

NATIONAL SAFETY CODE
SAMPLE SAFETY AND MAINTENANCE PROGRAM
Federal School Buses



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 federal carriers that operate school buses. **Federal school bus carriers operate commercial vehicles with a manufactured seating capacity originally designed for 11 or more persons, including the driver outside of 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

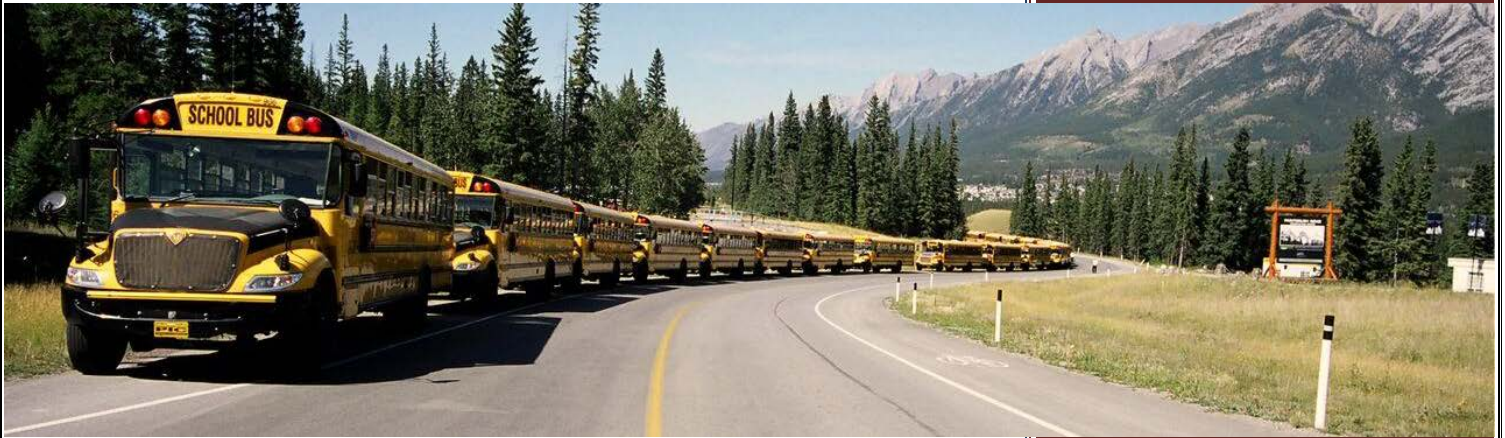
periodically and update it as necessary. For more information on safety and maintenance programs and training, view our education manual online at: www.transportation.alberta.ca/671.htm.

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 Federal School Buses



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
Company Name
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.

1. Hours of Service Records

Refer to the following resources for more information on federal hours of service requirements:

[Commercial Vehicle Drivers Hours of Service Regulations \(SOR/2005-313\)](#)

[Reference Guide for Hours of Service Training Development](#)

[Module 7 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:

At the beginning of each day:

- the start time of day if different than midnight, the name of the driver and, if the driver is a member of a team of drivers, the names of the co-drivers;
- in the case of a driver who is not driving under the provisions of an oil well service permit, the cycle that the driver is following;
- the commercial vehicle licence plates or unit numbers;
- the odometer reading of each of the commercial vehicles operated by the driver;
- the names and the addresses of the home terminal and the principal place of business of every motor carrier by whom the driver was employed or otherwise engaged during that day;
- in the "Remarks" section of the daily log, if the motor carrier or driver was not required to keep a daily log immediately before the beginning of the day, the number of hours of off-duty time and on-duty time that were accumulated by the driver each day during the 14 days immediately before the beginning of the day; and
- if applicable, a declaration in the "Remarks" section of the daily log that states that the driver is deferring off-duty time under section 16 and that clearly indicates whether the driver is driving under day one or day two of that time.

During the course of the day:

- the hours in each duty status during the day covered by the daily log, in accordance with Schedule 2, and the location of the driver each time their duty status changes, as that information becomes known.

At the end of each day:

- the total hours for each duty status and the total distance driven by the driver that day, excluding the distance driven in respect of the driver's personal use of the vehicle, as well as the odometer reading at the end of the day and sign the daily log attesting to the accuracy of the information recorded in it.

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.

