



National Safety Code

Safety Fitness Certificate

Application Package

Alberta Transportation - Carrier Services

Room 401, 4920 - 51 Street
Red Deer, AB T4N 6K8

National Safety Code and Operating Authority

Administration

Phone #: 403-340-5444 (Toll free in Alberta by first dialing 310-0000)

Email: carrierservices.info@gov.ab.ca

Website: www.transportation.alberta.ca

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SAFETY FITNESS CERTIFICATE

The Alberta *Traffic Safety Act* and Transport Canada’s *Motor Vehicle Transport Act (1987)* requires all persons registering the following commercial vehicle(s) to comply with the requirement to obtain a Safety Fitness Certificate:

- a truck, tractor or trailer or any combination of these vehicles that has a registered weight of 11,794 kilograms or more, operating solely within Alberta,
- a truck, tractor or trailer or any combination of these vehicles that weighs or is registered with a weight of more than 4,500 kilograms that is used or intended to be used to transport goods on a highway outside of Alberta, including a farm-plated vehicle; or,
- a “bus” (including vans) that is a commercial vehicle designed for carrying 11 or more persons, including the person driving the vehicle, and that is used or intended to be used for the transportation of persons.

To obtain a new Safety Fitness Certificate, you must register a commercial vehicle that meets the criteria above, complete a mandatory safety and compliance course and a knowledge test, and submit an application for a Safety Fitness Certificate with all required documentation.

Once issued, a Safety Fitness Certificate must be renewed once every three years. You are required by law to carry a copy of your Safety Fitness Certificate in your vehicle at all times.

Some exemptions to this requirement do apply. For example, persons operating a farm-plated vehicle(s) solely within Alberta for conducting their own farm operation are exempt from the requirement of obtaining a Safety Fitness Certificate.

NOTE: Persons/Corporations/Societies operating a “bus/van” may be required to have an Operating Authority as well as a Safety Fitness Certificate. For more information on Operating Authority requirements, contact 403-340-5444 or toll free in Alberta by first dialling 310-0000.

Department Contact Information

<p>Carrier Services:</p> <p>For information regarding Safety Fitness Certificate applications, carrier profiles and Operating Authorities: Phone: 403-340-5444 Fax: 403-340-4806</p> <p>For information on regulatory requirements, audits, departments progressive discipline, safety permits and transportation consultants: Phone: 403-755-6111 Fax: 403-340-4811</p>	<p>Vehicle Safety:</p> <p>For information regarding annual/semi-annual Commercial Vehicle Inspection Program, vehicle maintenance standards, inspection facility certificate, inspection technician certificates and cargo securement.</p> <p style="text-align: right;">Phone: 780-427-8901 Fax: 780-422-3682</p>
<p>Dangerous Goods and Rail Safety:</p> <p>For information on shipping dangerous goods, investigating incidents and complaints, and providing technical information on hazardous chemicals: Phone: 780-422-9600 or 800-272-9600 Fax: 780-427-1044</p>	<p>Prorate:</p> <p>For information about prorating Alberta registered commercial vehicles for travel to other jurisdictions and using the International Registration Plan (IRP): Phone: 403-297-2920 Fax: 403-297-2917</p>

SAFETY AND MAINTENANCE PROGRAMS

The carrier is obligated to have comprehensive knowledge of and be able to demonstrate compliance with “safety laws” that apply to their operations. “Safety laws” are the laws governing the:

- Operation of commercial trucks and passenger vehicles on highways;
- Equipment standards;
- Allowed weight of commercial vehicles and buses;
- Transportation of dangerous goods;
- Loading, securing and carrying of loads.
- Driver hours of service.

In addition, the carrier must:

