



A Guide to Transportation Safety

MARCH, 2021 EDITION

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1.0 Introduction

A Guide to Transportation Safety provides operators of regulated vehicles with an overview of the regulatory requirements in Manitoba. Knowing the regulations helps to keep our roads safe. This guide is not a substitute for the legislation and regulations that prescribe the duties of motor carriers and operators of regulated vehicles. Refer to Appendix C for a listing of legislation and regulations that apply.

To purchase a copy of the relevant legislation and regulations, contact Manitoba's Statutory Publications. You may also view the legislation and regulations on the Government of Manitoba and Government of Canada websites.

www.gov.mb.ca

www.canada.gc.ca

A Guide to Transportation Safety was developed by the Motor Carrier Branch – Manitoba Infrastructure, in consultation with a number of partners, including Manitoba Public Insurance and the Manitoba Trucking Association.

For more information, contact:

Manitoba Infrastructure
Motor Carrier Branch
Unit C - 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-3890
Toll Free: 1-877-340-9068
Email: motorcarrier@gov.mb.ca

Who Must Comply with this Information?

If you are an operator of a regulated vehicle in Manitoba, you should understand the requirements outlined in this guide.

A regulated vehicle is:

- a motor vehicle or trailer that has a registered gross weight of 4,500 kg or more, or
- a bus

If your regulated vehicle is not used exclusively for personal transportation, you will need to know how to comply with the information in this guide.

If you operate a farm truck, you are exempt from the requirements in this guide.

Guide Overview

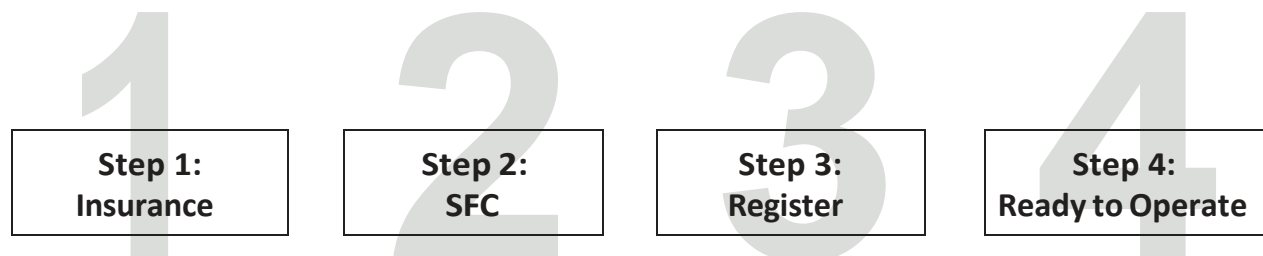
This guide consists of nine sections, including:

- Introduction (section 1)
- Initial Entry (section 2)
- National Safety Code (section 3)
- Carrier Profile System (section 4)
- Facility Audits (section 5)
- Driver Qualification File (section 6)
- Vehicle Maintenance (section 7)
- Hours of Service (section 8)
- United States General Information (section 9)

As well, there are several appendices, containing contacts, sample forms, a sample transportation safety plan and other resources.

2.0 Initial Entry

To legally operate in Manitoba, operators of regulated vehicles must obtain the proper insurance, obtain a Safety Fitness Certificate (SFC) and register their vehicle(s).



Step1: Insurance

All operators of regulated vehicles are required to have basic insurance to operate and obtain/renew a SFC. Some types of vehicles are required to have additional insurance up to \$1 million or \$2 million. Refer to the table below for a listing of vehicles that require minimum insurance of \$1 million or \$2 million.

The name on the Certificate of Insurance (or vehicle registration) and the name on the SFC must be identical.

Vehicles Required to have \$1 million minimum insurance**	Vehicles required to have \$2million minimum insurance**
<ul style="list-style-type: none">• Regulated vehicle used to transport cargo for compensation• Regulated vehicle operated outside of Manitoba at any time• Limited-use regulated vehicle operated outside Manitoba at any time• Bus used to transport passengers (no compensation) which travels outside of Manitoba	<ul style="list-style-type: none">• regulated vehicle used to haul dangerous goods that require an ERAP*• a bus used to transport passengers for compensation

* ERAP is an Emergency Response Assistance Plan that is required by Transport Canada for those hauling certain types or quantities of dangerous goods.

** If you require \$1 million or \$2 million insurance, you are required to notify Motor Carrier Branch if your policy expires or no longer meets minimum insurance requirements.

Step 2: Obtain a Safety Fitness Certificate

Once you have acquired the proper insurance, you can apply for a SFC. The Motor Carrier Branch issues SFCs for Manitoba-based operators of regulated vehicles. Operators of regulated vehicles are required to have a SFC.

You can apply for a SFC using the following methods:

ONLINE: <http://www.gov.mb.ca/mit/mcd/mcs/sfc.html>

BY FAX OR MAIL: Download the application from the above-noted website (you will need Adobe Acrobat Reader). Fill out the information and submit it by fax, email or in-person.

IN PERSON: Forms are available at the Motor Carrier Branch

Manitoba Infrastructure
Motor Carrier Branch
Unit C – 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone 204-945-3890 Fax 204-948-2078
Manitoba Toll Free: 1-877-340-9068
Email: motorcarrier@gov.mb.ca

Step 3: Register

Operators of regulated vehicles that regularly operate outside of Manitoba should register in the International Registration Plan's "Full Reciprocity Plan" (FRP) and the International Fuel Tax Agreement (IFTA).

FRP is a cross-border agreement among 48 U.S. states and the 10 Canadian provinces for sharing motor carrier vehicle registration fees and road-use taxes. FRP allows a motor carrier to register to pay taxes once for all jurisdictions rather than registering in each jurisdiction separately.

For more information, to download an application or to register, contact Manitoba Public Insurance.

Manitoba Public Insurance
Commercial Vehicle Registration
100 - 234 Donald Street
Box 6300
Winnipeg, MB R3C 4A4

Email: IRP@mpi.mb.ca
Phone: 204-985-775
Manitoba Toll Free: 1-866-798-1185
Fax: 204-953-4998
Toll Free Fax: 1866-798-1186

<https://www.mpi.mb.ca/Pages/international-registration-plan.aspx>

IFTA is an agreement among the Canadian provinces and U.S. states that simplifies the reporting of fuel taxes by regulated vehicles that operate in more than one member jurisdiction. Regulated vehicle operators whom frequently operate outside of Manitoba should apply for IFTA:

- vehicles that have two axles and a registered GVW of 11,797 kg
- a vehicle and trailer combined with a GVW of 11,797 kg
- have three or more axles

For more information, or to register, contact Manitoba Finance.

Manitoba Finance
Taxation Division
101 - 401 York
Avenue Winnipeg,
MB R3C 0P8

Email: MBTax@gov.mb.ca
Phone: 204-945-5603
Manitoba Toll Free: 1-800-782-0318
Fax : 204- 945-0896

<https://www.gov.mb.ca/finance/taxation/taxes/gasoline.html>

Step 4: Ready to Operate

Now that you have obtained insurance, received your safety fitness certificate, and registered your vehicles, there may be other requirements you need to meet in order to operate a regulated vehicle in Manitoba.

Appoint a Safety Compliance Officer

All operators of regulated vehicles must ensure they appoint a safety compliance officer. The officer, who must be a resident of Manitoba, is responsible for promoting compliance. Requirements are set out in The Highway Traffic Act and regulations.

Safety Plan

A safety plan is considered a best practice for operators of regulated vehicles in Manitoba. A safety plan summarizes many of the regulatory requirements of operators of regulated vehicles in one easy-to-use document. Refer to section 5.0 (Facility Audits) and Appendix D for more information on safety plans.

Manitoba Infrastructure Permit Services

Permit Services issues IFTA, IRP, overdimensional and overweight permits for provincial roads in Manitoba, as well as, for the cities of Winnipeg and Brandon. Contact Permit Services for more information (1-877-812-0009),
Email: permitservices@gov.mb.ca.

Transportation Safety Consultants

For a fee, a number of private consulting companies will provide a variety of services to the transport industry. These services include customs information, fuel tax record keeping, driver and maintenance files, and hours of service compliance. Upon request, the Motor Carrier Branch can provide a list of consultants. Consultants are required to fill out an application form and be approved by Motor Carrier Branch before being added to the consultants' list.

Starting a Business in Manitoba

There are many other things to consider when starting a new business, including developing a business plan, financing, registering your business, taxation, obtaining business permits and licences, insurance requirements, workers' compensation requirements and record-keeping.

For more information on starting your business or to access business seminars and training workshops, visit

<http://www.entrepreneurshipmanitoba.ca>.

Entrepreneurship Manitoba - Business Services (Winnipeg)

250 - 240 Graham Avenue

Winnipeg, MB R3C 0J7

Phone: 204-945-8200

Toll Free: 1-855-836-7250

Fax: 204-948-1558

Email: EMBinfo@gov.mb.ca

Canada/Manitoba Business Service Center

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 center offers service by phone, in person or via the web. The Centre will assist you with information on obtaining municipal licenses and permits, provincial licenses and forms of business organization, as well as 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 Centre at:

219 Provencher Blvd 3rd Floor

Winnipeg, MB R2H 0G4

Phone: 204-253-4888 or 1-800-665-2019

Email: info@wtcwinnipeg.com

Website: <http://www.wtcwinnipeg.com/en/bic/>

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 (ex: 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 (ex. 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 Growth Enterprise and Trade, Entrepreneurship Manitoba.

<https://companiesoffice.gov.mb.ca/index.html>

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 business from unfair trade practices and to provide government with essential information on which to base different activities such 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 business 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 311 for the City of Winnipeg Licence Services or visit their web page at <https://winnipeg.ca/cms/BLES/LS/default.stm> or visit The City of Winnipeg Business page for other Business related resources at <https://winnipeg.ca/interhom/toc/business.asp>

For zoning and licencing inquiries outside Winnipeg, contact the local officials, usually the secretary-treasurer of the city, town, village or rural municipality.

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 at: <https://www.gov.mb.ca/finance/taxation/>

Phone: 204-945-5603 or 1-800-782-0318

Email: MBTax@gov.mb.ca

Goods and Services Tax and Excise Tax: The federal Excise Tax Act imposes both the Goods and Services Tax (GST) 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 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 tax on all earnings from all sources.

For more information on these and other related matters, contact the Canada Revenue Agency at 1-800-841-1876 or visit <https://www.canada.ca/en/revenue-agency.html>

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 matter, will be issued. For more information regarding payroll deductions contact the Canada Revenue Agency.

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 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 Workers' Compensation Board of Manitoba at 1-855-954-4321.

3.0 National Safety Code

Introduction

Canadian National Safety Code (NSC) standards have been adopted by each province and territory in Canada, which allows for consistency of standards. Each of the 15 standards listed below apply to operators of regulated vehicles in Manitoba.

For more information on the National Safety Code, visit the Canadian Council of Motor Transport Administrators website at www.ccmta.ca. From this website, you can download the standards for free (in PDF format).

NSC Standard 1 - Single Driver Licence Concept

No driver may hold more than one licence or be licensed in more than one jurisdiction. All driving infractions are assigned to a single licence and record.

NSC Standard 2 - Knowledge and Performance Tests (Drivers)

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

NSC Standard 3 - Driver Examiner Training Program

This standard is designed to ensure consistent qualifications and curriculum for driver examiners in all jurisdictions.

NSC Standard 4 - Classified Driver Licensing System

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.

NSC Standard 5 - Self-Certification Standards and Procedures

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

NSC Standard 6 - Medical Standards for Drivers

All commercial drivers must undergo a medical examination at the time of licence application and at recommended periodic intervals. This standard is 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.

NSC Standard 7 - Carrier and Driver Profiles

This standard establishes the requirements for each jurisdiction to oversee the safety records of the carriers in their jurisdiction. In Manitoba, this is Permits & Approvals. It allows for inter-jurisdictional exchange of information and implies a coordination of carrier operations. For more information, refer to the section on Carrier Profiles.

NSC Standard 8 - Short-Term Suspension

This standard describes the criteria for placing a driver out of service on a short-term (24-hour) basis when a peace officer has reasonable and probable grounds to believe the driver's ability is affected by alcohol or drugs.

NSC Standard 9 - Hours of Service

This section establishes the basic criteria for hours of service legislation in all federal, provincial and territorial jurisdictions.

NSC Standard 10 – Cargo Securement

This standard establishes the criteria for cargo securement requirements.

NSC Standard 11 - Commercial Vehicle Maintenance and Inspection (PMVI)

This standard provides guidelines for a minimum acceptable level of safety and mechanical performance for commercial vehicles. It ensures that all operators of commercial vehicles (whether owned or leased) have a program of regular vehicle maintenance and servicing for all vehicles under their control.

NSC Standard 12 - Commercial Vehicle Safety Alliance On-Road Inspections

A commercial vehicle may be subjected to a roadside inspection at any time by peace officers and police officers who hold CVSA certification. CVSA inspection criteria are prescribed and are consistent across North America.

The inspector may check driver and vehicle documentation and may inspect the vehicle's safety components. If the driver's documents or the vehicle's condition are not acceptable, the driver, the vehicle, or both, may be placed out of service.

NSC Standard 13 - Trip Inspection

Vehicles must be inspected regularly by drivers and any defects found must be reported and repaired. This ensures early identification of vehicle problems and defects to help prevent breakdowns and accidents.

NSC Standard 14 – Safety Rating

This standard applies in conjunction with Standard 7 Carrier Profiles. The safety performance of the carrier's vehicles and drivers is monitored, and a safety rating is assigned accordingly. For more information, refer to the section on Carrier Profiles.

NSC Standard 15 - Facility Audit

This standard establishes the audit procedures used by jurisdictions to determine a motor carrier's level of compliance with all applicable safety standards. For more information, refer to section 5.0 Facility Audits and Investigations.

4.0 Carrier Profiles

The Manitoba government monitors the on-road safety performance of motor carriers and operators of regulated vehicles using a carrier's Carrier Profile. Carrier Profile is overseen by Permits & Approvals of Manitoba Infrastructure.

Carrier Profile is described in [National Safety Code Standard 7](#). Manitoba assigns a safety rating to all motor carriers and operators of regulated vehicles with registered National Safety Code (NSC) vehicles (Manitoba Public Insurance issues an NSC number when a NSC vehicle is registered).

Carrier Profile tracks all roadside events (convictions, inspections, and accidents) that happen in Canada. The information on the carrier profile covers the most recent 24-month period and the carrier's performance thresholds are used to determine the carrier's safety risk.

