

General Information

- The *Water Well Drilling Rig Exemption Permit*, *Municipal Firefighting Vehicle Permit*, and the *Oil Well Service Vehicle Cycle Exemption Permit* require driver and/or vehicle information, as part of the application requirements.
 - There are two ways to enter this information. Both processes are outlined in this document. For more information, refer to the document entitled *Walkthrough of Carrier Services Online Permit Applications*.
 - Driver and/or vehicle information may be entered individually (i.e. for smaller carriers) or by using the electronic templates provided in the online application. Only the templates provided in the system are permitted to be added to the driver and/or vehicle sections.
 - Once the driver and/or vehicle information is entered in the system, then it can be copied into renewal applications in the future.
- The “Attached Documents” section may be used to upload external files (in any format) related to driver and/or vehicle information. This provision is in place for larger carriers with multiple drivers and/or vehicles authorized under the permit. However, all carriers must enter 1-20 drivers and/or vehicles in the actual driver and/or vehicle sections of the application.
- Refer to the “Attached Documents” section to upload driver and/or vehicle lists and supporting documentation, as required.

Examples of attachments may include:

- Photos of vehicles;
 - Additional documents related to driver information (e.g. copies of training certificates, etc.);
 - Additional information related to driver/vehicle information from jurisdictions other than Alberta;
 - Etc.
- Questions on entering multiple drivers and/or vehicles within online applications can be directed to Carrier Services at 403-755-6111 or by email to CarrierServicesPermitsApplications@gov.ab.ca .

Driver Information

- Enter the list of drivers that will be authorized to use the permit. You can either add the drivers one at a time, or use the “Drivers Template” to upload multiple drivers at the same time.
- Enter the driver’s name as it appears on their driver’s licence. The “Middle Name” may be required, if the driver’s licence includes the middle name.
 - The full name is required so that the system can validate the licence with the database. The system automatically checks to ensure that Alberta driver licence information is valid.

Option 1: Single Driver Entry

Section G: Driver Information

1. Please add a list of drivers that will be authorized to operate using this permit. You are required to provide updates of the Driver List and applicable training certificates to the Director, Carrier Services when staffing changes are made.

Enter 1-20 Alberta drivers that are authorized to operate using this permit. If more than 20 drivers are authorized, you may use the "Attached Documents" section to upload the additional list(s). You must include Alberta drivers and drivers from other jurisdictions. If you have any questions, please contact Carrier Services at 403-755-6111.

For GODI courses and equivalencies, training certificates issued prior to February 1, 2015 will be valid until their expiry date(s). After that time, training for GODI courses or equivalencies will not be in compliance with permit conditions.

NOTE: First name and last name fields are mandatory. Middle name field may be required if the middle name appears on the driver's licence.

[Add Driver](#) [Open Drivers Template](#) [Load Drivers Template](#)

- Click on the “Add Driver” link to add drivers one-by-one

Driver Entry

* Jurisdiction: Alberta, CA

* Licence #: _____

* First Name: _____

Middle Name: _____

* Last Name: _____

Confirm driver has been trained in the following:

ODA Training:

HoS Training:

FMP Training:

CAODC Training:

- All data fields with an asterisk (*) are mandatory and must be entered. Fill in all the necessary information related to the driver and training, then Click “Save”.
- A message will display stating that your driver information has been created. The driver information will automatically display in a ‘summary’ table.

Jurisdiction	Licence #	Name	ODA Training	HoS Training	FMP Training	CAODC Training		
Alberta, CA	054090006	Johnson, Noel Wayne	No	Yes	No	Yes	Edit	Delete

- Enter non-Alberta driver information and driver licence numbers in the same manner.
- Continue to add each driver one-by-one using the “Add Driver” function.

Option 2: Multiple Driver Entry

Section G: Driver Information

1. Please add a list of drivers that will be authorized to operate using this permit. You are required to provide updates of the Driver List and applicable training certificates to the Director, Carrier Services when staffing changes are made.

Enter 1-20 Alberta drivers that are authorized to operate using this permit. If more than 20 drivers are authorized, you may use the "Attached Documents" section to upload the additional list(s). You must include Alberta drivers and drivers from other jurisdictions. If you have any questions, please contact Carrier Services at 403-755-6111.

