midnight of the day the vehicle reaches 12,000 kilometres since its last inspection;
- Must be conducted while the coach is over a pit or raised;
- Must be conducted by a heavy duty technician who is certified to inspect motor coaches under the *Apprenticeship and Industry Training Act*. The technician must record their trade certificate number and sign the inspection report.

Carriers who get under vehicle trip inspections are still required to conduct daily trip inspections on motor coaches. The daily inspections will, however, exclude an examination of the coach’s undercarriage.
Trip Inspection Reports
The driver or another person authorized by the carrier must complete a trip inspection report on each commercial vehicle before it is operated. A daily trip inspection report:

- Is valid for 24 hours from the time it is recorded;
- Must be forwarded to the driver’s home terminal within 20 days;
- Must be filed at the carrier’s main place of business within Alberta within 30 days;
- Must be maintained for each vehicle for at least 6 months.

A trip inspection report must contain at least the following information:

- Licence plate number, vehicle ID number, or unit number of inspected vehicle
- Odometer or hubometer reading of the inspected vehicle at the time of inspection
- Name of the carrier operating the vehicle
- Name of the location where the vehicle was inspected
- Whether any defects were found and details for identified defects
- Name and signature of the person who inspected the vehicle
- Name and signature of the driver or person making the report
- The nature of any repairs carried out to fix defects identified during the inspection

Sample trip inspection report forms are available in Appendices 4-7 of this module.

Carriers that operate commercial vehicles weighing or registered for 4,501 – 11,793 kilograms must complete a trip inspection, but are not required to document that inspection or to carry Schedule 1. However, it is recommended that all carriers keep records of any inspections conducted on their vehicles. Doing so may show that a carrier is being duly diligent.
Repairs

According to Section 16 of the Commercial Vehicle Safety Regulation (AR 121/2009):

Requirements to repair or correct
16 A carrier or a person authorized by the carrier under section 10(7) or 11(6) shall not permit a driver to drive, and a driver shall not drive, a commercial vehicle unless, before doing so, the carrier or the person has
   (a) Repaired or corrected any major defect listed on the trip inspection report or the written document referred to in section 12 or 15, as the case may be, and certified on the report that the defect has been repaired or corrected, or
   (b) Certified on the report that the repair or correction is unnecessary.

This means that if a major defect has been reported in a trip inspection, a driver is not legally allowed to operate the vehicle. The carrier must repair or effectively resolve the problem before any driver is allowed to use the vehicle again.

If a major defect cannot be repaired, then the vehicle must be towed. A list of possible defects that may occur on a vehicle may be found in Schedules 1-3 in the appendices of this module.

Commercial Vehicle Inspection Program

The Commercial Vehicle Inspection Program (CVIP) involves a mandatory vehicle inspection that ensures a vehicle is mechanically safe to operate. It is illegal for a commercial vehicle to be operated on a highway unless it has a valid inspection certificate and decal. This program applies to:

- Commercial vehicles that are registered for a weight of 11,794 kilograms or more
- A combination of vehicles which add up to a registered weight of 11,794 kilograms or more (including trailers)
- Commercial vehicles with a manufacturer’s seating capacity originally designed for 11 or more persons, including the driver
- Commercial passenger vehicles operating under the authority of an Operating Authority Certificate

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

These vehicles must be inspected under the program once every 6 months
Inspections in Alberta must be conducted at a government licensed facility by a technician licensed under the Commercial Vehicle Inspection Program. This is to ensure the appropriate type of inspection is being conducted on a carrier’s vehicles.

To locate an inspection facility near you, visit Alberta Transportation’s web site at www.transportation.alberta.ca/685.htm.

According to Section 37 of the Commercial Vehicle Safety Regulation (AR121/2009), a carrier must maintain the following records for each regulated vehicle that is registered to them:

- Identification for each vehicle (such as a unit number, the manufacturer’s serial number, or a similar mark);
- Make and year of manufacture of the vehicle;
- Records of inspection of the vehicle and the nature of work performed on the vehicle;
- Records of repairs performed on the vehicle;
- Records of routine maintenance and lubrication performed on the vehicle;
- Copy of annual (truck/tractor/trailer) or semi-annual (passenger vehicle) CVIP inspections;
- Copy of trip inspection reports for the last 6 months.

All of the above vehicle records must be maintained at the carrier’s principal place of business in Alberta for the current calendar year and the 4 calendar years immediately preceding. If a vehicle is permanently removed from the carrier’s fleet, the maintenance records for that vehicle must be kept for at least another 6 months from the date the vehicle was removed.

All records maintained must be true, accurate and legible. It is against the law to destroy, mutilate, deface, falsify or alter any of the required vehicle records.

A carrier should not just rely on information provided by enforcement officers to identify whether they have systematic maintenance issues. It is recommended that they regularly evaluate the effectiveness of their maintenance program.
By including internal monitoring policies in their maintenance program, a carrier may measure the level of safety their vehicles are operating at. Being able to do this may help a carrier find out whether their company is operating at an acceptable level or whether employees need more training.

It is recommended that carriers internally monitor their company’s:

- **Carrier Profile**
  - For any recurring violations or inspection results.

- **Trip Inspection Reports**
  - For improper or inadequate inspections.

- **Routine Vehicle Maintenance**
  - For improper or inadequate maintenance.

- **CVIP, CVSA and any other inspection records**
  - For deficiencies or issues that require attention.

- **Internal Inspection Reports**
  - To ensure inspections, routine maintenance and any repairs are being conducted.

Problems that are identified may be fixed by:

- Updating the maintenance program;
- Providing more training for employees;
- Conducting more detailed monitoring;
- Taking disciplinary action with staff not following policies and procedures (see Module 5 for more information).

By internally monitoring their maintenance plan, carriers may identify and fix problems before they become dangerous or more costly. The benefits of having an effective internal monitoring program are fewer collisions and reduced risks to employees and the public.
A written maintenance and inspection program is important to a carrier for many reasons. Having an effective maintenance program:

- Assists all employees involved in the maintenance of commercial vehicles to do their jobs safely;
- Ensures the early identification of vehicle defects and the proper repair of those defects before they become a bigger or more costly problem;
- Ensures the safety of everyone operating vehicles and equipment;
- Increases the level of safety for the motoring public;
- Prevents the likelihood of collisions or breakdowns and reduces the cost associated with those incidents;
- Assists the carrier in operating more efficiently;
- Contributes to the positive reputation of a carrier.

A maintenance program benefits a carrier in regards to compliance, safety and finances just as a safety program does. Preventative maintenance is the key! A carrier who conducts routine maintenance on their vehicles while meeting the requirements to conduct trip inspections and repairs will get the most value out of their maintenance program.

Laws related to implementing a written maintenance and inspection program can be found in the *Commercial Vehicle Safety Regulations* (AR 121/2009).
CARRIER RESPONSIBILITIES

Due Diligence

Carriers are responsible for writing, maintaining and implementing their maintenance program in a way that helps prevent violations or incidents. To be duly diligent, a carrier must prevent incidents before they occur. Taking action to repair or maintain vehicles and equipment before they are used is being duly diligent.

More information on how a carrier might practice due diligence is available in Module 5

Vicarious Liability

Section 144 of Alberta’s Traffic Safety Act states:

(2) With respect to a commercial vehicle, where a person other than the carrier responsible for the commercial vehicle carries out a related function in respect of that commercial vehicle and as a result of carrying out that related function this Act is not complied with, that person and the carrier are jointly and severally liable for that non-compliance.

A “related function” includes:

- Loading goods on or into a commercial vehicle;
- Adjusting or rearranging goods being carried by a commercial vehicle;
- Unloading or the removal of goods from a commercial vehicle;
- Providing documentation or records, other than motor vehicle documents, with respect to the operation of a commercial vehicle;
- Giving directions, directives, instruction or orders respecting the operation of the commercial vehicle.

A dispatcher who directs a driver to speed makes them liable for the violation just as much as the driver. A carrier who directs drivers to violate the hours of service regulations is equally responsible for the violation(s).

Implementing a written maintenance and inspection program ensures a carrier is always following the law when work is being performed with their vehicles. A carrier who has an effective program in place ensures all people responsible for working on or with vehicles and equipment do so in a safe way.
It is recommended that a carrier designate a person as being responsible for implementing the company’s maintenance and inspection program. This person must have complete knowledge and understanding of the maintenance program.

Companies may choose to have more than one person involved in the implementation of their maintenance program. They may also create a committee who is responsible for overseeing different parts of the program. The designated safety officer may oversee these different groups to ensure each is in operating in compliance with the overall safety and maintenance programs.

It is the carrier’s responsibility to ensure they are consistently aware of what their safety officer is doing to implement and maintain a maintenance program. They must ensure the program meets provincial transportation safety laws and any other laws that may apply to the company (such as environmental or Occupational Health and Safety laws).
CHECKLISTS AND MONITORING TOOLS

Sample checklists and various monitoring tools can be found in the appendices of this module. These lists can be used to help prepare and evaluate a maintenance program.

