



A Guide to Transportation Safety

MARCH, 2019 EDITION

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1.0 Introduction

A Guide to Transportation Safety provides operators of regulated vehicles with an overview of the regulatory requirements in Manitoba. Knowing the regulations helps to keep our roads safe. This guide is not a substitute for the legislation and regulations that prescribe the duties of motor carriers and operators of regulated vehicles. Refer to Appendix C for a listing of legislation and regulations that apply.

To purchase a copy of the relevant legislation and regulations, contact Manitoba's Statutory Publications. You may also view the legislation and regulations on the Government of Manitoba and Government of Canada websites.

www.gov.mb.ca

www.canada.gc.ca

A Guide to Transportation Safety was developed by the Motor Carrier Branch – Manitoba Infrastructure, in consultation with a number of partners, including Manitoba Public Insurance and the Manitoba Trucking Association.

For more information, contact:

Manitoba Infrastructure
Motor Carrier Branch
Unit C - 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-3890
Toll Free: 1-877-340-9068
Email: motorcarrier@gov.mb.ca

Who Must Comply with this Information?

If you are an operator of a regulated vehicle in Manitoba, you should understand the requirements outlined in this guide.

A regulated vehicle is:

- a motor vehicle or trailer that has a registered gross weight of 4,500 kg or more, or
- a bus

If your regulated vehicle is not used exclusively for personal transportation, you will need to know how to comply with the information in this guide.

If you operate a farm truck, you are exempt from the requirements in this guide.

Guide Overview

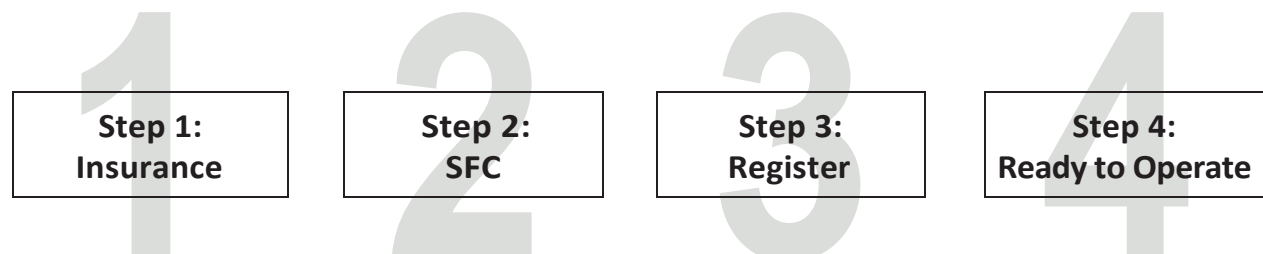
This guide consists of nine sections, including:

- Introduction (section 1)
- Initial Entry (section 2)
- National Safety Code (section 3)
- Carrier Profile System (section 4)
- Facility Audits (section 5)
- Driver Qualification File (section 6)
- Vehicle Maintenance (section 7)
- Hours of Service (section 8)
- United States General Information (section 9)

As well, there are several appendices, containing contacts, sample forms, a sample transportation safety plan and other resources.

2.0 Initial Entry

To legally operate in Manitoba, operators of regulated vehicles must obtain the proper insurance, obtain a Safety Fitness Certificate (SFC) and register their vehicle(s).



Step 1: Insurance

All operators of regulated vehicles are required to have basic insurance to operate and obtain/ renew a SFC. Some types of vehicles are required to have additional insurance up to \$1 million or \$2 million. Refer to the table below for a listing of vehicles that require minimum insurance of \$1 million or \$2 million.

The name on the Certificate of Insurance (or vehicle registration) and the name on the SFC must be identical.

Vehicles Required to have \$1 million minimum insurance**	Vehicles required to have \$2 million minimum insurance**
<ul style="list-style-type: none"> Regulated vehicle used to transport cargo for compensation Regulated vehicle operated outside of Manitoba at any time Limited-use regulated vehicle operated outside Manitoba at any time 	<ul style="list-style-type: none"> regulated vehicle used to haul dangerous goods that require an ERAP* a bus used to transport passengers for compensation

* ERAP is an Emergency Response Assistance Plan that is required by Transport Canada for those hauling certain types or quantities of dangerous goods.

** If you require \$1 million or \$2 million insurance, you are required to notify Motor Carrier Branch if your policy expires or no longer meets minimum insurance requirements.

Step 2: Obtain a Safety Fitness Certificate

Once you have acquired the proper insurance, you can apply for a SFC. The Motor Carrier Branch issues SFCs for Manitoba-based operators of regulated vehicles. Operators of regulated vehicles are required to have a SFC.

You can apply for a SFC using the following methods:

ONLINE: <http://www.gov.mb.ca/mit/mcd/mcs/sfc.html>

BY FAX OR MAIL: Download the application from the above-noted website (you will need Adobe Acrobat Reader). Fill out the information and submit it by fax, email or in-person.

IN PERSON: Forms are available at the Motor Carrier

Branch. Manitoba Infrastructure
Motor Carrier Branch
Unit C – 1695 Sargent
Avenue Winnipeg, MB R3H
0C4

Phone 204-945-3890 Fax 204-948-2078 <http://www.manitoba.ca/mit/mcd/mcs/index.html>

Manitoba Toll Free: 1-877-340-
9068 Email:

motorcarrier@gov.mb.ca

Step 3: Register

Operators of regulated vehicles that regularly operate outside of Manitoba should register in the International Registration Plan's "Full Reciprocity Plan"(FRP) and the International Fuel Tax Agreement (IFTA).

FRP is a cross-border agreement among 48 U.S. states and the 10 Canadian provinces for sharing motor carrier vehicle registration fees and road-use taxes. FRP allows a motor carrier to register to pay taxes once for all jurisdictions rather than registering in each jurisdiction separately.

For more information, to download an application or to register, contact Manitoba Public

Insurance. Manitoba Public Insurance
Commercial Vehicle Registration
100 - 234 Donald Street
Box 6300
Winnipeg, MB R3C 4A4

Email:

IRP@mpi.mb.ca

Phone: 204-985-7775

Manitoba Toll Free: 1-866-798-

1185 Fax: 204-953-4998

Toll free fax: 1-866-798-1186

<http://www.mpi.mb.ca/en/Reg-and-Ins/Registration/Commercial/Pages/IRP-eligible.aspx>

IFTA is an agreement among the Canadian provinces and U.S. states that simplifies the reporting of fuel taxes by regulated vehicles that operate in more than one member jurisdiction. Regulated vehicle operators whom frequently operate outside of Manitoba should apply for IFTA:

- vehicles that have two axles and a registered GVW of 11,797 kg
- a vehicle and trailer combined with a GVW of 11,797 kg
- have three or more axles

For more information, or to register, contact Manitoba

Finance. Manitoba Finance
Taxation Division
101 - 401 York
Avenue Winnipeg,
MB R3C 0P8

Email: MBTax@gov.mb.ca

Phone: 204-945-5603

Manitoba Toll Free: 1-800-782-0318

Fax : 204- 945-0896 <https://www.gov.mb.ca/finance/taxation/taxes/gasoline.html>

Step 4: Ready to Operate

Now that you have obtained insurance, received your safety fitness certificate, and registered your vehicles, there may be other requirements you need to meet in order to operate a regulated vehicle in Manitoba.

Appoint a Safety Compliance Officer

All operators of regulated vehicles must ensure they appoint a safety compliance officer. The officer, who must be a resident of Manitoba, is responsible for promoting compliance. Requirements are set out in The Highway Traffic Act and regulations.

Safety Plan

A safety plan is considered a best practice for operators of regulated vehicles in Manitoba. A safety plan summarizes many of the regulatory requirements of operators of regulated vehicles in one easy-to-use document. Refer to section 5.0 (Facility Audits) and Appendix D for more information on safety plans.

Manitoba Infrastructure Permit Services

Permit Services issues IFTA, IRP, overdimensional and overweight permits for provincial roads in Manitoba, as well as, for the cities of Winnipeg and Brandon. Contact Permit Services for more information (1-877-812-0009),

Email: permitservices@gov.mb.ca.

Transportation Safety Consultants

For a fee, a number of private consulting companies will provide a variety of services to the transport industry. These services include customs information, fuel tax record keeping, driver and maintenance files, and hours of service compliance. Upon request, the Motor Carrier Branch can provide a list of consultants. Consultants are required to fill out an application form and be approved by Motor Carrier Branch before being added to the consultants' list.

Starting a Business in Manitoba

There are many other things to consider when starting a new business, including developing a business plan, financing, registering your business, taxation, obtaining business permits and licences, insurance requirements, workers' compensation requirements and record-keeping.

For more information on starting your business or to access business seminars and training workshops, visit <http://www.entrepreneurshipmanitoba.ca>.

Entrepreneurship Manitoba - Business Services (Winnipeg)

250 - 240 Graham Avenue

Winnipeg, MB R3C 0J7

Phone: 204-945-8200

Toll Free: 1-855-836-7250

Fax: 204-948-1558

Email: EMBinfo@gov.mb.ca

3.0 National Safety Code

Introduction

Canadian National Safety Code (NSC) standards have been adopted by each province and territory in Canada, which allows for consistency of standards. Each of the 15 standards listed below apply to operators of regulated vehicles in Manitoba.

For more information on the National Safety Code, visit the Canadian Council of Motor Transport Administrators website at www.ccmta.ca. From this website, you can download the standards for free (in PDF format).

NSC Standard 1 - Single Driver Licence Concept

No driver may hold more than one licence or be licensed in more than one jurisdiction. All driving infractions are assigned to a single licence and record.

NSC Standard 2 - Knowledge and Performance Tests (Drivers)

This standard sets out the process for standardized testing of commercial drivers and includes the criteria for both written and road tests.

NSC Standard 3 - Driver Examiner Training Program

This standard is designed to ensure consistent qualifications and curriculum for driver examiners in all jurisdictions.

NSC Standard 4 - Classified Driver Licensing System

This standard is intended to ensure uniformity in the classification and endorsement system for drivers' licences, and to ensure that a licence issued in one jurisdiction is recognized in all jurisdictions.

NSC Standard 5 - Self-Certification Standards and Procedures

This standard outlines the criteria which must be met to permit carriers and driver training schools to assess and license commercial drivers.

NSC Standard 6 - Medical Standards for Drivers

All commercial drivers must undergo a medical examination at the time of licence application and at recommended periodic intervals. This standard is a guide to establish basic minimum medical qualifications to be utilized by physicians, licensing administrators and medical review boards to assess an individual's ability to operate a motor vehicle.

NSC Standard 7 - Carrier and Driver Profiles

This standard establishes the requirements for each jurisdiction to oversee the safety records of the carriers in their jurisdiction. In Manitoba, this is the Motor Carrier Branch. It allows for inter-jurisdictional exchange of information and implies a coordination of carrier operations. For more information, refer to the section on Carrier Profiles.

NSC Standard 8 - Short-Term Suspension

This standard describes the criteria for placing a driver out of services on a short-term (24-hour) basis when a peace officer has reasonable and probable grounds to believe the driver's ability is affected by alcohol or drugs.

NSC Standard 9 - Hours of Service

This section establishes the basic criteria for hours of service legislation in all federal, provincial and territorial jurisdictions.

NSC Standard 10 – Cargo Securement

This standard establishes the criteria for cargo securement requirements.

NSC Standard 11 - Commercial Vehicle Maintenance and Inspection (PMVI)

This standard provides guidelines for a minimum acceptable level of safety and mechanical performance for commercial vehicles. It ensures that all operators of commercial vehicles (whether owned or leased) have a program of regular vehicle maintenance and servicing for all vehicles under their control.

NSC Standard 12 - Commercial Vehicle Safety Alliance On-Road Inspections

A commercial vehicle may be subjected to a roadside inspection at any time by peace officers and police officers who hold CVSA certification. CVSA inspection criteria are prescribed and are consistent across North America.

The inspector may check driver and vehicle documentation and may inspect the vehicle's safety components. If the driver's documents or the vehicle's condition are not acceptable, the driver, the vehicle, or both, may be placed out of service.

NSC Standard 13 - Trip Inspection

Vehicles must be inspected regularly by drivers and any defects found must be reported and repaired. This ensures early identification of vehicle problems and defects to help prevent breakdowns and accidents.

NSC Standard 14 – Safety Rating

This standard applies in conjunction with Standard 7 Carrier Profiles. The safety performance of the carrier's vehicles and drivers is monitored, and a safety rating is assigned accordingly. For more information, refer to the section on Carrier Profiles.

NSC Standard 15 - Facility Audit

This standard establishes the audit procedures used by jurisdictions to determine a motor carrier's level of compliance with all applicable safety standards. For more information, refer to section 5.0 Facility Audits and Investigations.

4.0 Carrier Profile System (CPS)

The Manitoba government monitors the on-road safety performance of motor carriers and operators of regulated vehicles using the Carrier Profile System (CPS). CPS is overseen by the Motor Carrier Branch (MCB) of Manitoba Infrastructure.

CPS is described in [National Safety Code Standard 7](#). Manitoba assigns a safety rating to all motor carriers and operators of regulated vehicles with registered National Safety Code (NSC) vehicles (Manitoba Public Insurance issues an NSC number when a NSC vehicle is registered).

CPS tracks all incidents (convictions, inspections, and accidents) that happen in Canada. The information on the carrier profile covers the most recent 24-month period and the carrier's performance thresholds are used to determine the safety risk.

Carrier Performance Thresholds*	Level of Intervention	Action Required
0-40%	Acceptable	No action required
41-64%	Intervention Level 1	First performance review letter sent
65-84%	Intervention Level 2	Second performance review letter sent
85%+	Intervention Level 3	Facility audit, safety plan interview and monitoring
	Administrative Intervention	Cancellation of SFC and vehicle registration and/or implement measures to limit fleet size

* *Carrier Performance Thresholds (also known as performance ratings) are best understood as levels at which actions are taken by MCB, based on an operator's recent safety history. They are determined by comparing convictions, inspections and at-fault accidents against other operators with similar fleet sizes.*

Safety Ratings

Manitoba assigns a safety rating to all operators of regulated vehicles with registered National Safety Code vehicles. The safety rating is based on the operator's facility audit results and its performance thresholds (see section 5.0 Facility Audits and Investigations for more information). All operators start with a rating of Satisfactory unaudited. There are four safety ratings:

- **Satisfactory unaudited** – assigned to all new operators of regulated vehicles with registered NSC vehicles. An operator may remain in this category indefinitely
- **Satisfactory** – assigned when an operator passes a facility audit and the carrier's performance ratings are less than 85 per cent at the time the audit is completed
- **Conditional** – assigned when an operator fails a facility audit or the operator's performance rating is greater than 85 per cent at the time the audit is completed

- **Unsatisfactory** – assigned when an operator’s performance has deteriorated to the point where Motor Carrier Branch deems the operator an unacceptable safety risk. An operator rated as unsatisfactory will have their registrations suspended, and are prohibited from operating regulated vehicles in Manitoba.

Your Carrier Profile Report gives you an opportunity to verify that all incidents for your NSC number are accurate. It is also an excellent management tool that gives you a comprehensive picture of the on-road performance of your drivers and vehicles.


The Carrier Profile Report is made up of six parts:

- Part 1 – General Carrier Information
- Part 2 – Carrier Convictions
- Part 3 – Carrier Convictions by Category
- Part 4 – CVSA Inspections
- Part 5 – CVSA Inspections by Category
- Part 6 – Carrier Accidents

Visit the CPS website to [login to the Carrier Profile System](#).

Part 1 - General Carrier Information

This part of the Carrier Profile includes basic information about the carrier, such as name, address, phone and fax numbers, nature of the operation, insurance information, fleet size, etc. It also includes the carrier's SFC number, IRP number and, if applicable, United States DOT number.



Manitoba Infrastructure and Transportation	Motor Carrier Safety	Unit C - 1695 Sargent Avenue Winnipeg, MB R3H 0C4 CANADA								
Carrier Profile Summary										
Notice: This profile contains information submitted by participating jurisdictions. It is distributed in the interest of information exchange. Manitoba Infrastructure and Transportation assumes no liability for the contents or use thereof.										
Carrier Name: Sample Carrier - Fleet Size 28 Operating as: Fleet Size 28 Address: 999 WINNIPEG AVE City/Province: WAUBUN, MN Postal Code: R3J 3S9 Phone: (204)555-5555 Fax: (204)555-5555 Carrier Use: Carrier Class: For Hire Regulated As: Intra-Provincial Organization Type: Corporation	NSC #: MB1500003 Safety Certificate #: MB15-12324 Valid Until: 31/Dec/2015 IRP #: MB999999 US DOT #: 909090 MC #: 808080 Inspection Shop: No Dangerous Goods: No School Bus Operator: No Current MB Fleet: 28 Average MB Fleet: 28	Manitoba: Yes USA: Yes Canada(Outside Manitoba): No Mexico: No								
Safety Rating	Performance Rating									
CONDITIONAL	Inspection Threshold 48.92% Conviction Threshold 71.40% 0-40% Acceptable 41-64% Minor Attention Required 65-84% Major Attention Required 85%+ Departmental Intervention	Accident Threshold 68.91% Overall Threshold 92.76%								
CVSA Inspection Information										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Result</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Pass</td> <td>0</td> </tr> <tr> <td>Fail</td> <td>0</td> </tr> <tr> <td>OOS</td> <td>12</td> </tr> </tbody> </table>	Result	Count	Pass	0	Fail	0	OOS	12		
Result	Count									
Pass	0									
Fail	0									
OOS	12									
Insurance Information (If applicable)										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Insurance Company</th> <th>Limit</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Type	Insurance Company	Limit					
Type	Insurance Company	Limit								

Footnotes


1. General information about the operator including the registered owner, company name, physical address, contact information, and registration information.
2. Can be Satisfactory Unaudited, Conditional, Satisfactory or Unsatisfactory.
3. Tells the operator how many times they have been inspected and how many times they have been passed, failed or been placed out of service.
4. The type of insurance is listed here, along with the operator's insurance company and the amount of insurance.
5. Collection of certificate and registration numbers. This includes NSC, Safety Fitness Certificate, IRP, US DOT, as well as operator information relating to contents and fleet size.
6. Shows where the operator's operations and is useful for statistical analysis.
7. This area houses the Inspection, Accident, Conviction and Overall Thresholds. These threshold levels are rated against other operators in Manitoba. For example, if an operator had a 92 per cent threshold in any area, it would mean that they were worse than 92 per cent of all carriers (of like size). If a carrier had a threshold level of 128 per cent, it means that the carrier is worse than the worst carriers (of like size), by 28 per cent.

Part 2 - Carrier Convictions

Any convictions against the operator or its drivers occurring anywhere in Canada are recorded on the Carrier Profile. These may include moving violations, violations relating to load securement, hours of service and any other violations of The Highway Traffic Act. The convictions are listed in reverse chronological order, and they show the date and jurisdiction where the incident occurred, and the vehicle and driver involved.