For GODI courses and equivalencies, training certificates issued prior to February 1, 2015 will be valid until their expiry date(s). After that time, training for GODI courses or equivalencies will not be in compliance with permit conditions.

NOTE: First name and last name fields are mandatory. Middle name field may be required if the middle name appears on the driver's licence.

[Add Driver](#)
[Open Drivers Template](#)
[Load Drivers Template](#)

- Click on the “Open Drivers Template” link. An Excel Spreadsheet will open. Use this template to enter information for multiple drivers at the same time.
- Enter the required data for each driver:
 - First Name, Last Name, Middle Name (as per the name on the driver’s licence);
 - Jurisdiction of Driver’s Licence;
 - Licence Number;
 - “Yes” or “No” (“Y” or “N”) if the driver has completed ODA Training (or acceptable equivalency), HOS Training, FMP Training, and/or CAODC Training. Note: “N/A” is not an acceptable entry.
- Ensure that all driver information is entered in the “Drivers Template”, including drivers with licences from other jurisdictions.

Example:

Jurisdiction	Licence #	First Name	Last Name	Middle Name	ODA Training	HoS Training	FMP Training	CAODC Training
AB,CA	054090006	Noel	Johnson	Wayne	No	No	No	Yes
BC,CA	146136131	Becki	Choi		No	Yes	Yes	Yes
SK,CA	1361613	John	Baker		No	Yes	Yes	Yes
SK,CA	446436413	Bob	Barker		No	Yes	No	No
SK,CA	054090006	Bob	Barker		No	Yes	No	No
AB,CA	054090006	Noel	Johnson	Wayne	No	Yes	No	Yes
AB,CA	054090006	Noel	Johnson	Wayne	No	Yes	No	Yes

Note: Province and Territory Codes accepted in the “Drivers Template”.

Jurisdiction	Province/Territory Codes
Alberta	AB
British Columbia	BC
Saskatchewan	SK
Ontario	ON
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Nova Scotia	NS
North West Territories	NT
Prince Edward Island	PE
Quebec	QC
Yukon	YT

Note: Ensure that all driver information is entered correctly.

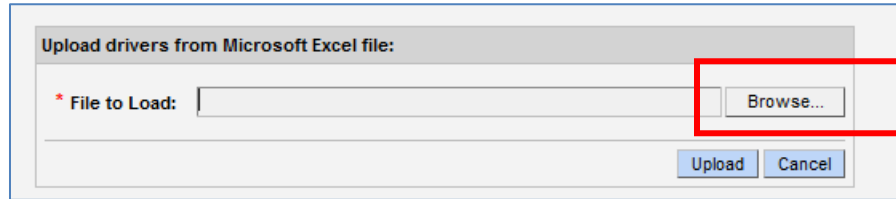
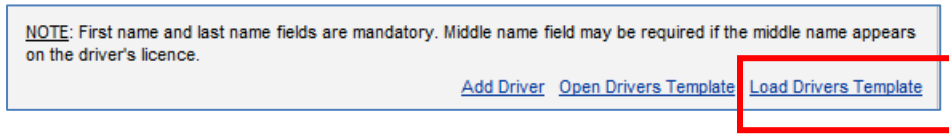
- Enter the driver’s name as it appears on their driver’s licence.
- Use correct spacing and dashes when entering drivers’ licence numbers.

Jurisdiction	Licence #	First Name	Last Name	Middle Name	ODA Training	HoS Training	FMP Training	CAODC Training
AB,CA	054090006	Noel	Johnson	Wayne	Yes	Yes		
BC,CA	1345502423	Beckie	Choi		Yes	Yes	y	y

