

# **Municipal Firefighting Vehicle Permit**

*(Sample Permit Only)*

**Permit Type: Municipal Firefighting Vehicle Permit**

**Pursuant to Section 62 of the Traffic Safety Act, RSA 2000 C. T-06, the Permit holder (the "Registered Owner") is exempt from the specified requirements while operating firefighting vehicles in Alberta when in compliance with the conditions specified in this Municipal Firefighting Vehicle Permit. A Regulated Firefighting Vehicle is a vehicle registered to a municipality in Alberta, as defined in the Municipal Government Act, which is registered for, or which should be registered for 11,794 kilograms or more.**

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**Total Fee: \$0.00**

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### **Conditions:**

This Permit allows for the on-highway operation of a Regulated Firefighting Vehicle when the Permit holder is in compliance with the following terms and conditions:

\* 1. The permit holder is exempt from the requirements of Section 19(1) of the Vehicle Inspection Regulation (AR211/2006) provided a Commercial Vehicle Inspection (CVIP) is conducted within the previous three years or every 5,000 kilometres of travel, whichever comes first.

(a). The permit holder is exempt from obtaining and retaining of annual drivers' abstracts as specified in Section 41(1)(c) of the Commercial Vehicle Certificate and Insurance Regulation (AR314/2002). The Permit holder must meet the applicable requirements specified in the attached Performance Standards & Measures (Appendix C).

2. The permit holder must meet the applicable requirements specified in the attached Performance Standards & Measures (Appendix C), including carrying out the maintenance and inspection program as required in Section 6 of the Commercial Vehicle Safety Regulation (AR121/2009). In addition to the regulated requirements, this maintenance and inspection must be:

- a) Completed at least every 12 months or every 2,000 kilometers of travel, whichever comes first, by a technician or mechanic suitably qualified for the type of vehicle; and
- b) Documented on a form containing the minimum criteria set in Appendix B; and
- c) Retained in the vehicle's maintenance file; and
- d) Retained in the applicable vehicle while valid; and
- e) Produced immediately upon the request of a person authorized for such purposes.

3. The permit holder must produce all requested records to a person authorized by Alberta Transportation and Economic Corridors, at the principal place of business in Alberta, within a maximum of 7 days, unless otherwise specified.

4. 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 \$5,000 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 and Economic Corridors for verification (see <https://www.alberta.ca/collision-evaluations>). Verified non-preventable collisions will not be used to help determine the carrier's risk associated with operation under this Permit.

5. The permit holder must develop and implement written policies and procedures to ensure that all conditions in this permit are being complied with at all times. When requested by a person authorized by Alberta Transportation and Economic Corridors, all documentation related to compliance with this condition must immediately be made available to that person.

6. A copy of this Permit must be carried in each vehicle registered to the Permit holder that is operating under this permit and produced immediately upon the demand of a person authorized for such purposes.

7. The permit holder must meet all the applicable criteria established in the attached Performance Standards & Measures (Appendix C). If it is identified that the permit holder failed to meet all the specified permit conditions or otherwise incur an unacceptable level of violations, this permit will be subject to review and the permit could be amended, suspended or cancelled.

8. The Registrar may amend, suspend or cancel this permit at any time.

# **APPENDIX B**

## **Safety and Maintenance Program** (Sample Only)

# Safety and Maintenance Program

## POLICY STATEMENT:

The \_\_\_\_\_ recognizes the importance of a Safety Program under the *Commercial Vehicle Certificate and Insurance Regulation (AR314/2002)* for the safe and effective operation of the Department. The following policies are adopted by resolution of Council of the \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.

For more information on **Regulatory Requirements** consult the ***Commercial Vehicle Certificate and Insurance Regulation (AR314/2002)***, ***Traffic Safety Act and related Regulations*** available from the Queens Printers 780-427-4952 or website: <http://www.qp.gov.ab.ca>

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- 103 Drug and Alcohol Use
- 104 Vehicle Maintenance
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- 106 Fuelling
- 107 Non Response Mode Warning Devices
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- 109 Driver Responsibilities
- 110 Discipline
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## 100 GENERAL

The \_\_\_\_\_ recognizes the dangers of and severe penalties for driving in nonconformance with the Alberta *Traffic Safety Act* and Regulations. This policy will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses. The administration of this policy is the responsibility of the Safety Officer designated on the Safety Fitness Certificate application or their successors. The Safety Officer is \_\_\_\_\_.