Points are assigned for each conviction depending on its seriousness. Some examples are:

- defective equipment on vehicle - 1 point
- failure to maintain and update daily log - 2 points
- driving with a suspended license - 3 points
- operation while impaired - 5 points


Carrier Convictions										
										
Generic Code Description	Section	Ticket Number	Viol. Juris.	Violation Date	Plate Number	Weight	Acc. Inv.	Driver Licence #	Licence Juris.	
1	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE31	MB	19/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	MB
	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE32	MB	18/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	5
2	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE33	MB	17/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	
	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE34	MB	16/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	6
3	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE35	MB	15/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	
	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE36	MB	14/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	7
4	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE37	MB	13/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	
	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE38	MB	12/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	8
	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE39	MB	11/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	
	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE310	MB	10/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	9
	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE311	MB	9/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	
	FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE312	MB	8/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	10
						36				

Footnotes

1. A short summary of the conviction.
2. The jurisdiction where the violation occurred.
3. The ticket number.
4. The section of the HTA or other regulation in which the driver/operator was in violation.
5. The driver license number of the individual that was driving at the time of the violation.
6. How many points are going on the carrier profile as a result of the conviction.
7. The date on which the violation took place.
8. The jurisdiction in which the driver was licensed.
9. The license plate number of the vehicle that was either ticketed or carrying the driver that was ticketed.
10. Describes whether there was an investigation.

Part 3 - Carrier Convictions by Category

This part uses the same convictions as above, but they are organized by category (ex: driving, hours of service, equipment, cargo securement) rather than by date.

Carrier Convictions by Offence Category					
Generic Code	Description	# of Convictions	Weight	Weighted Count	Percentage
1	DRIVERS LIABILITY	DRIVER'S LIABILITY			
	VIOLATION INVOLVING THE USE OF A SEAT BELT; ALLOWING MORE PASSENGERS THAN SEAT BELTS AVAILABLE	1	2	2.00	100%
Totals for DRIVERS LIABILITY		1		2	
Percent of Totals		1%		2%	
	DRIVING	DRIVING			
2	DISOBEY AMBER LIGHT	1	3	3.00	5%
	DRIVING AT SPEED GREATER THAN IS REASONABLE AND PRUDENT; SPEED TOO FAST FOR CONDITIONS	1	2	2.00	3%
	DRIVING WITHOUT DUE CARE AND/OR DRIVING WITHOUT REASONABLE CONSIDERATION FOR OTHERS USING ROADWAY	2	3	6.00	9%
	EXCEED 60 KM/HOUR WHEN PASSING HIGHWAY WORKER	4	2	8.00	13%
3	EXCEEDING POSTED SPEED LIMIT	4	1	4.00	6%
	FAIL TO OBEY TRAFFIC CONTROL DEVICE	6	3	18.00	26%
	FOLLOWING VEHICLE TOO CLOSELY	1	3	3.00	5%
	IMPROPER LANE OR LOCATION	1	2	2.00	3%
	IMPROPER, DANGEROUS OR ILLEGAL TURN; CROSSING A MEDIAN STRIP OR SEPARATION	2	2	4.00	6%
	SPEEDING 1-10 KM/HOUR OVER POSTED LIMIT	1	1	1.00	2%
	SPEEDING 11-20 KM/HOUR OVER POSTED LIMIT	3	1	3.00	5%
	SPEEDING 21-30 KM/HOUR OVER POSTED LIMIT	3	2	6.00	9%
	SPEEDING 31-40 KM/HOUR OVER POSTED LIMIT	1	0	0.00	0%
	SPEEDING 31-40 KM/HOUR OVER POSTED LIMIT	1	3	3.00	5%
	USING HAND-OPERATED ELECTRONIC DEVICE WHILE DRIVING	1	1	1.00	2%
4	Totals for DRIVING	32		64	
	Percent of Totals	48%		51%	

Footnotes


1. Category in which convictions are grouped.
2. Description of each conviction that is common to all jurisdictions. All jurisdictions use common descriptions for all convictions.
3. Points from 1-5 are assigned to each type of offence depending on severity. Not the same as the demerit points on an individual's driver license.
4. Total number of convictions and weighted points within each category.
5. The total of each particular conviction accumulated by all the carrier's drivers over the past 24 months.
6. Number of convictions multiplied by the weight of each offence.
7. Percentage of each conviction within that category, with the total in each category being 100 per cent. Used to calculate Performance Threshold.
8. Percentage of total convictions represented by that category. Cumulative total across all categories is 100 per cent.

Part 4 - CVSA Inspections

Commercial Vehicle Safety Alliance (CVSA) inspections may be conducted anywhere in Canada, the United States and Mexico. All carriers and their drivers are subject to inspections. Inspection results from Canada are recorded in the Carrier Profile.

CVSA Inspections are assigned points as follows:

- pass - 0 points
- fail - 0 points
- out of service - 3 points

Carrier Inspections		Manitoba Infrastructure 						
Weight: Pass=0, Fail=0, Out of Service=3								
Report #	Level	Prov. State	Inspection Location	Inspection Date	Power Unit Plate	Driver Name	Weight Result	
1	MBTEST301	1	MB	Somewhere	19/Feb/2015	22Z001	DOE, JOHN H	3 OOS
	MBTEST302	1	MB	Somewhere	18/Feb/2015	22Z001	DOE, JOHN H	3 OOS
	MBTEST303	1	MB	Somewhere	17/Feb/2015	22Z001	DOE, JOHN H	3 OOS
2	MBTEST304	1	MB	Somewhere	16/Feb/2015	22Z001	DOE, JOHN H	3 OOS
	MBTEST305	1	MB	Somewhere	15/Feb/2015	22Z001	DOE, JOHN H	3 OOS
	MBTEST306	1	MB	Somewhere	14/Feb/2015	22Z001	DOE, JOHN H	3 OOS
	MBTEST307	1	MB	Somewhere	13/Feb/2015	22Z001	DOE, JOHN H	3 OOS
3	MBTEST308	1	MB	Somewhere	12/Feb/2015	22Z001	DOE, JOHN H	3 OOS
	MBTEST309	1	MB	Somewhere	11/Feb/2015	22Z001	DOE, JOHN H	3 OOS
	MBTEST310	1	MB	Somewhere	10/Feb/2015	22Z001	DOE, JOHN H	3 OOS
	MBTEST311	1	MB	Somewhere	9/Feb/2015	22Z001	DOE, JOHN H	3 OOS
4	MBTEST312	1	MB	Somewhere	8/Feb/2015	22Z001	DOE, JOHN H	3 OOS
								36

Footnotes

1. CVSA report number.
2. Level of inspection; can be a Level 1 (full), Level 2 (walk around/driver and truck/trailer), Level 3 (driver only) Level 4 (equipment specific) or Level 5 (facility or site inspection, driver and truck/trailer).
3. Jurisdiction in which the inspection took place.
4. License plate number of the truck or truck tractor inspected.
5. How many points were attributed to the carrier profile as a result of the inspection findings. Pass = 0, Fail = 0. Out of Service (oos) = 3.
6. When the inspection took place.
7. The name of the driver that was driving the vehicle at the time of inspection.
8. Jurisdiction in which the inspection occurred.

Part 5 - CVSA Inspections by Category

This part organizes all the CVSA inspection results into specific categories (ex: driving, brake, lights, exhaust and suspension).

Carrier CVSA Inspection Defects by Category



	Defect Description	Count
1	BRAKES	
	AUDIBLE AIR LEAK, PUSH ROD CHAMBERS, RESERVOIR, COMPRESSOR	15
	FLUID LEAKAGE, LOW LEVEL, LOW PEDAL, WARNING LIGHT	64
	HOSE, LINES, COUPLING, VALVES	1
	LINING, DRUMS, DISCS	2
	SLACK ADJUSTER, CAM SHAFT	1
	Total for Category:	84
COUPLING DEVICES		
	FIFTH WHEEL ASSEMBLY - UPPER / LOWER CRACKS	1
	Total for Category:	1
DANGEROUS GOODS		
	DANGEROUS GOODS	1
	Total for Category:	1
EMERGENCY EXITS / ELECTRICAL (BUSES)		
	EMERGENCY EXITS	1
	Total for Category:	1
EXHAUST		
	LEAK, LOCATION	1
	Total for Category:	1
2	FRAME	
	CROSS MEMBER-BROKEN, SAGGING	1
	Total for Category:	1
LIGHTING EQUIPMENT		
	HEADLAMPS, TAIL LIGHTS, SIGNAL, BRAKE PROJECTING LOAD LAMPS, CLEARANCE	47
	Total for Category:	49
LOAD SECUREMENT		
	SPARE TIRE, DEFECTIVE TIE-DOWNS	66
	Total for Category:	66
STEERING MECHANISM		
	STEERING WHEEL, COLUMN, GEAR BOX	4
	Total for Category:	4
SUSPENSION		
	AXLE PARTS - CRACKED, LOOSE, BROKEN, MISSING	7
	Total for Category:	7
TIRES		
	WORN, CUT, FLAT, MIXED, CRACKED, UNDER-SIZED, INFLATED	29
	Total for Category:	29

Footnotes

1. One of 14 CVSA Inspection categories in which critical defects are grouped.
2. Breakdown of defects within each of the 14 categories.
3. Cumulative total of each defect during all CVSA inspections for that carrier over the past 24 months.
4. Cumulative total of all defects within each category accumulated during all CVSA inspections for that carrier over the past 24 months.

Part 6 - Carrier Accidents

Records of all reportable accidents (those causing injuries or fatalities) are maintained in the Carrier Profile. However, points are only assigned when the driver of the vehicle was at fault.

Points for at-fault accidents are assigned as follows:

- property damage - 2 points
- injury - 4 points
- fatality - 6 points

These points are not the same as those assessed by Manitoba Public Insurance.

Note: U.S. roadside incidents do not count towards a carrier's performance threshold on the carrier profile. However, an MCEO may examine U.S. roadside incidents during a Facility Audit when determining the overall risk of a Manitoba carrier.

Carrier Accidents



Case #	Plate #	Accident Date	Accident Severity	Accident Jurisdiction	# of Injured	# of Fatalities	Weight	Driver Licence #
40163150106000E	PCF560	8/Jan/2015	PROPERTY	QC	0	0	0	XX
20144484260C01	PCV532	9/Dec/2014	PROPERTY	AB	0	0	0	EBINGJ139PJ
NY3P19375910	PCE862	10/Nov/2014		NY	0	0		F25667854571129
334400	PBP193	30/Sep/2014	PROPERTY	MB	0	0	0	ARVINA'091BB
2014045285202	PCS934	24/Sep/2014	PROPERTY	AB	0	0	0	BHAGTJ5091Q8
310802	PCT451	17/Jul/2014	PROPERTY	MB	0	0	0	READ'DMS21KE
40172573	PCS948	1/May/2014	PROPERTY	ON	0	0	2	F06622976690716
299371	PCT438	29/Mar/2014	PROPERTY	MB	0	0	0	VERHAJT233PE
40122218	PCH892	24/Mar/2014	PROPERTY	ON	0	0	2	S4420000670507
M10008922218	PCH876	21/Mar/2014		MI	0	0		KUSHLI'207NU
401461403140003	PCF521	14/Mar/2014	PROPERTY	QC	0	0	0	
MN0140600239---	PBP479	11/Mar/2014	INJURY	MN	0	0	0	ADEYAOS271DZ
1820082.2	PCT433	5/Mar/2014	PROPERTY	SK	0	0	0	157592668
271091	PCH876	22/Feb/2014	PROPERTY	MB	0	0	0	KUSHLI'207NU
2014030734401	PCH718	14/Jan/2014	PROPERTY	AB	0	0	0	06207338
R444924701	PBP362	11/Jan/2014	PROPERTY	BC	0	0	0	06267251
264787	PBE491	7/Jan/2014	PROPERTY	MB	0	0	0	SIDHUNS125NZ
405411401060007	PCF612	6/Jan/2014	PROPERTY	QC	0	0	0	
9094501	PCN883	15/Dec/2013	PROPERTY	NS	0	0	2	802989
30660089	PCG467	7/Nov/2013	PROPERTY	ON	0	0	0	S07176415510209
256200	PBG658	22/Oct/2013	PROPERTY	MB	0	0	0	HAWKIKG489W3
2013175203002	PCJ010	14/Oct/2013	INJURY	AB	0	0	0	782433441001B24
2013030922901	PCR335	8/Oct/2013	INJURY	AB	0	0	0	115431306
255519	PBG658	23/Sep/2013	INJURY	MB	1	0	4	HAWKIKG489W3
2013072693404	PBE772	23/Jul/2013	PROPERTY	AB	0	0	0	TOUREM156MA
30472102	PCF754	10/Jul/2013	PROPERTY	ON	0	0	2	D27667903690105
401361305310001	PCN862	31/May/2013	PROPERTY	QC	0	0	0	DREGEH8363JR
1791367.1	PCR350	24/May/2013	PROPERTY	SK	0	0	0	74650264
20133171382C02	PCH662	15/May/2013	PROPERTY	AB	0	0	0	403394246520602
1801805.1	PCF513	9/May/2013	PROPERTY	SK	0	0	0	CHAUHH310C1

Footnotes

1. Identification number
2. Plate number of the commercial vehicle power unit (truck or truck tractor) involved.
3. Date in which accident occurred.
4. Property (least severe), injury or fatality (most severe)
5. Jurisdiction in which the accident occurred.
6. License number of driver involved.
7. Points are assigned if accident was fault of commercial vehicle driver; property damage (2pts), injury (4pts), fatality (6pts). Not the same as demerit points on an individual's driver license.
8. Total fatalities in all the vehicles involved.
9. Total injuries in all of the vehicles involved.

5.0 Facility Audits and Investigations

A facility audit is used to assess an operator of regulated vehicle's safety performance in the areas of driver qualification, hours of service, vehicle maintenance and transportation of dangerous goods. Facility audits are conducted by facility auditors and the results are used in determining a carrier's safety rating.

Safety Plans

Manitoba recommends that operators of regulated vehicles complete a safety plan to ensure they are meeting safety and vehicle maintenance requirements. A safety plan is a document that outlines all of the safety and vehicle maintenance required to ensure drivers and vehicles are operating safely. Once an operator has had a facility audit conducted, a safety plan becomes a requirement.

A safety plan template has been included as Appendix D in this guide. You may use this template and customize it to your operations.

Selection and Notification

A facility audit may be initiated for a number of reasons, including:

- information based on the operator's performance thresholds
- legitimate complaints or concerns received from the general public, policing agencies and/or the transportation industry
- a wheel-off occurrence
- a collision involving a regulated vehicle
- misuse of the safety fitness certificate
- coercing drivers to exceed the prescribed hours of service regulations
- at the request of the operator for the purpose of adjusting their Manitoba safety fitness rating
- based on random selection

When a facility audit is required, the operator may be given five to ten working days to gather the requested records. There is no requirement to give advance notice. Where an immediate safety concern has been identified, an MCEO may enter the motor carrier's chief place of business and demand the motor carrier present records for examination.

Conducting the Facility Audit

A facility audit is normally conducted at the place of business of the operator of a regulated vehicle.

National Safety Code (NSC) Standard 15 determines the sample size, which is the number of driver and vehicle records included in the audit. A suitable working location for the auditor(s) is required. The facility audit may be completed in a few hours, or may take several days.

The audit reviews the following records:

Driver Files containing records for the previous 24 months on selected driver(s), including:

- driver disclosure of single licence, moving violations, and accidents
- Commercial Driver Record (abstract) and records of review for driver fitness
- copies of Dangerous Goods Training Certification Cards (if applicable)
- records of any corrective action taken when safety violations were identified

Vehicle Maintenance records for the previous 24 months on selected unit(s) including:

- repair invoices/work orders, records of scheduled preventative maintenance
- copies of the Periodic Mandatory Vehicle Inspection Report (also known as a vehicle safety)
- Commercial Vehicle Trip Inspection Report
- CVSA Roadside Inspection Report (if applicable)

Hours of Service records for the previous 6 months including:

- daily logs, electronic recording device logs (or if exempt, timecards)
- trip reports/envelopes or other trip records
- fuel receipts/statements and other supporting documents
- driver payroll
- daily log book self-audit report(s) and corrective action (if applicable)

When violations are found, auditors will make copies of the pertinent documents, either digitally or by making use of the carrier's copying equipment.

Facility Audit Follow-up

The facility auditor will complete an audit report. If no violations are found, no action will be taken, as the operator has demonstrated an acceptable level of compliance.

When violations are found the operator will be provided with the summary of violations report. An appointment will be made for an interview at the Motor Carrier Branch offices. The purpose of the interview is to review the audit and provide the operator with an opportunity to present evidence to refute any of the findings, make comments, or give explanations. The next step will be to discuss the concrete actions necessary to bring the operator into full compliance.

If the minister or delegate (Director, Commercial Vehicle Safety & Permits) is not satisfied that the operator is complying adequately with the acts and regulations, they may:

- require the operator to submit to one or more audits by a third-party auditor
- limit the size of the operator's fleet
- require the operator to institute a safety plan acceptable to the minister
- require the operator to retain a transportation consultant or third party auditor at the operator's expense to develop a safety plan
- adjust the operator's safety fitness rating
- revoke the operator's Safety Fitness Certificate
- impose a monetary penalty up to \$25,000

The operator may appeal any order, action or penalty resulting from an administrative hearing to the Minister.

6.0 Driver Qualification File

Manitoba operators must keep and maintain driver qualification files, containing:

- driver records (abstract)
- single driver’s licence disclosures
- accident and violation disclosures
- annual review of driver fitness
- records of any corrective/disciplinary action
- copies of dangerous goods training materials and certificates
- recommended additional documentation

Each of these is outlined in more detail below. The operator must use the information in the driver qualification file to determine whether a driver is fit to drive. Sample forms are included as an appendix at the end of this guide.

Driver Record (Abstract)	
<p>A driver record (abstract) is available through Manitoba Public Insurance (MPI). It contains a record of the driver’s at-fault accidents, convictions, suspensions, qualifications, personal information and more.</p> <p>A commercial driver record contains the same information as a driver record and additional information related to the operation of a commercial motor vehicle (ex: hours of service violations). Both types of driver records are acceptable, but typically, commercial driver records are used by operators.</p>	
<p>For driver records, the operator must:</p> <ul style="list-style-type: none"> • obtain a driver record for each driver before they begin driving and keep it in the driver qualification file for at least two years (it is recommended that you keep driver records for the term of the driver’s employment) 	<p>For driver records, the driver must:</p> <ul style="list-style-type: none"> • provide his/her driver record to the operator, or sign a waiver allowing the operator to obtain the driver record on his/her behalf

Single Driver’s Licence Disclosure	
<p>A driver may hold only ONE valid driver’s licence and may be licensed in only one jurisdiction.</p>	
<p>For driver’s licence disclosure, the operator must:</p> <ul style="list-style-type: none"> • maintain a record of the driver’s disclosure in the driver qualification file prior to allowing the driver to drive. A photocopy of the driver’s licence is NOT acceptable • keep driver’s licence disclosures for two years (it is recommended that the operator keep the driver’s licence disclosure for the driver’s term of employment) 	<p>For driver’s licence disclosure, the driver must disclose to the operator:</p> <ul style="list-style-type: none"> • the name of the jurisdiction where the driver is licensed • the class of licence held • whether the licence is valid or has been suspended • the name of the driver licensed • whether there has been a suspension, cancellation, prohibition or change to the driver’s licence

Disclosure of Accidents

Operators and drivers have responsibilities related to the disclosure of accidents.

