

**NATIONAL SAFETY CODE (NSC)  
RECORD KEEPING COMPLIANCE PLAN**  
Regulated Trucks, Truck-Tractors, Trailers, and  
Passenger Carrying Vehicles



**CARRIER:**

DATE:

Office use Only

Approved: Date: \_\_\_\_\_

Name: \_\_\_\_\_

Staff Sergeant, Motor Carrier Investigations

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## INTRODUCTION:

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The pages that follow, document a record keeping compliance plan template that has been developed by Motor Carrier Investigations Branch of Manitoba Infrastructure for “**The Company**”, hereafter referred to as “The Company”. This plan will be incorporated into the day-to-day operations to ensure compliance with the Highway Traffic Act (of Manitoba) and its regulations, the National Safety Code (NSC), and the federal Motor Vehicle Transport Act (1987) and its regulations, including the Commercial Vehicle Drivers Hours of Service Regulation.

### WHAT IS A RECORD KEEPING COMPLIANCE PLAN?

The plan is a written document that provides safety and maintenance record keeping expectations for all employees within a company. All NSC companies are required by law to have a plan in place. The plan allows the company and safety management team to ensure all authorized drivers have sufficient training and qualifications to safely operate the companies regulated vehicles. The maintenance plan helps management confirm that all vehicles owned by the company are properly maintained before they are operated on highways.

### APPLICATION:

This plan applies to Manitoba companies and their employees operating regulated vehicles that are trucks, tractors or trailers, or a combination of these vehicles, which have a registered gross vehicle weight or actual weight of 4,500 kilograms or more or a passenger-carrying vehicle designed to carry 11 or more persons including the driver.

Companies that use this plan template to meet regulatory requirements must go through the document and fill in the missing fields. Any attempt to submit the document without the completed fields will result in it being rejected and returned to the company for completion.

Every effort has been made to ensure that the information in this plan is accurate at the time of preparation. However, this document is intended to serve only as a guide and cannot replace first-hand information such as specific legislation. The items included in this plan are considered to be the minimum items required by law. Companies may include additional policies to these minimum requirements in their safety programs. It is the company's responsibility to ensure that safety and maintenance programs meet all regulatory requirements.

To assist you in meeting the minimum requirements, the following websites may help you when developing your programs and/or training. You are required to implement your plan, evaluate it periodically and update if necessary.

For more information on regulated vehicle requirements, view our **Guide to Transportation Safety** manual online at [https://www.gov.mb.ca/mit/mcd/carriers\\_drivers/safetyguide.html](https://www.gov.mb.ca/mit/mcd/carriers_drivers/safetyguide.html)

For more information on **Regulatory Requirements**, consult the following legislation:

- The Highway Traffic Act (Manitoba) <https://web2.gov.mb.ca/laws/statutes/ccsm/h060e.php>
- Commercial Vehicle Trip Inspection Regulation MR 95/2008  
[https://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=95/2008](https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=95/2008)
- Periodic Mandatory Vehicle Inspection Regulation MR 76/94  
[https://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=76/94](https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=76/94)
- Commercial Vehicle Drivers Hours of Service (Federal) SOR 2005-313  
<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-313/>

## PART 1: AUTHORIZED DRIVERS

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

### **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 company;
- contractors who have their vehicles registered to the company;
- volunteers and anyone else authorized to operate a company vehicle.

All authorized drivers must follow the policies and procedures found in this plan. By following the policies in this plan, all authorized drivers will be more aware of how to operate safely and to prevent collisions.

## PART 2: PROPER RECORD COMPLETION

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The company will train staff in hours of service records, bill of lading/manifests, dangerous goods records, weigh slips, and other documents that are required to be completed by law. A record will be maintained in each driver's file showing that the employee has this knowledge or any training received. The company will evaluate each type of record for proper completion.

### **HOURS OF SERVICE RECORDS:**

- Refer to the following resource for more information on federal hours of service requirements: [http://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-313/\(SOR/2005-313\)](http://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-313/(SOR/2005-313))

### **DAILY RECORD OF DUTY STATUS (RODS) COMPLETION:**

Unless exempted by law, all authorized drivers must complete a daily record of duty status for every calendar day they are employed by the company. The following information provides a brief summary for what must be included in a daily record of duty status:

#### **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 of 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 commercial vehicle licence plates or unit numbers;
- the odometer reading of each of the commercial vehicles operated by the driver;
- the names and the addresses of the home terminal and the principal place of business of every carrier by whom the driver was employed or otherwise engaged during that day;

- in the “Remarks” section of the daily record of duty status, if the carrier or driver was not required to keep a daily record of duty status 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 record of duty status 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 record of duty status, in accordance with Schedule 2, and the location of the driver each time their duty status changes, as that information becomes known.

**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 record of duty status attesting to the accuracy of the information recorded in it.

**USE OF ELECTRONIC RECORDING DEVICES:**

Daily record of duty status generated by Electronic Logging Devices (ELDs) must contain the same information in the same format that is required by regulation for a handwritten daily record of duty status. Failing to produce an electronic daily record of duty status will be treated the same as failing to produce a daily record of duty status in handwritten format. This includes if the electronic daily record of duty status data is:

- illegible;
- inoperable due to driver error;
- inoperable due to device malfunction, or unavailable for any other reason.

**RETENTION AND DISTRIBUTION OF RECORDS OF DUTY STATUS:**

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

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

Hours of service records will be maintained at the company’s principle place of business in Manitoba.

## **RODS FOR DRIVERS OPERATING WITHIN 160 KILOMETERS OF HOME TERMINAL:**

Authorized drivers are not required to prepare a record of duty status where **ALL** of the following are met:

- the driver drives within 160 km radius of the home terminal;
- the driver returns to the home terminal each day to begin a minimum of 8 consecutive hours of off-duty time;
- **extra-provincial carrier** – record shows, for each day, the *cycle* and *on-duty times*;
- **Intra-provincial carrier** – record shows, for each day, the daily *on-duty time*, including the *shift start and end times*;
- the carrier maintains records and support documents for a minimum of 6 months; and
- the driver is not driving under a permit or exemption.

## **SHIPPING DOCUMENTS**

### **BILLS OF LADING:**

Where applicable, a Bill of Lading shall be identified by a numerical code or other means of identification and shall set out at least the following:

- name and mailing address of the consignor;
- date of the consignment;
- point of origin of the shipment;
- name of the originating carrier;
- names of connecting carriers, if any;
- name and mailing address of the consignee;
- destination of the shipment;
- particulars of the goods comprising the shipment, including weight and description;
- a space for the signature of the consignor or their agent;
- a space in which to note any special agreement between the consignor and the carrier.

The person who is the originating carrier of the goods being shipped shall, on the bill of lading issued for those goods:

- acknowledge receipt of the goods by signing the bill of lading, and
- indicate the condition of the goods and give details of any defect.

### **WAYBILLS:**

Instead of carrying a bill of lading for the goods transported, the company may carry a waybill for the goods issued by the consignor or carrier. A waybill shall be identified by the numerical code or other means of identification set out on the bill of lading and set forth at least the following:

- particulars of the goods carried on the vehicle;
- name and mailing address of the consignor;
- point of origin of the shipment;
- name and mailing address of the consignee;
- destination of the shipment;
- names of connecting carriers, if any;
- date of the consignment.

