

Commercial Vehicle Safety Compliance in Alberta



NOTICE TO READERS

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 a summary of the regulations. It cannot replace first-hand information such as specific legislation.

The material in this document is not intended to represent a full training course in any subject area covered. However, it may form part of a carrier's larger training program.

The reader is invited to reproduce all or part of this document; however, at no time should the information contained here be altered in any way nor used in a manner that would change the intended meaning of the material or its accuracy.

Electronic Use of this Manual



This manual was developed to be interactive for internet users. There are hyperlinks and buttons that the reader can click for more information. Buttons will look like rectangular bars with text on them that says "click here". Clicking the above button, for example, will take the reader to the electronic version of this education manual.

Hard Copies of this Manual

Hardcopies of this manual are available for purchase from:



Alberta Motor Transport Association
Our Momentum

#1, 285005 Wrangler Way
Rocky View, Alberta
T1X 0K3

800-267-1003

www.amta.ca

TABLE OF CONTENTS

Introduction



PURPOSE OF THIS MANUAL	7
INTENDED USERS	8
APPLICABLE LEGISLATION	9
RESOURCES FOR CARRIERS	10

Module 1: Getting Started



MODULE CONTENTS	2
WRITING A BUSINESS PLAN	3
BUSINESS LICENCES AND PERMITS	4
TAXES AND EMPLOYER RESPONSIBILITIES	5
HEALTH AND SAFETY RESPONSIBILITIES	6
LICENSING AND REGISTRATION	7
SAFETY FITNESS CERTIFICATES	8
OPERATING AUTHORITY CERTIFICATES	10
CARRIER INSURANCE	13
GETTING STARTED: CHECKLIST	14

Module 2: National Safety Code



MODULE CONTENTS	2
THE NATIONAL SAFETY CODE	3
THE NATIONAL SAFETY CODE STANDARDS	4

Module 3: Licensing, Registration and Insurance



MODULE CONTENTS	2
DRIVER LICENSING	3
VEHICLE REGISTRATION	4
SAFETY FITNESS AND OPERATING AUTHORITY CERTIFICATES	5
OPERATING STATUS	8
INTERNATIONAL REGISTRATION PLAN (IRP)	11
INTERNATIONAL FUEL TAX AGREEMENT (IFTA) INSURANCE	12
REQUIREMENTS	13

Module 4: Weights and Dimensions



MODULE CONTENTS	2
VEHICLE WEIGHTS AND DIMENSIONS	3
PERMITS	7

OVERDIMENSIONAL SAFETY REQUIREMENTS	8
ESCORT VEHICLE REQUIREMENTS	9
GETTING PERMITS IN ALBERTA: ONLINE SERVICES	10
ROAD RESTRICTIONS AND ROAD BANS	12
RESOURCES FOR CARRIERS	14

Module 5: Safety Programs, Driver Files and Record Keeping



MODULE CONTENTS	2
SAFETY PROGRAMS	3
WHAT IS A SAFETY PROGRAM	4
SAFETY OFFICER RESPONSIBILITIES	6
WRITING THE SAFETY PROGRAM	7
REVIEWING A SAFETY PROGRAM	15
DUE DILIGENCE	17
MODULE 5 APPENDICES	20

Module 6: Maintenance Programs, Vehicle Files and Record Keeping



MODULE CONTENTS	2
MAINTENANCE AND INSPECTION PROGRAMS	3
WHAT IS A MAINTENANCE AND INSPECTION PROGRAM?	4
WRITING THE MAINTENANCE PROGRAM	5
BENEFITS OF IMPLEMENTING A MAINTENANCE AND INSPECTION PROGRAM	13
CHECKLISTS AND MONITORING TOOLS	16
MODULE 6 APPENDICES	18