For disclosure of accidents, the operator must:

- maintain a record of the driver's accident disclosures in the driver qualification file

For disclosure of accidents, the driver must:

- disclose any accidents, in writing, to the operator that must be reported under The Highway Traffic Act, (this includes both personal accidents and accidents with the operator's vehicle)

Disclosure of Convictions

Operators and drivers have responsibilities related to the disclosure of convictions. Convictions are a finding by a court that a driver is guilty of a violation of law or regulation relating to the operation of a vehicle.

For disclosure of convictions, the operator must:

- maintain a record of the driver's violation disclosures in the driver qualification file

For disclosure of convictions, the driver must:

- disclose any convictions, in writing, to the carrier that must be reported under The Highway Traffic Act (this includes both personal violations and accidents with the carrier's vehicle), Criminal Code violations, Transportation of Dangerous Goods violations and similar acts in other jurisdictions.

Annual Driver Record Review

Each year, the operator must review the driving record and consider the safety performance of each driver, disclosures of accidents and convictions, daily trip inspection reports and adherence to the hours of service regulations. The review can range from a formal employee appraisal interview to a dated and signed statement on the bottom of the driver record (abstract). The review must include the **date**, a statement that the operator has decided that the driver is fit to continue as a driver for the company, and the **signature** of the person who represented the operator in making the decision.

Annual Driver Record Review *continued*

Each year the operator must:

- obtain a current driver record (abstract) for each driver and review the abstract to ensure the driver is fit to drive
 - obtain an abstract within 12 months of the previous abstract, and conduct the annual driver review within 30 days of the abstract date
- Note: Motor Carrier Branch allows operators to obtain abstracts and conduct annual reviews for all drivers in a specific month each year
- obtain current accident/conviction disclosures
 - maintain records of corrective or disciplinary action
 - maintain records of dangerous goods training materials and certificates

On an ongoing basis, the driver must:

- ensure the operator is kept up-to-date of any changes in the driver's status related to the operation of a regulated vehicle

Records of any Corrective / Disciplinary Action

The operator may establish a program of corrective/disciplinary action and maintain written documentation in each driver file. The program must be consistent with applicable federal and provincial legislation. The operator may outline the policy and procedure of discipline, including the stages up to and including termination. For example, a four-step policy may include:

- a verbal warning
- written warning
- suspension
- termination

The operator should ensure that each step of the policy is known and understood by the driver. As each step of the policy is implemented, the driver should be notified in writing of the next step if the violation reoccurs. The policy must be enforced in a consistent manner.

The operator must document all disciplinary actions taken, including verbal and written warnings, and retain them in the driver qualification file.

Dangerous Goods Training

Every driver who transports dangerous goods must meet the requirements outlined below.

For dangerous goods, the operator must:

- retain a copy of the dangerous goods training certificate for two years after the expiry date. The employer must also keep a record of the training conducted (ex: copy of the exam, copy of the training materials used)

For dangerous goods, the driver must:

- produce a valid certificate of training in the handling and transportation of dangerous goods in Canada, **issued by the current employer**. The certificate of training is valid for three years

Recommended Additional Documentation

It is recommended that the operator include the following information in the driver qualification files:

- application for employment
- reference check(s)
- written test(s)
- road test(s)

Operators whose drivers drive in the United States should ensure they are in compliance with all U.S. requirements (refer to section 9.0 United States General Information, for more information).

7.0 Vehicle Maintenance

Every operator shall systematically inspect, repair and maintain all regulated vehicles subject to its control. There are several steps in establishing a successful vehicle maintenance program:

- periodic mandatory vehicle inspection (also known as a vehicle safety)
- scheduled preventative maintenance
- commercial vehicle trip inspection
- 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 - Vehicle Maintenance Record Forms, for an example). 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 servicing or repair
- description of the type and frequency of regular maintenance and repairs
- current periodic mandatory vehicle inspection - PMVI (also referred to as a vehicle safety)
- records of manufacturers recalls and corrective actions
- records of Commercial Vehicle Safety Alliance (CVSA) inspection reports
- commercial vehicle trip inspection reports

Record Retention:

The carrier must keep the following records for the prescribed duration:

Type of records:	Must be kept for:
Vehicle maintenance	At least two years; 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 certificate (vehicle safety)	<p>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*</p> <p>For all other regulated vehicles – 12 months after the last day of the month it was issued*</p> <p><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></p>

1. Periodic Mandatory Vehicle Inspections(PMVIs)

All classified vehicles must undergo an annual or semi-annual inspection (vehicle safety). These inspections must be conducted by shops that have been authorized under the Drivers and Vehicles Act.

Upon completion of a satisfactory inspection, the mechanic will issue a certificate and affix the PMVI inspection decal to the vehicle. No regulated vehicle may be driven on a highway without a valid inspection decal. A copy of the certificate must be placed in the vehicle file and another copy should be carried in the vehicle.

Type of Vehicle:	Must receive a PMVI:
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 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

2. Scheduled 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 preventative 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, driveshaft, 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

3. Commercial Vehicle Trip Inspection

The Commercial Vehicle Trip Inspection Regulation MR 95/2008 ensures that each regulated vehicle is inspected regularly. Refer to Appendix F for the daily inspection schedule items.

The operator must:

- provide written or electronic copies of the applicable inspection schedules in each vehicle that is to be driven or towed
- ensure that vehicles are inspected as required before being driven
- ensure that defects are repaired
- keep all reports and records of repair for at least six months

The driver must:

- Inspect the vehicle for major and minor defects to items listed on the inspection schedule at least once every 24 hours that the vehicle is in service
- Prepare a written report that includes:
 - o plate number or unit number of each unit inspected
 - o operator's name
 - o date, time and location of the inspection
 - o odometer reading
 - o name of the person conducting the inspection
 - o a statement that the inspection has been conducted in accordance with the requirements
 - o any defects found, or a statement that no defects were found
- Produce the inspection report for the current day upon request of a peace officer:
 - o Minor defects must be reported to the operator and repaired before the next required inspection.
 - o Major defects must be reported to the operator and repaired before the vehicle is driven or towed.

If the driver notices a minor or major defect in the vehicle at any time, the driver must report the defect to the operator and make a record in the inspection report. If any major defect is detected, it must be repaired before the vehicle is driven on a highway.

The regulation lists a number of exceptions to the requirement to complete a commercial vehicle trip inspection.

4. Commercial Vehicle Safety Alliance Inspections (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 scales, at the roadside or at the operator's premises.

Inspections are usually conducted at random. The level of inspection performed may be any one of the following:

- Level 1 - complete inspection of the vehicle and driver
- Level 2 - walk-around inspection of the vehicle and complete inspection of the driver
- Level 3 - complete inspection of the driver only

- Level 4 - special inspection of one or more components
- Level 5 - complete inspection of the vehicle without the driver, usually conducted at the operator's premises

If a vehicle passes a Level 1 or Level 5 Inspection (no defects are found), the inspector will apply a CVSA decal to the vehicle. This decal is valid for up to three months and usually exempts the vehicle from further CVSA inspections during the period of validity, unless a defect is observed.

If defects are found on a vehicle, but they are not serious enough for the vehicle to be placed out-of-service, the operator receives a copy of the inspection form with instructions to have the vehicle repaired prior to its next dispatch.

After all repairs are completed, a copy of the inspection form must be signed by the repair person (mechanic) or the vehicle's owner and forwarded to the Motor Carrier Branch within 14 days of the inspection.

If defects are found that meet the CVSA out-of-service criteria, the vehicle is placed out-of-service. This means the vehicle cannot be driven until the defects have been corrected. If repairs can be completed on-site, the vehicle may be re-inspected after it is repaired and allowed to proceed, providing the out-of-service condition has been corrected.

If the repairs cannot be completed on-site, the vehicle must be moved to the nearest repair facility by a tow truck. The operator must not dispatch the vehicle until all noted defects have been remedied.

After all repairs are completed, the carrier must submit a signed copy of the inspection form to Motor Carrier Branch within 14 days of the inspection date.

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.

8.0 Hours of Service Regulations

Hours of service regulations define maximum driving times and minimum off-duty times for drivers of commercial vehicles (both bus and truck) in Canada. These limits were created to prevent dangerous fatigue-related incidents from happening. Operators of regulated vehicles must include information about hours of service in their safety programs.

The federal Commercial Vehicle Drivers Hours of Service Regulation SOR/2005-313 regulation applies to extra-provincial operators of regulated vehicles that cross a provincial or international boundary on a continuous and regular basis. The regulation applies to the operator's entire fleet, even if some of the drivers only operate point-to-point within Manitoba.

The Driver Hours of Service Regulation (Manitoba Regulation 72/2007) applies to intra-provincial operators whose drivers typically operate within Manitoba. These rules are very similar to the federal hours of service rules, with some minor exceptions noted in this section.

Refer to Appendix I for sample forms to record a driver's time for intra-provincial (Provincial) and inter-provincial (Federal) operators.

Responsibilities of Motor Carriers, Shippers, Consignees and Drivers

Motor carriers, shippers, consignees (receivers), other persons (safety officers; dispatchers), and drivers all have a role in preventing fatigue-related incidents. By law, these parties must take steps to prevent the driver from driving if:

- The driver's faculties are impaired to the point where it is unsafe for the driver to drive.
- Driving would jeopardize the safety of the public, the driver or the employees of the motor carrier.
- The driver is subject to an out-of-service declaration.
- The driver, in doing so, would not be in compliance with the regulations.

Drivers who are in violation of hours of service regulations may be subject to fines as well as being placed out of service.

Convictions under the hours of service regulations will negatively affect a carrier's safety rating. This may result in the carrier being identified for a facility audit. It will also negatively affect a driver's commercial driver record.

It is very important to understand the hours of service requirements. For additional information, the Canadian Council of Motor Transport Administrators (CCMTA) has developed a *Drivers Hours of Service Application Guide*. This guide has many examples of log books and contains answers to frequently asked questions. For more information, visit

http://www.ccmta.ca/images/publications/pdf//HoS_Application_Guide.pdf

Exemptions

Vehicle Exemptions:

The federal and provincial hours of service regulations DO NOT apply to the following vehicles:

- a two or three-axle commercial vehicle transporting primary products of a farm, forest, sea or lake if produced by the operator or the driver; or the return trip, if empty or transporting products used in the principal operation of a farm, forest, sea or lake
- an emergency vehicle
- a vehicle transporting people or goods to provide disaster relief
- a commercial vehicle being driven for personal use if:
 - o it has been unloaded
 - o any trailers have been unhitched
 - o the distance travelled does not exceed 75 km per day, and
 - o the driver records the in the log book the odometer readings at the beginning and end of the personal use

In addition, for intra-provincial operators, the provincial hours of service do not apply to the following types of vehicles:

- a vehicle that is used solely for personal transportation
- a limited-use regulated vehicle that has a registered gross weight less than 6,800 kg and is not operated outside Manitoba
- a farm truck that is registered in the farm trucks registration category
- a municipal transit bus
- a bus that is not a school bus and not used to transport passengers for compensation (ie: a bus owned by a religious institution)
- a hearse
- a Manitoba Hydro utility repair vehicle while responding to an electric power or natural gas service outage or problem that constitutes a danger to persons or property

Log book Exemptions:

The driver is exempt from having to maintain a logbook if all of the following conditions apply:

- the driver operates within a 160 km radius of the home terminal
- the driver returns to the home terminal each day to begin a minimum of eight hours off duty
- the operator maintains accurate and legible records* showing:
 - o the driver's duty status
 - o the driver's elected cycle
 - o the hour at which each duty status begins and ends
 - o the total number of hours spent in each status
- the driver is not driving under a permit

** Note: for operators following the provincial hours of service regulation, records requirements are slightly different and should include the driver's daily hours of on-duty time, including the time each work shift starts and ends*

The exemption only applies to the log book requirement. The driver must still be in compliance with the Hours of Service Regulations. The operator must retain the time records for at least six months.

A driver who is exempt from the log book requirement, but has to travel outside the 160 km radius, must maintain a log for that trip and carry with them a record of their on-duty and off-duty hours for the previous 14 days.

Emergency Conditions Exemptions:

Hours of service limitations may be extended for a driver who requires more driving time in an emergency. This allows the driver to reach the first destination that provides safety for the occupants of the commercial vehicle and for other users of the road or the security of the commercial vehicle and its load. The driver must stop at the first place of safety. A driver who uses this exemption must write that they have done so in the remarks section of their daily log.

Adverse Driving Conditions Exemption

A driver who encounters adverse driving conditions may extend the permitted driving time and reduce the two hours of daily off-duty time by the amount of time needed to complete the trip if:

- The driving, on-duty and elapsed time in the elected cycle are not extended more than two hours.
- The driver still takes the required eight consecutive hours of off-duty time.
- The trip could have been completed under normal driving conditions.
- The adverse driving conditions were not known or could not have been reasonably known by a driver or carrier before the driver began driving

Adverse driving conditions are defined as snow, sleet, fog, or other adverse weather or road conditions.

Winter Road Permits Exemption

Winter roads permits are issued to extend the driving time while a commercial driver is on the winter road system in Manitoba. The permit allows the driver to drive in excess of the 13 hours driving and the 14 hours on-duty limitations while on the winter road system and for up to four hours after leaving the winter road system in order to reach the home terminal or a safe place to rest. A driver must take at least eight consecutive hours of off-duty time before exceeding these limits. Drivers must maintain log books (use the remarks section to note winter roads) and must produce documentation showing the delivery point on the winter road system.

Driver Duties

A driver's time can be classified as on-duty or off-duty. In the regulations, on-duty time begins when a driver begins work or is required by the operator to be available for work. This period ends when the driver stops working.

On-duty time includes driving time and time spent by the driver:

- inspecting, servicing, repairing, conditioning, fueling, or starting a commercial vehicle
- travelling in a commercial vehicle as a co-driver, when the time is not spent in the sleeper berth
- participating in the loading/unloading of a commercial vehicle
- inspecting or checking the load of a commercial vehicle
- waiting for a commercial vehicle to be serviced, loaded, unloaded or dispatched
- waiting for a commercial vehicle or its load to be inspected
- waiting at an en-route point because of a collision or other unplanned occurrence
- performing any work for any motor carrier
- resting in or occupying a commercial vehicle for any other purpose except:
 - o time spent travelling as an off-duty passenger
 - o time spent in the sleeper berth
 - o time spent in a stationary commercial vehicle to satisfy off-duty time requirements

Off-duty time means any period other than on-duty time, including sleeper berth time.

Log Books

Operators must ensure their drivers maintain accurate records of their duty status time for each calendar day. These times must be recorded in a log book or on a record of duty status (the record kept when all criteria are met for the log book exemption).

A driver must:

- maintain a daily log for each day that accounts for all of the driver's on-duty time and off-duty time
- turn in the original daily logs and supporting documents to the carrier within 20 days (a driver who is employed with two or more operators must submit all logs to both carriers)
- not keep more than one daily log for any day
- not enter inaccurate information in a daily log
- not falsify, mutilate or deface a daily log or any supporting documents
- have in their possession a log for the current day and the previous 14 days and any supporting documents for the current trip
- produce these records at the request of an inspector

An operator must:

- ensure every driver maintains daily logs as required
- ensure that drivers turn in the original daily logs and supporting documents within 20 days, and keep them on file, in chronological order for each driver, at the operator's principal place of business, for at least six months
- ensure that the required records are kept for drivers who are exempt from the daily log requirement and retained for at least six months
- not request, require or allow any driver to keep more than one daily log for any day
- not request, require or allow any person to enter inaccurate information in a daily log
- not request, require or allow any person to falsify, mutilate or deface a daily log or any supporting documents
- monitor driver compliance and take remedial action when non-compliance is observed
- record the dates on which the non-compliance occurred, and the date and description of the action taken

Required Information on the Daily Log:

At the start of the day, the driver must record:

- date
- start time of the driver's day using the local time at the driver's home terminal (if other than midnight)
- the name/address of the driver's home terminal (for each carrier worked for in that day)
- name of the driver (and co-driver, if applicable)
- the cycle the driver is following
- the vehicle's unit or licence plate number
- the odometer reading of the vehicle
- in the remarks section, the driver must indicate whether the deferral exemption was used, and whether the driver is on Day 1 or Day 2 if the deferral was used

During the day, the driver must record:

- in the remarks section, the driver must indicate the name of location where each change of duty occurred and whether the driver used any exemptions

At the end of the day, the driver must record:

- the driver's signature
- the total distance driven that day
- the total hours for each duty status that day
- the odometer reading of the vehicle

If the driver was not required to keep a daily log the day before, the driver must enter his/her on-duty and off-duty time for the previous 14 days in the remarks section.

Daily Logs – Graph Grids

Log book data must be completed on a graph grid so that each piece of required information is recorded accurately. The grid is filled out in a way that ensures all of the driver's hours are accounted for in each of the four duty statuses. See the forms appendix for a daily log form.

Instruction for Filling in a Log Grid:

1. For each duty status:
 - a) Mark the beginning time and the end time.
 - b) Draw a continuous line between the time markers.
2. Record the full name of the municipality (no abbreviations) or give the location on a highway or in a legal sub-division and the name of the province or state where a change in duty status occurs.
3. If the driver is engaged in making deliveries in a municipality that result in a number of periods of driving time being interrupted by a number of short periods of other on-duty time, the periods of driving time may be combined and the periods of other on-duty time may be combined.
4. Enter on the right of the grid the total number of hours of each period of duty status, which total must equal 24 hours.

Electronic Recording Device

An electronic recording device may be used instead of a manual log, provided the device is capable of recording and displaying all the required information. The device must automatically record when it is disconnected and reconnected and keep a record of the times and dates of these occurrences.

Upon request of an inspector, the driver must be prepared to complete manual logs using the information stored in the device. This means the driver must have blank daily log forms in the commercial vehicle. Any hard copy of the daily log that is generated from the information stored by the device must be signed by the driver, attesting to its accuracy.

Drivers must operate an electronic recording device in accordance with s. 83 of the Commercial Vehicle Drivers Hours of Service Regulation (SOR/2005-313).

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-313/page-5.html#h-42>

Driving Limitations and Rest Requirements

There are three types of limitations that apply to a driver's time – (**daily limits**), (**work shift limits**) and (**cycle limits**). It is the driver's responsibility to comply with all three limitations at all times. Operators must be aware of these limitations. Fatigued drivers pose a great risk to themselves and all motorists around them and must not operate a commercial vehicle in a fatigued state.