## 101 COMPLY WITH THE LAW, SPEED LIMITS, SEATBELT USE, ETC.

- 1.1. Drivers of department vehicles will obey all traffic laws and rules of the road including speed limits. Unless operating in conformance with the *Traffic Safety Act* and Alberta Regulation 304/2002, *Use Of Highway And Rules Of The Road Regulation, Part 2, Division 2 Emergency and Maintenance Vehicles*.
- 1.2. Members reporting to the Fire Hall in their personal vehicles will obey all traffic laws and rules of the road. Under no circumstances will they exceed the speed limit, pass on the shoulders, etc.
- 1.3. All members will wear seatbelts when provided and the vehicle is moving.
- 1.4. All members shall comply with the Municipality's WHMIS and TDG policies as part of this policy.

## 102 DEFENSIVE DRIVING

Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

**Note:** For example, be aware of surroundings and look ahead. 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.

## 103 DRUG AND ALCOHOL USE

The \_\_\_\_\_ recognizes the dangers of and severe penalties for driving or conducting emergency operations under the influence of alcohol or drugs. This Policy will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses.

- 1.1. Members who fail to follow this policy may be subject to immediate dismissal from the Department.
- 1.2. Members shall not consume alcohol when on "on-call" status.
- 1.3. Any member on prescribed drug(s) that may affect their ability to respond safely shall notify their senior officer and shall not drive or operate any emergency vehicle;

operate any motorized auxiliary equipment; or be a member of an attack or rescue team while on these drug(s).

- 1.4. Members shall not drive or operate emergency vehicles if they have consumed any alcohol within the past eight hours.
- 1.5. Any member using non-prescribed drugs or drugs controlled under the *Narcotics Control Act* may be subject to immediate dismissal from the Department.

#### **104 VEHICLE MAINTENANCE**

The \_\_\_\_\_ recognizes the need for proper maintenance of all vehicles. The following vehicle inspections will be conducted to ensure safe and proper operation of Department vehicles and to identify any deficiencies that need correction.

- 1.1. Trip Inspection as per Attachment “A” of this policy will be conducted by the driver who operated the vehicle on the return trip.
- 1.2. Monthly Inspection as per Attachment “B” of this policy will be conducted by \_\_\_\_\_  
(insert person or position).
- 1.3. 12-month inspections performed by a technician or mechanic, suitably qualified for the type of vehicle, employed or contracted by the municipality as per Attachment “C” of this policy will be in addition to the inspection in 1.4 below.
- 1.4. Annual Commercial Vehicle Inspections by a licensed inspection facility unless altered by permit from Alberta Transportation and Economic Corridors.

#### **105 LOAD SECURITY**

The \_\_\_\_\_ recognizes the dangers of and severe penalties for operating a vehicle with unsecured equipment. This policy will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses.

- 1.1. Members shall ensure that all equipment carried on the vehicle is secured according to design prior to placing the vehicle in motion.
- 1.2. Vehicles shall be inspected at the end of each response in preparation for the next response to ensure that all equipment is secured according to design.
- 1.3. Vehicles shall be inspected at the emergency scene prior to returning to the station to ensure that all equipment is secured according to design.

#### **106 FUELLING**

The \_\_\_\_\_ recognizes the dangers involved in fuelling vehicles. This policy will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses.

- 1.1. The driver shall ensure that the vehicle ignition is turned off during fuelling.
- 1.2. The driver shall supervise fuelling continually during the fuelling process and if any fuel leaks or safety hazards are detected stop the fueling process immediately.
- 1.3. The driver shall not conduct ancillary activities (e.g. wash windows, check fluid levels, etc.) while fuel is being dispensed into the vehicle.
- 1.4. The driver shall replace the fill cap when refueling is complete.
- 1.5. Any fuel spills shall be cleaned up using approved materials and disposed of in conformance with Alberta environmental regulations.
- 1.6. The driver shall ensure there is no smoking allowed in the area while refueling.