Sample Maintenance and Inspection Programs

As described earlier in this manual, the Alberta government provides all carriers with Sample Safety and Maintenance Programs that they may refer to. These sample programs are available online at: www.transportation.alberta.ca/3188.htm.

Alberta Motor Transport Association (AMTA)

The AMTA provides some training courses in subjects such as health and safety program development, cargo securement, hours of service, etc. For more details contact:

Phone: 800-267-1003
Email: amtamsc@amta.ca
Website: www.amta.ca

For more training resources, see the appendices at the end of the manual.
## MODULE 6 APPENDICES

### Schedules:

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<td>Schedule 2 (Bus)</td>
<td>NSC Standard 13, Part 2</td>
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<td>Schedule 3 (Motor Coach)</td>
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<td>Appendix 4</td>
<td>Schedule 4 (Motor Coach, 30 day / 12,000 kilometres)</td>
<td>NSC Standard 13, Part 2</td>
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### Trip Inspection Reports:

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<td>Appendix 6</td>
<td>Example Trip Inspection Report Bus</td>
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<td>Appendix 7</td>
<td>Example Trip Inspection Report Motor Coach</td>
</tr>
<tr>
<td>Appendix 8</td>
<td>Example Trip Inspection Report Motor Coach 30-day / 12,000 kilometres</td>
</tr>
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</table>

### Maintenance Program Reviews:

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<td>Appendix 11</td>
<td>Maintenance Program Review Motor Coach</td>
</tr>
<tr>
<td>Appendix 12</td>
<td>Maintenance Program Review School Bus</td>
</tr>
</tbody>
</table>
## APPENDIX 1

### Schedule 1 – Truck, Tractor & Trailers

**Application:**
This schedule applies to trucks, tractors and trailers or combinations exceeding a registered gross vehicle weight of 4,500 kilograms.

<table>
<thead>
<tr>
<th>1. Air Brake System</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defect(s)</td>
<td>Major Defect(s)</td>
</tr>
<tr>
<td>• Audible air leak.</td>
<td>• Pushrod stroke of any brake exceeds the adjustment limit.</td>
</tr>
<tr>
<td>• Slow air pressure build-up rate.</td>
<td>• Air loss rate exceeds prescribed limit.</td>
</tr>
<tr>
<td></td>
<td>• Inoperative towing vehicle (tractor) protection system.</td>
</tr>
<tr>
<td></td>
<td>• Low air warning system fails or system is activated.</td>
</tr>
<tr>
<td></td>
<td>• Inoperative service, parking or emergency brake.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Cab</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defect(s)</td>
<td>Major Defect(s)</td>
</tr>
<tr>
<td>• Occupant compartment door fails to open.</td>
<td>• Any cab or sleeper door fails to close securely.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Cargo Securement</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defect(s)</td>
<td>Major Defect(s)</td>
</tr>
<tr>
<td>• Insecure or improper load covering (such as wrong type or flapping in the wind).</td>
<td>• Insecure cargo.</td>
</tr>
<tr>
<td></td>
<td>• Absence, failure, malfunction or deterioration of required cargo securement device or load covering.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Coupling Devices</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defect(s)</td>
<td>Major Defect(s)</td>
</tr>
<tr>
<td>• Coupler or mounting has loose or missing fastener</td>
<td>• Coupler is insecure or movement exceeds prescribed limit.</td>
</tr>
<tr>
<td></td>
<td>• Coupling or locking mechanism is damaged or fails to lock.</td>
</tr>
<tr>
<td></td>
<td>• Defective, incorrect or missing safety chain/cable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Dangerous Goods</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Major Defect(s)</td>
</tr>
<tr>
<td></td>
<td>• Dangerous goods requirements not met.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Driver Controls</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Defect(s)</td>
<td></td>
</tr>
<tr>
<td>• Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</td>
<td></td>
</tr>
<tr>
<td>7. Driver Seat</td>
<td>Defect(s)</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>Major Defect(s)</td>
</tr>
<tr>
<td>8. Electric Brake System</td>
<td>Defect(s)</td>
</tr>
<tr>
<td></td>
<td>Major Defect(s)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Emergency Equipment and Safety Devices</td>
<td>Defect(s)</td>
</tr>
<tr>
<td>10. Exhaust System</td>
<td>Defect(s)</td>
</tr>
<tr>
<td></td>
<td>Major Defect(s)</td>
</tr>
<tr>
<td>11. Frame and Cargo Body</td>
<td>Defect(s)</td>
</tr>
<tr>
<td></td>
<td>Major Defect(s)</td>
</tr>
<tr>
<td>12. Fuel System</td>
<td>Defect(s)</td>
</tr>
<tr>
<td></td>
<td>Major Defect(s)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>13. General</td>
<td>Defect(s)</td>
</tr>
<tr>
<td>14. Glass and Mirrors</td>
<td>Defect(s)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Heater/Defroster</td>
<td>Defect(s)</td>
</tr>
<tr>
<td></td>
<td>Major Defect(s)</td>
</tr>
</tbody>
</table>
### 16. Horn
**Defect(s)**
- Vehicle has no operative horn.

### 17. Hydraulic Brake System
**Defect(s)**
- Brake fluid level is below indicated minimum level.

**Major Defect(s)**
- Parking brake is inoperative.
- Brake boost or power assist is inoperative.
- Brake fluid leak.
- Brake pedal fade or insufficient brake pedal reserve.
- Activated (other than ABS) warning device.
- Brake fluid reservoir is less than ¼ full.

### 18. Lamps and Reflectors
**Defect(s)**
- Required lamp does not function as intended.
- Required reflector is missing or partially missing.

**Major Defect(s)**

When lamps are required:
- Failure of both low-beam headlamps.
- Failure of both rearmost tail lamps.

At all times:
- Failure of a rearmost turn-indicator lamp.
- Failure of both rearmost brake lamps.

### 19. Steering
**Defect(s)**
- Steering wheel lash (free-play) is greater than normal.

**Major Defect(s)**
- Steering wheel is insecure, or does not respond normally.
- Steering wheel lash (free-play) exceeds required limit.

### 20. Suspension System
**Defect(s)**
- Air leak in air suspension system.
- Broken spring leaf.
- Suspension fastener is loose, missing or broken.

**Major Defect(s)**
- Damaged (i.e. patched, cut, bruised, cracked to braid, mounted insecurely) or deflated air bag.
- Cracked or broken main spring leaf or more than one broken spring leaf.
- Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component.
- Loose U-Bolt.

### 21. Tires
**Defect(s)**
- Damaged tread or sidewall of tire.
- Tire leaking (if leak can be felt or heard, tire is to be treated as flat).

**Major Defect(s)**
- Flat tire.
- Tire tread depth is less than wear limit.
- Tire is in contact with another tire or any vehicle component other than mud-flap.
- Tire is marked “Not for highway use”.
- Tire has exposed cords in the tread or outer wall.
### 22. Wheels, Hubs and Fasteners

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hub oil below minimum level (when fitted with sight glass.)</td>
<td>• Wheel has loose, missing or ineffective fastener.</td>
</tr>
<tr>
<td>• Leaking wheel seal.</td>
<td>• Damaged, cracked or broken wheel, rim or attaching part.</td>
</tr>
<tr>
<td></td>
<td>• Evidence of imminent wheel, hub or bearing failure.</td>
</tr>
</tbody>
</table>

### 23. Windshield Wiper/Washer

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Control or system malfunction.</td>
<td>When necessary for prevailing weather condition:</td>
</tr>
<tr>
<td>• Wiper blade damaged, missing or fails to adequately clear a driver’s field of vision.</td>
<td>• Wiper or washer fails to adequately clear driver’s field of vision in area swept by driver’s side wiper.</td>
</tr>
</tbody>
</table>
**Schedule 2 – Bus**

**Application:**
This schedule applies to commercial buses with a manufacturer’s seating capacity originally designed for 11 or more persons, including the driver. It excludes the operation of commercial buses for personal use, and also applies to any trailer towed by a bus.