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

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

Physical Address in Alberta (*must be the same as the company's 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 160 kilometers radius of the home terminal;
- Driver returns to home terminal each day to begin a minimum of 8 consecutive hours of off-duty time;

- The company maintains and retains for a period of 6 months accurate and legible records showing, for each day the driver's duty status and elected cycle, the hour at which each duty status begins and ends and the total number of hours spent in each status;
- The driver is **not** driving under a permit issued under the *Commercial Vehicle Drivers' Hours of Service Regulation*.

When a driver was not required to keep a daily log before the beginning of the day (radius operation), the driver shall in the "remarks" section of the daily log record the number of hours of off-duty time and on-duty time that was accumulated by the driver for each day during the 14 days immediately before the beginning of the day.

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

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

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

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

- The number of small means of containment (e.g. volume of 450 L or less) that require labels;
- The technical name or the statement "not odorized";
- The Emergency Response Assistance Plan (ERAP) number and its activating telephone number; **Note:** An ERAP is only required for certain dangerous goods in certain quantities. To learn more about ERAP, please consult Part 7 of the TDG Regulations.

- The flash point, if the product is a Class 3 flammable liquid and is being transported on a ship; (e.g. gasoline, diesel, etc.);
- Special instructions, such as the control and emergency control temperatures of Classes 4.1 and 5.2; and
- The number of any applicable Transport Canada Equivalency Certificates.

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

Note: There may be exemptions to regulations. Refer to Part 3 of the [Transportation of Dangerous Goods Regulations \(SOR/2001-286\)](#).

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 and the company will not permit a 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 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.

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. S Endorsement);
- 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											
10. Signals – improper / not cancelled/none				G. SPEED							
				1. Too fast for conditions							
				2. Too slow for conditions							
B. PARKING / STARTING / BACKING				H. BACKUP / TURN AROUND							
1. Fails to set brake / gear				1. Poor observation – before / during							
2. Observation – backing / starting				2. Judgment of distance / position							
3. Judgment – vehicle / wheels / angle											
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							
				8. Lacks caution at uncontrolled intersection							
D. INTERSECTIONS / TURNS / RR				9. Obstructs traffic							
1. Block crosswalk / intersection / stop line				10. Unable to perform skill maneuver							
2. Stops too far back				11. Hits vehicle / object							
3. Unnecessary stop				12. Lacks skill and control							
4. Fails to leave parking lot				13. Unsafe action							
5. Fails to observe conditions / late				14. Trip inspection failure							
6. Left turn – cuts corner / turns wide											
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. If medical certificate is not presented or available, the company will 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 train all employees in transportation safety laws as applicable. This training
Company Name
will 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 requirements 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

Records of all employees training will be documented in the employee file. 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 and in the [Reference Guide for Hours of Service Training Development](#)

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.
- “S” Endorsement – ensure drivers complete “S” Endorsement training in the required time period, monitor drivers and retrain when necessary.
- 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.

PART 9: MONITORING HOURS OF SERVICE COMPLIANCE

_____ will monitor the compliance of each driver with the [Commercial Vehicle Drivers](#)

Company Name

[Hours of Service Regulations \(SOR/2005-313\)](#). The company has a responsibility to monitor the compliance of drivers' hours of service records. The purpose of monitoring these records is to prevent collisions involving fatigued driving. During the monitoring process, the company will address all fatigue-related violations found in these records. Hours of service violations considered to be "fatigue-related" include:

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

The process used to monitor drivers for compliance must produce measurable results. The goal of the company is to work towards achieving a Fatigue Violation Rate of 0% (i.e. no fatigue-related violations by any drivers).

The company will 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 monitoring requirements, visit the Alberta Transportation website at: www.transportation.alberta.ca/5610.htm.