## **107 USE OF NON-RESPONSE MODE WARNING DEVICES**

Approved warning devices to be in each Department vehicle are flags and reflectors; flares; or advance warning triangles. This device should be visible for a distance of at least 150 metres under Normal atmospheric conditions. Section 4(2), (3) and (4) of Schedule 1 of *Commercial Vehicle Safety Regulation* (AR121/2009) states:

- (2) A commercial vehicle shall not be operated
  - (a) unless the vehicle carries 2 advance warning triangles, and
  - (b) in the case of a school bus, the bus carries at least 3 advance warning triangles.
- (3) The operator of a commercial vehicle to which subsection (2) applies shall produce the advance warning triangles on demand of a peace officer.
- (4) This section does not apply when the commercial vehicle, other than a school bus, is being operated within the boundaries of an urban area or between that urban area and an abutting urban area.

## **108 DRIVER TRAINING**

The \_\_\_\_\_ recognizes the benefits of continuing driver training. This policy will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses.

- 1.1. All drivers shall be properly licensed by the Province to operate department vehicles they are authorized by the department to drive.
- 1.2. All drivers shall meet the requirements of the Municipalities' Insurance Underwriters to be authorized to operate department vehicles. This may include demerit or violation limits set by the Underwriter or the Municipality.
- 1.3. All drivers shall undergo an orientation on operating Department vehicles before operating any vehicles.

- 1.4. All drivers shall be evaluated by the department Safety Officer, or their designate, prior to operating department vehicles. Records of the evaluation shall be maintained as per the requirements of the section 111 of this policy. Attachment “D” contains a “Driver Evaluation” form to be completed at the time of hire (and for periodic driver evaluation as deemed necessary).
- 1.5. All drivers shall receive ongoing annual driver training as part of the department’s regular training program.

Training will cover the following subjects:

- Department Safety and Maintenance Program;
- Vehicle operation and maintenance;
- *Traffic Safety Act* and its regulations;
- Vehicle trip inspection;
- Monthly vehicle inspection.

Note that existing training files can be cross-referenced. It is not necessary to create separate training files just for driving.

## **109 DRIVER RESPONSIBILITIES**

The \_\_\_\_\_ recognizes the benefits of identifying driver responsibilities. This policy will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses.

- 1.1. All drivers are responsible to maintain valid operator licenses of the correct class to operate department vehicles.
- 1.2. All drivers shall report to the Department Safety Officer any change to the status of their operator’s license.
- 1.3. All drivers are responsible to participate in annual department driver training as part of the department’s regular training program.
- 1.4. All drivers are responsible for reporting accidents involving department vehicles to the Chief utilizing the chain of command. The Chief will determine any follow up steps to be initiated.
- 1.5. All drivers are responsible for completing vehicle inspections at the end of each trip in preparation for the next trip.
- 1.6. After conducting vehicle inspections, all drivers are responsible for completing deficiency reports to ensure that any necessary repairs are made.
- 1.7. All drivers are responsible for compliance with this Safety program policy.

## 110 DISCIPLINE

The \_\_\_\_\_ recognizes the benefits of identifying the disciplinary process for drivers who fail to comply with this policy. This Policy will apply to the operation of all department vehicles including all responses relating to structural, hazardous materials and general emergency responses. The administration of the disciplinary process will comply with the policy of the \_\_\_\_\_ (*insert name of Municipality*) and be administered within the Fire Department by \_\_\_\_\_ (*insert position of person*).

- 1.1. Any driver who operates a department vehicle while suspended may be subject to immediate dismissal from the Department.
- 1.2. Any driver who violates any of these policies not covered by an immediate dismissal clause will be verbally counseled on the policy.
- 1.3. Any driver who repeats a violation of these policies will receive a written warning.
- 1.4. Any driver that violates these policies with a written warning on file will be prohibited from operating department vehicles until completion of successful retraining.
- 1.5. All written warnings will be maintained on a driver's files in accordance with Section 111.

## 111 RETENTION OF VEHICLE AND DRIVER RECORDS

The \_\_\_\_\_ recognizes the benefits of maintaining vehicle and driver's records in conformance with the requirements of the *Commercial Vehicle Certificate and Insurance Regulation* (AR314/2002).