Carrier Performance Thresholds*	Level of Intervention	Action Required
0-40%	Acceptable	No action required
41-64%	Intervention Level 1	First performance review letter sent
65-84%	Intervention Level 2	Second performance review letter sent
85%+	Intervention Level 3	Facility audit, safety plan interview and monitoring
	Administrative Intervention	Cancellation of SFC and vehicle registration and/or implement measures to limit fleet size

* *Carrier Performance Thresholds (also known as performance ratings) are best understood as levels at which actions are taken by Road Safety, based on an operator's recent safety history. They are determined by comparing convictions, inspections and at-fault accidents against other operators with the same average fleet size.*

Safety Ratings

Manitoba assigns a safety rating to all operators of regulated vehicles with registered National Safety Code vehicles. The safety rating is based on the operator's facility audit results and its performance thresholds (see section 5.0 Facility Audits and Investigations for more information). All operators start with a rating of Satisfactory Unaudited. There are four safety ratings:

- **Satisfactory Unaudited** – assigned to all new operators of regulated vehicles with registered NSC vehicles. An operator may remain in this category indefinitely
- **Satisfactory** – assigned when an operator passes a facility audit and the carrier's performance ratings are less than 85 per cent at the time the audit is completed
- **Conditional** – assigned when an operator passes/fails a facility audit AND the operator's performance rating is greater than 85 per cent at the time the audit is completed

- **Unsatisfactory** – assigned when an operator’s performance has deteriorated to the point where Road Safety deems the operator an unacceptable safety risk. An operator rated as Unsatisfactory will have their registrations suspended, and are prohibited from operating regulated vehicles in Manitoba.

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 Permits & Approvals), a police agency, a requesting province and the courts.

Public Access to Your Carrier Profile: C-SNAP (Carrier Snapshot)

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 National Safety Code number, Safety Fitness Certificate information and USDOT numbers; fleet size, insurance coverage; CVSA inspection results and safety fitness rating. It does not provide any of the confidential details regarding roadside events.

The C-SNAP website is https://www.gov.mb.ca/mit/mcd/safety_monitoring/cps/snapshot.html

Access to your Carrier Profile

To access your carrier profile, please contact the Profile Analyst at 204-945-5897 to obtain your password. Once information is verified, a password will be issued and saved to your file. This same password is used to renew your Safety Fitness Certificate online. If our office is unable to confirm details, then a written/signed request for a password on official letterhead, would need to be either faxed (204) 948-2078 or emailed to our office at SFC@gov.mb.ca

Your carrier profile may be viewed at https://www.gov.mb.ca/mit/mcd/safety_monitoring/cps/index.html

Your Carrier Profile Report gives you an opportunity to verify that all roadside events for your NSC number are accurate. It is also an excellent management tool that gives you a comprehensive picture of the on-road performance of your drivers and vehicles.


The Carrier Profile Report is made up of six parts:

- Part 1 – General Carrier Information
- Part 2 – Carrier Convictions
- Part 3 – Carrier Convictions by Category
- Part 4 – CVSA Inspections
- Part 5 – CVSA Inspections by Category
- Part 6 – Carrier Accidents

Visit the Carrier Profile website at the above URL to **login to the Carrier Profile System.**

Part 1 - General Carrier 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 SFC number, IRP number and, if applicable, United States DOT number.



Manitoba Infrastructure	Motor Carrier Safety	Unit C - 1695 Sargent Avenue Winnipeg, MB R3H 0C4 CANADA
Carrier Profile Summary		
Notice: This profile contains information submitted by participating jurisdictions. It is distributed in the interest of information exchange. Manitoba Infrastructure and Transportation assumes no liability for the contents or use thereof.		

Carrier Name: Sample Carrier - Fleet Size 28

Operating as: Fleet Size 28

Address: 999 WINNIPEG AVE

City/Province: WINNIPEG MB

Postal Code: R3J 3S9

Phone: (204)555-5555

Fax: (204)555-5555

Carrier Use:

Carrier Class: For Hire

Regulated As: Intra-Provincial

Organization Type: Corporation

NSC #: MB1500003

Safety Certificate #: MB15-12324

Valid Until: 31/Dec/2015

IRP #: MB99999

US DOT #: 909090

MC #: 808080

Inspection Shop: No

Dangerous Goods: No

School Bus Operator: No

Current MB Fleet: 28

Average MB Fleet: 28

Operates In

Manitoba: Yes	USA: Yes
Canada(Outside Manitoba): No	Mexico: No

Safety Rating

CONDITIONAL

CVSA Inspection Information

Result	Count
Pass	0
Fail	0
OOS	12

Performance Rating

<p>Inspection Threshold</p> <p style="text-align: center;">48.92%</p> <p>Conviction Threshold</p> <p style="text-align: center;">71.40%</p>	<p>Accident Threshold</p> <p style="text-align: center;">68.91%</p> <p>Overall Threshold</p> <p style="text-align: center;">92.76%</p>
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0-40%	Acceptable
41-64%	Minor Attention Required
65-84%	Major Attention Required
85%+	Departmental Intervention

Insurance Information (if applicable)

Type	Insurance Company	Limit

Can be Satisfactory, Unaudited, Conditional, Satisfactory, or Unsatisfactory.

Tells the carrier how many times they have been inspected and how many times they have passed, failed or been placed out of service.

The type of insurance is listed here, along with the carrier's insurance company and the amount of insurance.

Collection of certificate and registration numbers. This includes NSC, Safety Fitness Certificate, IRP, US DOT, as well as carrier information relating to contents and fleet size.

Shows where the carrier operates and is useful for statistical analysis.

This area houses the Inspection, Accident, Conviction and Overall Thresholds. These threshold levels are rated against other carriers in Manitoba. For example, if a carrier had a 92% threshold in any area, it would mean that they were worse than 92% of all carriers (of like size). If a carrier had a threshold level of 128%, it means that the carrier is worse than the worst carriers (of like size), by 28%.

Part 2 - Carrier Convictions

Any convictions against the operator or its drivers occurring anywhere in Canada are recorded on the Carrier Profile. These may include moving violations, violations relating to load securement, hours of service and any other violations of The Highway Traffic Act. The convictions 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 for each conviction depending on its seriousness in accordance with the Canadian Council of Motor Transport Administrators (CCMTA) Conviction Equivalency Table. Some examples are:

- defective equipment on vehicle - 3 points
- failure to maintain and update daily log - 2 points
- driving with a suspended license - 3 points
- operation while impaired - 5 points


Generic Code Description	Section	Ticket Number	Viol. Juris.	Violation Date	Plate Number	Weight	Acc. Inv.	Driver Licence #	Licence Juris.
1. FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE31	MB	19/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	MB
FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE32	MB	18/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	5. MB
2. FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE33	MB	17/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	MB
FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE34	MB	16/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	6. MB
3. FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE35	MB	15/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	MB
FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE36	MB	14/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	7. MB
4. FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE37	MB	13/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	MB
FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE38	MB	12/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	8. MB
FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE39	MB	11/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	MB
FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE310	MB	10/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	9. MB
FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE311	MB	9/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	MB
FAIL TO OBEY TRAFFIC CONTROL DEVICE	HTA 85 RL	SAMPLE312	MB	8/Feb/2015	ZZZ001	3	N	DOE**JH3 02C1	10. MB

Footnotes

1. A short summary of the conviction.
2. The jurisdiction where the violation occurred.
3. The ticket number.
4. The section of the HTA or other regulation in which the driver/operator was in violation.
5. The driver license number of the individual that was driving at the time of the violation.
6. How many points are going on the carrier profile as a result of the conviction.
7. The date on which the violation took place.
8. The jurisdiction in which the driver was licensed.
9. The license plate number of the vehicle that was either ticketed or carrying the driver that was ticketed.
10. Describes whether there was an investigation.

Part 3 - Carrier Convictions by Category

This part uses the same convictions as above, but they are organized by category (ex: driving, hours of service, equipment, cargo securement) rather than by date.

Carrier Convictions by Offence Category						
Generic Code Description		# of Convictions	Weight	Weighted Count	Percentage	
1	DRIVERS LIABILITY DRIVER'S LIABILITY					
	VIOLATION INVOLVING THE USE OF A SEAT BELT; ALLOWING MORE PASSENGERS THAN SEAT BELTS AVAILABLE	1	2	2.00	100%	
Totals for DRIVERS LIABILITY		1		2		
Percent of Totals		1%		2%		
DRIVING DRIVING						
2	DISOBEY AMBER LIGHT	1	3	3.00	5%	
	DRIVING AT SPEED GREATER THAN IS REASONABLE AND PRUDENT; SPEED TOO FAST FOR CONDITIONS	1	2	2.00	3%	
	DRIVING WITHOUT DUE CARE AND/OR DRIVING WITHOUT REASONABLE CONSIDERATION FOR OTHERS USING ROADWAY	2	3	6.00	9%	5
	EXCEED 60 KM/HOUR WHEN PASSING HIGHWAY WORKER	4	2	8.00	13%	
3	EXCEEDING POSTED SPEED LIMIT	4	1	4.00	6%	
	FAIL TO OBEY TRAFFIC CONTROL DEVICE	6	3	18.00	28%	
	FOLLOWING VEHICLE TOO CLOSELY	1	3	3.00	5%	
	IMPROPER LANE OR LOCATION	1	2	2.00	3%	6
	IMPROPER, DANGEROUS OR ILLEGAL TURN; CROSSING A MEDIAN STRIP OR SEPARATION	2	2	4.00	6%	
	SPEEDING 1-10 KM/HOUR OVER POSTED LIMIT	1	1	1.00	2%	7
	SPEEDING 11-20 KM/HOUR OVER POSTED LIMIT	3	1	3.00	5%	
	SPEEDING 21-30 KM/HOUR OVER POSTED LIMIT	3	2	6.00	9%	
	SPEEDING 31-40 KM/HOUR OVER POSTED LIMIT	1	0	0.00	0%	
	SPEEDING 31-40 KM/HOUR OVER POSTED LIMIT	1	3	3.00	5%	
	USING HAND-OPERATED ELECTRONIC DEVICE WHILE DRIVING	1	1	1.00	2%	
4	Totals for DRIVING		32		64	
Percent of Totals			48%		51%	8

Footnotes

1. Category in which convictions are grouped.
2. Description of each conviction that is common to all jurisdictions. All jurisdictions use common descriptions for all convictions.
3. Points from 1-5 are assigned to each type of offence depending on severity. Not the same as the demerit points on an individual's driver license.
4. Total number of convictions and weighted points within each category.
5. The total of each particular conviction accumulated by all the carrier's drivers over the past 24 months.
6. Number of convictions multiplied by the weight of each offence.
7. Percentage of each conviction within that category, with the total in each category being 100 per cent. Used to calculate Performance Threshold.
8. Percentage of total convictions represented by that category. Cumulative total across all categories is 100 per cent.

Part 4 - CVSA Inspections

Commercial Vehicle Safety Alliance (CVSA) inspections may be conducted anywhere in Canada, the United States and Mexico. All carriers and their drivers are subject to inspections. Inspection results from Canada are recorded on the Carrier Profile.

CVSA Inspections are assigned points as follows:

- pass - 0 points
- fail - 0 points
- out of service - 3 points


Report #	Level	Prov. State	Inspection Location	Inspection Date	Power Unit Plate	Driver Name	Weight Result
1 MBTEST301	1	MB	Somewhere	19/Feb/2015	22Z001	DOE, JOHN H	3 OOS
MBTEST302	1	MB	Somewhere	18/Feb/2015	22Z001	DOE, JOHN H	3 OOS
MBTEST303	1	MB	Somewhere	17/Feb/2015	22Z001	DOE, JOHN H	3 OOS
2 MBTEST304	1	MB	Somewhere	16/Feb/2015	22Z001	DOE, JOHN H	3 OOS
MBTEST305	1	MB	Somewhere	15/Feb/2015	22Z001	DOE, JOHN H	3 OOS
MBTEST306	1	MB	Somewhere	14/Feb/2015	22Z001	DOE, JOHN H	3 OOS
MBTEST307	1	MB	Somewhere	13/Feb/2015	22Z001	DOE, JOHN H	3 OOS
3 MBTEST308	1	MB	Somewhere	12/Feb/2015	22Z001	DOE, JOHN H	3 OOS
MBTEST309	1	MB	Somewhere	11/Feb/2015	22Z001	DOE, JOHN H	3 OOS
MBTEST310	1	MB	Somewhere	10/Feb/2015	22Z001	DOE, JOHN H	3 OOS
MBTEST311	1	MB	Somewhere	9/Feb/2015	22Z001	DOE, JOHN H	3 OOS
4 MBTEST312	1	MB	Somewhere	8/Feb/2015	22Z001	DOE, JOHN H	3 OOS
							36

Footnotes

1. CVSA report number.
2. Level of inspection; can be a Level 1 (full), Level 2 (walkaround/driver and truck/trailer), Level 3 (driver only) Level 4 (equipment specific) or Level 5 (facility or site inspection, driver and truck/trailer).
3. Jurisdiction in which the inspection took place.
4. License plate number of the truck or truck tractor inspected.
5. How many points were attributed to the carrier profile as a result of the inspection findings. Pass = 0, Fail = 0. Out of Service (oos) = 3.
6. When the inspection took place.
7. The name of the driver that was driving the vehicle at the time of inspection.
8. Jurisdiction in which the inspection occurred.

Part 5 - CVSA Inspections by Category

This part organizes all the CVSA inspection results into specific categories (ex: driving, brake, lights, exhaust and suspension).