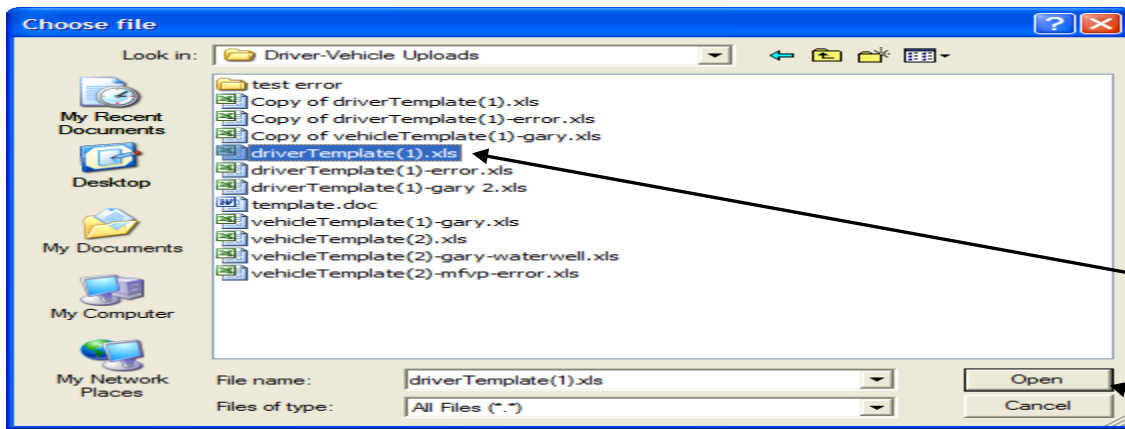
- Once the information is entered for each driver, then save the document to ‘your computer’, and rename the file to include the carrier name and date that the “Drivers Template” was created. You must save the file in its original format, as an “Excel Workbook”.

E.g. ABC Trucking-Drivers List-January 1 2016

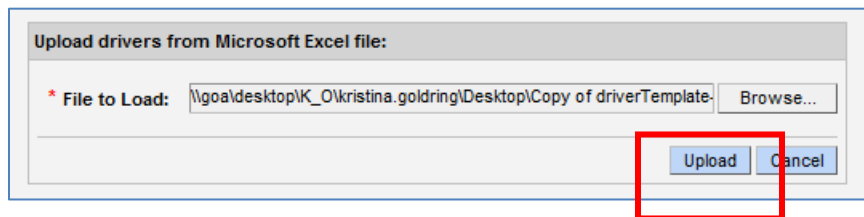
- Once the “Drivers Template” is complete, click on the “Load Drivers Template” link.



- Click “Browse” to find the “Drivers Template” file that you previously saved to your computer.
- Select the appropriate file on your computer to upload. You can do this by double clicking on the file name, or by highlighting the file name and then clicking “Open”.



- Once the appropriate file is selected, you can then click the “Upload” button on the online application.



- The online system will automatically verify if the Alberta drivers’ licence numbers entered are valid and correspond to the drivers’ names.
- If all the driver information is current and valid, then the “Drivers Template” will upload successfully to the “Driver Information” Section of the application.

- Once the “Drivers Template” is uploaded, a message will display stating that the upload is successful. A ‘summary’ table of the driver information will automatically display in the online application.

[Add Driver](#) [Open Drivers Template](#) [Load Drivers Template](#)

The list of drivers has been successfully uploaded.

Jurisdiction	License #	Name	ODA Training	HoS Training	FMP Training	CAODC Training		
Alberta, CA	054090006	Johnson, Noel Wayne	No	No	No	Yes	Edit	Delete
Alberta, CA	054090006	Johnson, Noel Wayne	No	Yes	No	Yes	Edit	Delete
Alberta, CA	054090006	Johnson, Noel Wayne	No	Yes	No	Yes	Edit	Delete
Alberta, CA	054090006	Johnson, Noel Wayne	No	Yes	No	Yes	Edit	Delete
Alberta, CA	054090006	Johnson, Noel Wayne	No	Yes	No	Yes	Edit	Delete

- If any corrections are required, click on the ‘Edit’ link(s) of the entry. Any revisions conducted in this manner will automatically update the template.

Vehicle Information

- A similar function is available for entering vehicle information. You can enter each vehicle plate one-by-one, or use the “Vehicles Template” provided in the system to upload multiple plates at the same time.

Option 1: Single Vehicle Entry

- Click on the “Add Vehicle” link to add vehicles one-by-one.

Section J: Vehicle Information

Please add a list of **Alberta-plated** vehicles that will be covered by this permit.

Enter 1-20 Alberta-plated vehicles. If more than 20 Alberta-plated vehicles will be covered by this permit, you may use the "Attached Documents" section to upload the additional list(s). If you have any questions, please contact Carrier Services at 403-755-6111.