**MAINTENANCE PROGRAM FOR
COMMERCIAL TRANSPORTATION
Federal School Buses**



Name on Safety Fitness Certificate:

Prepared By:

Effective Date:

OVERVIEW

School Bus

<p>CSA Standard – D250-07 School Buses</p>	<p>A “School Bus” is a specially constructed vehicle that is designed to carry more than 10 persons (primarily children) to and from school or related events and is National School Bus Yellow as specified in Table 1. When determining seating capacity, each mobility aid space (if present) is equivalent to four seating positions. School buses are categorized as follows:</p> <p>Type A – a conversion or body constructed upon a cutaway front section vehicle with an original equipment-manufacturer chassis, supplied with a left-side driver’s door. The service door is behind the front wheels.</p> <p>Type A1 – a vehicle with a GVWR of 4,536 kilograms (10,000 pounds) or less; and</p> <p>Type A2 – a vehicle with a GVWR over 4,536 kilograms (10,000 pounds).</p> <p>Type B – a conversion or body constructed and installed upon a van, a front section vehicle chassis, or a stripped vehicle chassis, having a GVWR of more than 4,536 kilograms (10,000 pounds). Most of the engine is beneath and /or behind the windshield and beside the driver’s seat. The service door is behind the front wheels.</p> <p>Type C – a body installed upon a flat-back cowl chassis, having a GVWR of more than 4,536 kilograms (10,000 pounds). The entire engine is in front of the windshield. The service door is behind the front wheels.</p> <p>Type D – a body installed upon a chassis, having a GVWR of more than 4,536 kilograms (10,000 pounds), with the engine mounted in one of the following positions:</p> <ul style="list-style-type: none">a. behind the windshield and beside the driver’s seat;b. at the back of the bus behind the rear wheels; orc. midway between the front and rear axles. <p>The service door is ahead of the front axle.</p>
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All school buses registered to the company are required to comply with the company’s maintenance and inspection program policies and procedures, including:

- lease operators that have their vehicles registered to the company; or
- if lease operators follow their own maintenance program, then they must;
- provide a copy of the lessee’s maintenance and inspection program that meets the minimum regulatory requirements;

- the registered owner must document that the maintenance and inspection program is “acceptable”;
- the registered owner must ensure the lease operator is following the maintenance and inspection program.

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

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

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 \(AR 211/2006\)](#),
- Schedules 2 and 5 of Alberta's [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#), and
- Schedule 2 of [NSC Standard 13 Part 2](#) (daily trip inspection) and any other applicable schedules.

Note: If the school bus is equipped with accessibility devices for persons with physical disabilities, the company will also be required to inspect applicable vehicle components listed in Schedules 3 and 4 of Alberta's [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#)

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:	School Bus (all types)	Every 24 hours	Complete written Daily Trip Inspection form if required. Report all defects and document all repairs.
Lubrication Interval: (Oil Change, Greasing, etc.)	Type A		
	Type B		
	Type C		
	Type D		
Scheduled Maintenance Inspection:	Type A		
	Type B		
	Type C		
	Type D		
"CVIP" Inspection:	School Bus (all types)	Semi-Annually	Required every 6 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 Type D school buses; do not fill in intervals for that type.

_____ 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)
- Drive Shaft and Drive Shaft Components (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.

Schedule 5 Maintenance Form

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

Vehicle must comply with Schedule 5 (school bus maintenance standards) of the regulation as outlined below.

- Chassis Colour (S. 2)
- Exhaust (S. 3)
- Instruments and Instrument Panel (S. 4)
- Steering Gear and Linkage (S. 5)
- Tires (S. 6)
- Rear Bumper (S. 7)
- Colour (S. 8)
- Service Door (S. 9)
- Emergency Exit – General Requirements (S. 10)
- Emergency Doors (S. 11)
- Safety Equipment (S. 12)
- Floor Covering (S. 13)
- Heater (S. 14)
- Signage (S. 15)
- Inside Height (S. 16)
- Alternate Flashing Warning Lamps (S.17)
- Floor Level Side Marker Lamps (S.18)
- Interior Lamps (S.19)
- Exterior Lamps (S.20)
- Mirrors (S.21)
- Body Mounting (S.22)
- Noise Suppression (S.23)
- Rub Rails (S.24)
- Steps (S.25)
- Stirrup Steps (S.26)
- Stop Arm S.27)
- Crossing Arm (S.28)
- Sun Visor (S.29)
- Undercoating (S.30)
- Ventilation (S.31)

Note: The above noted items are general headings under Schedule 5 of the [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#). The general headings are further broken down in Schedule 5 into specific components and detailed inspection criteria. Refer to Schedule 5 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.