Carrier CVSA Inspection Defects by Category		Manitoba Infrastructure 	
	Defect Description	Count	
1	BRAKES		
	AUDIBLE AIR LEAK, PUSH ROD	15	
	CHAMBERS, RESERVOIR, COMPRESSOR	64	
	FLUID LEAKAGE, LOW LEVEL, LOW PEDAL, WARNING LIGHT	1	
	HOSE, LINES, COUPLING, VALVES	2	
	LINING, DRUMS, DISCS	1	
	SLACK ADJUSTER, CAM SHAFT	1	
	Total for Category:	84	
	COUPLING DEVICES		
	FIFTH WHEEL ASSEMBLY - UPPER / LOWER CRACKS	1	3
	Total for Category:	1	
	DANGEROUS GOODS		
	DANGEROUS GOODS	1	
	Total for Category:	1	
	EMERGENCY EXITS / ELECTRICAL (BUSES)		
	EMERGENCY EXITS	1	
	Total for Category:	1	
	EXHAUST		
	LEAK, LOCATION	1	
	Total for Category:	1	
2	FRAME		
	CROSS MEMBER-BROKEN, SAGGING	1	
	Total for Category:	1	
	LIGHTING EQUIPMENT		
	HEADLAMPS, TAIL LIGHTS, SIGNAL, BRAKE	47	
	PROJECTING LOAD LAMPS, CLEARANCE	2	
	Total for Category:	49	4
	LOAD SECUREMENT		
	SPARE TIRE, DEFECTIVE TIE-DOWNS	66	
	Total for Category:	66	
	STEERING MECHANISM		
	STEERING WHEEL, COLUMN, GEAR BOX	4	
	Total for Category:	4	
	SUSPENSION		
	AXLE PARTS - CRACKED, LOOSE, BROKEN, MISSING	7	
	Total for Category:	7	
	TIRES		
	WORN, CUT, FLAT, MIXED, CRACKED, UNDER-SIZED, INFLATED	29	
	Total for Category:	29	

Footnotes

1. One of 14 CVSA Inspection categories in which critical defects are grouped.
2. Breakdown of defects within each of the 14 categories.
3. Cumulative total of each defect during all CVSA inspections for that carrier over the past 24 months.
4. Cumulative total of all defects within each category accumulated during all CVSA inspections for that carrier over the past 24 months.

Part 6 - Carrier Accidents

Collisions that involve any of the following, must be reported to the Police/RCMP:

- fatality
- hospitalization because of injury
- involving unlicensed driver or unregistered vehicle
- an unidentified vehicle (hit and run)
- you failed to get the other driver's particulars
- you suspect the other driver was under the influence of alcohol or drugs

Records of all reportable accidents are maintained in the Carrier Profile. However, points are only assigned when the driver of the vehicle is found at fault.

Points for at-fault accidents are assessed as follows:

- property damage - 2 points
- injury - 4 points
- fatality - 6 points

These points are not the same as those assessed by Manitoba Public Insurance.

Note: U.S. roadside events do not count towards a carrier's performance threshold on the carrier profile. However, an Auditor may examine U.S. roadside incidents during a Facility Audit when determining the overall risk of a Manitoba carrier.

Carrier Accidents

Manitoba Infrastructure



	Case #	Plate #	Accident Date	Accident Severity	Accident Jurisdiction	# of Injured	# of Fatalities	Weight	Driver Licence #	
Identification Number	401631501065	ZZZ001	6/JAN/2015	PROPERTY	QC	0	0	0	DOE**JH302C1	Driver Licence Number of Commercial Vehicle Driver Involved.
	214448426125	ZZZ001	13/AUG/2017	PROPERTY	AB	0	0	0	DOE**JH302C1	
	NYSP1937591	ZZZ001	23/JUL/2018		NY	0	0	0	DOE**JH302C1	
Plate Number of the Commercial Vehicle Power Unit (truck or truck tractor) involved.	334400	ZZZ001	8/FEB/2016	PROPERTY	MB	0	0	0	DOE**JH302C1	Points are assigned if the accident was the fault of the commercial vehicle driver; property damage (2 pts), injury (4 pts), fatality (6 pts). Not the same as demerit points on an individual's driver licence.
	20145896223	ZZZ001	17/SEP/2019	PROPERTY	AB	0	0	0	DOE**JH302C1	
	259700	ZZZ001	6/JAN/2015	PROPERTY	MB	0	0	2	DOE**JH302C1	
	30472104	ZZZ001	31/DEC/2017	PROPERTY	ON	0	0	0	DOE**JH302C1	
	879554	ZZZ001	31/DEC/2017	PROPERTY	MB	0	0	2	DOE**JH302C1	
Date in which accident occurred	2018972	ZZZ001	8/FEB/2016	PROPERTY	ON	0	0	0	DOE**JH302C1	Total fatalities in all of the vehicles involved
	299371	ZZZ001	23/JUL/2018	PROPERTY	MB	0	0	0	DOE**JH302C1	
	40122216	ZZZ001	13/AUG/2017	PROPERTY	ON	0	0	0	DOE**JH302C1	
	MI000892225	ZZZ001	6/JAN/2015		MI	0	0	0	DOE**JH302C1	
	487599821336	ZZZ001	31/DEC/2017	PROPERTY	QC	0	0	0	DOE**JH302C1	
Property (least severe), injury or fatality (most severe)	MN014895541	ZZZ001	13/AUG/2017	INJURY	MN	0	0	0	DOE**JH302C1	Total injuries in all of the vehicles involved
	1810905.7	ZZZ001	10/JUN/2016	PROPERTY	SK	0	0	0	DOE**JH302C1	
	321654	ZZZ001	6/JAN/2015	PROPERTY	MB	0	0	0	DOE**JH302C1	
	20187778965	ZZZ001	17/SEP/2019	PROPERTY	AB	0	0	2	DOE**JH302C1	
	R4444924701	ZZZ001	31/DEC/2017	PROPERTY	BC	0	0	0	DOE**JH302C1	
Jurisdiction in which the accident occurred	896325	ZZZ001	13/AUG/2017	PROPERTY	MB	0	0	0	DOE**JH302C1	
	88965474257	ZZZ001	10/JUN/2016	PROPERTY	QC	0	0	0	DOE**JH302C1	
	985732745	ZZZ001	8/FEB/2016	PROPERTY	NS	0	0	0	DOE**JH302C1	
	789965241	ZZZ001	10/JUN/2016	PROPERTY	ON	0	0	4	DOE**JH302C1	
	998745	ZZZ001	23/JUL/2018	PROPERTY	MB	1	0	0	DOE**JH302C1	
	2555518	ZZZ001	17/SEP/2019	INJURY	AB	0	0	2	DOE**JH302C1	
	2555519	ZZZ001	6/JAN/2015	INJURY	AB	0	0	0	DOE**JH302C1	
	114526	ZZZ001	10/JUN/2016	INJURY	MB	0	0	0	DOE**JH302C1	
	20122236585	ZZZ001	13/AUG/2017	PROPERTY	AB	0	0	0	DOE**JH302C1	
	887442698	ZZZ001	23/JUL/2018	PROPERTY	ON	0	0	0	DOE**JH302C1	
	488999574336	ZZZ001	8/FEB/2016	PROPERTY	QC	0	0	0	DOE**JH302C1	

Driver Licence Number of Commercial Vehicle Driver involved.

Points are assigned if the accident was the fault of the commercial vehicle driver; property damage (2 pts), injury (4 pts), fatality (6 pts). Not the same as demerit points on an individual's driver licence.

Total fatalities in all of the vehicles involved

Total injuries in all of the vehicles involved

5.0 Facility Audits and Investigations

Manitoba's Motor Carrier Investigators (MCIs) are responsible for conducting facility audits on both intra-provincial and extra-provincial operators base-plated in Manitoba. MCIs are trained enforcement specialists who have extensive knowledge of regulated vehicle operations, the National Safety Code (NSC), the requirements of The Highway Traffic Act (of Manitoba) (HTA) and its regulations, and the federal Motor Vehicle Transport Act (1987) and its regulations, including the Commercial Vehicle Drivers Hours of Service Regulations.

The goal of a facility audit is to promote safe motor carrier operations by ensuring operator compliance with legislated requirements. MCIs use the facility audit process to assess the operator'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 an operator's Safety Fitness Rating. Operators must understand the importance of demonstrating a high level of compliance and achieving and maintaining an acceptable Safety Fitness Rating.

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

Facility Audit

Standard 15 of the National Safety Code (NSC 15) requires operators to keep records on drivers, hours of service, vehicle maintenance, accidents, dangerous goods transportation and trip inspection reports. An investigator may examine an operators' records to ensure compliance with safety legislation and to verify safety programs are in place.

Facility Audit Structure

The facility audit is a quantifiable audit. This means that compliance for every operator will be measured against the same standards, including:

- Consistent rules/guidelines for determining compliance
- Quantifiable methods to arrive at the overall audit score
- Random sampling in situations where the carrier has more than five of either drivers and/or vehicles

Facility Audit Objectives

- Improve highway safety
- Reduce accidents by checking carrier records and business operations
- Promote compliance with safety regulations

Operator Selection and Notification

A facility audit or investigation may be initiated for a number of reasons, including:

- information in the Carrier Profile System (CPS) relating to on-road performance thresholds
- legitimate complaints or concerns received from the general public, policing agencies and/or the transportation industry
- a wheel-off occurrence
- a collision involving a regulated vehicle
- misuse of the Safety Fitness Certificate (SFC)
- allegations of coercing drivers to drive in excess of the prescribed Hours of Service regulations
- at the request of the operator for the purpose of adjusting their Manitoba safety fitness rating
- based on random selection

When a facility audit is required, the operator may be given five to ten working days to gather the requested records. There is no requirement to give advance notice. Where an immediate safety concern has been identified, an investigator may enter the operator's chief place of business and demand the operator present records for examination, in accordance with Section 318.10(2) of the HTA.

Conducting the Facility Audit

An audit is usually conducted at the operator's place of business; however, it may on occasion be conducted at the Motor Carrier Branch offices due to extenuating circumstances such as the operator's location, an operator's inappropriate behavior, or a lack of space to accommodate an investigator or team.

The number of driver and vehicle records included in the audit is determined using statistically valid sampling of the total number of drivers and vehicles under the operator's control. Manitoba abides by the sample sizes prescribed in NSC 15. Depending on the size of the audit, there may be one investigator, or a team of two or more. The operator will be asked to provide a suitable working location for the investigator(s). Again, depending on the size of the operator, the audit may be completed in a few hours, or may take several days.

When violations are found, the investigator(s) will make copies of the pertinent documents, either digitally or by using the operator's copying equipment.

Random Audit Sampling of Driver(s) and Vehicle(s)

The number of driver and vehicle records included in the facility audit is determined by the NSC 15 sample size guidelines of the total number of drivers and vehicles under the operator's control.

In order to ensure objectivity for operators that have more than five drivers/vehicles, a random sampling of drivers and vehicles must be used. If a vehicle/driver is removed from the audit, it must be replaced with another.

The following table from NSC 15 summarizes the number of drivers, power units and trailers that will be audited based on the size of the operator's fleet and the number of drivers.

Number of Drivers/Vehicles	Minimum Sample Size (Drivers/Vehicles)
1	1
2 to 5	All
6 to 9	6
10 to 12	8
13 to 15	9
16 to 18	10
19 to 22	11
23 to 26	12
27 to 32	13
33 to 40	14
41 to 50	15
51 to 64	16
65 to 85	17
86 to 121	18
122 to 192	19
193 to 413	20
414 to 500	21
+500	25

REMINDER: Drivers and/or vehicles can be added to the audit if the investigator has a concern about a particular driver and/or vehicle. For instance, the operator forgot to list a driver/vehicle, omitted a driver because the carrier had dismissed him/her, disposed of a vehicle or deliberately omitted a driver/vehicle. However, it is up to the investigator to explain why the addition(s) have been made.

When a vehicle or driver has not been identified by the operator, the investigator should note it and keep a look out for references to the driver/vehicle as the audit proceeds before deciding to include the driver/vehicle as part of the audit.

Facility Audit Records

Driver Qualification records for the previous 24 months on selected driver(s), including:

- Commercial Driver Record (abstract) and records of review for driver fitness
- Accident and conviction driver disclosures (if applicable)
- copies of Dangerous Goods Training Certification Cards (if applicable)
- records of any corrective action taken when safety violations were identified

Vehicle Maintenance records for the previous 24 months on selected unit(s) including:

- repair invoices/work orders, records of scheduled preventative maintenance
- copies of the Periodic Mandatory Vehicle Inspection Report (also known as a vehicle safety)
- Commercial Vehicle Trip Inspection Report
- CVSA Roadside Inspection Report (if applicable)

Hours of Service records for the previous 6 months including:

- daily logs, electronic recording device logs (or if exempt, timecards)
- trip reports/envelopes or other trip records
- fuel receipts/statements and other supporting documents
- driver payroll
- daily log book self-audit report(s) and corrective action (if applicable)

More information on each audit category are located in sections 6.0, 7.0, and 8.0.

Facility Audit Follow-Up

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

If violations have been identified, the operator will be provided with a copy of them in a document called the Summary of Violations report. An appointment will be made for a mandatory operator interview, which is held at the Motor Carrier Branch offices. The purpose of this interview is to discuss the audit findings and provide the operator with an opportunity to present evidence to refute any of the findings, make comments, or give explanations. This is followed by discussions of the actions required to bring the operator into full compliance.

Operator Improvement

If the minister or delegate (i.e., a Director of the Motor Carrier Branch) is not satisfied that the operator is complying adequately with the Acts and the Regulations under those Acts, they may do one or more of the following:

- to submit to one or more audits by a third-party auditor designated by the director
- to limit the size of the operator's fleet
- to institute a safety plan acceptable to the director
- to retain an auditor at the operator's expense to develop a safety plan or any similar thing
- adjust the operator's safety fitness rating
- suspend or revoke the operator's safety fitness certificate
- impose a monetary penalty of not more than \$25,000 on the operator

The operator may appeal any order, action or penalty to the minister. The appeal must be in writing and delivered to the minister within 30 days after the date of the director's decision.

Safety Rating Assignment

Safety rating assignment is determined by the facility audit overall audit score and the operator's performance thresholds at the time the audit is completed. Three possible audit outcomes are as follows:

85% or greater overall audit rating score

- The carrier be assigned a SATISFACTORY safety rating, and/or
- The carrier be assigned a CONDITIONAL safety rating and the safety rating will be adjusted to SATISFACTORY if, within 24 months of the audit completion date, all performance thresholds are below 85%

60%-84% overall audit rating score

- Branch will manage the carrier into compliance
- The carrier to maintain their current safety rating until the verification audit result is determined
- The carrier to develop and submit a branch approved action plan within 10 business days of the consent offer date
- The carrier to undergo a verification audit within 1-6 months of the approved action plan date

Verification Audit Result

If the carrier **has** met the expectations of the action plan

- The carrier to be assigned a SATISFACTORY safety rating if all performance thresholds are below 85%
- The carrier to be assigned a CONDITIONAL safety rating and the safety rating will be adjusted to SATISFACTORY if, within 24 months of the audit completion date, all performance thresholds are below 85%

If the carrier **has not** met the expectations of the action plan

- The carrier to be assigned a CONDITIONAL safety rating, and
- cannot request another audit for a minimum of 6 months from the disposition order date

Less than 60% overall audit rating score

- The carrier be assigned a CONDITIONAL safety rating, and
- cannot request another audit for a minimum of 6 months from the disposition order date

Commonly Asked Questions:

How long are records to be kept?

