

In accordance with the provisions of Section 63 of the federal *Commercial Vehicle Drivers Hours of Service Regulations, (SOR/2005-313 (the "Regulations"))*, Sections 24 to 29 and 49 to 54 of the Regulations, being the cycle requirements, do not apply to Oil Well Service Vehicles, provided that the Holder of this Permit complies with the conditions contained.

**APPLICATION:**

- \* This Permit is binding upon the Permit Holder and all Drivers who drive under the direction and authority of the Permit Holder while performing the service authorized by this Permit (hereinafter referred to as "Drivers"). Therefore, the Permit Holder and all Drivers are jointly and severally responsible to ensure compliance with all the conditions contained within this Permit.
- \* This Permit only applies to vehicles base-plated in Alberta and registered to the Permit Holder.
- \* The Permit Holder must hold a valid operating status of "Federal" issued by Alberta Transportation.
- \* This Permit is only valid when operating point-to-point in Alberta, or operating to, from, or within ***(jurisdiction(s) specified)***.
- \* The primary intent of this Permit is to only allow a transportation service to be provided directly to or from a well head. Unless specifically stated, the Permit does not apply when traveling between any two locations that do not include a well head site.
- \* At all times, the Permit Holder and their Drivers must be in compliance to ALL applicable transportation regulations both administrative and operational other than those specifically exempted by this Permit.
- \* Travelling "directly" may include making rest stops (each no longer than 24 hours) such as at a motel, branch office, etc. before getting to the final destination (e.g. well site or home terminal).
- \* This Permit only applies to Oil Well Service Vehicles as defined in Section 1 of the federal *Commercial Vehicle Drivers Hours of Service Regulation, (SOR/2005-313)* and is limited to a commercial vehicle that is used exclusively in the oil or natural gas industry.
- \* "Exclusive" use shall apply on a trip-by-trip basis and may or may not apply to all vehicles in the Permit Holder's fleet (as specified in the vehicle list submitted to the Director and as periodically updated).
- \* Transporting mixed shipments during any one trip, some to a well site and the rest to another location, are not covered by the Permit.

**Services allowed by the Permit include:**

- a) Moving a rig and its components directly to or from an oil/gas well site;
- b) Transportation of camp shacks and well-site trailers that are being moved in conjunction with a rig move to or from an oil/gas well site;
- c) Transporting materials or personnel directly to or from a well site and needed in the day-to-day operation of the well (e.g. drilling mud, drill pipe, compressed/liquefied gases, etc.);

- d) Directly servicing or drilling of the well head or of equipment directly associated with the drilling of the oil/gas well site such as testing, mud filling, cementing, hydraulic fracturing, data logging, servicing done with a water truck or vacuum truck, etc.;
  - e) Transportation of raw (unprocessed) petroleum products (e.g. crude oil, produced water, petroleum condensate, waste sand, tailings) from a well head or from a storage facility near a series of well heads (e.g. tank farm) directly to a storage/battery/upgrader site for processing or directly to another location for disposal. "Processing" includes the physical separation and handling of the individual petroleum products.
  - f) Driving a vehicle operated under this Permit directly between an oil/gas well site or a home terminal of the Permit Holder and either:
    - a. a repair facility (for maintenance or for a CVIP inspection); or
    - b. a cleaning/washing facility (equipped with a specialized wastewater capture/disposal system);
  - g) Non-driving work (e.g. in a shop, warehouse, office, etc.) and operating a vehicle registered for 4,500 kilograms or less at one or more locations;
  - h) Conducting driver evaluations/re-certifications in a vehicle as long as the duration does not exceed 3 hours. A copy of the evaluation is to be retained in the driver's file and the time must be noted in both the driver's and the examiner's daily logs.
- \* The use of this Permit can include providing allowed services regardless of whether cargo/goods/persons are being transported in/on the vehicle. This Permit cannot be used for any services or trips other than those listed above.