1. Set out in writing, and fully implement, a safety program. This program will form the basis for demonstrating safety and compliance and would include at least:
 - (a) Identification of company policies and procedures to ensure all staff comply with safety laws;
 - (b) Designation of a “Safety Officer” to coordinate safety and compliance activities;
 - (c) Clear written documentation, relating to the safe operation of vehicles including:
 - Subjects on speed limits, drugs and alcohol, defensive driving, load security, fuelling, etc;
 - Provisions for proper record completion of documents such as Bills of Lading, Manifests, Dangerous Goods documents, time records and drivers’ daily logs, weigh slips, etc;
 - Provisions stating that employees are to “comply with the law”;
 - Instructions for the use of safety equipment that pertains to their operation, including the use of flags and flares, fire extinguisher, goggles, hard hats, etc;
 - Provisions for a staff disciplinary policy;
 - (d) Provisions for providing training to employees and an ongoing program for evaluating their skills;
 - (e) Retention of complete records for each driver in accordance with Section 41(1) of the Commercial Vehicle Certificate and Insurance Regulation AR 314/2002;
 - (f) Provisions for ensuring that all drivers are properly qualified for the type of vehicle(s) they operate.
2. Maintain at least the minimum Public Liability and Cargo Insurance (if required), or Passenger Hazard Insurance unless otherwise exempted by regulation.
3. Accept responsibility for all violations, inspections and collisions for all vehicles registered (or subject to a short term lease) in the carrier’s name and for drivers operating those vehicles.
4. Set out in writing, and fully implement, a continuous and regular program for the inspection, maintenance and repair of the carrier’s commercial vehicles. This would include the retention of a complete vehicle maintenance record for each vehicle being operated, including trucks, tractors, trailers, jeeps, boosters, etc. For more information, see the Commercial Vehicle Safety Regulation, AR 121/2009.
5. Ensure that all vehicles are in compliance with the Commercial Vehicle Inspection Program (CVIP) requiring annual inspections for trucks/tractors and trailers and semi-annual inspection(s) for buses.
6. Maintain all records identified above at the carrier’s principal place of business in Alberta as declared within this application. If you wish to retain records at another location, a divided record permit must first be obtained from Alberta Transportation. For more information or a copy of the permit application form, contact the department at 403-755-6111 (toll free in Alberta by first dialing 310-0000).

*Website Link to “**Preparing Written Safety and Maintenance Programs**”:

<http://www.transportation.alberta.ca/3188.htm>

OPERATING STATUS INFORMATION:

On January 1, 2006 Transport Canada amended the *Motor Vehicle Transport Act* to require a new Motor Carrier Safety Fitness Certificate for federal regulated carriers. As a result, the Safety Fitness Certificate identifies one of two types of Operating Status.

- A **“Provincial”** Operating Status authorizes the operation of Alberta carriers (individuals, organizations or corporations) who have commercial vehicles operating solely within Alberta that are:
 - a) trucks, tractors or trailers or a combination of these vehicles that have a registered gross vehicle weight of 11,794 kilograms or more and/or;
 - b) a bus designed for carrying 11 or more persons including the person driving the vehicle.

Carriers found to be operating outside of Alberta with a Provincial Operating Status are subject to prosecution and/or having their vehicle detained at roadside, until their Operating Status is changed to Federal by Alberta Transportation.

- A **“Federal”** Operating Status authorizes the operation of Alberta carriers (individuals, organizations, or corporations) who have commercial or farm-plated vehicles operating throughout Canada that are:
 - a) a truck, tractor or trailer, or any combination of these vehicles, that has a registered gross vehicle weight exceeding, or that weighs more than, 4500 kgs and/or;
 - b) a bus that is designed, constructed and used for the transportation of passengers and that has a designated seating capacity of more than 10 persons, including the driver, if it is operated for purposes other than personal use.

NOTE: A carrier with an Operating Status whose business has changed to the extent that they require a change to their operating status must submit an application form for consideration to amend their Safety Fitness Certificate. The application for Change of Operating Status can be found at:

www.transportation.alberta.ca/Content/docType276/Production/Operating_Status_Applic_Form.pdf

INSURANCE REQUIREMENTS

AR 314/2002 SECTION 25 - LIABILITY INSURANCE

The registered owner of a commercial vehicle used or intended to be used to transport goods on a highway for which a certificate of registration under the *Traffic Safety Act* is issued, must maintain, for each vehicle, in respect of any one accident, insurance against liability resulting from bodily injury to or the death of one or more persons and loss of or damage to property of others, other than goods, of at least:

- \$2,000,000 for transportation of dangerous goods set out in Schedule 1 of the *Dangerous Goods Transportation and Handling Regulation* under the *Dangerous Goods and Transportation Handling Act* in the quantities indicted in Column 7 of that Schedule, in respect of which an emergency response plan is required to be filed under Part 7 of those Regulations; and
- \$1,000,000 in all other cases.

Carriers operating outside of Alberta should contact other jurisdictions to ensure all insurance requirements are met.

AR 314/2002 SECTION 24 – CARGO INSURANCE

24(2) A registered owner must maintain cargo insurance against loss of or damage to goods transported.