- 1.1. All vehicle records will be maintained in conformance with Sections 37 and 38 of the *Commercial Vehicle Safety Regulation* (AR121/2009).
- 1.2. All driver records will be maintained in conformance with Section 43(1) of the *Commercial Vehicle Certificate and Insurance Regulation* (AR314/2002).
- 1.3. Where a written agreement exists between the Registered Owner and the Primary User of a response vehicle that addresses driver files and vehicle files, then the written conditions contained in that agreement will be implemented. A sample of a "Responsibility Agreement" is provided in Attachment "E".

**ATTACHMENT "A"**

**TRUCK/TRAILER TRIP INSPECTION REPORT**

Carrier's name (as per registration): \_\_\_\_\_

Truck plate number: \_\_\_\_\_ Trailer plate number: \_\_\_\_\_

Trailer plate number(s): \_\_\_\_\_

Location of inspection (Municipality or location on highway): \_\_\_\_\_

Odometer reading: \_\_\_\_\_ or  Hub reading: \_\_\_\_\_

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 1 of Part 2, NSC Standard 13 and as per sections 10(4) and 10(10) of Alberta's *Commercial Vehicle Safety Regulation* (AR121/2009) and report the following:

No defects were found

Defects Detected (Mark "√" for a minor defect, and "X" for a major defect)

- |  |  |
|--|--|
| 1. <input type="checkbox"/> Air Brake System                     | 12. <input type="checkbox"/> Fuel System               |
| 2. <input type="checkbox"/> Cab                                  | 13. <input type="checkbox"/> General                   |
| 3. <input type="checkbox"/> Cargo Securement                     | 14. <input type="checkbox"/> Glass and Mirrors         |
| 4. <input type="checkbox"/> Coupling Device                      | 15. <input type="checkbox"/> Heater/Defroster          |
| 5. <input type="checkbox"/> Dangerous Goods                      | 16. <input type="checkbox"/> Horn                      |
| 6. <input type="checkbox"/> Driver Controls                      | 17. <input type="checkbox"/> Hydraulic Brake System    |
| 7. <input type="checkbox"/> Driver Seat                          | 18. <input type="checkbox"/> Lamps and Reflectors      |
| 8. <input type="checkbox"/> Electric brake system                | 19. <input type="checkbox"/> Steering                  |
| 9. <input type="checkbox"/> Emergency Equipment & Safety Devices | 20. <input type="checkbox"/> Suspension System         |
| 10. <input type="checkbox"/> Exhaust System                      | 21. <input type="checkbox"/> Tires                     |
| 11. <input type="checkbox"/> Frame and Cargo Body                | 22. <input type="checkbox"/> Wheels Hubs and Fasteners |
|  | 23. <input type="checkbox"/> Windshield Wipers/Washer  |

Provide details of defect(s) detected, and which vehicle detected on (truck; trailer 1; trailer 2):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Print name of person completing inspection*

\_\_\_\_\_  
*Signature of person completing inspection*

Provide details of defect(s) detected at any other time(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Print name of person identifying defect(s)*

\_\_\_\_\_  
*Signature of person identifying defect(s)*

**Certification of Repairs Completed:**

I certify all defects have been repaired

I certify repair(s) were unnecessary

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Print Certifier's Name*

\_\_\_\_\_  
*Certifier's Signature*



# 12-MONTH/2,000 KILOMETER VEHICLE INSPECTION

*For details see the Schedule of the Commercial Vehicle Safety Regulation (AR 121/2009)*

<b>Vehicle Unit No.</b>	
<b>Inspection Date</b>	
<b>Odometer reading</b>	

<b>Inspector's name</b>	
<b>Inspector's signature</b>	

**BODY and FRAME**

- Body, Doors and Seats (*fenders/bumpers/mud flaps/sun visor/latches/door releases*)
- Chassis frame
- Underbody
- Drive shaft hanger brackets and guards
- Windshield, Windows, Mirrors

Good	Needs Repair

**FUEL and EXHAUST**

- Fuel tank, Filler cap and Fuel lines
- Fuel system
- Exhaust system (*exhaust pipe, muffler, tail pipe*)

Good	Needs Repair

**BRAKES**

- Brake friction components
- Hydraulic, vacuum and air components
- Mechanical components
- Service Brake Pedal
- Air Brake system
- Parking Brake
- Emergency Brake
- Service Brake

