

7.0 Vehicle Profile Record Keeping

The operator must ensure that all regulated vehicles are in safe operating condition before being operated on the highway, and that no vehicle is dispatched in an unsafe condition. There are several steps in establishing a successful Vehicle Maintenance Program.

The program will include:

- Preventative Maintenance Program;
- Commercial Vehicle Inspection;
- Periodic Mandatory Vehicle Inspection (PMVI); **and**
- Commercial Vehicle Safety Alliance (CVSA) inspections

These steps are outlined in this section in more detail.

Operator Requirements for Record-Keeping

Each operator must establish a system of preventative vehicle inspection, maintenance and repair for every regulated vehicle under its control (refer to **Appendix F** for sample forms in this guide). At a minimum, the record or vehicle file should contain the following:

- make, model, year and serial number (VIN) of the equipment
- date and nature of every repair and maintenance activity (parts replaced and invoices)
- odometer reading at the time of every service or repair
- description of the type and frequency of regular maintenance and repairs
- current Periodic Mandatory Vehicle Inspection - PMVI (also known as a “safety”)
- records of manufacturer’s recalls and corrective actions
- records of Commercial Vehicle Safety Alliance (CVSA) inspection reports
- Commercial Vehicle Trip Inspection reports

Record Retention:

The operator must keep the following records for the prescribed period:

Type of records:	Must be kept for:
Vehicle maintenance	At least two years for active vehicles, and for at least six months after the vehicle has left the control of the operator
Commercial Vehicle Trip Inspection	At least six months after the date of the report
Periodic Mandatory Vehicle Inspection (PMVI) certificate, also known as a vehicle safety	For a bus used to transport passengers for compensation, a school bus or rental bus – 6 months after the last day of the month it was issued* For all other regulated vehicles – 12 months after the last day of the month it was issued* <i>*A PMVI certificate must be kept on file while it is valid; however, it is recommended that it be kept for two years.</i>

Preventative Maintenance Program

The operator should establish and maintain a schedule of regular preventative maintenance for all regulated vehicles. The operator may consider the manufacturer's recommended maintenance schedule when determining their program.

Suggested maintenance items in an effective maintenance program include:

- ✓ manufacturer's recommended schedule
- ✓ oil and filter change
- ✓ chassis lubrication
- ✓ checks of all fluids, lubricants, hoses and lines
- ✓ brakes (including compressor, tractor protection system and low-air warning, adjustment)
- ✓ steering system (including pinion, pitman arm and steering lash)
- ✓ tires, wheels and lug nuts
- ✓ fuel tanks and caps
- ✓ batteries, lights, horn, windshield, mirrors, instrument and emergency equipment
- ✓ visual inspection of the engine and all axle units
- ✓ integrity of the frame and welds
- ✓ overall walk-around to ensure that the vehicle is in good working condition

Again, records showing the date, odometer reading, and a description of the work done, must be maintained by the operator.

Evaluation of the Operator's Preventative Maintenance Program

The effectiveness of any vehicle maintenance program must be continually evaluated. The operator can assess the effectiveness of trip inspections by looking at the number of defects found during roadside inspections and the PMVI inspections.

Fewer defects would indicate that the maintenance program, including trip inspections, is working as it should. Increased numbers of defects, or no reduction in defects, would indicate that the maintenance program requires adjustment and/or drivers are performing inadequate trip inspections and may need re-training.

The operator may also use the information in the carrier profile to help assess the maintenance program.

Refer to section 4.0, Carrier Profile System for more information.

Periodic Mandatory Vehicle Inspection (PMVI)

The PMVI, also known as a "Safety", is required for all regulated vehicles under the Periodic Mandatory Vehicle Inspection regulation. These inspections may only be conducted by shops that have been certified by the province to do so. If, upon completing the inspection, the inspecting mechanic is satisfied that the condition of the vehicle is in compliance, the mechanic will complete and issue a certificate and affix the PMVI inspection decal to the vehicle. No vehicle may be driven on a highway without a valid inspection decal. The operator must maintain a copy of the current PMVI certificate in the vehicle maintenance file and one carried in the vehicle.

PMVI schedule by vehicle type	PMVI frequency:
Regulated vehicle(s) - trucks, truck tractors, trailers, semi-trailers, converter dollies with a GVWR of 4,500 kg or greater	Every 12 months
Farm truck tractors registered to a farmer with a GVWR of 21,952 kg or more	Every 12 months
Ambulances and stretcher transportation vehicles having a GVWR of 4,500 kg or more	Every 12 months
Buses used to transport passengers not for compensation (i.e. sports team or church)	Every 12 months
Buses used to transport passengers for compensation, school buses and rental buses	Every six months
Buses operated in a public transportation system (other than the City of Winnipeg or City of Brandon)	Every six months

Commercial Vehicle Trip Inspection

The driver must conduct a thorough inspection every 24 hours the vehicle or trailer are in service. The driver must prepare a written or electronic report, including the plate or unit number of the truck, tractor and/or trailer being inspected, date of inspection, and name and signature of the person conducting the inspection. The driver must have the written or electronic report for the current day in his/her possession, and surrender it to a peace officer on demand.

Defects must be noted, reported to the carrier, and corrected in a timely manner. If no defects are found, that fact must be noted on the report.

Drivers must monitor the vehicle while driving, and any defects noted must be recorded on the Commercial Vehicle Trip Inspection report for that day and reported to the carrier. If any defect poses an unreasonable risk, it must be reported to the carrier immediately and repaired before the vehicle is driven.