Unless otherwise specified, an operator must keep records for a minimum of two years.

Where are the records required to be kept?

The operator must keep the records at the operator's chief place of business in Manitoba.

May records be kept on a computer?

The operator may keep the records electronically, provided they can be examined by an investigator and the operator is capable of producing a paper report upon request

Who is an operator?

"Operator" means a person who operates a regulated vehicle.

Do I need a company compliance officer?

The operator of regulated vehicles must ensure that a person who resides in Manitoba is designated in writing to be responsible for promoting compliance by the operator and operator's employees.

What is a regulated vehicle

"regulated vehicle" means, subject to the regulations,

- (a) a motor vehicle or trailer that has a registered gross weight of 4,500 kg or more, or
- (b) a bus - "bus" means a motor vehicle designed to carry 11 or more persons including the driver

Who maintains records for leased operators?

Leased operators with regulated vehicles registered to the operator are considered part of the operator's fleet and records must be maintained by the operator for these vehicles and their drivers.

What is a safety plan?

Manitoba recommends that operators of regulated vehicles complete a safety plan to ensure they are meeting safety and vehicle maintenance requirements. A safety plan is a document that outlines all of the safety and vehicle maintenance records required to ensure drivers and vehicles are operating safely. Once an operator has had a facility audit conducted, a safety plan becomes a requirement.

A safety plan template has been included as **Appendix D** in this guide. You may use this template and customize it to your operations.

Audit Rating System

The Motor Carrier Branch audit program is comprised of three sections. Refer to the safety rating assignment section to determine, by the facility audit overall audit score and the operator's performance thresholds at the time the audit is completed for possible audit outcomes.

Section one – Driver Qualification

Section two – Vehicle Maintenance

Section three – Hours of Service

Driver Qualification

The operator is graded on its record-keeping practices such as keeping copies of driver record (abstract), accident and conviction disclosure reporting and dangerous goods compliance.

The operator is assigned 100 points for each driver sampled. Points are deducted for violations found under each part in section one. If a document is missing, it must be determined if the driver did not provide it or the operator did not record it. Only one violation is assigned for each missing document, per driver.

Deduction Schedule:

- 50 Points –** Driver record (abstract)
(no driver record on file, no initial record at time of hire, record not current within 12 months, or record obtained after audit notification)
- 20 Points –** Annual driver review
(no documented review on file, no current abstract on file to conduct review, abstract obtained after audit notification, driver review conducted more than 30 days of abstract date, review not signed or dated)
- 15 Points –** Accident disclosure
(NOTE: Having multiple violations of different types would result in one 15 point deduction)

(no accident disclosure on file, disclosure provided more than 30 days from incident date, no abstract on file to determine disclosure requirements, or abstract obtained after audit notification)
- 15 Points –** Conviction disclosure
(NOTE: Having multiple violations of different types would result in one 15 point deduction)

(no conviction disclosure on file, disclosure provided more than 30 days from incident date, no abstract on file to determine disclosure requirements, or abstract obtained after audit notification)
- Example:** one violation for driver failing to report conviction is the same score as three violations for driver failing to report convictions. 15 points.
- Example:** one violation for driver failing to report convictions and one violation for operator failing to maintain a record of accident disclosure on file would result in 30 points being deducted.
- 100 Points –** Refuse to allow a Motor Carrier Investigator access to all documents

Once the audit is completed the scores for all drivers sampled in the audit are averaged to provide a section score.

Vehicle Maintenance

The operator is graded on its scheduled routine preventative maintenance program, Periodic Mandatory Vehicle Inspection (PMVI) certificate, and Commercial Vehicle Trip Inspection record keeping practices.

The operator is assigned a total of 100 points for each vehicle sampled in the audit. Points are deducted from the operator's score if violations are found in the areas of preventative maintenance, PMVI or Commercial Vehicle Trip Inspection record keeping requirements.

Deduction Schedule:

- 60 Points -** Scheduled maintenance
(Operator failed to retain records, incomplete information, or exceeds service intervals)
- 35 Points -** Periodic Mandatory Vehicle Inspection (PMVI) certificate, also known as a "safety"
(Operating without valid PMVI or fail to provide PMVI certificate within a reasonable time)
- 5 Points -** Commercial Vehicle Trip Inspection
(Operator failed to retain records, incomplete information, or not inspected as required)
- 100 Points -** Refuse to allow Motor Carrier Investigator access to all documents

Once the audit is completed the scores for all vehicles sampled in the audit are averaged to provide a section score.

Hours of Service

The operator is graded on its compliance with regulations pertaining to hours of service worked, accuracy, and legibility. Onus is placed on the operator's ability and effort to monitor the individual driver's compliance. Points are not deducted if the operator has found the violations and made an effort to have the driver comply (due diligence). The operator must show evidence of meaningful remedial action taken and/or enforcing disciplinary procedures to not have points deducted.

The carrier is assigned 100 points for each driver sampled. Points are deducted for violations in which the operator has not satisfactorily demonstrated an effort to monitor, document and correct areas of non-compliance.

Falsification violations are separated into two categories:

Critical Falsification: (major infraction)

Violations where non-compliance is so severe as to require immediate corrective actions by a motor carrier regardless of the overall basic safety management controls of the motor carrier.

Nominal Falsification: (minor infraction)

Violations where non-compliance relates to management and/or operational controls. These are indicative of breakdowns in a carrier's management controls.

NOTE: The Facility Audit Manual & Scoring Guidelines includes a table that provides a snapshot of the most commonly cited carrier false or inaccurate hours of service violations that occur in any Canadian jurisdiction.

NOTE: Having violations in one violation category will result in points being deducted.

Deduction Schedule:

20 Points - Cycle compliance

25 Points - Daily hours compliance

25 Points - Shift hours compliance

20 Points - Nominal falsification

10 Points - Form and content compliance

100 Points - Refuse to allow Motor Carrier Investigator access to all documents, critical falsification, missing logs and/or time records per driver sampled.

Once the audit is completed the scores for all drivers sampled in the audit are averaged to provide a section score.

6.0 Driver Profile Record Keeping

Manitoba operators must keep and maintain driver qualification files.

Each file must contain:

- Driver record (abstract)
- Annual review of driver fitness
- Accident and conviction disclosures
- Records of all corrective and/or disciplinary action taken
- Copies of dangerous goods training materials and certificates

Each of these records are outlined in more detail below. The operator must determine on the basis of this information whether or not the driver is and continues to be fit to drive.

To assist the operator in maintaining driver qualification files, a checklist of required and recommended items may be attached to the cover of each file. A sample checklist and sample forms are provided in **Appendix E** in this guide.

Driver Record (Abstract)

Driver Record (Abstract)

A driver record (abstract) is available through Manitoba Public Insurance (MPI). It contains a record of the driver's at-fault accidents, convictions, suspensions, qualifications, personal information and more.

NOTE: 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 regulated vehicle (ex: 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 Manitoba Public Insurance (MPI). Both cost the same to obtain. The regular Driver Abstract is legally acceptable under *The Highway Traffic Act (HTA)* Section 318.6 However, operators may specifically request that drivers provide a Commercial Driver Abstract, and are encouraged to do so.

Operator Requirements:

- **Initial driver record** - Before engaging a person to drive a regulated vehicle, the operator must obtain a driver record current to a date no earlier than 30 days before it is obtained
- Review the driving record to determine if the driver is fit to drive
- **Annual driver record** – During each 12 month period, the operator must obtain a driver record current to a date no earlier than 30 days before it is obtained
- Review the driving record to determine if the driver continues to be fit to drive
- The operator must maintain the driver record for a minimum of two years

Driver Requirements:

- At the time of hiring, the driver must provide a current driver record to the operator, or the driver may sign a waiver allowing the operator to obtain the abstract from MPI

Review of Driving Record

Review of Driving Record

The driving record (abstract) must be obtained, and reviewed within 30 days of the abstract date.

Every 12 months, the operator must review the driving record (abstract) and determine the safety performance of each driver, disclosures of accidents and convictions, daily trip inspection reports and adherence to the hours of service regulations. The review may be a formal employee appraisal interview or a dated and signed statement at the bottom of the driver record.

The review **must include** the **date** of review and **signature** of the person who conducted the review.

Operator Requirements:

- **Initial driver record** - Before engaging a person to drive a regulated vehicle, the operator must obtain a driver record current to a date no earlier than 30 days before it is obtained
- **Review** the driving record to determine if the driver is fit to drive
- **Annual driver record** – During each 12 month period, the operator must obtain a driver record current to a date no earlier than 30 days before it is obtained
- **Review** the driving record to determine if the driver continues to be fit to drive
- The operator must maintain the driver record for a minimum of two years

Driver Requirements:

- Ensure the operator is kept up-to-date of any changes in the driver's status related to the operation of a regulated vehicle.

Accident Disclosure

Accident Disclosure

Records of all accidents involving commercial vehicles registered to the operator, and causing property damage of 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.

The points are assigned as follows:

- Property damage (2 points),
- Injury (4 points), and
- fatality (6 points)

Operator Requirements:

- The operator must maintain a record of the driver's accident disclosures in the driver qualification file
- The operator must maintain accident disclosure for a minimum of two years

Driver Requirements:

- The driver must, without delay disclose in writing to the operator particulars of at-fault accidents
- This includes accidents occurring in **both** personal vehicles and the operator's vehicles

Recommended Practice

- The operator should keep accident records separate from the notations on the driver's profile
- The operator should have a policy regarding corrective actions/discipline or preventative measures
- The operator should review all accident reports for possible trends and/or preventative measures

To assist the operator in maintaining accident disclosure, a sample "driver disclosure of convictions and at-fault accidents" form is provided in **Appendix E** in this guide.

Conviction Disclosure

Conviction Disclosure	
Convictions are a finding by a court that a driver is guilty of a violation of law or regulation relating to the operation of a motor vehicle.	
<u>Operator Requirements:</u> <ul style="list-style-type: none">• The operator must maintain a record of the driver's conviction disclosures in the driver qualification file• The operator must maintain conviction disclosure for a minimum of two years	<u>Driver Requirement:</u> <ul style="list-style-type: none">• The driver must, without delay disclose in writing to the operator particulars of convictions• This includes convictions occurring in both personal vehicles and the operator's vehicles

Recommended Practices

- The operator should keep conviction records separate from the notations on the driver's profile
- The operator should have a policy regarding corrective actions/discipline or preventative measures
- The operator should review all accident reports for possible trends and/or preventative measures

To assist the operator in maintaining accident disclosure, a sample "driver disclosure of convictions and at-fault accidents" form is provided in **Appendix E** in this guide.

Transportation of Dangerous Goods

Transportation of Dangerous Goods	
The Transportation of Dangerous Goods Act and Regulations set standards for the movement of harmful chemicals to protect the handlers, drivers, and the public. The regulations require training for those who handle, offer, or transport dangerous goods.	
Employers must ensure employees receive training appropriate for their level of assignment, and issue them a training certificate. Alternatively, employees may perform dangerous goods duties in the presence and under the direct supervision of a trained person.	
<u>Operator Requirements:</u> <ul style="list-style-type: none">• Every operator who issues a Certificate of Training must retain a copy of the certificate for two years after the expiry date• The operator must maintain copies of all shipping documents and manifests prepared under the Dangerous Goods Regulations for a period of two years• The operator must keep a record of the training provided (ex: exam and training materials)	<u>Driver Requirements:</u> <ul style="list-style-type: none">• 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 operator• In Canada, the Certificate of Training is valid for three years

Recommended Practice

- The operator should maintain a written record of all accidental release of dangerous goods involving a carrier's commercial vehicle
- The operator should maintain a written record of dangerous goods tank trucks/trailers removed or introduced into service
- The operator should ensure drivers, and other employees are familiar with Dangerous Goods legislation and requirements
- Compliance with Dangerous Goods legislation should be part of the trip inspection report

Progressive Discipline

Progressive Discipline Policy

It is recommended to effectively demonstrate due diligence, the operator should establish a program of progressive discipline. The program must be consistent with applicable federal and provincial legislation. The operator should outline the policy and procedure of discipline, including the stages up to and including termination. (For example, a four-step policy could include: a verbal warning, written warning, suspension, and termination.)

The operator should ensure each step of the policy is known and understood by the employee. As each step is implemented, the employees should be notified in writing of the next steps in non-compliance is not corrected. The policy must be enforced in a consistent manner.

The operator must document all disciplinary actions taken, including verbal and written warnings, and retain them in the driver qualification file for two years.

Recommended Additional Documentation

Recommended Additional Documentation

It is recommended that the operator keep a separate personnel file for each driver.

In addition to the above legislated requirements it is recommended that the driver qualification file contain the following information:

- Employment application
- Reference check(s)
- Written test(s)
- Road test(s)
- Special qualifications/training and the expiry date of those qualifications and/or training
- A record of all significant incidents between the operator and the driver (ex: awards, records of driver development, and disciplinary actions taken)
- Corrective action/discipline system for drivers with excessive accidents or driving offences
- Monthly review of the Carrier Profile

NOTE: Operators whose drivers drive in the United States should ensure they are in compliance with all the U.S. requirements (refer to Section 9.0: United States General Information, for more information).

7.0 Vehicle Profile Record Keeping

The operator must ensure that all regulated vehicles are in safe operating condition before being operated on the highway, and that no vehicle is dispatched in an unsafe condition. There are several steps in establishing a successful Vehicle Maintenance Program.

The program will include:

- Preventative Maintenance Program;
- Commercial Vehicle Inspection;
- Periodic Mandatory Vehicle Inspection (PMVI); **and**
- Commercial Vehicle Safety Alliance (CVSA) inspections

These steps are outlined in this section in more detail.