Good	Needs Repair

**ENGINE CONTROLS and STEERING**

- Engine controls
- Steering column, box and linkage
- Wheel alignment

Good	Needs Repair

**SUSPENSION**

- Suspension

Good	Needs Repair

**ELECTRICAL COMPONENTS**

- Horn
- Windshield wipers and washers
- Heating and defrosting systems
- Starting switch
- Lamps, lights and reflectors

Good	Needs Repair

**WHEELS and TIRES**

- Tires
- Wheel studs, rims and bearings

Good	Needs Repair

**LUBRICATION**

- Lubrication

Good	Needs Repair

**TRAILERS**

- Fifth Wheel coupling device
- Trailer hitch, trailer mount and connecting devices

Good	Needs Repair

**Repair/Maintenance Actions that MUST be Taken**

- Change air filters
- Drain and refill the crankcase
- Perform an engine tune-up
- Lubricate chassis and steering gear, as required (*locks/hinges/window cranks/pivot points U-joints drive shafts*)
- Service-test the apparatus, as required

Done

**Explain any items marked "Needs Repair":**

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**Repairs Made by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## DRIVER EVALUATION

DRIVER EVALUATION									
<b>Fire Department Name:</b>				<b>Current Class of Operator's Licence</b>					
				1	2	3	4	5	
<b>Driver Name:</b>		<b>Date:</b>		<b>Signature of Driver:</b>		<b>Date:</b>			
DRIVER ACTIONS		Performance Assessment			DRIVER ACTIONS		Performance Assessment		
		Good	Fair	Poor			Good	Fair	Poor
<b>A. CONTROLS</b>				<b>E. TRAFFIC LIGHTS / SIGNS</b>					
1. Knowledge and/or use of equipment					1. Anticipates / observes				
2. Correct hand positions used					2. Judgment – green / amber / red				
3. Steering Control – wanders / recovery					3. Judgment – stop / yield / other				
4. Shifts are well-timed									
5. Proper use of gears / no grinding					<b>F. RIGHT-OF-WAY</b>				
6. Proper use of clutch / no stalls / no coasting					1. Certain / not hesitant				
7. Proper use of brake / park brake					2. Assumes own right of way				
8. Proper use of accelerator					3. Not aggressive / Judgment				
9. Signals are well-timed					<b>G. SPEED</b>				
10. Signals – Proper use / cancelled / always					1. Not too fast for conditions				
					2. Not too slow for conditions				
<b>B. PARKING / STARTING / BACKING</b>				<b>H. BACKUP / TURN AROUND</b>					
1. Always sets brake / gear					1. Good observation – before / during				
2. Observation – backing / starting					2. Judgment of distance / position				
3. Judgment – vehicle / wheels / angle									
5. No Roll back					<b>I. ROAD TEST DISQUALIFICATION</b>				
6. Sure / no hesitation					1. Overall performance				
					2. Observes right of way - vehicle / pedestrian				
<b>C. LANE DRIVING / CHANGING / POSITION</b>				3. No traffic light violation					
1. Checks mirror					4. No stop sign violation				
2. Checks blind spot / not hesitant					5. No speeding violation				
3. Certain / not hesitant					6. No Other violation				
4. Road position – straddles lane					7. Does not Climb over curb				
5. Too close / far – stop / pass / follow					8. Uses proper caution at uncontrolled intersection				
6. Proper lane change / timely					9. Does not obstruct traffic				
7. Observes signs / conditions					10. Able to perform skill maneuver				
<b>D. INTERSECTIONS / TURNS</b>				11. Does not hit vehicle / object					
1. Does not block crosswalk / intersection / stop line					12. Has skill and control				
2. Stops in time / not too far back					13. Safe action				
3. Necessary stops made					14. Trip inspection result				
4. Leaves parking lot correctly					<b>COMMENTS:</b>				
5. Observes conditions / not late									
6. Left turn – does not cut corner / does not turn wide									
7. Left turn – correct lane – before / after									
8. Right turn – does not cut corner / does not turn wide									
9. Right turn – correct lane – before / after									
10. Correct position – vehicle / wheels									
11. Not too fast – before / during									
12. Not too slow – before / during									
<b>TEST ADMINISTRATION INFORMATION:</b>									
<b>Authorized to drive:</b>		<b>Yes:</b>		<b>No:</b>					
<b>Safety Officer's Name:</b>		<b>Signature:</b>							

