

**NATIONAL SAFETY CODE
SAMPLE SAFETY AND MAINTENANCE PROGRAM
Provincial Trucks, Truck-Tractors, and Trailers**



**Last Revised: December, 2016
Alberta Transportation**

NOTICE TO READERS

This document has been prepared by the Carrier Services Section of Alberta Transportation. It includes sample safety and maintenance programs for provincial carriers that operate trucks, truck-tractors, and/or trailers. **Provincial carriers operate commercial vehicles registered for a weight of 11,794 kilograms or more solely in Alberta.**

What are Safety and Maintenance Programs?

Safety and maintenance programs are written documents that provide safety and maintenance expectations for all employees within a company. All National Safety Code (NSC) carriers are **required by law** to have these programs in place. The safety program allows carrier safety management to ensure all authorized drivers have sufficient training and qualifications to safely operate the company's commercial vehicles. The maintenance program helps management confirm that all vehicles owned by the company are properly maintained before they are operated on highways. For more information about the purpose of safety and maintenance programs, refer to Modules 5-6 of the [Commercial Vehicle Safety Compliance in Alberta](#) education manual.

Using these sample Safety and Maintenance Programs

This document MUST be altered to address the compliance and operational needs of a specific carrier. This sample document, by itself, should not be used or accepted as meeting a carrier's regulatory requirement unless it has been appropriately modified and implemented.

Carriers that use these sample programs 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 an error message when the "Submit" or "Print" button is clicked on the last page.** Carriers that wish to include more policies that are specific to their operations may use these samples as a guideline for ensuring they meet minimum regulatory requirements.

Every effort has been made to ensure that the information in this document 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 document are considered to be the minimum items required by law. Carriers may include additional policies to these minimum requirements in their programs. It is the carrier's responsibility to ensure that safety and maintenance programs meet all regulatory requirements.

Corrections, comments and suggestions for this document can be submitted to Alberta Transportation at any time by contacting Carrier Services Section at 403-755-6111 (toll free in Alberta by first dialing 310-0000) or by email to compliance.info@gov.ab.ca.

To assist you in meeting the minimum requirements, the following website may help when developing your programs and/or training. You are required to implement your safety and maintenance program, evaluate it

periodically and update it as necessary. For more information on safety and maintenance programs and training, view our education manual online at: www.transportation.alberta.ca/671.htm.

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

- *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002);*
- *Commercial Vehicle Safety Regulation (AR 121/2009);*
- *Vehicle Inspection Regulation (AR 211/2006);*
- *Vehicle Equipment Regulation (AR 122/2009); and*
- *Traffic Safety Act.*

Alberta regulations are available from the Queens Printer at 780-427-4952 or online at: www.gp.alberta.ca

**SAFETY PROGRAM FOR
COMMERCIAL TRANSPORTATION
Provincial Trucks,
Truck-Tractors, and Trailers**



Name on Safety Fitness Certificate:

Prepared By:

AUTHORIZED DRIVERS

Authorized drivers include all employees that are permitted to operate National Safety Code vehicles registered to _____ . Authorized drivers include:

Company Name

- 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;
- anyone else authorized to operate a company vehicle.

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

PART 1: SAFE USE AND OPERATION OF VEHICLES

_____ will ensure all drivers are aware of the safe use and operation of commercial
Company Name
vehicles. Drivers must comply with all transportation safety laws, including those related to:

Speed Limits

Drivers must obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Seat Belt Use

All authorized drivers, while operating or travelling as a passenger in company vehicles, must wear seat belt(s) at all times.

Drug and Alcohol Use

The possession and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs are strictly prohibited while drivers operate company vehicles and other equipment.

Defensive Driving

Authorized drivers must operate company vehicles in a professional and courteous manner. Drivers must be prepared to avoid collision causing situations by practicing and by promoting the principles of defensive driving.

For example, drivers must be aware of their surroundings and look ahead. Drivers should leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

Distracted Driving

As part of practicing the principles of defensive driving, authorized drivers must remain focused and follow all distracted driving laws. The following activities conducted while driving are considered distracted driving:

- using hand-held cell phones;
- texting or emailing (even when stopped at red lights);
- using electronic devices like laptop computers, video games, cameras, video entertainment displays, and programming portable audio players (e.g. MP3 players);
- entering information on GPS units;
- reading printed materials in the vehicle;
- writing, printing or sketching; and
- personal grooming (brushing teeth, putting on makeup, clipping nails, shaving, etc.).