Operator Requirements for Record-Keeping

Each operator must establish a system of preventative vehicle inspection, maintenance and repair for every regulated vehicle under its control (refer to **Appendix F** for sample forms in this guide). At a minimum, the record or vehicle file should contain the following:

- make, model, year and serial number (VIN) of the equipment
- date and nature of every repair and maintenance activity (parts replaced and invoices)
- odometer reading at the time of every service or repair
- description of the type and frequency of regular maintenance and repairs
- current Periodic Mandatory Vehicle Inspection - PMVI (also known as a “safety”)
- records of manufacturer’s recalls and corrective actions
- records of Commercial Vehicle Safety Alliance (CVSA) inspection reports
- Commercial Vehicle Trip Inspection reports

Record Retention:

The operator must keep the following records for the prescribed period:

Type of records:	Must be kept for:
Vehicle maintenance	At least two years for active vehicles, and for at least six months after the vehicle has left the control of the operator
Commercial Vehicle Trip Inspection	At least six months after the date of the report
Periodic Mandatory Vehicle Inspection (PMVI) certificate, also known as a vehicle safety	<p>For a bus used to transport passengers for compensation, a school bus or rental bus – 6 months after the last day of the month it was issued*</p> <p>For all other regulated vehicles – 12 months after the last day of the month it was issued*</p> <p><i>*A PMVI certificate must be kept on file while it is valid; however, it is recommended that it be kept for two years.</i></p>

Preventative Maintenance Program

The operator should establish and maintain a schedule of regular preventative maintenance for all regulated vehicles. The operator may consider the manufacturer's recommended maintenance schedule when determining their program.

Suggested maintenance items in an effective maintenance program include:

- ✓ manufacturer's recommended schedule
- ✓ oil and filter change
- ✓ chassis lubrication
- ✓ checks of all fluids, lubricants, hoses and lines
- ✓ brakes (including compressor, tractor protection system and low-air warning, adjustment)
- ✓ steering system (including pinion, pitman arm and steering lash)
- ✓ tires, wheels and lug nuts
- ✓ fuel tanks and caps
- ✓ batteries, lights, horn, windshield, mirrors, instrument and emergency equipment
- ✓ visual inspection of the engine and all axle units
- ✓ integrity of the frame and welds
- ✓ overall walk-around 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 operator.

Evaluation of the Operator's Preventative Maintenance Program

The effectiveness of any vehicle maintenance program must be continually evaluated. The operator can assess the effectiveness of trip inspections by looking at the number of defects found during roadside inspections and the PMVI inspections.

Fewer defects would indicate that the maintenance program, including 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 trip inspections and may need re-training.

The operator may also use the information in the carrier profile to help assess the maintenance program.

Refer to section 4.0, Carrier Profile System for more information.

Periodic Mandatory Vehicle Inspection (PMVI)

The PMVI, also known as a "Safety", is required for all regulated vehicles 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, upon completing the inspection, the inspecting mechanic is satisfied that the condition of the vehicle is in compliance, the mechanic 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. The operator must maintain a copy of the current PMVI certificate in the vehicle maintenance file and one carried in the vehicle.

PMVI schedule by vehicle type	PMVI frequency:
Regulated vehicle(s) - trucks, truck tractors, trailers, semi-trailers, converter dollies with a GVWR of 4,500 kg or greater	Every 12 months
Farm truck tractors registered to a farmer with a GVWR of 21,952 kg or more	Every 12 months
Ambulances and stretcher transportation vehicles having a GVWR of 4,500 kg or more	Every 12 months
Buses used to transport passengers not for compensation (i.e. sports team or church)	Every 12 months
Buses used to transport passengers for compensation, school buses and rental buses	Every six months
Buses operated in a public transportation system (other than the City of Winnipeg or City of Brandon)	Every six months

Commercial Vehicle Trip Inspection

The driver must conduct a thorough inspection every 24 hours the vehicle or trailer are in service. The driver must prepare a written or electronic report, including the plate or unit number of the truck, tractor and/or trailer being inspected, date of inspection, and name and signature of the person conducting the inspection. The driver must have the written or electronic 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 in a timely manner. If no defects are found, that fact must be noted on the report.

Drivers must monitor the vehicle while driving, and any defects noted must be recorded on the Commercial Vehicle Trip Inspection 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 any necessary instruction in how to conduct the inspection and complete the report; ensure that defects are repaired in a timely manner, and that all vehicles are free of safety defects before they are driven. The person making the repair must record the date of the repair on the inspection report.

Heavy trucks, heavy passenger vehicles, school buses, and any trailers being towed by them, must be inspected:

- Every 24 hours the vehicle or trailer is in service
- If the vehicle or trailer is not in service for more than 24 consecutive hours, it must be inspected before it is driven or towed before commencing operation that day.

Each vehicle type has its own inspection schedule that lists the specific components that must be inspected:

- heavy trucks, truck tractors and trailers
- heavy passenger vehicles
- school buses
- Refer to **Appendix F** in this guide for the daily inspection schedule items.

Vehicle defect type:

Minor Defect:

- A vehicle with a minor defect may be driven or towed. The defect must be reported to the operator and repaired before the next inspection.

Major Defect:

- A vehicle with a major defect must be repaired before being driven or towed.

Vehicle defects must be recorded as follows:

No Defects:

- If no defects are found, this must be noted on the report. Note that any defects arising while en route must be recorded on that day's report.

Minor Defects:

- All minor defects must be recorded and reported to the operator before the next inspection. Repairs must be completed before the next inspection.

Major Defects:

- All major defects must be recorded and reported to the operator immediately. The vehicle may not be driven or a trailer may not be towed until all major defects are repaired. However, the vehicle/trailer may be driven or towed directly to the nearest repair facility if it is safe to do so and has not been declared out of service.

Inspection report requirements:

Operator Requirements:

- Provide written or electronic copies of the applicable inspection schedule in each vehicle
- Ensure the vehicle is inspected as required
- Ensure defects are repaired
- Keep all reports and records of repair for at least six months

Driver Requirements:

- Inspect the vehicle at least every 24 hours that the vehicle is in service
- Submit reports to the operator within 20 days
- Prepare a written or electronic report that **includes:**
 - Licence plate or unit number
 - Operator's name
 - Date, time and location of inspection
 - Odometer reading
 - Name of the person who performed the inspection
 - A statement that the inspection has been conducted in accordance with the requirements
 - Note defects, or state no defects found

Exemption from Written Report Requirement:

A written report is not required if:

- The vehicle is operated solely within 160 kilometers of the location of the place of business where the driver reports to work;
- It is the only commercial motor vehicle (other than a school bus) operated by the carrier, and the only driver is also the carrier or the person who controls the carrier's corporation.

NOTE: The inspection must still be performed; it is only the need for a written report that is exempt.

The Commercial Vehicle Trip Inspection Regulation MR95/2008 does not apply to two or three axle commercial vehicles or trailers being used primarily for transport of primary farm, forest or aquatic products that is driven by the producer of the product or their employee; vehicles used solely for snow removal by or on the behalf of a traffic authority, transit vehicles owned by or operated on behalf of the City of Winnipeg or City of Brandon; any vehicle that is part of a drive-away unit that does not move under its own motive power; any vehicle while being used in relation to a fire, flood epidemic, drought or similar event; a bus that is not used for gain or compensation or on a non-profit basis and a limited-use regulated vehicle operated solely in Manitoba with a registered gross weight less than 6,800 kg.

Commercial Vehicle Safety Alliance Inspection (CVSA)

CVSA inspections are conducted by individuals who have been certified as inspectors under the CVSA program. The program, used throughout North America, is 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, Winnipeg Police Service and the Motor Carrier Branch. The inspections may be conducted at weigh stations, at the roadside or at the operator's premises.

Inspections are usually conducted at random. In certain instances, they may be arranged with the operator to be conducted at the operator's premises prior to an audit, or when a complaint has been received regarding the condition of the operator's vehicle. Occasionally, a "targeted enforcement event" 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 elements
- Level 2 – walk-around inspection of the vehicle and complete inspection of the driver elements
- Level 3 – complete inspection of the driver elements and vehicle licensing
- Level 4 – special inspections of one or more components
- Level 5 – complete inspection of the vehicle without the driver, conducted at the operator's premises

If no defects are found during a Level 1 or Level 5 inspection, the inspector will apply a CVSA decal to the vehicle. The decal is valid for up to three months (the remaining days in the current month plus two more months). For example, a decal issued in April would be valid until June 30th. It exempts the vehicle from further CVSA inspections during that period, unless an obvious defect is noticed.

All CVSA inspectors across North America use the same Out of Service (OOS) criteria to determine the seriousness of each defect. If the defects found are of a less serious nature, the driver receives 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 repair person and forwarded to the Motor Carrier Branch within 15 days of the inspection.

If any defects are found that meet the Out of Service criteria, the vehicle is placed out of service and will not be allowed to "be operated" until all of the OOS defects have been repaired. A copy of the inspection form must be signed by the repair person and forwarded to the Motor Carrier Branch within 15 days of the inspection.

8.0 Hours of Service Regulations

Hours of service regulations define maximum driving times and minimum off-duty times for drivers of commercial vehicles (both bus and truck) in Canada. These limits were created to prevent dangerous fatigue-related incidents from happening. Operators of regulated vehicles must include information about hours of service in their safety programs.

The Commercial Vehicle Driver's 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 regulation applies to the operator's entire fleet, even if some of the drivers only operate point-to-point within Manitoba.

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 never crossed** a provincial or international border.

Refer to **Appendix I** in this guide for sample forms to record a driver's time for Intra-provincial (Provincial) and Extra-provincial (Federal) operators.

Responsibilities of Motor Carriers, Shippers, Consignees and Drivers:

Motor carriers, shippers, consignees (receivers), other persons (safety officers; dispatchers), and drivers all have a role in preventing fatigue-related incidents. By law, these parties must take steps to prevent the driver from driving **if**:

- The driver's faculties are impaired to the point where it is unsafe for the driver to drive.
- Driving would jeopardize the safety of the public, the driver or the employees of the motor carrier.
- The driver is subject to an out-of-service declaration.
- The driver, in doing so, would not be in compliance with the regulations.

Drivers who are in violation of hours of service regulations may be subject to fines as well as being placed out of service.

Convictions under the hours of service regulations will negatively affect the carrier's profile. This may result in the carrier being identified for a facility audit. It will also negatively affect a driver's commercial driver record.

It is very important to understand the hours of service requirements. For additional information, the Canadian Council of Motor Transport Administrators (CCMTA) has developed a *Drivers Hours of Service Application Guide*.

This guide has many examples of log books and contains answers to frequently asked questions. For more information, visit http://www.ccmta.ca/images/publications/pdf/HoS_Application_Guide.pdf

Driving Limitations and Rest Requirements

There are three types of limitations that apply to a driver's time – (**daily limits**), (**work shift limits**) and (**cycle limits**). It is the driver's responsibility to comply with all three limitations at all times. Operators must be aware of these limitations. Fatigued drivers pose a great risk to themselves and all motorists around them and must not operate a commercial vehicle in a fatigued state.

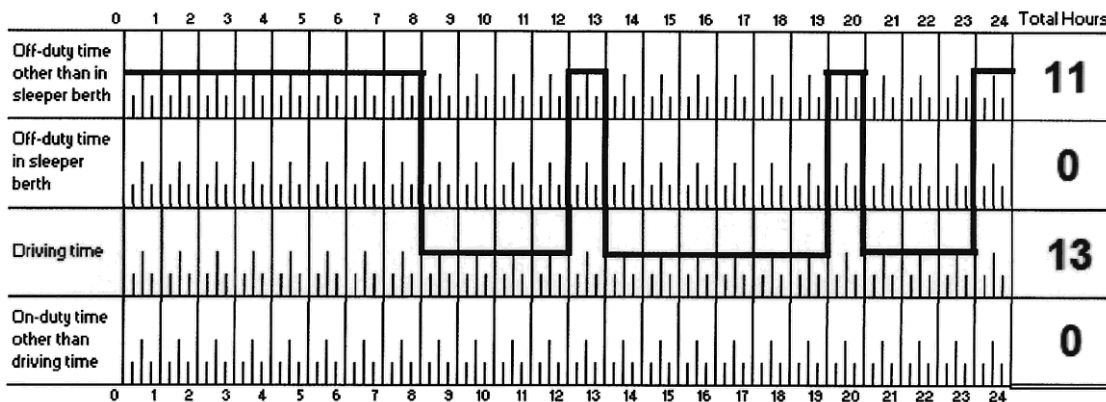
Daily Limits:

A day is a 24-hour period designated by the operator. It is usually midnight-to-midnight, but the operator may designate any 24-hour period. Once designated, it cannot change, except with a Cycle Reset (see below). The driver must record the hour at which their day starts if other than midnight on their daily log or record of duty status.

Rules that apply to a driver's day include the 13-hour rule, the 14-hour rule and the 10-hour rule.

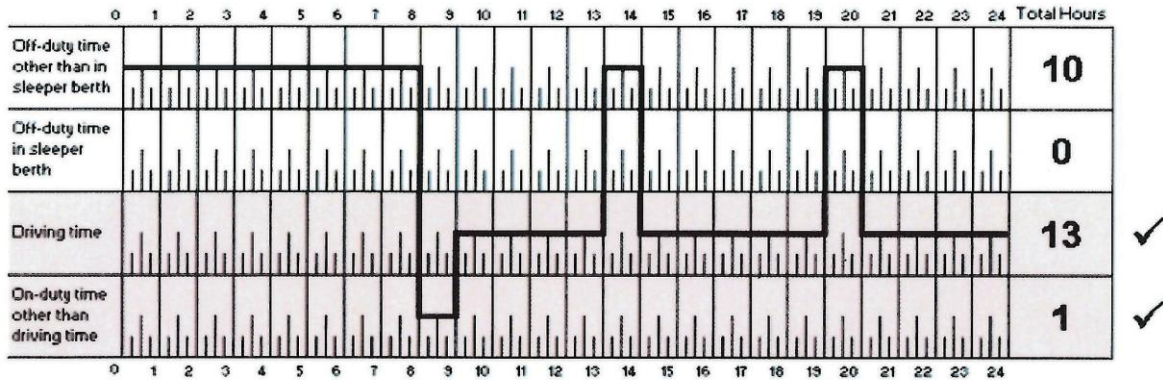
The 13-Hour Driving Time in a Day Rule

A driver cannot drive a commercial vehicle more than 13 hours in a day, and the operator may not request, require or allow a driver to do so. They may drive again after they have taken 8 consecutive hours of off-duty time.