[Add Vehicle](#) [Open Vehicles Template](#) [Load Vehicles Template](#)

Vehicle Entry

* Plate No.:

- Enter the Alberta “Plate Number” then click “Save”. The system will automatically check if the vehicle plate entered is registered to the carrier applying for the permit.

Entering Driver and Vehicle Information

- A message will display stating that the vehicle information has been created. A 'summary' table will automatically display the vehicle information.

New permit vehicle has been created.

Plate No.	VIN	GVW	Style	Seats	CVIP Certificate #	CVIP Inspection Issue Date	CVIP Inspection Expiry Date	CVIP Status	OOP CVIP	No CVIP	CVIP Expired		
052019	ROBTESVEH00005000	000050000	4 door						N	Y	N	Edit	Delete

- Continue to add each vehicle one by one using the "Add Vehicle" function.

NOTE:

- For the *Oil Well Service Vehicle Cycle Exemption Permit* and the *Municipal Firefighting Vehicle Permit*, you only need to enter Alberta-plated vehicles in the vehicle section. You may use the "Attached Documents" section of the application to upload a list of non Alberta-plated vehicles, if necessary.
- The *Water Well Drilling Rig Exemption Permit* requires a list of Alberta-plated vehicles and non Alberta-plated vehicles, as shown below. In this application, you must enter both vehicle lists separately using the "Add Vehicle" functions.

Please add a list of **Alberta-plated** vehicles in your fleet requiring a Commercial Vehicle Inspection Certificate (CVIP) and that will be operating under the authority of this permit.

[Add Vehicle](#) [Open Vehicles Template](#) [Load Vehicles Template](#)

Please add a list of **non Alberta-plated** vehicles in your fleet requiring a Commercial Vehicle Inspection Certificate (CVIP) and that will be operating under the authority of this permit.

[Add Vehicle](#) [Open Vehicles Template](#) [Load Vehicles Template](#)

Option 2: Multiple Vehicle Entry

- Refer to the "Vehicles Template" option to add multiple vehicles at the same time.
- Click on the "Open Vehicles Template" link. An Excel Spreadsheet will open. Use this template to enter multiple vehicles at the same time.

Section J: Vehicle Information

Please add a list of **Alberta-plated** vehicles that will be covered by this permit.

Enter 1-20 Alberta-plated vehicles. If more than 20 Alberta-plated vehicles will be covered by this permit, you may use the "Attached Documents" section to upload the additional list(s). If you have any questions, please contact Carrier Services at 403-755-6111.

[Add Vehicle](#)
[Open Vehicles Template](#)
[Load Vehicles Template](#)

A	B
Plate No.	
CJP378	
CJP681	
CJP693	
CJP801	

- Enter all Alberta-plated vehicles authorized under the permit in Column A (entitled "Plate No."). Only add data to Column A.
 - Ensure that the plate letters, numbers, and dashes are entered correctly.
 - Capitalization is not required.
 - Do not enter spaces.
 - Ensure that only Alberta-plated vehicles are entered.

- Once the vehicle plates are entered, then you must save the document to 'your computer'. Rename the file to include the carrier name and the date that the "Vehicles Template" was created. You must save the file in its original format, as an "Excel Workbook".

E.g. ABC Trucking-Vehicles List-August 8-2012

- Refer to the "Attached Documents" section of the application to upload a list of non-Alberta plated vehicles, if necessary. You only need to enter Alberta-plated vehicles in this section.
- Once the "Vehicle Template" is complete, click on the "Load Vehicles Template" link to find and upload the file that is saved to your computer.

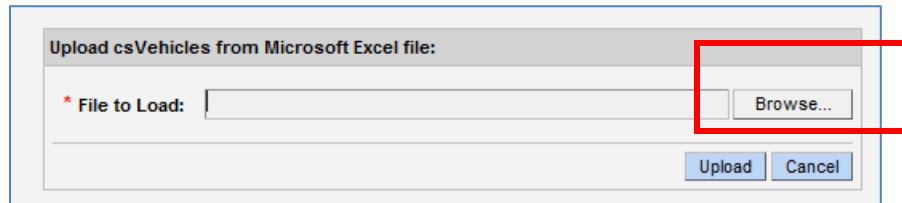
Section J: Vehicle Information

Please add a list of **Alberta-plated** vehicles that will be covered by this permit.