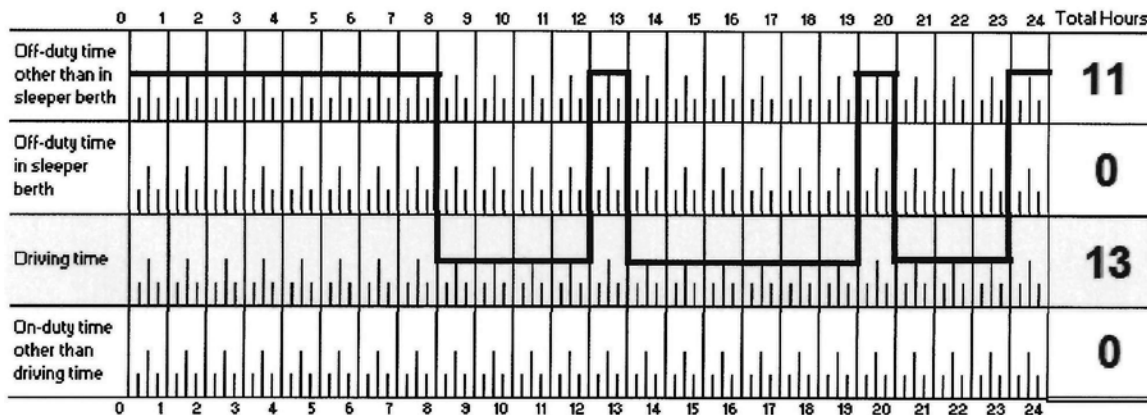
1. Daily Limits:

A day is a 24-hour period designated by the operator. It is usually midnight-to-midnight, but the operator may designate any 24-hour period. Once designated, it cannot change, except with a Cycle Reset (see below). The driver must record the hour of the day when work begins on their log grid.

Rules that apply to a driver's day include the 13-hour rule, the 14-hour rule and the 10-hour rule.

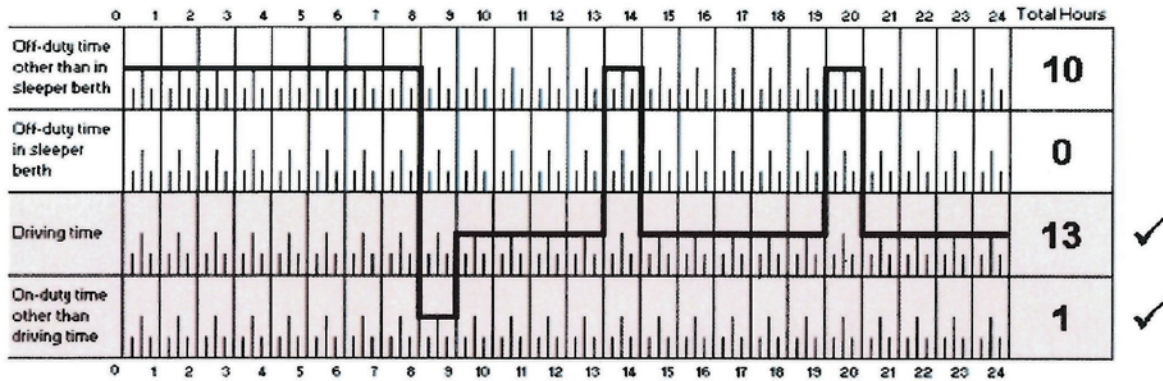
The 13-Hour Driving Time in a Day Rule

A driver cannot drive a commercial vehicle more than 13 hours in a day, and the operator may not request, require or allow a driver to do so. They may drive again after they have taken 8 consecutive hours of off-duty time.



The 14-Hour On-Duty in a Day Rule

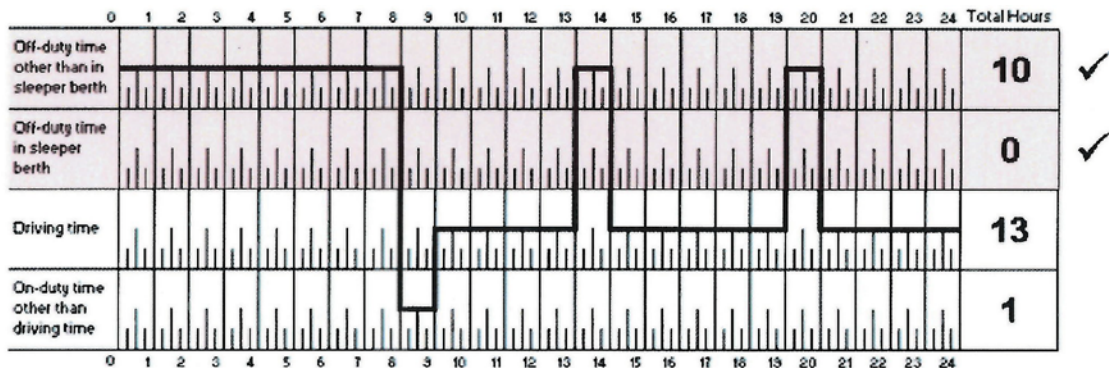
A driver cannot drive a commercial vehicle if they have accumulated 14 hours of on-duty time in a day, and the operator may not request, require or allow a driver to do so.



The 10-Hour Off-Duty in a Day Rule

A driver must have at least 10 hours of off-duty time in a day.

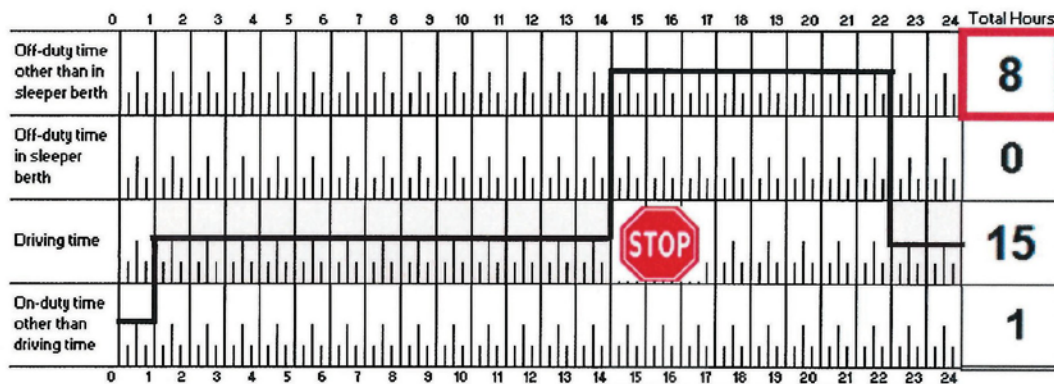
At least eight of these hours must be consecutive—this constitutes what is known as a **core rest**. The other two hours may be taken throughout the day in blocks of at least 30 minutes each.



Deferral of Off-Duty Time

If a driver chooses to use this provision, the driver can defer up to two hours off-duty to the following day. This deferral option must be declared in advance and can be used every second day as long as all the following conditions are met:

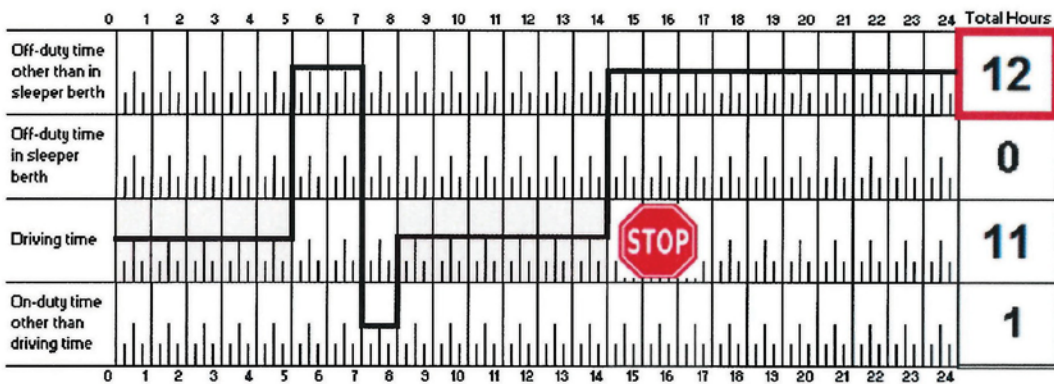
- the time deferred is not part of the mandatory eight consecutive hours on the first day
- the deferred off-duty time is added to the eight consecutive hours off-duty on the second day
- the total off-duty time in the two days is at least 20 hours
- the total driving time in the two days does not exceed 26 hours
- the driver declares in the remarks section of the log that the driver is using the provision and clearly indicates whether it is day one or day two



Remarks: Deferral of off-duty time used - Day 1

STOP driving after 13 hours

2 hours of off-duty time missing on Day #1 gets added to off-duty time on Day #2



Remarks: Deferral of off-duty time used - Day 2

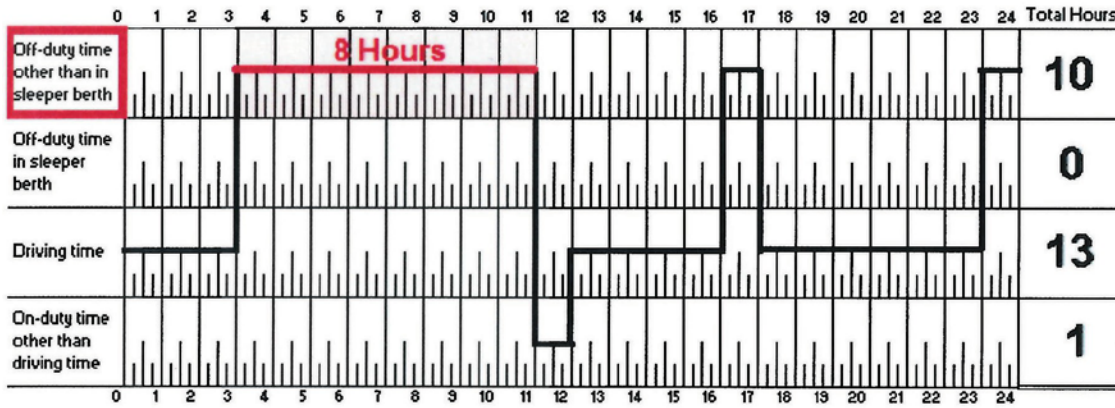
2. Work Shift Limits:

A work shift is the period of time that a driver is on the job. The work shift begins when a driver performs any activity for the operator and ends when the driver stops for a period of rest which lasts for at least eight consecutive hours.

Rules that apply to a driver's shift include the 13-hour work shift rule, the 14-hour work shift rule, the 16-hour work shift rule and the eight consecutive hours of rest rule.

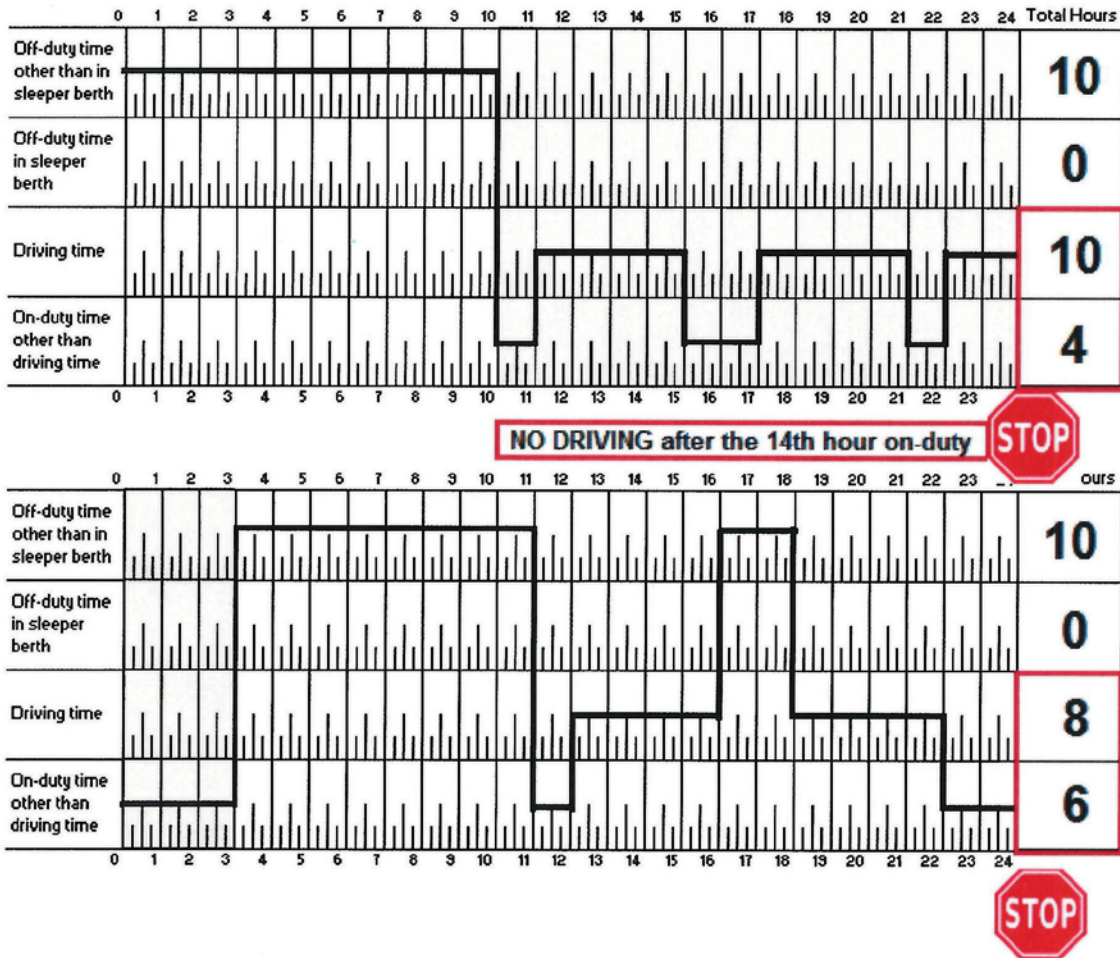
The 13-Hour Driving Time in a Work Shift Rule

A driver may not drive a commercial vehicle after they have already driven 13 hours in a work shift and the operator may not request, require or allow a driver to do so. They may drive again after they have taken eight consecutive hours of off-duty time.



The 14-Hour On-Duty in a Work Shift Rule

A driver may not drive a commercial vehicle after they have accumulated 14 hours of on-duty time in a work shift. They may drive again after they have taken eight consecutive hours of off-duty time.



The 16-Hour Elapsed Time in a Work Shift Rule

A driver may not drive a commercial vehicle after 16 hours of time have elapsed since the driver started a work shift. The clock starts at the end of the most recent period of eight or more consecutive hours of off-duty time.

The Eight Consecutive Hours of Rest Rule

A driver must have eight consecutive hours of off-duty time between work shifts. The eight consecutive hours of off-duty time may be a combination of off-duty and sleeper berth time. A driver may also take the eight consecutive hours in the sleeper berth.

3. Cycle Limits:

There are two driving cycles - Cycle 1 and Cycle 2. A driver must declare on the daily log which cycle is being used. A driver cannot switch from one cycle to the other without a **Cycle Reset** as described below.

The 24-hour Off-Duty Rule

A driver must take at least 24 consecutive hours off-duty every 14 days. The operator must ensure the driver does so.

Cycle 1

A driver who is driving under Cycle 1 may not drive after accumulating 70 hours on-duty in any period of seven days, and the operator may not request, require or allow a driver to do so.

Cycle 2

A driver who is driving under Cycle 2 may not drive after accumulating 120 hours on-duty in 14 days, and the operator may not request, require or allow a driver to do so.

The driver must take at least 24 consecutive hours off-duty before completing the 70th hour of on-duty time.

Cycle Reset

A driver may choose to end the current cycle and begin a new cycle, resetting the accumulated hours to zero. A driver is not required to reset the cycle unless the designated day is being changed or the driver wants to switch to a different cycle.

A driver who wishes to end the current Cycle 1 and begin a new cycle must take at least 36 consecutive hours off-duty.

A driver who wishes to end the current Cycle 2 and begin a new cycle must take at least 72 consecutive hours off-duty.

If an operator wishes to change the designation of the driver's day (for example, defining a day as being from noon-to-noon, rather than midnight-to-midnight), the driver must reset and begin a new cycle.

4. Other Rules - Splitting of Daily Off-Duty Time for Single Drivers and Team Drivers

A **single driver** driving a commercial vehicle fitted with a sleeper berth may accumulate the mandatory off-duty time in two periods if:

- Neither period of off-duty time is shorter than two hours.
- The total of the two periods of off-duty time is at least 10 hours.
- All of the off-duty time is spent resting in the sleeper berth.

- The total driving time immediately before and after each off-duty period does not exceed 13 hours.
- The total on-duty time immediately before and after each off-duty period does not include any driving after the 14th hour.
- The total elapsed time immediately before and after each off-duty period does not include any driving after the 16th hour.
- The driver is not using the deferral provision.

A team of drivers driving a commercial vehicle fitted with a sleeper berth may accumulate the mandatory off-duty time in two periods if:

- Neither period of off-duty time is shorter than four hours.
- The total of the two periods of off-duty time is at least eight hours.
- All of the off-duty time is spent resting in the sleeper berth.
- The total driving time immediately before and after each off-duty period does not exceed 13 hours.
- The total on-duty time immediately before and after each off-duty period does not include any driving after the 14th hour.
- The total elapsed time immediately before and after each off-duty period does not include any driving time after the 16th hour after coming on-duty.
- The driver takes two additional hours off-duty in order to comply with the 10-hour rest rule.
- None of the off-duty time is deferred to the next day.

9.0 United States General Information

The following section contains basic information for motor carriers and operators of regulated vehicles operating in the United States. Operators should visit the U.S. Department of Transportation's (USDOT's) Federal Motor Carrier Safety Administration (FMCSA) website to verify this information on a regular basis as this information can change at any time.

Important: Operators must ensure that they know and understand the requirements of the jurisdictions where they are operating. The FMCSA website has an interactive map which allows operators to click on a U.S. state and obtain links to U.S. state-specific regulatory information.

www.fmcsa.dot.gov

In addition, the FMCSA publishes a guide called *A Motor Carrier's Guide to Improving Highway Safety*, which is available on-line. It outlines in detail regulatory requirements for operating in the U.S.

New Entrant Safety Assurance Program

If you are a new operator that intends to obtain a USDOT identification number to operate within the U.S., the New Entrant Safety Assurance Programs will affect you. A new entrant is monitored for the first 18-months of operation to ensure that they are operating safely, maintaining up-to-date records, conducting periodic inspections and performing maintenance on vehicles. They must also pass a safety audit. Visit the FMCSA website for more information.

Hours of Service

While driving in the United States, drivers must comply with the Hours of Service Regulation as outlined in the Federal Motor Carrier Safety Regulations, Part 395. Drivers must also ensure that when they re-enter Canada, they are in compliance with Canadian requirements.

A summary of the Hours of Service Regulations can be found at:

<https://www.fmcsa.dot.gov/regulations/hours-service/summary-hours-service-regulations>

In the United States, hours of service rules differ between drivers that transport property and those that transport passengers. For property-carrying drivers, a driver may drive a maximum of 11 hours after ten consecutive hours off duty. A driver may not drive beyond the 14th hour after coming on-duty, following 10 hours off-duty. There are additional requirements for rest breaks.

A driver may not drive after 60 hours on-duty in seven consecutive days, or 70 hours on-duty in eight consecutive days. A driver may restart a seven or eight consecutive-day period after taking 34 or more consecutive hours off-duty.

Controlled Substance and Alcohol Testing

Generally, all persons who operate commercial motor vehicles in the U.S. are subject to U.S. Department of

Transportation drug and alcohol testing under Part 395 of the Federal Motor Carrier Safety Regulations. Because these requirements change regularly, please visit the U.S. Federal Motor Carrier Safety Administration website for the most up-to-date information.