Cargo Securement

The carrier and driver must ensure that all any cargo transported is contained, immobilized or secured in according to National Safety Code Standard 10. The following are some general guidelines for ensuring cargo is secured in a safe manner. Generally, cargo transported on a commercial vehicle must not:

- leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle; or
- shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.

Drivers must inspect the cargo and its securing devices within the first 80 kilometres after beginning a trip. Drivers must re-inspect cargo when any one of the following occurs:

- change of duty status (e.g. from "driving" to "on-duty not driving");
- after driving for 3 hours; or
- after driving 240 kilometres.

An employee or driver will not use any vehicle to transport goods unless;

- the vehicle is constructed to carry the goods, and
- there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

Drivers are not permitted to transport any cargo unless it is properly secured. For more detailed information, refer to the company cargo securement training program.

Fuelling

Before fuelling, the driver must:

- shut off engine;
- not smoke;
- check for fuel leaks;
- not overfill the tank;
- not leave nozzle unattended; and
- replace filler cap when finished fuelling.

PART 2: PROPER RECORD COMPLETION

_____ 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 on 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.

Company Name

1. Hours of Service Records

Refer to the following resources for more information on provincial hours of service requirements:
Alberta's [Drivers' Hours of Service Regulation \(AR317/2002\)](#)
[Module 8 of the Commercial Vehicle Safety Compliance in Alberta manual](#)

Daily Log Completion

Unless exempted by law, all authorized drivers must complete daily logs 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 log:

- a graph grid in the form set out in the schedule in regulation;
- the date;
- the odometer reading at the commencement of driving;
- the total number of kilometres or miles driven by the driver during the work day;
- in the case where a vehicle is being operated by co drivers, the total number of hours that the vehicle has travelled during a work day;
- the vehicle's unit or licence plate number;
- the name of the carrier for whom the driver worked during the work day;
- the name and signature of the driver;
- the name of any co driver;
- the time of commencement of the work shift and the location at which the driver commenced the work shift;
- the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day;
- record at each change of duty status enter the name of city, town or village or highway location and name of province or state;
- record the name of city, town or village or highway location when fuelling in Alberta and number of litres or gallons of fuel;
- record the total number of hours of each duty status and aggregate of these hours;
- the driver signs the daily log at the end of the driver's work shift.

No driver shall drive after accumulating 13 hours of driving time in one day. Nor shall any driver drive after accumulating 14 hours of on-duty time in a day. The maximum on-duty time for provincially regulated carriers is 15 hours.

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.

For more information, refer to the Electronic Log Policy: www.transportation.alberta.ca/5610.htm

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. Drivers must also keep copies of the daily log at their residence for 6 months after the day on which the log was completed.

The company must retain all daily logs, supporting documents and hours of service records at the principal place of business for 6 months after the day on which the daily log was completed.

Hours of service records will be maintained at the following location:

Physical Address in Alberta (*must be the same as your principle place of business*):

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 160km radius of the home terminal;
- Driver records accurate work shift start **and** end times;
- Driver returns to home terminal (starts and ends shift at same location);
- Driver is released from work within **15 hours** from the start of the work shift;
- The company will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is release from work (end time).

Note: If one of the conditions above ceases to exist, then the driver must complete a daily log and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist.

2. 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 his agent;
- a provision stipulating whether the goods are received in apparent good order and condition;
- a space in which to show the declared value of the shipment;
- where charges are to be prepaid or collected;
- a space in which to indicate whether the charges are prepaid or collect;
- a space in which to show whether the C.O.D. fee is prepaid or collect;
- a space in which to show the amount to be collected by the carrier on a C.O.D. shipment;
- a space in which to note any special agreement between the consignor and the carrier;
- a statement in conspicuous form indicating that the carrier's liability is limited by a term or condition of the applicable schedule of rates or by other agreement, if such a limitation exists.

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;
- whether the charges are prepaid or collect;
- date of the consignment.

Note: See Section 2 of the [Bill Of Lading and Conditions of Carriage Regulation \(AR 313/2002\)](#) for exemptions (e.g. owner's own goods).