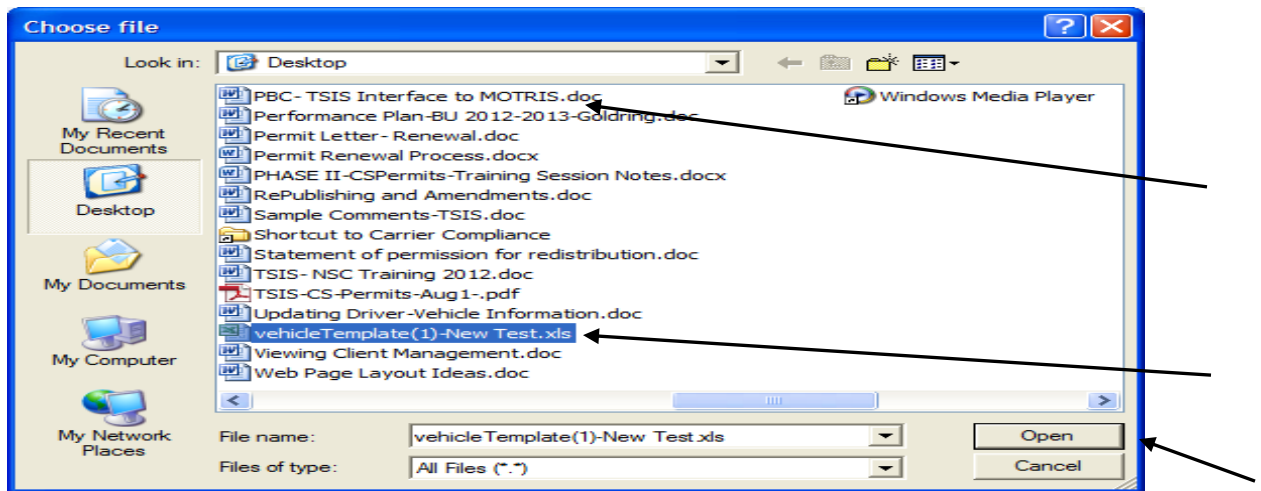
Enter 1-20 Alberta-plated vehicles. If more than 20 Alberta-plated vehicles will be covered by this permit, you may use the "Attached Documents" section to upload the additional list(s). If you have any questions, please contact Carrier Services at 403-755-6111.

[Add Vehicle](#)
[Open Vehicles Template](#)
[Load Vehicles Template](#)

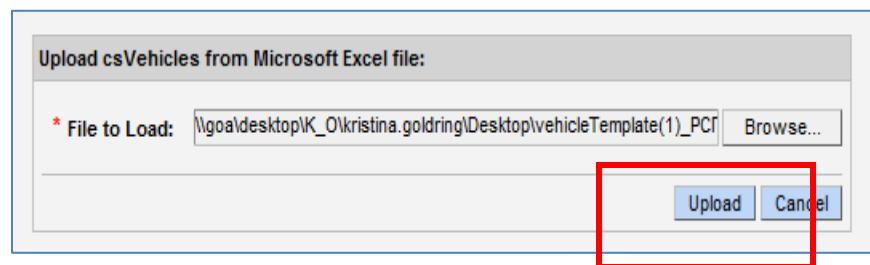
- Click “Browse” to find the “Vehicles Template” file that you previously saved to your computer.



- Select the appropriate file on your computer. You can do this by double clicking on the file name, or by highlighting the file name and then clicking “Open”.



- Once the appropriate file is selected, click the “Upload” button on the online application.



- The online system will automatically verify if the Alberta vehicle plates entered are registered to the carrier.
- If validation is successful, then the vehicle information will automatically load to the application. A message will display stating that the vehicle information has been successful uploaded. A ‘summary’ table of the vehicle information will also automatically display.

[Add Vehicle](#) [Open Vehicles Template](#) [Load Vehicles Template](#)

The list of vehicles has been successfully uploaded.