<https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing-program>

Medical Reciprocity

A Canadian driver who holds the proper license for the vehicle/vehicle combination being operated is not required to possess separate proof of medical certification to operate in the United States.

Important note: The U.S. does not allow drivers requiring insulin injections or having limited use of one eye to operate commercial vehicles.

SAFER System

The Safety and Fitness Electronic Records (SAFER) System offers company safety data to industry, roadside vehicle inspectors/stations, and the public over the Internet. Access is provided free of charge to the company snapshot, a concise electronic record of a company's identification, size, commodity information and safety record, including the safety rating (if any), roadside out-of-service inspection summary, and crash information. The company snapshot is available via an ad-hoc query (one operator at a time).

For more information, visit the SAFER website:

<http://safer.fmcsa.dot.gov/CompanySnapshot.aspx>

Appendix A List of Abbreviations and Definitions

List of Abbreviations

CCMTA	Canadian Council of Motor Transport Administrators
CVDHSR	Commercial Vehicle Driver's Hours of Service Regulation
(Federal) CVSP	Commercial Vehicle Safety and Permits
CVTI	Commercial Motor Vehicle and Trailer Trip Inspection
Regulation CPS	Carrier Profile System
CT	Commercial truck
CV	Commercial vehicle
C-SNAP	Carrier Snapshot
CVSA	Commercial Vehicle Safety Alliance
DHOS	Driver Hours of Service Regulation
(Provincial) ELD	Electronic Logging Device
EOBR	Electronic On-Board Recorder
FA	Facility Audit
FMCSA	Federal Motor Carrier Safety Administration
(U.S.) FRP	Full Reciprocity Plan
GDL	Graduated Driver Licensing
GVWR	Gross Vehicle Weight Rating
HOS	Hours of Service
HTA	Highway Traffic Act
IFTA	International Fuel Tax Agreement
IRP	International Registration Plan
LCT	Limited-use commercial truck
MCB	Motor Carrier Branch
MCEO	Motor Carrier Enforcement Officer
MCEP	Motor Carrier Enforcement Program
MCSP	Motor Carrier Safety Program
MPI	Manitoba Public Insurance
MTA	Manitoba Trucking Association
MTB	Motor Transport Board
MVTA	Motor Vehicle Transport Act 1987
NSC	National Safety Code
PMVI	Periodic Mandatory Vehicle Inspection, also known as a "Vehicle Safety"
RCMP	Royal Canadian Mounted Police
RGVW	Registered Gross Vehicle Weight
SAFER	Safety and Fitness Electronic Records
System SFC	Safety Fitness Certificate
TDG	Transportation of Dangerous Goods
WPS	Winnipeg Police Service

Definitions

Glossary	Definition	Legislation where found
Average Fleet Size	The average number of Manitoba-plated regulated vehicles (excluding trailers) under the operator's responsibility over the preceding 24 months	
Bus	means a motor vehicle that is designed to carry 11 or more persons including the driver	Highway Traffic Act
Carrier	A person who owns, leases or is responsible for the operation of a regulated vehicle for the purpose of transporting passengers or goods	
ERAP (Emergency Response Assistance Plan)	An ERAP or Emergency Response Assistance Plan is a plan that describes what is to be done in the event of a transportation accident involving certain higher risk dangerous goods. The ERAP is required by the Transportation of Dangerous Goods Regulations (TDGR) for dangerous goods that require special expertise and response equipment to respond to an incident.	TDG Regulation (SOR/2017-253)
Extra-provincial carrier	An operator that crosses a provincial or international boundary on a continuous and regular basis.	
Farm truck	means a truck owned by a farmer and designed primarily to transport cargo and not passengers	Highway Traffic Act

<p>Gross Vehicle Weight Rating (GVWR)</p>	<p>means the gross vehicle weight rating of a vehicle (a) specified by the vehicle manufacturer, or if no rating is specified by the vehicle manufacturer, specified by the registrar under section 322.3 of The Highway Traffic Act</p>	<p>Highway Traffic Act</p>
<p>Intra-provincial carrier</p>	<p>An operator who does not meet the definition of an extra-provincial carrier</p>	
<p>Operator</p>	<p>(a) means a person who (i) owns the vehicle, alone or together with another person, or is entitled to be its registered owner under <i>The Drivers and Vehicles Act</i>, (ii) is engaged in an enterprise or activity as part of which the vehicle is used for the transportation of persons or property (not including personal transportation), whether or not the vehicle's use results in a specific gain or compensation, or (iii) has control over when, how and by whom the vehicle is used in the enterprise or activity, whether or not that control is exercised; and (b) excludes the driver of the vehicle unless they meet at least one of the criteria set out in clause (a).</p>	<p>Highway Traffic (General) Regulation</p>

National Safety Code (NSC)	The NSC is a code of minimum performance standards, applying to all persons responsible for the safe operation of regulated vehicles	
Peace officer	means (a) any member of the Royal Canadian Mounted Police Force and any other police officer, police constable, constable, or other person employed for the preservation and maintenance of the public peace, and (b) any person lawfully authorized to direct or regulate traffic, or to enforce an Act or traffic by-laws or regulations	Highway Traffic Act
Regulated vehicle	means subject to the regulations (a) a motor vehicle, or trailer with a registered gross weight of 4,500 kg or more, or (b) a bus	Highway Traffic Act
Safety rating	means an evaluation, developed in accordance with NSC standard 14, of an operator's safety performance	

Appendix B Contacts

MOTOR CARRIER BRANCH CONTACT INFORMATION

General Inquiry 204-945-3890
Winnipeg 1-877-340-9068

Address: Unit C – 1695 Sargent Avenue
Winnipeg, MB R3H 0C4

Email: motorcarrier@gov.mb.ca

	Phone	Fax	Email
Permits	1-877-812-0009 204-945-3961	204-945-6499	permitservices@gov.mb.ca
Audits & Investigations	204-945-2319	204-948-2277	
Carrier Profile/Carrier Snapshot (C-SNAP)	204-945-5897	204-948-2078	
Safety Fitness Certificates/Insurance Filing	204-945-5322	204-948-2078	sfc@gov.mb.ca
Trucking Productivity Improvement Fund (TPIF)	204-945-3961	204-948-2277	tpifprogram@gov.mb.ca
(CVSA) Vehicle Inspection Reports	204-945-3891	204-948-2078	inspectionreport@gov.mb.ca

Permanent Weigh Stations

	Phone	Fax
Carroll	204-483-5050	204-483-5044
Emerson	204-373-2779	204-373-2309
Headingley	204-889-3836	204-832-2718
Otterburne	204-388-9355	
Rosser	204-633-2167	
The Pas	204-627-8294	
Thompson	204-677-6481	
West Hawk Lake	204-349-2206	204-349-2934

Others

	Phone	Fax	Email
Manitoba Courts	204-945-2852	204-945-1260	
Canada Transportation of Dangerous Goods	1-888-226-8832	613-993-5925	tdg-tmd@tc.gc.ca
Manitoba Trucking Association (MTA)	204-632-6600	204-694-7134	info@truckingmb.ca

MOTOR CARRIER WEBSITE:

<https://www.gov.mb.ca/mit/mcd/index.html>

Links to:

- Enforcement
- Permits and Development
- Safety
 - ❖ A Guide to Transportation Safety
 - ❖ Carrier Profile
 - ❖ Carrier Snapshot (C-SNAP)
 - ❖ Safety Fitness Certificates

Others

Manitoba Courts - <http://www.manitobacourts.mb.ca/>

Canada Transportation of Dangerous Goods - <https://www.tc.gc.ca/eng/tdg/safety-menu.htm>

Manitoba Trucking Association - <https://www.trucking.mb.ca/>

Updated: February 27, 2019

Weigh Stations

Map #	Highway Number	Location	Permanent scale site	Digital display readout/ self weighing	Variable staffing	Built to standard lanes	Portable scales	Compounds storage facilities	Phone facilities	Fax capabilities	Compliance information available	Washrooms
1	PTH 1 (east bound)	West of Virden			✓	✓	✓					
2	PTH 1 (west bound)	West of Brandon	✓	✓	✓	✓						
3	PTH 1	Headingley Phone: 204-889-3836	✓	✓	✓			✓	✓	✓	✓	✓
4	PTH 1	Manitoba-Ontario Border (West Hawk Lake) Phone: 204-349-2206	✓	✓	✓			✓	✓	✓		✓
5	PTH 2	Jct of PTH 10 (Carroll) Phone: 204-483-5050	✓	✓	✓	✓			✓	✓	✓	✓
6	PTH 5	Jct of PR 276 (Ste Rose Du Lac)			✓		✓					
7	PTH 6 (north bound)	North of Warren	✓	✓	✓	✓						
8	PTH 6	Thompson Phone: 204-677-6481	✓	✓	✓				✓		✓	
9	PTH 7	Jct of PTH 101 (near Rosser) Phone: 204-633-2167	✓	✓	✓	✓		✓	✓	✓	✓	✓
10	PTH 10	South of Dauphin	✓	✓	✓						✓	
11	PTH 10	North of The Pas Phone: 204-627-8294	✓	✓	✓				✓	✓	✓	✓
12	PTH 14 (west bound)	2 km east of Jct of PTH 3	✓	✓	✓	✓						
13	PTH 14 (east bound)	2 km east of Jct of PTH 3	✓	✓	✓	✓						
14	PTH 16 (east bound)	West of PTH 10 (Minnedosa)	✓	✓	✓	✓						
15	PTH 39	8 km west of PR 392			✓		✓					
16	PTH 52	Jct of PTH 59	✓	✓	✓	✓		✓			✓	✓
17	PTH 60	Jct of PTH 10			✓		✓					
18	PTH 75	Canada-USA border (Emerson) Phone: 204-373-2279	✓	✓	✓			✓	✓	✓	✓	✓
19	PTH 75 (north bound)	Jct of PR 210			✓		✓					

Manitoba Public Insurance

www.mpi.mb.ca

Contact Centre

Phone: 204-985-7000
Outside Winnipeg
Toll Free: 1-800-665-2410

Deaf Access TTY/TDD

Phone: 204-985-8832

Official Mailing Address:

Manitoba Public Insurance
Box 6300
Winnipeg, MB R3C 4A4

Official Delivery Address:

Manitoba Public Insurance
Box 6300
Room B100, 234 Donald Street
Winnipeg, MB R3C 4A4

MPI Service\Claim Centres

Arborg Service Centre

Box 418, 323 Sunset Boulevard
Arborg, MB R0C 0A0
Toll Free: 1-800-665-2410

Beausejour Service Centre

Box 100A, 848 Park Avenue
Beausejour, MB R0E 0C0
Toll Free: 1-800-665-2410

Brandon Service Centre

731-1st Street
Brandon, MB R7A 6C3
Toll Free: 1-800-665-2410

Dauphin Service Centre

Box 3000, 217 Industrial Road
Dauphin, MB R7N 2V5
Toll Free: 1-800-665-2410

Flin Flon Claim Centre

Box 250, 8 Timber Lane
Flin Flon, MB R8A 1M9
Toll Free : 1-800-665-2410

Portage La Prairie Service Centre

Box 1150, 2007 Saskatchewan Avenue West
Portage la Prairie, MB R1N 3J9
Toll Free: 1-800-665-2410

Selkirk Service Centre

Box 280, 1008 Manitoba Avenue
Selkirk, MB R1A 2B2
Toll Free: 1-800-665-2410

Steinbach Service Centre

91 North Front Drive
Steinbach, MB R5G 1X2
Toll Free: 1-800-665-2410

Swan River Claim Centre

Box 1959, 125-4th Avenue North
Swan River, MB R0L 1Z0
Toll Free: 1-800-665-2410

The Pas Claim Centre

Box 9100, 424 Fischer Avenue
The Pas, MB R9A 1R5
Toll Free: 1-800-665-2410

Thompson Service Centre

Box 760, 53 Commercial Place
Thompson, MB R8N 1N5
Toll Free: 1-800-665-2410

Winkler Service Centre

Box 1990, 355 Boundary Trail
Winkler, MB R6W 4B7
Toll Free: 1-800-665-2410

Cityplace Service Centre

234 Donald Street (Cityplace)
Winnipeg, MB R3C 4A4
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Bison Drive Service Centre

15 Barnes Street (at Bison Drive)
Winnipeg, MB R3T 2H9
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Gateway Road Service Centre

40 Lexington Park (at Gateway Road)
Winnipeg, MB R2G 4J1
Phone: 204-985-7000
Toll Free: 1-800-665-2410

King Edward Street Service Centre

125 King Edward Street East
Winnipeg, MB R3H 0V9
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Main Street Service Centre

1284 Main Street
Winnipeg, MB R2W 3T3
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Pacific Avenue Service Centre

1103 Pacific Avenue
Winnipeg, MB R3E 1G7
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Pembina Highway Service Centre

420 Pembina Highway
Winnipeg, MB R3L 2E9
Phone: 204-985-7000
Toll Free: 1-800-665-2410

St. Mary's Road Service Centre

930 St. Mary's Road
Winnipeg, MB R2M 4A8
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Commercial Vehicle Safety Alliance (CVSA)

Unit C, 1695 Sargent
Avenue Winnipeg, MB
R3H 0C4 Phone: 204-945-
3890
Fax: 204-945-2078
Website: www.cvsa.org

Royal Canadian Mounted Police

"D" Division Headquarters
1091 Portage Avenue
Winnipeg, MB R3G 0R9
Phone: 204-983-5420
Website: www.rcmp.gc.ca/mb

Transport Canada (Prairie and Northern Region)

To Connect To All Services

Phone: 204-983-3152
Toll free: 1-888-463-
0521 Website:
www.tc.gc.ca Email:
pnrweb@tc.gc.ca

Transportation of Dangerous Goods

344 Edmonton Street
Winnipeg, MB R3C 0P6
Toll free: 1-888-463-
0521

Motor Vehicle Safety Services- General Enquiries

Toll free: 1-800-333-
0371 Email: [mvs-
sa@tc.gc.ca](mailto:mvs-sa@tc.gc.ca)

Motor Vehicle Safety Services- Defects and Recalls

Toll free: 1-800-333-0510
Email: [defectsandrecalls-defautsetrappels@tc.gc.ca](mailto:defectsandrecalls-defaultsetrappels@tc.gc.ca)

Other Jurisdictions: Regulations and Enforcement

British Columbia

Commercial Vehicle Safety and Enforcement (CVSE)
PO Box 9250 STN PROV GOVT
Victoria, BC V8W 9J2
Phone: 250-952-0577
Fax: 250-952-0578
www.th.gov.bc.ca/cvse/

Motor Carriers Permits and Inquiries

Phone: 1-800-559-9688
Email: PPCPERMIT@gov.bc.ca

Alberta

Commercial Transportation

Main Floor, Twin Atria Building
4999 – 98 Avenue
Edmonton, AB T6B 2X3
Phone: 780-427-8901 (dial Toll Free 310-0000)
Fax: 780-422-2721
Website: www.transportation.alberta.ca
Email: Vehicle.Safety@gov.ab.ca

Central Permit Office

Toll free in North America 1-800-662-7138
Local call: 403-342-7138
Fax: 403-340-5278

Saskatchewan

Trucking

Toll free: 1-866-933-5290 or 306-933-5290 (outside of Saskatchewan)
Fax: 306-933-5276
www.highways.gov.sk.ca/trucking/
Email: cveinquiryline@gov.sk.ca

SGI Permit Office

Toll free: 1-800-667-7575 (Within Saskatchewan)
Phone: 306-775-6969 (Outside of Saskatchewan)

Ontario

Carrier Safety and Enforcement Branch

301 St. Paul Street, 3rd Floor
St. Catharines, ON L2R 7R4
Phone: 1-800-387-7736 ext. 6300 (within Ontario) or
416-246-7166 ext. 6300
Fax: 905-704-2039 or 905-704-2525
Website: www.mto.gov.on.ca/english/trucks

Ontario Permit Office

Ph: 416-246-7166 ext. 6306 or 1-800-387-7736 ext. 6306
Fax: 905-704-2545
Email: oo.permits@ontario.ca

Quebec

Commission Des Transports

200 Chemin Sainte-Foy 7th floor
Québec (Québec) G1R 5V5
Phone: Montreal area: 514-873-6424
Phone: All other areas: 1-888-461-2433
Fax: 514-873-4720 or 418-644-8034
Website: www.ctq.gouv.qc.ca

New Brunswick

Motor Carrier License and Permit

Kings Place
P.O. Box 6000
Fredericton, NB E3B 5H1
Phone: 506-453-3939
Fax: 506-453-2900
Website: www.gnb.ca/Transportation
Email: Transportation.Web@gnb.ca or Special.Permits@gnb.ca

Newfoundland

Motor Registration Division

P.O. Box 8710
St. John's, NL A1B 4J5
Phone: 1-877-636-6867
Website: www.servicenl.gov.nl.ca/drivers
Email: mrinfo@gov.nl.ca

**Nova Scotia
Commercial Vehicle Safety and
Compliance**

Johnston Building
1672 Granville St.,
Halifax, NS
Phone: 902-424-2297 or 902-424-3588
Toll Free: 1-888-432-3233
Website: www.novascotia.ca/tran/trucking/
Email: tpwpaff@gov.ns.ca or aisthonl@gov.ns.ca

**Prince Edward Island
Highway Safety Division**

33 Riverside Drive
Charlottetown, PE
120 Harbourside Drive
Summerside, PE
Phone: 902-368-5228
Fax: 902-368-5236
Website: www.gov.pe.ca/mvr

**Yukon
Transport Services**

Department of Highways and Public Works
Box 2703 (W-17)
Whitehorse, YT Y1A 2C6
Phone: 867-667-5297
Toll Free (in Yukon): 1-800-661-0408, local 5297
Fax: 867-667-5799
Website: www.hpw.gov.yk.ca/trans/transportservices
Email: road.safety@gov.yk.ca or weighstation.whitehorse@gov.yk.ca

**Northwest Territories
DMV Services**

Transport Compliance Section
Phone: 867-767-9088 ext 31181

**Commercial Vehicle Registration and
Permits**

Phone: 1-877-737-7786.
24/7 Permit Centre: 1-866-225-3505
Fax to 1-877-795-4405
Website: www.idmv.dot.gov.nt.ca
Email: permits@shockware.com

**Other Federal, Provincial and
Municipal Agencies**

Canada Government Services

Website: www.canada.ca
General enquiries: 1-800-622-6232
TTY: 1-800-926-9105

The World Trade Centre

Business Info Centre
219 Provencher Blvd., 3rd Floor
Winnipeg, MB R2H0G4
Phone: 204-984-2272 / +1-800-665-2019
Website: www.wtcwinnipeg.com/bic/
Email: cbn@wtcwinnipeg.com

**Manitoba Business Gateway
St. Vital**

1005 St. Mary's Rd.
Winnipeg, MB R2M 3S4
Website: www.manitoba.ca/business
Email: BilingualBusinessGateway@gov.mb.ca

St. Boniface

100 - 614 Des Meurons St.
Winnipeg, MB R2H 2P9
Toll Free: 1-866-267-6114
Website: www.manitoba.ca/business
Email: BilingualBusinessGateway@gov.mb.ca