Dangerous Goods Shipping Documents

Where 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).

For more information refer to the web site: www.transportation.alberta.ca and/or contact the Dangerous Goods Coordination and Information Centre at 800-272-9600 for further information on bulletins, permitting and general information.

Weigh Slips

The company will obtain accurate vehicle weights and weigh slips for vehicles that are required to be weighed under the *Bill Of Lading and Conditions of Carriage Regulation* (AR 313/2002).

PART 3: COMPLIANCE WITH THE LAW

Safety Laws

Drivers operating vehicles owned by _____ will comply with all transportation safety laws as required. The [Commercial Vehicle Certificate and Insurance Regulation \(AR 314/2002\)](#) identifies that:

Company Name

“**safety laws**” means, as the context requires,

- i) the Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) the *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- iii) the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

Safe Vehicles

Vehicle Condition:

Drivers will not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property

PART 4: USE OF SAFETY EQUIPMENT

Use of Warning Devices

During the night time a commercial vehicle will not be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional; and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle.

When there is insufficient light or conditions where objects are not clearly discernable at 150 metres, commercial vehicles will not be stationary outside of the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

Warning triangles and hazard lights are used to make other traffic aware of parked commercial vehicles.

Use of Fire Extinguishers

If the need to use a fire extinguisher arises:

Remember the word PASS

- **Pull** - Pull the safety pin by breaking the seal;
- **Aim** – Aim the nozzle, horn or hose at the base of the fire;
- **Squeeze** - Squeeze the handle;
- **Sweep** – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

Safety instructions:

- remove the fire extinguisher from its bracket;
- approach the fire from upwind if possible;

- hold the extinguisher in an upright position;
- continue to use until the fire is out and the fire extinguisher is empty;
- replace the safety pin and return it to your compartment;
- have extinguisher recharged immediately or replaced before your next run;
- report use of fire extinguisher to supervisor.

Use of Personal Protective Equipment (PPE)

_____ will ensure all employees are educated on the proper use of all issued PPE (e.g. *Company Name* goggles, hard hats, breathing apparatus, etc.). Any education or training will be documented and placed on the driver's file.

Note: Reference *Occupational Health and Safety Act* for specific instructions and the use of PPE. This legislation may also require additional components to be covered in the safety program. The *Occupational Health and Safety Act* is available online at: <http://work.alberta.ca/occupational-health-safety/307.html>.

PART 5: DRIVER CONDUCT AND DISCIPLINE

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 safety officer, including violations, near misses, etc.

Disciplinary Procedures (STEPS)

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

Company Name

- regulatory violations (identified on the Carrier Profile, 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).

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 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.

PART 6: DRIVER QUALIFICATIONS

Driver Qualifications

When hiring new drivers, _____ 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.

Company Name

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 any 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 three year 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
New Hire	Evaluate on hire	Complete written driver evaluation form and place on driver file.
Probationary Driver		Complete written driver evaluation form and ensure driver has corrected any issues identified in evaluation conducted at hire.
Non-compliant Driver		Complete written driver evaluations until satisfied the driver understands and can comply with requirements.
Normal Driver		Complete written driver evaluation form and place on driver file.

Drivers will be evaluated for skills involving: 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 carrier. 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 (logbooks, 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 results will be retained on each driver's file. A sample driver evaluation form is attached.

DRIVER EVALUATION

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

PART 7: DRIVER RECORDS AND RECORD RETENTION

Driver Files

_____ will keep a driver record for every person authorized to operate company
Company Name
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);
- the driver's employment history for the three years immediately preceding the time the driver started working for the carrier, where applicable;
- a copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
- annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
- a record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
- a record of any administrative penalty imposed on the driver under safety laws;
- a record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;
- a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
- 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*; and
- a copy of a current medical certificate for all Class 1, 2 or 4 licences and Class 3 or 5 with a licence endorsement code "C" requiring a periodic medical. Alternatively, retain a copy of valid driver licence, a Commercial Driver's Abstract or a note from the medical doctor in lieu of the medical certificate.

Driver Record Retention

_____ will keep all driver files at the principal place of business in Alberta. These
Company Name
records will be:

- retained for at least five 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.