Module 7: Federal Hours of Service Regulations



MODULE CONTENTS	2
FEDERAL HOURS OF SERVICE REGULATIONS	3
RESPONSIBILITIES OF MOTOR CARRIERS, SHIPPERS, CONSIGNEES AND DRIVERS	4
GENERAL EXEMPTIONS	5
DRIVER DUTIES	7
LOG BOOKS	8
FEDERAL DRIVING LIMITATIONS	16
SLEEPER BERTHS	25
INTERNAL MONITORING	29
PERMITS	30
ENFORCEMENT AND PENALTIES	31
FATIGUE MANAGEMENT	32
RESOURCES FOR CARRIERS	33
MODULE 7 APPENDICES	35

Module 8: Provincial Hours of Service Regulations



MODULE CONTENTS	2
PROVINCIAL REGULATIONS	3
RESPONSIBILITIES OF MOTOR CARRIERS AND DRIVERS	4
EXEMPTIONS	5
DRIVER DUTIES	7
LOG BOOKS	8
PROVINCIAL DRIVING LIMITATIONS	14
INTERNAL MONITORING	18
PERMITS	19
ENFORCEMENT AND PENALTIES	20
FATIGUE MANAGEMENT	21
RESOURCES FOR CARRIERS	22
MODULE 8 APPENDICES	24

Module 9: Cargo Securement



MODULE CONTENTS	2
CARGO SECUREMENT STANDARDS	3
SECUREMENT DEVICES	4
GENERAL SECUREMENT	8
COMMODITY SPECIFIC SECUREMENT	12
RESOURCES FOR CARRIERS	16

Module 10: Dangerous Goods



MODULE CONTENTS	2
INTRODUCTION TO DANGEROUS GOODS	3
WHAT ARE DANGEROUS GOODS?	4
DANGEROUS GOODS TRAINING	5
CLASSES OF DANGEROUS GOODS	7
IDENTIFICATION OF DANGEROUS GOODS	8
DANGEROUS GOODS LABELS AND PLACARDS	10
DOCUMENTATION	11
EMERGENCY RESPONSE ASSISTANCE PLANS	14
COORDINATION AND INFORMATION CENTRE	17
PERMITS FOR EQUIVALENT LEVEL OF SAFETY	18
RESOURCES FOR CARRIERS	19
MODULE 10 APPENDICES	21

Module 11: Carrier Profiles and Safety Fitness Ratings



MODULE CONTENTS	2
CARRIER PROFILES AND SAFETY FITNESS RATINGS	3
OBTAINING CARRIER PROFILE REPORTS	5
PARTS OF A CARRIER PROFILE REPORT	7
PARTNERS IN COMPLIANCE (PIC)	10
RESOURCES FOR CARRIERS	18

Module 12: Carrier Monitoring and Intervention



MODULE CONTENTS	2
CARRIER MONITORING	3
FACILITY AUDITS	5
PREPARING FOR AN AUDIT	7
CONDUCTING FACILITY AUDITS	8
AFTER THE AUDIT	10
PROGRESSIVE INTERVENTION	11
CONSEQUENCES OF NON-COMPLIANCE	12
RESOURCES FOR CARRIERS	14
MODULE 12 APPENDICES	15

Appendices



APPENDICES	2
APPENDIX 1: GLOSSARY OF TERMS	3
APPENDIX 2: CONTACT INFORMATION	22
APPENDIX 3: RELEVANT LEGISLATION	27
APPENDIX 4: RESOURCES	29
APPENDIX 5: SUMMARY OF WEB LINKS	31

PURPOSE OF THIS MANUAL



The Alberta government's mandate is to ensure the transportation system supports Alberta's economic, social, and environmental vitality. As the number of heavier vehicles on the highways increases, the Alberta government must work more diligently than ever to provide a safe, efficient and quality network of highways.

The Government of Alberta has prepared this manual to assist commercial truck and bus companies and their employees to operate safely and in compliance with transportation safety laws.

More specifically, this manual was developed to:

- Assist existing and future drivers, managers and owners of commercial vehicles in understanding safety laws and safe operating procedures;
- Provide direction and information for new commercial drivers;
- Assist carriers in developing, updating and implementing their safety and maintenance programs;
- Provide resources and contact information to carriers operating in Alberta;
- Increase trust and understanding between industry and government.