Brandon

340-9th Street
Brandon, Manitoba
Phone: 204-726-6006
Fax: 204-726-6026
Website: www.manitoba.ca/business
Email: BusinessGatewayBrandon@gov.mb.ca

Dauphin

135A 2nd Ave. NE,
Dauphin, MB R7N 0Z6
Toll Free: 1-866-332-5072
Website: www.manitoba.ca/business
Email: BilingualBusinessGateway@gov.mb.ca

Notre Dame de Lourdes

51 Rogers St.
Notre Dame de Lourdes, MB R0G 1M0
Toll Free: 1-866-267-6114 Website: www.manitoba.ca/business
Email: BilingualBusinessGateway@gov.mb.ca

St-Pierre-Jolys

427 Sabourin Street
St-Pierre-Jolys, MB R0A 1V0
Toll Free: 1-866-267-6114 Website: www.manitoba.ca/business
Email: BilingualBusinessGateway@gov.mb.ca

Canada Revenue Agency

Winnipeg Tax Centre

66 Stapon Road
Winnipeg, MB R3C 3M2
Toll Free: 1-800-959-5525 (Businesses and self-employed individuals)
Fax: 204-984-5164
Website: www.cra-arc.gc.ca

Brandon Tax Services Office

210 - 153 11th Street
Brandon, MB R7A 7K6
Fax: 204-726-7868

Manitoba Growth, Enterprise and Trade Labour Programs

Manitoba Labour Board

Phone: 204-945-3783
Toll Free: 1-800-821-4307
Website: www.gov.mb.ca/labour
Email: mlb@gov.mb.ca

Workplace Safety and Health

Phone: 204-945-3446
Toll Free: 1-866-888-8186
After hours: 204-945-0581
Email: wshcompl@gov.mb.ca

Employment Standards

Phone: 204-945-3352
Toll Free: 1-800-821-4307
Email: employmentstandards@gov.mb.ca

Workers Compensation Board of Manitoba

333 Broadway
Winnipeg, MBR3C4W3
Phone: 204-954-4321
Toll Free within Canada and the United States: 1-855-954-4321
Website: www.wcb.mb.ca
Email: wcb@wcb.mb.ca

Queen's Printer

Statutory Publications

10th floor - 155 Carlton Street,
Winnipeg, Manitoba R3C 3H8
Phone: 204-945-3103
Toll Free (Manitoba only): 1-800-321-1203
Fax: 204-945-7172
Website: www.gov.mb.ca/queensprinter
Email: queensprinter@gov.mb.ca

Manitoba Gazette

General Office: 204-945-3103
Toll Free (in Manitoba only): 1-800-321-1203
Fax: 204-945-7172
Email: mbgazette@gov.mb.ca

Companies Office

Business and Corporate Inquiries and Feedback

Address: 1010-405 Broadway
Winnipeg, MB R3C 3L6
Phone: 204-945-2500
Toll Free: 1-888-246-8353 (in Manitoba)
Fax: 204-945-1459
Website: www.companiesoffice.gov.mb.ca
Email: companies@gov.mb.ca

Commissioner For Oaths/Notary Public

Appointments, Renewals and Authentications
Address: 1034-405 Broadway
Winnipeg, MB R3C 3L6
Phone: 204-945-2654
Toll Free: 1-866-323-4249 (in Manitoba)
Fax: 204-945-1459
Email: comforoath@gov.mb.ca

Manitoba Business Links

One Business, One Number
Address: 1130-259 Portage Avenue
Winnipeg, MB R3B 3P4
Phone: 204-945-0514
Toll Free: 1-866-205-1657 (in Manitoba)
Fax: 204-957-1793
Email: onenumber@gov.mb.ca

Manitoba Finance

Taxation Division (Winnipeg Office)

101-401 York Avenue
Winnipeg, MB R3C 0P8
Phone: 204-945-6444
Manitoba Toll Free 1-800-564-9789
Fax: 204-948-2087
Website: www.gov.mb.ca/finance/
Email: MBTax@gov.mb.ca

General Office and Refund Claims

Phone: 204-945-6444
Manitoba Toll Free 1-800-564-9789
Fax: 204-948-2087

Tax Inquiries and Interpretations

Phone: 204-945-5603
Manitoba Toll Free 1-800-782-0318
Fax: 204-945-0896
Email: MBTax@gov.mb.ca

Westman Regional Office

Taxation Division
314, 340 - 9th Street
Brandon, MB R7A 6C2
Fax: 204-726-6763

United States Department of Transportation

www.transportation.gov
Info Line: 1-800-832-5660

Federal Motor Carrier Safety

Administration (FMCSA)

1200 New Jersey Ave. SE
Washington, DC 20590
Phone: 1-800-832-5660
Website: www.fmcsa.dot.gov

Minnesota Office
395 John Ireland Blvd.
St. Paul, MN 55101
Phone: (651) 215-6330

North Dakota Office
4503 N Coleman Street, Suite 204
Bismark, ND 58503
Phone: (701) 250-4346

National Highway Traffic Safety

Administration (NHTSA)

1200 New Jersey Avenue, SE
Washington, DC 20590
Phone: 1-888-327-4236
Website: www.nhtsa.gov

United States Custom and Border Protection

Website: www.cbp.gov
CBP Info Centre: 1-877-227-5511 or (202) 325-8000
(outside U.S.)

Minnesota
41059 State Hwy 313
Warroad, MN 56763-9411
Phone: (218) 386-2796
Fax: (218) 386-2854

North Dakota
10980 Interstate 29
Pembina, ND 58271
Phone: (701) 825-6551 ext. 297

Appendix C Acts and Regulations Applicable to Carriers in Manitoba

A brief list of relevant transportation legislation is provided below. You may wish to consult the Manitoba Laws website for a more complete list (<http://web2.gov.mb.ca/laws/index.php>)

Provincial Legislation:

Name of Act or Regulation	Weblink
The Highway Traffic Act	http://web2.gov.mb.ca/laws/statutes/ccsm/h060e.php
Safety Fitness Criteria and Certificates Regulation	http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=93/2015
Drivers Hours of Service Regulation	http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=72/2007
Driver's Licence Regulation	http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=180/2000
Drivers and Vehicles Act	http://web2.gov.mb.ca/laws/statutes/ccsm/d104e.php
Commercial Vehicle Trip Inspection Regulation	http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=95/2008
Periodic Mandatory Vehicle Inspection Regulation	http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=76/94
Cargo Securement Regulation	http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=37/2005
Vehicle Weights and Dimensions on Classes of Highways Regulation	http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=155/18

Federal Legislation:

Name of Act or Regulation	Weblink
The Motor Vehicle Transport Act	http://laws-lois.justice.gc.ca/eng/acts/M-12.01/
Commercial Vehicle Drivers Hours of Service Regulation	http://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-313/index.html
Motor Carrier Safety Fitness Certificates Regulation	http://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-180/index.html
The Transportation of Dangerous Goods Control Act	http://laws-lois.justice.gc.ca/eng/acts/T-19.01/page-1.html
Transportation of Dangerous Goods Regulations	http://www.tc.gc.ca/eng/tdg/clear-tofc-211.htm

Appendix D Safety Plan

SAFETY PLAN

CARRIER:

DATE:

OVERVIEW

This safety plan applies to Manitoba operators of regulated motor vehicles that are:

- Trucks, tractors or trailers, or a combination of these vehicles, that have a registered gross vehicle weight or actual weight of 4,500 kilograms or more; or
- A passenger carrying vehicle with a manufactured seating capacity of 11 persons or more, including the driver

SAFETY PLAN OBJECTIVES

- Promote carrier compliance with safety regulations and laws concerning the transportation of people and goods

AUTHORIZED DRIVER

Authorized drivers include all employees that are permitted to operate regulated vehicles registered to the carrier. Authorized drivers include:

- Managers / owners who drive;
- Part-time or occasional drivers;
- Company mechanics who test drive vehicles or drive part-time;
- Safety staff who train drivers;
- Lease operators who have their vehicles registered to the carrier;
- Contractors who have their vehicles registered to the carrier;
- Volunteers and anyone else authorized to operate a carrier's vehicle.

DRIVER RECORDS

DRIVER QUALIFICATION FILE REQUIRED

The carrier will keep driver records for every person authorized to operate regulated vehicles, including owner(s) and management. These records will include the following information:

- A copy of the driver's valid driver licence, including all documents deemed to be part of the driver's licence;
- Disclosure of single drivers licence (Must be updated when licence status or class changes);
- Driver abstract dated within 30 days prior to hiring and every 12 months thereafter;
- Each 12 month period conduct an annual driver fitness review within 30 days of the driver abstract date to determine the drivers continued fitness;
- A record of convictions disclosed without delay by the driver (including personal vehicle(s));
- A record of all accidents involving a motor vehicle operated by the driver (including personal vehicle(s); and
- A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with Part 6.6 of the Transportation of Dangerous Goods Regulations.

DRIVER FILE RECOMMENDED

- The driver's completed application form for employment, where applicable (note: the driver's resume is considered an acceptable application);
- The driver's employment history for the three years immediately preceding the time the driver started working for the carrier, where applicable;
- A record of all training undertaken by a driver related to the operation of a regulated vehicle and safety laws; and
- A record of any administrative penalty imposed on the driver under safety laws;

ACCIDENT / CONVICTION REPORTS REQUIRED

- The carrier must maintain a written record of all authorized drivers' accidents and convictions;
- Each record must identify the driver, date and circumstances of the incident.

ACCIDENT / CONVICTION REPORTS RECOMMENDED

- The carrier may keep accident / conviction records separate from the notations on the driver's profile;
- The carrier should have a policy regarding corrective action/discipline or preventative measures relating to accidents / convictions;
- The carrier should review all accident / conviction reports for possible trends and/or preventative measures.

DRIVER RECORD RETENTION REQUIRED

The carrier will keep all driver files at the principal place of business in Manitoba. These records will be:

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

HOURS OF SERVICE

Drivers of regulated vehicles are limited in the number of hours they may drive.

Provincial Driver's Hours of Service Regulation MR 72/2007 applies to intra-provincial motor carriers that have never crossed a provincial, territorial or international border.

Federal Commercial Vehicle Driver's Hours of Service Regulation SOR/2005-313 applies to extra-provincial motor carriers that have crossed a provincial, territorial or international border at least once.

Hours of service record keeping requirements do not apply to municipal transit bus operators not-for-profit organizations.

Daily Log Completion

Unless exempted by law, all authorized drivers must complete daily logs for every calendar day they are employed by the carrier.

The logs must account for all on-duty and off-duty time. The following information provides a brief summary for what must be included in a daily log:

At the beginning of each day:

- The start time of day if different than midnight, the name of the driver and , if the driver is a member of a team drivers, the names of the co-drivers;
- In the case of a driver who is not driving under the provisions of an oil well service permit, the cycle that the driver is following;
- The regulated vehicle licence plates or unit numbers;
- The odometer reading of each of the regulated vehicles operated by the driver;
- The names and the addresses of the home terminal and the principal place of business of every motor carrier by whom the driver was employed or otherwise engaged during that day;
- In the "Remarks" section of the daily log, if the motor carrier or driver was not required to keep a daily log immediately before the beginning of the day, the number of hours of off-duty time and on-duty time that were accumulated by the driver each day during the 14 days immediately before the beginning of the day; and
- If applicable, a declaration in the "Remarks" section of the daily log that states that the driver is deferring off-duty time under section 16 and that clearly indicates whether the driver is driving under day one or day two of that time.

During the course of the day:

- The hours in each duty status during the day covered by the daily log, in accordance with Schedule 2, and the location of the driver each time their duty status changes, as that information becomes know.

At the end of each day:

- The total hours for each duty status and the total distance driven by the driver that day, excluding the distance driven in respect of the driver's personal use of the vehicle, as well as the odometer reading at the end of the day and sign the daily log attesting to the accuracy of the information recorded in it.

Electronic Daily logs

Electronic daily logs generated by Electronic Logging Devices (ELDs) may be submitted as long as they contain the same information in the same format that is required by regulation for a handwritten daily log. Failing to produce an electronic daily log will be treated the same as failing to produce a daily log in handwritten format.

This includes if the electronic daily log data is:

- Illegible;
- Inoperable due to driver error;
- Inoperable due to device malfunction, or
- Unavailable for any other reason.

Retention and Distribution of Log Books

Drivers must forward the original copy of their daily log and supporting documents to their home terminal within 20 days of the completion of the daily log.

Within 30 days of receiving the daily logs and supporting documents, the company will deposit these records at the principal place of business and retain all daily logs and supporting documents in chronological order for each driver for at least 6 months.

Time Records for Drivers Operating within 160 kilometers of the Home Terminal

Authorized drivers are not required to maintain a daily log where **ALL** of the following conditions are met:

- Driver/vehicle does not operate beyond 160 kilometer radius of the home terminal;
- Driver returns to home terminal each day to begin a minimum of 8 consecutive hours of off-duty time;
- The company maintains and retains for a period of 6 months accurate and legible records showing, for each day the driver's duty status and elected cycle, the hour at which each duty status begins and ends and the total number of hours spent in each status;
- The driver is **not** driving under a permit issued under the Commercial Vehicle Drivers' Hours of Service Regulation.

When a driver was not required to keep a daily log on previous days and then is required to make a daily log, the driver shall in the "remarks" section of the daily log record the number of hours of off-duty time and on-duty time that was accumulated by the driver for each day during the 14 days immediately before the beginning of the day.

MONITORING HOURS OF SERVICE COMPLIANCE *REQUIRED*

The carrier has a responsibility to monitor the compliance of each driver with the applicable hours of service regulation. The purpose of monitoring these records is to prevent accidents involving fatigued driving. During the monitoring process, the carrier will address all fatigue-related violations found in these records. Hours of service violations considered to be "fatigue-related" include:

- False or inaccurate records (identified using independent supporting documents);
- More than one record for any day;
- Missing records (every day must be accounted for);
- Records not current to the last change of duty status;
- Driving over any hour limits specified in regulation;
- Drivers not meeting off-duty requirements or taking time breaks as required by regulation;
- Using the 160 kilometer radius exemption when the driver does not meet all specified criteria;
- Failing to meet any condition of a permit related to hours of service.

MONITORING HOURS OF SERVICE COMPLIANCE *RECOMMENDED*

The carrier may adopt the following approach when reviewing driver records for hours of service violations:

- Assign a person to be responsible for monitoring, taking remedial action when violations are found, etc.
- Verify that all authorized drivers have a record for every calendar day (including days off and holidays);
- Ensure that a driver who works for more than one motor carrier is providing **all** required hours of service documentation to **each** carrier;
- Check the logs of all authorized drivers for form and manner violations for every day. This includes checking for name, address, date, daily hour totals, and odometer readings on the record;
- Check all authorized drivers for fatigue-related violations (see list of fatigue violations above);
- Use independent supporting documents (that cannot be created or modified by the driver) to verify the accuracy of each driver's records. Supporting documents may include fuel receipts, bills of lading with shipping times, GPS records, or meal/hotel receipts, toll receipts, etc;
- Check recently trained drivers and drivers with a history of violations more often. Regularly check these drivers until the carrier is satisfied they understand and apply the appropriate hours of service requirements.
- When a new driver is hired, obtain hours of service records from their previous employer. If this is not possible, then obtain a signed statement from the driver that specifies their total on-duty and off-duty hours for each of the previous 14 days prior to authorizing them to drive.
- Where an Electronic Onboard Recording Device (EOBR) is used in place of a hardcopy log, verify that the driver's on-duty and off-duty hours are accurate. For example, ensure that the EOBR has not recorded loading or unloading time as "off-duty" time.
- When violations are identified in a driver's records, take appropriate remedial action. All action(s) taken must be documented in the driver's file and must include the date the violation was identified and date issue was addressed.
- It is recommended that carriers with one to ten drivers check every driver at least once a month for hours of service violations.
- Carriers with more than ten drivers should check at least ten drivers plus 10 per cent of the remaining drivers on a monthly basis. For example, a carrier with 30 drivers would check 10 drivers plus 10 per cent of the remaining 20 drivers, for a total of 12 drivers each month. In a larger company, every driver should be checked for hours of service compliance at least once annually.

VEHICLE MAINTENANCE OVERVIEW

All regulated vehicles (registered solely or in combination for more than 4,500 kilograms including but not limited to trucks, truck tractors, trailers, converter dollies, jeeps, boosters and buses) registered to the carrier are required to comply with the carrier's maintenance and inspection program policies and procedures, including:

- Lease operators that have their vehicles registered to the company; or
- If lease operators follow their own maintenance program, then they must;
- Provide a copy of the lessee's maintenance and inspection program that meets the minimum regulatory requirements;
 - The registered owner must document that the maintenance and inspection program is "acceptable";
 - The registered owner must ensure the lease operator is following the maintenance and inspection program.

The preventative maintenance and inspection program will address the following areas:

- Daily trip inspections;
- Repairs;
- Routine scheduled maintenance;
- Periodic Mandatory Vehicle Inspections (PMVI);
- Record keeping of all inspections, repairs, and scheduled maintenance.

It is illegal to operate a vehicle on a highway with any defect that is a violation under legislation.

The carrier's written maintenance policy and inspection program will be kept at the carrier's principal place of business in Manitoba. Copies of the maintenance and inspection program will be available at each location of the carrier where the maintenance and inspection of the carrier's regulated vehicles is carried out. A copy of the program shall be readily accessible to employees of the carriers who carry out the maintenance and inspection program.

Designation of Maintenance Officer

This person is responsible for maintaining and implementing this preventative maintenance program:

Printed Name:	Title:
Signature:	
Phone:	Email:

SCHEDULED VEHICLE MAINTENANCE *REQUIRED*

The carrier will routinely inspect applicable vehicle components as listed in:

- Manitoba’s Commercial Vehicle Trip Inspection Regulation (MR 95/2008), and
- Schedule 1 of NSC Standard 13 Part 2 (daily trip inspection).

Any component identified as being in need of repair and/or maintenance will be serviced as required. The records documenting the maintenance will be retained on the appropriate vehicle file. The carrier will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval (Kilometers, Time or Hours)	Comments
Daily Trip Inspection:	Trucks	Every 24 hours	
	Truck Tractors		
	Trailers		
	Bus(s) 11 or more seats		
Full Service (Oil changes)	Trucks		
	Truck Tractors		
	Owner Operators		
	Trailers		
	Bus(s) 11 or more seats		
Scheduled Maintenance Inspection (when in use)	Trucks		
	Truck Tractors		
	Owner Operators		
	Trailers		
	Bus(s) 11 or more seats		
PMVI Inspection:	Trucks	1 Year	
	Truck Tractors	1 Year	
	Trailers	1 Year	
	Bus(s) 11 or more seats		

Note: Only fill in the above chart for vehicle types that are registered to the carrier. For example, if the carrier does not have trailers registered; do not fill in intervals for trailers.

DAILY TRIP INSPECTION *REQUIRED*

National Safety Code (NSC) Standard 13

The carrier will ensure that:

- A copy of Schedule 1 is located in each regulated vehicle. Drivers shall produce that Schedule when requested by a peace officer.
- A daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report. Vehicle components will be inspected as required by Section 3(1) of Manitoba's Commercial Vehicle Trip Inspection Regulation MR 95/2008. The daily inspection must include all components as specified in the list of items in Schedule 1 of NSC Standard 13 Part 2.
- Any of the components that are routinely inspected may be added to the daily trip inspection and any components that are not applicable to the vehicle may be deleted from the daily trip inspection.