PART 8: EMPLOYEE TRAINING

Training Areas

_____ will ensure all drivers have met training requirements prior to operating
Company Name
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 subjects, as applicable:

- company safety program;
- safe vehicle operation;
- company maintenance program;
- Traffic Safety Act and relevant transportation safety laws including;
 - Hours of Service;
 - Daily Trip Inspection;
 - Weights and dimensions;
 - Load Securement; and
 - Other regulations, as applicable to company operations.
- the [Dangerous Goods Transportation and Handling Act](#) and regulations made under that Act;
- any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta.

Employees will be trained: In House By an External Organization Both

All drivers will have records of training in their 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 disk).

Note: Training information is available in the [Commercial Vehicle Safety Compliance in Alberta](#) education manual.

Orientation

All new hires will receive training on the company's safety and maintenance policies. New employees will also receive training in the following subjects upon hire:

- Hours of Service
- Daily Trip Inspections
- Weights and Dimensions
- Load Securement
- Other: _____

Ongoing Training

Employees will receive ongoing trainings throughout their employment in the following subjects:

- hours of service (logbooks and/or time records) – 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;
 - daily log 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.
- load securement – ongoing training and monitoring of compliance with Cargo National Safety Code Standard 10 through direct spot checks and monitoring the Carrier Profile.
- 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 may also be subject to additional trainings throughout the year when:

- Regulations or policies concerning any of the subjects 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.

**MAINTENANCE PROGRAM FOR
COMMERCIAL TRANSPORTATION**
**Provincial Trucks, Truck-
Tractors, and Trailers**



Name on Safety Fitness Certificate:

Prepared By:

Effective Date:

OVERVIEW

All NSC commercial vehicles (commercial vehicle registered solely or in combination for more than 4,500 kilograms including but not limited to trucks, truck tractors, trailers, 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 indicate the maintenance and inspection program is "acceptable";
 - the registered owner must monitor the lease operator to ensure the maintenance program and inspection program is being implemented.

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

- daily trip inspections;
- repairs;
- routine scheduled maintenance;
- annual CVIP inspections;
- record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP.

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial 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 maintenance and inspection program will be kept at the company's principal place of business in Alberta. 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 commercial 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

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

Name:	Title:
Phone:	Email:

PART 1: SCHEDULED VEHICLE MAINTENANCE

_____ will routinely inspect applicable vehicle components as listed in:

Company Name

- Alberta's [Vehicle Inspection Regulation \(AR 211/2006\)](#),
- Schedule 2 of Alberta's [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#), 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 company will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval (Kilometres, Time or Hours)	Comments
Daily Trip Inspection	Trucks, Tractors, Trailers	Every 24 hours	Complete written Daily Trip Inspection form if required. Report all defects and document all repairs.
Lubrication Interval (Oil changes and greasing)	Trucks:		
	Tractors:		
	Trailers:		
Scheduled Maintenance Inspection	Trucks:		
	Tractors:		
	Trailers:		
"CVIP" Inspection	All Types (Truck, Tractor, Trailers)	Annually	Required every 12 months before next CVIP expires - to be completed by a Certified CVIP Station.

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

_____ will inspect vehicles at regular intervals using the following form:
Company Name

Schedule 2 Maintenance Form

Date: _____ Time: _____ Inspector's Name: _____
Address of Inspection Shop: _____
Licence Plate Number(s): _____ Vehicle Unit Number: _____
Odometer: _____ Hour Meter: _____ Signature: _____

- Body and Seats (S.1)
- Chassis Frame (S. 2)
- Body Frame (S. 3)
- Sliding Subframe (S. 4)
- Underbody (S. 5)
- Driver Shaft (S. 6)
- Window and Mirrors (S. 7)
- Fuel (S. 8)
- Exhaust (S. 9)
- Friction Components (S. 10)
- Hydraulic and Vacuum-assist Brake Components (S. 11)
- Mechanical Components (S. 12)
- Brake Pedal (S. 13)
- Air Brake System (S. 14)
- Park Brake (S. 15)
- Brake System (S. 16)
- Engine Controls (S. 17)
- Steering Column and Box (S. 18)
- Wheel Alignment (S. 19)
- C-Dolly Steering (S. 20)
- Steering Linkage (S. 21)
- Suspension (S. 22)
- General Requirements (S. 23)
- Windshield Wipers and Washers (S. 24)
- Heating and Defrosting System (S. 25)
- Starting Switch (S. 26)
- Lamps and Reflectors (S. 27)
- Tires (S. 28)
- Wheels (S. 29)
- Lubrication (S. 30)
- Fifth Wheel Coupling Device (S. 31)
- Trailer Hitch, Trailer Mount and Connecting Devices (S. 32)
- Rear Impact Guards (S. 33)

Note: The above noted items are general headings under Schedule 2 of the [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#). The general headings are further broken down in Schedule 2 into specific components and detailed inspection criteria. Refer to Schedule 2 for guidance when conducting maintenance inspections.