### 1. Accessibility Devices

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility device may not be used if:</td>
<td>- Vehicle fails to return to normal level after &quot;kneeling.&quot;</td>
</tr>
<tr>
<td>- Alarm fails to operate.</td>
<td>- Extendable lift, ramp or other passenger-loading device fails to retract.</td>
</tr>
<tr>
<td>- Equipment malfunctions.</td>
<td></td>
</tr>
<tr>
<td>- Interlock system malfunctions.</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Air Brake System

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Audible air leak.</td>
<td>- Pushrod stroke of any brake exceeds the adjustment limit.</td>
</tr>
<tr>
<td>- Slow air pressure build-up rate.</td>
<td>- Air loss rate exceeds prescribed limit.</td>
</tr>
<tr>
<td></td>
<td>- Inoperative towing vehicle (tractor) protection system.</td>
</tr>
<tr>
<td></td>
<td>- Low air warning system fails or system is activated.</td>
</tr>
<tr>
<td></td>
<td>- Inoperative service, parking or emergency brake.</td>
</tr>
</tbody>
</table>

### 3. Cargo Securement

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Insecure or improper load covering (such as wrong type or flapping in the wind).</td>
<td>- Insecure cargo.</td>
</tr>
<tr>
<td></td>
<td>- Absence, failure, malfunction or deterioration of required cargo device or load covering.</td>
</tr>
</tbody>
</table>

### 4. Coupling Devices

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Coupler or mounting has loose or missing fastener</td>
<td>- Coupler is insecure or movement exceeds prescribed limit.</td>
</tr>
<tr>
<td></td>
<td>- Coupling or locking mechanism is damaged or fails to lock.</td>
</tr>
<tr>
<td></td>
<td>- Defective, incorrect or missing safety chain/cable.</td>
</tr>
</tbody>
</table>

### 5. Dangerous Goods

<table>
<thead>
<tr>
<th>Major Defect(s)</th>
<th>- Dangerous goods requirements not met.</th>
</tr>
</thead>
</table>
### 6. Doors and Emergency Exits

**Defect(s)**
- Door, window or hatch fails to open or close securely.
- Alarm inoperative.

**Major Defect(s)** (Passengers may not be carried. 1)
- Required emergency exit fails to function as intended.

1 Vehicle may be moved when no passenger carried.

### 7. Driver Controls

**Defect(s)**
- Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.

**Major Defect(s)** (Passengers may not be carried. 2)
- Accelerator sticking and engine fails to return to idle.

2 Vehicle may be moved when no passenger carried.

### 8. Driver Seat

**Defect(s)**
- Seat is damaged or fails to remain in set position.

**Major Defect(s)**
- Seatbelt or tether belt is insecure, missing or malfunctions.

### 9. Electric Brake System

**Defect(s)**
- Loose or insecure wiring or electrical connection.

**Major Defect(s)**
- Inoperative breakaway device.
- Inoperative brake.

### 10. Emergency Equipment & Safety Devices

**Defect(s)**
- Emergency equipment is missing, damaged or defective.

### 11. Exhaust System

**Defect(s)**
- Exhaust leak.

**Major Defect(s)**
- Leak that causes exhaust gas to enter the occupant compartment.

### 12. Exterior Body and Frame

**Defect(s)**
- Insecure or missing body parts.
- Insecure or missing compartment door.
- Damaged frame or body.

**Major Defect(s)**
- Visibly shifted, cracked, collapsing or sagging frame member(s).

### 13. Fuel System

**Major Defect(s)**
- Missing fuel tank cap.
### Module 6: Maintenance Programs, Vehicle Files, and Record Keeping

#### 14. General

**Major Defect(s)**
- Serious damage or deterioration that is noticeable and may affect the vehicle’s safe operation.

#### 15. Glass and Mirrors

**Defect(s)**
- Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted.
- Required mirror or glass has broken or damaged attachments onto vehicle body.

**Major Defect(s) (Passengers may not be carried.)*
- Driver’s view of the road is obstructed in the area swept by the windshield wipers.

*Vehicle may be moved when no passenger carried.

#### 16. Heater/Defroster

**Defect(s)**
- Control or system failure.

**Major Defect(s)**
- Defroster fails to provide unobstructed view through the windshield.

#### 17. Horn

**Defect(s)**
- Vehicle has no operative horn.

#### 18. Hydraulic Brake System

**Defect(s)**
- Brake fluid level is below indicated minimum level.

**Major Defect(s)**
- Parking brake is inoperative.
- Brake boost or power assist is inoperative.
- Brake fluid leak.
- Brake pedal fade or insufficient brake pedal reserve.
- Activated (other than ABS) warning device.
- Brake fluid reservoir is less than \( \frac{1}{4} \) full.

#### 19. Lamps and Reflectors

**Defect(s)**
- Required lamp does not function as intended.
- Required reflector is missing or partially missing.
- Passenger safety or access lamp does not function.

**Major Defect(s)**

*When lamps are required:
- Failure of both low-beam headlamps.
- Failure of both rearmost tail lamps.

*At all times:
### MODULE 6: MAINTENANCE PROGRAMS, VEHICLE FILES, AND RECORD KEEPING

#### 21. Steering

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Steering wheel lash (free-play) is greater than normal.</td>
<td>• Steering wheel is insecure, or does not respond normally.</td>
</tr>
<tr>
<td>• Failure of a rearmost turn-indicator lamp.</td>
<td>• Steering wheel lash (free-play) exceeds required limit.</td>
</tr>
<tr>
<td>• Failure of both rearmost brake lamps.</td>
<td></td>
</tr>
</tbody>
</table>

#### 22. Suspension System

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Air leak in air suspension system.</td>
<td>• Damaged or deflated air bag.</td>
</tr>
<tr>
<td>• Broken spring leaf.</td>
<td>• Cracked or broken main spring leaf or more than one broken spring leaf.</td>
</tr>
<tr>
<td>• Suspension fastener is loose, missing or broken.</td>
<td>• Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component.</td>
</tr>
<tr>
<td>• Loose U-bolt.</td>
<td>• Evidence of imminent wheel, hub or bearing failure.</td>
</tr>
</tbody>
</table>

#### 23. Tires

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Damaged tread or sidewall of tire.</td>
<td>• Flat tire.</td>
</tr>
<tr>
<td>• Tire leaking (if leak can be felt or heard, tire is to be treated as flat).</td>
<td>• Tire tread depth is less than wear limit.</td>
</tr>
<tr>
<td></td>
<td>• Tire is in contact with another tire or any vehicle component other than mud-flap.</td>
</tr>
<tr>
<td></td>
<td>• Tire is marked “Not for highway use”.</td>
</tr>
<tr>
<td></td>
<td>• Tire has exposed cords in the tread or outer side wall area.</td>
</tr>
</tbody>
</table>

#### 24. Wheels, Hubs and Fasteners

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hub oil below minimum level. (When fitted with sight glass.)</td>
<td>• Wheel has loose, missing or ineffective fastener.</td>
</tr>
<tr>
<td>• Leaking wheel seal.</td>
<td>• Damaged, cracked or broken wheel, rim or attaching part.</td>
</tr>
<tr>
<td></td>
<td>• Evidence of imminent wheel, hub or bearing failure.</td>
</tr>
</tbody>
</table>

#### 25. Windshield Wiper/Washer

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Control or system malfunction.</td>
<td>When necessary for prevailing weather condition.</td>
</tr>
<tr>
<td>• Wiper blade damaged, missing or fails to adequately clear driver’s field of vision.</td>
<td>• Wiper or washer fails to adequately clear driver’s field of vision in area swept by driver’s side wiper.</td>
</tr>
</tbody>
</table>

---
### APPENDIX 3

#### Schedule 3 – Motor Coach (Daily)

**Application:**
This schedule applies only to a Motor Coach equipped with air ride suspension, air brakes and automatic brake adjusters. Any trailer towed by a Motor Coach must be inspected in accordance with Schedule 2.

<table>
<thead>
<tr>
<th>1. Accessibility Devices</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defect(s)</td>
<td>Accessibility device may not be used if:</td>
</tr>
<tr>
<td></td>
<td>- Alarm fails to operate.</td>
</tr>
<tr>
<td></td>
<td>- Equipment malfunctions.</td>
</tr>
<tr>
<td></td>
<td>- Interlock system malfunctions.</td>
</tr>
<tr>
<td>Major Defect(s)</td>
<td>- Vehicle fails to return to normal level after &quot;kneeling.&quot;</td>
</tr>
<tr>
<td></td>
<td>- Extendable lift, ramp or other passenger-loading device fails to retract.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Air Brake System</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defect(s)</td>
<td>Audible air leak.</td>
</tr>
<tr>
<td></td>
<td>Slow air pressure build-up rate.</td>
</tr>
<tr>
<td>Major Defect(s)</td>
<td>Pushrod stroke of any brake exceeds the adjustment limit.</td>
</tr>
<tr>
<td></td>
<td>Air loss rate exceeds prescribed limit.</td>
</tr>
<tr>
<td></td>
<td>Inoperative towing vehicle (tractor) protection system.</td>
</tr>
<tr>
<td></td>
<td>Low air warning system fails or system is activated.</td>
</tr>
<tr>
<td></td>
<td>Inoperative service, parking or emergency brake.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Coupling Devices</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defect(s)</td>
<td>Coupler or mounting has loose or missing fastener.</td>
</tr>
<tr>
<td>Major Defect(s)</td>
<td>Coupler is insecure or movement exceeds prescribed limit.</td>
</tr>
<tr>
<td></td>
<td>Coupling or locking mechanism is damaged or fails to lock.</td>
</tr>
<tr>
<td></td>
<td>Defective, incorrect or missing safety chain/cable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Dangerous Goods</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Defect(s)</td>
<td>Dangerous goods requirements not met.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Doors and Emergency Exits</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defect(s)</td>
<td>Door, window or hatch fails to open or close securely.</td>
</tr>
<tr>
<td></td>
<td>Alarm inoperative.</td>
</tr>
<tr>
<td>Major Defect(s) (Passengers may not be carried)</td>
<td>Required emergency exit fails to function as intended.</td>
</tr>
</tbody>
</table>