Plate No.	VIN	GVW	Style		
BBB0116	ROBTSTVEH9999993		4 door	Edit	Delete
BBB0116	ROBTSTVEH9999993		4 door	Edit	Delete
BBB0116	ROBTSTVEH9999993		4 door	Edit	Delete
BBB0116	ROBTSTVEH9999993		4 door	Edit	Delete
bbb0116	ROBTSTVEH9999993		4 door	Edit	Delete
BBB0116	ROBTSTVEH9999993		4 door	Edit	Delete
BBB0116	ROBTSTVEH9999993		4 door	Edit	Delete
BBB0116	ROBTSTVEH9999993		4 door	Edit	Delete
BBB0116	ROBTSTVEH9999993		4 door	Edit	Delete
BBB0116	ROBTSTVEH9999993		4 door	Edit	Delete

NOTE:

- For the *Oil Well Service Vehicle Cycle Exemption Permit* and the *Municipal Firefighting Vehicle Permit*, you only need to enter Alberta-plated vehicles in the vehicle section. You may use the “Attached Documents” section of the application to upload a list of non-Alberta plated vehicles, if necessary.
- The *Water Well Drilling Rig Exemption Permit* requires a list of Alberta-plated vehicles and non Alberta-plated vehicles, as shown below. In this application, you must enter both vehicle lists separately using the “Vehicles Template” functions.


Please add a list of **Alberta-plated** vehicles in your fleet requiring a Commercial Vehicle Inspection Certificate (CVIP) and that will be operating under the authority of this permit.

[Add Vehicle](#) [Open Vehicles Template](#) [Load Vehicles Template](#)



Please add a list of **non Alberta-plated** vehicles in your fleet requiring a Commercial Vehicle Inspection Certificate (CVIP) and that will be operating under the authority of this permit.

[Add Vehicle](#) [Open Vehicles Template](#) [Load Vehicles Template](#)



Driver Information: Validation Error Messages

- The system checks to ensure that the driver’s name as it appears on their licence corresponds with the licence number and Alberta jurisdiction.

Using the “Add Driver” Function

- If an invalid Alberta driver’s licence is entered using the “Add Driver” function, then an error message will appear on the screen.

The Licence # "102656494" is not found. Please make sure you specify a valid Licence #.

- You can edit the information and then click “Save” again. The driver information will be revalidated once saved.

Using the “Drivers Template”

- If an invalid Alberta driver’s licence(s) is entered in the “Drivers Template”, then an error message(s) will appear on the screen and within the template.

Example: Screen Message

Section G: Driver Information

1. Please add a list of drivers that will be authorized to operate using this permit. You are required to provide updates of the Driver List to the Director, Carrier Services when staffing changes are made.

[Add Driver](#) [Open Drivers Template](#) [Load Drivers Template](#)

> There was a problem uploading the file "driverTemplate(1)-test.xls". Validation Failed. Please click here to correct the errors.

Example: Template Message

Jurisdiction	Jurisdiction - Validation Status	Licence #	Licence # - Validation Status	First Name	First Name - Validation Status	Last Name	Last Name - Validation Status	Middle Name	Middle Name - Validation Status	ODA Training	HoS Training
AB,CA	OK	054090006	OK	Noel	OK	Johnson	OK	Wayne	OK	Yes	Yes
AB,CA	OK		The Licence # "05236696" is not found		OK		OK		OK		
BC,CA	OK	14646136		Kim		Jones				y	y

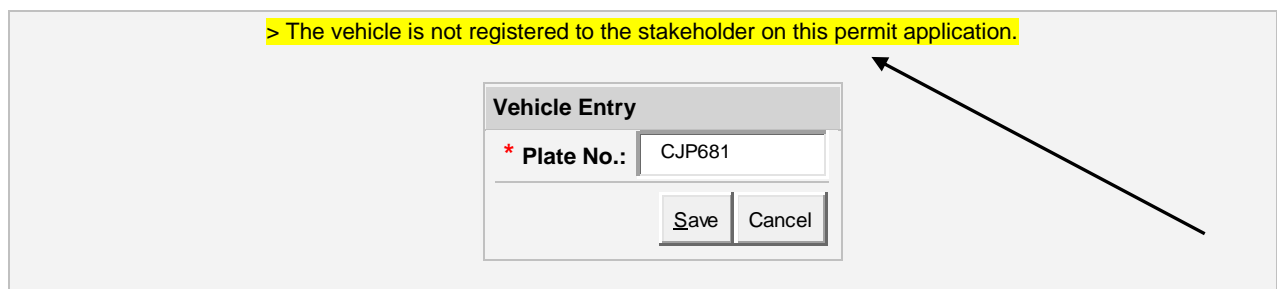
- You can edit the driver information in the “Drivers Template” and then re-save the document to your computer. You can then upload the revised “Drivers Template” using the “Load Drivers Template” link. The driver information will be revalidated once uploaded.