Completion of the Daily Trip Inspection Report

Drivers conducting a daily trip inspection will prepare a trip inspection report including the following information:

- The licence plate, identification number or unit number,
- The odometer or hub meter at the time of inspection,
- The name of the carrier operating the regulated vehicle,
- The name of the municipality or location on the highway where the inspection was conducted and the time and date that the report was made,
- Any defect related to the operation of any item required to be inspected or that no defect was detected,
- The name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with the regulations,
- The name and signature of the person making the report.

Defects Observed During Operation of the Vehicle

If a driver observes any safety defects as specified in Schedules 1 or 2 of NSC Standard 13 while driving the vehicle, the driver will record the defects on the trip inspection report or in a written document and report those defects to the carrier as required.

Drivers will produce this trip inspection report or other document approved by the carrier when requested by a peace officer.

Distribution and Retention of Trip Inspection Reports

- The person who completes the trip inspection report will forward that report to their home terminal within 20 days of completion of the report;
- The carrier is responsible for ensuring the trip inspection report is submitted as required. That report must be maintained at the principal place of business within 30 days of receiving the report; and
- The original report will be retained in chronological order by the carrier for the month it was created and an additional 6 months.

Requirement to Repair, Correct and Report Defects

- Drivers will not drive a regulated vehicle with any uncorrected or unrepaired major defects (see Schedule 1 of NSC Standard 13 part 2 for a description of a major defect);
- Anyone conducting a daily trip inspection is required to document any defects on the written trip inspection report;
- The carrier will certify on the report that the defect has been repaired/corrected or certify on the report that the repair/correction is unnecessary;
- If a driver or person authorized by the carrier believes or suspects there is a safety defect in the regulated vehicle, they shall report the safety defect to the carrier;
 - Without delay if the defect is a major defect, or in a timely manner but not later than the next required daily trip inspection in all other cases.

VEHICLE FILE REQUIRED

The carrier will maintain files to ensure that all vehicles are adequately maintained in a satisfactory mechanical condition. Each regulated vehicle registered to the carrier will have a vehicle file that includes the following information:

1. Identification of the vehicle, including
 - A unit number, the manufacturer's serial number or a similar identifying mark,
 - The make of the vehicle, and
 - The year of manufacture.
2. A record of the inspection of the vehicle under the Periodic Mandatory Vehicle Inspection (PMVI) MR 76/94,
3. Record of repairs, lubrication and scheduled maintenance for the vehicle, including
 - The nature of the inspection or work performed on the vehicle, and
 - The date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time;
4. Notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;
5. Trip inspection reports prepared under the Commercial Vehicle Trip Inspection Regulation MR 95/2008.
6. Unless otherwise authorized through a permit, the carrier shall maintain the records at the principal place of business. Records maintained under this section will be true, accurate and legible.

VEHICLE RECORD RETENTION REQUIRED

The carrier will retain all trip inspection reports for the month they are created and an additional 6 months. The other records identified above will be retained for 2 years after making the record. All records will be kept for 6 months after the vehicle is retired or disposed of. These records may be maintained in electronic or hardcopy format as long as they can be readily produced to a peace officer upon request.

DISCIPLINARY PROCEDURES RECOMMENDED

All disciplinary actions taken by the carrier will be progressive in nature. All actions taken, including verbal warnings, will be documented.

Disciplinary action may be taken with employees/drivers for any:

- Regulatory violations (identified on the Carrier Profile, driver's abstract or through internal evaluation/audits).

As appropriate, disciplinary action may include:

- Written warnings;
- Suspension; or
- Termination

The disciplinary process may also require corrective measures, such as re-training. For severe violations that pose a significant risk to public safety, the carrier may take disciplinary action at any stage based on the severity of the violation.

Where any form of disciplinary action is taken against a driver, this action **must** be documented and recorded in the driver's file.

DUE DILIGENCE RECOMMENDED

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

Here are some specific items that carriers should consider to ensure due diligence:

- Knowing acts and regulations and keeping up to date with the changes
- Hiring qualified staff
- Educating staff on legislative requirements, company policies, procedures, rules and so on
- Monitoring internal safety systems to ensure compliance to written policies and to legislative requirements
- Informing staff of legislative or company policy changes
- Disciplining staff and documenting actions when they happen
- Due diligence requires that effective policies, procedures and activities be in place before collisions or violations occur.

DECLARATION OF COMMITMENT TO TRANSPORTATION SAFETY

I/we acknowledge that an audit may be conducted on our operations at any time to measure our compliance to regulatory requirements. Should deficiencies be identified during the audit, I/we understand that sanctions may be imposed including but not limited to, the issuance of administrative penalties and adjusted Safety Fitness Rating.

I/we certify that the information disclosed is true and accurate. I/we acknowledge that providing false or misleading information may result in the suspension or cancellation of the Safety Fitness Certificate and/or vehicle registration. I/we acknowledge that providing false or misleading information may also result in being charged with offence(s) or administrative penalty(s).

This declaration must include individuals named on the vehicle registration. When vehicle registration shows a corporate, society or organization name, then the declaration must include the owner(s), manager(s), or director(s) signatures.

Printed Name:		Position in Company:	
Signature:			
Phone:	Email:	Date:	

Designation of Safety Officer

The person responsible for maintaining and implementing this safety and maintenance program is:			
Printed Name:		Position in Company:	
Signature:			
Phone:	Email:	Date:	

Manager, Motor Carrier Investigation	
Printed Name:	Date:
Signature:	

Appendix E Driver Licence Qualification/Driver File Forms

The sample forms on the following pages may be reproduced and used by carriers and drivers to assist them in their record-keeping requirements for drivers.

Driver File Checklist

Required Documents

- Driver Licence Disclosure (obtained at time of hire)
- Initial Driver Abstract (obtained at time of hire)
- Disclosure of convictions and accidents (two years)
- Annual Driver Abstract (obtained within 12 months of the previous abstract date)
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
- Record of Annual Driver Review (must be completed within 30 days of the driver abstract date)
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
- Copy of current, valid Dangerous Goods Training Certificate and copies of training materials, statement of experience, or other proof of training
Expiry Date: _____ Expiry Date: _____

Recommended Records

- Application for employment and reference checks
- Written test(s)
- Road test(s)

*** Attach a copy of this checklist to each Driver File.**

Driver Disclosure of Licence

Declaration

Pursuant to Section 318.1(1) of The Highway Traffic Act, I hereby declare that:

- I am not licensed to drive in any jurisdiction other than the one named below.
- I do not hold any driver's licence in any other names.
- My driver's licence is valid and is not suspended.
- I will immediately inform the motor carrier in writing of any convictions or accidents that occur while I am operating any motor vehicle.
- I will immediately inform the motor carrier of any suspensions, restrictions, prohibitions, or cancellation of my driver's licence.

Name: _____ Date: _____

Licence Number: _____

Licence Class: _____ Province: _____

Signature: _____

Requesting a Driver Record (Abstract) from Manitoba Public Insurance

The commercial driver record includes all of the information on a driver record, plus a five-year history of convictions under:

- The Highway Traffic Act and/or The Drivers and Vehicles Act
- The Transportation of Dangerous Goods Act, 1992 (Canada)
- Transportation of Dangerous Goods Regulation
- The Dangerous Goods Handling and Transportation Act
- The Anhydrous Ammonia Handling and Transport Regulation
- Dangerous Goods Handling and Transportation Regulation
- Generator Registration and Carrier Licensing Regulation
- The Manifest Regulation
- Drivers Hours of Service Regulation
- Periodic Mandatory Vehicle Inspection Regulation
- Securement of Vehicle Loads Regulation
- Vehicle Weights and Dimensions on Classes of Highways Regulation
- Commercial Motor Vehicle and Trailer Trip Inspection Regulation
- National Safety Code Hours of Service Suspensions

To download a form or to find an MPI location, visit:

<http://www.mpi.mb.ca/en/DL/DL/Records/Pages/drv-records.aspx>

Driver Disclosure of Convictions and At-Fault Traffic Accidents

I hereby declare that the following is a true and complete list of convictions and accidents required to be reported under the Highway Traffic Act, Sec 318.1(3).

Date	Incident	Location	Type of Vehicle Operated
------	----------	----------	--------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Driver Name: _____ Date: _____

Driver Signature: _____

I hereby certify that I have not had any convictions (other than parking and mobile or intersection photo enforcement convictions) or accidents required to be reported under the Highway Traffic Act, Sec 318.1(3) that have occurred while operating any motor vehicle in the previous 12 months.

Driver Name: _____ Date: _____

Driver Signature: _____

Annual Review of Driving Record

In accordance with Section 318.6(1)(2) of The Highway Traffic Act, I have reviewed the driver record of:

Name: _____

Licence #: _____

Upon review of the driver record (abstract), I find that:

_____ meets the minimum qualifications for safe driving

Driver Name

_____ does not meet the minimum qualifications for safe driving

Driver Name

If the driver does not meet the minimum qualifications, explain why:

Action taken

Reviewed by _____

Name and Title

Date of review _____

Appendix F Vehicle Maintenance Record Forms

The following forms may be used to help carriers and drivers keep vehicle maintenance records.

Vehicle Maintenance Record Requirements Checklist

- Certificate of Periodic Mandatory Vehicle Inspections (PMVI)
- Scheduled maintenance and repairs
- Manufacturer recalls (and action taken)
- Commercial vehicle inspection reports
- Commercial Vehicle Safety Alliance (CVSA) inspection reports

*** Attach a copy of this checklist to each vehicle file**

Daily Inspection of Trucks, Tractors and Attached Trailers

The inspection schedules must include the following items, if present on the vehicle(s). Refer to MR 95/2008 Schedule A for more detail.

Air Brake System	No air leaks; pressure build-up rate and pushrod travel within stated limits; tractor protection system, low air warning device and service/parking/ emergency brake all operational
Cab	Doors open properly and close securely
Cargo Securement	Load properly covered and/or secured; devices and attachment points adequate strength and undamaged
Coupling Devices	Present, undamaged, secure and operational
Dangerous Goods	All requirements met
Driver Controls	Pedals, clutch, gauges, audible and visual indicators and instruments all functioning properly
Driver Seat	Undamaged, holds set position, seat belt functional
Electric Brake System	No loose wiring/connections; brake and breakaway device operational
Emergency Equipment and Safety Devices	Present, operational and undamaged
Exhaust System	No leaks
Frame and Cargo Body	All components and fasteners secure and undamaged
Fuel System	Cap and tank are secure; no leaks or drips
Glass and Mirrors	No cracks, chips, breaks, damage or misalignment such that driver does not have required view; securely attached to vehicle body
Heater/Defroster	Operational; windshield view unobstructed
Horn	Operational

Hydraulic Brake System	No fluid leaks; park brake, vacuum/hydraulic/power assist, electric motor (brake assist) and warning devices all operational; no pedal fade
Lamps and Reflectors	Lamps functional when required; reflectors present and undamaged
Steering	Steering Wheel free play is within stated limits
Suspension System	No air leaks or deflated air bags; all components and fasteners secure and undamaged
Tires	No leaks; adequate tread and inflation; no sidewall damage or exposed cords; no contact with other tires or vehicle components
Vehicle in General	No damage or deterioration that may affect safe operation
Wheels, Hubs, and Fasteners	Present, secure, undamaged; adequate hub oil; no leaking seals
Windshield Wiper and Washer	Operational; blades undamaged; adequately clear driver's field of vision

Daily Inspection of Motorcoaches, Other Buses and Attached Trailers

The daily inspection schedules must include the following items, if present on the vehicle(s). Refer to MR 95/2008 Schedule B for more detail.

Accessibility Devices	Equipment, interlock systems and alarms operational
Air Brake System	No air leaks; pressure build-up rate and pushrod travel within stated limits; service/parking/emergency brake and low air warning device operational
Cargo Securement	Load properly covered and/or secured; devices and attachment points adequate strength and undamaged
Coupling Devices	Present, undamaged, secure and operational
Dangerous Goods	All requirements met
Doors, Windows and Emergency Devices	Open properly and close securely; alarms operational
Driver Controls	Pedals, clutch, gauges, audible and visual indicators and instruments all functioning properly
Driver Seat	Undamaged, holds set position, seat belt functional
Electric Brake System	No loose wiring/connections; breakaway device and brake operational
Emergency Equipment and Safety Devices	Present, operational and undamaged
Exhaust System	No leaks
Exterior Body and Frame	All components and fasteners secure and undamaged; no visible shifting, cracks, collapsing or sagging frame
Fuel System	Cap and tank are secure; no leaks or drips
Glass and Mirrors	No cracks, chips, breaks, damage or misalignment such that driver does not have required view; securely attached to vehicle body
Heater/Defroster	Operational, windshield view unobstructed

Horn	Operational
Hydraulic Brake System	No fluid leaks; park brake, vacuum/hydraulic/power assist, electric motor (brake assist) and warning devices all operational, no pedal fade
Lamps and Reflectors	All lamps functional when required; reflectors present and undamaged
Passenger Compartment	No damage to steps, floor, seats, overhead luggage racks or compartments or stanchion padding; passenger and/or mobility device restraints operational
Steering	Steering wheel free play within stated limits
Suspension System	No air leaks or deflated air bags; all components and fasteners secure and undamaged
Tires	No leaks; adequate tread and inflation; no sidewall damage or exposed cords; no contact with other tires or vehicle components
Vehicle in General	No damage or deterioration that may affect safe operation
Wheels, Hubs and	Present, secure and undamaged, adequate hub oil; no leaking seals
Windshield Wiper and Washer	Operational; blades undamaged; adequately clear driver's field of vision

30-day/12,000 km Inspection for Motorcoaches equipped with air ride suspension, air brakes and automatic brake adjusters

The following conditions must be inspected every 30 days or 12,000 km, whichever comes first. The inspection must be done by a person who holds the appropriate technician certification or qualification, and with the vehicle positioned over a pit or raised on a hoist, so that there is adequate access to all components.

The person conducting the inspection must prepare a report including the VIN, licence plate or unit number of the vehicle; motor carrier's name; date and location of the inspection; odometer reading; a statement that the vehicle has been inspected according to the requirements; his/her name legibly printed and his/her signature. As well, the report must contain all brake measurements, all defects detected, and the nature of all repairs carried out.

All of the conditions listed are considered **major defects** and **must** be repaired before the vehicle is driven.

Air Brake System	No audible air leaks; no fluid leaks, pushrod stroke, disc brake pad to rotor clearance and wedge brake shoe movement all within acceptable limits; all components and fasteners secure, undamaged and operational; spring brake and service/park/emergency brakes operational
Exhaust System	No leaks; components are secure and undamaged
Frame and Underbody	All members, fasteners and components secure and undamaged
Fuel System	No leaks; all components secure and undamaged
Steering	All components secure and undamaged; adequate fluid
Suspension System	All components secure, undamaged and operational
Tires	Adequate tread and inflation; no tread or sidewall damage; no retreads on front axle
Wheels and Fasteners	All components and fasteners present, secure and undamaged

Appendix G Accident Report Form

Accident Call Record Incoming Call

ACCIDENT PARTICULARS

Driver _____ Unit #'s _____ Date _____ Time _____
Location (of accident) _____ Driver location (if different) _____
HazMat? Yes No Classification? _____
Police? Yes No Officer Name: _____ Badge # _____
Accident Description _____

EMERGENCY RESPONSE PARTICULARS

Fatalities? Yes No Injuries? Yes No Require emergency medical response? Yes No
Transportation by Ambulance required? Yes No Name of Hospital? _____
Type of injury(s) _____
No. of occupants in your vehicle? _____ No. of occupants in other vehicle? _____

VEHICLES AND CARGO

of vehicles involved ____ Damage to your vehicle? Yes No Damage to other vehicle? Yes No
Damage to your cargo? Yes No Extent of damage _____

ROADWAY PARTICULARS (Check Appropriate Boxes)

<u>Accident Occurred On</u>	<u>No. Of Lanes</u>	<u>Road Conditions</u>	<u>Lighting</u>
<input type="checkbox"/> Straightaway	<input type="checkbox"/> 2 lanes	<input type="checkbox"/> Dry <input type="checkbox"/> Snowy <input type="checkbox"/> Construction	<input type="checkbox"/> Dark – lighted <input type="checkbox"/> Daylight
<input type="checkbox"/> Hilltop	<input type="checkbox"/> 3 lanes	<input type="checkbox"/> Wet <input type="checkbox"/> Muddy <input type="checkbox"/> Paved	<input type="checkbox"/> Dark – unlighted <input type="checkbox"/> Dusk
<input type="checkbox"/> Level <input type="checkbox"/> Ramp	<input type="checkbox"/> 4 lanes	<input type="checkbox"/> Icy <input type="checkbox"/> Debris <input type="checkbox"/> Gravel	<input type="checkbox"/> Dawn
<input type="checkbox"/> Curve <input type="checkbox"/> Intersection			

<u>Type of Roadway</u>	<u>Traffic Controls</u>	<u>Weather</u>
<input type="checkbox"/> Divided <input type="checkbox"/> Undivided	<input type="checkbox"/> Stop Sign <input type="checkbox"/> No traffic control	<input type="checkbox"/> Clear <input type="checkbox"/> Snow <input type="checkbox"/> Cloudy
<input type="checkbox"/> Lighted <input type="checkbox"/> Unlighted	<input type="checkbox"/> Traffic light <input type="checkbox"/> Other _____	<input type="checkbox"/> Fog <input type="checkbox"/> Smoke <input type="checkbox"/> Rain
<input type="checkbox"/> Urban <input type="checkbox"/> Rural		<input type="checkbox"/> Hail <input type="checkbox"/> Blowing Snow
		<input type="checkbox"/> Severe Wind

REMINDERS

Set up warning devices Discuss accident ONLY with proper authorities Obtain witness information
 Secure vehicle & cargo Complete Driver's Report

Report Received by: _____ Title: _____

Date: _____ Time: _____

Appendix H Driver Licence Class System

In Manitoba, there are six classes of licence, as well as a separate endorsement for operating air-brake-equipped vehicles.

- **Class 1**
- **Class 2**
- **Class 3**
- **Class 4**
- **Class 5**
- **Class 6**
- **Air Brake Endorsement**

Effective January 01, 2003, Manitoba introduced Full Graduated Driver Licensing (GDL) program. Graduated Driver Licensing applies to all applicants who are applying for a Class 5 or Class 6 licence and have never held that class of licence before.

For Classes 5 and 6

The letter L following the licence class denotes a driver in the Learner Stage. A driver must hold an L licence for at least nine months before he/she can take the road test and advance to the Intermediate Stage. A Class 5L driver must be accompanied by a supervising driver who has held a Class 5F (Full Stage) licence for at least three years.

The letter I following the licence class denotes a driver in the Intermediate Stage. A driver must hold an I licence for at least 15 months before graduating to the Full Stage. (No additional road testing is required to graduate to the Full Stage.)

The letter F following the licence class denotes a driver who is fully licensed to operate that class of vehicle. The driver must maintain zero blood alcohol content (BAC) for the first 36 months in the Full Stage. A driver must hold an F licence for at least three years before being allowed to supervise a learning driver.