## DANGEROUS GOODS SHIPPING DOCUMENTS:

If the company transports Dangerous Goods, a Dangerous Goods Shipping Document shall contain, at **minimum**, the following information:

- consignor's name and address in Canada;
- date of shipment;
- description of the goods: (in the following order)
  1. UN number (e.g. UN1230);
  2. Dangerous goods shipping name (e.g. Methanol);
  3. Primary class and subsidiary class (e.g. 3(6.1));
  4. If applicable, the packing group in roman numerals (e.g. I, II or III) or the compatibility group letter for explosives;
  5. If applicable, the words "toxic by inhalation" or "toxic – inhalation hazard" for dangerous goods subject to Special Provision 23 (Class 6.1, PGI, toxic due to inhalation);
- the quantity in metric measurement (e.g. kg or L) for transport originating in Canada;
- the "24-hour number" of a person who can provide technical information on the dangerous goods; and
- the consignor's certification.

In some cases, more information may need to be included, such as:

- the number of small means of containment (e.g. volume of 450 L or less) that require labels;
- the technical name or the statement "not odorized";
- the Emergency Response Assistance Plan (ERAP) number and its activating telephone number;  
**Note:** *An ERAP is only required for certain dangerous goods in certain quantities. To learn more about ERAP, please consult Part 7 of the TDG Regulations.*
- the flash point, if the product is a Class 3 flammable liquid and is being transported on a ship; (e.g. gasoline, diesel, etc.);
- special instructions, such as the control and emergency control temperatures of Classes 4.1 and 5.2; and
- the number of any applicable Transport Canada Equivalency Certificates.

Shipping documents must be carried within the driver's reach and, when the driver leaves the cab, the shipping documents must be left on the driver's seat, in a pocket on the driver's door or in an obvious place in the cab. If the vehicle is left in a supervised area, a copy of the shipping document must be left with the person in charge.

**Note:** There may be exemptions to regulations. Refer to Part 3 of the [Transportation of Dangerous Goods Regulations \(SOR/2001-286\)](https://laws-lois.justice.gc.ca/eng/regulations/SOR-2001-286/) at <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2001-286/>.

For more information, visit: <https://tc.canada.ca/en/corporate-services/prairie-northern-region> and/or contact the Transportation of Dangerous Goods office at 1-888-463-0521 for further information on bulletins, permitting and general information.



## PART 3: COMPLIANCE WITH THE LAW

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### **COMPANY RESPONSIBILITY:**

Drivers operating vehicles owned by the company will comply with all transportation safety laws as required.

It is the responsibility of operators of regulated vehicles and drivers to know and comply with all applicable safety regulations.

To assist companies in their safety management practices, the department has developed a Guide to Transportation Safety and Facility Audit and Scoring Guidelines manuals.

For more information, please visit:

[https://www.gov.mb.ca/mit/mcd/carriers\\_drivers/safetyguide.html](https://www.gov.mb.ca/mit/mcd/carriers_drivers/safetyguide.html),

[https://www.gov.mb.ca/mit/mcd/safety\\_monitoring/audits/pdf/public\\_facility\\_audit\\_scoring\\_guidelines\\_manual.pdf](https://www.gov.mb.ca/mit/mcd/safety_monitoring/audits/pdf/public_facility_audit_scoring_guidelines_manual.pdf)

### **SAFE VEHICLES:**

Drivers will not operate and the company will not permit a person to operate a regulated vehicle if the vehicle or any equipment related to the regulated vehicle is in a condition likely to cause danger to persons or property.

## PART 4: DRIVER CONDUCT AND DISCIPLINE

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### **DRIVER CONDUCT:**

Drivers must practice good conduct by keeping the following policies in mind:

- safely operate company vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead. Leave a safe distance between vehicles and be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- report all significant events on road to the company compliance officer, including violations, near misses, etc.

### **DISCIPLINARY PROCEDURES (STEPS):**

All disciplinary steps taken by the company will be progressive in nature. All actions taken including verbal warnings, will be documented. Disciplinary action may be taken with employees for any:

- regulatory violations (identified in the carrier profile report, driver's abstract or through internal evaluations/audits);
- significant company policy violations (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

#### **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 company 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.

#### **MONITORING:**

A monitoring program is an integral part of a company's record keeping compliance plan. Successful companies' complete **ongoing** reviews to ensure policies and procedures are followed.

Random checks can be completed prior to monthly/quarterly/annual safety meetings. Based on the size of the company a review could consist of all files or a random sample of files. The company must sample enough files so the review will give them a true picture of what is happening with the record-keeping portion of the business. This will provide the company the opportunity to rectify problems in a timely manner, giving the company the opportunity to minimize expenses and maximize effectiveness.

#### **EFFECTIVE MONITORING PROGRAMS INCLUDE:**

1. Insurance requirements
  - adequate liability insurance.
2. Carrier profile report
  - review performance threshold levels;
  - analyze accident reports, violations and CVSA inspections.
3. Driver records
  - Driver abstract;
  - driver fitness review;
  - violations;
  - accident reports;
  - records on file for the current and previous year.
4. Vehicle records
  - valid Periodic Mandatory Vehicle Inspection (PMVI) certificate;
  - records of regular preventative maintenance, repair and inspection;
  - Commercial Vehicle Safety Alliance (CVSA) inspection reports;
  - manufacturer defect reports and repairs;
  - records on file for the current and previous year.

5. Commercial vehicle trip inspections
  - trip inspection completed once every 24 hours when the vehicle is in operation;
  - documentation meets the requirements of the trip inspection regulation;
  - trip inspection reports forwarded to the companies chief place of business in Manitoba within 20 days;
  - records maintained for 6 months.
6. Reviewing policy and procedures manual
  - policies and procedures set out by the company are being followed and meeting the company's needs.
7. Hours of service
  - record of duty status;
  - support documentation compared to record of duty status (fuel receipts, lodging receipts, trip reports, dispatch records, payroll, bills of lading, etc.).

## **PART 5: DRIVER QUALIFICATIONS**

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### **DRIVER QUALIFICATIONS:**

When hiring new drivers the company will ensure the driver is qualified for the job by reviewing their driver abstract. By reviewing the commercial driver abstract, the company will ensure the driver has a valid operator's licence for the class of vehicle they will be operating. The company will also examine the driver's history to determine whether they are qualified to operate a commercial vehicle safely.

### **WHEN HIRING NEW DRIVERS, THE COMPANY MAY ALSO:**

- conduct a personal interview to evaluate attitude, driving skills and professionalism;
- contact references and past employers;
- conduct a road test to include: use of two and four lane highways, city driving, and yard backing and parking, shifting, turning, mirror usage, speed and general awareness;
- evaluate the skills and knowledge of a driver by conducting a written exam;
- address special training requirements (e.g. dangerous goods, long combination vehicle, etc.);
- implement a maximum abstract point threshold (e.g. specify maximum demerit points allowed within a specified period and do not hire if exceeded);
- implement a maximum collision threshold (e.g. consider if your threshold will include preventable collisions only or all collisions. Do not hire the applicant if the threshold is exceeded);
- implement a policy addressing procedures for suspended licence;
- implement a policy requiring drivers to immediately report changes of their Driver's Licence status to their employer (for example, suspensions or medical requirements/conditions).