**DRIVER:**

- \* Drivers operating under this Permit must have successfully completed training directly related to safety requirements associated with operating within the field services sector of the oil or natural gas industry. This includes any related industry courses as specified in the attached document entitled Training Requirements Summary for Oil Well Service Vehicle Cycle Exemption Permit. All training must be updated at least every 3 years.
- \* Drivers, dispatchers, transportation safety management operating under or responsible for compliance to this Permit must have successfully completed hours of service and fatigue management training to ensure the safety and health of the public, the driver, or the employees of the motor carrier are not or are unlikely to be jeopardized. This training must meet the specified standards as per the attached document entitled Minimum Course Criteria for Hours of Service and Fatigue Management.
- \* No Driver shall drive:
  - a) when their faculties are impaired and it is unsafe for the Driver to do so;
  - b) where the Driver has not previously received all the required training.
- \* Drivers operating under this Permit must complete a daily log that accounts for the Driver's on-duty times and off-duty times for each calendar day. When operating under this Permit the Driver must comply with all log book requirements not referred to in this Permit.
- \* The Driver shall clearly document on each daily log when this Permit is being used.
- \* Each time a driver stops complying with the full regulations and starts using this Permit, the Driver must have taken at least 3 periods of off duty time, each at least 24 hours long, in the preceding 24 days on the first day that this Permit will be used.

- \* Drivers must take 72 consecutive hours of off-duty time when ending driving under the provisions of this Permit and beginning driving under cycle 1 or cycle 2 of the Regulations.
- \* Drivers operating under this Permit must comply with all other applicable provisions of the Regulations including the daily maximum for driving time and on-duty time under sections 12 and 14, the work shift maximums under Section 13, and all other requirements under Section 63.
- \* Every Driver of a motor vehicle, operated under the authority of this Permit, shall carry a copy of the Permit in the motor vehicle and the driver shall produce such Permit upon request of a person authorized for such purposes.
- \* Beginning April 1, 2016, every Driver of a motor vehicle, operated under the authority of this Permit, shall carry in the motor vehicle proof of training in Fatigue Management, Hours of Service, and Oilfield Driver Awareness (ODA) (or equivalent) and produce such documentation upon request of a person authorized for such purposes. All training must be updated at least every 3 years. If the carrier has provided CAODC Driver Training as an equivalent to ODA, the driver shall produce proof of CAODC Driver Training upon request of a person authorized for such purposes.

**PERMIT HOLDER:**

- \* The Permit Holder must ensure compliance with all Driver and Permit Holder conditions contained within this Permit.
- \* The Permit Holder shall comply with all other laws applicable to hours of service, labour, and transportation legislation.
- \* The Permit Holder must establish and implement a monitoring system to ensure compliance with all Permit conditions.
- \* The Permit Holder must ensure that a record is in each applicable employee file that they have satisfactorily completed the specified training in all required areas. Refer to the attached document “Training Requirements for the Oilwell Service Vehicle Cycle Exemption Permit” for more information on what training is required under the permit. Each training record must include at least:
  - Employer name (as stated on permit);
  - Employee name (printed/typed);
  - Employer’s signature;
  - Employee’s signature;
  - Course title;
  - Copy of course evaluation completed by the driver (such as a quiz), or written confirmation from third party provider that this information is available if requested;
  - Name of training facilitator, or written confirmation from third party provider that this information is available if requested;
  - Dates of training;
  - Expiry date (no more than 3 years from date of training).
- \* Beginning April 1, 2016, the Permit Holder must ensure that each driver authorized under the permit carries in the motor vehicle proof that they have satisfactorily completed the specified training in all required areas, and produces such documentation upon request of a person authorized for such

purposes. Each training record produced by the driver must include at least:

- Employer name (as stated on permit);
- Employee name (printed/typed);
- Employer's signature;
- Employee's signature;
- Course title;
- Date of training;
- Expiry date (no more than 3 years from date of training).

Refer to the attached sample of a training certificate. The sample may be used by the carrier or the carrier may prepare their own documentation, as long as the required information is included.

- \* The Permit Holder must investigate and document the findings of every traffic accident involving a vehicle registered to the Permit Holder for more than 4,500 kilograms or a passenger vehicle originally designed to transport 11 or more persons, including the driver, that resulted in:
  - a) the death of a person;
  - b) an injury requiring treatment by a medical doctor;
  - c) a condition that causes an employee to lose consciousness; or
  - d) damage to all property, including cargo, totaling \$2,000 or more.