The letter A (Authorized Instruction as a Learner Driver, outside the GDL System) following the licence class denotes a driver in the Authorized Instruction Stage. A driver who has an Authorized Instruction in Class 5 or 6 is a learner driver, but not part of the Graduated Driver Licensing program.

For Classes 1 through 4

The stages are A (Authorized Instruction) and F (Full stage). The L and I stages do not apply to these classes. If the driver is Zero BAC restricted for the Class 5, the Zero BAC will apply when operating Classes 1-4.

Drivers taking Authorized Instruction in Classes 1-4 must be accompanied by a supervising driver who has held a Class 5F licence for at least three years, of which at least two years are of the same class of vehicle being driven.

Class 1

A **Class 1 Vehicle** is a semi-trailer truck alone or in combination with another vehicle.

A **Class 1F Licence** permits the holder to operate any motor vehicle or combination of vehicles in Classes 1 through 5.

The licence holder may not operate a Class 6 vehicle (motorcycle) without a Class 6 licence, but may operate a moped***.

The licence holder must hold an Air-Brake Endorsement in order to operate vehicles equipped with air brakes.

To apply for and obtain a Class 1A licence, permitting Authorized Instruction as a Learner Driver, the applicant must:

- hold a minimum Class 5I or 5A licence
- be at least 18 years of age
- submit a medical report on initial application
- meet prescribed vision standards
- successfully complete the Class 1 knowledge test (written or oral)
- successfully complete a written test on air brake operation, if applicable

To apply for and obtain a Class 1F licence, the applicant must:

- hold a minimum Class 5F with Authorized Instruction in Class 1
- successfully complete a road test in a Class 1 vehicle, including a pre-trip inspection of the vehicle
- if applicable, successfully complete an Air Brake Practical Inspection, manual slack adjustment and test

To retain a Class 1 licence, the licence holder must submit a medical report:

- every five years to age 45
- every three years to age 64
- annually age 65 and over

And must continue to meet prescribed vision standards.

Class 2

A **Class 2 Vehicle** is a bus* having a seating capacity of over 24 passengers while carrying passengers; or a school bus** having a seating capacity in excess of 36 passengers.

A **Class 2F Licence** permits the holder to operate Class 2 vehicles or combinations of vehicles in classes 3 through 5.

The licence holder may not operate a Class 6 vehicle (motorcycle) without a Class 6 licence, but may operate a moped***.

The licence holder must hold an Air Brake Endorsement in order to operate vehicles equipped with air brakes.

To apply for and obtain a Class 2A licence, the applicant must:

- hold a minimum Class 5I or 5A licence
- be at least 18 years of age
- submit a medical report on initial application

- meet prescribed vision standards
- successfully complete the Class 2 knowledge test (written or oral)
- successfully complete a written test on air brake operation if applicable

To apply for and obtain a Class 2F licence, the applicant must:

- hold a minimum Class 5F with a minimum Authorized Instruction in Class 2
- successfully complete a road test in a Class 2 vehicle, including a pre-trip inspection of the vehicle (and air brake system if applicable)

To retain a Class 2 licence, the licence holder must submit a medical report:

- every five years to age 45
- every three years to age 64
- annually age 65 and over

And must continue to meet prescribed vision standards.

Class 3

A Class 3 Vehicle is a truck with more than two axles, including any combination of vehicles; or a truck with two axles towing a vehicle or trailer with a registered gross vehicle weight of more than 4,540 kg, but does not include semi-trailer trucks or a Class 5 Vehicle, other than a truck and a towed vehicle with a GVW of more than 4,540 kgs.

A Class 3F Licence permits the holder to operate Class 3 vehicles or combinations of vehicles in Classes 4 and 5. The licence holder may not operate a Class 6 vehicle (motorcycle) without a Class 6 licence, but may operate a moped***.

The licence holder must hold an Air Brake Endorsement in order to operate vehicles equipped with Air Brakes.

To apply for and obtain a Class 3A licence, the applicant must:

- hold a minimum Class 5I or 5A licence
- be at least 18 years of age
- submit a medical report on initial application
- meet prescribed vision standards
- successfully complete the Class 3 knowledge test (written or oral)
- successfully complete an Air Brake Practical Inspection and test, if applicable

To apply for and obtain a Class 3F licence, the applicant must:

- hold a minimum Class 5F with a minimum Authorized Instruction in Class 3
- successfully complete a road test in a Class 3 vehicle, including a pre-trip inspection of the vehicle (and air brake system if applicable)

To retain a Class 3 licence, the licence holder must submit a medical report:

- every five years to age 45
- every three years to age 64
- annually age 65 and over

And must continue to meet prescribed vision standards.

Class 4

A **Class 4 Vehicle** is a/an:

- taxi
- ambulance or other emergency vehicle
- bus* with a seating capacity not exceeding 24 passengers
- school bus** with a seating capacity not exceeding 36 passengers

A **Class 4F Licence** permits the holder to operate all motor vehicles in classes 4 and 5.

The licence holder may not operate a Class 6 vehicle (motorcycle) without a Class 6 licence, but may operate a moped***.

The licence holder must hold an Air Brake Endorsement in order to operate vehicles equipped with air brakes.

To apply for and obtain a Class 4A licence, the applicant must:

- hold a minimum Class 5I or 5A licence
- be at least 18 years of age
- submit a medical report on initial application
- meet prescribed vision standards
- successfully complete the Class 4 knowledge test (written or oral)
- successfully complete an Air Brake Practical Inspection and test if applicable

To apply for and obtain a Class 4F licence, the applicant must:

- hold a minimum Class 5F with a minimum Authorized Instruction in Class 4
- successfully complete a road test in a Class 4 vehicle, including a pre-trip inspection of the vehicle (and air brake system, if applicable)

To retain a Class 4 licence, the licence holder must submit a medical report:

- every five years to age 45
- every three years to age 64
- annually age 65 and over

And must continue to meet prescribed vision standards.

Class 5

A **Class 5 Vehicle** is a:

- passenger vehicle other than a bus or taxicab
- truck with two axles
- any combination of vehicles consisting of a passenger vehicle or truck with two axles and a towed vehicle with a registered gross vehicle weight of not more than 4,540 kg

A **Class 5F Licence** permits the holder to operate motor vehicles in Class 5.

The holder of a Class 5I or 5F licence may:

- operate a Class 3 truck registered as a farm truck
- drive a bus with no passengers

A Class 5F licence holder:

- must continue to maintain zero blood alcohol content for the first 36 months
- may upgrade to Full Class 1-4 licence after passing the required tests
- may supervise novice drivers after three years in the Full Stage

The licence holder may not operate a Class 6 vehicle (motorcycle) without a Class 6 licence, but may operate a moped***

The licence holder must hold an Air Brake Endorsement in order to operate vehicles equipped with air brakes.

However, drivers of Class 3 trucks registered as farm trucks equipped with air brakes are exempt from this requirement.

To apply for and obtain a Class 5L licence, the applicant must:

- be at least 16 years of age (15 years and six months if enrolled in a high school driver education program)
- meet prescribed vision standards
- successfully complete the Class 5 knowledge test (written or

oral) A medical report must be submitted when requested.

A Class 5L licence holder must:

- serve a minimum nine months in the learner stage
- maintain zero blood alcohol content when driving
- be accompanied by a supervising driver as the only front seat passenger (supervising driver must have held 5F licence for at least three years, and be under .05 blood alcohol content)
- carry no more passengers than the number of functioning seat belts in the rear seat(s)
- not tow vehicles
- not operate a Class 3 vehicle registered as a farm truck
- not operate an off-road vehicle on or across a highway
- successfully complete a Class 5 road test in order to progress to the 5I stage

Note: A learning driver who is not in the Graduated Driver Licensing program will have a Class 5A licence instead of a Class 5L licence. The holder of a Class 5A licence must abide by all of the restrictions listed above, with the exception of the nine-month requirement. Upon successful completion of the Class 5 road test, the holder of a Class 5A licence progresses directly to the Class 5F stage. The 15-month Intermediate period is not required.

A Class 5I licence holder must:

- successfully complete a Class 5 road test in a Class 5 vehicle to enter this stage
- successfully complete an Air Brake Practical Inspection and test if applicable
- serve 15 months in the Intermediate Stage
- maintain zero blood alcohol content when driving
- from 5 a.m. to midnight, may carry one passenger in the front seat and up to the number of functioning

- seatbelts in the back seat(s)
- from midnight to 5 a.m., either one passenger, or when accompanied by a qualified supervising driver in the front seat, may have additional passengers up to the number of functioning seatbelts in the back seat(s)

A Class 5I licence holder:

- may operate a Class 5 vehicle
- may operate a Class 3 vehicle registered as a farm truck
- may tow another vehicle
- may apply for Authorized Instruction in Classes 1-4, if 18 years old
- may operate a bus with no passengers
- may operate off-road vehicles along or across a highway

Class 6

A **Class 6 Vehicle** is a motorcycle.

A **Class 6F Licence** permits the holder to operate a motorcycle or a moped.*** No other class of vehicle may be operated unless that class of licence is held in combination with the Class 6 licence.

A **Class 6 Licence** has an additional stage, Class 6M, which permits the holder to operate a motorcycle while taking the mandatory motorcycle training course.

To apply for and obtain a Class 6M licence, the applicant must:

- hold a valid licence of any other class and stage
- be at least 16 years of age
- meet prescribed vision standards
- successfully complete the knowledge test (written or oral)

A medical report must be submitted when requested.

To apply for and obtain a Class 6L licence, the applicant must:

- successfully complete the motorcycle training course

A Class 6L licence holder must:

- not carry any passengers
- not drive at night (between one-half hour before sunset to one-half hour after sunrise)
- not tow any vehicle
- maintain zero blood alcohol content when driving

To apply for and obtain a Class 6I licence, the applicant:

- must have held a Class 6L licence for at least nine months
- must successfully complete a road test on a Class 6 vehicle
- must maintain zero blood alcohol content when driving
- may carry one passenger
- may tow a vehicle

The licence holder must hold the Class 6I licence for at least 15 months before progressing to the Class 6F stage. The licence holder must maintain zero blood alcohol content for 36 months.

Note: A driver is only required to serve the Intermediate Stage once. If the Intermediate requirement has been satisfied while obtaining a Class 5 licence, it need not be served again.

Note: A learning driver who is not in the Graduated Driver Licensing program will have a Class 6A licence instead of a Class 6L licence. The holder of a Class 6A licence must abide by all of the restrictions listed above for Class 6L, with the exception of the nine-month requirement. Upon successful completion of the Class 6 road test, the holder of a Class 6A licence progresses directly to the Class 6F stage

Air Brake Endorsement

A driver must have an Air Brake Endorsement in order to be allowed to drive any vehicle equipped with air brakes.

An Air Brake “A” Endorsement permits the holder to drive vehicles equipped with air brakes in the class of vehicle for which the driver is licensed. Drivers of Class 3 trucks registered as farm trucks equipped with air brakes, are exempt from this requirement.

An Air Brake “S” Endorsement permits the holder to manually adjust the brakes of the air brake-equipped vehicle being driven.

An Air Brake “I” Endorsement permits the holder to drive vehicles equipped with air brakes as a learner, only while accompanied by a qualified supervising driver.

Requirements

- must complete written or oral air brake test for “I” endorsement.
- must complete air brake practical test for “A” endorsement.
- must also complete adjustment of manual slack adjusters for “S” endorsement

Note: There is no additional fee for the air brake practical test if it is completed at the same time as the road test for a higher class of vehicle.

* *A bus is any vehicle with a seating capacity of at least 11 persons (including the driver) used primarily to carry passengers. It excludes vehicles used for personal transportation by the owner or with the owner’s permission.*

** *A school bus certificate may be required to operate a school bus while carrying passengers. For further information please contact Pupil Transportation (204) 945-6900.*

*** *Mopeds are not allowed to be driven on highways with a speed limit exceeding 80 km/h. However, mopeds are allowed to cross these highways. A person wishing to operate a moped only, must have a minimum Class 5L licence.*

For more information, contact [**Driver Licensing Office**](#).

Driver Testing and Vehicle Licensing

Scheduling your knowledge or road test

- All knowledge and road tests are by appointment only. Visit any Autopac agent* to pay for your test and to schedule your test appointment.

**For a list of Autopac agents, visit mpi.mb.ca.*

Test locations

Winnipeg

- 15 Barnes Street (at Bison Drive)
- 125 King Edward Street East
- 40 Lexington Park (at Gateway Road)
- 1284 Main Street
- 1103 Pacific Avenue
- 420 Pembina Highway
- 930 St. Mary's Road (French Language Services available)

Outside Winnipeg

- Arborg | 323 Sunset Boulevard
- Beausejour | 848 Park Avenue
- Brandon | 731 1st Street
- Dauphin | 217 Industrial Road
- Portage la Prairie | 2007 Saskatchewan Avenue West
- Selkirk | 1008 Manitoba Avenue
- Steinbach | 91 North Front Drive (French Language Services available)
- The Pas | 424 Fischer Avenue
- Thompson | 53 Commercial Place
- Winkler | 355 Boundary Trail

Driver Fitness Contacts

Driver Fitness

Medical Compliance and
Assessments Phone: 204-985-1900
Toll Free: 1-866-617-6676

Alcohol and Drug
Phone: 204-985-7694
Toll Free: 1-866-323-0546

Driver Improvement and Control Program
Phone: 204-985-1989
Toll Free: 1-866-323-0545

Driver Records

Phone: 204-985-0980

Toll Free: 1-866-323-0543

Medical Reciprocity

Canada-United States Medical Reciprocity and Code W

Canadian drivers holding a valid Canadian commercial licence are not required to hold a United States (U.S.) DOT medical examiner's certificate. Medical fitness is addressed through the Canadian commercial licensing process.

The Canada-U.S. Medical Reciprocity agreement resulted from discussions between Transport Canada and the United States Federal Highway Administration. Its purpose is to achieve reciprocity between the two nations on medical fitness for operators of commercial motor vehicles.

Under the agreement, Canada-United States medical reciprocity is extended to all drivers, with the following four exceptions:

1. Class 1, 2, 3, drivers with insulin dependent diabetes
2. Class 1 and 3 drivers who do not meet Manitoba's minimum hearing requirements to transport dangerous goods
3. Class 1, 2, 3 drivers operating under a medical waiver or who are operating under medical grandfather rights
4. Class 1, 2, 3 drivers who have been diagnosed with epilepsy

The driver's licence restriction 'W - Commercial Class-Canada only' applies to Class 1, 2 and 3 commercial drivers, who are precluded from operating commercial vehicles in the United States under the Canada-United States Medical Reciprocity Agreement.

Commercial drivers with this restriction may continue to operate commercial vehicles in Canada.

Appendix J Record Keeping at a Glance

Required Records	When to Get Them	Retention Period
Recommended Records *		

Driver Qualification Records:

HTA Sec. 318.1(1)	Driver licence disclosure	At time of hire	2 years
HTA Sec. 318.6(1)	Initial driver Abstract	At time of hire	2 years
HTA Sec. 318.6(2)	Annual Driver abstract	At time of hire; every 12 months thereafter	2 years
HTA Sec. 318.6(2)	Annual driver review	Every 12 months	2 years
HTA Sec. 318.1(3)	Driving incident records (includes all accident/conviction tickets, , CVSA inspections, training records/certificates and any disciplinary action taken)	Without delay	2 years
HTA Sec. 318.1(3)	Transportation of Dangerous Goods training certificate (if applicable)	At time of hire or when certified	2 years
*	Employment application and signed company policy *	At time of hire	Term of employment
*	Written/road test *	At time of hire	Term of employment
*	Accident report *	Without delay	2 years
*	Pictures, notes, statements *	Without delay	2 years

Hours of Service Records: SOR 2005-313 and/or MR 72/2007








Sec .82(1)	Drivers daily logs	Within 20 days	6 months
Sec. 99(1)	Support documents (may include time-stamped fuel receipts, bills of lading and shipping documents, accommodation and meal receipts, toll receipts, permit and other relevant records)	Within 20 days	6 months
Sec. 81(2)	Accurate time records when exempt from completing a daily log	Within 20 days	6 months

Vehicle Records:

HTA Sec. 318.7(3)	Scheduled maintenance	On completion	2 years
HTA Sec. 318.7(3)	Repair/receipts	On completion	2 years
MR 76/94, Sec. 3(5)	Periodic Mandatory Vehicle Inspection (PMVI) certificate	On completion	Current until next inspection
MR 95/2008, Sec. 12(1)	Commercial Vehicle Trip Inspection reports	Within 20 days	6 months
HTA Sec. 318.7(2)	Manufacturer recall notices	Upon notification	2 years
HTA Sec. 318.7(1)	Commercial Vehicle Safety Alliance (CVSA)	On completion	2 years
NSC Standard 11, Part "A" Sec. 1(c)	Vehicles leaving the carrier's control	Upon sale/settlement	6 months

Important Notice: This document is for guidance only. If there is any conflict between this document and the Highway Traffic Act and Regulations, the latter shall apply. Record keeping retention is legislated in MR 119/2014.

Appendix K Vehicle Reference Sheet

HEAVY TRUCKS with GVWR ≥4500 kg									
Regulated Vehicles	Driver & Vehicle Act Defined Usage	Plate Class	PMVI	SFC	HOS	Trip Insp	Vehicle ID	Audit	CPS
	Manitoba Regulation		76/94	93/2015	72/2007	95/2008	HTA 31(4)		HTA 322(1)
	NSC Standard		#11	#14	#9	#13		#15	#7
 Personal ≥4500 kg	Registered to individual solely for personal use; not more than 4 days/month for business use.	A5	12 months	✗	✗	✗	>6400 kgs	✗	✗
 Limited Use (LU) CT ≥4500 to <6800 kg	Transports Goods on the qualified cargo list or operates within the specified Radius	C5	12 months	✓	✗	✗	✗	✗	✓
 Limited Use (LU) CT ≥ 6800 kg	Transports Goods on the qualified cargo list or operates within the specified Radius	C5	12 months	✓	✓	✓	✓	✓	✓
 CT weights ≥ 4500 kg	Goods belonging to someone else for compensation anywhere inside or outside of Manitoba or Goods belonging to carrier for own business anywhere inside or outside Manitoba "see example below"	C1	12 months	✓	✓	✓	✓	✓	✓
EXAMPLES OF COMMERCIAL/BUSINESS USE* tools of trade, lawn care products, construction materials, delivery of groceries or furniture, Permanently Mounted Apparatus (PMA), waste, sand & gravel, tow truck, fishing/logging/lumber products, petroleum/chemical truck, First Nation									
PASSENGER VEHICLES with seating capacity of ≥ 11 persons									
 Bus/School bus	Students to and from school and school related activities	AR	6 months	✓	✓	✓	✓	✓	✓
 Regulated passenger vehicle	Passengers of church, charity, club, colony, non-profit, u-drive passenger vehicle, etc.	AR	12 months & U-Drive 6 months	✓	✗	✗	✓	✓	✓
 Commercial Bus	Passengers for compensation, example: charter, tour or party bus	AR	Every 6 months	✓	✓	✓	✓	✓	✓