Specific vehicles may be equipped or may be required to be equipped with additional items that must be inspected and maintained. Consult the legislation to determine the specific requirements for your vehicle(s). Any equipment or safety systems installed in a vehicle by the manufacturer of the vehicle must be maintained in good working order and in accordance with the manufacturer's specifications.

PART 2: DAILY TRIP INSPECTIONS

National Safety Code (NSC) Standard 13

_____ will ensure that:

Company Name

- a copy of Schedule 1 is located in each commercial vehicle. Drivers shall produce the 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 10(4)(b) of Alberta's *Commercial Vehicle Safety Regulation* (AR121/2009). 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 commercial 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 section 10 of the Commercial Vehicle Safety Regulation (AR 121/2009)
- 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 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 in the attached 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 their home terminal within 20 days of completion of the report;
- The company 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 company for the month it was created and an additional 6 months.

Requirement to Repair, Correct and Report Defects

- Drivers will not drive a commercial vehicle with any uncorrected or unrepaired major defect (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;
- _____ will certify on the report that the defect has been repaired/corrected or
Company Name
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 in the commercial 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.

NSC Standard 13 Part 2

Schedule 1 – Truck, Tractor & Trailers

Application:

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

1. Air Brake System	
Defect(s) <ul style="list-style-type: none"> Audible air leak. Slow air pressure build-up rate. 	Major Defect(s) <ul style="list-style-type: none"> Pushrod stroke of any brake exceeds the adjustment limit. Air loss rate exceeds prescribed limit. Inoperative towing vehicle (tractor) protection system. Low air warning system fails or system is activated. Inoperative service, parking or emergency brake.
2. Cab	
Defect(s) <ul style="list-style-type: none"> Occupant compartment door fails to open. 	Major Defect(s) <ul style="list-style-type: none"> Any cab or sleeper door fails to close securely.
3. Cargo Securement	
Defect(s) <ul style="list-style-type: none"> Insecure or improper load covering (e.g. wrong type or flapping in the wind). 	Major Defect(s) <ul style="list-style-type: none"> Insecure cargo. Absence, failure, malfunction or deterioration of required cargo securement device or load covering.
4. Coupling Devices	
Defect(s) <ul style="list-style-type: none"> Coupler or mounting has loose or missing fastener. 	Major Defect(s) <ul style="list-style-type: none"> Coupler is insecure or movement exceeds prescribed limit. Coupling or locking mechanism is damaged or fails to lock. Defective, incorrect or missing safety chain/cable.
5. Dangerous Goods	
	Major Defect(s) <ul style="list-style-type: none"> Dangerous goods requirements not met.
6. Driver Controls	
Defect(s) <ul style="list-style-type: none"> Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	
7. Driver Seat	
Defect(s) <ul style="list-style-type: none"> Seat is damaged or fails to remain in set position. 	Major Defect(s) <ul style="list-style-type: none"> Seatbelt or tether belt is insecure, missing or malfunctions.
8. Electric Brake System	
Defect(s) <ul style="list-style-type: none"> Loose or insecure wiring or electrical connection. 	Major Defect(s) <ul style="list-style-type: none"> Inoperative breakaway device. Inoperative brake.

