

# Commercial Operators Regulatory Education Program (C.O.R.E.)



2008 EDITION

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# Introduction

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**It is the responsibility of motor carrier operators and drivers to know and comply with all applicable regulations. Safety compliance and safe operations translate into saved lives and property. We believe the information in this package, when effectively applied, will contribute to safer motor carrier operations and highways.**

The Commercial Operator Regulatory Education (CORE) Program is a co-operative effort involving the following strategic partners:

- Motor Carrier Division – Manitoba Infrastructure and Transportation
  - Manitoba Public Insurance
  - Manitoba Trucking Association
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## Goal and Program Description

The goal of CORE is to reduce fatalities, injuries, property damage and hazardous materials incidents on our highways by assisting carriers in understanding and conforming to the requirements necessary to operate legally and safely in the commercial environment both intra and extra provincially.

The strategic partners have worked co-operatively to produce a **complete resource package** that outlines all relevant legislation, regulations, and safe operating procedures for the following target groups:

- New entrants into the highway transportation industry
- Existing motor carriers who are unclear about their responsibilities
- Existing carriers who wish to ensure they have a clear understanding and interpretation of all relevant Acts and Regulations, including:
  - the *Highway Traffic Act* (Manitoba) and related Regulations,
  - the *Motor Vehicle Transport Act* (Canada) and related Regulations, and
  - the National Safety Code (NSC).

The CORE package is not a substitute for these documents. To purchase a copy of the relevant legislation, contact Statutory Publications. The regulations may also be viewed at the Government of Manitoba and Government of Canada websites.

[www.gov.mb.ca](http://www.gov.mb.ca)

[www.canada.gc.ca](http://www.canada.gc.ca)

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## Objectives

- To enhance motor carrier knowledge of and encourage compliance with legislation, regulations and safe operating procedures;
  - To supplement the enforcement arm of Manitoba Infrastructure and Transportation by using the Motor Carrier Division as a resource to industry;
  - To create trust and understanding between industry and government;
  - To encourage an increase in the safe operating practices and procedures of new motor carrier operations; and
  - To provide a source of direction and information for new entrants to the industry.
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## The CORE Pac

The Core Pac consists of nine modules which contain the information necessary to address the regulatory, safety and bureaucratic realities of operating a commercial trucking company in Manitoba. These are:

- Initial Entry
- National Safety Code
- Carrier Profiles and Safety Ratings
- Facility Audits
- Driver Profile Record Keeping
- Hours of Service Record Keeping
- Vehicle Mechanical Fitness Record Keeping
- Other Motor Carrier Programs
- The United States (general information)

There are also appendices containing contacts, sample forms, and other resources.

The CORE Pac is available in both official languages via the Internet, as well as in booklet form and on a CD-ROM, all available from the Motor Carrier Division upon request at no charge.

**NOTE:** Most terms used in this document, as well as the meaning of abbreviations, are defined in **Appendix A, Terms and Abbreviations**. Agencies and Government offices are listed in **Appendix B, Contacts**.

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## The CORE Presentation

Upon request, and at no cost, Manitoba Motor Carrier Enforcement Officers (MCEOs) will facilitate CORE presentations for any interested stakeholders. These are not intended to be training seminars for the staff of motor carriers, but rather an interactive discussion of the information contained in the CORE Pac. They will be scheduled according to the availability of resources.

# *Initial Entry*

## **Canada/Manitoba Business Service Centre**

The Canada/Manitoba Business Service Centre is a federal/provincial partnership, which provides one-stop access to a wide range of information to support business startup, business development and international trade. The Centre offers service by phone, in person, through a 24-hour fax-on-demand system, via the Internet, and via its regionalization sites throughout the province. The Centre will assist with information on obtaining municipal licences and permits, provincial licences, forms of business organization, registering your business name, taxes and duties, and hiring employees. For information and advice concerning all aspects of establishing and operating a small business contact the Canada/Manitoba Business Service Centre.

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## **Transportation Safety Consultants**

A number of private consulting companies will, for a fee, provide a variety of services to the transport industry. These services include, but are not limited to, customs information, fuel tax record keeping, driver and maintenance files, and hours of service compliance. Motor Carrier Division will provide, on request and at no charge, a list of consultants that have made themselves known to the Department.

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## **Business Name Registration**

Under Manitoba law, a business name must be registered with the Companies Office, if:

- Business is carried on under a name other than the owner's family name, (example: ABC Plumbing)
- The business is a partnership
- The owner's surname is used as part of the name of the business, but the name indicates more than one person is involved. (example: Smith & Associates Plumbing)

Prior reservation of the business name is mandatory for new registrations. The prescribed forms must be filed within one month of beginning business.

For more information and forms for registering or incorporating your business, contact the Companies Office of Manitoba Consumer and Corporate Affairs.

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## Licences and Permits

In Manitoba there are many regulations concerning licences and permits. Licences and permits customarily serve both to protect the public and established businesses from unfair trade practices and to provide government with essential information on which to base such different activities as tax assessment, aid to business, and labour regulation enforcement. Because both provincial and municipal governments have separate but overlapping authority with regard to the licensing of many businesses, it is wise to check with both to be sure of complete compliance.

For complete information concerning City of Winnipeg zoning regulations for Occupancy Permits, Development Permits and Home Occupations, contact the City of Winnipeg, Zoning & Permits Branch.

For information concerning licences in Winnipeg, contact the City of Winnipeg Licence Branch.

For zoning and licensing inquiries outside Winnipeg, contact the local officials, usually the secretary-treasurer of the town, village, or rural municipality. For information on office locations, contact the Department of Intergovernmental Affairs, Local Government Support Services office.

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## Insurance

Operators of Public Service Vehicles and/or commercial trucks in Manitoba must acquire and maintain Public Liability and Property Damage insurance coverage at or exceeding the minimum amounts listed below. Evidence of insurance coverage must be filed when applying for and renewing the Safety Fitness Certificate and/or Operating Authority. The Certificate/Authority will not be issued or renewed until the insurance filing requirement has been met. For more information and forms, contact the Insurance Clerk at the Motor Carrier Division.

### Minimum Public Liability & Property Damage Insurance Coverage Requirements

#### Public Service Vehicles

- \$1 million
- \$2 million if transporting dangerous goods.
- \$1 million for each public service passenger vehicle with a seating capacity of 10 or fewer persons, including the driver.
- \$2 million for each public service passenger vehicle with a seating capacity of 11 or more persons, including the driver.

## **Commercial Trucks**

- \$200,000 for commercial trucks operating solely in Manitoba
- \$2 million if transporting dangerous goods
- \$1 million for all other commercial trucks

The name on the Certificate of Insurance and the name on the Safety Fitness Certificate or Operating Authority must be identical.

Manitoba requires at least 10 days prior notice in the event of cancellation, lapse or policy change that may reduce coverage below legislated limits. Failure to comply with this requirement could result in withdrawal of the Safety Fitness Certificate or Operating Authority. The Motor Carrier Division does not notify carriers if notice of cancellation is received from the insurance company. The onus is on the carriers to make sure they have the proper insurance filed with the Motor Carrier Division at all times.

## **Out-of-province Carriers**

Carriers not based in Manitoba must have a valid Safety Fitness Certificate or Operating Authority issued by the jurisdiction in which they are base-plated.

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## **Apply for Manitoba Safety Fitness Certificate (Trucks) and/or Operating Authority (Passenger Vehicles)**

Operators of public service vehicles and commercial trucks in Manitoba must have a Safety Fitness Certificate issued by the Motor Carrier Division, in compliance with Motor Transport Board requirements. There is no cost for the Certificate, but it must be renewed annually. For more information, contact the Motor Carrier Division. Carriers must provide proof of insurance when applying for the Safety Fitness Certificate.

Operators of Public Service Passenger Vehicles, including buses and inter-municipal livery services, must still obtain an Operating Authority.

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## **International Registration Plan (IRP)**

IRP is a cross-border agreement between forty-eight U.S. states and the ten Canadian provinces for sharing commercial vehicle registration fees and road-use taxes. Manitoba participates in the International Registration Plan (IRP). Effective March 1, 2001 Manitoba began providing IRP services to Manitoba-based truck and bus operators.

The introduction of IRP also changed the calculation and collection of Manitoba's retail sales tax for commercial vehicles registered under IRP. The 7% retail sales tax on purchased vehicles has been replaced by a Manitoba Prorate Vehicle Tax (PVT) paid each year at the time of registration of the vehicle. This approach permits owners to pay the tax on a lower annual basis, spreading the cost over the expected life of the vehicle.

One of the rules in the IRP agreement requires RGVWs (Registered Gross Vehicle Weights) to be within a narrow weight band of 10% between jurisdictions. Carriers may supply supporting documentation or a valid explanation reflecting actual operating practices if the highest and lowest RGVWs vary by 10% or more. The 10% rule is handled separately for Canadian and US registrations since the maximum permissible weight levels in Canada can differ significantly from prevailing levels in the U.S.

For more information and forms, contact the IRP Prorate Licensing Office of Driver and Vehicle Licensing.

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## International Fuel Tax Agreement (IFTA)

The province of Manitoba is a member of the International Fuel Tax Agreement (IFTA). This agreement among the Canadian provinces and U.S. states simplifies the reporting of fuel taxes by commercial motor carriers who operate in more than one member jurisdiction.

For more information and forms, contact the IFTA offices of Manitoba Finance.

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## Taxes and Duties

**Provincial Taxes:** Taxation Acts contain important exemptions as well as particulars of provincial tax collection and remittance. For more information, contact Manitoba Finance, Taxation Division office.

**Goods and Services Tax and Excise Tax:** The federal *Excise Tax Act* imposes both the Goods and Service Tax and Excise Tax. Every person providing taxable goods or services in Canada in the course of their commercial activities is required to register and collect GST/HST when their gross taxable revenue exceeds \$30,000 (\$50,000 for public service bodies) per year.

**Customs/Duties:** Imported goods may be subject to customs duties and to the GST and excise taxes. Some goods are prohibited entry and others require import permits or inspection certificates. There are detailed regulations concerning invoicing, classification of goods, rates of duties and reductions or exemptions for special classes of articles.

**Personal and Corporate Income Tax:** Both the provincial and federal governments impose separate taxes on personal and corporate income, all of which are collected by the Canada Revenue Agency. Every resident of Canada is liable to pay federal and provincial personal income tax on all earnings from all sources.

For more information on these and other related matters, contact the Canada Revenue Agency.

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## **Wage Deductions: Employment Insurance, Canada Pension and Income Tax**

All employers are required by federal law to deduct certain amounts from the income of their employees for Employment Insurance premiums, Canada Pension Plan contributions, and Income Tax. These deductions, together with the employer's share of Employment Insurance premiums and Canada Pension Plan contributions, are remitted to Canada Revenue Agency. An employer should contact the Agency as soon as he or she registers a new business and expects to hire employees. A business number, which should be used in all dealings with the department in connection with payroll deduction matters, will be issued. For more information regarding payroll deductions contact the Canada Revenue Agency.

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## **Workers' Compensation Contributions**

The workers' compensation system is an accident insurance system for employers and workers. Employers who pay for the system are not liable for the workplace injuries or diseases sustained by their workers. In turn, workers injured in the course of employment are automatically eligible for compensation regardless of fault. However, workers give up their right of legal action against an employer in return for the certainty of no-fault benefits. For information concerning the employer's responsibilities under The *Workers' Compensation Act*, contact the Worker's Compensation Board of Manitoba.

# *National Safety Code*

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## **Introduction**

The Province of Manitoba has adopted the National Safety Code, which was developed in cooperation with the other Provinces, Territories, the Government of Canada and in consultation with the transportation industry. The Code is made up of 16 minimum standards to assist motor carriers and drivers in maintaining compliance with provincial and federal rules for owning and operating public service vehicles and commercial trucks. Uniform compliance with these standards will improve highway safety and help maintain the viability of this vital part of Manitoba's economy.

The National Safety Code applies to motor carriers who operate public service vehicles and commercial trucks with a registered gross vehicle weight (RGVW) of 4,500 kilograms or more, and buses designed to carry 11 or more passengers including the driver, and including school buses.

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## **NSC Standard #1 - Single Driver's Licence**

This standard is designed to ensure that no driver holds more than once licence. In addition, a series of administrative procedures have been agreed upon to ensure driving infractions are assigned to a single licence and record.

### **Carrier Requirements**

- To set up and maintain a system of files on each driver to include all of the information that drivers must provide, as listed below; and
- To determine on the basis of this information, training and testing, whether or not the driver is and continues to be fit to drive vehicles owned and/or operated by the motor carrier.

### **Driver Requirements**

- To make a written disclosure to the motor carrier, of any and all driver's licences held, including the jurisdiction (Province, Territory or State);
  - To provide class of licence, status of licence and the actual name in which each licence is held;
  - To hold a licence in one jurisdiction only; and
  - To provide a current copy of driving record (abstract) before being hired, and annually thereafter. The driver may sign a waiver authorizing the employer to obtain a copy of the driving record.
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## **NSC Standard #2 - Knowledge and Performance Tests**

This standard sets out the process for standardized testing of commercial drivers, and includes the criteria for both written and road tests.

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## **NSC Standard #3 - Driver Examiner Training**

This standard is designed to upgrade the skills and knowledge of driver examiners and ensure that the curriculum and qualifications are consistent in all jurisdictions.

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## **NSC Standard #4 - Classified Driver's Licence Program**

This standard is intended to ensure uniformity in the classification and endorsement system for drivers' licences, and to ensure that a licence issued in one jurisdiction is recognized in all jurisdictions.

### **Carrier Requirement**

- To ensure that drivers hold the appropriate licence to permit operation of the classes of vehicles to be driven; and
- To have a system in place to ensure that drivers remain qualified to drive.

### **Driver Requirement**

- To possess a valid driver's licence of an appropriate class to operate the assigned vehicle; and
  - To provide ongoing evidence of a valid licence.
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## **NSC Standard #5 - Self-Certification**

This standard outlines the criteria which must be met to permit carriers and driver training schools to assess and licence commercial drivers.

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## NSC Standard #6 - Medical Requirements

All commercial drivers must undergo a medical examination at the time of licence application and at recommended periodic intervals. This Standard is intended as a guide to establish basic minimum medical qualifications, to be utilized by physicians, licensing administrators and medical review boards to assess an individual's ability to operate a motor vehicle.

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## NSC Standard #7 - Carrier and Driver Profile Requirement

This standard establishes the requirements in the administrative programs to provide NSC administrators (in Manitoba, the Motor Carrier Division) with an overview of a carrier's record and the ability to review current and past performance. It allows for inter-jurisdictional exchange of information and implies a coordination of carrier operations.

Components of the Carrier Profile include:

- **Carrier demographics**, such as NSC number, jurisdiction, name and address of legal entity, carrier rating, status and fleet size;
  - **Convictions**, including ticket/control number; name, driver's licence number and jurisdiction of convicted driver (if driver convicted); date, time and location of offence; statute name (Act, section, subsection, clause); and Conviction Weighting;
  - Types of **Driver Convictions** to be kept include Criminal Code offences; moving violations; driver's liability violations such as driving without the proper class of licence or holding more than one valid licence; and driver-related NSC convictions;
  - Types of **Carrier Convictions** to be kept include moving violations, vehicle maintenance, hours of service, weights and dimensions, cargo securement, dangerous goods, operating while under sanction and operating without proper authority;
  - **CVSA Inspections**, including report number, level of inspection, date, time and location of inspection, driver's name, licence number and jurisdiction, inspection result for each vehicle, and Inspection Weighting;
  - **Reportable accidents**, including driver's name, licence number and jurisdiction, vehicle plate number and jurisdiction, date, time, location and type of accident, and Accident Weighting; and
  - **Audit results and monitoring activity**, including particulars of any sanctions or other interventions.
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## **NSC Standard #8 - Short-Term Suspensions**

In the event that a public service vehicle or commercial truck is stopped and the driver is found not to be in compliance with the hours of service requirements, a short-term suspension may be imposed.

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## **NSC Standard #9 - Hours of Service**

This section establishes the basic criteria for minimizing driver fatigue by specifying maximum work and minimum rest requirements. It forms the basis for consistent Hours of Service legislation among the federal, provincial and territorial jurisdictions.

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## **NSC Standard #10 - Security of Loads**

This standard was drafted to establish the criteria for cargo securement requirements and provide jurisdictions with a standard which can be adopted by reference. It was approved by the Council of Ministers Responsible for Transportation in September 2004.