The carrier must provide drivers with any necessary instruction in how to conduct the inspection and complete the report; ensure that defects are repaired in a timely manner, and that all vehicles are free of safety defects before they are driven. The person making the repair must record the date of the repair on the inspection report.

Heavy trucks, heavy passenger vehicles, school buses, and any trailers being towed by them, must be inspected:

- Every 24 hours the vehicle or trailer is in service
- If the vehicle or trailer is not in service for more than 24 consecutive hours, it must be inspected before it is driven or towed before commencing operation that day.

Each vehicle type has its own inspection schedule that lists the specific components that must be inspected:

- heavy trucks, truck tractors and trailers
- heavy passenger vehicles
- school buses
- Refer to **Appendix F** in this guide for the daily inspection schedule items.

Vehicle defect type:

Minor Defect:

- A vehicle with a minor defect may be driven or towed. The defect must be reported to the operator and repaired before the next inspection.

Major Defect:

- A vehicle with a major defect must be repaired before being driven or towed.

Vehicle defects must be recorded as follows:

No Defects:

- If no defects are found, this must be noted on the report. Note that any defects arising while en route must be recorded on that day's report.

Minor Defects:

- All minor defects must be recorded and reported to the operator before the next inspection. Repairs must be completed before the next inspection.

Major Defects:

- All major defects must be recorded and reported to the operator immediately. The vehicle may not be driven or a trailer may not be towed until all major defects are repaired. However, the vehicle/trailer may be driven or towed directly to the nearest repair facility if it is safe to do so and has not been declared out of service.

Inspection report requirements:

Operator Requirements:

- Provide written or electronic copies of the applicable inspection schedule in each vehicle
- Ensure the vehicle is inspected as required
- Ensure defects are repaired
- Keep all reports and records of repair for at least six months

Driver Requirements:

- Inspect the vehicle at least every 24 hours that the vehicle is in service
- Submit reports to the operator within 20 days
- Prepare a written or electronic report that **includes**:
 - Licence plate or unit number
 - Operator's name
 - Date, time and location of inspection
 - Odometer reading
 - Name of the person who performed the inspection
 - A statement that the inspection has been conducted in accordance with the requirements
 - Note defects, or state no defects found

Exemption from Written Report Requirement:

A written report is not required if:

- The vehicle is operated solely within 160 kilometers of the location of the place of business where the driver reports to work;
- It is the only commercial motor vehicle (other than a school bus) operated by the carrier, and the only driver is also the carrier or the person who controls the carrier's corporation.

NOTE: The inspection must still be performed; it is only the need for a written report that is exempt.

The Commercial Vehicle Trip Inspection Regulation MR95/2008 does not apply to two or three axle commercial vehicles or trailers being used primarily for transport of primary farm, forest or aquatic products that is driven by the producer of the product or their employee; vehicles used solely for snow removal by or on the behalf of a traffic authority, transit vehicles owned by or operated on behalf of the City of Winnipeg or City of Brandon; any vehicle that is part of a drive-away unit that does not move under its own motive power; any vehicle while being used in relation to a fire, flood epidemic, drought or similar event; a bus that is not used for gain or compensation or on a non-profit basis and a limited-use regulated vehicle operated solely in Manitoba with a registered gross weight less than 6,800 kg.

Commercial Vehicle Safety Alliance Inspection (CVSA)

CVSA inspections are conducted by individuals who have been certified as inspectors under the CVSA program. The program, used throughout North America, is designed to promote the safe operating condition of vehicles and to ensure consistency of inspections.

The inspectors may be from various agencies, including Royal Canadian Mounted Police, Winnipeg Police Service and the Motor Carrier Branch. The inspections may be conducted at weigh stations, at the roadside or at the operator's premises.

Inspections are usually conducted at random. In certain instances, they may be arranged with the operator to be conducted at the operator's premises prior to an audit, or when a complaint has been received regarding the condition of the operator's vehicle. Occasionally, a "targeted enforcement event" may be scheduled to conduct complete inspections, or to inspect a particular component, such as brakes.

The level of inspection performed may be any one of the following:

- Level 1 – complete inspection of the vehicle and driver elements
- Level 2 – walk-around inspection of the vehicle and complete inspection of the driver elements
- Level 3 – complete inspection of the driver elements and vehicle licensing
- Level 4 – special inspections of one or more components
- Level 5 – complete inspection of the vehicle without the driver, conducted at the operator's premises

If no defects are found during a Level 1 or Level 5 inspection, the inspector will apply a CVSA decal to the vehicle. The decal is valid for up to three months (the remaining days in the current month plus two more months). For example, a decal issued in April would be valid until June 30th. It exempts the vehicle from further CVSA inspections during that period, unless an obvious defect is noticed.

All CVSA inspectors across North America use the same Out of Service (OOS) criteria to determine the seriousness of each defect. If the defects found are of a less serious nature, the driver receives a copy of the inspection form with instructions to have the vehicle repaired prior to its next dispatch. A copy of the inspection form must be signed by the repair person and forwarded to the Motor Carrier Branch within 15 days of the inspection.

If any defects are found that meet the Out of Service criteria, the vehicle is placed out of service and will not be allowed to "be operated" until all of the OOS defects have been repaired. A copy of the inspection form must be signed by the repair person and forwarded to the Motor Carrier Branch within 15 days of the inspection.