---

1. Vehicle may be moved when no passenger carried.
### 6. Driver Controls

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s) (Passengers may not be carried(^2))</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</td>
<td>• Accelerator sticking and engine fails to return to idle.</td>
</tr>
</tbody>
</table>

\(^2\) vehicle may be moved when no passenger carried

### 7. Driver Seat

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Seat is damaged or fails to remain in set position.</td>
<td></td>
</tr>
</tbody>
</table>

### 8. Emergency Equipment & Safety Devices

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Emergency equipment is missing, damaged or defective.</td>
<td></td>
</tr>
</tbody>
</table>

### 9. Exhaust System

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Exhaust leak.</td>
<td></td>
</tr>
</tbody>
</table>

### 10. Exterior Body and Frame

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Insecure or missing body parts.</td>
<td></td>
</tr>
<tr>
<td>• Insecure or missing compartment door.</td>
<td></td>
</tr>
</tbody>
</table>

### 11. Fuel System

<table>
<thead>
<tr>
<th>Major Defect(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Missing fuel tank cap(^1).</td>
<td></td>
</tr>
<tr>
<td>• Insecure fuel tank.</td>
<td></td>
</tr>
<tr>
<td>• Dripping fuel leak.</td>
<td></td>
</tr>
</tbody>
</table>

\(^2\) vehicle may be moved when no passenger carried

### 12. General

<table>
<thead>
<tr>
<th>Major Defect(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Serious damage or deterioration that is noticeable and may affect the vehicle’s safe operation.</td>
<td></td>
</tr>
</tbody>
</table>

### 13. Glass and Mirrors

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s) (Passengers may not be carried(^2))</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted.</td>
<td>• Driver’s view of the road is obstructed in the area swept by the windshield wipers.</td>
</tr>
<tr>
<td>• Required mirror or glass has broken or damaged attachments onto vehicle body.</td>
<td></td>
</tr>
</tbody>
</table>

\(^2\) vehicle may be moved when no passenger carried
### 14. Heater/Defroster

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Control or system failure.</td>
<td>• Defroster fails to provide unobstructed view through the windshield.</td>
</tr>
</tbody>
</table>

### 15. Horn

<table>
<thead>
<tr>
<th>Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Vehicle has no operative horn.</td>
</tr>
</tbody>
</table>

### 16. Lamps and Reflectors

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Required lamp does not function as intended.</td>
<td>When lamps are required:</td>
</tr>
<tr>
<td>• Required reflector is missing or partially missing.</td>
<td>• Failure of both low-beam headlamps.</td>
</tr>
<tr>
<td>• Passenger safety or access lamp does not function.</td>
<td>• Failure of both rearmost tail lamps.</td>
</tr>
<tr>
<td>• Required lamp does not function as intended.</td>
<td>At all times:</td>
</tr>
<tr>
<td>• Required reflector is missing or partially missing.</td>
<td>• Failure of a rearmost turn-indicator lamp.</td>
</tr>
<tr>
<td>• Passenger safety or access lamp does not function.</td>
<td>• Failure of both rearmost brake lamps.</td>
</tr>
</tbody>
</table>

### 17. Passenger Compartment

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Stanchion padding is damaged.</td>
<td>When affected position is occupied:</td>
</tr>
<tr>
<td>• Damaged steps or floor.</td>
<td>• Malfunction or absence of required passenger or mobility device restraints.</td>
</tr>
<tr>
<td>• Insecure or damaged overhead luggage rack or compartment.</td>
<td>• Passenger seat is insecure.</td>
</tr>
<tr>
<td>• Malfunction or absence of required passenger or mobility device restraints.</td>
<td></td>
</tr>
<tr>
<td>• Passenger seat is insecure.</td>
<td></td>
</tr>
</tbody>
</table>

### 18. Steering

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Steering wheel lash (free-play) is greater than normal.</td>
<td>• Steering wheel is insecure, or does not respond normally.</td>
</tr>
<tr>
<td>• Steering wheel lash (free-play) exceeds required limit.</td>
<td>• Steering wheel lash (free-play) exceeds required limit.</td>
</tr>
</tbody>
</table>

### 19. Suspension System

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Air leak in air suspension system.</td>
<td>• Damaged or deflated air bag.</td>
</tr>
<tr>
<td></td>
<td>¹ patched, cut, bruised, cracked to braid, mounted insecurely.</td>
</tr>
</tbody>
</table>

### 20. Tires

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Damaged tread or sidewall of tire.</td>
<td>• Flat tire.</td>
</tr>
<tr>
<td>• Tire leaking (if leak can be felt or heard, tire is to be treated as flat)</td>
<td>• Tire tread depth is less than wear limit.</td>
</tr>
<tr>
<td></td>
<td>• Tire is in contact with another tire or any vehicle component other than mud-flap.</td>
</tr>
<tr>
<td></td>
<td>• Tire is marked “Not for highway use”.</td>
</tr>
<tr>
<td></td>
<td>• Tire has exposed cords in the tread or outer side wall area.</td>
</tr>
</tbody>
</table>
### 21. Wheels, Hubs and Fasteners

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
</table>
| • Hub oil below minimum level. (When fitted with sight glass.)  
• Leaking wheel seal. | • Wheel has loose, missing or ineffective fastener.  
• Damaged, cracked or broken wheel, rim or attaching part.  
• Evidence of imminent wheel, hub or bearing failure |

### 22. Windshield Wiper/Washer

<table>
<thead>
<tr>
<th>Defect(s)</th>
<th>Major Defect(s)</th>
</tr>
</thead>
</table>
| • Control or system malfunction.  
• Wiper blade damaged, missing or fails to adequately clear driver’s field of vision. | • Wiper or washer fails to adequately clear driver’s field of vision in area swept by driver’s side wiper |

*When necessary for prevailing weather condition.*
## APPENDIX 4

### SAMPLE SCHEDULE 4 – MOTOR COACH (30 DAYS OR 12,000 KM)

**Application:**
This schedule applies only to a Motor Coach equipped with air ride suspension, air brakes and automatic brake adjusters.

**Note:**
- All conditions listed below are major defects and must be repaired before the vehicle is driven.
- Schedule 4 inspections must be conducted while the vehicle is positioned over a pit or raised in a manner that provides adequate access to all applicable components by a person who holds the proper technician certification or qualification.

<table>
<thead>
<tr>
<th>1. Air Brake System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Defect(s)</strong></td>
</tr>
<tr>
<td>• Audible air leak.</td>
</tr>
<tr>
<td>• Brake pushrod stroke is at or beyond the adjustment limit.</td>
</tr>
<tr>
<td>• Clearance between disc brake pads and rotor exceeds manufacturer’s specified limit.</td>
</tr>
<tr>
<td>• Wedge brake shoe movement exceeds manufacturer’s specified limit.</td>
</tr>
<tr>
<td>• Excessive discharge of fluids from air reservoir.</td>
</tr>
<tr>
<td>• Air compressor, mounts or attachments damaged or defective.</td>
</tr>
<tr>
<td>• Compressor drive-belt loose or damaged.</td>
</tr>
<tr>
<td>• Air line or fitting damaged or insecure.</td>
</tr>
<tr>
<td>• Air tank defective, damaged or insecure.</td>
</tr>
<tr>
<td>• Air tank drain or moisture ejector device inoperable.</td>
</tr>
<tr>
<td>• Brake chamber, brake linkage or other brake component is defective, damaged or insecure.</td>
</tr>
<tr>
<td>• DD3 brake chamber fails to hold vehicle in place during tug test, when all air reservoirs are drained.</td>
</tr>
<tr>
<td>• Spring brake is broken or malfunctions.</td>
</tr>
<tr>
<td>• Inoperative service, parking or emergency brake.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Exhaust system</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Defect(s)</strong></td>
</tr>
<tr>
<td>• Exhaust leak.</td>
</tr>
<tr>
<td>• Exhaust system component insecure, damaged or perforated.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Frame and/or Underbody</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Defect(s)</strong></td>
</tr>
<tr>
<td>• Any frame member or fastener is damaged, cracked or insecure.</td>
</tr>
<tr>
<td>• Any component mount is damaged or insecure.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Fuel system</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Defect(s)</strong></td>
</tr>
<tr>
<td>• Fuel leak.</td>
</tr>
<tr>
<td>• Insecure fuel tanks, fuel tank mounts or guards.</td>
</tr>
<tr>
<td>• Fuel line or fitting damaged or insecure.</td>
</tr>
</tbody>
</table>
### 5. Steering

**Major Defect(s)**
- Steering linkage is damaged or insecure.
- Power steering fluid is leaking, contaminated or low.
- Power steering component damaged or insecure.

### 6. Suspension System

**Major Defect(s)**
- Air leak or malfunction of air suspension system or component.
- Damage or deterioration of any suspension component including:
  - spring and air bag;
  - axle or frame attaching component;
  - axle supporting or aligning component;
  - suspension or component fastener;
  - shock absorber or attachments.

### 7. Tires

**Major Defect(s)**
- Tire inflation less than required.
- Tire treads worn to wear limits.
- Damage to tread or sidewall of tire.
- Retread or rebuilt tire is used on front axle.