**RESPONSIBILITY AGREEMENT**  
*(SAMPLE ONLY)*

This agreement identifies the shared responsibilities of the signatories regarding regulatory compliance to the *Traffic Safety Act* (TSA) while Regulated Firefighting Vehicles are registered to one party (the Registered Owner) but in the possession of, and being operated by, the second party (Primary User). This agreement is intended to allow the Primary User to collect and retain required driver file information on all persons authorized to operate a Regulated Firefighting Vehicle along with any trip inspection information on those vehicles. However, when a trip inspection identifies a defect, a copy of the trip inspection form (clearly showing the defect) will be sent to the Registered Owner for their action. The Registered Owner will conduct an annual review of all driver and vehicle files to verify that the Primary User is retaining proper records.

The Registered Owner recognizes that allowing another entity or individual to maintain its records does not alleviate or eliminate the Registered Owner’s duties under the TSA or its regulations. As such, the Registered Owner acknowledges their responsibility for keeping all records for the Regulated Firefighting Vehicle at their principal place of business as required by section 43(1) of the *Commercial Vehicle Certificate and Insurance Regulation* (AR314/2002).

All records for the noted Regulated Firefighting Vehicle(s) below will be kept at:

\_\_\_\_\_  
*(Street address of legal land location; box numbers are not acceptable).*

Vehicle Plate #	GVW (Kilograms)	VIN (Last 6 digits of Serial #)	Inspection Number of Current CVIP	Inspection Date of Current CVIP

Notwithstanding any other relevant Agreement, \_\_\_\_\_ *(Primary User)*  
agrees to:

- Maintain complete driver files containing all information required by the *Commercial Vehicle Certificate and Insurance Regulation* (CVCI), with the exception of specific driver’s abstracts, if authorized by a permit;
- At the Registered Owner’s request, make all records required under section 43(1) of the *Commercial Vehicle Certificate and Insurance Regulation* (AR314/2002) available to the Registered Owner within one (1) week; and
- Review this document annually with the Registered Owner to ensure it still meets the needs of both parties.

Registered Owner	Primary Vehicle User
Legal Name:	Legal Name:
Primary Address:	Primary Address:
Print Name of Representative:	Print Name of Representative:
Signature:	Signature:
Date:	Date:

# **APPENDIX C**

## **Performance Standards & Measures**

# Performance Standards & Measures

## A) General Requirements

Performance Standard	Performance Measure
<p>The permit holder must investigate every traffic accident involving a commercial vehicle registered to the permit holder for more than 4,500 kilograms, that resulted in:</p> <ul style="list-style-type: none"> <li>a) The death of a person;</li> <li>b) An injury requiring treatment by a medical doctor;</li> <li>c) A condition that causes an employee to lose consciousness; or</li> <li>d) Damage to all property, including cargo, totaling \$2,000 or more, and</li> <li>e) Document the investigation results.</li> </ul>	<p>Those collisions found to have occurred while operating under this permit must be evaluated to determine if the collision was <b>preventable</b> on the part of the permit holder and/or their driver(s). Each evaluation must use the criteria established by the <b>National Safety Council</b> (<a href="http://www.nsc.org">www.nsc.org</a>). 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 and Economic Corridors for verification (see <a href="https://www.alberta.ca/collision-evaluations">https://www.alberta.ca/collision-evaluations</a>). <b>Verified non-preventable collisions will not be used to help determine the carrier's risk associated with operation under this permit.</b></p> <p>A periodic audit or investigation may be requested by the Director to verify that collision evaluations are being conducted, preventability is being determined as specified, reports are being prepared and retained, and actions are being taken to ensure future similar collisions are being avoided.</p>
<p>A Municipal Firefighting Vehicle Permit holder who is a member of the Alberta Fire Chiefs Association (AFCA) must authorize the release of any compliance information to the Association that the Minister considers important to assist with the long-term assessment of any risk this Municipal Firefighting Vehicle Permit may pose to the motoring public.</p>	<p>The Municipal Firefighting Vehicle Permit application form contains a section that allows the applicant to make this authorization.</p>