## DRIVER EVALUATIONS:

The company will perform written driver evaluations according to the intervals in the chart below:

Driver Evaluation Type	Evaluation Interval	Comments
<b>New Hire</b>	Evaluate on hire	Complete written driver evaluation form and place in driver file.
<b>Probationary Driver</b>		Complete written driver evaluation form and ensure driver has corrected any issues identified in evaluation conducted at hire.
<b>Non-compliant Driver</b>		Complete written driver evaluations until satisfied the driver understands and can comply with requirements.
<b>Normal Driver</b>		Complete written driver evaluation form and place in driver file.

Drivers will be evaluated for skills that may include driving in traffic, backing up, connecting a trailer, fuelling, driving in the mountains, driving defensively, conducting daily trip inspections, and identifying and reporting defects to the company.

The company maintains an ongoing program for evaluating employees' driving skills using:

- road tests (see evaluation form on the next page);
- internal audits of records (record of duty status, time records, etc.).

Drivers may also be required to take written exams to test driver skills and knowledge of (as applicable):

- hours of service;
- weights and dimensions;
- cargo securement;
- dangerous goods;
- daily trip inspections;
- other:

## DRIVER EVALUATION

<b>Carrier Name:</b>				<b>Current Class of Operator's Licence</b>							
				1	2	3	4	5			
<b>Driver Name:</b>			<b>Date:</b>	<b>Signature of Driver:</b>				<b>Date:</b>			
DRIVER ACTIONS			Performance Assessment			DRIVER ACTIONS			Performance Assessment		
			Good	Fair	Poor				Good	Fair	Poor
<b>A. CONTROLS</b>				<b>E. TRAFFIC LIGHTS / SIGNS</b>							
1. Knowledge and/or use of equipment				1. Fails to anticipate / observe							
2. One-handed steering – hand position				2. Judgment – green / amber / red							
3. Steering Control – wanders / recovery				3. Judgment – stop / yield / other							
4. Shifts too soon / late / lugs				<b>F. RIGHT-OF-WAY</b>							
5. Improper use of gears / grinds				1. Uncertain / hesitant							
6. Improper use of clutch / stalls/ coasts				2. Fails to assume own right of way							
7. Improper use of brake / park brake				3. Aggressive / Judgment							
8. Improper use of accelerator				<b>G. SPEED</b>							
9. Signals too soon / late				1. Too fast for conditions							
10. Signals – improper / not cancelled/none				2. Too slow for conditions							
<b>B. PARKING / STARTING / BACKING</b>				<b>H. BACKUP / TURN AROUND</b>							
1. Fails to set brake / gear				1. Poor observation – before / during							
2. Observation – backing / starting				2. Judgment of distance / position							
3. Judgment – vehicle / wheels / angle				<b>I. ROAD TEST DISQUALIFICATION</b>							
4. Rolls back				1. Overall poor performance							
5. Unsure / too slow				2. Right of way violation – vehicle / pedestrian							
<b>C. LANE DRIVING / CHANGING / POSITION</b>				3. Traffic light violation							
1. Fails to check mirror				4. Stop sign violation							
2. Fails to check blind spot / late				5. Speeding violation							
3. Uncertain / hesitant				6. Other violation							
4. Road position – straddles lane				7. Climbs over curb							
5. Too close / far – stop / pass / follow				8. Lacks caution at uncontrolled intersection							
6. Improper lane change / late / slow				9. Obstructs traffic							
7. Fails to observe signs / conditions				10. Unable to perform skill maneuver							
<b>D. INTERSECTIONS / TURNS / RR</b>				11. Hits vehicle / object							
1. Block crosswalk / intersection / stop line				12. Lacks skill and control							
2. Stops too far back				13. Unsafe action							
3. Unnecessary stop				14. Trip inspection failure							
4. Fails to leave parking lot				<b>J. GENERAL DRIVER KNOWLEDGE</b>							
5. Fails to observe conditions / late				1. Hours of Service							
6. Left turn – cuts corner / turns wide				2. Trip Inspections							
7. Left turn – wrong lane – before / after				3. Cargo Securement							
8. Right turn – cuts corner / turns wide				4. Weights and Dimensions							
9. Right turn – wrong lane – before / after				<b>TEST ADMINISTRATION INFORMATION:</b>							
10. Incorrect position – vehicle / wheels				<b>Authorized to drive:</b>				<b>Yes: No:</b>			
11. Too fast – before / during				<b>Safety Officer's Name:</b>				<b>Signature:</b>			
12. Too slow – before / during				<b>COMMENTS:</b>							

## PART 6: DRIVER RECORDS AND RECORD RETENTION

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### DRIVER FILES:

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

- the driver's completed application form for employment with the registered owner, where applicable (**note:** the driver's resume is considered to be an acceptable application);
- driver licence disclosure;
- driver licence: A photocopy of the current licence to be maintained at all times. It is the driver's responsibility to inform the carrier immediately if their licence has been suspended or revoked;
- a driver's abstract when the driver is first hired or employed, dated within 30 days of the date of employment or hire, and every 12 months thereafter;
- annual updated copies of the driver's abstract;
- a record of all driver accidents and violations while operating a motor vehicle, including personal vehicles, must be disclosed to the carrier in writing without delay;
- a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws; 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 under the *Transportation of Dangerous Goods Act, 1992*.

### DRIVER FITNESS REVIEW:

The company will conduct a driver fitness review for each driver, to determine whether the person is fit to drive regulated vehicles registered to the company.

- reviews will be completed within 30 days of the abstract date. The company will conduct reviews at time of hire and annually thereafter;
- drivers may sign an authorization form for the company to obtain a driver abstract on their behalf;
- the abstract will be reviewed and compared to the driver's written accident and violation disclosures. Any unreported accident and violation disclosures occurring in the previous twelve months will be discussed and documented; and
- the review documentation will be placed in the driver qualification file.

### DRIVER RECORD RETENTION:

The company 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 company's regular business hours.

## DRIVER RECORD AUDITS:

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The company will audit the driver records at time of hire and annually thereafter, to ensure all files have the required documentation.

Audit Policy	Name or Title or designate
Audits will be conducted by:	
Audit results will be provided to:	
Any deficiencies will be addressed by:	

**Note:** Identify the designated person(s) responsible for promoting compliance by the company, otherwise record the registered owner's name.

### SAMPLE DRIVER RECORD-KEEPING FORMS:

The following forms may be used to assist companies with their record-keeping requirements.

## DRIVER RECORD FOLDER CHECKLIST:

Pursuant to s. 318.8(1) of the Highway Traffic Act, regulated vehicle operators are responsible for developing and maintaining driver record files. Attach this checklist to the driver record folder to ensure record compliance is achieved and maintained.