9. Emergency Equipment & Safety Devices	
Defect(s)	
<ul style="list-style-type: none"> Emergency equipment is missing, damaged or defective. 	
10. Exhaust System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Exhaust leak. 	<ul style="list-style-type: none"> Leak that causes exhaust gas to enter the occupant compartment.
11. Frame and Cargo Body	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Damaged frame or cargo body. 	<ul style="list-style-type: none"> Visibly shifted, cracked, collapsing or sagging frame member(s).
12. Fuel System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Missing fuel tank cap. 	<ul style="list-style-type: none"> Insecure fuel tank. Dripping fuel leak.
13. General	
	Major Defect(s)
	<ul style="list-style-type: none"> Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
14. Glass and Mirrors	
Defect(s)	
<ul style="list-style-type: none"> Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted. Required mirror or glass has broken or damaged attachments onto vehicle body. 	
15. Heater/Defroster	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Control or system failure. 	<ul style="list-style-type: none"> Defroster fails to provide unobstructed view through the windshield.
16. Horn	
Defect(s)	
<ul style="list-style-type: none"> Vehicle has no operative horn. 	
17. Hydraulic Brake System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Brake fluid level is below indicated minimum level. 	<ul style="list-style-type: none"> Parking brake is inoperative Brake boost or power assist is inoperative. Brake fluid leak. Brake pedal fade or insufficient brake pedal reserve. Activated (other than ABS) warning device. Brake fluid reservoir is less than ¼ full.
18. Lamps and Reflectors	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Required lamp does not function as intended. Required reflector is missing or partially missing. 	<p><i>When lamps are required:</i></p> <ul style="list-style-type: none"> Failure of both low-beam headlamps. Failure of both rearmost tail lamps. <p><i>At all times:</i></p> <ul style="list-style-type: none"> Failure of a rearmost turn-indicator lamp.

	<ul style="list-style-type: none"> • Failure of both rearmost brake lamps.
19. Steering	
Defect(s) <ul style="list-style-type: none"> • Steering wheel lash (free-play) is greater than normal. 	Major Defect(s) <ul style="list-style-type: none"> • Steering wheel is insecure, or does not respond normally. • Steering wheel lash (free-play) exceeds required limit.
20. Suspension System	
Defect(s) <ul style="list-style-type: none"> • Air leak in air suspension system. • Broken spring leaf. • Suspension fastener is loose, missing or broken. 	Major Defect(s) <ul style="list-style-type: none"> • Damaged¹ or deflated air bag. • Cracked or broken main spring leaf or more than one broken spring leaf. • Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component. • Loose U-bolt. ¹ patched, cut, bruised, cracked to braid, mounted insecurely.
21. Tires	
Defect(s) <ul style="list-style-type: none"> • Damaged tread or sidewall of tire. • Tire leaking (if leak can be felt or heard, tire is to be treated as flat). 	Major Defect(s) <ul style="list-style-type: none"> • Flat tire. • Tire tread depth is less than wear limit. • Tire is in contact with another tire or any vehicle component other than mud-flap. • Tire is marked "Not for highway use". • Tire has exposed cords in the tread or outer side wall area.
22. Wheels, Hubs and Fasteners	
Defect(s) <ul style="list-style-type: none"> • Hub oil below minimum level. (When fitted with sight glass.) • Leaking wheel seal. 	Major Defect(s) <ul style="list-style-type: none"> • Wheel has loose, missing or ineffective fastener. • Damaged, cracked or broken wheel, rim or attaching part. • Evidence of imminent wheel, hub or bearing failure.
23. Windshield Wiper/Washer	
Defect(s) <ul style="list-style-type: none"> • Control or system malfunction. • Wiper blade damaged, missing or fails to adequately clear driver's field of vision. 	Major Defect(s) <i>When necessary for prevailing weather condition.</i> <ul style="list-style-type: none"> • Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

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

Details of defect(s) detected:

Defects observed during operation of vehicle (time other than initial inspection):

Certification of Repairs Completed

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 1 of NSC Standard 13 and as per Schedule 1 of Alberta's *Commercial Vehicle Safety Regulation (AR121/2009)*. 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:
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Repairman Name (if applicable):	Repairman Signature (if applicable):	Date and time:
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PART 3: RECORD KEEPING

Vehicle Files

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

1. Identification of each 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 *Vehicle Inspection Regulation (AR 211/2006)*, 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. Notices 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 Alberta's *Commercial Vehicle Safety Regulation* .
5. Unless otherwise authorized by the Registrar, 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

_____ will retain all trip inspection reports for the month they are created and an
Company Name
additional 6 months. The other records identified above will be retained for the year they are created and an additional 4 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.

DECLARATION OF COMMITMENT TO TRANSPORTATION SAFETY

- 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 safety and maintenance program. I/we are committed to ensuring the designated safety 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).

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

Designation of Safety Officer

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