Vehicle Information: Validation Error Messages

- The system checks to ensure that the Alberta plate number entered is registered to the carrier applying for the permit.

Using the “Add Vehicle” Function

- If the vehicle plate is invalid, then an error message will appear on the screen.



- You can edit the information and then click “Save” again. The vehicle information will be revalidated once saved.

NOTE:

- For the *Oil Well Service Vehicle Cycle Exemption Permit* and the *Municipal Firefighting Vehicle Permit*, you only need to enter Alberta-plated vehicles in the vehicle section. You may use the “Attached Documents” section of the application to upload a list of non-Alberta plated vehicles, if necessary.
- The *Water Well Drilling Rig Exemption Permit* requires a list of Alberta-plated vehicles and non Alberta-plated vehicles in the vehicle section. In this application, you must enter both vehicle lists separately using the “Add Vehicle” functions.

Using the “Vehicles Template”

- If an invalid Alberta vehicle plate is entered in the “Vehicles Template”, then an error message(s) will appear on the screen and within the template.

Example: Screen Message

Section J: Vehicle Information

Please add a list of **Alberta-plated** vehicles that will be covered by this permit.
[Add Vehicle](#) [Open Vehicles Template](#) [Load Vehicles Template](#)

> There was a problem uploading the file "vehicleTemplate(1)-test2.xls". Validation Failed. Please click here to correct the errors.

Example: Template Message

Plate No.	Plate No. - Validation Status	
052019	OK	
052666	The Plate No. "052666" is not found	The vehicle is not registered to the stakeholder on this permit application
cjp681	OK	

- You can edit the vehicle information in the “Vehicles Template” and then re-save the document to your computer. You can then upload the revised “Vehicles Template” using the “Load Vehicles Template” link. The vehicle information will be revalidated once uploaded.

NOTE:

- For the *Oil Well Service Vehicle Cycle Exemption Permit* and the *Municipal Firefighting Vehicle Permit*, you only need to enter Alberta-plated vehicles in the vehicle section. You may use the “Attached Documents” section of the application to upload a list of non-Alberta plated vehicles, if necessary.
- The *Water Well Drilling Rig Exemption Permit* requires a list of Alberta-plated vehicles and non Alberta-plated vehicles in the vehicle section. In this application, you must enter both vehicle lists separately using the “Vehicles Template” functions.

Updating Driver and Vehicle Information

- If a permit requires driver and/or vehicle information, it is the responsibility of the carrier to provide updated driver and vehicle information to Carrier Services.
- It is expected that carriers submit revised driver and/or vehicle lists to Carrier Services at least every 3 months, if operational changes have occurred.
- Due to permit requirement changes for the *Oil Well Service Vehicle Cycle Exemption Permit*, as of January 1, 2016 it is required that copies of all applicable training certificates must also be submitted for the new drivers added to the list(s).
- Carrier Services' staff will update the permit record. Updates to driver and/or vehicle information do not affect the official issued ("Published) permit document(s). The updated lists are required for internal recordkeeping purposes only.
- You may use the "Drivers Template" and "Vehicles Template" spreadsheets available in the system for updating purposes.
- Submit updated driver and/or vehicle lists by mail, fax, or email to:

Carrier Services Branch
Alberta Transportation
#401, 4920 – 51 Street
Red Deer, AB T4N 6K8
Fax: 403-340-4811
Email: CarrierServicesPermitsApplications@gov.ab.ca

- If using the "Copy for Renewal" function available in the online system for easy renewal purposes, then the driver and/or vehicle sections must be reviewed prior to submitting the renewal application. Renewal applications must include current driver and vehicle information.
- If you have questions you can contact Carrier Services at 403-755-6111 (toll-free by first dialing 310-0000).