<b>Driver Name:</b>				<b>Hire Date:</b>	
	<b>Required Driver Records</b>				<b>Must Retain Document(s) For:</b>
	<b>Driver Licence Disclosure</b> At time of hire and at change in licence status	Status change date:	Status change date:	Status change date:	<b>term of employment</b>
	<b>Driving Record (Abstract)</b> At time of hire and every 12 months thereafter	Next required date:	Next required date:	Next required date:	<b>2 years</b>
	<b>Review of Driving Record</b> Conduct every 12 months within 30 days of abstract date	Next required date:	Next required date:	Next required date:	<b>2 years</b>
	<b>Accident / Conviction Disclosure</b> within 30 days of incident date and at time of review of driving record	Next required date:	Next required date:	Next required date:	<b>2 years</b>
	<b>Dangerous Goods Training Certificates (if applicable)</b>				<b>Must Retain Document(s) For:</b>
	<b>Dangerous Goods Training Certificate</b> At time of training completion and every 36 months thereafter	Next required date:	Next required date:	Next required date:	<b>2 years after expiry</b>
	<b>Supporting Documents</b>				<b>Must Retain Document(s) For:</b>
	Employment Application/Resume				<b>term of employment</b>
	Road/Written Test(s)				<b>term of employment</b>
	Records of Training				<b>on-going</b>
	Employment Contract				<b>term of employment</b>
	Disciplinary Action(s)				<b>on-going</b>



**DRIVER DISCLOSURE OF LICENCE:**

Driver Name: \_\_\_\_\_  
(Please print)

**DECLARATION:**

Pursuant to Section 318.1(3) of The Highway Traffic Act, I hereby disclose the only jurisdiction in which I am licenced, the class of licence held, and the name in which the licence is issued.

\_\_\_\_\_

Jurisdiction

Class of licence

Legal Name on Licence (Print)

- I understand that I can possess only one driver’s licence.
- I understand that I must inform my employer immediately of any violations or accidents while operating a motor vehicle.
- I understand that I must immediately inform my employer of any suspension, restriction, prohibition or any other change in status to my driver’s licence.

\_\_\_\_\_

Date

\_\_\_\_\_

Driver 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 ACCIDENT(S) AND CONVICTION(S):

I hereby certify that the following is a true and complete list of accidents and convictions, other than parking or photo enforcement, required to be reported pursuant to s. 318.1(3) of the Highway Traffic Act.

Date:	Accident/Conviction Details:	Jurisdiction:	Type of Vehicle Operated:	
			Regulated	Personal

I hereby certify that I **have not** had any accidents or convictions, other than parking or photo enforcement, while operating any motor vehicle in the previous 12 months.

Driver Name: \_\_\_\_\_  
(Please print)

Date: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

**REVIEW OF DRIVING RECORD (ABSTRACT):**

Pursuant to s. 318.6(1)(2) of the Highway Traffic Act, I have reviewed the driving record of:

Driver Name: \_\_\_\_\_  
(Please print)

Driver Licence #: \_\_\_\_\_

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

- Meets the minimum qualifications for safe driving
- Does not meet the minimum qualifications for safe driving

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

Disciplinary action(s) taken:

Reviewer notes:

**Review Conducted BY:** \_\_\_\_\_  
(Name and Title)

**Reviewer Signature:** \_\_\_\_\_

**Date of review:** \_\_\_\_\_

## PART 7: EMPLOYEE TRAINING

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### TRAINING AREAS:

The company will ensure all drivers have met training requirements prior to operating company vehicles. This training must be conducted to increase knowledge, reduce violations and reduce the likelihood of collisions.

All employees will receive training in the following areas, as applicable:

- company safety program;
- safe vehicle operation;
- company maintenance program;
- The Highway Traffic Act and relevant transportation safety laws including;
  - hours of service;
  - daily trip inspections;
  - weights and dimensions;
  - cargo securement; and
  - other regulations, as applicable to company operations.
- The *Dangerous Goods Transportation and Handling Act* and regulations made under that Act; <https://laws-lois.justice.gc.ca/eng/acts/T-19.01/>;
- any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Manitoba.

### EMPLOYEES WILL BE TRAINED BY:

<input type="checkbox"/> In-house Staff	<input type="checkbox"/> External Organization	<input type="checkbox"/> Both
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All drivers will have records of training in their driver file (e.g. training certificates or other records showing the time, date and type of training). A copy of applicable legislation will be made available for all staff (e.g. web site access, hard copy, or electronic file).

**ONGOING TRAINING:**

Employees will receive ongoing training throughout their employment in the following areas, as applicable:

- hours of service (record of duty status) – the company will assess the need for additional training by conducting daily and periodic internal audits of:
  - driver's hours of service records to ensure documents are not falsified;
  - record of duty status completion to ensure they meet the legislated requirements (form and manner); and
  - other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- daily trip inspections – the company will provide ongoing training through spot checks and monitoring of vehicle defects;
- weights and dimensions – ongoing training and monitoring will be provided on legal weights and dimensions, permit weights and dimensions, shipping weights, etc. Loads to be scaled and dimensions and permits must be checked before leaving the yard;
- NSC Standard 10 - cargo securement – ongoing training and monitoring of compliance through direct spot checks and monitoring of the Carrier Profile Report;
- other regulations, as applicable to company operations.

All employees will be evaluated on a regular basis to ensure they understand minimum transportation safety requirements. If a knowledge gap is identified in a driver evaluation, the company will ensure that driver is trained as necessary.

**EMPLOYEES WILL RECEIVE ADDITIONAL TRAINING THROUGHOUT THE YEAR WHEN:**

- regulations or policies concerning any of the areas above have changed;
- an employee has demonstrated non-compliance in one of the above areas; or
- an employee has indicated they do not understand the minimum transportation safety requirements.

The company will ensure all employees are evaluated on their knowledge of the information received during training.

## PART 8: HOURS OF SERVICE

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### HOURS OF SERVICE:

Drivers of regulated vehicles are limited to the number of hours they may work. Hours of service regulations define maximum times and minimum off-duty times for drivers of commercial vehicles (both truck and bus) in Canada. In Manitoba, the federal and/or provincial hours of service regulations apply to carriers who are required to hold a Safety Fitness Certificate including:

- truck, tractor, trailer or any combination of them that has a registered gross vehicle weight in excess of 4,500 kg or a bus that is designed to carry 11 or more persons including the driver.

**PROVINCIAL DRIVERS HOURS OF SERVICE REGULATION M.R. 72/2007:** applies to intra-provincial carriers that have never crossed a provincial, territorial or international border.

<https://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=72/2007>

**FEDERAL COMMERCIAL VEHICLE DRIVERS HOURS OF SERVICE REGULATIONS:** applies to extra-provincial carriers that have crossed a provincial border at least once.

<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-313/>

### HOURS OF SERVICE LIMITATIONS - BASIC RULES:

**DAY** = 24-hour period; one log page

**CORE REST** = 8 consecutive hours of rest

**WORKSHIFT** = time between 2 Core rests

### ON-DUTY TIME:

- any work for any motor carrier/responsible for load and/or vehicle;
- waiting for loading/unloading/inspection/servicing/repairs/fueling;
- travelling in commercial vehicle when not in sleeper berth.

### HOURS OF SERVICE LIMITS:

- 13 hours driving / 14 hours on-duty in a DAY;
- 13 hours driving / 14 hours on-duty in a WORKSHIFT;
- 16 total elapsed hours from beginning of WORKSHIFT.

### MANDATORY REST = 10 HOURS PER DAY:

- at least 8 consecutive hours (Core rest);
- 2 more hours must be taken in blocks  $\geq$  30 minutes.

### CYCLE 1: (must declare on record of duty status)

- max 70 hours on-duty in any 7-day period;
- 24 consecutive hours off-duty in previous 14 days;
- 36 consecutive hours off-duty to reset.