Those collisions found to have occurred while operating under this Permit must be evaluated to determine if the collision was preventable on the part of the Permit Holder and/or their driver(s). Each evaluation must use the criteria established by the National Safety Council ([www.nsc.org](http://www.nsc.org)). Each evaluation and follow-up action(s) taken must be fully documented and retained by the Permit Holder for at least the current year and the following 4 years. Any collision considered non-preventable may be submitted to Alberta Transportation for verification (see [www.transportation.alberta.ca/656.htm](http://www.transportation.alberta.ca/656.htm)). Verified non-preventable collisions will not be used to help determine the carrier's risk associated with operation under this permit.

- \* The Permit Holder shall retain the original Permit at the carrier's principal place of business in Alberta and shall produce such Permit upon the request of a person authorized for such purposes. A copy of the Permit is to be placed in each commercial vehicle that is being utilized under this Permit.
- \* Regardless of whether all other conditions specified in the Permit are being complied with, no Permit Holder shall request, require or permit a Driver to drive:
  - a) when the Driver's faculties are impaired and it is unsafe for the driver to do so;
  - b) where the Driver has not received all the required training.
- \* The Permit Holder is required to provide to the Director, Carrier Services, a list of Drivers who are authorized to operate under the terms and conditions of this Permit and to ensure that this list is kept updated. For new drivers added to the list, the Permit Holder is required to submit copies of all applicable training certificates.
- \* The Permit Holder must ensure that all Drivers are provided with a copy of this Permit and are made aware of their obligations under this permit and document these actions on each Driver's file.

- \* The Permit Holder must have and implement specific written policies and procedures included in their safety program to ensure that all conditions in this Permit are being complied with at all times. All documentation related to compliance with this condition must be made available to an authorized person when requested.
- \* The Permit Holder must have and fully implement a written Fatigue Management program that includes at least the following policies/procedures:
  - a) driver responsibilities;
  - b) dispatcher/management responsibilities related to scheduling, monitoring and discipline;
  - c) how a driver's hours of service compliance will be monitored;
  - d) how a driver's readiness for work will be evaluated and monitored;
  - e) employee fatigue alertness training;
  - f) internal monitoring and evaluation of fatigue management policies and procedures;
  - g) employee training in driver's hours of service regulations and fatigue management; and
  - h) lifestyle management.
- \* The Permit Holder must monitor the hours of service compliance of each Driver operating under this Permit and meet all requirements specified in Section 87 of the *Commercial Vehicle Drivers' Hours of Service Regulation (SOR/2005-313)*. Refer to the attached document entitled Monitoring Driver Compliance for an example of a monitoring program that meets these minimum requirements. This monitoring program must be effective at ensuring Drivers are in compliance.
- \* The Director may require the Permit Holder to provide any other information that is deemed necessary in order to confirm compliance to the Permit or to any applicable transportation legislation.
- \* Permit Holder is required to achieve an audit score acceptable to the Director, when required by the Director to undergo a specified National Safety Code Audit and/or a specified Permit Inspection Audit.
- \* The Director may cancel this Permit for failure to comply with any of the provisions or conditions stated on the Permit, or for general poor regulatory compliance by the Permit Holder.

**Permit Attachments:**

- A. Training Requirements Summary for Oil Well Service Vehicle Cycle Exemption Permit.
- B. Minimum Course Criteria for Hours of Service and Fatigue Management
- C. Monitoring Driver Compliance
- D. Evaluation of Course Equivalency to the Oilfield Driver Awareness (ODA) Course
- E. Sample Training Certificate to be carried in motor vehicle

## Training Requirements for the Oilwell Service Vehicle Cycle Exemption Permit

The following table provides a summary of the training requirements for anyone authorized, by the holder of an Oilwell Service Vehicle Cycle Exemption permit, to drive or manage an NSC vehicle under this permit and is intended to supplement and clarify information contained elsewhere. The training requirements are based on the specific job responsibilities of each employee.