## B) Divided Record Requirements

Performance Standard	Performance Measure
<p>When the Registered Owner of Regulated Firefighting Vehicles wants to authorize other persons or organizations to operate those vehicles, then both parties must document and sign a Responsibility Agreement that addresses responsibilities for at least the following:</p> <ul style="list-style-type: none"> <li>• The maintenance of each Regulated Firefighting Vehicle and the administration of the required maintenance records that are generated;</li> <li>• Driver safety, driver training and the administration of the required driver records that are generated for each authorized operator of a Regulated Firefighting Vehicle;</li> <li>• All other relevant legislative requirements are being met by each party to the Responsibility Agreement;</li> <li>• Ensuring that periodic verification of all the conditions / requirements outlined in the Responsibility Agreement are being implemented by each respective party, as specified; and</li> <li>• Taking immediate corrective actions if it is identified that any conditions / requirements of the Responsibility Agreement are not being fully implemented.</li> </ul>	<p>Authorized drivers must be trained to operate such Regulated Firefighting Vehicles in compliance with all relevant transportation legislation and with the Municipal Firefighting Vehicle Permit terms and conditions.</p> <p>The drivers must have an appropriate and valid operator's license for the type of Regulated Firefighting Vehicle(s) being operated.</p>
<p>A written Responsibility Agreement must be in place between the two parties that states:</p> <ul style="list-style-type: none"> <li>• The municipal fire department that authorizes the drivers to drive a Regulated Firefighting Vehicle must retain complete driver files containing all information required by the</li> </ul>	<p>A periodic audit or investigation will be conducted by the Minister to verify that:</p> <ul style="list-style-type: none"> <li>• Responsibility Agreements are in place, when required;</li> <li>• Each Responsibility Agreement contains at least the specified conditions and responsibilities;</li> </ul>

<p><i>Commercial Vehicle Certificate and Insurance (CVCI) Regulation (AR314/2002)</i> with the exception of the driver's abstract, if authorized by permit.</p> <ul style="list-style-type: none"> <li>• There is a documented annual internal review by the Registered Owner of the Regulated Firefighting Vehicles to verify that the Responsibility Agreement is being followed by all parties and that appropriate documented discipline action is being taken against any driver and/or safety officer and/or safety manager if compliance issues are identified during the review.</li> <li>• There will be a documented annual internal review to verify that the Responsibility Agreement is still appropriate and meets the needs of both parties.</li> <li>• Where more than one municipal fire department has drivers authorized to operate the Regulated Firefighting Vehicles of the Registered Owner, then all requirements must be met by all parties.</li> </ul>	<ul style="list-style-type: none"> <li>• Each Responsibility Agreement is being fully implemented by all parties; and</li> <li>• Each party retains a record of the results of the annual internal review of each Responsibility Agreement.</li> </ul>
<p>When the Registered Owner (direct or through a Responsibility Agreement) wants to retain compliance records (e.g. driver files, vehicle files, etc.) at one or more locations, other than the principle place of business, then an exemption permit must be obtained.</p>	<p>A periodic audit or investigation will be conducted by the Minister to verify that:</p> <ul style="list-style-type: none"> <li>• Required records are retained at the principle place of business or at authorized location(s).</li> </ul>

## C) Driver's Abstract Requirements

Performance Standard	Performance Measure
<p>Each municipal fire department who has employees or volunteer drivers of Regulated Firefighting Vehicles registered to itself or vehicles which are available for use under the terms of a Responsibility Agreement with another municipality must ensure that driver files for each person authorized to operate a Regulated Firefighting Vehicle, meet the requirements of Section 41 (1)(c) of the <i>Commercial Vehicle Certificate and Insurance (CVCI) Regulation (AR314/2002)</i>. Each file must contain at least:</p> <ul style="list-style-type: none"> <li>• A copy of the driver's abstract dated within 30 days of when the driver was first authorized by the Municipal Firefighting Vehicle Permit holder to drive a Regulated Firefighting Vehicle;</li> <li>• A written acknowledgement signed at least annually by the driver and by the Safety Officer that confirms that the driver meets the specified driver on-road compliance requirements, if the Registered Owner's Municipal Firefighting Vehicle Permit allows for this exemption;</li> <li>• All other driver records required by the CVCI Regulation.</li> </ul>	<p>On initial hire of a driver, each municipal fire department and those who are party to a Responsibility Agreement with a Registered Owner will verify that each:</p> <ul style="list-style-type: none"> <li>• Operator's license is valid;</li> <li>• Operator's license applies to the type of Regulated Firefighting Vehicle(s) being operated;</li> <li>• Driver has no more than 6 demerit points accumulated in the past 3 years;</li> <li>• Driver has no Criminal Code driving convictions in the past 3 years.</li> </ul> <p>Each subsequent year a written acknowledgement is required that confirms that each respective driver has:</p> <ul style="list-style-type: none"> <li>• A valid operator's license that has not been suspended, cancelled, etc. and that a copy is being retained in the driver's file;</li> <li>• Not accumulated more than 6 demerit points in the 3 years previous to the date the acknowledgement was signed;</li> <li>• No Criminal Code driving convictions within the past year.</li> </ul> <p>If one or more of the above criteria is not met for an individual driver, then a copy of that driver's abstract dated within the previous 12 months must be on the driver's file.</p> <p>The Minister may conduct a periodic audit or investigation to verify that the abstracts and/or acknowledgement forms are being obtained and retained as required.</p>