### CYCLE 2: (must declare on record of duty status)

- max 120 hours on-duty in any 14-day period;
- 24 consecutive hours off-duty before completing 70<sup>th</sup> on-duty hour;
- 72 consecutive hours off-duty to reset.

**SPLIT SLEEPER BERTH - SINGLE DRIVER:**

- 2 SB periods, each  $\geq 2$  hours, total  $\geq 10$  hours;
- total driving, on-duty and elapsed time on both sides of each SB period  $\leq 13, 14$  and 16 hours.

**SPLIT SLEEPER BERTH - TEAM DRIVERS:**

- 2 SB periods, each  $\geq 4$  hours; total  $\geq 8$  hours;
- total rest  $\geq 10$  hours each day;
- total driving, on-duty and elapsed time on both sides of each SB period  $\leq 13, 14$ , and 16 hours.

**RECORDING OFF-DUTY DAYS: (SINGLE OR MULTIPLE DAYS)**

Drivers, who have been off-duty for several days, may record their daily record of duty status information for multiple off-duty days on a single record of duty status page provided that:

- the record of duty status page is fully completed with applicable/required information (e.g. driver name, addresses for home terminal and principle place of business, total hours for each duty status and total hours in the day);
- geographical location where off-duty time began;
- cycle, start time of the day (if other than midnight), driver name/signature, etc.;
- dates of off-duty time;
- the information on the record of duty status must be legible and accurate;
- the days referenced as off-duty are consecutive dates;
- the record of duty status page does not include information for a day that shows any duty status other than "off-duty time other than time spent in a sleeper berth";
- the days off cannot be shown in the remarks section of a record of duty status completed on the first day the driver is back on-duty.



## **PART 9: MONITORING HOURS OF SERVICE COMPLIANCE**

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The company will monitor the compliance of each driver with the [Commercial Vehicle Drivers Hours of Service Regulations \(SOR/2005-313\)](#). The company has a responsibility to monitor the compliance of drivers' record of duty status. The purpose of monitoring these records is to prevent collisions involving fatigued driving. During the monitoring process, the company will address all fatigue-related violations found in these records.

### **HOURS OF SERVICE VIOLATIONS CONSIDERED TO BE "FATIGUE-RELATED" INCLUDE:**

- false records (identified using independent supporting documents);
- more than one record for each 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.

### **HOURS OF SERVICE MONITORING WILL INCLUDE:**

- develop written policies that establish driver compliance requirements;
- assign a person to be responsible for monitoring, taking remedial action when violations are found, etc.;
- verify that all authorized drivers have a record of duty status for every calendar day (including days off and holidays);
- verify all authorized drivers understand and apply the appropriate hours of service regulations;
- check 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 company 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;
- 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;
- prepare a monthly report of your findings and any corrective action(s) taken. Total number of days checked.

## HOURS OF SERVICE MONITORING SCHEDULE:

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The company **must** monitor the compliance of **each** driver for hours of service violations and take immediate remedial action when non-compliance occurs. Monthly hours of service monitoring reports must be maintained in the driver’s file. The company **must** also conduct forensic audits by comparing the driver’s record of duty status against supporting documents to successfully assess the driver’s compliance with the regulations.

Forensic audits may be conducted on all drivers monthly for smaller carriers **or** may be based on driver fleet size for larger carrier operations. Please see the schedule below for examples.

Driver Fleet Size	Audit Schedule
1 to 10 drivers	✓ check every driver once a month.
More than 10 drivers	✓ check at least 10 plus 10 per cent of the remaining drivers each month. <b>Examples:</b> <b>30 drivers:</b> ➤ check 10 drivers, plus 10 per cent of the remaining 20 drivers, for a total of 12 drivers each month. <b>70 drivers:</b> ➤ check 10 drivers, plus 10 per cent of the remaining 60 drivers, for a total of 16 drivers each month. <b>150 drivers:</b> ➤ check 10 drivers, plus 10 per cent of the remaining 140 drivers, for a total of 24 drivers each month.

**NOTE:** A “driver” includes any person authorized to operate a regulated vehicle registered to the company. This includes full or part time employees, volunteers, mechanics, salespeople, dispatchers, office staff, owners, managers, supervisors, etc.

## HOURS OF SERVICE RECORD AUDITS:

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The company will audit the hours of service records for compliance to the regulations.

Audit Policy	Name or Title or designate
Audits will be conducted by:	
Audit results will be provided to:	
Any deficiencies will be addressed by:	

**Note:** Identify the designated person(s) responsible for promoting compliance by the company, otherwise record the registered owner’s name.

### SAMPLE HOURS OF SERVICE RECORD-KEEPING FORMS:

The following forms may be used to assist companies with their record-keeping requirements.

# INTRA-PROVINCIAL DRIVER’S HOURS OF SERVICE EXEMPT TIME RECORD

(For use by companies that operate solely within the province of Manitoba).

**Note:** Pursuant to Section 81(2)(c) of the Provincial and Federal Hours of Service Regulations, all work performed within a 160-kilometer radius of the home terminal must be recorded on an exempt time record.

The following information must be included in the hours of service exempt time record:

<b>Intra-Provincial Driver’s Exempt Time Record</b>			
Driver’s Name (Print): _____		Month: _____	Year: _____
Day of Month	On-Duty Time		Remarks
	Start	End	I.e. (vehicle plate or unit #, field trip, training, local delivery, etc.)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

**Note:** This hours of service record and supporting documents must be retained for six (6) months.

# EXTRA-PROVINCIAL DRIVER'S HOURS OF SERVICE EXEMPT TIME RECORD

(For use by companies that operate outside the province of Manitoba).

**Note:** Pursuant to Section 81(2)(c) of the Provincial and Federal Hours of Service Regulations, all work performed within a 160-kilometer radius of the home terminal must be recorded on an exempt time record.

The following information must be included in the hours of service exempt record:

<b>Extra-Provincial Driver's Exempt Time Record</b>			<i>Elected Cycle:</i>
			Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/>
Driver's Name (Print): _____			Month: _____ Year: _____
Day of Month	On-Duty Time		Remarks
	Start	End	I.e. (vehicle plate or unit #, field trip, training, local delivery, etc.)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

**Note:** All calendar days must be accounted for including off-duty days. This hours of service record and supporting documents must be retained for six (6) months

## PART 10: HIRING A TRANSPORTATION SAFETY CONSULTANT

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The transportation industry is constantly growing and changing. Sometimes the company may need assistance in keeping up with the growth of the company and the changes in regulations. Hiring a consultant may be part of the company's plan of action.

### **COMPANIES MAY FIND IT HELPFUL TO HIRE A CONSULTANT FOR:**

- better understanding of the transportation safety laws that apply to their company;
- developing and implementing effective safety and maintenance programs;
- assistance in monitoring drivers for transportation safety compliance;
- assistance in completing or taking action after an audit;
- assistance in establishing a culture of safety and compliance; and
- training services (for example: cargo securement, hours of service, trip inspections, etc.)

### **WHEN SELECTING A CONSULTANT, COMPANIES SHOULD CONSIDER THAT THE CONSULTANT:**

- has a good understanding of the company's needs;
- can help the company establish an administrative system that meets National Safety Code requirements;
- can help the company address management control of company vehicles and drivers;
- can teach company employees how to do what needs to be done on their own;
- has the training and experience to do the type of work needed;
- has the skills to do the tasks required (for example: audits, training services, development of safety and maintenance programs, and more); and
- is available during the timeframe that the company needs to get things done.