The 14-Hour On-Duty in a Day Rule

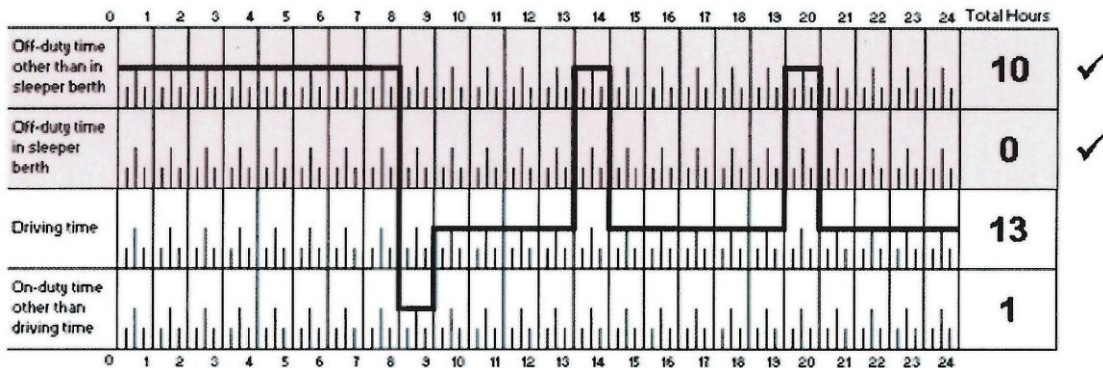
A driver cannot drive a commercial vehicle if they have accumulated 14 hours of on-duty time in a day, and the operator may not request, require or allow a driver to do so.



The 10-Hour Off-Duty in a Day Rule

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

At least eight of these hours must be consecutive – this constitutes what is known as a **core rest**. The other two hours may be taken throughout the day in blocks of at least 30 minutes each.



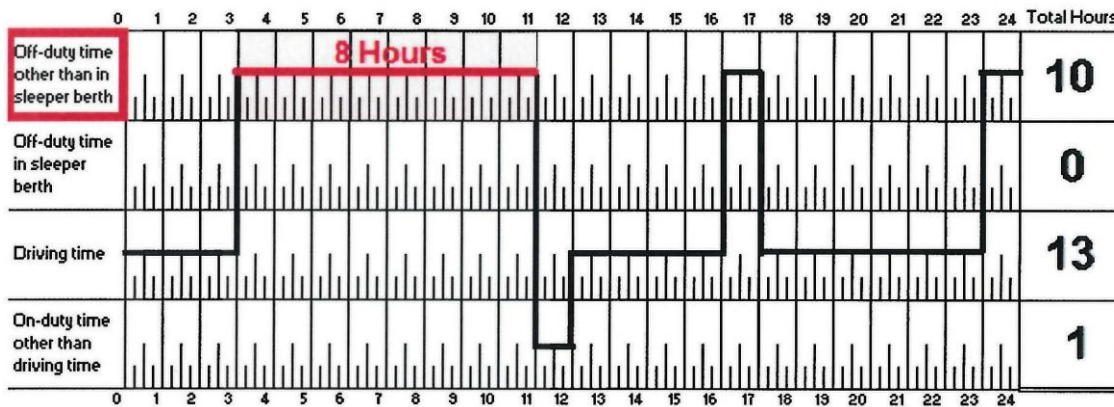
Work Shift Limits:

The Work shift is the period that begins when a driver begins work or is required by the motor carrier to be available to work, except if the driver is waiting to be assigned work, and that ends when the driver stops working or is relieved of responsibility by the motor carrier.

Rules that apply to a driver's work shift include the 13-hour work shift rule, the 14-hour work shift rule and the 16-hour work shift rule.

13-Hour Work Shift Rule

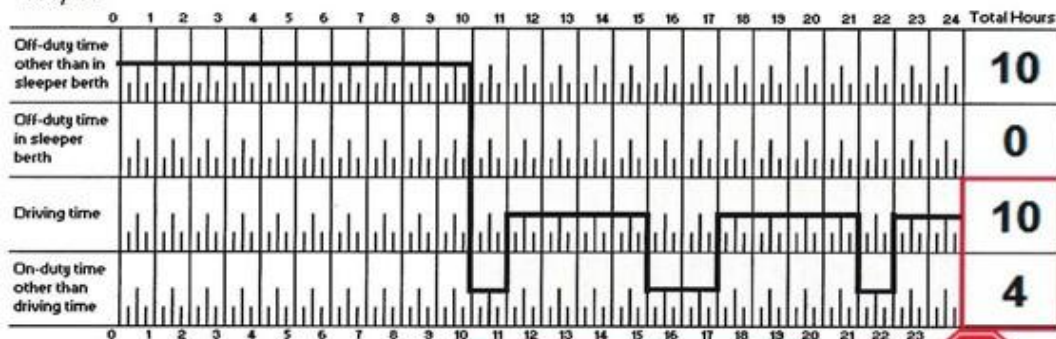
No motor carrier shall request, require or allow a driver to drive and no driver shall drive after the driver has accumulated 13 hours of driving time unless the driver takes at least 8 consecutive hours of off-duty time before driving again.



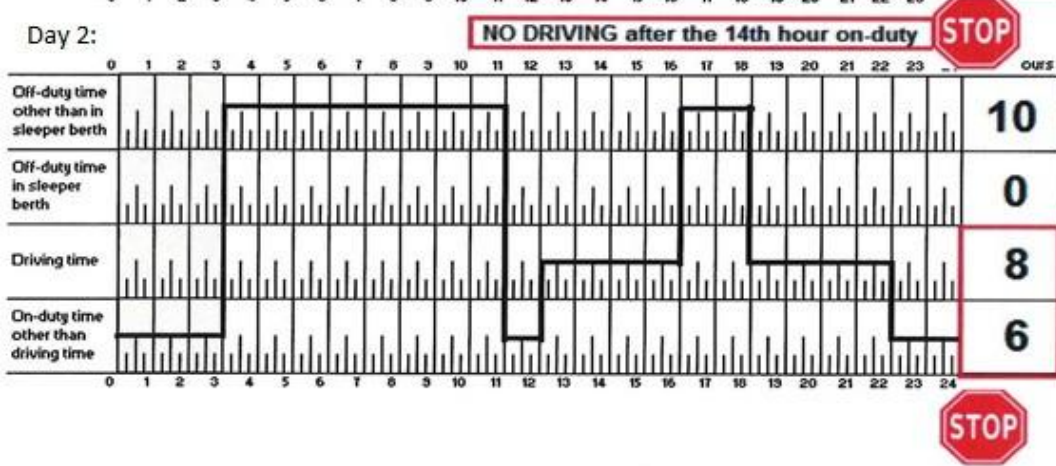
14-Hour Work Shift Rule

No motor carrier shall request, require or allow a driver to drive and no driver shall drive after the driver has accumulated 14 hours of on-duty time unless the driver takes at least 8 consecutive hours of off-duty time before driving again.

Day 1:



Day 2:



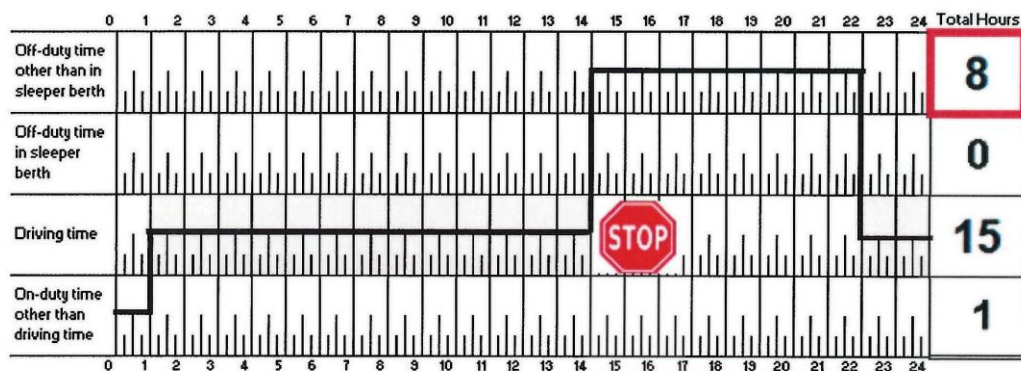
16-Hour Work Shift Rule

No motor carrier shall request, require or allow a driver to drive and no driver shall drive after 16 hours of time have elapsed between the conclusion of the most recent period of 8 or more consecutive hours of off-duty time and the beginning of the next period of 8 or more consecutive hours of off-duty time.

Deferral of Off-Duty Time

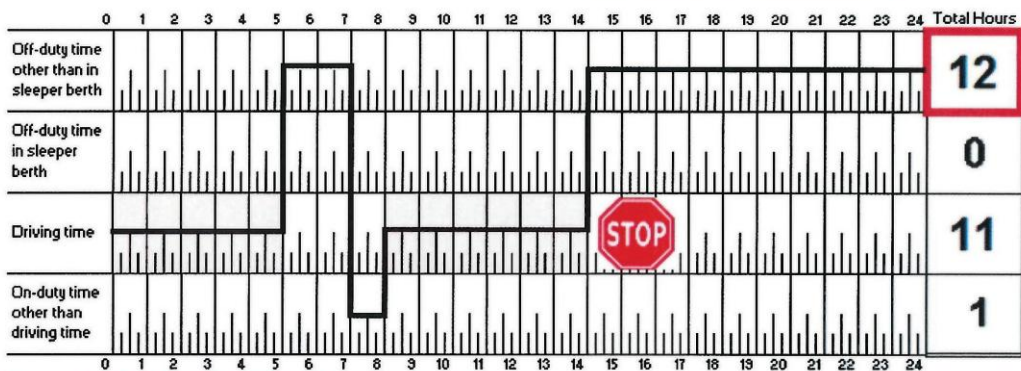
A driver who is not splitting off-duty time may defer a maximum of 2 hours of the daily off-duty time to the following day if:

- The off-duty time deferred is not part of the mandatory 8 consecutive hours of off-duty time
- The total off-duty time taken in the 2 days is at least 20 hours
- The off-duty time deferred is added to the 8 consecutive hours of off-duty time taken in the second day
- The total driving time in the 2 days does not exceed 26 hours
- 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



Remarks: Deferral of off-duty time used - Day 1

STOP driving after 13 hours



Remarks: Deferral of off-duty time used - Day 2

2 hours of off-duty time missing on Day #1 gets added to off-duty time on Day #2

Driving Cycles

No motor carrier shall request, require or allow a driver to drive and no driver shall drive unless the driver has taken at least 24 consecutive hours of off-duty time 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.

Cycle Reset:

A driver may begin a new cycle, resetting the accumulated hours to zero and beginning to accumulate again, 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

Splitting of Daily Off-Duty Time - Single Drivers

A driver driving a commercial vehicle fitted with a sleeper berth may accumulate the mandatory off-duty time in 2 periods *if*:

- Neither period of off-duty time is shorter than 2 hours
- The total of the 2 periods of off-duty time is at least 10 hours
- The off-duty time is spent resting in the sleeper berth
- The sleeper berth meets the requirements of Schedule 1
- The total of the driving time in the periods immediately before and after of the periods of off-duty time does not exceed 13 hours
- The elapsed time in the periods immediately before and after each of the periods does not include any driving time after the 16th hour after the driver comes on-duty
- None of the daily off-duty time is deferred to the next day
- The total of the on-duty time in the periods immediately before and after each of the periods of off-duty time does not include any driving time after the 14th hour

Splitting of Daily Off-Duty Time - Team Drivers

A team of drivers driving a commercial vehicle fitted with a sleeper berth may meet the mandatory off-duty time requirements by accumulating off-duty time in no more than 2 periods *if*:

- Neither period of off-duty time is shorter than 4 hours
- The off-duty time is spent resting in the sleeper berth
- The sleeper berth meets the requirements of Schedule 1
- The total of the driving time in the periods immediately before and after each of the periods of off-duty time does not exceed 13 hours
- The elapsed time in the periods immediately before and after each of the periods of off-duty time does not include any driving time after the 16th hour after the drivers comes on duty
- None of the daily time is deferred to the next day
- The total of the on-duty time in the periods immediately before or after each of the periods of off-duty time does not include any driving time after the 14th hour

DRIVER'S DAILY LOGS

Operators must ensure their drivers maintain accurate records of their duty status time for each calendar day. These times must be recorded in a log book or on a record of duty status (the record kept when all criteria are met for the log book exemption).

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 log 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 support 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 of issuance of notice of non-compliance, and a description of the action taken.

Driver Requirements

A driver must:

- Maintain a daily log 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, and
- Not falsify, mutilate or deface a daily log or any supporting documents

Logbook 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 every motor carrier by which the driver will be employed or otherwise engaged during that day
- In the “Remarks” section of the daily log, if the driver was not required to keep a daily log immediately before the beginning of the day, the number of hours of off-duty time and on-duty time that were accumulated by the driver each day during the 14 days immediately before the beginning of the day
- If applicable, a declaration in the “Remarks” section of the daily log that states that the driver is deferring off-duty time under section 16 and that clearly indicated whether the driver is driving under day one or day two 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 (personal use 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:

- The beginning time and ending time for each duty status by drawing a continuous line between the time markers
- The name of the municipality or legal subdivision and the name of the province, state or territory where a change of duty status occurs or, if the change in duty status occurs at a location other than a municipality or legal subdivision, one of the following:
- The highway number and the nearest kilometer marker as well as the name of the nearest municipality or legal subdivision
- The highway number and the nearest service plaza as well as the name of the nearest municipality or legal subdivision, **or**
- The numbers of the highways that meet at the nearest intersection as well as the name of the nearest municipality or legal subdivision, **and**
- The total number of hours of each period of duty status, which total must equal 24 hours
- If a driver is engaged in making deliveries in a municipality that results in a number of periods of driving time being interrupted by a number of short periods of other on-duty time, the periods of driving time may be combined and the periods of other on-duty time may be combined on the grid

Use of Electronic Recording Devices:

A driver may use an electronic recording device for recording their duty status, if the device is capable of recording and displaying all the required information.

The device is capable of displaying

- The driving time and other on-duty time for each day the device is used
- The total on-duty time remaining and the total on-duty time accumulated in the cycle
- The sequential changes in duty status and the time at which each change occurred for each day the device is used
- The driver is capable, if so requested by an inspector, of preparing a handwritten daily log from the information stored in the device for each day on which the device is used
- The device automatically records when it is disconnected and reconnected and keeps a record of the time and date of these occurrences
- The device records the time spent in each duty status of the driver
- Any hard copy of the daily log that is generated from the information that is stored in the device is signed on each page by the driver attesting to its accuracy, **and**
- The motor carrier provides blank daily log forms in the commercial vehicle for the driver's use

NOTE: The federal Commercial Vehicle Drivers Hours of Service Regulation mandates Electronic Logging Devices for all Extra Provincial carriers effective June 2021.

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 the driver received in the course of the current trip.

Submitting Logs to Carrier:

The driver shall:

A driver shall, within 20 days after completing a daily log, forward the original and supporting documents to the home terminal.