## D) CVIP Exemption Requirements

Performance Standard	Performance Measure
<p>Each Regulated Firefighting Vehicle registered to the Registered Owner is to be exempt for no more than 3 years or 5,000 kilometers of travel (whichever comes first) from having an annual inspection as required by Section 19(1) of <i>Vehicle Inspection Regulation</i> (AR211/2006). However, each Regulated Firefighting Vehicle operated in Alberta must have been inspected by a technician or mechanic, suitably qualified for the type of vehicle, at least every 12 months or every 2,000 kilometers of travel, whichever comes first, since the previous similar inspection. This inspection must meet at least the requirements of the <i>Commercial Vehicle Safety Regulation</i> (AR121/2009) and it must be documented.</p>	<p>Each Regulated Firefighting Vehicle must have a subsisting CVIP inspection prior to the issuance of this permit.</p> <p>The Minister may conduct a periodic audit or investigation to verify that all inspections are being conducted, documented and retained as required.</p>
<p>The 12-month/2,000 kilometer vehicle inspection must be documented on an appropriate form identified in the Registered Owner’s written maintenance program.</p>	<p>This 12-month/2,000 kilometer inspection form must address at least the information specified on the sample form provided in the sample Safety and Maintenance Program provided in Appendix B.</p>
<p>All completed inspection forms must be retained in an orderly manner for each individual vehicle for at least 5 years. A copy of the most recent 12-month/2,000 kilometer form must also be retained in the respective vehicle and immediately shown to any authorized enforcement officer when requested.</p>	<p>The Minister may conduct a periodic audit or investigation to verify that all required inspections are being conducted, documented and retained.</p>

## E) General Transportation Compliance Requirements

Performance Standard	Performance Measure
<p>The Registered Owner is responsible for compliance with:</p> <ul style="list-style-type: none"> <li>• All applicable transportation safety requirements; AND</li> <li>• Their Municipal Firefighting Vehicle Permit conditions related to the operation of the Regulated Firefighting Vehicles registered to the Registered Owner.</li> </ul> <p>An audit or investigation may be conducted:</p> <ul style="list-style-type: none"> <li>• When there has been a complaint received;</li> <li>• When the Minister’s on-road compliance monitoring identifies a significant safety concern;</li> <li>• When there has been a significant event (as determined by the Minister or by the Association) involving a Regulated Firefighting Vehicle registered to the Permit holder;</li> <li>• On a random basis; or</li> <li>• At any other time that the Minister or the Association considers it to be warranted.</li> </ul>	<p>The Minister may conduct a periodic audit or investigation to verify that all regulatory and Municipal Firefighting Vehicle Permit requirements are being met by all parties.</p> <p>If at any time the Minister determines that:</p> <ul style="list-style-type: none"> <li>• The Municipal Firefighting Vehicle Permit holder;</li> <li>• Any authorized driver;</li> <li>• Any party to a Responsibility Agreement with the Permit holder;</li> <li>• A designated safety officer; or</li> <li>• A department safety manager</li> </ul> <p>has violated any regulatory requirement or any condition of an Municipal Firefighting Vehicle Permit, then discipline action will be taken as considered appropriate by the Minister.</p>