Job Responsibilities	ALWAYS REQUIRED	Industry Related Training Requirements	
		Option 1	Option 2
	Hours of Service and Fatigue Management	Oilfield Driver Awareness (ODA) (or equivalent)	CAODC Driver Training Program (or equivalent)
<b>Driver of Permitted Vehicle</b>	<b>Yes</b> <i>Training must meet all criteria specified.</i>	<b>Yes</b> <i>If authorized to operate a vehicle registered for <b>more than 4,500 kg.</b></i>	<b>Yes</b> <i>Applies to the drivers of CAODC member companies only.</i>
<b>Dispatcher</b>	<b>Yes</b> <i>Training must meet all the criteria specified.</i>	<b>No</b> <i>Not required if <u>not</u> authorized to drive.</i>	<b>No</b> <i>Not required if <u>not</u> authorized to drive.</i>
<b>Transportation Safety Manager</b>	<b>Yes</b> <i>Training must meet all the criteria specified.</i>	<b>No</b> <i>Not required if <u>not</u> authorized to drive.</i>	<b>No</b> <i>Not required if <u>not</u> authorized to drive.</i>

1. Equivalent courses are acceptable. Equivalences to specified course learning objectives must be documented and retained by the permit holder. The instructor(s) must be adequately knowledgeable of the subject material.
2. The Oilfield Driver Awareness (ODA) course is the replacement for the GODI or LDV training previously offered by Enform. It includes material that covers: developing a professional driving attitude; understanding and dealing with personal limitations (physical and mental well-being); defensive driving; responding to changing road conditions; planning for the journey; controlling exposure to hazards; developing Emergency Response Plans; and performing safety inspections.
3. CAODC member companies may use this option if they have implemented CAODC's driver training program (approved by Alberta Transportation) OR an equivalent program that meets at least the minimum specified standards. If completed, as per the permit requirements, no other industry training is required (e.g. ODA). To meet this standard:
  - a) Persons must have completed the Heavy Duty training component, obtained a Heavy Duty Training Certificate, completed the Fatigue and Hours of Service training component and passed all associated exams; or
  - b) Persons must have completed the Convoy Training component, obtained a Convoy Training Certificate, completed the Fatigue and Hours of Service training component, and passed all associated exams.

## Minimum Course Criteria for Hours of Service and Fatigue Management FOR THE OIL WELL SERVICE VEHICLE CYCLE EXEMPTION PERMIT

To ensure that training in hours of service and fatigue management is successful, it is required that the course Instructor or the Carrier Representative ensure that the following minimum criteria are met.

### A. COURSE ADMINISTRATION:

- **Course Duration:** minimum of 4 to 14 hours depending on the needs of the company and/or driver(s). Managers, supervisors and dispatchers should have a minimum of 8 to 14 hours training.
- **Learning methods:** May use self study, classroom, computer CD or on-line, practical exercises, etc.
- **Material Required:** *Traffic Safety Act* (relevant sections), Federal Hours of Service legislation, Application Guide to Federal Regulations (if applicable), sample log, etc.
- **Instructor and the carrier are required to retain:** course date and location, record of class list, individual test marks, copy of course material delivered and instructor's name.
- **Owner/Operators** who have NO other drivers except the owner also need to take appropriate actions to meet these minimum requirements. This may be done by acquiring and retaining the necessary information and learning it themselves (e.g. by obtaining the relevant modules from the department's Education Manual). Although it would not be necessary for the Owner/Operator to write an exam, it would be of value. Information regarding completion of the training must be added to the owner's driver file (e.g. date, material covered, etc.).