### 8. Wheels and Fasteners

**Major Defect(s)**
- Loose, missing, damaged or ineffective wheel fastener.
- Damaged wheel or wheel component.
### SAMPLE TRUCK/TRAILER TRIP INSPECTION REPORT

**Time:**  

**Date:**  

**Carrier Name (as on registration):**

<table>
<thead>
<tr>
<th>Plate Number(s) and Jurisdiction(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Truck:</td>
<td>Lead Trailer:</td>
</tr>
<tr>
<td>Rear Trailer:</td>
<td>Other:</td>
</tr>
</tbody>
</table>

**Location of Inspection (municipality or location on highway):**

- [ ] Odometer Reading:  
- [ ] Hubometer Reading:  

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 1 of Part 2, NSC Standard 13 and as per sections 10(4) and 10(10) of Alberta’s Commercial Vehicle Safety Regulation, AR 121/2009 and report the following:

- [ ] No defects were found.

Defects were detected (check applicable):

<table>
<thead>
<tr>
<th>Inspected</th>
<th>Defect</th>
<th>Major Defect</th>
<th>Vehicle Plate</th>
<th>Details of Defect (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Brake System</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cab</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cargo Securement</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coupling Device</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dangerous Goods</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver Controls</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver Seat</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric Brake System</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Equipment and Safety Devices</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhaust System</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frame and Cargo Body</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel System</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Component</td>
<td>Complete</td>
<td>Verify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------</td>
<td>--------</td>
<td></td>
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</tr>
<tr>
<td>Glass and Mirrors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heater/Defroster</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horn</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Hydraulic Brake System</td>
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<td></td>
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<tr>
<td>Lamps and Reflectors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspension System</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tires</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wheel Hubs and Fasteners</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windshield Wipers/Fluid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of person completing inspection
(Print Name)

Signature of person completing inspection

Provide details of defect(s) detected at any other time(s):

Name of person identifying defect(s)
(Print Name)

Signature of person identifying defect(s)

Certification of Repairs Completed:

☐ I certify all defects have been repaired
☐ I certify repair(s) were unnecessary.

OR

☐ I certify repair(s) were unnecessary.

Remarks:

Name of Certifier

Signature of Certificate
APPENDIX 6

SAMPLE BUS TRIP INSPECTION REPORT

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Carrier Name (as on registration)

Plate Number(s) and Jurisdiction(s)

<table>
<thead>
<tr>
<th>Bus</th>
<th>Trailer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Location of Inspection (municipality or location on highway):

☐ Odometer Reading: □ OR ☐ Hubometer Reading:

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 2 of Part 2, NSC Standard 13 and as per sections 10(4) and 10(10) of Alberta’s Commercial Vehicle Safety Regulation (AR 121/2009) and report the following:

☐ No defects were found.

Defects were detected (check applicable):

<table>
<thead>
<tr>
<th>Inspected</th>
<th>Defect</th>
<th>Major Defect</th>
<th>Vehicle Plate</th>
<th>Details of Defect (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility Devices</td>
<td>□</td>
<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brake System</td>
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<td>Cargo Securement</td>
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<td>Coupling Device</td>
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<td></td>
<td></td>
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<td>Dangerous Goods</td>
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<td>Doors and Emergency Exits</td>
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<td>□</td>
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<td>Driver Controls</td>
<td>□</td>
<td>□</td>
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</tr>
<tr>
<td>Driver Seat</td>
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<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Equipment</td>
<td>□</td>
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<td></td>
</tr>
<tr>
<td>Exhaust System</td>
<td>□</td>
<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior Body and Frame</td>
<td>□</td>
<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel System</td>
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<tr>
<td>General</td>
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<tr>
<td>Glass and Mirrors</td>
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<tr>
<td>Component</td>
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<td>Complete 2</td>
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<tr>
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<tr>
<td>Heater/Defroster</td>
<td>☐</td>
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<tr>
<td>Horn</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Lamps and Reflectors</td>
<td>☐</td>
<td>☐</td>
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<td></td>
</tr>
<tr>
<td>Passenger Compartment</td>
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<td>Steering</td>
<td>☐</td>
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<tr>
<td>Suspension System</td>
<td>☐</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Tires, Wheels, Hubs and Fasteners</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Windshield Wipers/Fluid</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of person completing inspection  
(Print Name)  
Signature of person completing inspection  

Provide details of defect(s) detected at any other time(s):

_____________________________  _________________________________

Name of person identifying defect(s)  
(Print Name)  
Signature of person identifying defect(s)  

Certification of Repairs Completed:

☐ I certify all defects have been repaired  
☐ I certify repair(s) were unnecessary.  

OR  

☐ I certify repair(s) were unnecessary.

Remarks:

_____________________________  _________________________________

Name of Certifier  
(Print Name)  
Signature of Certifier
SAMPLE MOTOR COACH TRIP INSPECTION REPORT

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
</table>

**Carrier Name (as on registration)**

**Plate Number(s) and Jurisdiction(s)**

| Bus: | Trailer: |

**Location of Inspection (municipality or location on highway):**

☐ Odometer Reading:  OR  ☐ Hubometer Reading:

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 3 of Part 2, NSC Standard 13 and as per sections 10(4) and 10(10) of Alberta’s Commercial Vehicle Safety Regulation (AR 121/2009) and report the following:

☐ No defects were found.

Defects were detected (check applicable):

<table>
<thead>
<tr>
<th>Inspected</th>
<th>Defect</th>
<th>Major Defect</th>
<th>Vehicle Plate</th>
<th>Details of Defect (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility Devices</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brake System</td>
<td>☐</td>
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<td></td>
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<tr>
<td>Coupling Device</td>
<td>☐</td>
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<td></td>
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<tr>
<td>Dangerous Goods</td>
<td>☐</td>
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<td></td>
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<tr>
<td>Doors and Emergency Exits</td>
<td>☐</td>
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<td>Driver Controls</td>
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<tr>
<td>Driver Seat</td>
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<tr>
<td>Emergency Equipment</td>
<td>☐</td>
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<td></td>
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<tr>
<td>Exhaust System</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior Body and Frame</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel System</td>
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<td>Glass and Mirrors</td>
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<td>Heater/Defroster</td>
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<tr>
<td>Item</td>
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<tr>
<td>-------------------------------------------</td>
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</tr>
<tr>
<td>Horn</td>
<td>☐</td>
<td>☐</td>
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<td></td>
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<tr>
<td>Lamps and Reflectors</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Compartment</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steering</td>
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<tr>
<td>Suspension System</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tires, Wheels, Hubs and Fasteners</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windshield Wipers/Fluid</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_____________________________  _________________________________
Name of person completing inspection    Signature of person completing inspection
(Print Name)

Provide details of defect(s) detected at any other time(s):


_____________________________  __________________________________
Name of person identifying defect(s)   Signature of person identifying defect(s)
(Print Name)

Certification of Repairs Completed:

☐ I certify all defects have been repaired I certify repair(s) were unnecessary.

OR

☐ I certify repair(s) were unnecessary.

Remarks:


_____________________________  _________________________________
Name of Certifier   Signature of Certifier
(Print Name)
APPENDIX 8

SAMPLE MOTOR COACH 30 DAY/12,000 KM VISUAL INSPECTION REPORT

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
</table>

Carrier Name (as on registration)

<table>
<thead>
<tr>
<th>Plate Number(s) and Jurisdiction(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus:</td>
</tr>
</tbody>
</table>

Location of Inspection (municipality or location on highway):

☐ Odometer Reading: | OR | ☐ Hubometer Reading:

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 4 of Part 2, NSC Standard 13 and as per section 11 of Alberta’s Commercial Vehicle Safety Regulation (AR 121/2009) and report the following:

☐ No defects were found.

Defects were detected (check applicable):

<table>
<thead>
<tr>
<th>Inspected</th>
<th>Defect</th>
<th>Major Defect</th>
<th>Vehicle Plate</th>
<th>Details of Defect (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Brake Systems</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhaust Systems</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frame and/or Under Body</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel System</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steering</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspension System</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heater/Defroster</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wheels and Fasteners</td>
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<td>☐</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Brakes Adjustment Measurements</th>
<th>Steering Axle</th>
<th>Carrying Axle #2 Inside/Outside Tire</th>
<th>Carrying Axle #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Side</td>
<td></td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>Driver Side</td>
<td></td>
<td>/</td>
<td></td>
</tr>
</tbody>
</table>

Commercial Vehicle Safety Compliance in Alberta  Last Updated: June 2018
Name of Heavy Duty Technician  
(Print Name)  

Signature of person completing inspection  

Technician’s Trade Certificate Number  

Certification of Repairs Completed:  

☐ I certify all defects have been repaired  
☐ I certify repair(s) were unnecessary.  

OR  

☐ I certify repair(s) were unnecessary.  

