



Commercial Vehicle Policy

Policy No. A-01-17

Date: January 25, 2021

Policy Statement: The Town of Bow Island will operate all vehicles in accordance with Provincial and Federal Legislation and Regulations. The Town of Bow Island recognizes the importance of maintaining and inspecting vehicles, such as trucks, truck-tractors, and trailers and will address the following areas;

- Daily trip Inspections
- Repairs
- Routine Scheduled Maintenance
- Annual Commercial Vehicle Inspection (CVIP) inspections
- Record keeping of all inspections, repairs, routine maintenance, including Commercial Vehicle Safety Alliance (CVSA) and CVIP.

Policy:

Driver Records:

The Town of Bow Island will maintain a Driver file for each Driver that operates NSC Rated Vehicles. The following information is required to be contained in the Driver file according to *Section 41 (1) of the Commercial Vehicle Certificate and Insurance Regulation (Alta Reg 314/2002)*:

- Completed application form for employment*
- Record of 3 years employment history*
- Driver's abstract dated within 30 days of hiring and every 12 months thereafter
- Record of all convictions and administrative penalties for Provincial and Federal legislation relating to the operation of a commercial motor vehicle for the current year and preceding four years.
- Record of all Collisions involving any motor vehicle
- Record of all training completed, including dangerous goods training certificate, Hours of service, etc.
- Copies of road test results
- Copy of current medical certificate (indirect information may be acceptable, such as a copy of Driver's abstract or operator licence)
- Rewards and other recognition
- Record of discipline*
- Copies of information from carrier profile

**Information may be kept in Human Resources personnel file*



The Town of Bow Island uses this information, as well as training and testing, to monitor Driver performance for risk management purposes.

Driver records will be retained according to the *Commercial Vehicle Certification and Insurance Regulation* (Alta Reg 314/2002) Section 43 (1).

Safety Fitness Certificate:

Alberta Transportation has issued the Town of Bow Island with a Safety Fitness Certificate which grants the Town with a "Provincial Operating Status." This authorizes the operation of commercial Town Vehicles only within the Province of Alberta. Under no circumstances shall a Town Vehicle with a registered weight of more than 4500 kgs, or with an occupant capacity of 11 or more (including the driver) be permitted to leave the Province of Alberta.

A copy of the provincial Safety Fitness Certificate must be carried in NSC Rated Vehicles and produced upon demand by a Peace Officer. Drivers also must ensure that the CVIP sticker on the Town Vehicle is valid and legible, and that a valid CVIP certificate is contained in the Town Vehicle or trailer and must be produced on demand by Peace Officer.

Trip Inspections:

In addition to walk-around inspections, Drivers of NSC Rated Vehicles are required to perform and document daily trip inspections. The inspection is to also include a trailer, if attached to the Town Vehicle. A Daily Vehicle Safety Inspection form needs to be completed daily and every time a new operator/driver operates any vehicle. Drivers must record any defects and forward the copies to the appropriate manager and mechanic shop.

If any vehicle that is inspected has a major defect, then the Town Vehicle may not be driven until the deficiency is corrected. Any defect on any vehicle must be reported as required by Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009).

An inspection report that meets the NSC standard must be completed for each trip inspection. A trip inspection is valid for 24 hours from the time recorded on the trip inspection report. The completed trip inspection report must be carried inside the Town Vehicle for the duration of the Driver's shift. At the conclusion of the shift, the Driver must submit the completed trip inspection report to their supervisor, who will arrange for the report to be filled in a specific unit file held at the department level where the Town Vehicle is assigned. The reports must then be retained for a minimum six-month period.



Both the schedule of inspected items (NSC Standard 13) and the completed trip inspection report must be retained in the Town Vehicle and produced on demand by a Peace Officer. At the end of their shift, Drivers must give the completed trip inspection reports to their supervisor. Departments are required to store the trip inspection reports in chronological order in a respective Town Vehicle file. Reports are to then be retained for a minimum six-month period from the time they were filed.

Trip Inspection training is required for Drivers of Town Vehicles with a registered gross vehicle weight of over 4,500 kilograms, as well as for Drivers of Town Vehicles that have an occupant capacity of 11 or more (including the Driver).

Maintenance:

Any component identified as being in need of repair and/or maintenance will be maintained and/or repaired as required. Records documenting the repairs and/or maintenance will be retained on the appropriate vehicle file.