A driver who is employed or otherwise engaged by more than one motor carrier in any day shall, within 20 days after completing a daily log, forward the original and supporting documents to the home terminal of the first motor carrier and a copy to the home terminal of each other motor carrier.

The motor carrier shall:

Deposit the daily logs and supporting documents at its principal place of business within 30 days after receiving them and keep them in chronological order for each driver for a period of at least six months.

Exemptions

Logbook Exemption (Federal)

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

- The driver operates within a 160 kilometer radius of the driver's home terminal
- The driver returns to the home terminal each day to begin a minimum of eight consecutive hours of off-duty time
- The motor carrier maintains accurate and legible records showing, for each day:
 - The driver's elected cycle
 - The driver's on-duty time, **and**
 - The driver is not driving under a permit issued under these regulations

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.

Logbook Exemption (Provincial)

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

- The driver operates within 160 kilometer radius of the driver's home terminal
- The driver returns to the home terminal each day to begin a minimum of eight consecutive hours of off-duty time
- The motor carrier makes an accurate time record showing the driver's daily hours of on-duty time, including the time each work shift starts and ends
- The driver is not driving under a permit issued under these regulations

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.

Vehicle Exemptions

The federal and provincial hours of service regulations DO NOT apply to the following vehicles:

- a two or three-axle commercial vehicle transporting primary products of a farm, forest, sea or lake if produced by the operator or the driver; or 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
- 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 log book the odometer readings at the beginning and end of the personal use

In addition, for intra-provincial operators, the provincial hours of service do not apply to the following types of vehicles:

- a vehicle that is used solely for personal transportation
- a limited-use regulated vehicle that has a registered gross weight less than 6,800 kg and is not operated outside Manitoba
- a farm truck that is registered in the farm trucks registration category
- a municipal transit bus
- a bus that is not a school bus and not used to transport passengers for compensation (ie: a bus owned by a religious institution)
- a hearse
- a Manitoba Hydro utility repair vehicle while responding to an electric power or natural gas service outage or problem that constitutes a danger to persons or property

Emergency Conditions Exemptions

Hours of service limitations may be extended for a driver who requires more driving time in an emergency. This allows the driver to reach the first destination that provides safety for the occupants of the commercial vehicle and for other users of the road or the security of the commercial vehicle and its load. The driver must stop at the first place of safety. A driver who uses this exemption must write that they have done so in the remarks section of their daily log.

Adverse Driving Conditions Exemption

A driver who encounters adverse driving conditions may extend the permitted driving time and reduce the two hours of daily off-duty time by the amount of time needed to complete the trip *if*:

- The driving, on-duty and elapsed time in the elected cycle are not extended more than two hours
- The driver still takes the required eight consecutive hours of off-duty time
- The trip could have been completed under normal driving conditions
- The adverse driving conditions were not known or could not have been reasonably known by a driver or carrier before the driver began driving

Adverse driving conditions are defined as snow, sleet, fog, or other adverse weather or road conditions.

Winter Road Permits Exemption

Winter roads permits are issued to extend the driving time while a commercial driver is on the winter road system in Manitoba. The permit allows the 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 home terminal or a safe place to rest. A driver must take at least eight consecutive hours of off-duty time before exceeding these limits. Drivers must maintain log books (use the remarks section to note winter roads) and must produce documentation showing the delivery point on the winter road system.

Motor Carrier Responsibilities

Monitoring by Motor Carriers

A motor carrier shall monitor the compliance of each driver with the applicable hours of service regulations. A motor carrier that determines that there has been non-compliance shall take immediate remedial action and record the dates on which the non-compliance occurred and the action taken to correct the non-compliance.

Motor 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.

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 actions for non-compliance.

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 new drivers, and re-training of existing drivers who have demonstrated a continuing pattern of violations, is very important in achieving a high level of compliance and minimizing intervention from enforcement agencies.

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 self-audit program includes reviewing driver logbooks, supporting documents 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.

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 daily, shift and cycle limitations
- The logs are true and accurate when compared to support documents such as dispatch records, fuel receipts, payroll and bills of lading
- Logs are true and accurate when analyzed with a distance over time check
- On-duty time logged agrees with supporting documents and payroll records

Reactive Measures / Corrective Action

A motor carrier **MUST** take corrective action when non-compliance is observed. This may involve one or a combination of evaluation and assessment, re-training, and disciplinary actions 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 must 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.

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.

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 the mandatory off-duty time requirement may be placed out of service for 8 consecutive hours.
- A driver, who is in violation of any 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, 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.

9.0 United States General Information

The following section contains basic information for motor carriers and operators of regulated vehicles operating in the United States. Operators should visit the U.S. Department of Transportation's (USDOT's) Federal Motor Carrier Safety Administration (FMCSA) website to verify this information on a regular basis as this information can change at any time.

Important: Operators must ensure that they know and understand the requirements of the jurisdictions where they are operating. The FMCSA website has an interactive map which allows operators to click on a U.S. state and obtain links to U.S. state-specific regulatory information.

www.fmcsa.dot.gov

In addition, the FMCSA publishes a guide called *A Motor Carrier's Guide to Improving Highway Safety*, which is available on-line. It outlines in detail regulatory requirements for operating in the U.S.

New Entrant Safety Assurance Program

If you are a new operator that intends to obtain a USDOT identification number to operate within the U.S., the New Entrant Safety Assurance Programs will affect you. A new entrant is monitored for the first 18-months of operation to ensure that they are operating safely, maintaining up-to-date records, conducting periodic inspections and performing maintenance on vehicles. They must also pass a safety audit. Visit the FMCSA website for more information.

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.

A summary of the Hours of Service Regulations can be found at:

<https://www.fmcsa.dot.gov/regulations/hours-service/summary-hours-service-regulations>

In the United States, hours of service rules differ between drivers that transport property and those that transport passengers. For property-carrying drivers, a driver may drive a maximum of 11 hours after ten consecutive hours off duty. A driver may not drive beyond the 14th hour after coming on-duty, following 10 hours off-duty. There are additional requirements for rest breaks.

A driver may 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.

Controlled Substance and Alcohol Testing

Generally, all persons who operate commercial motor vehicles in the U.S. are subject to U.S. Department of Transportation drug and alcohol testing under Part 395 of the Federal Motor Carrier Safety Regulations. Because these requirements change regularly, please visit the U.S. Federal Motor Carrier Safety Administration website for the most up-to-date information.

<https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing-program>

Medical Reciprocity

A Canadian driver who holds the proper license for the vehicle/vehicle combination being operated is not required to possess separate proof of medical certification to operate in the United States.

Important note: The U.S. does not allow drivers requiring insulin injections or having limited use of one eye to operate commercial vehicles.

SAFER System

The Safety and Fitness Electronic Records (SAFER) System offers company safety data to industry, roadside vehicle inspectors/stations, 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), roadside out-of-service inspection summary, and crash information. The company snapshot is available via an ad-hoc query (one operator at a time).

For more information, visit the SAFER website:

<http://safer.fmcsa.dot.gov/CompanySnapshot.aspx>

Appendix A: List of Abbreviations and Definitions

List of Abbreviations

CCMTA	Canadian Council of Motor Transport Administrators
CVDHSR	Commercial Vehicle Driver's Hours of Service Regulation
(Federal) CVSP	Commercial Vehicle Safety and Permits
CVTI	Commercial Motor Vehicle and Trailer Trip Inspection
Regulation CPSC	Carrier Profile System
CT	Commercial truck
CV	Commercial vehicle
C-SNAP	Carrier Snapshot
CVSA	Commercial Vehicle Safety Alliance
DHOS	Driver Hours of Service Regulation
(Provincial) ELD	Electronic Logging Device
EOBR	Electronic On-Board Recorder
FA	Facility Audit
FMCSA	Federal Motor Carrier Safety Administration
(U.S.) FRP	Full Reciprocity Plan
GD	Graduated Driver Licensing
GVWR	Gross Vehicle Weight Rating
HOS	Hours of Service
HTA	Highway Traffic Act
IFTA	International Fuel Tax Agreement
IRP	International Registration Plan
LCT	Limited-use commercial truck
MCB	Motor Carrier Branch
MCEO	Motor Carrier Enforcement Officer
MCEP	Motor Carrier Enforcement Program
MCSP	Motor Carrier Safety Program
MPI	Manitoba Public Insurance
MTA	Manitoba Trucking Association
MTB	Motor Transport Board
MVTA	Motor Vehicle Transport Act 1987
NSC	National Safety Code
PMVI	Periodic Mandatory Vehicle Inspection, also known as a "Vehicle Safety"
RCMP	Royal Canadian Mounted Police
RGVW	Registered Gross Vehicle Weight
SAFER	Safety and Fitness Electronic Records
System SFC	Safety Fitness Certificate
TDG	Transportation of Dangerous Goods
WPS	Winnipeg Police Service

Definitions

Glossary	Definition	Legislation where found
Average Fleet Size	The average number of Manitoba-plated regulated vehicles (excluding trailers) under the operator's responsibility over the preceding 24 months	
Bus	means a motor vehicle that is designed to carry 11 or more persons including the driver	Highway Traffic Act
Carrier	A person who owns, leases or is responsible for the operation of a regulated vehicle for the purpose of transporting passengers or goods	
ERAP (Emergency Response Assistance Plan)	An ERAP or Emergency Response Assistance Plan is a plan that describes what is to be done in the event of a transportation accident involving certain higher risk dangerous goods. The ERAP is required by the Transportation of Dangerous Goods Regulations (TDGR) for dangerous goods that require special expertise and response equipment to respond to an incident.	TDG Regulation (SOR/2017-253)
Extra-provincial carrier	An operator that crosses a provincial or international boundary on a continuous and regular basis.	
Farm truck	means a truck owned by a farmer and designed primarily to transport cargo and not passengers	Highway Traffic Act

Gross Vehicle Weight Rating (GVWR)	means the gross vehicle weight rating of a vehicle (a) specified by the vehicle manufacturer, or if no rating is specified by the vehicle manufacturer, specified by the registrar under section 322.3 of The Highway Traffic Act	Highway Traffic Act
Intra-provincial carrier	An operator who does not meet the definition of an extra-provincial carrier	
Operator	<p>(a) means a person who</p> <ul style="list-style-type: none"> (i) owns the vehicle, alone or together with another person, or is entitled to be its registered owner under <i>The Drivers and Vehicles Act</i>, (ii) is engaged in an enterprise or activity as part of which the vehicle is used for the transportation of persons or property (not including personal transportation), whether or not the vehicle's use results in a specific gain or compensation, or (iii) has control over when, how and by whom the vehicle is used in the enterprise or activity, whether or not that control is exercised; and <p>(b) excludes the driver of the vehicle unless they meet at least one of the criteria set out in clause (a).</p>	Highway Traffic (General) Regulation

National Safety Code (NSC)	The NSC is a code of minimum performance standards, applying to all persons responsible for the safe operation of regulated vehicles	
Peace officer	means (a) any member of the Royal Canadian Mounted Police Force and any other police officer, police constable, constable, or other person employed for the preservation and maintenance of the public peace, and (b) any person lawfully authorized to direct or regulate traffic, or to enforce an Act or traffic by-laws or regulations	Highway Traffic Act
Regulated vehicle	means subject to the regulations (a) a motor vehicle, or trailer with a registered gross weight of 4,500 kg or more, or (b) a bus	Highway Traffic Act
Safety rating	means an evaluation, developed in accordance with NSC standard 14, of an operator's safety performance	

Appendix B: Contacts

MOTOR CARRIER BRANCH CONTACT INFORMATION

General Inquiry **204-945-3890**
Winnipeg **1-877-340-9068**
Email: motorcarrier@gov.mb.ca

Address: Unit C – 1695 Sargent Avenue
Winnipeg, MB R3H 0C4

	Phone	Fax	Email
Permits	1-877-812-0009 204-945-3961	204-945-6499	permitservices@gov.mb.ca
Audits & Investigations	204-945-2319	204-948-2277	
Carrier Profile/Carrier Snapshot (C-SNAP)	204-945-5897	204-948-2078	
Safety Fitness Certificates/Insurance Filing	204-945-5322	204-948-2078	sfc@gov.mb.ca
Trucking Productivity Improvement Fund (TPIF)	204-945-3961	204-948-2277	tpifprogram@gov.mb.ca
(CVSA) Vehicle Inspection Reports	204-945-3891	204-948-2078	inspectionreport@gov.mb.ca

Permanent Weigh Stations

	Phone	Fax
Carroll	204-483-5050	204-483-5044
Emerson	204-373-2779	204-373-2309
Headingley	204-889-3836	204-832-2718
Otterburne	204-388-9355	
Rosser	204-633-2167	
The Pas	204-627-8294	
Thompson	204-677-6481	
West Hawk Lake	204-349-2206	204-349-2934

Others

	Phone	Fax	Email
Manitoba Courts	204-945-2852	204-945-1260	
Canada Transportation of Dangerous Goods	1-888-226-8832	613-993-5925	tdg-tmd@tc.gc.ca
Manitoba Trucking Association (MTA)	204-632-6600	204-694-7134	info@truckingmb.ca

MOTOR CARRIER WEBSITE:

<https://www.gov.mb.ca/mit/mcd/index.html>

Links to:

- Enforcement
- Permits and Development
- Safety
 - ❖ A Guide to Transportation Safety
 - ❖ Carrier Profile
 - ❖ Carrier Snapshot (C-SNAP)
 - ❖ Safety Fitness Certificates

Others

Manitoba Courts - <http://www.manitobacourts.mb.ca/>

Canada Transportation of Dangerous Goods - <https://www.tc.gc.ca/eng/tdg/safety-menu.htm>