- (a) for each commercial vehicle engaged in the transportation of farm produce other than dairy products, at least \$600;
 - (b) for each commercial vehicle engaged only in the transportation of unprocessed milk or cream, an amount equal to the actual cash value of the goods.
- (3) If a person is engaged in the transportation of a mobile home, that person must maintain, in respect of the mobile home, insurance acceptable to the Registrar that,
- (a) for a single wide mobile home
 - (i) provides coverage against loss or damage for the greater of
 - (A) \$10 000, or
 - (B) the cash value of the mobile home and its contents, if any and
 - (ii) provides for collision coverage on the mobile home
 - (b) for a double wide mobile home,
 - (i) provides coverage against loss or damage for the cash value of the 2 halves and their contents, if any,
 - (ii) provides that if one of the halves is damaged to the extent that it is not practicable to repair it, the other half will be considered to have been also destroyed, and
 - (iii) provides for collision coverage on the mobile home.
- (4) If subsections (2) and (3) do not apply, the registered owner who transports goods on a commercial vehicle must maintain cargo insurance against loss or damage to goods transported as follows: see information on page 6.
- (5) In this section, “registered gross weight” means the weight specified on the certificate of registration issued in respect of the vehicle.

Vehicle Specifications	Minimum Cargo Insurance Required
For each vehicle having a registered gross weight not exceeding 12,700 kilograms	\$15,000
For each vehicle having a registered gross weight exceeding 12,700 kilograms but not exceeding 18,000 kilograms	\$20,000
For each vehicle having a registered gross weight of at least 18,000 kilograms but not exceeding 21,000 kilograms	\$20,000
For each vehicle having a registered gross weight exceeding 21,000 kilograms but not exceeding 37,000 kilograms	\$27,000
For each vehicle having a registered gross weight exceeding 37,000 kilograms	\$32,000

SCHEDULE 1 Goods Exempt From Cargo Insurance	
alfalfa (raw or pelletised)	lime
animal feed and related concentrates and supplements (not for human consumption)	loam
asphalt mix (bituminous)	logs
brick	lumber
cement (dry or wet)	newspapers
clay	organic manure
coal	peat moss
concrete products	propane
condensate	salt
crude oil	sand
crushed glass	sawdust
dead animals	scrap iron
drilling mud	septic tank refuse
fodder	snow
garbage	stone
grain	sugar beets (raw or pelletised)
granite	sulphur
granulite	topsoil
gravel	water
herculite	woodchips

Note: The *Commercial Vehicle Certificate And Insurance Regulation AR 314/2002, Section 24(1)(b)* indicates that cargo does not apply to a person who owns the goods that the person is transporting. (i.e. permanently mounted equipment, welding truck, tools, equipment owned by the person named on the vehicle registration certificate).

AR 314/2002 SECTION 26 - PUBLIC PASSENGER HAZARD INSURANCE:

26(1) The registered owner of

- (a) a commercial vehicle for which an operating authority certificate is required or issued, or a commercial vehicle operated as an airport transportation service, with or without compensation paid by passengers, by which passengers are transported,
 - (i) from one or more pick-up points to an airport and the only drop off point is the airport, or
 - (ii) from an airport to one or more drop off points and the only pick-up point is the airport;
- (b) a rented commercial vehicle that is used or intended to be used to transport passengers for compensation,

must not operate the vehicle unless the vehicle is covered by a policy of automobile insurance providing passenger hazard coverage in at least the following amounts:

- (c) \$400 000 for bodily injury or death of any one person as a result of any single accident;
 - (d) if the manufacturer's seating capacity of the vehicle was originally designed for 10 passengers or fewer, including the driver, \$1 000 000 for bodily injury or death of 2 or more persons as a result of any single accident;
 - (e) if the manufacturer's seating capacity of the vehicle was originally designed for carrying 11 passengers or more, including the driver, \$2 000 000 for bodily injury or death of 2 or more persons as a result of any single accident.
- (2) When requested to do so by the Registrar, the holder of an operating authority certificate issued in respect of a commercial vehicle must direct the insurer to file with the Registrar, as the case may be, evidence of the current policy referred to in subsection (1).
- (3) Nothing in this section effects the obligations of the person under the Insurance Act.

AR 314/2002 Section 27 – Insurance for Taxis

27 Every vehicle used as a taxi must be covered by

- (a) a motor vehicle liability policy that complies with the Insurance Act, and
- (b) an automobile insurance policy that provides for passenger hazard coverage of not less than \$1,000,000 for liability resulting from bodily injury to or the death of one or more persons as a result of any single incident.