### B. LEARNING OBJECTIVES:

- Overview
- Fatigue and Human Biological Clock
- Recognizing and Understanding Factors that cause Fatigue
- Interpretation and Definitions
- Responsibilities of Motor Carriers, Shippers, Consignees, and Others as applicable
- Responsibilities of driver's safety officers, dispatchers, and managers
- Required Off-Duty Time
- Limitations on Driving and On-Duty times
- Cycles, if applicable
- Daily Log Requirements
- Sleeper Berth Usage (Team/Single Driver)
- Permits
- Emergency and Adverse Driving Conditions
- Radius Record Requirements
- Monitoring of Driver's Compliance by Motor Carriers
- Carrier's policies/procedures that may go beyond regulatory requirements
- Enforcement (on-road and administrative)
- Scheduling and Dispatching
- Carrier internal monitoring to determine if the program is effective

### C. EVALUATION METHOD(S):

- Must test participant's knowledge of the subject matter taught. The test may be open book but must be written and quantifiable. e.g.: conduct knowledge test with sample log exercises, etc. (minimum 1/2 to 1 hour)

- Provide the student with results of test and review it (e.g.: return test to student and review areas of concern).
- Reissue a second different test, as necessary. Student must retake course if they don't pass a second exam.

**D. ISSUANCE OF CERTIFICATE:**

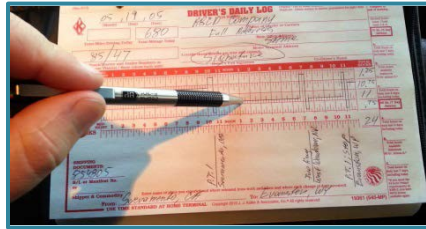
- Issue certificates to successful students (pass mark should be at least 80% for any regulatory subject).
- Record the results of knowledge testing with the class list and retain the original list and tests for your records.
- Retain a copy of the certificate on the individual driver's file.

**E. MORE INFORMATION:**

- Carrier Services Section: Phone: 403-755-6111 Email: [compliance.info@gov.ab.ca](mailto:compliance.info@gov.ab.ca)
- *Commercial Vehicle Drivers Hours of Service Regulations:*  
<http://laws.justice.gc.ca/en/showtdm/cr/SOR-2005-313>
- Hours of Service Application Guide: [www.ccmta.ca/english/pdf/HoS\\_Application\\_Guide.pdf](http://www.ccmta.ca/english/pdf/HoS_Application_Guide.pdf)
- Commercial Vehicle Safety Compliance in Alberta manual:  
[www.transportation.alberta.ca/671.htm](http://www.transportation.alberta.ca/671.htm)
- Reference Guide for Hours of Service Training: [www.transportation.alberta.ca/675.htm](http://www.transportation.alberta.ca/675.htm)
- Fatigue Management Program and Training:  
[www.transportation.alberta.ca/5305.htm](http://www.transportation.alberta.ca/5305.htm)



## Monitoring Compliance to Hours of Service Regulations



Commercial carriers have a responsibility to monitor the compliance of their drivers' hours of service records. The purpose of monitoring these records is to prevent collisions involving fatigued driving. During the monitoring process, carriers must address all fatigue-related violations found in these records. Hours of service violations considered to be "fatigue-related" include:

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

The process used to monitor drivers for compliance must produce measureable results and enable a company to maintain a Fatigue Violation Rate (FVR) of less than 10%. All carriers and drivers should work towards achieving a Fatigue Violation Rate of 0% (i.e. no fatigue-related violations by any drivers).

It is recommended that carriers adopt the following approach when reviewing driver records for hours of service violations:

- Document written policies in the safety program that address compliance requirements;
- Assign a person to be responsible for monitoring, taking remedial action when violations are found, etc. This person should also be responsible for ensuring they and other applicable employees have the necessary skills and knowledge to accurately analyze hours of service records;
- Verify that all authorized drivers have a record for every calendar day (including days off and holidays);
- Verify all authorized drivers understand and apply the appropriate hours of service regulations;
- Check all authorized drivers for form and manner violations for every day. This includes checking for name, address, date, daily hour totals, and odometer readings on the record;
- Check all authorized drivers for fatigue-related violations (see list of fatigue violations above);
- Use independent supporting documents (that cannot be created or modified by the driver) to verify the accuracy of each driver's records. Supporting documents may include fuel receipts, bills of lading with shipping times, GPS records, or meal/hotel receipts, toll receipts, etc.
- Check recently trained drivers and drivers with a history of violations more often. Regularly check these drivers until the company is satisfied they understand and apply the appropriate hours of service requirements.