Remarks:  

Name of Certifier  
(Print Name)  

Signature of Certifier
## Maintenance and Inspection Program Review

### (For Trucks, Truck-Tractors, Trailers)

<table>
<thead>
<tr>
<th>Carrier Name:</th>
<th>NSC Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received:</td>
<td>Date Reviewed:</td>
</tr>
<tr>
<td>Reviewer’s Name:</td>
<td></td>
</tr>
</tbody>
</table>

Note: Carrier must correct any deficiencies and is encouraged to review their program to ensure it continues to meet legislative requirements and its operational needs.

### 1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier’s fleet?

**Regulation: AR121/2009, Section 6(1):**

Carriers that operate under the authority of an Alberta Safety Fitness Certificate (SFC) must implement a written Maintenance and Inspection Program. The program must pertain to all commercial vehicles that are registered to the carrier for a weight of more than 4,500 kilograms (kg) including vehicles leased for more than 30 days.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

### 2. Do the carrier’s employees have access to the carrier’s written Maintenance and Inspection Program?

**Regulation: AR121/2009, Sections 6(4) and (5):**

Carrier must maintain a copy of their written Maintenance and Inspection Program at their principal place of business and at every location where maintenance and inspections are carried out under the program. A copy of the program must be readily accessible to the employees of the carriers who follow the maintenance and inspection program.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

### 3. Does the written Maintenance and Inspection Program include a policy that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier’s commercial vehicles according to the requirements in Schedule 2?

**Regulation: AR121/2009, Section 6(3):**

Carriers must have a written Preventative Maintenance and Inspection Program that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier’s commercial vehicles according to the requirements in Schedule 2.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>
**Regulation: AR121/2009, Schedule 2:**
The relevant components in Schedule 2 of the regulation must be addressed:

<table>
<thead>
<tr>
<th>Component</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body and Seats (S.1)</td>
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<td></td>
</tr>
<tr>
<td>Chassis Frame (S. 2)</td>
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<td></td>
</tr>
<tr>
<td>Body Frame (S. 3)</td>
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<tr>
<td>Sliding Subframe (S. 4)</td>
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</tr>
<tr>
<td>Underbody (S. 5)</td>
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<td></td>
</tr>
<tr>
<td>Drive Shaft (S. 6)</td>
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<tr>
<td>Window and Mirrors (S. 7)</td>
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</tr>
<tr>
<td>Fuel (S. 8)</td>
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</tr>
<tr>
<td>Exhaust (S. 9)</td>
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<td>Friction Components (S. 10)</td>
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<td>Hydraulic and Vacuum-assist Brake Components (S. 11)</td>
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<td>Mechanical Components (S. 12)</td>
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<td>Brake Pedal (S. 13)</td>
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<td>Air Brake System (S. 14)</td>
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<td>Park Brake (S. 15)</td>
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<td>Brake System (S. 16)</td>
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<tr>
<td>Engine Controls (S. 17)</td>
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<td>Steering Column and Box (S. 18)</td>
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<td>Wheel Alignment (S. 19)</td>
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<tr>
<td>C-Dolly Steering (S. 20)</td>
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</table>

**Comments:**

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

**Regulation: AR121/2009, Section 6(3)(c):**
Carrier’s written Maintenance and Inspection Program must address that mandatory annual inspections under the Commercial Vehicle Inspection Program (CVIP) are completed on time and a copy of the valid inspection must accompany all vehicles.

**Comments:**

5. **Does the written Maintenance and Inspection Program address the requirement that each commercial vehicle contain a copy of Schedule 1 of NSC Standard 13, including any modification made to the Schedule?**

**Regulation: AR121/2009, Section 10(9):**
Carrier must ensure a copy of the Schedule used for a written trip inspection is located in each commercial vehicle. A carrier may add items to the Schedule, but may only remove components if the vehicle is not equipped with that component.

**Comments:**
6. Does written Maintenance and Inspection Program address the requirement that drivers or persons authorized to conduct Trip Inspections inspect all the applicable items identified in Schedule 1 of NSC Standard 13, Part 2?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

*Regulation: AR121/2009, Sections 10(2) and (4)(a):*
Carrier’s written program must provide that the driver or person authorized to conduct Trip Inspections inspect all of the required items identified in Schedule 1 of NSC Standard 13, Part 2.

7. Does the carrier’s written Maintenance and Inspection Program address the requirement that drivers or authorized persons, complete written Trip Inspection Reports?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

*Regulation: AR121/2009, Section 12(2):*
Carrier must ensure written Trip Inspection Reports are completed for all commercial vehicles operating under the authority of a Safety Fitness Certificate (Federal or Provincial). Trip Inspection Reports must meet the requirements outlined in Section 12(3) and (4) of AR121/2009. Trip inspection reports apply to:

a) Trucks registered to a provincially regulated carrier, those carriers that operate solely within Alberta and registered for a weight of 11,794 kilograms or greater; and

b) Trucks registered to a federally regulated carrier, those carriers that operate one or more vehicles outside of Alberta, registered for a weight of 4,500 kilograms or greater.

When operating commercial vehicles registered solely or in combination for less than 11,794 kilograms the driver or carrier is not required to carry or produce a copy of NSC Standard 13, Part 2 or prepare or produce a trip inspection report.

8. Does the Maintenance and Inspection Program identify what items need to be recorded on a written Trip Inspection Reports, as required?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

*Regulation: AR121/2009, Section 12(4) (a) – (h):*
A trip inspection report must include, at least:

a) The licence plate number, the commercial vehicle identification number or unit number of the commercial vehicle;
b) A record of the odometer or hubometer reading of the commercial vehicle at the time of the inspection;
c) The name of the carrier operating the commercial vehicle;
d) The name of the municipality or location on the highway where the commercial vehicle was inspected;
e) Each defect in the operation of every item required to be inspected in accordance with Section 10, or that no defect was detected;
f) The time and date that the report is made;
g) The name of the person who inspected the commercial vehicle and include a statement signed by that person stating that the commercial vehicle has been inspected in accordance with the applicable requirements under Section 10;
h) The name and signature of the driver or person making the report.

The report must be in a legible written format or in a legible electronic format acceptable to the Registrar.
9. **Does the Maintenance and Inspection Program include a policy for the distribution and retention of Trip Inspection Reports?**

*Regulation: AR121/2009, Sections 13(1) and (2):*

A driver shall, within 20 days after the completion of a trip inspection report, forward the original to the home terminal of the carrier.

The carrier shall:

- a) Ensure that the driver forwards the original of the trip inspection report to;
- b) Deposit the original of the trip inspection report at its principal place of business within 30 days of receiving it.
- c) Keep each original of the trip inspection report in chronological order for each vehicle for at least 6 months after receiving it.

**Comments:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

10. **Does carrier’s Maintenance and Inspection Program require a person completing the trip inspection to report defects and take appropriate action?**

*Regulation: AR121/2009, Section 14:*

Carrier’s program must require the person completing a trip inspection to document all defects detected and advise the carrier without delay if it is a “major” defect or in a timely manner, no later than the next required trip inspection in all other cases. Carrier shall direct that no person operate a vehicle that has been identified as having a “major” defect until it is repaired.

**Comments:**

<table>
<thead>
<tr>
<th>Yes</th>
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</table>

11. **Does the written maintenance and inspection program require drivers to report defects observed during the vehicle’s operation?**

*Regulation: AR121/2009, Section 15:*

Carrier’s program must instruct driver that if a defect is identified during their work shift, the defect must be recorded in their Trip Inspection Report, or other document and reported:

- a) To the carrier without delay if it is a major defect; or
- b) In a timely manner, and no later than the next required trip inspection in all other cases.

**Comments:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
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<tbody>
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</table>
### 12. Does the carrier’s written Maintenance and Inspection Program provide adequate directions on retaining vehicle inspection, maintenance, and repair records?

*Regulation: AR121/2009, Sections 37 and 38:*

Carrier must maintain a vehicle file for each vehicle regulated. The vehicle file shall contain at least:

- **a)** Identification of the vehicle as per Section 37(2)(a);
- **b)** Record of CVIP inspections;
- **c)** Repairs completed;
- **d)** Lubrication and maintenance of vehicles including nature of work performed, the date the inspection took place, and odometer or hubometer reading at the time of the inspection;
- **e)** Notice of defects from the manufacturer;
- **f)** Trip inspection reports.

Unless otherwise provided by the Registrar, records shall be retained at the carrier’s principal place of business.

Trip Inspection Reports shall be retained for the current month the inspection was completed and for the following 6 months. All other maintenance and inspection records shall be retained for at least the current calendar year and the 4 years immediately following.

*Comments:*

### 13. Does the carrier’s written Maintenance and Inspection Program identify that a driver shall not be permitted to drive unless all major defects as identified in the Trip Inspection Report have been repaired, corrected, or certified that the repair or correction is unnecessary?

*Regulation: AR121/2009, Section 16:*

The carrier’s program shall direct that when a “major” defect is repaired, the Trip Inspection Report or other document in which the defect was reported shall be amended to certify that the defect has been repaired or corrected, or that no repair was necessary. It must also be noted that a driver shall not drive or be permitted to drive until all major defects have been repaired.