Schedule 3 and 4 Maintenance Form

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

Maintenance Standards for Transportation of Persons with Physical Disabilities in Buses Schedule 3 of the *Commercial Vehicle Safety Regulation* (AR 121/2009)

- Mobility Aid Securement Devices (S. 1)
- Ramps and Lifts General Requirements (S. 2)
- Ramp and Lift Controls (S. 3)
- Lift Capacity (S. 4)
- Lift Platform Requirements (S. 5)
- Warning Notice (S. 6)
- Ramp Requirements (S. 7)
- Storage of Ramp (S.8)
- Symbol (S. 9)

Sections 2, 3, 4, 5 and 14 of Schedule 4 of the *Commercial Vehicle Safety Regulation* (AR 121/2009) apply to a school bus, if it is used to transport persons with physical disabilities.

- Masor System Required (S. 2)
- Masor System Requirements (S. 3)
- Mobility Aid and Occupant Restraint Requirements (S. 4)
- Protective Materials (S. 5)
- Signs (S. 14)

Note: This form applies only if the school bus is equipped with accessibility devices for persons with physical disabilities.

The above noted items are general headings under Schedules 3 and 4 of the [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#). The general headings are further broken down into specific components and detailed inspection criteria. Refer to Schedules 3 and 4 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 2 and other applicable schedules are located within the vehicle. The driver shall produce the Schedule(s) when requested to a peace officer.
- a daily trip inspection is conducted on all commercial school buses with an original manufactured seating capacity of 11 passengers or more, including the driver.
- 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 2 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.

In the case of a Motor Coach subject to a 30 day/12,000 kilometre Under Vehicle Trip Inspection, the person authorized by the carrier to complete a trip inspection report shall also specify the following:

- the brake adjustment measurements,
- the nature of all repairs carried out to rectify defects determined during the inspection, and
- the trade certificate number of the Heavy Equipment Technician that conducted the inspection.

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, 2, 3 or 4 of NSC Standard 13 while driving the vehicle, the driver shall record the defects in a trip inspection report or in a written document and report those defects to the company as required.

The driver shall produce this trip inspection report or other document when requested by a peace officer.

Distribution and Retention of Trip Inspection Reports

- The person who completed the trip inspection report must forward that report to the home terminal of the carrier 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 deposited and 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

- No person shall allow a driver to drive and no driver shall drive a commercial vehicle with any uncorrected or unrepaired major defect (see Schedules 2, 3, and/or 4 of NSC Standard 13 part 2 for a description of a major defect);
- A person authorized by the carrier to conduct a daily trip inspection shall document any defect 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 carrier to conduct a daily trip inspection 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 2 – Bus

Application:

This schedule applies to buses designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver, but excluding the operation for personal use, and also applies to any trailer towed by a bus.

1. Accessibility Devices	
<p>Defect(s) Accessibility device may not be used if:</p> <ul style="list-style-type: none"> • Alarm fails to operate. • Equipment malfunctions. • Interlock system malfunctions. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Vehicle fails to return to normal level after "kneeling." • Extendable lift, ramp or other passenger-loading device fails to retract.
2. Air Brake System	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Audible air leak. • Slow air pressure build-up rate. 	<p>Major Defect(s)</p> <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.
3. Cargo Securement	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Insecure or improper load covering (e.g. wrong type or flapping in the wind). 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Insecure cargo. • Absence, failure, malfunction or deterioration of required cargo device or load covering.
4. Coupling Devices	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Coupler or mounting has loose or missing fastener 	<p>Major Defect(s)</p> <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	
	<p>Major Defect(s) Dangerous goods requirements not met.</p>
6. Doors and Emergency Exits	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Door, window or hatch fails to open or close securely. • Alarm inoperative. 	<p>Major Defect(s) (Passengers may not be carried¹.)</p> <ul style="list-style-type: none"> • Required emergency exit fails to function as intended. <p>¹ vehicle may be moved when no passenger carried.</p>
7. Driver Controls	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	<p>Major Defect(s) (Passengers may not be carried².)</p> <ul style="list-style-type: none"> • Accelerator sticking and engine fails to return to idle.