- When a new driver is hired, obtain hours of service records from their previous employer. If this is not possible, then obtain a signed statement from the driver that specifies their total on-duty and off-duty hours for each of the previous 14 days prior to authorizing them to drive.
- Where an Electronic Onboard Recording Device (EOBR) is used in place of a hardcopy log, verify that the driver's on-duty and off-duty hours are accurate. For example, ensure that the EOBR has not recorded loading or unloading time as "off-duty" time.
- When violations are identified in a driver's records, take appropriate remedial action. All action(s) taken must be documented in the driver's file and must include the date the violation was identified and date issue was addressed.
- Prepare a monthly report of your findings and any corrective action(s) taken. Retain all reports for the current year and the preceding 4 years. The report should include a calculation of each driver's Fatigue Violation Rate (FVR) and of the company's overall FVR using the formula below:

$$\text{FVR} = \frac{\text{Number of days with 1 or more fatigue-related violations}}{\text{Total number of days checked}} \times 100\%$$

- The report should also include a calculation of every driver's Form and Manner Violation Rate (FMVR) using the formula below:

$$\text{FMVR} = \frac{\text{Number of days with 1 or more form and manner violations}}{\text{Total number of days checked}} \times 100\%$$

It is recommended that carriers with one to ten drivers check every driver at least once a month for hours of service violations.

Carriers with more than ten drivers should check at least ten drivers plus 10 per cent of the remaining drivers on a monthly basis. For example, a carrier with 30 drivers would check 10 drivers plus 10 per cent of the remaining 20 drivers, for a total of 12 drivers each month. In a larger company, every driver should be checked for hours of service compliance at least once annually.

**NOTE:** A "driver" includes any person authorized to operate an NSC vehicle registered to the carrier. This includes full or part time employees, volunteers, mechanics, salespeople, dispatchers, office staff, owners, managers, supervisors, etc.

For more information about hours of service requirements, visit the Alberta Transportation website at: [www.transportation.alberta.ca/5610.htm](http://www.transportation.alberta.ca/5610.htm).

## Evaluation of Course Equivalency to the OILFIELD DRIVER AWARENESS (ODA) COURSE

**COURSE BEING EVALUATED:**

Title: \_\_\_\_\_  
 Developer: \_\_\_\_\_  
 Date Developed: \_\_\_\_\_

Date Evaluated: \_\_\_\_\_ Name of Evaluator: \_\_\_\_\_

LEARNING OBJECTIVES <i>(as of February 1, 2015)</i>	Objective included in Equivalent Course?		Comments
	Yes	No	
<b>1. Driver Attitude and Behaviours</b> a. Describe elements of a professional driving attitude b. Recognize fatigue's effect on driving performance c. Develop strategies to manage fatigue d. Classify human factors that influence driver errors			
<b>2. Driver Skills and Knowledge</b> a. Define defensive driving b. Explain methods to anticipate and react to potential hazards c. Explain how to use proactive vision habits d. Describe basic driving skills e. Explain vehicle handling characteristics			
<b>3. Driver Environment</b> a. Describe different types of roads b. Explain road conditions that impact driving c. Identify hazards specific to off-road driving			
<b>4. Journey Management</b> a. Identify the preparation requirements of journey management b. Identify the execution of journey management c. Identify the completion process of the journey			
<b>5. Evaluation and Exam</b>			
<b>6. One day duration in classroom, instructor lead</b>			
<b>GENERAL COMMENTS:</b>			

**Sample Training Certificate (For Driver to Carry)**

CERTIFICATE OF TRAINING		Training Received:	Date Trained	Expiry Date
<b>Name of Employee</b> has completed training, as indicated on the reverse, in accordance with conditions specified on the Oil Well Service Vehicle Cycle Exemption Permit.		Federal Hours of Service		
		Fatigue Management		
<b>Name of Employer</b>		Oilfield Driver Awareness (ODA) (or equivalent)		
		CAODC Driver Training Program (or equivalent)		
		Other: _____		
Employee's Signature	Employer's Signature			