*Comments:*
# APPENDIX 10

## Maintenance and Inspection Program Review

*(For Motor Coaches)*

<table>
<thead>
<tr>
<th>Carrier Name:</th>
<th>NSC Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Date Reviewed:</th>
</tr>
</thead>
</table>

**Reviewer’s Name:**

Note: Carrier must correct any deficiencies and is encouraged to review their program to ensure it continues to meet legislative requirements and its operational needs.

### 1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier’s fleet?

<table>
<thead>
<tr>
<th>Regulation: AR121/2009, Section 6(1):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carriers that operate under the authority of an Alberta Safety Fitness Certificate (SFC) must implement a written Maintenance and Inspection Program. The program must pertain to all commercial vehicles that are designed for carrying 11 or more persons including the driver.</td>
</tr>
</tbody>
</table>

**Comments:**

### 2. Do the carrier’s employees have access to the carrier’s written Maintenance and Inspection Program?

<table>
<thead>
<tr>
<th>Regulation: AR121/2009, Sections 6(4) and (5):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrier must maintain a copy of their written Maintenance and Inspection Program at their principal place of business and at every location where maintenance and inspections are carried out under the program. A copy of the program must be readily accessible to the employees of the carriers who follow the maintenance and inspection program.</td>
</tr>
</tbody>
</table>

**Comments:**

### 3. Does the written Maintenance and Inspection Program include a policy that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier’s commercial vehicles according to the requirements in Schedules 2 and/or 3?

<table>
<thead>
<tr>
<th>Regulation: AR121/2009, Section 6(3)(a):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carriers must have a written Preventative Maintenance and Inspection Program that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier’s commercial vehicles according to the requirements in Schedule 2.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>
Regulation: AR121/2009, Schedule 2:
The relevant components in Schedule 2 of the regulation must be addressed:

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

Regulation: AR121/2009, Schedule 3:
If the vehicle is equipped with a ramp or lift for the purpose of transporting persons with physical disabilities, those items must be included in the periodic inspection/repair. The vehicle must meet the following requirements as outlined in Schedule 3.

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

Comments:

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

   Yes  No  N/A

Regulation: AR121/2009, Section 6(3)(c):
Carrier's written Maintenance and Inspection Program must address that mandatory annual inspections under the Commercial Vehicle Inspection Program (CVIP) are completed on time and a copy of the valid inspection must accompany all vehicles.

5. Does the written Maintenance and Inspection Program address the requirement that each commercial vehicle contain a copy of Schedule 2 or 3, including any modifications made to the Schedule?

   Yes  No  N/A
Regulation: AR121/2009, Section 10(9):
Carrier must ensure a copy of the Schedule used for a written trip inspection is located in each commercial vehicle. A carrier may add items to the Schedule, but may only remove components if the vehicle is not equipped with that component.

Comments:

6. Does the carrier’s written Maintenance and Inspection Program address the requirement that drivers or persons authorized to conduct trip inspections inspect all the required items identified in Schedules 2 or 3 and 4, of NSC Standard 13, Part 2?

Regulation: AR121/2009, Section 10(2), Section 10(4), Section 10(5): and Section 11(1)
Carrier’s program must require drivers or another person designated by the carrier to complete a trip inspection of vehicles that have a designed seating capacity of 11 or more persons including the driver. The person completing the inspection must inspect the operating condition of the vehicle using Schedule 2 or 3 and 4, of Part 2 of the National Safety Code (NSC) Standard 13. Where the Motor Coach has been inspected under Schedule 3 then an Under-vehicle inspection must be done.

Comments:

7. Does the carrier’s written Maintenance and Inspection Program address the requirement that drivers or authorized persons complete written Trip Inspection Reports?

Regulation: AR121/2009, Section 12(2)
Carrier must ensure written Trip Inspection Reports are completed for all commercial vehicles designed with a seating capacity of 11 or more persons including the driver. Trip Inspection Reports must meet the requirements outlined in Section 12(3) and (4) of AR121/2009.

Comments:

8. Does the Maintenance and Inspection Program identify what items need to be recorded on a written Trip Inspection Reports, as required?

Regulation: AR121/2009, Section 12(4) (a) – (h):
A trip inspection report must include, at least:

a) The licence plate number, the commercial vehicle identification number or unit number of the commercial vehicle;
b) A record of the odometer or hubometer reading of the commercial vehicle at the time of the inspection;
c) The name of the carrier operating the commercial vehicle;
d) The name of the municipality or location on the highway where the commercial vehicle was inspected;
e) Each defect in the operation of every item required to be inspected in accordance with Section 10, or that no defect was detected;
f) The time and date that the report is made;
g) The name of the person who inspected the commercial vehicle and include a statement signed by that person stating that the commercial vehicle has been inspected in accordance with the applicable requirements under Section 10;
h) The name and signature of the driver or person making the report.

The report must be in a legible written format or in a legible electronic format acceptable to the Registrar.

### Comments:

9. Does the Maintenance and Inspection Program include a policy for the distribution and retention of Trip Inspection Reports?

**Regulation: AR121/2009, Sections 13(1) and (2):**

A driver shall, within 20 days after the completion of a trip inspection report, forward the original to the home terminal of the carrier,

The carrier shall:

a) Ensure that the driver forwards the original of the trip inspection report to;
b) Deposit the original of the trip inspection report at its principal place of business within 30 days of receiving it.
c) Keep each original of the trip inspection report in chronological order for each vehicle for at least 6 months after receiving it.

**Comments:**

<table>
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<tr>
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10. Does carrier’s Maintenance and Inspection Program require a person completing the trip inspection to report defects and take appropriate action?

**Regulation: AR121/2009, Section 14:**

Carrier’s program must require the person completing a trip inspection to document all defects detected and advise the carrier without delay if it is a “major” defect or in a timely manner, no later than the next required trip inspection in all other cases.

Carrier shall direct that no person operate a vehicle that has been identified as having a “major” defect until it is repaired.

**Comments:**

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<thead>
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</table>

11. Does the written maintenance and inspection program require drivers to report defects observed during the vehicle’s operation?

<table>
<thead>
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<th>Yes</th>
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### Regulation: AR121/2009, Section 15:
Carrier’s program must instruct driver that if a defect is identified during their work shift, the defect must be recorded in their Trip Inspection Report, or other document and reported:

- a) To the carrier without delay if it is a major defect; or
- b) In a timely manner, and no later than the next required trip inspection in all other cases.

### 12. Does the carrier’s written Maintenance and Inspection Program provide adequate directions on retaining vehicle inspection, maintenance, and repair records?

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**Regulation: AR121/2009, Sections 37 and 38:**
Carrier must maintain a vehicle file for each vehicle regulated. The vehicle file shall contain at least:

- a) Identification of the vehicle as per Section 37(2)(a);
- b) Record of CVIP inspections;
- c) Repairs completed;
- d) Lubrication and maintenance of vehicles including nature of work performed, the date the inspection took place, and odometer or hubometer reading at the time of the inspection;
- e) Notice of defects from the manufacturer;
- f) Trip inspection reports.

Unless otherwise provided by the Registrar, records shall be retained at the carrier’s principal place of business.

Trip Inspection Reports shall be retained for the current month the inspection was completed and for the following 6 months. All other maintenance and inspection records shall be retained for at least the current calendar year and the 4 years immediately following.

### 13. Does the carrier’s written Maintenance and Inspection Program identify that a driver shall not be permitted to drive unless all major defects as identified in the Trip Inspection Report have been repaired, corrected, or certified that the repair or correction is unnecessary?

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**Regulation: AR121/2009, Section 16:**
The carrier’s program shall direct that when a “major” defect is repaired, the Trip Inspection Report or other document in which the defect was reported shall be amended to certify that the defect has been repaired or corrected, or that no repair was necessary. It must also be noted that a driver shall not drive or be permitted to drive until all major defects have been repaired.

### Comments:

- Commercial Vehicle Safety Compliance in Alberta
- Last Updated: June 2018
<table>
<thead>
<tr>
<th>Program is Acceptable:</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tr>
<td>Reviewer’s Final Comments</td>
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Commercial Vehicle Safety Compliance in Alberta

Last Updated: June 2018
## APPENDIX 11

### Maintenance and Inspection Program Review

*(For Commercial Buses)*

<table>
<thead>
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<th>Carrier Name:</th>
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</tr>
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<tbody>
<tr>
<td>Date Received:</td>
<td>Date Reviewed:</td>
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<tr>
<td>Reviewer’s Name:</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Carrier must correct any deficiencies and is encouraged to review their program to ensure it continues to meet legislative requirements and its operational needs.

<table>
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<tr>
<th>1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier’s fleet?</th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

*Regulation: AR121/2009, Section 6(1):*

Carriers that operate under the authority of an Alberta Safety Fitness Certificate (SFC) must implement a written Maintenance and Inspection Program. The program must pertain to all commercial vehicles that are designed for carrying 11 or more persons, including the driver.

| Comments: | |

<table>
<thead>
<tr>
<th>2. Do the carrier’s employees have access to the carrier’s written Maintenance and Inspection Program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

*Regulation: AR121/2009, Sections 6(4) and (5):*

Carrier must maintain a copy of their written Maintenance and Inspection Program at their principal place of business and at every location where maintenance and inspections are carried out under the program. A copy of the program must be readily accessible to the employees of the carriers who follow the maintenance and inspection program.

| Comments: | |

<table>
<thead>
<tr>
<th>3. Does the written Maintenance and Inspection Program include a policy that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier’s commercial vehicles according to the requirements in Schedules 2 and/or 3?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

*Regulation: AR121/2009, Section 6(3)(a):*

Carriers must have a written Preventative Maintenance and Inspection Program that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier’s commercial vehicles according to the requirements in Schedule 2.
**Regulation: AR121/2009, Schedule 2:**

The relevant components in Schedule 2 of the regulation must be addressed:

<table>
<thead>
<tr>
<th>Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body and Seats (S.1)</td>
</tr>
<tr>
<td>Chassis Frame (S. 2)</td>
</tr>
<tr>
<td>Body Frame (S. 3)</td>
</tr>
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<td>Sliding Subframe (S. 4)</td>
</tr>
<tr>
<td>Underbody (S. 5)</td>
</tr>
<tr>
<td>Drive Shaft (S. 6)</td>
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<td>Window and Mirrors (S. 7)</td>
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<td>Fuel (S. 8)</td>
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<td>Exhaust (S. 9)</td>
</tr>
<tr>
<td>Friction Components (S. 10)</td>
</tr>
<tr>
<td>Hydraulic and Vacuum-assist Brake Components</td>
</tr>
<tr>
<td>Mechanical Components (S. 12)</td>
</tr>
<tr>
<td>Brake Pedal (S. 13)</td>
</tr>
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<td>Air Brake System (S. 14)</td>
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<td>Park Brake (S. 15)</td>
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<td>Devices (S. 32)</td>
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<td>Rear Impact Guards (S. 33)</td>
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</tbody>
</table>

**Regulation: AR121/2009, Schedule 3:**

If the vehicle is equipped with a ramp or lift for the purpose of transporting persons with physical disabilities, those items must be included in the periodic inspection/repair. The vehicle must meet the following requirements as outlined in Schedule 3.

<table>
<thead>
<tr>
<th>Components</th>
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<tbody>
<tr>
<td>Mobility Aid Securement Devices (S. 1)</td>
</tr>
<tr>
<td>Ramps and Lifts General Requirements (S. 2)</td>
</tr>
<tr>
<td>Ramp and Lift Controls (S. 3)</td>
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<tr>
<td>Lift Capacity (S. 4)</td>
</tr>
<tr>
<td>Lift Platform Requirements (S. 5)</td>
</tr>
<tr>
<td>Warning Notice (S. 6)</td>
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<tr>
<td>Symbol (S. 9)</td>
</tr>
</tbody>
</table>

**Comments:**

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

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Carrier’s program must require drivers or another person designated by the carrier to complete a trip inspection of vehicles that have a designed seating capacity of 11 or more persons including the driver. The person completing the inspection must inspect the operating condition of the vehicle using Schedule 2, of Part 2 of the National Safety Code (NSC) Standard 13.

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**Regulation: AR121/2009, Section 12(4) (a) – (h):**  
A trip inspection report must include, at least:

- a) The licence plate number, the commercial vehicle identification number or unit number of the commercial vehicle;
- b) A record of the odometer or hubometer reading of the commercial vehicle at the time of the inspection;
- c) The name of the carrier operating the commercial vehicle;
- d) The name of the municipality or location on the highway where the commercial vehicle was inspected;
- e) Each defect in the operation of every item required to be inspected in accordance with Section 10, or that no defect was detected;
- f) The time and date that the report is made;
g) The name of the person who inspected the commercial vehicle and include a statement signed by that person stating that the commercial vehicle has been inspected in accordance with the applicable requirements under Section 10;

h) The name and signature of the driver or person making the report.

The report must be in a legible written format or in a legible electronic format acceptable to the Registrar.

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A driver shall, within 20 days after the completion of a trip inspection report, forward the original to the home terminal of the carrier,

The carrier shall:

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Carrier’s program must require the person completing a trip inspection to document all defects detected and advise the carrier without delay if it is a “major” defect or in a timely manner, no later than the next required trip inspection in all other cases. Carrier shall direct that no person operate a vehicle that has been identified as having a “major” defect until it is repaired.

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Carrier’s program must instruct driver that if a defect is identified during their work shift, the defect must be recorded in their Trip Inspection Report, or other document and reported:

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- In a timely manner, and no later than the next required trip inspection in all other cases.

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### 12. Does the carrier’s written Maintenance and Inspection Program provide adequate directions on retaining vehicle inspection, maintenance, and repair records?

**Regulation: AR121/2009, Sections 37 and 38:**

Carrier must maintain a vehicle file for each vehicle regulated. The vehicle file shall contain at least:

1. Identification of the vehicle as per Section 37(2)(a);
2. Record of CVIP inspections;
3. Repairs completed;
4. Lubrication and maintenance of vehicles including nature of work performed, the date the inspection took place, and odometer or hubometer reading at the time of the inspection;
5. Notice of defects from the manufacturer;
6. Trip inspection reports.

Unless otherwise provided by the Registrar, records shall be retained at the carrier’s principal place of business. Trip Inspection Reports shall be retained for the current month the inspection was completed and for the following 6 months. All other maintenance and inspection records shall be retained for at least the current calendar year and the 4 years immediately following.

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**Regulation: AR121/2009, Section 16:**

The carrier’s program shall direct that when a “major” defect is repaired, the Trip Inspection Report or other document in which the defect was reported shall be amended to certify that the defect has been repaired or corrected, or that no repair was necessary. It must also be noted that a driver shall not drive or be permitted to drive until all major defects have been repaired.

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### Program is Acceptable:

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# Maintenance and Inspection Program Review

*For School Buses*

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<th>Carrier Name:</th>
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<td>Date Reviewed:</td>
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<tr>
<td>Reviewer’s Name:</td>
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</tr>
</tbody>
</table>

Note: Carrier must correct any deficiencies and is encouraged to review their program to ensure it continues to meet legislative requirements and its operational needs.

### 1. Does the written Maintenance and Inspection Program apply to all regulated vehicles in the carrier’s fleet?

<table>
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<th>Yes</th>
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*Regulation: AR121/2009, Section 6(1):*

All carriers that operate under the authority of an Alberta Safety Fitness Certificate (SFC) must implement a written Maintenance and Inspection Program. The program must pertain to all commercial vehicles that are designed for carrying 11 or more persons including the driver.

### Comments:

### 2. Do the carrier’s employees have access to the carrier’s written Maintenance and Inspection Program?

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<th>Yes</th>
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*Regulation: AR121/2009, Sections 6(4) and (5):*

Carrier must maintain a copy of their written Maintenance and Inspection Program at their principal place of business and at every location where maintenance and inspections are carried out under the program. A copy of the program must be readily accessible to the employees of the carriers who follow the maintenance and inspection program.

### Comments:

### 3. Does the written Maintenance and Inspection Program include a policy that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier’s commercial vehicles according to the requirements in Schedules 2, 3, 4 and/or 5 (as applicable below)?

<table>
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*Commercial Vehicle Safety Compliance in Alberta*

Last Updated: June 2018
Regulation: AR121/2009, Section 6(3)(a):
Carriers must have a written Preventative Maintenance and Inspection Program that provides for a continuous and regular program for the inspection, maintenance and repair of the carrier’s commercial vehicles according to the requirements in Schedule 2.

Regulation: AR121/2009, Schedule 2:
The relevant components in Schedule 2 of the regulation must be addressed:

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

Regulation: AR121/2009, Schedule 3:
If the vehicle is equipped with a ramp or lift for the purpose of transporting persons with physical disabilities, those items must be included in the periodic inspection/repair. The vehicle must meet the following requirements as outlined in Schedule 3.

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

Regulation: AR121/2009, Schedule 4:
If the vehicle is equipped for the purpose of transporting persons with physical disabilities, the vehicle must meet the following requirement as outlined in Schedule 4.

- □ Masor System Required (S. 2)
- □ Masor System Requirements (S. 3)
- □ Mobility Aid and Occupant Restraint Requirements (S.4)
- □ Protective Materials (S. 5)
- □ Exhaust System (S. 6)
- □ Rear Bumper (S. 7)
- □ Doors (S. 8)
- □ Steps (S. 9)
- □ Additional Lighting (S. 10)
- □ Floor Covering (S. 11)
- □ Seats (S. 12)
- □ Emergency Equipment (S. 13)
- □ Signs (S. 14)
Regulation: AR121/2009, Schedule 5:
The vehicle must comply with Schedule 5 (school bus maintenance standards) of the regulation as outlined below.

<table>
<thead>
<tr>
<th>Colour (S. 2)</th>
<th>Alternate Flashing Warning Lamps (S. 17)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhaust (S. 3)</td>
<td>Floor Level Marker Lamps (S. 18)</td>
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**Comments:**

**Reviewer’s Final Comments**