	_____ ² vehicle may be moved when no passenger carried.
8. 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.
9. 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.
10. Emergency Equipment & Safety Devices	
Defect(s) <ul style="list-style-type: none"> • Emergency equipment is missing, damaged or defective. 	
11. Exhaust System	
Defect(s) <ul style="list-style-type: none"> • Exhaust leak. 	Major Defect(s) <ul style="list-style-type: none"> • Leak that causes exhaust gas to enter the occupant compartment.
12. Exterior Body and Frame	
Defect(s) <ul style="list-style-type: none"> • Insecure or missing body parts. • Insecure or missing compartment door. • Damaged frame or body. 	Major Defect(s) <ul style="list-style-type: none"> • Visibly shifted, cracked, collapsing or sagging frame member(s).
13. Fuel System	
	Major Defect(s) <ul style="list-style-type: none"> • Missing fuel tank cap¹. • Insecure fuel tank. • Dripping fuel leak. _____ ¹ vehicle may be moved when no passenger carried.
14. 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.
15. 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. 	Major Defect(s) (<i>Passengers may not be carried.</i> ²) <ul style="list-style-type: none"> • Driver's view of the road is obstructed in the area swept by the windshield wipers. _____ ² vehicle may be moved when no passenger carried.
16. Heater/Defroster	
Defect(s) <ul style="list-style-type: none"> • Control or system failure. 	Major Defect(s) <ul style="list-style-type: none"> • Defroster fails to provide unobstructed view through the windshield.
17. Horn	
Defect(s) <ul style="list-style-type: none"> • Vehicle has no operative horn. 	

18. Hydraulic Brake System**Defect(s)**

- Brake fluid level is below indicated minimum level.

Major Defect(s)

- 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.

19. Lamps and Reflectors**Defect(s)**

- Required lamp does not function as intended.
- Required reflector is missing or partially missing.
- Passenger safety or access lamp does not function.

Major Defect(s)*When lamps are required:*

- Failure of both low-beam headlamps.
- Failure of both rearmost tail lamps.

At all times:

- Failure of a rearmost turn-indicator lamp.
- Failure of both rearmost brake lamps.

20. Passenger Compartment**Defect(s)**

- Stanchion padding is damaged.
- Damaged steps or floor.
- Insecure or damaged overhead luggage rack or compartment.
- Malfunction or absence of required passenger or mobility device restraints.
- Passenger seat is insecure.

Major Defect(s)*When affected position is occupied:*

- Malfunction or absence of required passenger or mobility device restraints.
- Passenger seat is insecure.

21. Steering**Defect(s)**

- Steering wheel lash (free-play) is greater than normal.

Major Defect(s)

- Steering wheel is insecure, or does not respond normally.
- Steering wheel lash (free-play) exceeds required limit.

22. Suspension System**Defect(s)**

- Air leak in air suspension system.
- Broken spring leaf.
- Suspension fastener is loose, missing or broken.

Major Defect(s)

- 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.

¹patched, cut, bruised, cracked to braid, mounted insecurely.

23. Tires**Defect(s)**

- 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)

- 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.

24. Wheels, Hubs and Fasteners

<p>Defect(s)</p> <ul style="list-style-type: none">• Hub oil below minimum level. (When fitted with sight glass.)• Leaking wheel seal.	<p>Major Defect(s)</p> <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.
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25. Windshield Wiper/Washer

<p>Defect(s)</p> <ul style="list-style-type: none">• Control or system malfunction.• Wiper blade damaged, missing or fails to adequately clear driver's field of vision.	<p>Major Defect(s)</p> <p><i>When necessary for prevailing weather condition.</i></p> <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.
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SAMPLE Bus 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
		Accessibility Devices			Fuel System
		Air Brake System			General
		Cargo Securement			Glass and Mirrors
		Coupling Device			Heater/Defroster
		Dangerous Goods			Horn
		Doors and Emergency Exits			Hydraulic Brake System
		Driver Controls			Lamps and Reflectors
		Driver Seat			Passenger Compartment
		Electric Brake System			Steering
		Emergency Equipment/Safety Devices			Suspension System
		Exhaust System			Tires, Wheels, Hubs and Fasteners
		Exterior Body and Frame			Windshield Wipers/Washers
		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 2 of NSC Standard 13 and as per Schedules 2 and/or 3, 4, 5 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:
Repairman Name (if applicable):	Repairman Signature (if applicable):	Date and time:

PART 3: RECORD KEEPING

Vehicle Files

_____ will maintain vehicle files containing the following records for each commercial vehicle registered to the company:
Company Name

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 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.
Company Name

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: