

What:

What is progressive discipline?

- A program utilized to address issues of non-compliance by inspection facilities and/or inspection technicians licensed in Alberta's Vehicle Inspection Program. Disciplinary actions may result in the issuance of an administrative penalty (fine), suspension, cancellation or prohibition of their respective inspection privileges.

What factors determine how progressive discipline will be administered?

- The seriousness of the contravention;
- If there was a collision (or a collision could have occurred) as a result of the contravention;
- The history of contraventions of the particular facility or technician;
- Whether the facility owner and/or technician has committed a criminal offence or has been charged with a criminal offence relating to performance of inspections;
- Other factors considered relevant by the Registrar.

What types of progressive discipline can be administered?

- Administrative penalties (fine) start at \$500 and can go up to \$10,000 for an inspection facility and/or inspection technician;
- Licence suspensions with or without conditions, start at 7 or 14 days and can go up to 6 months. Inspection privileges are revoked during the suspension period;
- Cancellation or prohibition of an inspection facility and/or inspection technician licence. No longer authorized to complete inspections as part of the Vehicle Inspection Program;
- Licence conditions can include technician competency testing as a condition of holding a licence with the Vehicle Inspection Program;
- Serious issues of non-compliance, which may include the commission of criminal offences, may be referred to the local police force.

Who:

Who is progressive discipline administered to?

- Discipline can be administered to an inspection technician and/or inspection facility.

Who administers progressive discipline?

- Administrative penalties of \$500 or a Vehicle Safety Directive, which may temporarily suspend inspection privileges for a technician or facility up to 14 days (or until compliance is obtained) can be issued by a Vehicle Safety Investigator;
- The Manager of Investigations can approve administrative penalties up to \$2,500 for an inspection facility or \$1,000 for an inspection technician;
- As a result of a show cause hearing, the Registrar can issue an administrative penalty up to \$10,000, suspend an inspection facility or inspection technician licence for up to 6 months, or cancel an inspection facility or inspection technician licence.

Why:

Why was progressive discipline developed?

- To improve compliance and oversight of the Vehicle Inspection Program, ensuring inspection facilities and inspection technicians are completing inspections in accordance with Alberta's *Vehicle Inspection Regulation* (AR 211/2006) and the prescribed inspection manuals.

Where:

Where can more information on Alberta's *Vehicle Inspection Regulation* and the inspection manuals be found?

- The *Vehicle Inspection Regulation* (AR 211/2006) can be viewed on the Queen's Printer website by clicking [here](#);
- Information on the vehicle inspection manuals can be found on the Alberta Transportation website by clicking [here](#);
- More information on the Vehicle Inspection Program can be found at www.transportation.alberta.ca/vipinfo.

When:

When is progressive discipline administered?

- When an inspection facility and/or inspection technician is found to be completing vehicle inspections contrary to the required inspection manuals;
- If an inspection facility and/or inspection technician is found to have contravened Alberta's *Vehicle Inspection Regulation* (AR 211/2006).

How:

How will progressive discipline be administered?

- There are four levels of progressive discipline:
 - **Level 1:** \$500 to \$2,500 administrative penalty (per offence) or 7 to 14 day suspension;
 - **Level 2:** Attendance at a show cause hearing. Administrative penalty up to \$5,000 and/or 30 day suspension;
 - **Level 3:** Attendance at a show cause hearing. Administrative penalty up to \$7,500 and/or 6 month suspension;
 - **Level 4:** Attendance at a show cause hearing. Administrative penalty up to \$10,000 and/or immediate cancellation of facility or technician licence.
- Should a determination be made that a criminal offence or serious safety offence has been committed, the inspection facility and/or inspection technician licence may be suspended (with or without conditions), cancelled, or the person may be prohibited from obtaining a licence.
- The Registrar has the discretion to assess or vary any penalty at any stage of the process, based on the severity of the offence.

How does an inspection facility or inspection technician appeal discipline?

- All appeals should be directed to the Alberta Transportation Safety Board (ATSB);
- Information on the appeal process can be found on the ATSB website by clicking [here](#).

Revisions/Audits:

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