Manitoba Infrastructure maintains a list of approved consultants, which is available upon request.

## PART 11: PREVENTATIVE MAINTENANCE AND INSPECTION

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### OVERVIEW:

All regulated vehicles (regulated vehicle registered solely or in combination for more than 4,500 kilograms including but not limited to trucks, truck tractors, trailers, passenger carrying vehicles, converter dollies, jeeps and boosters) registered to the company are required to comply with the company'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 PREVENTIVE MAINTENANCE AND INSPECTION PROGRAM WILL ADDRESS THE FOLLOWING AREAS:

- daily trip inspection reports;
- CVSA inspection reports;
- repairs;
- scheduled preventative maintenance and inspection;
- annual PMVI inspection report;
- record keeping of all inspections, repairs, and routine preventative maintenance;
- manufacturer recall notices.

A person shall not operate or permit another person to operate a regulated vehicle if the vehicle or any equipment related to the regulated vehicle is in a condition likely to cause danger to persons or property.

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

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

### DESIGNATION OF MAINTENANCE OFFICER:

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Identify the designated person responsible for maintaining and implementing the preventative maintenance and inspection program, otherwise record the registered owner's name.

Name:	Title:
Phone:	Email:

## PART 12: COMMERCIAL VEHICLE TRIP INSPECTIONS

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### THE COMPANY WILL ENSURE THAT:

- A copy of the applicable inspection schedule “A, B, C, D or E” is located in each regulated vehicle. Drivers shall produce the schedule when requested by a peace officer.
- A vehicle must be inspected every 24 hours that the vehicle is in service. Vehicle components will be inspected as required by Section 7 of Manitoba’s [Commercial Vehicle Trip Inspection Regulation, M.R. 95/2008](#). The daily trip inspection must include all components as specified in the list of items in the applicable inspection schedule.

### COMPLETION OF THE DAILY TRIP INSPECTION REPORT:

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

- the licence plate, identification number or unit number;
- the carrier’s name;
- the date and time of inspection;
- the name of the urban location municipality or a description of the highway location where the inspection was conducted;
- any defect related to the operation of any item required to be inspected or that non 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 section 12(2) of the Commercial Vehicle Trip Inspection Regulation MB 95/2008; and
- the name and signature of the person making the report.

Note: A sample trip inspection report is attached. Drivers may use this report or the company may attach a different report for them to use.

### DEFECTS OBSERVED DURING THE OPERATION OF THE VEHICLE:

If a driver observes any safety defects as specified in the applicable trip inspection schedule while driving the vehicle, the driver will record the defects in the trip inspection report or in a written document and report those defects to the company as required.

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

#### **DISTRIBUTION AND RETENTION OF TRIP INSPECTION REPORTS:**

- the person who completed the trip inspection report will forward that report to the company within 20 days of completion of the report;
- the company is responsible for ensuring the trip inspection report is submitted as required. The 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 company 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 applicable inspection schedule 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 company will certify on the report that the defect has been repaired/corrected or certify on the report the repair/correction is unnecessary;
- if a driver or person authorized by the company believes or suspects there is a safety defect, they shall report it without delay.



## PART 13: VEHICLE RECORD KEEPING

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### VEHICLE FILES:

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

1. Identification of the vehicle, including:
  - Licence plate and/or 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 Regulation MR 76/94, and repairs, lubrication and 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.
3. Notice of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices.
4. Trip inspection reports prepared under Section 12 of Manitoba's Commercial Vehicle Trip Inspection Regulation MR 95/2008.
5. Commercial Vehicle Safety Alliance (CVSA) inspection reports.
6. Unless otherwise authorized through a permit, we shall maintain the records at our principal place of business.

The company will ensure that the records required to be maintained under this section are true, accurate and legible.

### RECORD RETENTION:

The company 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 a minimum of 2 years. 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.

The person conducting the trip inspection will certify that any major defect has been repaired/corrected or certifies on the report that repair/correction is unnecessary; a driver shall not drive or be permitted to drive until all major defects have been repaired.

## VEHICLE RECORD AUDITS:

---

The company will audit the vehicle records to ensure all files have the required documentation.

Audit Policy	Name or Title or designate
Audits will be conducted by:	
Audit results will be provided to:	
Any deficiencies will be addressed by:	




**Note:** Identify the designated person(s) responsible for promoting compliance by the company, otherwise record the registered owner's name.

### SAMPLE VEHICLE RECORD-KEEPING FORMS:

The following forms may be used to assist companies with their record-keeping requirements.

## VEHICLE RECORD FOLDER CHECKLIST

Pursuant to s. 318.8(1) of the Highway Traffic Act, regulated vehicle operators are responsible for developing and maintaining vehicle record files. Attach this checklist to the vehicle record folder to ensure record compliance is achieved and maintained.

Plate/Unit #:	Year:	Make:	VIN #:		
	<b>Required Vehicle Records</b>				<b>Must Retain Document(s) For:</b>
	<b>Scheduled Preventative Maintenance &amp; Inspection</b> At time of each scheduled inspection	Next file audit date:	Next file audit date:	Next file audit date:	<b>2 years</b> and 6 months after the vehicle leaves the carrier's control
	<b>Commercial Vehicle Safety Alliance (CVSA) Inspection Report(s)</b> At time of inspection	Next file audit date:	Next file audit date:	Next file audit date:	<b>2 years</b>
	<b>Commercial Vehicle Trip Inspection Report(s)</b> Inspect every 24 hours while in service	Next file audit date:	Next file audit date:	Next file audit date:	<b>6 months</b>
	<b>Periodic Mandatory Vehicle Inspection (PMVI) Certificate</b> At time of issuance	Next inspection date:	Next inspection date:	Next inspection date:	<b>until vehicle is next inspected</b>
	<b>Manufacturer Recall Notice (if applicable)</b>				<b>Must Retain Document(s) For:</b>
	<b>Manufacturer Recall Notice(s)</b>	Next file audit date:	Next file audit date:	Next file audit date:	<b>2 years after expiry</b>
	<b>Supporting Documents</b>				<b>Must Retain Document(s) For:</b>
	Scheduled Preventative Maintenance & Inspection Interval Schedule				<b>duration of ownership</b>
	Repair Invoice/Receipts				<b>2 years</b>
	Shop Supply Receipts				<b>2 years</b>
	Vehicle Registration Certificate				<b>until next renewed</b>
	Vehicle Insurance Certificate				<b>until next renewed</b>
	Fleet/Service Agreement				<b>until next renewed</b>

## PREVENTATIVE MAINTENANCE AND INSPECTION SCHEDULE

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

- Commercial Vehicle Trip Inspection MR 95/2008  
[https://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=95/2008](https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=95/2008)

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 in the appropriate vehicle file. The company will conduct regular and continuous preventative maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Vehicle Type	SPM&I Schedule Record intervals by mileage (miles/km), hours or time	Schedule
Commercial Vehicle Trip Inspection	Trucks	Every 24 hours	Complete commercial vehicle trip inspection report and document vehicle defect(s).
	Tractors		
	Trailers		
	Bus/Van		
Scheduled Preventative Maintenance and Inspection	Trucks		
	Tractors		
	Trailers		
	Bus/Van		
PMVI Inspection:	Trucks, Tractors, Trailers	Annually	Required every 12 months before current PMVI expires
PMVI Inspection:	Regulated Passenger Bus/Van (not for compensation)	Annually	Required every 12 months before current PMVI expires
PMVI Inspection:	Commercial Bus/Van/School Bus (for compensation)	Every 6 months	Required every 6 months before current PMVI expires

**Note:**

- Only fill in the above chart for vehicle types registered to the company. For example, if the company does not have trailers registered; record N/A for trailer interval.
- Attach additional page(s) when using multiple preventative maintenance and inspection schedules within your fleet.
- Preventative maintenance and inspection schedules for trailers **must** specify a time interval, unless equipped with a hubometer.

## SCHEDULE “A” – TRUCK, TRACTOR & TRAILERS

### APPLICATION:

This schedule applies to trucks, tractors and trailers or combinations thereof exceeding a registered gross vehicle weight of 4500 kg. Visit

[https://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=95/2008](https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=95/2008) for more inspection schedules.

Equipment or system, or part of vehicle or load, to be inspected	Minor Defect	Major Defect
<b><i>Air brake system</i></b>	<ul style="list-style-type: none"> <li>• Audible air leak</li> <li>• Slow air pressure build-up rate</li> </ul>	<ul style="list-style-type: none"> <li>• Pushrod stroke of any brake exceeds the adjustment limit that constitutes an out of service criterion</li> <li>• Air-loss rate exceeds the limit that constitutes an out of service criterion</li> <li>• Low air warning system does not work properly or gives low air warning</li> <li>• Service, parking or emergency brake does not work properly</li> <li>• Tractor protection system does not work properly when the vehicle has a trailer attached</li> </ul>
<b><i>Cab</i></b>	<ul style="list-style-type: none"> <li>• Driver's or passenger's door does not open</li> </ul>	<ul style="list-style-type: none"> <li>• Any door does not close securely</li> </ul>
<b><i>Cargo securement</i></b>	<ul style="list-style-type: none"> <li>• Cargo is covered but the cover is not attached, or does not cover the cargo, in a manner that complies with the <i>Cargo Securement Regulation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Cargo is not covered or is not secure</li> <li>• Cargo securement device is missing, does not work properly or its condition does not comply with the <i>Cargo Securement Regulation</i></li> <li>• Cargo cover's condition does not comply with the <i>Cargo Securement Regulation</i></li> </ul>
<b><i>Coupling devices</i></b>	<ul style="list-style-type: none"> <li>• Coupler or mounting has loose or missing fastener</li> </ul>	<ul style="list-style-type: none"> <li>• Coupler is not secure or movement exceeds the limit that constitutes an out of service criterion</li> <li>• Coupling or locking mechanism is damaged or does not lock</li> <li>• Defective, incorrect or missing safety chain or cable</li> </ul>
<b><i>Dangerous goods</i></b>	n/a	<ul style="list-style-type: none"> <li>• Dangerous goods handling and transportation requirements under <i>The Dangerous Goods Handling and Transportation Act</i> are not met</li> </ul>

<i>Equipment or system, or part of vehicle or load, to be inspected</i>	<b>Minor Defect</b>	<b>Major Defect</b>
<b><i>Driver's controls</i></b>	<ul style="list-style-type: none"> <li>Accelerator pedal, clutch, a gauge, an audible or visual indicator or an instrument does not work properly</li> </ul>	n/a
<b><i>Driver's seat</i></b>	<ul style="list-style-type: none"> <li>Seat is damaged or does not remain in set position</li> </ul>	<ul style="list-style-type: none"> <li>Seatbelt or tether belt is not secure, is missing or does not work properly</li> </ul>
<b><i>Electric brake system</i></b>	<ul style="list-style-type: none"> <li>Wiring or an electrical connection is loose or not secure</li> </ul>	<ul style="list-style-type: none"> <li>Brake does not work properly</li> <li>Breakaway device does not work properly</li> </ul>
<b><i>Emergency equipment and safety devices</i></b>	<ul style="list-style-type: none"> <li>Emergency equipment is missing, damaged or defective</li> </ul>	n/a
<b><i>Exhaust system</i></b>	<ul style="list-style-type: none"> <li>Exhaust leak that does not cause exhaust gas to enter the occupant compartment</li> </ul>	<ul style="list-style-type: none"> <li>Exhaust leak that causes exhaust gas to enter the occupant compartment</li> </ul>
<b><i>Frame and cargo body</i></b>	<ul style="list-style-type: none"> <li>Damaged frame or cargo body (except as described in the major defect column)</li> </ul>	<ul style="list-style-type: none"> <li>Visibly shifted, cracked, collapsing or sagging frame member</li> </ul>
<b><i>Fuel system</i></b>	<ul style="list-style-type: none"> <li>Missing fuel tank cap</li> </ul>	<ul style="list-style-type: none"> <li>Fuel tank is not secure</li> <li>Dripping fuel leak</li> </ul>
<b><i>Glass and mirrors</i></b>	<ul style="list-style-type: none"> <li>Windows or mirrors do not allow the driver to see to the side and rear of the vehicle on both sides as a result of being damaged, missing or not adjusted properly</li> <li>Window glass or mirror has broken or damaged</li> <li>attachments onto vehicle body Driver's view of the road is obstructed in the area swept by the windshield wipers</li> </ul>	<ul style="list-style-type: none"> <li>Missing windshield</li> </ul>
<b><i>Heater or defroster</i></b>	<ul style="list-style-type: none"> <li>System or a control does not work properly</li> </ul>	<ul style="list-style-type: none"> <li>Defroster does not provide an unobstructed view through the windshield</li> </ul>
<b><i>Horn</i></b>	<ul style="list-style-type: none"> <li>Horn does not work properly</li> </ul>	n/a

Equipment or system, or part of vehicle or load, to be inspected	Minor Defect	Major Defect
<b>Hydraulic brake system</b>	<ul style="list-style-type: none"> <li>• Brake fluid level is less than the level specified by the vehicle manufacturer as the minimum operating level or, if manufacturer has no minimum operating level, brake fluid reservoir is less than ½ full</li> </ul>	<ul style="list-style-type: none"> <li>• Brake boost or power assist does not work properly</li> <li>• Brake fluid leak</li> <li>• Brake pedal fade or insufficient brake pedal reserve</li> <li>• A warning device (other than ABS) is giving a warning</li> <li>• Brake fluid reservoir is less than ¼ full</li> <li>• Parking brake does not work properly</li> </ul>
<b>Lamps and reflectors</b>	<ul style="list-style-type: none"> <li>• Lamp does not work properly</li> <li>• Reflector is partly or completely missing</li> </ul>	<ul style="list-style-type: none"> <li>• Failure of both low-beam headlamps when lamps are required to be lit</li> <li>• Failure of both rearmost tail lamps when lamps are required to be lit</li> <li>• Failure of one rearmost turn-indicator lamp at anytime</li> <li>• Failure of both rearmost brake lamps at anytime</li> </ul>
<b>Steering</b>	<ul style="list-style-type: none"> <li>• Steering wheel lash is greater than normal</li> </ul>	<ul style="list-style-type: none"> <li>• Steering wheel is not secure</li> <li>• Steering wheel movement indicates binding or looseness</li> <li>• Steering wheel lash exceeds the limit that constitutes an out of service criterion</li> </ul>
<b>Suspension system</b>	<ul style="list-style-type: none"> <li>• Air leak in air-suspension system</li> <li>• Broken spring leaf</li> <li>• Suspension fastener is loose, missing or broken</li> </ul>	<ul style="list-style-type: none"> <li>• Damaged or deflated air bag</li> <li>• Air bag mounted insecurely</li> <li>• Main spring leaf, or more than 1 spring leaves in one spring assembly are, broken or missing</li> <li>• Part of spring leaf or suspension is shifted out of place or in contact with another vehicle component</li> <li>• Loose U-bolt</li> </ul>
<b>Tires</b>	<ul style="list-style-type: none"> <li>• Damaged tire tread or sidewall</li> <li>• Tire leaking</li> </ul>	<ul style="list-style-type: none"> <li>• Flat tire</li> <li>• Tire tread depth is less than the wear limit that constitutes an out of service criterion</li> <li>• Tire is in contact with another tire or any vehicle component other than mud-flap</li> <li>• Tire is marked "not for highway use"</li> <li>• Tire has exposed cords in the tread or outer sidewall area</li> </ul>

Equipment or system, or part of vehicle or load, to be inspected	Minor Defect	Major Defect
<b><i>Vehicle in general</i></b>	n/a	<ul style="list-style-type: none"> <li>• Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation</li> </ul>
<b><i>Wheels, hubs and fasteners</i></b>	<ul style="list-style-type: none"> <li>• Hub oil below minimum level if fitted with sight glass</li> <li>• Leaking wheel seal</li> </ul>	<ul style="list-style-type: none"> <li>• Wheel has loose, missing, damaged or ineffective fastener</li> <li>• Damaged wheel or wheel component</li> <li>• Evidence that wheel, hub or bearing will fail soon</li> </ul>
<b><i>Windshield wiper or washer</i></b>	<ul style="list-style-type: none"> <li>• System or a control does not work properly</li> <li>• Wiper blade is damaged or missing</li> <li>• Wiper or washer does not work properly</li> </ul>	<ul style="list-style-type: none"> <li>• Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper when prevailing weather conditions require use of wiper or washer</li> </ul>



**SAMPLE  
TRUCK/TRAILER TRIP INSPECTION REPORT**

Carrier Name:		NSC Number:	
Time of Inspection:	Date of Inspection:	Location of Inspection:	
Odometer Reading:	Vehicle Plate or Unit Number:	Trailer Plate or Unit Number:	
Name of Driver:		Signature of Driver:	
Name of Person Inspecting (if different from driver):		Signature of Person Inspecting (if different from driver):	

When item inspected, check "I" column. If defect identified during inspection, check "RR" (requires repair) column.

I	RR	Item Inspected	I	RR	Item Inspected
		Air Brake System			Glass and Mirrors
		Cab Components / Doors			Heater/Defroster
		Cargo Securement			Horn
		Coupling Devices			Hydraulic Brake System
		Dangerous Goods			Inspection Decals
		Driver Controls			Lights and Reflectors
		Driver Seat / Seatbelts			Mudflaps and Fenders
		Electric Brake System			Spare Fuses / Bulbs / Lights
		Emergency Equipment and Safety Devices			Steering
		Engine Fluid Levels			Suspension System
		Engine Components			Tires
		Exhaust System			Tire Chains / Hanger
		Frame and Cargo Body			Tools
		Fuel System			Unit Documents
		Exhaust System			Wheels, Hubs and Fasteners
		General			Windshield Wipers/Washer
		Other: _____			

No Defects Found

**Certification of Repairs Completed**

I performed an inspection of the vehicle noted above using the criteria set out in Schedule A of Manitoba's *Commercial Vehicle Inspection Regulation* (95/2008). I certify that:

- The above defects have been repaired.
- Above defects do not affect safe operation of vehicle; any minor defects identified will be addressed before next use of vehicle.

Name of person inspecting:	Signature of person inspecting:	Date and time:
Repairman Name (if applicable):	Repairman Signature (if applicable):	Date and time:

# MONTHLY VEHICLE MAINTENANCE & REPAIR RECORD

Pursuant to s. 318.7(3) of the Highway Traffic Act, every regulated vehicle operator must establish a system of scheduled preventative inspection, maintenance and repair for every truck, bus and trailer it operates, and keep up-to-date maintenance and repair record for each vehicle under its control.

**Record MUST identify the type of service schedule performed:**

- Scheduled Preventative Maintenance & Inspection (**SPM&I**) or
- Repair (**R**)

MONTH:				
Vehicle Information	Plate #:	Unit #:	Make:	Year: VIN:
Date of Service:	Odometer Reading:	Description of maintenance performed:	Service Schedule: (SPM&I), (R)	Performed By: Outside Shop / Self

\*Applicable work orders/invoices/receipts are attached to this record as evidence of repair.

## PART 14: UNITED STATES GENERAL INFORMATION

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The following section contains basic information for operators of regulated vehicles 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 [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) has an interactive map which allows operators to click on a U.S. state and obtain links to U.S. state-specific regulatory information.

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.

### U.S. DRIVER QUALIFICATION FILES:

The file must include

- Driver's application for employment
- Inquiry to previous employers — driving record for last 3 years;
- Annual inquiry and review of driving record;
- Annual driver's certification of violations and annual review;
- Driver's road test and certificate, or the equivalent to the road test;
- Medical examiner's certificate; and
- If granted, a waiver of physical disqualification for a person with a loss or impairment of limbs as specified in § 391.49.
- Refer to § 391.51 for a complete list of required driver qualification file documents.

### U.S. DRUG & ALCOHOL TESTING PROGRAM:

The US Federal Motor Carrier Safety Administration (FMCSA), along with the US Department of Transportation (DOT) requires that persons subject to the commercial driver's license (CDL) requirements and their employers follow drug and alcohol testing rules. These rules include procedures for testing, frequency of tests, and substances tested for.

This applies to:

- Anyone employing commercial drivers to operate commercial vehicles on public roads within the United States
- Commercial drivers who operate commercial vehicles on public roads within the United States
- Interstate carriers
- Intrastate carriers
- Federal, State, and local governments
- Civic organizations (veteran transport, boy/girl scouts, etc.)
- Faith-based organizations

### U.S. DRUG & ALCOHOL TRAINING FOR SUPERVISORS:

If you operate vehicles that require a commercial driver's license on public roads within the U.S. and you have more than one employee in the company, you are required to obtain DOT supervisor training and certification as per FMCSA requirements.

# DECLARATION OF COMMITMENT TO TRANSPORTATION SAFETY

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- I/we, the company's authorized representative(s), are committed to ensuring all employees are aware of and dedicated to following transportation safety laws as outlined in this plan. I/we are committed to ensuring the designated compliance officer has the necessary resources to ensure the implementation of this program.
  
- 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 disciplinary actions may be taken including but not limited to, the issuance of administrative penalties and the Safety Fitness Rating downgraded.
  
- 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 results in being charged with offence(s) or administrative penalty(s).

**OWNER, MANAGER OR DIRECTOR:**

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).			
Name:		Title:	
Phone:	Email:	Date:	
Signature:			

**DESIGNATION OF COMPLIANCE OFFICER:**

The person responsible for maintaining and implementing this plan is:			
Name:		Title:	
Phone:	Email:	Date:	
Signature:			