This manual has several modules, each of which provides information on a particular topic. To gain a full understanding of compliance requirements, it is recommended that a carrier obtain the complete manual rather than just one module. If the carrier should choose to obtain only certain parts of this manual, it is recommended that they obtain the full introduction and the appendices.

This is a guide only and is not meant to be a substitute for the actual legislation.

INTENDED USERS

This manual has been developed to assist:

- Carriers and owner/operators involved in operating commercial trucks and buses including:
 - Provincial carriers, including owner/operators, who operate commercial vehicles registered for a weight of 11,794 kilograms or more who operate only within Alberta;
 - Federal carriers, including owner/operators, who operate commercial vehicles registered for a weight of more than 4,500 kilograms who also operate outside of Alberta (including farmers);
 - Carriers, including owner/operators, who operate commercial passenger vehicles with a manufacturer's seating capacity originally designed for 11 or more persons, including the driver.
- Carriers, owner/operators and their employees including management, administration and general staff in understanding their responsibilities and relevant acts, regulations and requirements;
- Safety professionals responsible for ensuring the safe operation of commercial vehicles and driver safety;
- Carriers, including owner/operators, who handle or transport dangerous goods;
- Persons obligated to comply with Operating Authority requirements (relevant to carriers providing passenger transportation service)

Note: A "carrier" is any person who operates a commercial bus or truck company.



APPLICABLE LEGISLATION

Although this manual was created to better inform carriers and their employees of how to comply with safety laws relevant to the National Safety Code, it is their responsibility to ensure they are aware of the full regulations. This manual is intended to summarize legislative requirements and may not in any way serve as a substitute for the regulations set forth by the Alberta and federal governments.

The *Commercial Vehicle Safety Compliance in Alberta* manual refers to the following documents:

- The Alberta [Traffic Safety Act](#) and related regulations;
- Canada's [Motor Vehicle Transport Act, 1987](#) and related regulations;
- Canada's [Transportation of Dangerous Goods Act](#);
- Alberta's [Dangerous Goods Transportation and Handling Act](#);
- [Transportation of Dangerous Goods Clear Language Regulations](#);

To obtain full copies of Alberta's relevant Acts and Regulations, carriers may contact The Queen's Printer Bookstore at:

5th Floor, Park Plaza Building
10611-98th Avenue
Edmonton, Alberta T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668
Website: www.qp.gov.ab.ca



To obtain full copies of Canada's relevant Acts and Regulations, carriers may contact Transport Canada at:

330 Sparks Street
Ottawa, Ontario K1A 0N5
Phone: 613-990-2309
Fax: 613-954-4731
Website: <http://www.tc.gc.ca/eng/acts-regulations/menu.htm>



RESOURCES FOR CARRIERS

Resources are available to assist commercial truck or bus carriers in following Alberta's transportation regulations and/or the National Safety Code (NSC). The Alberta government does not provide on-site training to assist carriers with such requirements as safety and/or maintenance programs, however, carriers may refer to any of the following sources for help:

Alberta Transportation



There are free education resources available to the public on the Alberta Transportation website at www.transportation.alberta.ca/5608.htm.

There is also a list of associations and other organizations that may assist commercial carriers online at: www.transportation.alberta.ca/5611.htm

Alberta Motor Transport Association (AMTA)



The AMTA may provide you with contact information for consultants and offers various courses relevant to transport safety. The AMTA may be contacted at:

#1 285005 Wrangler Way
Rocky View, Alberta T1X 0K3
Phone: 800-267-1003
Fax: 403-243-4610
Website: www.amta.ca

Lethbridge Community College



Lethbridge Community College offers a program in partnership with the Commercial Vehicle Enforcement Branch of the Alberta Solicitor General Department. This program provides training relevant to current transportation legislation such as hours of service, weights and dimensions, licensing and compliance to transportation safety legislation.

Commercial Vehicle Enforcement Program (*limited seats available*)

Lethbridge Community College
3000 College Drive South
Lethbridge, Alberta T1K 1L6
Phone: 403-320-3323
Website: www.lethbridgecollege.ca