### **Carrier Requirement**

- To ensure that drivers comply with Cargo Securement Regulations; and
- To equip vehicles with appropriate load securement devices.

### **Driver Requirement**

- To secure loads and/or inspect loads to ensure that adequate securements are in place in accordance with the Regulations;
  - To ensure that any equipment carried in or on the vehicle is also secured in accordance with the Regulations;
  - To ensure that vehicle entrances and exits, including emergency exits, are unobstructed; and
  - To ensure that any property transported is secured or stored to prevent risk of injury to the driver or any passenger by its falling, displacement or other movement.
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## NSC Standard #11 - Commercial Vehicle Maintenance

This standard was developed by all jurisdictions and industry to provide guidelines for a minimum acceptable level of performance for commercial vehicle systems and components, and to ensure that all operators of commercial vehicles (whether owned or leased) have a regular vehicle maintenance and servicing program for all vehicles under their control.

### Carrier Requirement

- To establish a system of preventative vehicle inspection, maintenance and repair for every truck, bus, trailer and C-dolly it operates;
- To inspect, repair and maintain all vehicles it operates in accordance with the system established, and in compliance with required maintenance and performance standards;
- To keep an up-to-date maintenance and repair record for each vehicle under its control including at least:
  - the make, model, year and serial number (VIN),
  - date, odometer reading and nature of every repair and maintenance activity carried out,
  - a description of the type and frequency of regular maintenance and repairs to be undertaken and
  - a record of every axle or suspension modification which affects the gross vehicle or axle weight rating.

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## NSC Standard #12 - Commercial Vehicle Safety Alliance Roadside Inspections

A commercial vehicle may be subjected to a roadside inspection at any time. Peace officers and police officers who hold CVSA certification may make the following checks:

### Inspection of Documents

- Driver's licence;
- Hours of service logs;
- Trip inspection reports;
- Dangerous Good training certificate if applicable;
- Carrier's Safety Fitness Certificate;
- Vehicle registration and insurance; and
- Valid Periodic Mandatory Vehicle Inspection (PMVI) certificate.

Where the officer determines that there is any violation, the driver and/or the vehicle may be placed out of service in accordance with the Regulations, and/or subject to fines or penalties.

## **Inspection of Vehicles**

- Brake system;
- Coupling system/devices;
- Exhaust system;
- Fuel system;
- Lighting devices;
- Safe loading/tiedowns;
- Steering mechanism;
- Suspension;
- Frame;
- Tires;
- Wheels, rims and hubs;
- Van and open-top trailer bodies; and
- Windshield wipers.

Where the officer determines that any components are not in compliance with the commercial vehicle maintenance standard, it may be placed out of service, and the carrier or driver may be subject to fines, penalties or operational restrictions.

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## **NSC Standard #13 - Daily Trip Inspection**

This standard was created to ensure early identification of vehicle problems and defects, and to prevent the operation of vehicles with conditions that are likely to cause or contribute to a collision or vehicle breakdown.

### **Carrier Requirement**

- Not permit a driver to drive a commercial vehicle unless it has been inspected according to the Regulations
- Provide drivers with appropriate schedules of inspection items
- Ensure any defects are corrected before the next inspection or within the time frame specified by the jurisdiction of travel
- Ensure any major defects are corrected immediately upon being reported, and before the vehicle is operated
- Retain inspection reports and records of repairs for at least 6 months

## Driver Requirement

- Not drive a commercial vehicle unless it has been inspected according to the Regulations
- Ensure that required inspections are carried out and defects reported to the carrier according to the Regulations
- Complete the required inspection report, carry it in the vehicle, and provide it to an inspector on demand
- Monitor the vehicle while driving, record defects found and report them to the carrier prior to next scheduled inspection
- Report major defects immediately and not operate vehicle until the major defect has been corrected
- Forward the inspection report to the carrier within 20 days

**Note:** Manitoba's Provincial Regulations vary slightly from the above. Refer to "Vehicle Profile Record Keeping" for more information.

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## NSC Standard #14 –Safety Rating

This standard applies to provincial authorities that issue Safety Fitness Certificates to motor carriers operating commercial vehicles. It establishes the motor carrier safety rating framework used by each jurisdiction to assess the safety performance of motor carriers.

The objectives of the motor carrier safety rating system are:

- To improve the safety of commercial vehicle operations;
- To encourage the economic competitiveness of safe Canadian motor carriers; and
- To encourage motor carrier safety education and continuous improvement.

The basic principles are:

- Compatibility across all Canadian jurisdictions;
  - Effectiveness by using objective data to examine and classify the relative performance of motor carriers;
  - Efficiency by achieving maximum effectiveness at the lowest practical cost;
  - Equity, independent of motor carrier characteristics;
  - Flexibility to accommodate a degree of differentiation and adjustment without compromising the integrity of the system; and
  - Consistency, whereby motor carriers receive similar ratings for comparable performance in each jurisdiction.
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## NSC Standard #15 - Facility Audits

This standard establishes the audit procedures used by jurisdictions to determine a motor carrier's level of compliance with all applicable safety standards. It identifies the source documents which must be maintained by the carrier, and sets out the audit process.

The facility audit is usually performed at the motor carrier's chief place of business in Manitoba.

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## NSC Standard #16 - First Aid Training

This standard outlines the basic elements of a **voluntary** (not prescribed) first aid course for commercial drivers.

# Carrier Profile

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## Introduction

Manitoba Infrastructure and Transportation, Motor Carrier Division, is responsible for the establishment of Motor Carrier Profiles and Motor Carrier Safety Ratings under Section 322.1 of *The Highway Traffic Act* and Section 8 of the federal *Motor Vehicle Transport Act* 1987.

Under National Safety Code (NSC) Standard #7, each jurisdiction must develop and maintain a Carrier Profile System (CPS) to record all convictions, results of on-road inspections, and reportable accidents incurred by drivers of commercial vehicles owned by motor carriers base-plated in that jurisdiction. In Manitoba, each carrier is assigned a National Safety Code Number, which is used to collect and store information in the CPS computer database.

From the CPS database, individual Carrier Profiles are generated based on the carrier's NSC number. The Carrier Profile Report summarizes all incidents relating to the specific motor carrier, and covers the most recent 24-month period.

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## Components of the Carrier Profile Report

The Carrier Profile Report is made up of five sections:

- Part 1 – General Carrier Information
  - Part 2 – Carrier Convictions
  - Part 3 – Carrier Convictions by Category
  - Part 4 – CVSA Inspections
  - Part 5 – Carrier Accidents
- 

### Part 1 - General Information

This part of the Carrier Profile includes basic information about the carrier, such as name, address, phone and fax numbers, nature of the operation, insurance information, fleet size, etc. It also includes the carrier's Safety Certificate Number, IRP number and, if applicable, US DOT number.

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## Part 2 - Convictions

Convictions against the motor carrier and/or the drivers, that are incurred by Manitoba-base-plated vehicles, will be recorded on the Carrier Profile. These include, but are not limited to, moving violations and violations of Hours of Service, pre-trip vehicle inspection, load securement and dangerous goods regulations in any North American jurisdiction. They are listed in reverse chronological order, and they show the date and jurisdiction where the incident occurred, and the vehicle and driver involved.

Points are assigned in accordance with the Canadian Council of Motor Transport Administrators (CCMTA) Equivalency Table. Some examples of NSC points for convictions are:

Type of Conviction	Number of Points
Failure to affix a slow speed sign	2 Points
Failure to maintain and update daily log	2 Points
Dangerous driving	5 Points
Seatbelt violation	2 Points
Passing in a no passing zone	3 Points

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## Part 3 - Convictions by Category

The same convictions described above are organized into categories, such as Driver's Liability, Registration, Weights & Dimensions, Load Securement, etc.

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## Part 4 - CVSA Inspections

CVSA inspections may be conducted anywhere in Canada or the United States. All commercial vehicles and their drivers are subject to inspections. Inspection results are recorded in the Carrier Profile. CVSA Inspections are assigned points as follows:

- Pass - 0 Points
- Fail - 0 Points
- Out of Service - 3 Points

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## Part 5 - Accidents

Records of all accidents involving commercial vehicles registered to the carrier, and causing property damage over \$1000 or any injury or fatality, are maintained in the Carrier Profile. However, only those accidents in which the commercial driver was at fault are assigned points. Points for at-fault accidents are assigned as follows:

- Property Damage - 2 points
- Injury - 4 points
- Fatality - 6 points

## Motor Carrier Ratings

### Motor Carrier Performance Ratings

Motor Carrier Performance Ratings are based on the carrier’s previous two-year record for convictions, CVSA inspections and at-fault accidents. The points assigned to them are used to calculate the carrier’s Performance Thresholds. The totals are then used to calculate the fourth Performance Threshold, which is “Combined Overall.”

The carrier's performance is then compared to the on-road activities of carriers of the same fleet size, and are shown as percentages of the allowable NSC thresholds. For example, if a carrier has acquired 10 points in a category, and the NSC threshold allows 20 points, the carrier’s score will be 50%.

These percentages are shown in the General Information section of the Carrier Profile Report.

### Intervention Levels

As part of a progressive compliance process, intervention by Transportation Safety and Regulation occurs at the following levels.

0-40%	<b>Acceptable</b>	No action required
41-64%	<b>Intervention Level 1</b>	First performance review letter sent
65-84%	<b>Intervention Level 2</b>	Second performance review letter sent
85+%	<b>Intervention Level 3</b>	Facility audit, safety plan interview and monitoring
	<b>Administrative Intervention</b>	Revocation of safety certificate, revocation of vehicle registration, and/or fleet limitation

### Motor Carrier Safety Ratings

Manitoba assigns one of 4 Safety Ratings to all motor carriers operating commercial vehicles. The Safety Rating is based on the carrier’s Performance Ratings as described above.

## Safety Rating Categories

- **Satisfactory Unaudited**  
Assigned to all new commercial motor carriers. A carrier may remain in this category indefinitely.
  - **Satisfactory**  
Assigned when a motor carrier passes a Facility Audit, **and** the carrier's Performance Ratings are less than 85% in all four categories at the time the audit is completed.
  - **Conditional**  
Assigned when a motor carrier fails a TSR or Third Party Facility Audit **or** the carrier's Performance Rating is greater than 85% in **any** of the four categories at the time the audit is completed.
  - **Unsatisfactory**  
Assigned when a motor carrier's performance has deteriorated to such a degree that Manitoba Transportation and Government Services, Transportation Safety and Regulation Branch deems the motor carrier an unacceptable safety risk. A carrier rated as unsatisfactory in Manitoba will no longer be able to register commercial motor vehicles in Manitoba.
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## Confidentiality of the Carrier Profile

The information in a Carrier Profile is not released to or discussed with anyone, except the identified motor carrier, the motor carrier's agent (once a signed letter of release is submitted to the department), a police agency, a requesting province, the courts and the Motor Transport Board.

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## Access to Your Carrier Profile

To get a copy of your Carrier Profile on a regular basis, mail or fax a signed request on company letterhead to: Motor Carrier Division, Unit C, 1695 Sargent Ave. Winnipeg MB R3H 0C4.

You can also access your Carrier Profile via the Internet at [www.gov.mb.ca/mit/mcd/mcs/cpdisclaim.html](http://www.gov.mb.ca/mit/mcd/mcs/cpdisclaim.html), using a password assigned by the Motor Carrier division. Call the Carrier Profiles section to receive your password.

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## Public Access to Your Carrier Profile - C-SNAP

The Carrier Snapshot (C-SNAP) website provides free public access to Safety Rating information on carriers that are base-plated in Manitoba. C-SNAP provides general carrier information such as a carrier's identification; National Safety Code, Safety Fitness Certificate and DOT numbers, fleet size, insurance coverage, CVSA inspection results and Safety Fitness Rating. It does not provide any of the confidential detail regarding on-road incidents.

The C-SNAP website address is [www.gov.mb.ca/mit/mcd/mcs/csnapdisclaim.html](http://www.gov.mb.ca/mit/mcd/mcs/csnapdisclaim.html)

# Facility Audits

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## Background

Manitoba's Motor Carrier Enforcement Officers (MCEOs) are responsible for conducting facility audits on both Intra-Provincial and Extra-Provincial carriers base-plated in Manitoba. MCEOs are Peace Officers, Federal Hours of Service Inspectors and Certified Commercial Vehicle Safety Alliance Inspectors. MCEOs are highly trained professionals who have extensive knowledge of commercial carrier operations, the National Safety Code, the requirements of the Manitoba *Highway Traffic Act* and its Regulations, and the *Motor Vehicle Transport Act (1987)* and Regulations made under it, including the Commercial Vehicle Drivers Hours of Service Regulation.

The goal of a facility audit is to promote safe motor carrier operations by ensuring carrier compliance with the legislated requirements. MCEOs use the Facility Audit process to assess the carrier's compliance in the areas of Driver Qualification, Hours of Service, Vehicle Maintenance and Transportation of Dangerous Goods.

Facility audit results become part of the Carrier Profile, and play a major role in determining a carrier's Safety Fitness Rating. Carriers must understand the importance of demonstrating a high level of compliance and achieving and maintaining an acceptable Safety Fitness Rating.

Carriers operating vehicles base-plated in another jurisdiction fall under the facility audit mandate of that jurisdiction. Motor Carrier Division may become involved in the facility audit process at the request of the base plate jurisdiction.

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## Carrier Selection and Notification

A facility audit or investigation may be initiated for-cause based on information in the carrier's profile, or on substantiated complaints or concerns received from the general public, policing agencies and the transportation industry. Investigations may also be initiated for situations such as a wheel-off occurrence, an accident involving a commercial vehicle, complaints regarding a commercial carrier's operations, misuse of the Safety Fitness Certificate, and the coercing of drivers to drive in excess of the prescribed Hours of Service Regulations. Some audits are also conducted randomly.

Once it is determined that a facility audit is required, the carrier will be notified five to ten working days in advance of the facility audit. This allows the carrier sufficient time to gather and organize the requested records. (However, it should be noted that there is no requirement to give advance notice.) Under Section 318.10(2) of the *Highway Traffic Act*, carriers must make their records available for inspection at any reasonable time. In situations where an immediate safety concern has been identified, the Investigator may enter the carrier's chief place of business without prior notice and place a demand upon the carrier to present records for examination.

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## Conducting the Facility Audit

An audit usually occurs at the carrier's place of business. However, it may, on occasion, be conducted at Motor Carrier Division offices due to circumstances such as the carrier's location, a carrier having demonstrated inappropriate behavior or a lack of space to accommodate an MCEO or team. The number of driver and vehicle records included in the audit is determined using a statistically valid sampling of the total number of drivers and vehicles under the carrier's control. Depending on the size of the audit, there may be one, two or more MCEOs. The carrier will be asked to provide a suitable working location for MCEO(s). Again depending on the size of the carrier, the audit may be completed in a few hours, or may take several days. When violations are found, the MCEO(s) will make copies of the pertinent documents, either digitally or by making use of the carrier's copying equipment.

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## Facility Audit Follow-up

The MCEO will complete the audit report. If no violations are found, no action will be taken, as the carrier has demonstrated an acceptable level of compliance.

If violations have been identified, the carrier will be provided with a copy of them in a document called the Summary of Violations. An appointment will be made for a mandatory Carrier Interview, which is held at Motor Carrier Division premises. The main purpose of the interview is to review the audit findings and to provide the carrier with an opportunity to present evidence to refute any of the findings, make comments, or give explanations. The other purpose of the interview is to discuss the actions necessary to bring the carrier into full compliance.

The Minister may order the carrier to do any one or any combination of the following:

- Develop a comprehensive Safety Plan acceptable to the Department;
- Engage a Transportation Consultant to develop and implement an approved Safety Plan; and/or
- Engage a Third Party Auditor to conduct facility audits based on a schedule determined by the Department. If the carrier does not demonstrate an acceptable level of compliance within a satisfactory time frame, the Minister may take further action.

The Minister may also:

- Limit the size of the fleet;
- Adjust the motor carrier's Safety Fitness Rating;
- Impose a monetary penalty of up to \$25,000; and/or
- Revoke the motor carrier's Safety Fitness Certificate.

The carrier may appeal any order, action or penalty to the Motor Transport Board.

# *Driver Profile Record Keeping*

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## **Driver Qualification File**

### **Carrier Requirement**

The carrier must set up and maintain Driver Qualification Files. Each file must contain:

- Driver licence disclosures;
- Accident and violation disclosures;
- Driver record (abstract);
- Annual review of driver fitness;
- Records of any corrective and/or disciplinary action; and
- Copies of dangerous goods training materials and certificates.

The carrier must determine on the basis of this information whether or not the driver is and continues to be fit to drive.

To assist the carrier in maintaining driver qualification files, a checklist of required and recommended items may be attached to the cover of each file. A sample checklist is provided in Appendix F.

**A Note about Driver Abstracts:** There are two different abstracts, the "Driver Abstract" and the "Commercial Driver Abstract." The Manitoba Commercial Driver Abstract includes convictions in Manitoba for non-moving violations related to the operation of a commercial vehicle, such as Hours of Service and Transportation of Dangerous Goods breaches. Some violations from other jurisdictions may be included.

Unless the Commercial Driver Abstract is specified, the regular Driver Abstract will be provided by DVL. Both cost the same to obtain. The regular Driver Abstract is legally acceptable under HTA Section 318.6. However, carriers may specifically request that drivers provide a Commercial Driver Abstract, and are encouraged to do so.

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## **Single Driver's Licence Disclosure**

### **Driver Requirement**

A commercial vehicle driver may hold only one valid driver's licence, and may be licenced in only one jurisdiction. Prior to being engaged by a motor carrier the driver must disclose to the carrier: the name of each jurisdiction in Canada or the United States in which the driver is licenced; the class of licence held, whether or not that licence has been suspended, and the name in which each driver's licence is issued.

The driver must also disclose suspensions, cancellation, prohibition or change in classification of the driver's licence.

### **Carrier Requirement**

The carrier must maintain a record of the driver's disclosure in the driver qualification file. A copy of the driver's valid licence is acceptable disclosure.

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## **Disclosure of Accidents**

### **Driver Requirement**

The driver must without delay disclose in writing to the carrier, particulars of traffic accidents required to be reported under the Highway Traffic Act. This includes accidents occurring in both personal vehicles and the carrier's vehicles.

### **Carrier Requirement**

The carrier must maintain a record of the driver's disclosures in the driver qualification file.

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## **Disclosure of Violations**

### **Driver Requirement**

The driver must, without delay, disclose in writing to the carrier, convictions arising from the operation or having care and control of a motor vehicle. This includes violations occurring in both personal vehicles and the carrier's vehicles.

### **Carrier Requirement**

The carrier must maintain a record of the driver's disclosures in the driver qualification file.

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## **Driver Record (Abstract)**

### **Driver Requirement**

At the time of hiring, the driver must provide a current driver abstract to the carrier, or the driver may sign a waiver allowing the carrier to obtain the abstract from Driver & Vehicle Licensing.

## Carrier Requirement

Prior to engaging a driver to drive a commercial vehicle, the motor carrier must obtain the driver's abstract.

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## Annual Driver Record and Review of Driver Fitness

### Carrier Requirement

The motor carrier must obtain a current driver record (abstract) annually. The carrier must review the driver record and determine if the driver is and continues to be fit to drive.

The abstract must be obtained, and the annual review conducted, within 60 days after the last day of the month in which the driver's birthday occurs.

**Note:** The Motor Carrier Division permits the carrier to obtain the abstracts and conduct the annual reviews for all drivers in a specific month each year, if the carrier so chooses.

The review can range in scope from a formal employee appraisal interview to a dated and signed statement on the bottom of the driver record (abstract). The review must include the date, a statement that the carrier has made the decision that the driver is fit to continue as a driver for the company, and the signature of the person who represented the carrier in making the decision.

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## Progressive Discipline Policy

### Recommendation

To demonstrate due diligence, the carrier should establish a program of progressive discipline. The program must be consistent with applicable federal and provincial legislation. The carrier should outline the policy and the procedure of discipline, listing the stages up to and including termination. (for example, a four-step policy could include: a verbal warning, written warning, suspension, and termination.) The carrier should ensure that each step of the policy is known and understood by the employees. As each step of the policy is implemented, the employee should be notified in writing of the next step if the violation recurs. The policy must be enforced in a consistent manner.

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# Certificate of Dangerous Goods Training

## Driver Requirement

Every driver who transports dangerous goods must be able to produce a valid certificate of training in the handling and transportation of dangerous goods issued by the carrier. In Canada, the certificate of training is valid for three years.

## Carrier Requirement

Every employer who issues a certificate of training must retain a copy of the certificate of training for two years past the expiry date of the certificate. The employer must also keep a record of the training conducted, such as a copy of the exam (if given), or a copy of the training materials used.

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## Recommended Additional Documentation

In addition to the required documentation outlined above, it is recommended that the carrier include the following information in the driver qualification files:

- Application for employment;
- Reference Check;
- Written Test; and
- Road Test

Carriers whose drivers drive in the United States should ensure they are in compliance with all American requirements, for example, alcohol and controlled substance testing.

# *Hours of Service Record Keeping*

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## **Applicability**

The Commercial Vehicle Drivers Hours of Service Regulation (Federal SOR 2005/313) applies to **extra-provincial motor carriers** and their drivers. Extra-provincial carriers are those that have crossed a provincial or international border at least once.

The Driver Hours of Service Regulation (Provincial MR 72/2007) applies to **intra-provincial motor carriers** and their drivers. Intra-provincial carriers are those that have and continue to operate exclusively in Manitoba.

Neither the federal nor provincial regulations apply to a motor carrier or a driver operating:

- A two or three-axle vehicle transporting primary products of a farm, forest, sea or lake if produced by the motor carrier or the driver; or on the return trip, if empty or transporting products used in the principal operation of a farm, forest, sea or lake;
- An emergency vehicle;
- A vehicle transporting people or goods to provide disaster relief;
- An urban transit service bus;
- A commercial vehicle being driven for personal use, if:
  - it has been unloaded,
  - any trailers have been unhitched,
  - the distance travelled does not exceed 75 km per day, **and**
  - the driver records in the logbook the odometer readings at the beginning and end of the personal use.

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## **Driving Limitations and Rest Requirements**

### **The 13-Hour Drive Time Rule**

No carrier may request, permit or require a driver to drive, and no driver may drive a commercial vehicle after accumulating more than 13 hours of driving time in a day or a workshift.

### **The 14-Hour On-duty Rule**

No carrier may request, require or allow a driver to drive, and no driver may drive a commercial vehicle after accumulating 14 hours on-duty in a day or a workshift, with the driver driving no more than 13 hours within that period.

## Extensions of On-Duty Time

When an emergency condition threatens the safety of the vehicle, its occupants or its cargo, a driver is permitted to exceed the prescribed driving and on-duty time in order to reach a place of safety.

A driver may exceed the prescribed driving and on-duty time by no more than two hours in situations where a trip is delayed by adverse driving conditions which could not reasonably have been foreseen.

## Required Rest

A driver must have at least 10 hours of off-duty time in a day.

## 16-Hour Rule

No carrier may request, require or allow a driver to drive, and no driver may drive a commercial truck after 16 hours of time have elapsed between the end of one eight-consecutive-hour rest period and the beginning of the next eight-consecutive hour rest period. This "window" includes all time spent driving, on-duty and off-duty.

## Deferral of Off-Duty Time

A driver may defer a maximum of two hours of daily off-duty time to the next day if:

- The time deferred is not part of the mandatory eight consecutive hours;
- The total off-duty time in the two days is at least 20 hours;
- The deferred off-duty time is added to the eight consecutive hours off-duty on the second day;
- The total of the driving time in the two days does not exceed 26 hours; **and**
- The driver declares in the "Remarks" section of the log that the driver is making use of this provision and clearly indicates whether it is day one or day two.

This provision may not be used if the driver is splitting off-duty time.

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## Driving Cycles

No motor carrier may request, require or allow a driver to drive and no driver may drive unless the driver has taken at least 24 consecutive hours off-duty in the preceding 14 days.

There are two driving cycles, Cycle 1 and Cycle 2.

A driver must declare on the log which cycle is being used.

A driver cannot switch from one cycle to the other without taking the required off-duty time as described under **Cycle Reset** below.

A driver who is driving under Cycle 1 may accumulate a maximum of 70 hours on-duty in seven days.

A driver who is driving under Cycle 2 may accumulate a maximum of 120 hours on-duty in 14 days. The driver must take at least 24 consecutive hours off-duty before accumulating 70 hours of on-duty time.

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## Cycle Reset

A driver may reset his/her accumulated hours to zero and begin a new cycle, if the driver takes the required time off-duty as follows:

- A driver who wishes to end the current Cycle 1 and begin a new Cycle 1 must first take at least 36 consecutive hours off-duty.
- A driver who wishes to end the current Cycle 2 and begin a new Cycle 2 must first take at least 72 consecutive hours off-duty.
- A driver who wishes to switch from Cycle 1 to Cycle 2 must first take at least 36 consecutive hours off duty.
- A driver who wishes to switch from Cycle 2 to Cycle 1 must first take at least 72 consecutive hours off duty.

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## Splitting of Daily Off-Duty Time

### Single Driver

A driver driving a commercial vehicle fitted with a sleeper berth may accumulate the mandatory off-duty time in two periods if:

- Neither period of off-duty time is shorter than two hours;
- The total of the two periods of off-duty time is at least 10 hours;
- All of the off-duty time is spent resting in the sleeper berth;
- The total of the driving time immediately before and immediately after each off-duty period does not exceed 13 hours;
- The total elapsed time immediately before and immediately after each off-duty period does not include any driving time after the 16<sup>th</sup> hour after coming on-duty;
- The total of the on-duty time immediately before and immediately after each off-duty period does not include any driving after the 14<sup>th</sup> hour; **and**
- None of the off-duty time is deferred to the next day.

## Team Drivers

A team of drivers driving a commercial vehicle fitted with a sleeper berth may accumulate the mandatory off-duty time in two periods if:

- Neither period of off-duty time is shorter than four hours;
  - The total of the two periods of off-duty time is at least eight hours;
  - All of the off-duty time is spent resting in the sleeper berth;
  - The total of the driving time immediately before and immediately after each off-duty period does not exceed 13 hours;
  - The total elapsed time immediately before and immediately after each off-duty period does not include any driving time after the 16<sup>th</sup> hour after coming on-duty;
  - The total of the on-duty time immediately before and immediately after each off-duty period does not include any driving after the 14<sup>th</sup> hour; **and**
  - None of the off-duty time is deferred to the next day.
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## Drivers' Daily Logs

### Motor Carrier Requirements

A motor carrier must:

- Require every driver to maintain a daily log for each day, that accounts for all of the driver's on-duty time and off-duty time;
- Ensure that drivers turn in the original daily logs and supporting documents within 20 days, and keep them on file, in chronological order for each driver, at the carrier's principal place of business, for at least six months;
- Not request, require or allow any driver to keep more than one daily log for any day;
- Not request, require or allow any person to enter inaccurate information in a daily log;
- Not request, require or allow any person to falsify, mutilate or deface a daily log or any supporting documents; **and**
- Monitor driver compliance, and take remedial action when non-compliance is observed. The carrier must record the dates on which the non-compliance occurred, the date and description of the action taken.

### Driver Requirements

A driver must:

- Maintain a daily log each day, that accounts for all of the driver's on-duty time and off-duty time;
- Turn in the original daily logs and supporting documents to the motor carrier within 20 days;
- Not keep more than one daily log for any day;
- Not enter inaccurate information in a daily log; **and**
- Not falsify, mutilate or deface a daily log or any supporting documents.

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## Logbook Exemption (Federal)

A driver is exempt from having to maintain a logbook under if all of the following conditions apply:

- The driver operates within a 160 km radius of driver's home terminal; **and**
- The driver returns to the home terminal each day to begin a minimum of eight hours off duty; **and**
- The motor carrier maintains accurate and legible records showing:
  - The driver's duty status,
  - The driver's elected cycle,
  - The hour at which each duty status begins and ends, **and**
  - The total number of hours spent in each status

The exemption only applies to the logbook requirement. The driver must still be in compliance with the Hours of Service Regulations. Carriers must retain the time records for at least six months.

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## Logbook Exemption (Provincial)

A driver is exempt from having to maintain a logbook under if all of the following conditions apply:

- The driver operates within a 160 km radius of driver's home terminal; **and**
- The driver returns to the home terminal each day to begin a minimum of eight hours off duty; **and**
- The motor carrier maintains accurate and legible records showing the driver's daily hours of on-duty time, including the time each work shift starts and ends.

The exemption only applies to the logbook requirement. The driver must still be in compliance with the Hours of Service Regulations. Carriers must retain the time records for at least six months.

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## Required Information

At the beginning of the day, the driver must legibly enter the following information:

- The date;
- The start time if other than midnight;
- The name of the driver and the names of any co-drivers;
- The cycle under which the driver is driving;
- The licence plate number or unit number of each commercial vehicle operated by the driver that day, and any attached trailers;
- The odometer reading of each commercial vehicle operated by the driver that day; and
- The names and addresses of the home terminal and the principal place of business of each motor carrier for whom the driver works that day.

If the driver was not required to keep a daily log before the current day, the driver must enter in the "Remarks" section the number of hours of off-duty time and on-duty time that were accumulated by the driver each day during the preceding 14 days.

If applicable, the driver must state in the "Remarks" section that the driver is using the "deferral of off-duty time" provision, and clearly indicate whether the driver is driving under day 1 or day 2 of that time.

During the day, the driver must enter the time and location of each change of duty status onto the graph grid, as the information becomes known.

At the end of the day, the driver must enter the following information:

- total hours for each duty status;
- odometer reading;
- total distance driven by the driver that day, excluding the distance driven during any personal use of the vehicle. If the driver uses the vehicle for personal use, the driver must indicate the odometer readings at the beginning and end of the personal use; and
- The driver's signature, attesting to the accuracy of the information.

The graph grid must be completed as follows:

- Mark the beginning time and the end time for each duty status, and draw a continuous line between the time markers;
  - Record the name of the municipality or give the location on a highway, and the name of the province or state, where the change of duty status occurred;
  - If the driver makes a number of deliveries within a municipality, with a number of short periods of driving in between, the periods of driving time may be combined and the periods of other on-duty time may be combined; and
  - Enter on the right of the grid the total number of hours of each period of duty status, which must total 24 hours.
-

## **On-Board Recording Device**

An electronic or mechanical recording device is permitted in lieu of the driver maintaining a manual log, if the device is capable of recording and displaying all the required information. The device must automatically record when it is disconnected or tampered with, and visually or audibly warn the driver when the device malfunctions. The driver must be able to manually prepare log forms should the device malfunction. Upon request of a peace officer, the driver must be prepared to complete manual logs using the information stored in the device.

Any hard copy of the daily log that is generated from the information stored by the device must be signed by the driver attesting to its accuracy.

Carriers must retain the records for at least six months. This may be done using data downloads. Supporting documents must also be retained.

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## **Possession of Logs and Support Documents**

Drivers required to maintain logs must, at a minimum, have in their possession a log for the current day (completed up to the last change of duty status) and the previous 14 days, as well as any supporting documents. These must be produced without delay when requested by a peace officer.

Drivers may log consecutive off-duty days on a single log. The number of off-duty hours for EACH DAY must be indicated on the log.

Periodically, a logbook exempt driver may have to travel beyond the 160 km radius. At these times, the driver must maintain a log for that particular trip and have available a record of on-duty and off-duty hours for each of the previous 14 days.

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## **Submitting Logs to Carrier**

A driver must submit the completed log and supporting documentation to the carrier within 20 days. A driver who is in the employ of two or more carriers must provide each carrier with a copy of all logs. This will enable each carrier to monitor the driver's hours of service for dispatch purposes.

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# Motor Carrier Responsibilities

## Due Diligence

The Hours of Service Regulations place responsibility on the motor carrier to ensure that all company drivers and owner/operators engaged on behalf of the carrier are in compliance. Motor carriers must monitor driver compliance and take remedial action when non-compliance is observed. The carrier must record the dates on which the non-compliance occurred, and the date and description of the action taken.

Carriers must demonstrate due diligence by having the necessary systems, policies and practices in place to identify and rectify issues of non-compliance. There are both proactive and reactive steps a carrier can take to ensure compliance. While issues of non-compliance will always exist, the carrier must continue to do what is reasonably expected. It is critical that corrective actions be documented to support the claim of due diligence.

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## Proactive Measures

A carrier's proactive approach is a key component of the Hours of Service management program. The carrier should develop and implement written policies and procedures to ensure compliance with the regulations. This enables the carrier to undertake corrective action by applying pre-determined disciplinary procedures. The driver retains the right to refuse work that would place him/her in a position of non-compliance. A carrier may choose to have new employees acknowledge that they have been informed of the carrier's disciplinary policy at the time of hire, in addition to having a copy of the policy in plain view for all employees to see.

Effective training of operational staff responsible for driver supervision and dispatch, in addition to drivers, is an integral component of a safety management program. Personnel must have knowledge and understanding of the regulations and be aware of the policies, procedures and available options. Training of new drivers, and re-training of existing drivers who have demonstrated a continuing pattern of violations, is of paramount importance in achieving a high level of compliance and minimizing intervention from enforcement agencies.

The carrier must ensure that drivers are only dispatched when there is a sufficient number of on-duty hours available to complete a trip. A system to monitor driver on-duty time is therefore essential. An acceptable hours of service tracking system might involve having the drivers call in to report the previous day's hours, and the dispatcher keeping a record of these hours. The dispatcher would be able to calculate and monitor the driver's available hours for that day.

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## Self-Audit

A self-audit program is an integral component of a carrier's safety program. With it, the carrier can readily identify areas of non-compliance. A typical self-audit involves review of driver logbooks, along with supporting documentation such as fuel receipts, bills of lading and any other relevant documentation. It is important that the findings be documented to substantiate any corrective/disciplinary action taken. The sample size of the self-audit will vary according to the size of the company. A small carrier may choose to audit all driver logs, whereas a large company may audit a portion of the drivers for a selected period of time.

Logbooks should be audited to ensure that:

- There is a log for every day;
- Logbooks are complete with all required information;
- Drivers are in compliance with the 13 and 14 hour limitations, the 16-hour rule, the mandatory rest requirements, and the cycle limitations;
- The logs are true and accurate when compared to support documents such as dispatch records, fuel receipts, payroll, bills of lading;
- Logs are true and accurate when analyzed with a distance over time check;
- **and**
- On-duty time logged by the driver agrees with the driver's statement of hours or payroll submission.

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## Reactive Measures / Corrective Action

A motor carrier **MUST** take corrective action when noncompliance is observed. This may involve one or a combination of evaluation and assessment, retraining, and disciplinary procedures up to and including dismissal. Employees must be made aware of the corrective and disciplinary procedures. Corrective action may take the form of re-evaluation and assessment, retraining, or disciplinary procedures up to and including dismissal. The disciplinary process should be progressive in nature. It may be initiated with a verbal warning and escalate to written warnings, suspensions and ultimately termination. The carrier should also identify offences that would warrant immediate termination.

The carrier must also be able to react appropriately to situations of non-compliance. A self-audit program, timely reviews of driver records, driver disclosures and monitoring of the carrier profile will assist in identifying inappropriate behavior. Corrective measures may include re-training and/or disciplinary action, as identified in the carrier's disciplinary process. A carrier who does not take corrective action when needed is not demonstrating due diligence.

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## **Record Keeping**

The carrier must retain driver logbooks and support documents for at least six months. If the driver is exempt from the logbook requirement, the carrier must keep a record of each driver's duty status, declared cycle, starting and ending time and total hours in each duty status, for at least six months. Logbooks, support documents, and records must be kept in chronological order at the carrier's chief place of business in Manitoba. On request by a peace officer, the carrier must produce these records at any reasonable time. A peace officer is not required to give the carrier prior notice.

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## **Enforcement and Penalties**

### **Drivers**

Drivers who are in violation of the Hours of Service Regulations may be subject to fines, as well as being placed out of service as follows.

A driver who is deemed to be excessively fatigued, impaired, or otherwise incapable of driving safely, may be placed out of service for 10 consecutive hours.

A driver who exceeds the driving and/or on-duty limitations may be placed out of service for 10 consecutive hours.

A driver who is in violation of any of the duty limitations, mandatory rest requirements, or cycle limitations may be placed out of service for the number of hours needed to correct the failure.

A driver who has duplicate logs, or who has false or inaccurate logs, or who has mutilated or defaced a daily log or supporting document, may be placed out of service for 72 hours.

### **Motor Carriers**

Convictions under the Hours of Service Regulations will have a negative impact on the carrier's Carrier Profile. An accumulation of these convictions, solely or in combination with convictions for other offences may result in the carrier being identified by the Carrier Profile System as a facility audit candidate.

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## Winter Road Permits

Winter road permits are issued based on the low volume of traffic on the winter roads system, the lack of adequate safe rest areas, the risk of inclement weather conditions, and the urgency of re-supplying isolated northern communities. In consideration of these unique conditions, Winter Road Permits are issued to commercial carriers to extend the driving time a commercial driver may drive while operating on the winter road system. However, a driver's off-duty time must still be at least eight consecutive hours.

The permit allows a driver to drive in excess of the 13 hours driving and the 14 hours on-duty limitations while on the winter road system and for up to four hours after leaving the winter road system, in order to reach the driver's home terminal or safe place to rest.

While in transit to or from the winter road system, a driver may exceed the cycle limit of whichever cycle the driver is using (70 hours in seven days or 120 hours in 14 days), if the driver has not exceeded 13 hours driving or 14 hours on duty, and has had eight consecutive hours off-duty. The driver must be able to produce documentation showing the delivery point on the winter road system.

Drivers must maintain logbooks. Time spent driving on the winter road system should be noted in the remarks section of the daily log as "winter road". The permit only applies within Manitoba. After finishing winter road duties, the driver must accumulate enough off-duty time to come into full compliance with the Hours of Service Regulations before resuming operation of a commercial vehicle on a highway.

# *Vehicle Profile Record Keeping*

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The motor carrier must ensure that all commercial vehicles are in safe operating condition before being operated on a public highway, and that no vehicle is dispatched in unsafe condition. There are several steps in establishing a successful Vehicle Maintenance Program:

- Preventative Maintenance Program;
  - Daily Vehicle Inspection; and
  - Periodic Mandatory Vehicle Inspection (PMVI) (Annual or semi-annual Safety).
- 

## **Carrier Requirements**

### **Record Retention Requirements**

It is recommended that the carrier establish a separate file for each vehicle. Under the National Safety Code, a carrier must maintain the following records for a minimum of two years, and for at least a further six months after the vehicle has left the control of the carrier:

- Records of Routine Preventative Maintenance;
- Records of Vehicle Repairs;
- Records of Government Commercial Vehicle Inspections;
- Records of Manufacturer Recalls and Corrective Actions; and
- Records of CVSA inspections.

The records must contain a description of the service or repairs completed along with the date and odometer reading of the vehicle.

As well, Daily Vehicle Inspection Reports must be kept for a minimum of six months.

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### **Preventative Maintenance Program**

The carrier should establish and maintain a schedule of regular maintenance on all commercial vehicles. The carrier may consider the manufacturer's recommended maintenance schedule when determining their program. Suggested maintenance items in an effective preventative maintenance program include:

Oil & filter change; chassis lubrication; checks of all fluids, lubricants, hoses and lines; brakes (including compressor, tractor protection system and low air warning); steering system (including pinion, driveshaft, Pitman arm and steering lash); tires, wheels & lug nuts; fuel tanks & caps; batteries, lights, horn, windshield, mirrors, instruments, emergency equipment; a visual inspection of the engine and all axle units; as well as an overall walkaround to ensure that the vehicle is in good working condition.

Again, records showing the date, odometer reading, and a description of the work done must be maintained by the carrier.

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## **Commercial Vehicle Trip Inspection Regulation MR 95/2008**

Once every 24 hours, the driver must conduct a thorough inspection of the items listed on the inspection schedule provided by the carrier. The driver must prepare a written report, including the plate or unit number of the commercial vehicle being inspected; motor carrier's name; date, time and location of inspection; odometer reading; name of person conducting the inspection and a statement that the inspection has been conducted in accordance with requirements. The driver must have the report for the current day in his/her possession, and surrender it to a peace officer on demand.

Defects must be noted, reported to the carrier, and corrected before the next required inspection. If no defects are found, that fact must be recorded on the report.

At the end of the day, any defects noticed during the day must be recorded on the report for that day and reported to the carrier. If any defect poses an unreasonable risk, it must be reported to the carrier immediately and repaired before the vehicle is driven.

The carrier must provide drivers with the required inspection schedules, and ensure that vehicles are inspected before being driven. The carrier must ensure that defects are repaired prior to the next required inspection. The carrier must keep all reports and records of repair for at least **six months**.

## Daily Inspection of Trucks, Truck-Tractors and Attached Trailers

The inspection schedules must include the following items, if present on the vehicle(s). Refer to MR 95/2008 Schedule A for more detail.

<b><i>Air Brake System</i></b>	No air leaks; pressure build-up rate and pushrod travel within stated limits; tractor protection system, low air warning device and service/parking/emergency brake all operational
<b><i>Cab</i></b>	Doors open properly and close securely
<b><i>Cargo Securement</i></b>	Load properly covered and/or secured; devices and attachment points adequate strength and undamaged
<b><i>Coupling Devices</i></b>	Present, undamaged, secure, operational
<b><i>Dangerous Goods</i></b>	All requirements met
<b><i>Driver Controls</i></b>	Pedals, clutch, gauges, audible and visual indicators and instruments all functioning properly
<b><i>Driver Seat</i></b>	Undamaged, holds set position, seat belt functional
<b><i>Electric Brake System</i></b>	No loose wiring/connections; brake and breakaway device operational
<b><i>Emergency Equipment &amp; Safety Devices</i></b>	Present, operational and undamaged
<b><i>Exhaust System</i></b>	No leaks
<b><i>Frame and Cargo Body</i></b>	All components and fasteners secure and undamaged
<b><i>Fuel System</i></b>	Cap and tank are secure; no leaks or drips
<b><i>Glass and Mirrors</i></b>	No cracks, chips, breaks, damage or misalignment such that driver does not have required view; securely attached to vehicle body
<b><i>Heater/Defroster</i></b>	Operational; windshield view unobstructed
<b><i>Horn</i></b>	Operational
<b><i>Hydraulic Brake System</i></b>	No fluid leaks; park brake, vacuum/hydraulic/power assist, electric motor (brake assist) and warning devices all operational; no pedal fade
<b><i>Lamps and Reflectors</i></b>	Lamps functional when required; reflectors present and undamaged
<b><i>Steering</i></b>	Free play is within stated limits
<b><i>Suspension System</i></b>	No air leaks or deflated air bags; all components and fasteners secure and undamaged

<b><i>Tires</i></b>	No leaks; adequate tread and inflation; no sidewall damage or exposed cords; no contact with other tires or vehicle components
<b><i>Vehicle in General</i></b>	No damage or deterioration that may affect safe operation
<b><i>Wheels, Hubs, Fasteners and Seals</i></b>	Present, secure, undamaged; Adequate hub oil; no leaking seals
<b><i>Windshield Wiper &amp; Washer</i></b>	Operational; blades undamaged; adequately clear driver's field of vision

## Daily Inspection of Regulated School Buses

The daily inspection schedules must include the following items, if present on the vehicle(s). Refer to MR 95/2008, Schedule E for more detail.

<b><i>Accessibility Devices</i></b>	Equipment, interlock systems and alarms operational
<b><i>Air Brake System</i></b>	No air leaks; pressure build-up rate and pushrod travel within stated limits; tractor protection system, low air warning device and service/parking/emergency brake all operational
<b><i>Alternating Overhead Lamps (if required)</i></b>	Present, undamaged and operational
<b><i>Cab</i></b>	Doors open properly and close securely
<b><i>Doors &amp; Emergency Exits</i></b>	Open properly and close securely; alarms operational
<b><i>Driver Controls</i></b>	Pedals, clutch, gauges, audible and visual indicators and instruments all functioning properly
<b><i>Driver Seat</i></b>	Undamaged, holds set position, seat belt functional
<b><i>Electric Brake System</i></b>	No loose wiring/connections; brake and breakaway device operational
<b><i>Emergency Reflectors</i></b>	Present, securely attached and operational
<b><i>Exhaust System</i></b>	No leaks
<b><i>Exterior Body and Frame</i></b>	All components and fasteners secure and undamaged
<b><i>Fire Axe or Crow Bar (if required)</i></b>	Present and securely attached
<b><i>Fire Extinguisher</i></b>	Present, securely attached and operational
<b><i>First Aid Kit (if required)</i></b>	Present and securely attached

<b><i>Fuel System</i></b>	Cap and tank are secure; no leaks or drips
<b><i>Glass and Mirrors</i></b>	No cracks, chips, breaks, damage or misalignment such that driver does not have required view; securely attached to vehicle body
<b><i>Heater/Defroster</i></b>	Operational; windshield view unobstructed
<b><i>Horn</i></b>	Operational
<b><i>Hydraulic Brake System</i></b>	No fluid leaks; park brake, vacuum/hydraulic/power assist, electric motor (brake assist) and warning devices all operational; no pedal fade
<b><i>Lamps and Reflectors</i></b>	Lamps functional when required; reflectors present and undamaged
<b><i>Passenger Compartment</i></b>	damage to steps, floor, seats, overhead luggage racks or compartments or stanchion padding; passenger and/or mobility device restraints operational
<b><i>Pedestrian-Student Crossing Arm (if required)</i></b>	Present and operational
<b><i>Steering</i></b>	Free play is within stated limits
<b><i>Stop Arm (if required)</i></b>	Present, undamaged and operational; Lamps present undamaged and operational
<b><i>Strobe Light (if equipped)</i></b>	Operational
<b><i>Suspension System</i></b>	No air leaks or deflated air bags; all components and fasteners secure and undamaged
<b><i>Tires</i></b>	No leaks; adequate tread and inflation; no sidewall No damage or exposed cords; no contact with other tires or vehicle components
<b><i>Vehicle in General</i></b>	No damage or deterioration that may affect safe operation
<b><i>Wheels, Hubs, Fasteners and Seals</i></b>	Present, secure, undamaged; Adequate hub oil; no leaking seals
<b><i>Windshield Wiper &amp; Washer</i></b>	Operational; blades undamaged; adequately clear driver's field of vision

## Daily Inspection of Motor Coaches, Other Buses and Attached Trailers (Schedule B)

The daily inspection schedules must include the following items, if present on the vehicle(s). Refer to MR 95/2008, Schedule B for more detail.

<b><i>Accessibility Devices</i></b>	Equipment, interlock systems and alarms operational
<b><i>Air Brake System</i></b>	No air leaks; pressure build-up rate and pushrod travel within stated limits; tractor protection system, low air warning device and service/parking/emergency brake all operational
<b><i>Cargo Securement</i></b>	Load properly covered and/or secured; devices and attachment points adequate strength and undamaged
<b><i>Coupling Devices</i></b>	Present, undamaged, secure, operational
<b><i>Dangerous Goods</i></b>	All requirements met
<b><i>Doors &amp; Emergency Exits</i></b>	Open properly and close securely; alarms operational
<b><i>Driver Controls</i></b>	Pedals, clutch, gauges, audible and visual indicators and instruments all functioning properly
<b><i>Driver Seat</i></b>	Undamaged, holds set position, seat belt functional
<b><i>Electric Brake System</i></b>	No loose wiring/connections; brake and breakaway device operational
<b><i>Emergency Equipment &amp; Safety Devices</i></b>	Present, operational and undamaged
<b><i>Exhaust System</i></b>	No leaks
<b><i>External Body and Frame</i></b>	All components and fasteners secure and undamaged
<b><i>Fuel System</i></b>	Cap and tank are secure; no leaks or drips
<b><i>Glass and Mirrors</i></b>	No cracks, chips, breaks, damage or misalignment such that driver does not have required view; securely attached to vehicle body
<b><i>Heater/Defroster</i></b>	Operational; windshield view unobstructed
<b><i>Horn</i></b>	Operational
<b><i>Hydraulic Brake System</i></b>	No fluid leaks; park brake, vacuum/hydraulic/power assist, electric motor (brake assist) and warning devices all operational; no pedal fade
<b><i>Lamps and Reflectors</i></b>	Lamps functional when required; reflectors present and undamaged

<b><i>Passenger Compartment</i></b>	No damage to steps, floor, seats, overhead luggage racks or compartments or stanchion padding; passenger and/or mobility device restraints operational
<b><i>Steering</i></b>	Free play is within stated limits
<b><i>Suspension System</i></b>	No air leaks or deflated air bags; all components and fasteners secure and undamaged
<b><i>Tires</i></b>	No leaks; adequate tread and inflation; no sidewall No damage or exposed cords; no contact with other tires or vehicle components
<b><i>Vehicle in General</i></b>	No damage or deterioration that may affect safe operation
<b><i>Wheels, Hubs, Fasteners and Seals</i></b>	Present, secure, undamaged; Adequate hub oil; no leaking seals
<b><i>Windshield Wiper &amp; Washer</i></b>	Operational; blades undamaged; adequately clear driver's field of vision

### **30-day/12,000 km Inspection for Motor Coaches equipped with Air Ride Suspension, Air Brakes And Automatic Brake Adjusters (MR 95/2008 Schedule D)**

The following conditions must be inspected every 30 days or 12,000 km, whichever comes first. The inspection must be done by a person who holds the appropriate technician certification or qualification, and with the vehicle positioned over a pit or raised on a hoist, so that there is adequate access to all components.

The person conducting the inspection must prepare a report including the VIN, licence plate or unit number of the vehicle; motor carrier's name; date and location of the inspection; odometer reading; a statement that the vehicle has been inspected according to the requirements; his/her name legibly printed and his/her signature. As well, the report must contain all brake measurements, all defects detected, and the nature of all repairs carried out.

**All** of the conditions listed are considered **major defects** and **must** be repaired before the vehicle is driven.

<b><i>Air Brake System</i></b>	No audible air leaks; no fluid leaks; pushrod stroke, pad and shoe movement all within acceptable limits; all components and fasteners secure, undamaged and operational; spring brake and service/park/emergency brakes operational
<b><i>Exhaust System</i></b>	No leaks; components are secure and undamaged
<b><i>Frame &amp; Underbody:</i></b>	All members, fasteners and components secure and undamaged
<b><i>Fuel System</i></b>	No leaks; all components secure and undamaged

<b><i>Steering</i></b>	All components secure and undamaged; adequate fluid
<b><i>Suspension System</i></b>	All components secure, undamaged and operational
<b><i>Tires</i></b>	Adequate tread and inflation; no tread or sidewall damage; no retreads on front axle
<b><i>Wheels &amp; Fasteners</i></b>	All components and fasteners present, secure and undamaged

## Periodic Mandatory Vehicle Inspection Regulation (PMVI)

The PMVI, also known as a "Safety," is required for all public service vehicles and commercial trucks under the Periodic Mandatory Vehicle Inspection Regulation. These inspections may only be conducted by shops that have been certified by the Province to do so. If, on completing the inspection, the inspecting mechanic is satisfied that the condition of the vehicle is in compliance, he will complete and issue a certificate and affix the PMVI inspection decal to the vehicle. No vehicle may be driven on a highway without a valid inspection decal.

Vehicles which must be inspected annually include trucks, trailers, semi-trailers and converter dollies that have a registered gross vehicle weight (RGVW) of 4,500 kilograms or more, and buses with a capacity of 11 or more persons including the driver.

Truck tractors must be inspected semi-annually (every six months).

Some vehicles are exempt from these requirements. These include tractors with a RGVW between 4,500 kilograms and 21,952 kilograms and registered as farm tractors; trailers converted to mobile living quarters; new vehicles in transit between the facilities of the manufacturer, wholesaler and/or retailer; buses for personal use; antique vehicles; and vehicles restricted for use on highways in and adjoining remote communities.

Note that some jurisdictions inspect truck tractors annually instead of semi-annually. If a Manitoba-base-plated tractor is inspected in one of these jurisdictions, it **must still be inspected every six months**, even if the decal and inspection report show a different expiry date.

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## Commercial Vehicle Safety Alliance Inspections (CVSA)

CVSA inspections are conducted by individuals who have been certified as inspectors under the CVSA program. It is a North-America-wide program, designed to promote the safe operating condition of vehicles and to ensure consistency of inspections.

The inspectors may be from various agencies including Royal Canadian Mounted Police, City of Winnipeg Police and the Motor Carrier Division. The inspections may be conducted at weigh scales, at the roadside or at the carrier's premises.

Inspections are usually conducted at random. In certain instances they may be arranged with the carrier to be conducted at the carrier's premises prior to commencement of an audit, or when a complaint has been received regarding the condition of the carrier's vehicle. Occasionally a "blitz" may be scheduled to conduct complete inspections, or to inspect a particular component such as brakes.

The level of inspection performed may be any one of the following:

- Level 1 - complete inspection of the vehicle and driver;
- Level 2 - walk-around inspection of the vehicle;
- Level 3 - inspection of the driver only;
- Level 4 - special inspection of one or more components; or
- Level 5 - complete inspection of the vehicle without the driver, usually conducted at the carrier's premises.

The Motor Carrier Division offers Level Five CVSA inspections of the carrier's fleet at the carrier's premises for the purpose of evaluating the effectiveness of the maintenance program in place. No charges would be laid against the carrier for failed or out-of-service conditions identified during these inspections. However, any defects found during these inspections would have to be repaired according to the requirements described below, and the results of the inspections would be recorded in the Carrier Profile System. The benefits to the carrier include no down time and free inspections, as well as more information from which to evaluate the effectiveness of its maintenance program.

If a vehicle passes a Level 1 or Level 5 Inspection (that is, no defects are found), the inspector will apply a CVSA decal to the vehicle. This decal is valid for three months and usually exempts the vehicle from further CVSA inspections during the period of validity unless an obvious defect is observed.

If defects are found on a vehicle, but they are not so serious that the vehicle must be placed out-of-service, the operator would receive a copy of the inspection form with instructions to have the vehicle repaired prior to its next dispatch. A copy of the inspection form must be signed by the repairer (mechanic) and forwarded to Compliance Services within 15 days of the inspection.

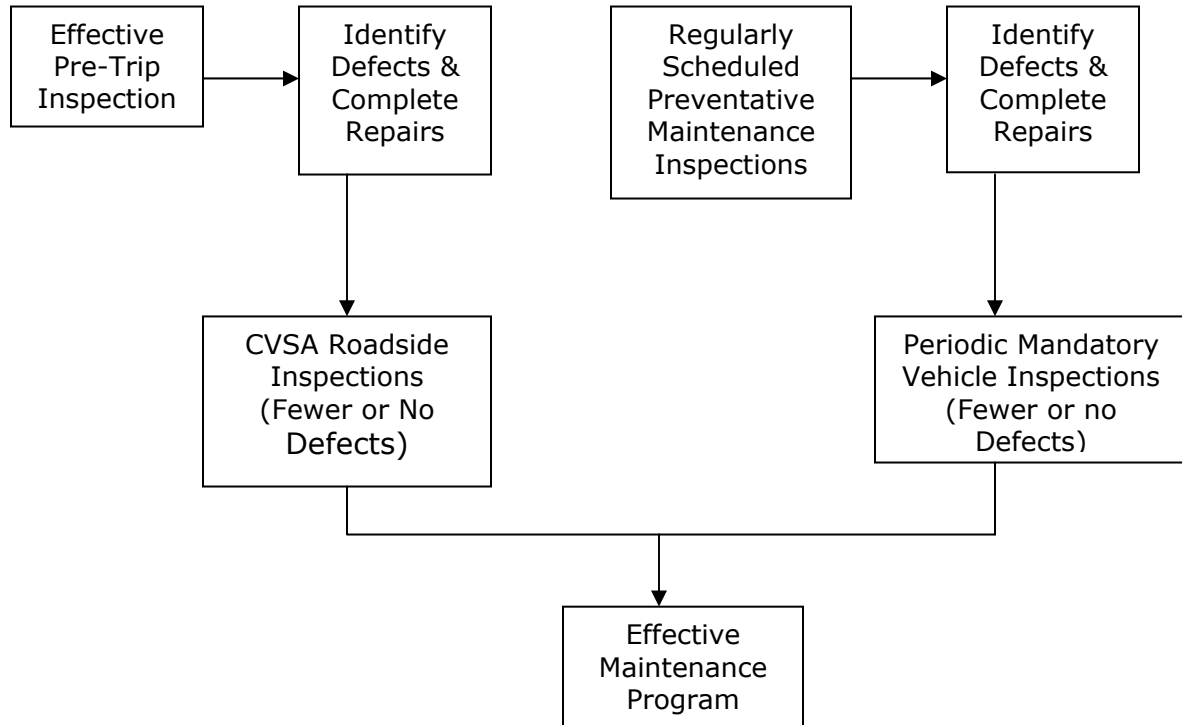
If defects are found which meet the CVSA Out-of-Service Criteria, the vehicle will be placed out of service. This means the vehicle cannot be driven until the defects have been corrected. If the repairs can be completed on-site, the vehicle would be re-inspected and allowed to proceed if the out-of-service condition is corrected. If the repairs cannot be completed on site, the vehicle may only be removed to the nearest repair site by a tow truck or escorted by the inspector. The carrier may not dispatch the vehicle until all the required repairs have been completed. A copy of the inspection form must be signed by the repairer and returned to the Motor Carrier Division within 15 days of the inspection.

## Evaluation of the Carriers Preventative Maintenance Program

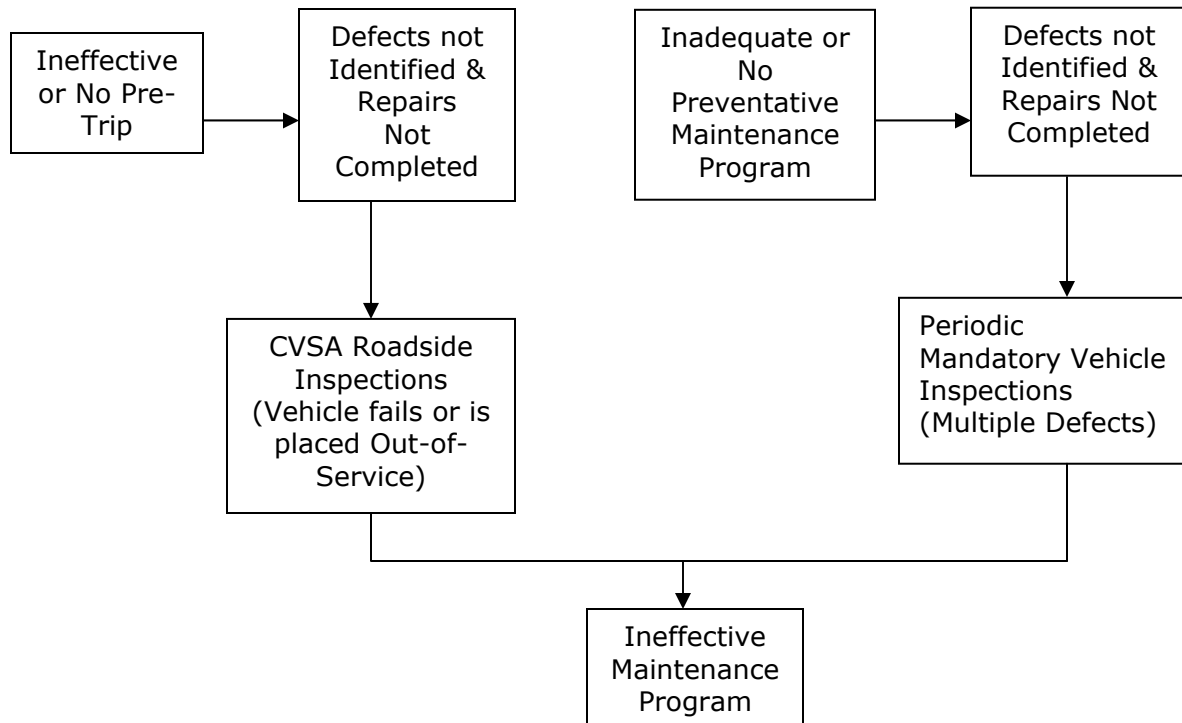
The effectiveness of any vehicle maintenance program must be continually evaluated. The carrier can assess the effectiveness of pre-trip inspections by looking at the number of defects found during roadside inspections and on the PMVI inspections. Fewer defects would indicate that the maintenance program, including pre-trip inspections, is working as it should. Increased numbers of defects, or no reduction in defects, would indicate that the maintenance program requires adjustment and/or drivers are performing inadequate pre-trip inspections and may need re-training.

The carrier may also use the information in the Carrier Profile to help assess the maintenance program. Refer to the section on Carrier Profiles for more information.

## EFFECTIVE MAINTENANCE PROGRAM



## INEFFECTIVE MAINTENANCE PROGRAM



# *Other Motor Carrier Programs*

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## **Roadside Enforcement**

Motor Carrier Enforcement Officers (MCEOs) work at provincial weigh stations, and are also deployed as Highway Patrol Units throughout Manitoba. They ensure that specific safety initiatives are observed, including weights and dimensions, mechanical and equipment safety, driver and vehicle licensing, driver hours of service, load securement, and dangerous goods. All MCEOs are certified to conduct CVSA inspections. For more information, contact the Motor Carrier Division.

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## **Permit Services**

Motor Carrier Permit Officers develop, issue and administer oversize and overweight permits, collect single trip, fuel tax, permit and authority fees. They also assist in the development and implementation of the annual Spring Road Restrictions program. For more information, contact the Permit Office.

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## **Rail Safety**

A Rail Safety Inspector monitors and regulates the safety performance of intra-provincial shortline railways.

# *United States General Information*

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## **Hours of Service**

While driving in the United States, drivers must comply with the Hours of Service Regulation as outlined in the Federal Motor Carrier Safety Regulations, Part 395. Drivers must also ensure that when they re-enter Canada, they are in compliance with Canadian requirements.

## **Logbooks**

The logbook format in the US remains consistent with that in Canada for 2006. Distances may be recorded in kilometers when identified as such. Changes to the Canadian regulations, scheduled to take effect January 1, 2007, may require some changes to the logbook format.

## **Driving Limitations**

In the United States, a driver must take at least 10 consecutive hours off-duty, and may drive a maximum of 11 hours after ten consecutive hours off duty. A driver may not drive beyond the 14<sup>th</sup> hour after coming on-duty, following 10 hours off-duty.

A driver can not drive after 60 hours on-duty in seven consecutive days, or 70 hours on-duty in eight consecutive days. A driver may restart a seven or eight consecutive-day period after taking 34 or more consecutive hours off-duty.

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## **Controlled Substance and Alcohol Testing**

Since July 1, 1997, Canadian-based carriers operating commercial motor vehicles in the US have had to ensure that their drivers are in compliance with the U.S. drug and alcohol testing regulations. These regulations are defined in the Federal Motor Carrier Safety Regulations (FMCSR), Part 382, Controlled Substances and Alcohol Use and Testing. Due to their complexity, carriers operating into the U.S. are advised to obtain a copy of the FMCSR from their provincial trucking association. A brief overview of the requirements is provided below.

A carrier may not permit any driver and no driver may perform safety sensitive functions, including driving a commercial motor vehicle, when the driver has used any controlled substance.

Every carrier must:

- Develop and implement a workplace policy which meets the requirements set out in Part 382.601;
- Provide training for supervisors, including the symptoms of substance abuse, problem identification and intervention techniques;
- Provide training for drivers, including printed materials and videos;
- Prior to hiring, with the applicant's consent, obtain the testing history from previous employers for the past two years;
- Remove from service any driver who is in violation of the regulation;
- Prepare and maintain records required by the regulation;
- Require drivers to take tests in accordance with the regulation; and
- Provide referrals to appropriate counselling/treatment resources for employees who have failed a test.

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## **Controlled Substance Testing**

The regulation mandates testing for marijuana, cocaine, opiates, amphetamines, and phencyclidine. Drug testing through urine analysis is performed at DOT certified laboratories. A qualified Medical Review Officer confirms positive results.

A driver is subject to controlled substance testing:

- As a condition of employment, and prior to undertaking safety-sensitive duty;
- Where there is reasonable suspicion based on specific observations concerning the appearance, behavior, speech or body odors of the driver;
- Up to 32 hours following a qualifying accident. A qualifying accident is one involving a fatality; or involving injuries requiring medical treatment away from the accident site and the commercial vehicle driver is cited for a moving violation; or one in which either vehicle involved is towed and the commercial driver is cited for a moving violation;
- Under the random testing program. Over the course of a year, a sample equalling 50% of drivers must be random-tested for controlled-substance use. Random testing should be scheduled when a driver is on-duty or reporting for duty, but the driver must not have prior notification;
- On return to duty after removal for prohibited conduct; and
- Randomly, for a minimum period of one year upon return to duty, after an assessment by a Substance Abuse Professional has identified the need to resolve a problem with alcohol or drug abuse.

The presence of any detectable amount of any controlled substance in the urine constitutes a positive test result. Refusal to be tested is treated a positive test result.

## Alcohol Use and Testing

The regulations prohibit the use or possession of alcohol while performing safety-sensitive functions including driving, or within four hours prior to beginning safety-sensitive duties.

A driver is subject to alcohol testing:

- Up to eight hours following a qualifying accident;
- Where there is reasonable suspicion based on specific observations concerning the appearance, behavior, speech or body odors of the driver;
- Under the random testing program. Over the course of a year, 25% of drivers must be random-tested for alcohol;
- Up to eight hours following a qualifying accident;
- On return to duty after removal for prohibited conduct; and
- Randomly, for a minimum period of one year upon return to duty, after an assessment by a Substance Abuse Professional has identified the need to resolve a problem with alcohol or drug abuse.

There is no pre-employment test for alcohol.

A blood-alcohol level of .04 or greater constitutes a positive test result. Refusal to be tested is treated as a positive test result.

A blood-alcohol level of .02 or greater, but less than .04, is treated as a positive result, but carries less severe consequences.

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## Record Keeping

Records must be available at the carrier's chief place of business or be made available within two business days after the request by an agent with regulatory authority over the carrier or any of its drivers. The records must be released to a subsequent employer upon receipt of a written request from a driver.

## Penalties

Carriers can be fined \$500 US to \$10,000 US per violation for non-compliance.

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## Medical Reciprocity

Canadian drivers holding a valid Canadian licence are not required to hold a US DOT medical examiner's certificate. Medical and physical fitness is addressed through the Canadian licence process.

**Note:** The U.S. does not currently permit drivers requiring insulin injections or with limited use of one eye to operate commercial vehicles. (Under review, July 2006)

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## SAFER System

### Company Snapshot

The Safety and Fitness Electronic Records (SAFER) System offers company safety data to industry and the public over the internet. Access is provided free of charge to the Company Snapshot, a concise electronic record of a company's identification, size, commodity information, and safety record, including the safety rating (if any), a roadside out-of-service inspection summary, and crash information. The company snapshot is available via an ad-hoc query (one carrier at a time).

### Company Safety Profile Service

The Company Safety Profile Service provides access to the Company Safety Profile for a fee. A Company Profile Subscription service is available for pre-ordering profiles in advance. Other functions may be available for a fee at a later date.

### SAFER Database

SAFER is developed, maintained and hosted by the John A. Volpe National Transportation Systems Center, using carrier information from existing government motor carrier safety data bases. Presently, it consists of interstate carrier data and vehicle registration data, as well as intrastate data for several states. Operational data such as inspections and crashes are generally only presented for interstate carriers, but plans are to include them for the intrastate carriers at a later time.

### Intelligent Transportation System

The SAFER system is a component of the Department of Transportation's Intelligent Transportation System (ITS) which is being designed to increase roadway safety, reduce motorist delays and air pollution, and improve the overall productivity of commercial vehicle operations (CVO) through the use of advanced technology.

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### Roadside Inspection Systems, CVISN, PRISM and SAFETYNET Users

The SAFER system includes the capability to provide carrier, vehicle, and driver safety and credential information to fixed and mobile roadside inspection stations and SAFETYNET installations, along with systems operated by individual States participating in the CVISN and PRISM programs. This information allows the roadside inspector to select vehicles and/or drivers for inspection based on the number of prior carrier inspections, as well as carrier, vehicle, and driver safety and credential historical information.

## Electronic Screening

The SAFER system supports electronic screening of commercial vehicles in order to allow Law Enforcement personnel to focus their efforts on vehicles most likely to fail inspection.

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## Driver Licensing System

### Vehicle Group Descriptions

Each driver applicant must possess and be tested on his/her knowledge and skills, for the commercial motor vehicle group(s) for which he/she desires a Commercial Driver Licence. The commercial motor vehicle groups are as follows:

#### 1. Combination Vehicle (Group A)

Any combination of vehicles with a gross combination weight rating (GCWR) of 11,794 kilograms or more (26,001 pounds or more) provided the GVWR of the vehicle(s) being towed is in excess of 4,536 kilograms (10,000 pounds).

#### 2. Heavy Straight Vehicle (Group B)

Any single vehicle with a GVWR of 11,794 kilograms or more (26,001 pounds or more), or any such vehicle towing a vehicle not in excess of 4,536 kilograms (10,000 pounds) GVWR.

#### 3. Small Vehicle (Group C)

Any single vehicle, or combination of vehicles, that meets neither the definition of Group A nor that of Group B as contained in this section, but that either is designed to transport 16 or more passengers including the driver, or is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

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## **Endorsements**

An operator must obtain State-issued endorsements to his/her Commercial Driver Licence to operate commercial motor vehicles, which are:

- Double/triple trailers;
- Passenger vehicles;
- Tank vehicles; or
- Required to be placarded for hazardous materials.

## **Endorsement Testing Requirements**

The following tests are required for the endorsements contained in the previous section:

- Double/Triple Trailers -- a knowledge test;
- Passenger -- a knowledge and a skills test;
- Tank vehicle -- a knowledge test; and
- Hazardous Materials -- a knowledge test.

## **Air Brake Restrictions**

If an applicant either fails the air brake component of the knowledge test, or performs the skills test in a vehicle not equipped with air brakes, the State shall indicate on the Commercial Driver Licence, if issued, that the person is restricted from operating a Commercial Motor Vehicle equipped with air brakes.

For the purposes of the skills test and the restriction, air brakes shall include any braking system operating fully or partially on the air brake principle.

# ***APPENDIX A: Terms and Abbreviations***

(The bracket indicates the legislation from which the definition was obtained.)

## **Accident Weighting**

At-fault accidents are assigned points as described in the Carrier Profile section of this manual.

## **Average Fleet Size**

The average number of commercial vehicles (excluding trailers) under the motor carrier's responsibility, that were base-plated in Manitoba over the preceding 24 months.

## **Base Jurisdiction / Base Plate**

The jurisdiction in which the commercial vehicle is plated.

## **Bus** (PMVI Regulation and Highway Traffic Act)

A motor vehicle designed to carry 11 or more passengers including the driver. It does not include public transit buses owned by or operated on behalf of the City of Winnipeg or the City of Brandon.

## **Carrier / Motor Carrier** (CVTI Regulation and Highway Traffic Act)

The person who operates or is responsible for the operation of a commercial motor vehicle and any trailer attached to it.

## **Commercial Motor Vehicle / Commercial Vehicle / Vehicle** (CVTI Regulation, Cargo Securement Regulation, and Driver HOS Regulation)

A public service vehicle or a commercial truck that has a Gross Vehicle Weight Rating of 4500 kg or more, or a bus, including a regulated school bus.

## **Commercial Truck** (Highway Traffic Act)

Any truck OTHER THAN:

- a Public Service Vehicle;
- a truck operated by or on behalf of a government, municipality, school board or other public body, or an Indian band;
- in or within 20 km of the City of Winnipeg, where the owner's place of business is in or within 20 km of the City of Winnipeg;
- in or within 30 km of any other city, town or village, where the owner's place of business is in or within 30 km of that city, town or village; or
- A truck used to transport sand, gravel or other material to be used in the construction and maintenance of a public highway.

## **Conviction Weighting**

Driver and carrier convictions are assigned points as described in the Carrier Profile section of this manual.

## **Driving Time** (Driver HOS Regulation)

The period of time during which a driver is at the controls of a commercial vehicle that is in operation.

**Extra Provincial Motor Carrier**

A motor carrier which has crossed a provincial or international border on at least one occasion.

**Farm Truck (Highway Traffic Act)**

A truck owned by a farmer.

**Fleet Size**

The number of commercial vehicles, excluding trailers, under the motor carrier's responsibility.

**Gross Vehicle Weight Rating (GVWR) / Registered Gross Vehicle Weight (RGVW) (CVTI Regulation, PMVI Regulation and Driver HOS Regulation)**

The maximum loaded weight of the vehicle as specified by the vehicle manufacturer or as determined by the registrar.

**Inspection Weighting**

CVSA inspections are assigned points as described in the Carrier Profile section of this manual.

**Intervention**

The act of notifying a motor carrier of problems and potential safety risks as identified using the Carrier Profile. This may be done by letter, through a carrier safety review or through a facility audit, and is frequently combined with the offer to assist in developing solutions.

**Intra Provincial Motor Carrier**

A Manitoba-based motor carrier which has and continues to operate exclusively within the borders of Manitoba.

**Motor Carrier / Carrier (CVTI Regulation and Highway Traffic Act)**

A person operating a public service vehicle or a commercial truck. Also, the person who is responsible for the operation of a commercial motor vehicle and any trailer attached to it.

**NSC Number**

A unique nine-digit number issued to a carrier, which is recorded on the vehicle registration forms of the commercial vehicles for which the motor carrier is responsible. It is a central reference point for the collection of accident, inspection and conviction data as required by the Carrier Profile System.

**On-Duty Time (Driver HOS Regulation)**

The period of time during which a driver is:

- checking in or preparing reports at the beginning or end of a work shift;
- inspecting, servicing, repairing, conditioning or starting a commercial vehicle;
- driving a commercial vehicle;
- participating in the loading or unloading of a commercial vehicle;
- inspecting or checking the load;
- waiting, at the request of the motor carrier by whom the driver is employed, for a commercial vehicle to be serviced, loaded or unloaded;
- waiting for a commercial vehicle or load to be checked at a customs or weighing check-point;
- waiting at an en-route point because of an accident or other unplanned event;
- travelling as one of two drivers, except while resting in the sleeper berth;
- travelling as a passenger in a commercial vehicle at the request of the motor carrier, to a work assignment where the driver has not had eight consecutive hours of off-duty time immediately prior to departure; or
- performing any other work in the capacity or employ of a motor carrier.

**Periodic Mandatory Vehicle Inspection (PMVI)**

Also known as a "Safety," the scheduled inspection of commercial vehicles, including trailers to ensure they comply with minimum legislated standards of maintenance and repair.

**Public Service Vehicle (Highway Traffic Act)**

A motor vehicle or trailer that transports people or property for compensation or gain. It includes a semi-trailer truck, but does not include:

- passenger-carrying motor vehicles of an electric or steam railway or motor bus company operating on the streets of a city;
- school buses;
- ambulances; or
- hearses or motor vehicles operated for gain or compensation under the Taxicab Act or similar municipal by-law.

**Safety Fitness Rating**

The rating assigned after completion of an audit by MCD or by a Third Party Auditor.

**Sanctions**

Conditions that may be imposed on a carrier by the Minister of Infrastructure and Transportation or designate, in order to improve compliance. These are detailed in the Facility Audit section of this manual.

**Third Party Auditor**

A person, other than a government employee, who has acquired the necessary knowledge and skills to conduct motor carrier facility audits, and has been authorized to do so by the jurisdiction.

## **Abbreviations**

CVDHSR	Commercial Vehicle Driver's Hours of Service Regulation (Federal)
CVTI	Commercial Vehicle Trip Inspection Regulation
CPS	Carrier Profile System
CRA	Canada Revenue Agency
C-SNAP	Carrier Snapshot
CVSA	Commercial Vehicle Safety Alliance
DVIR	Driver's Daily Vehicle Inspection Report, also known as a "Pre-trip"
GVW	Gross Vehicle Weight
GVWR	Gross Vehicle Weight Rating
HOS	Hours of Service
HTA	Highway Traffic Act
IFTA	International Fuel Tax Agreement
IRP	International Registration Plan
MCEO	Motor Carrier Enforcement Officer
MCD	Motor Carrier Division
MTB	Motor Transport Board
MVTA	Motor Vehicle Transport Act 1987
NSC	National Safety Code
O/A	Operating Authority (required by passenger-carrying PSVs only)
PMVI	Periodic Mandatory Vehicle Inspection, also known as a "Safety"
PSV	Public Service Vehicle
RGVW	Registered Gross Vehicle Weight
SFC	Safety Fitness Certificate (required by property-carrying CT or PSV plated vehicles with a registered gross vehicle weight of 4,500 kilograms or more)
TDG	Transportation of Dangerous Goods
WCB	Workers' Compensation Board

# ***Appendix B: Contacts***

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## **Manitoba: Motor Carrier Division**

Internet: [www.gov.mb.ca/mit/mcd/index.html](http://www.gov.mb.ca/mit/mcd/index.html)

### **General Office**

Unit C – 1695 Sargent Ave.  
Winnipeg MB R3H 0C4  
Phone: 945-3890  
Fax: 948-2078

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## **Motor Carrier Safety Programs**

### **Motor Carrier Insurance**

Unit C – 1695 Sargent Ave.  
Winnipeg MB R3H 0C4  
Phone: 945-6748  
Fax: 948-2078

### **Safety Fitness Certificates**

Unit C – 1695 Sargent Ave.  
Winnipeg MB R3H 0C4  
Phone: 945-5322  
Fax: 948-2078

### **Carrier Profiles**

Unit C – 1695 Sargent Ave.  
Winnipeg MB R3H 0C4  
Phone: 945-7827  
Fax: 948-2078

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## **Motor Carrier Enforcement Programs**

### **Facility Audits**

#### **Winnipeg Office**

Unit C – 1695 Sargent Ave.  
Winnipeg MB R3H 0C4  
Phone: 945-3966  
Fax: 948-2277

**Brandon Office**  
340 9th Street  
Brandon, MB R7A 6C2  
Phone: 726-7175  
Fax:-726-7167

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## **Weigh Stations**

**Junction of PTH 11 and PR 304 (winter only)**  
Powerview, MB  
Phone: 367-8791

**PTH 75 adjacent to Noyes, MN & Pembina ND**  
Emerson, MB  
Phone: 373-2779

**PTH 59, approx. 1 km north of Winnipeg**  
Birds Hill, MB  
Phone: 668-8023

**PTH 7, approx. 3 kms north of Winnipeg**  
Rosser, MB  
Phone: 633-2167

**PTH 6, south of Thompson**  
Thompson, MB  
Phone: 677-6481

**Trans Canada Highway 1, west of Winnipeg**  
Headingley, MB  
Phone: 889-3836

**PTH 10, approx. 8 kms north of The Pas**  
The Pas, MB  
Phone: 627-8294

**Trans Canada Highway, Manitoba/Ontario border**  
West Hawk Lake  
Phone: 349-2206

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## Permits & Development

### Oversize/Overweight & Licensing Permits

#### **Winnipeg Office**

Unit C – 1695 Sargent Ave.  
Winnipeg MB R3H 0C4  
Phone: 945-3961  
Fax: 945-6499

#### **Brandon Office**

1525 1st Street N  
Brandon, MB R7A 1B5  
Phone: 726-7006  
Fax: 726-6836

#### **Portage la Prairie Office**

25 Tupper Street North  
Portage la Prairie, MB R1N 3K1  
Phone: 239-3489  
Fax: 239-3301

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### Intra-provincial Shortline Railways

Unit C – 1695 Sargent Ave.  
Winnipeg MB R3H 0C4  
Phone: 945-4554  
Fax: 948-2078

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### Motor Transport Board

200 - 301 Weston Street  
Winnipeg MB R3E 3H4  
Phone: (204) 945-8912  
Fax: (204) 783-6529

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## Manitoba: Driver & Vehicle Licensing

### Manitoba Public Insurance

Internet : <http://www.mpi.mb.ca/>

**Mailing Address**

Manitoba Public Insurance  
Box 6300  
Winnipeg, MB R3C 4A4

**Delivery Address**

Manitoba Public Insurance  
Box 6300  
Room B100, 234 Donald Street  
Winnipeg, MB R3C 4A4

**General Inquiries**

985-7000  
Toll-Free: 1-800-665-2410

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## International Registration Plan (IRP)

**Manitoba Public Insurance**

Commercial Vehicle Registration  
100 - 234 Donald Street  
Box 6300  
Winnipeg, MB R3C 4A4  
Phone: (204) 985-7775  
Fax: (204) 953-4998  
Toll Free - 1-866-798-1185  
Toll Free Fax - 1-866-798-1186

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## Driver Testing and Vehicle Licensing

**Road and Written Test Appointments**

985-7788

**Driver Testing and Vehicle Licensing Centres****Corydon Office**

2020 Corydon Avenue  
Winnipeg, MB R3P 0N2  
Phone: 204-985-8992  
Fax: 204-953-4966

**McPhillips Office**

2188 McPhillips Street  
Winnipeg, MB R2V 3C8  
Phone: 204-985-8984  
Fax: 204-953-4983

**Nairn Office**

1006 Nairn Avenue  
Winnipeg, MB R2L 0Y2  
Phone: 204-985-8043  
Fax: 204-953-4964

**Brandon Office**

602-1<sup>st</sup> St  
Brandon, MB R7A 6K5  
Phone: 729-9487  
Fax: 726-6503

**Dauphin Office**

27 2nd Avenue SW  
Dauphin, MB R7N 3E5  
Phone: 622-2784  
Fax: 638-9797

**Portage la Prairie Office**

25 Tupper Street North  
Portage la Prairie, MB R1N 3K1  
Phone: 856-2624  
Fax: 239-3219

**Thompson Office**

59 Elizabeth Drive  
Thompson, MB R8N 1X4  
Phone: 677-1421  
Fax: 677-6355

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**Driver Improvement & Control**

**Driver Records and Suspensions**  
985-0980

**Driver Improvement and Control**  
985-1987

**Medical Records**  
985-1900

**Alcohol and Drugs**  
985-7694

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## Vehicle Standards and Inspections

### **Winnipeg Office**

Phone: 985-0920

Fax: 954-5319

### **Brandon Office**

602 1<sup>st</sup> Street

Brandon, MB R7A 6K5

Phone: 729-9525

Fax: 729-9528

### **Dauphin Office**

27 2nd Avenue SW

Dauphin, MB R7N 3E5

Phone: 622-2781

Fax: 622-2732

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## Commercial Vehicle Safety Alliance (CVSA)

Internet: [www.cvsa.org](http://www.cvsa.org)

Unit C – 1695 Sargent Ave.

Winnipeg MB R3H 0C4

Phone: 945-2022

Fax: 948-2078

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## Royal Canadian Mounted Police

### **"D" Division Headquarters**

1091 Portage Avenue

Winnipeg, MB R3G 0R9

Phone: 983-5420

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## Transport Canada

Internet: [www.tc.gc.ca](http://www.tc.gc.ca)

### **Prairie & Northern Region**

344 Edmonton Street

Winnipeg, MB

R3C 0P6

Phone: 983-3152

## **Dangerous Goods Handling & Transportation**

4<sup>th</sup> Floor - 344 Edmonton Street

Winnipeg, MB

R3C 0P6

Telephone: (204) 983-5969

Facsimile: (204) 983-8992

**Emergency (24 Hour): 944-4888**

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## **Other Jurisdictions: Regulations & Enforcement**

### **British Columbia**

Internet: [www.pssg.gov.bc.ca/cvsa](http://www.pssg.gov.bc.ca/cvsa)

#### **Roadside Compliance**

##### **Motor Vehicles Regional Office**

Phone: 250-952-0577

#### **Motor Carriers Permits & Inquiries**

Phone: 1-800-559-9688

### **Alberta**

Internet: [www.trans.gov.ab.ca](http://www.trans.gov.ab.ca)

#### **Roadside Compliance**

##### **Inspection Services**

Phone: 403-340-5225

#### **Central Permit Office**

Phone: 403-342-7138

### **Saskatchewan**

Internet: [www.gov.sk.ca/docs/transition/trucking.asp](http://www.gov.sk.ca/docs/transition/trucking.asp)

#### **Roadside Compliance**

##### **Transport Compliance Branch**

Phone: 306-787-4372

#### **Motor Transport Services Branch**

Phone: 306-775-6969

### **Ontario**

Internet : [www.mto.gov.on.ca/english/trucks](http://www.mto.gov.on.ca/english/trucks)

#### **Roadside Compliance**

##### **Northwest Region – Thunder Bay**

Phone: 807-473-2000

## **Carrier Sanctions & Investigations**

Phone: 1-807-473-2021

## **Quebec**

Internet : [www.mtq.gouv.qc.ca/en/index.asp](http://www.mtq.gouv.qc.ca/en/index.asp)

## **Commission des transports due Quebec**

1-888-355-0511

## **New Brunswick**

Internet: [www.gnb.ca/0113/trucking/trucking-eg.asp](http://www.gnb.ca/0113/trucking/trucking-eg.asp)

## **Commercial Vehicle Enforcement**

Phone: 506-684-7901

## **Oversize/Overweight Permits**

Phone: 506-453-2982

## **Newfoundland**

### **Roadside Compliance**

### **Highway Enforcement**

Phone: 709-729-4718

### **Motor Registration Headquarters**

Phone: 709-729-4718

## **Nova Scotia**

Internet: [www.gov.ns.ca/tran/trucking/truckingmain.asp](http://www.gov.ns.ca/tran/trucking/truckingmain.asp)

### **Permits / Vehicle Compliance Section**

Phone: 902-424-5851

## **Prince Edward Island**

Internet: [www.gov.pe.ca/tpwpei](http://www.gov.pe.ca/tpwpei)

### **Roadside Compliance**

### **Highway Safety Division**

Phone: 902-368-5700

### **Permits**

### **Borden Weigh Scale**

Phone: 902-437-8534

## **Yukon**

Internet: [www.gov.yk.ca/transportation](http://www.gov.yk.ca/transportation)

**Roadside Compliance  
National Safety Code Office**  
1-867-667-5066

**Permits  
Weigh Stations & Enforcement**  
Phone: 867-667-5729

## **North West Territories**

Internet: [www.gov.nt.ca/transportation/index.html](http://www.gov.nt.ca/transportation/index.html)

**Roadside Compliance  
Carrier Inspection Programs**  
1-867-920-8015

**Permits  
Enterprise Weigh Scale**  
Phone: 1-867-984-3341

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## **Other Federal, Provincial & Municipal Agencies**

### **Canada/Manitoba Business Service Centre**

Internet: [www.cbcs.org/manitoba](http://www.cbcs.org/manitoba)

**Winnipeg Office**  
250 – 240 Graham Avenue  
Winnipeg, MB R3C 4B3  
Phone: 984-2272  
Toll Free: 1-800-665-2019  
TTY: 1-800-457-8466  
Info Fax: 1-800-665-9386

**Brandon Office**  
Room 107  
340 9th Street  
Brandon, MB R7A 6C2  
Phone: 726-6250  
Fax: 726-6403

### **Canada Customs & Revenue Agency**

Internet: [www.ccra-adrc.gc.ca](http://www.ccra-adrc.gc.ca)

**Payroll Deductions, Personal & Corporation Tax Services,  
Customs Border Services, GST & Excise Tax**

2nd Floor  
325 Broadway  
Winnipeg, MB R3C 4T4  
Toll Free (English): 1-800-959-5525  
Toll Free (French): 1-800-959-7775  
Fax: 983-2066

## **Canada Human Resources Development**

### **Labour Program**

#### **Winnipeg Office**

2nd Floor  
391 York Avenue  
Winnipeg, MB R3C 0P4  
Phone: 983-6375  
Toll Free: 1-800-838-2033  
Fax: 983-1248

#### **Brandon Office**

100-1039 Princess Avenue  
Brandon, MB R7A 4J5  
Phone: 726-7614  
Fax: 726-7744

## **Manitoba Intergovernmental Affairs**

### **Local Government Support Services Municipal Finance & Advisory Services**

508 – 800 Portage Avenue  
Winnipeg, MB R3G 0N4  
Phone: 945-2572  
Fax: 945-1994

## **Manitoba Labour**

### **Employment Standards**

Internet: [www.gov.mb.ca/labour/standards](http://www.gov.mb.ca/labour/standards)

#### **Winnipeg Office**

604 – 401 York Avenue  
Winnipeg, MB R3C 0P8  
Phone: 945-3352  
Fax: 948-3046  
Toll Free: 1-800-821-4307

#### **Brandon Office**

340 9th Street  
Brandon, MB R7A 6C2  
Phone: 726-6370  
Fax: 726-6749

**Workplace Safety & Health**

Internet: [www.gov.mb.ca/labour/safety](http://www.gov.mb.ca/labour/safety)

**Winnipeg Office**

200 – 401 York Avenue  
Winnipeg, MB R3C 0P8  
Phone: 945-3446  
Toll Free: 1-800-282-8069  
Fax: 945-4556

**Brandon Office**

340 9th Street  
Brandon, MB R7A 6C2  
Phone: 726-6361

**Workers' Compensation Board of Manitoba**

Internet: [www.wcb.mb.ca](http://www.wcb.mb.ca)

333 Broadway  
Winnipeg, MB R3C 4W3  
Phone: 954-4321  
Toll Free: 1-800-362-3340  
Fax: 954-4999

**Manitoba Government Printing Office - Statutory Publications**

200 Vaughn Street  
Lower Level  
Winnipeg, MB R3C 1T5  
Phone: 945-3101  
Fax: 945-7172

**Manitoba Consumer & Corporate Affairs**

Internet : [www.companiesoffice.gov.mb.ca](http://www.companiesoffice.gov.mb.ca)

**Companies Office**

Woodsworth Building  
10th Floor, 405 Broadway  
Winnipeg, MB R3C 3L6  
Phone: 945-2500  
Toll Free: 1-888-246-8353  
Fax: 945-1459

**Manitoba Finance**

Internet: [mbtax.gov.mb.ca](http://mbtax.gov.mb.ca)

**Taxation Division**

101 – 401 York Avenue  
Winnipeg, MB R3C 0P8  
Phone: 945-6444  
Toll Free: 1-800-564-9789  
Fax: 948-2087

**Sales Tax Collection & Remittance**

101 – 401 York Avenue  
Winnipeg, MB R3C 0P8  
Phone: 945-5603  
Toll Free: 1-800-782-0318  
Fax: 945-0896

**Westman Regional Office  
Sales Tax Collection & Remittance**

340 9th Street  
Brandon, MB R7A 6C2  
Phone: 726-6153  
Toll Free: 1-800-275-9290  
Fax: 726-6763

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**City Of Winnipeg**

Internet: [www.winnipeg.ca/cms/license/contact.stm](http://www.winnipeg.ca/cms/license/contact.stm)

**Licence Branch**

Confederation Building  
18-81 Garry Street  
Winnipeg, MB R3C 4X3  
Phone: 986-6420

**Zoning & Permits Branch**

Unit 31 – 30 Fort Street  
Winnipeg, MB R3C 4X7  
Phone: 986-5140

**Winnipeg Police Service****Traffic Division****Vehicle Inspection Unit  
(Truck Routes, Permits)**

44 Bangor Road  
Winnipeg, MB  
Phone: 986-5355  
Fax: 986-7031

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**City of Brandon****Traffic Division**

1340 10th Street  
Brandon, MB R7A 6Z3  
Phone: 729-2322

### **City Licensing (Permits)**

410 9th Street  
Brandon, MB R7A 6A2  
Phone: 729-2230  
Internet: [www.city.brandon.mb.ca](http://www.city.brandon.mb.ca)

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## **United States Department of Transport**

### **Federal Motor Carrier Safety Administration (FMCSA)**

Internet: [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

#### **Minnesota Office**

Galtier Plaza, 380 Jackson Street  
Suite 500  
St Paul, MN 55101  
Phone: 651-291-6150

#### **North Dakota Office**

1471 Interstate Loop  
Bismarck, ND 58503  
Phone: 701-250-4346

### **National Highway Traffic Safety Administration (NHTSA)**

Internet: [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)

400 7th St. SW  
Washington, DC 20590  
Toll Free: 1-888-327-4236

### **United States Custom Service**

Internet: [www.customs.ustras.gov/xp/cgov/toolbox/contacts](http://www.customs.ustras.gov/xp/cgov/toolbox/contacts)

#### **North Dakota**

112 W Stutsman  
Pembina, ND 58271  
Phone: 701-825-6201  
Fax: 701-825-6473

RR#1 Box 117  
Dunseith, ND 58329  
Phone: 701-263-4460  
Fax: 701-263-4429

**Minnesota**

HC2 Box 245  
State Highway 313  
Warroad, MN 56763-9411  
Phone: 218-386-2796  
Fax: 218-386-2854

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**Additional Resources****Manitoba Trucking Association**

25 Bunting Street  
Winnipeg, MB R2X 2P5  
Phone: 632-6600  
Fax: 694-7134  
Internet: [www.trucking.mb.ca](http://www.trucking.mb.ca)

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## Appendix C – Legislation

	<b>Provincial Legislation</b>	<b>Federal Legislation</b>
<b>Carrier Responsibilities</b> Promote compliance Keep all required records at primary place of business Ensure driver compliance with all requirements	HTA Section 318.5 HTA Section 318.8 HTA Section 318.9	
<b>Commercial Driver's Licence</b> Driver's Licence Regulation	MR 180/2000	
<b>Dangerous Goods</b> Certificate of Training AND Record of Training		TDG Regulations Part 6.6
<b>Driver Profile</b> Single Licence Disclosure Violation / Accident Disclosure Driver's Abstract / Annual Review	HTA Section 318.1(1) HTA Section 318.1(3) HTA Section 318.6	
<b>Hours of Service</b> Carrier must ensure compliance Driver must comply Driver's Hours of Service Regulation Commercial Vehicle Drivers Hours of Service Regulation	HTA Section 318.9 HTA Section 318.3 MR 72/2007	SOR/2005-313
<b>Load Securement</b> Driver must inspect load securement before driving Cargo Securement Regulation	HTA Section 318.4 MR 37/2005	
<b>Safety Fitness Certificate</b> Carrier must comply Motor Carrier Safety Fitness Requirements Regulation	HTA Section 290(2) MR 168/2003	
<b>Vehicle Profile</b> Inspect and maintain in safe condition Maintain vehicle and keep records Commercial Vehicle Trip Inspection Regulation Periodic Mandatory Vehicle Inspection Regulation	HTA Section 318.2 HTA Section 318.7 MR 95/2008 MR 76/94	
<b>Other</b> Vehicle Weights & Dimensions on Classes of Highways Regulation Departmental measures to promote carrier Improvement	MR 575/88 HTA Section 322.1(3)	
<b>HTA = Highway Traffic Act                      MR = Manitoba Regulation</b>		

# ***Appendix D - Driver Licence Class System***

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In Manitoba, there are six classes of licence, as well as a separate endorsement for operating air-brake-equipped vehicles.

- Class 1
  - Class 2
  - Class 3
  - Class 4
  - Class 5
  - Class 6
  - Air Brake Endorsement
- 

## **Graduated Licensing Program**

Manitoba has a Graduated Driver Licensing (GDL) program in place. Graduated Driver Licensing applies to all applicants who are applying for a Class 5 or Class 6 licence and have never held that class of licence before.

### **For Classes 5 and 6**

The letter L following the licence class denotes a driver in the Learner stage. A driver must hold an L licence for at least nine months before he/she can take the road test and advance to the Intermediate stage. A Class 5L driver must be accompanied by a supervising driver who has held a Class 5F (Full-stage) licence for at least three years.

The letter I following the licence class denotes a driver in the Intermediate stage. A driver must hold an I licence for at least 15 months before graduating to the Full stage. (No additional road testing is required to graduate to the Full Stage.)

The letter F following the licence class denotes a driver who is Fully licensed to operate that class of vehicle. The driver must maintain 0 Blood Alcohol Content (BAC) for the first 12 months in the Full Stage. A driver must hold an F licence for at least three years before being allowed to supervise a learning driver.

The letter A (Authorized Instruction as a Learner Driver, outside the GDL System) following the licence class denotes a driver who is a beginning or learning driver, is but not part of the Graduated Licensing program.

## For Classes 1 through 4

The stages are A (Authorized Instruction) and F (Full stage). The L and I stages do not apply to these classes.

Drivers taking Authorized Instruction in Classes 1-4 must be accompanied by a supervising driver who has held a Class 5F licence for at least three years, of which at least two years are of the same class of vehicle being driven.

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### Class 1

**A Class 1 Vehicle** is a semi-trailer truck alone or in combination with another vehicle.

**A Class 1F Licence** permits the holder to operate any motor vehicle or combination of vehicles in Classes 1 through 5.

The licence holder may not operate a Class 6 vehicle (motorcycle) without a Class 6 licence, but may operate a Moped\*\*\*.

The licence holder must hold an Air-Brake endorsement in order to operate vehicles equipped with Air Brakes.

#### **To apply for and obtain a Class 1A licence, permitting Authorized Instruction as a Learner Driver, the applicant must:**

- Hold at least a Class 5I or 5A licence
- Be at least 18 years of age
- Submit a medical report on initial application
- Meet prescribed vision standards
- Successfully complete the Class 1 knowledge test (written or oral)
- Successfully complete a written test on Air Brake operation if applicable

#### **To apply for and obtain a Class 1F licence, the applicant must:**

- Hold at least a Class 5I licence
- Successfully complete a road test in a Class 1 vehicle, including a pre-trip inspection of the vehicle
- If applicable, successfully complete an Air Brake Practical inspection, manual slack adjustment and test.

**To retain a Class 1 licence, the licence holder must submit a medical report:**

- Every 5 years to age 45;
- Every 3 years to age 64;
- Annually age 65 and over;

and must continue to meet prescribed vision standards.

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## **Class 2**

**A Class 2 Vehicle** is a bus\* having a seating capacity of over 24 passengers while carrying passengers; or a school bus\*\* having a seating capacity of over 36 passengers while carrying passengers.

**A Class 2F Licence** permits the holder to operate all motor vehicles or combinations of vehicles in classes 2 through 5.

The licence holder may not operate a Class 6 vehicle (motorcycle) without a Class 6 licence, but may operate a Moped\*\*\*.

The licence holder must hold an Air-Brake endorsement in order to operate vehicles equipped with Air Brakes.

**To apply for and obtain a Class 2A licence, the applicant must:**

- Hold at least a Class 5I or 5A licence
- Be at least 18 years of age
- Submit a medical report on initial application
- Meet prescribed vision standards
- Successfully complete the Class 2 knowledge test (written or oral)
- Successfully complete a written test on Air Brake operation if applicable

**To apply for and obtain a Class 2F licence, the applicant must:**

- Hold at least a Class 5I licence
- Successfully complete a road test in a Class 2 vehicle, including a pre-trip inspection of the vehicle (and air brake system if applicable)

**To retain a Class 2 licence, the licence holder must submit a medical report:**

- Every 5 years to age 45;
- Every 3 years to age 64;
- Annually age 65 and over.

and must continue to meet prescribed vision standards.

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## **Class 3**

**A Class 3 Vehicle** is a truck with more than two axles, including any combination of vehicles; or a truck with two axles towing a vehicle or trailer with a registered gross vehicle weight of more than 4,540 kg, but does not include semi-trailer trucks.

**A Class 3F Licence** permits the holder to operate all motor vehicles or combinations of vehicles in Classes 3 through 5.

The licence holder may not operate a Class 6 vehicle (motorcycle) without a Class 6 licence, but may operate a Moped\*\*\*.

The licence holder must hold an Air-Brake endorsement in order to operate vehicles equipped with Air Brakes.

### **To apply for and obtain a Class 3A licence, the applicant must:**

- Hold at least a Class 5I or 5A licence
- Be at least 18 years of age
- Submit a medical report on initial application
- Meet prescribed vision standards
- Successfully complete the Class 3 knowledge test (written or oral)
- Successfully complete an Air Brake Practical inspection and test if applicable

### **To apply for and obtain a Class 3F licence, the applicant must:**

- Hold at least a Class 5I licence
- Successfully complete a road test in a Class 3 vehicle, including a pre-trip inspection of the vehicle (and air brake system if applicable)

### **To retain a Class 3 licence, the licence holder must submit a medical report:**

- Every 5 years to age 45;
- Every 3 years to age 64;
- Annually age 65 and over;

and must continue to meet prescribed vision standards.

---

## **Class 4**

**A Class 4 Vehicle** is a:

- Taxi;
- Ambulance or other emergency vehicle;
- Bus\* with a seating capacity between 10 and 24 passengers while carrying passengers;
- School bus\*\* with a seating capacity between 10 and 36 passengers while carrying passengers.

**A Class 4F Licence** permits the holder to operate all motor vehicles in classes 4 and 5.

The licence holder may not operate a Class 6 vehicle (motorcycle) without a Class 6 licence, but may operate a Moped\*\*\*.

The licence holder must hold an Air-Brake endorsement in order to operate vehicles equipped with Air Brakes.

**To apply for and obtain a Class 4A licence, the applicant must:**

- Hold at least a Class 5I or 5A licence
- Be at least 18 years of age
- Submit a medical report on initial application
- Meet prescribed vision standards
- Successfully complete the Class 4 knowledge test (written or oral)
- Successfully complete an Air Brake Practical inspection and test if applicable

**To apply for an obtain a Class 4F licence, the applicant must:**

- Hold at least a Class 5I licence
- Successfully complete a road test in a Class 4 vehicle, including a pre-trip inspection of the vehicle

**To retain a Class 4 licence, the licence holder must submit a medical report:**

- Every 5 years to age 45;
- Every 3 years to age 64;
- Annually age 65 and over;

and must continue to meet prescribed vision standards.

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## **Class 5**

**A Class 5 Vehicle** is a:

- Passenger car;
- Bus\* while not carrying passengers;
- Truck with two axles
- Any combination of vehicles consisting of a truck with two axles and a towed vehicle with a registered gross vehicle weight of not more than 4,540 kg.

**A Class 5F Licence** permits the holder to operate motor vehicles in Class 5.

The holder of a Class 5I or 5F licence may operate a Class 3 truck registered as a farm truck.

The licence holder may not operate a Class 6 vehicle (motorcycle) without a Class 6 licence, but may operate a Moped\*\*\* if 16 years of age or older.

The licence holder must hold an Air-Brake endorsement in order to operate vehicles equipped with Air Brakes. However, drivers of Class 3 trucks registered as farm trucks equipped with air brakes are exempt from this requirement.

**To apply for and obtain a Class 5L licence, the applicant must:**

- Be at least 16 years of age (15 years and six months if enrolled in a high school driver education program)
- Meet prescribed vision standards
- Successfully complete the Class 5 knowledge test (written or oral)
- Successfully complete an Air Brake Practical inspection and test if applicable

A medical report must be submitted when requested.

**A Class 5L licence holder must:**

- Hold this licence for at least nine months
- Maintain zero blood alcohol content when driving
- Be accompanied by a supervising driver as the only front seat passenger (supervising driver must have held 5F licence for at least three years, and be under .05 blood alcohol content)
- Carry no more passengers than the number of functioning seat belts in the rear seat(s)
- Successfully complete a Class 5 road test in order to progress to the 5I stage.

**Note:** A learning driver who is not in the Graduated Driver Licensing program will have a Class 5A licence instead of a Class 5L licence. The holder of a Class 5A licence must abide by all of the restrictions listed above with the exception of the nine-month requirement. Upon successful completion of the Class 5 road test, the holder of a Class 5A licence progresses directly to the Class 5F stage. The 15-month Intermediate period is not required.

### **A Class 5I licence holder must:**

- Successfully complete a Class 5 road test in a Class 5 vehicle to enter this stage
- Successfully complete an Air Brake Practical inspection and test if applicable
- Hold this licence for at least 15 months
- Maintain zero blood alcohol content when driving
- From 5:00 am to midnight, may carry one passenger in the front seat; or when accompanied by a qualified supervising driver in the front seat, may have additional passengers up to the number of functioning seat belts in the rear seat(s).
- From midnight to 5:00 am, may carry one passenger. Must have a supervising driver in the front passenger seat if carrying more than one passenger

### **A Class 5F licence holder:**

- Must continue to maintain zero blood alcohol content for the first 12 months
  - May upgrade to Full Class 1-4 licence after passing the required tests
  - May supervise novice drivers after three years in the Full Stage.
- 

## **Class 6**

**A Class 6 Vehicle** is a motorcycle.

**A Class 6F Licence** permits the holder to operate a motorcycle or a Moped.\*\*\*  
No other class of vehicle may be operated unless that class of licence is held in combination with the Class 6 licence.

**A Class 6 Licence** has an additional stage, **Class 6M**, which permits the holder to operate a motorcycle while taking the mandatory Motorcycle Training Course.

### **To apply for and obtain a Class 6M licence, the applicant must:**

- Hold a valid licence of any other class and stage
- Be at least 16 years of age
- Meet prescribed vision standards
- Successfully complete the knowledge test (written or oral)

A medical report must be submitted when requested.

### **To apply for and obtain a Class 6L licence, the applicant must:**

- Successfully complete the motorcycle training course

## **A Class 6L licence holder must:**

- Not carry any passengers
- Not drive at night (between one-half hour before sunset to one-half hour after sunrise)
- Not tow any vehicle

## **To apply for and obtain a Class 6I licence, the applicant:**

- Must have held a Class 6L licence for at least nine months
- Must successfully complete a road test on a Class 6 vehicle
- Must maintain zero blood alcohol content when driving
- May carry one passenger
- May tow a vehicle

The licence holder must hold the Class 6I licence for at least 15 months before progressing to the Class 6F stage.

**Note:** A driver is only required to serve the Intermediate stage once. If the Intermediate requirement has been satisfied while obtaining a Class 5 licence, it need not be served again.

**Note:** A learning driver who is not in the Graduated Driver Licensing program will have a Class 6A licence instead of a Class 6L licence. The holder of a Class 6A licence must abide by all of the restrictions listed above for Class 6L, with the exception of the nine-month requirement. Upon successful completion of the Class 6 road test, the holder of a Class 6A licence progresses directly to the Class 6F stage **if they already hold a Class 1-5 Full stage licence.**

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## **Air Brake Endorsement**

A driver must have an Air Brake Endorsement in order to be allowed to drive any vehicle equipped with air brakes.

**An Air Brake "A" Endorsement** permits the holder to drive vehicles equipped with Air Brakes in the Class of Vehicle for which the driver is licensed. Drivers of Class 3 trucks registered as farm trucks equipped with air brakes, are exempt from this requirement.

**An Air Brake "S" Endorsement** permits the holder to manually adjust the brakes of the air-brake- equipped vehicle being driven.

**An Air Brake "I" Endorsement** permits the holder to drive vehicles equipped with Air Brakes as a learner, only while accompanied by a qualified supervising driver.

## Requirements

Must complete written or oral Air Brake Test for "I" Endorsement.

Must complete Air Brake practical test for "A" Endorsement.

Must also complete adjustment of manual slack adjusters for "S" Endorsement.

**Note:** There is no additional fee for the Air Brake practical test if it is completed at the same time as the road test for a higher class of vehicle.

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*\* A bus is any vehicle with a seating capacity of at least 11 persons (including the driver) used primarily to carry passengers. It excludes vehicles used for personal transportation by the owner or with the owner's permission.*

*\*\* A school bus certificate may be required to operate a school bus while carrying passengers. For further information please contact Pupil Transportation (204) 945-6900.*

*\*\*\* Mopeds are not allowed to be driven on highways with a speed limit exceeding 80 km/h. However, mopeds are allowed to cross these highways. A person wishing to operate a Moped only, must have a minimum Class 5L licence.*

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For more information, contact Driver Licensing Office.

## ***Appendix E: Sample Forms***

The sample forms on the following pages may be reproduced and used by carriers to assist them in their record-keeping requirements.

## Accident Call Record: Incoming Call

### ACCIDENT PARTICULARS

Driver \_\_\_\_\_ Unit # 's \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Location (of accident) \_\_\_\_\_ Driver location (if different) \_\_\_\_\_

HazMat?  Yes  No Classification? \_\_\_\_\_

Police?  Yes  No Officer Name: \_\_\_\_\_ Badge # \_\_\_\_\_

Accident Description

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### EMERGENCY RESPONSE PARTICULARS

Fatalities? Yes \_\_\_ No \_\_\_ Injuries? Yes \_\_\_ No \_\_\_ Require emergency medical response? Yes \_\_\_  
No \_\_\_

Transportation by ambulance required? Yes \_\_\_ No \_\_\_

Name of hospital? \_\_\_\_\_

Type of injury(s) \_\_\_\_\_

No. of occupants in your vehicle? \_\_\_\_\_ No. of occupants in other vehicle? \_\_\_\_\_

### VEHICLES AND CARGO

# of vehicles involved? \_\_\_\_\_ Damage to your vehicle? Yes \_\_\_ No \_\_\_

Damage description: Your vehicle \_\_\_\_\_

Damage to other vehicle? Yes \_\_\_ No \_\_\_ Description \_\_\_\_\_

Damage to your cargo? Yes \_\_\_ No \_\_\_ Description \_\_\_\_\_

### ROADWAY PARTICULARS (Check Appropriate Lines)

Accident Occurred On	No. Of Lanes	Road Conditions	Lighting
<input type="radio"/> Straightaway	<input type="radio"/> 2 lanes	<input type="radio"/> Dry	<input type="radio"/> Daylight
<input type="radio"/> Hilltop	<input type="radio"/> 3 lanes	<input type="radio"/> Snowy	<input type="radio"/> Dark – lighted
<input type="radio"/> Paved	<input type="radio"/> 4 lanes	<input type="radio"/> Wet	<input type="radio"/> Dark – unlighted
<input type="radio"/> Level		<input type="radio"/> Muddy	<input type="radio"/> Dusk
<input type="radio"/> Intersection		<input type="radio"/> Debris	<input type="radio"/> Dawn
<input type="radio"/> Curve		<input type="radio"/> Gravel	<input type="radio"/> Lighted
<input type="radio"/> Ramp		<input type="radio"/> Icy	<input type="radio"/> Unlighted

Type of Roadway	Traffic Controls	Weather
<input type="radio"/> Divided	<input type="radio"/> Stop Sign	<input type="radio"/> Clear <input type="radio"/> Hail
<input type="radio"/> Undivided	<input type="radio"/> No traffic control	<input type="radio"/> Snow <input type="radio"/> Rain
<input type="radio"/> Urban	<input type="radio"/> Traffic light	<input type="radio"/> Cloudy <input type="radio"/> Blowing Snow
<input type="radio"/> Rural	<input type="radio"/> Other _____	<input type="radio"/> Fog <input type="radio"/> Smoke
		<input type="radio"/> Wind <input type="radio"/> Sleet/Freezing Rain

### REMINDERS

- Set up warning devices information
- Discuss accident ONLY with proper authorities
- Obtain witness
- Secure vehicle & cargo
- Complete Driver's Report

Report received by \_\_\_\_\_ Title \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

# Driver Profile Checklist

## Required Documents

- Driver Licence Disclosure (obtained at time of hire)  
Recommend: obtain copy of valid driver licence (annually)
- Driver Abstract (obtained at time of hire)
- Disclosure of violations and accidents (ongoing)
- Current Driver Abstract (obtained within the last 12 months)  
Date: \_\_\_\_\_ Date: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_
- Record of Annual Review (completed after obtaining current driver abstract)  
Date: \_\_\_\_\_ Date: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_
- Copy of current valid Dangerous Goods Training Certificate **and** copy of training materials, statement of experience, or other proof of training  
Expiry Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

## Recommended Documents

- Application for employment and reference checks
- Written test
- Road test
- \* Attach a copy of this checklist to each Driver Profile.**
- \* The above items should be in every driver qualification file.**

## Driver Disclosure of Licence

### Declaration

Pursuant to Section 318.1(1) of the *Highway Traffic Act*, I hereby declare that:

- I am not licenced to drive in any jurisdiction other than the one named below;
- I do not hold any driver's licences in any other names;
- My driver's licence is valid and is not suspended;
- I will immediately inform my employer in writing of any violations or accidents that occur while I am operating any motor vehicle;
- I will immediately inform my employer of any suspensions, restrictions, prohibitions, or any other change in the status of my driver's licence.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Licence Number: \_\_\_\_\_

Licence Class: \_\_\_\_\_ Province: \_\_\_\_\_

Signature: \_\_\_\_\_

**Driver Record Inquiry**  
from  
**Driver and Vehicle Licensing**

I hereby authorize \_\_\_\_\_  
Company name

to obtain a copy of my driving record (abstract) from Driver and Vehicle Licensing.

Name of Applicant/Driver: \_\_\_\_\_

Driver Licence Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To obtain driver abstract, mail request to:

Manitoba Public Insurance  
Driver & Vehicle licensing  
Driver Records & Suspensions  
1075 Portage Avenue  
Box 6300  
Winnipeg, Manitoba  
R3C 4A4

**OR**

Go in person to a Driver and Vehicle Licensing Service Outlet

**OR**

Fax (204) 954-5357

**Note: There is a cost to obtain this record. Call DVL to find out the current cost.**



## Annual Review of Driving Record

In accordance with Section 318.6 of the *Highway Traffic Act*, I have reviewed the driving record of:

Name: \_\_\_\_\_

Licence: \_\_\_\_\_

Upon review of the driving record I find that:

\_\_\_\_\_ meets the minimum qualifications for safe driving  
Driver Name

Yes       No

If no, explain

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

Action taken

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

Reviewed by \_\_\_\_\_  
Name and Title

Date of review \_\_\_\_\_

## **Vehicle Profile Checklist**

- Certificate of Periodic Mandatory Vehicle Inspections
- Preventative maintenance (scheduled services)
- Vehicle repairs
- Manufacturer's Recalls (and action taken)
- Daily Vehicle Inspection Reports (previous 3 months)

### **Recommended Documents**

- Copies of CVSA reports and actions taken

**\* Attach a copy of this checklist to each vehicle profile**

**\* The above items should be in every vehicle file**