AR 314/2002 SECTION 26.1(1) - SCHOOL BUS PASSENGER HAZARD INSURANCE:

26.1(1) Every school bus that is used for a purpose under section 19 of the *Commercial Vehicle Safety Regulation* must be covered by a policy of automobile insurance providing passenger hazard coverage in at least the following amounts:

- (a) \$200 000 for bodily injury or death of any one person as a result of any single accident;
 - (b) if the manufacturer's seating capacity of the vehicle was originally designed for 15 passengers or fewer, including the driver, \$500 000 for bodily injury or death of 2 or more persons as a result of any single accident;
 - (c) if the manufacturer's seating capacity of the vehicle was originally designed for 16 passengers or more, including the driver, \$1 000 000 for bodily injury or death of 2 or more persons as a result of any single accident.
- (2) When requested to do so by the Registrar, the owner of the school bus must direct the insurer to file with the Registrar, as the case may be, evidence of the current policy referred to in subsection (1).
- (3) Nothing in this section affects the obligations of a person under the *Insurance Act*.

CARRIER PROFILE

For the purposes of monitoring the activities and safety record of carriers, the Registrar must establish and maintain a carrier profile for persons who operate a commercial vehicle.

A carrier profile contains on-road performance information that is assigned to the registered owner or driver employed or engaged by the registered owner such as records of any collision, conviction of safety laws, traffic violations, commercial vehicle inspections conducted by a peace officer or by a government authority in another Province /Territory/State. It also includes any other information the Registrar considers appropriate in order to maintain a record of compliance with safety laws.

To obtain a carrier profile the direct link is: <https://www.trans.gov.ab.ca/TravisWebLogin/redirect.htm>

If you are a new user, once you have located the Online Services page, select “Need a User ID? Register” and follow the instructions provided to register.

Once you have completed your registration, your request will be reviewed and a temporary password will be provided to you through your e-mail address.

This will then allow you to log back on with the password and obtain your profile. You are allotted two free profiles per calendar year. Ensure that you check the “request free” box for the profile if you wish to have it at no charge. Provided you have selected “request free”, there will be no charge to your VISA/Mastercard that you have entered to obtain two profiles at no charge. Once you have obtained your two free profiles, there is a fee of \$2.00 + GST per page.

You also have the capability of selecting the time period you wish to cover on your profile as opposed to the preset time period of one year.

If carriers are interested in requesting Part 6 – Monitoring summary, the time of your submission is important. To obtain up to date information, submit your profile request after the first Sunday of the month. This is due to internal system processing of data.

Should you have any questions regarding obtaining your Carrier Profile, please contact 403-340-5430. Call toll free by dialing 310-0000 then the ten digit number.

NOTE: If you are a hotmail account user you must use MSN Live Hotmail in order for the profile to be opened. Old MSN Hotmail accounts are not allowing the attachment to be opened.

NOTICE

Education Manual

Carrier Services, a section of Alberta Infrastructure and Transportation (INFTRA), is responsible for commercial truck and bus carriers under Alberta's National Safety Code (NSC) Program. To assist these companies and individuals, Carrier Services has prepared a comprehensive "education manual" titled "**Commercial Vehicle Safety Compliance In Alberta**" to help registered owners of commercial vehicles (whether an individual or a company) and their drivers to better understand their transportation compliance requirements.

This manual covers many of the critical business and regulatory areas to assist all commercial carriers and drivers. It is in a modular format so you can view/print all of it or only the portions you need. A copy of this document is available from the department's web site at: www.transportation.alberta.ca/671.htm

Some of the topics included in this document include:

- The National Safety Code
- Safety Programs, Record Keeping and Driver Files
- Preventive Maintenance, Record Keeping and Vehicle Files
- Hours of Service
- Dangerous Goods
- Carrier Profiles and Safety Ratings
- Carrier Monitoring and Intervention
- Passenger Transportation Services
- Cargo Securement

If you want to purchase a copy of this document instead of printing it on-line, contact the Alberta Motor Transport Association (AMTA) at 800-267-1003

More Information:

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

www.qp.gov.ab.ca

(for the Alberta legislation)

www.ccmta.ca

(for the NSC standards, including Standard #10 & #13)

www.transportation.alberta.ca

(for compliance and general transportation information)

Contact:

Carrier Services
#401, 4920 – 51 Street
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Email: carrier.services@gov.ab.ca