Vehicle Records will be filed by individual vehicles (buses, trucks, tractors, and trailers). Vehicle records will be maintained on file as required by Alberta's *Commercial Vehicle Maintenance Standard Regulation* (AR 118/89). The following information will be recorded on the vehicle file:

- The year of manufacture
- Make of vehicle
- Vehicle identification (unit or serial number)
- If the vehicle is leased, name of the person furnishing the vehicle

Commercial Vehicle Inspection Program (CVIP) inspections must be conducted:

- At 6-month intervals on vehicles and buses with an occupant capacity of 11 or more including the Driver; and
- Annually, on Town Vehicles with a registered weight above 11,793 kgs.
 - Trailers pulled by Town Vehicles with a registered weight above 11,793 kgs also require in an annual CVIP inspection.

All maintenance records will be retained and will comply with Alberta Legislation, requiring each record to display the nature of the inspection, the date and the odometer reading. Maintenance records will include the following:

- Scheduled inspections identified in the written maintenance program
- Lubrications
- Repairs
- Routine maintenance
- Daily vehicle inspection reports and defect notices



- Driver and vehicle roadside *Commercial Vehicle Safety Alliance* (CVSA) inspections
- Annual safety inspections *Commercial Vehicle Inspection Program* (CVIP)
- Any modification affecting the gross weight of each vehicle
- Notice of recalls received from manufacturer and subsequent corrective work done

Drivers' Hours of Service

Alberta's *Drivers' Hours of Service Regulation* (Alta Reg. 317/2002) limits the total number of hours that Drivers of NSC Rated Vehicles may drive in a day:

- Drivers are prohibited from driving more than 13 hours total in a work day (designated 24 hour period).
- Additionally, Drivers are prohibited from driving after working more than 15 hours in a 24 hour period.
- Drivers must have at least 8 consecutive hours off duty between work shifts.

Under the Alberta's *Drivers' Hours of Service Regulation* (Alta Reg 317/2002), a Driver that is exempt from having to maintain a logbook only if **ALL** of the following conditions are met:

- The Driver operates within a 160 kilometer radius of Driver's home terminal
- The Driver's work shift does not exceed 15 hours;
- The Driver starts and ends the shift at his home terminal; **AND**
- The carrier that employs the Driver maintains and keeps accurate time records of the Driver's start time and of the end time for each calendar day and retains these records for a period of at least six months.

If one of the above conditions that exempt the Driver from keeping a log bookend, +then the Driver must complete an NSC Hours of Service Time Sheet to report hours worked for every calendar day.

Drivers must contact the Fleet Safety before travelling beyond a 160 km radius for authorization and instruction.

Fleet Safety must approve each department's method of keeping Driver time records. If Fleet Safety determines that a Driver's department does not keep sufficient records to satisfy exemption, then the Driver must complete a NSC Drivers Hours of Service Time Sheet to cover each calendar day (including days off, vacations, etc.).

Fire Rescue employees that operate emergency vehicles are exempt from the Driver's Hours of Service Regulation.



Drivers of Vehicles Over 4,500 kg to 11,793 kg

Town Vehicles with registered weights over 4,500 kg to 11,793 kg are not required to carry the provincial Safety Fitness Certificate with them or inside the vehicle.

Trip Inspections:

Town Vehicles with registered weights over 4,500 kg to 11,793 kg are considered commercial vehicles by provincial legislation, and Drivers who operate them must perform trip inspections.

Each Driver of a commercial vehicle is required to perform a trip inspection at the beginning of their shift prior to driving.

The NSC Standard 13, Schedule 1 must be followed, and if any inspected items are noted as a major defect, then the Town Vehicle shall not be driven until the deficiency is repaired. If a Driver observes a major defect while operating the Town Vehicle, they must park the Town Vehicle immediately and contact Fleet and Facility Services to arrange for repairs- the Town Vehicle cannot be driven until the deficiency is repaired.

Although Drivers of Town Vehicles 11,793 kg and lighter are required to conduct a daily trip inspection, they are not required to:

- Retain the NSC Standard 13, Schedule 1 in the Town Vehicle
- Complete a trip inspection report.

Drivers of all Town Vehicles with registered weights over 4,500 kg are required to have Trip Inspection training.

Record Keeping:

Vehicle records will be retained as required by Alberta's *Commercial Vehicle Maintenance Standard Regulation* (AR 121/2009), for the current calendar year and the preceding four years.

Individual vehicle files will identify

- Unit number or Serial number
- Year of maintenance
- Year of Manufacturer
- Make of each Vehicle
- Tire size; and
- Contain the maintenance records

If a vehicle is sold, the file on the vehicles must be retained for at least six months after the sale date. Records of all vehicles will be located at the Municipal Office.