Manitoba Trucking Association - <https://www.trucking.mb.ca/>

Updated: February 27, 2019

Weigh Stations

Map #	Highway Number	Location	Permanent scale site	Digital display readout/ self verification	Variable staffing	Built to standard lanes	Portable scales	Compounds storage facilities	Phone facilities	Fax capabilities	Compliance information available	Washrooms
1	PTH 1 (east bound)	West of Virden			✓	✓	✓					
2	PTH 1 (west bound)	West of Brandon	✓	✓	✓	✓						
3	PTH 1	Headingley Phone: 204-889-3836	✓	✓	✓			✓	✓	✓	✓	✓
4	PTH 1	Manitoba-Ontario Border (West Hawk Lake) Phone: 204-349-2206	✓	✓	✓			✓	✓	✓		✓
5	PTH 2	Jct of PTH 10 (Carroll) Phone: 204-483-5050	✓	✓	✓	✓			✓	✓	✓	✓
6	PTH 5	Jct of PR 276 (Ste Rose Du Lac)			✓		✓					
7	PTH 6 (north bound)	North of Warren	✓	✓	✓	✓						
8	PTH 6	Thompson Phone: 204-677-6481	✓	✓	✓				✓		✓	
9	PTH 7	Jct of PTH 101 (near Rosser) Phone: 204-633-2167	✓	✓	✓	✓		✓	✓	✓	✓	✓
10	PTH 10	South of Dauphin	✓	✓	✓						✓	
11	PTH 10	North of The Pas Phone: 204-627-8294	✓	✓	✓				✓	✓	✓	✓
12	PTH 14 (west bound)	2 km east of Jct of PTH 3	✓	✓	✓	✓						
13	PTH 14 (ease bound)	2 km east of Jct of PTH 3	✓	✓	✓	✓						
14	PTH 16 (east bound)	West of PTH 10 (Minnedosa)	✓	✓	✓	✓						
15	PTH 39	8 km west of PR 392			✓		✓					
16	PTH 52	Jct of PTH 59	✓	✓	✓	✓		✓			✓	✓
17	PTH 60	Jct of PTH 10			✓		✓					
18	PTH 75	Canada-USA border (Emerson) Phone: 204-373-2279	✓	✓	✓			✓	✓	✓	✓	✓
19	PTH 75 (north bound)	Jct of PR 210			✓		✓					

Manitoba Public Insurance

www.mpi.mb.ca

Contact Centre

Phone: 204-985-7000
Outside Winnipeg
Toll Free: 1-800-665-2410

Deaf Access TTY/TDD

Phone: 204-985-8832

Official Mailing Address:

Manitoba Public Insurance
Box 6300
Winnipeg, MB R3C 4A4

Official Delivery Address:

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

MPI Service\ClaimCentres

Arborg Service Centre

Box 418, 323 Sunset Boulevard
Arborg, MB R0C 0A0
Toll Free: 1-800-665-2410

Beausejour Service Centre

Box 100A, 848 Park Avenue
Beausejour, MB R0E 0C0
Toll Free: 1-800-665-2410

Brandon Service Centre

731-1st Street
Brandon, MB R7A 6C3
Toll Free: 1-800-665-2410

Dauphin Service Centre

Box 3000, 217 Industrial Road
Dauphin, MB R7N 2V5
Toll Free: 1-800-665-2410

Flin Flon Claim Centre

Box 250, 8 Timber Lane
Flin Flon, MB R8A 1M9
Toll Free: 1-800-665-2410

Portage La Prairie Service Centre

Box 1150, 2007 Saskatchewan Avenue West
Portage la Prairie, MB R1N 3J9
Toll Free: 1-800-665-2410

Selkirk Service Centre

Box 280, 1008 Manitoba Avenue
Selkirk, MB R1A 2B2
Toll Free: 1-800-665-2410

Steinbach Service Centre

91 North Front Drive
Steinbach, MB R5G 1X2
Toll Free: 1-800-665-2410

Swan River Claim Centre

Box 1959, 125-4th Avenue North
Swan River, MB R0L 1Z0
Toll Free: 1-800-665-2410

The Pas Claim Centre

Box 9100, 424 Fischer Avenue
The Pas, MB R9A 1R5
Toll Free: 1-800-665-2410

Thompson Service Centre

Box 760, 53 Commercial Place
Thompson, MB R8N 1N5
Toll Free: 1-800-665-2410

Winkler Service Centre

Box 1990, 355 Boundary Trail
Winkler, MB R6W 4B7
Toll Free: 1-800-665-2410

Cityplace Service Centre

234 Donald Street (Cityplace)
Winnipeg, MB R3C 4A4
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Bison Drive Service Centre

15 Barnes Street (at Bison Drive)
Winnipeg, MB R3T 2H9
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Gateway Road Service Centre

40 Lexington Park (at Gateway Road)
Winnipeg, MB R2G 4J1
Phone: 204-985-7000
Toll Free: 1-800-665-2410

King Edward Street Service Centre

125 King Edward Street East
Winnipeg, MB R3H 0V9
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Main Street Service Centre

1284 Main Street
Winnipeg, MB R2W 3T3
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Pacific Avenue Service Centre

1103 Pacific Avenue
Winnipeg, MB R3E1G7
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Pembina Highway Service Centre

420 Pembina Highway
Winnipeg, MB R3L 2E9
Phone: 204-985-7000
Toll Free: 1-800-665-2410

St. Mary's Road Service Centre

930 St. Mary's Road
Winnipeg, MB R2M 4A8
Phone: 204-985-7000
Toll Free: 1-800-665-2410

Commercial Vehicle Safety Alliance (CVSA)

Unit C – 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-3890
Fax: 204-945-2078
Website: www.cvsa.org

Royal Canadian Mounted Police

“D” Division Headquarters
1091 Portage Avenue
Winnipeg, MB R3G 0R9
Phone: 204-983-5420
Website: www.rcmp.gc.ca/mb

Transport Canada (Prairie and Northern Region)

To Connect To All Services

Phone: 204-983-3152
Toll free: 1-888-463-0521
Website: www.tc.gc.ca
Email: pnrweb@tc.gc.ca

Transportation of Dangerous Goods

344 Edmonton Street
Winnipeg MB, R3C 0P6
Toll free: 1-888-463-0521

Motor Vehicle Safety Services- General Enquiries

Toll free: 1-800-333-0371
Email: mvs-sa@tc.gc.ca

Motor Vehicle Safety Services- Defects and Recalls

Toll free: 1-800-333-0510
Email: defectsandrecalls-defaultsetrappels@tc.gc.ca

Other Jurisdictions: Regulations and Enforcement

British Columbia

Commercial Vehicle Safety and Enforcement (CVSE)
PO Box 9250 STN PROV GOVT
Victoria, BC V8W 9J2
Phone: 250-952-0577
Fax: 250-952-0578
www.th.gov.bc.ca/cvse/

Motor Carriers Permits and Inquiries

Phone: 1-800-559-9688
Email: PPCPERMIT@gov.bc.ca

Alberta

Commercial Transportation

Main Floor, Twin Atria Building
4999 – 98 Avenue
Edmonton, AB T6B 2X3
Phone: 780-427-8901 (dial Toll Free 310-0000)
Fax: 780-422-2721
Website: www.transportation.alberta.ca
Email: Vehicle.Safety@gov.ab.ca

Central Permit Office

Toll free in North America 1-800-662-7138
Local call: 403-342-7138
Fax: 403-340-5278

Saskatchewan

Trucking

Toll free: 1-866-933-5290 or 306-933-5290 (outside of Saskatchewan)
Fax: 306-933-5276
www.highways.gov.sk.ca/trucking/
Email: cveinquiryline@gov.sk.ca

SGL Permit Office

Toll free: 1-800-667-7575 (Within Saskatchewan)
Phone: 306-775-6969 (Outside of Saskatchewan)

Ontario

Carrier Safety and Enforcement Branch

301 St. Paul Street, 3rd Floor
St. Catharines, ON L2R 7R4
Phone: 1-800-387-7736 ext. 6300 (within Ontario) or
416-246-7166 ext. 6300
Fax: 905-704-2039 or 905-704-2525
Website: www.mto.gov.on.ca/english/trucks

Ontario Permit Office

Ph: 416-246-7166 ext. 6306 or 1-800-387-7736 ext. 6306
Fax: 905-704-2545
Email: oo.permits@ontario.ca

Quebec

Commission Des Transports

200 Chemin Sainte-Foy 7th floor
Québec (Québec) G1R 5V5
Phone: Montreal area: 514-873-6424
Phone: All other areas: 1-888-461-2433
Fax: 514-873-4720 or 418-644-8034
Website: www.ctq.gouv.qc.ca

New Brunswick

Motor Carrier License and Permit

Kings Place
P.O. Box 6000
Fredericton, NB E3B 5H1
Phone: 506-453-3939
Fax: 506-453-2900
Website: www.gnb.ca/Transportation
Email: Transportation.Web@gnb.ca or Special.
Permits@gnb.ca

Newfoundland

Motor Registration Division

P.O. Box 8710
St. John's, NL A1B4J5
Phone: 1-877-636-6867
Website: www.servicenl.gov.nl.ca/drivers
Email: mrinfo@gov.nl.ca

Nova Scotia Commercial Vehicle Safety and Compliance

Johnston Building
1672 Granville St.,
Halifax, NS
Phone: 902-424-2297 or 902-424-3588
Toll Free: 1-888-432-3233
Website: www.novascotia.ca/tran/trucking/
Email: tpwpaff@gov.ns.ca or aisthonl@gov.ns.ca

Prince Edward Island Highway Safety Division

33 Riverside Drive
Charlottetown, PE
120 Harbourside Drive
Summerside, PE
Phone: 902-368-5228
Fax: 902-368-5236
Website: www.gov.pe.ca/mvr

Yukon Transport Services

Department of Highways and Public Works
Box 2703 (W-17)
Whitehorse, YT Y1A 2C6
Phone: 867-667-5297
TollFree (inYukon): 1-800-661-0408, local 5297
Fax: 867-667-5799
Website: www.hpw.gov.yk.ca/trans/transportservices
Email: road.safety@gov.yk.ca or weighstation.whitehorse@gov.yk.ca

Northwest Territories DMV Services

Transport Compliance Section
Phone: 867-767-9088 ext 31181

Commercial Vehicle Registration and Permits

Phone: 1-877-737-7786.
24/7 Permit Centre: 1-866-225-3505
Fax to 1-877-795-4405
Website: www.idmv.dot.gov.nt.ca
Email: permits@shockware.com

Other Federal, Provincial and Municipal Agencies

Canada Government Services

Website: www.canada.ca
General enquiries: 1-800-622-6232
TTY: 1-800-926-9105

The World Trade Centre

Business Info Centre
219 Provencher Blvd., 3rd Floor
Winnipeg, MB R2H0G4
Phone: 204-984-2272 / +1-800-665-2019
Website: www.wtcwinnipeg.com/bic/
Email: cbn@wtcwinnipeg.com

Manitoba Business Gateway

St. Vital

1005 St. Mary's Rd.
Winnipeg, MB R2M 3S4
Website: www.manitoba.ca/business
Email: BilingualBusinessGateway@gov.mb.ca

St. Boniface

100 - 614 Des Meurons St.
Winnipeg, MB R2H 2P9
TollFree: 1-866-267-6114
Website: www.manitoba.ca/business
Email: BilingualBusinessGateway@gov.mb.ca

Brandon

340-9th Street
Brandon, Manitoba
Phone: 204-726-6006
Fax: 204-726-6026
Website: www.manitoba.ca/business
Email: BusinessGatewayBrandon@gov.mb.ca

Dauphin

135A 2nd Ave. NE,
Dauphin, MB R7N 0Z6
Toll Free: 1-866-332-5072
Website: www.manitoba.ca/business
Email: BilingualBusinessGateway@gov.mb.ca

Notre Dame de Lourdes

51 Rogers St.
Notre Dame de Lourdes, MB R0G 1M0
Toll Free: 1-866-267-6114 Website: www.manitoba.ca/business
Email: BilingualBusinessGateway@gov.mb.ca

St-Pierre-Jolys

427 Sabourin Street
St-Pierre-Jolys, MB R0A 1V0
Toll Free: 1-866-267-6114 Website: www.manitoba.ca/business
Email: BilingualBusinessGateway@gov.mb.ca

Canada Revenue Agency

Winnipeg Tax Centre

66 Stapon Road
Winnipeg, MB R3C 3M2
Toll Free: 1-800-959-5525 (Businesses and self-employed individuals)
Fax: 204-984-5164
Website: www.cra-arc.gc.ca

Brandon Tax Services Office

210 - 153 11th Street
Brandon, MB R7A 7K6
Fax: 204-726-7868

Manitoba Growth, Enterprise and Trade Labour Programs

Manitoba Labour Board

Phone: 204-945-3783
Toll Free: 1-800-821-4307
Website: www.gov.mb.ca/labour
Email: mlb@gov.mb.ca

Workplace Safety and Health

Phone: 204-945-3446
Toll Free: 1-866-888-8186
After hours: 204-945-0581
Email: wshcompl@gov.mb.ca

Employment Standards

Phone: 204-945-3352
Toll Free: 1-800-821-4307
Email: employmentstandards@gov.mb.ca

Workers Compensation Board of Manitoba

333 Broadway
Winnipeg, MB R3C4W3
Phone: 204-954-4321
Toll Free within Canada and the United States: 1-855-954-4321
Website: www.wcb.mb.ca
Email: wcb@wcb.mb.ca

Queen's Printer

Statutory Publications

10th floor - 155 Carlton Street,
Winnipeg, Manitoba R3C 3H8
Phone: 204-945-3103
Toll Free (Manitoba only): 1-800-321-1203
Fax: 204-945-7172
Website: www.gov.mb.ca/queensprinter
Email: queensprinter@gov.mb.ca

Manitoba Gazette

General Office: 204-945-3103
Toll Free (in Manitoba only): 1-800-321-1203
Fax: 204-945-7172
Email: mbgazette@gov.mb.ca

Companies Office

Business and Corporate Inquiries and Feedback

Address: 1010-405 Broadway
Winnipeg, MB R3C 3L6
Phone: 204-945-2500
Toll Free: 1-888-246-8353 (in Manitoba)
Fax: 204-945-1459
Website: www.companiesoffice.gov.mb.ca
Email: companies@gov.mb.ca

Commissioner For Oaths/Notary Public

Appointments, Renewals and Authentications
Address: 1034-405 Broadway
Winnipeg, MB R3C 3L6
Phone: 204-945-2654
Toll Free: 1-866-323-4249 (in Manitoba)
Fax: 204-945-1459
Email: comforoath@gov.mb.ca

Manitoba Business Links

One Business, One Number
Address: 1130-259 Portage Avenue
Winnipeg, MB R3B 3P4
Phone: 204-945-0514
Toll Free: 1-866-205-1657 (in Manitoba)
Fax: 204-957-1793
Email: onenumber@gov.mb.ca

Manitoba Finance

Taxation Division (Winnipeg Office)

101 - 401 York Avenue
Winnipeg, MB R3C 0P8
Phone: 204-945-6444
Manitoba Toll Free 1-800-564-9789
Fax: 204-948-2087
Website: www.gov.mb.ca/finance/
Email: MBTax@gov.mb.ca

General Office and Refund Claims

Phone: 204-945-6444
Manitoba Toll Free 1-800-564-9789
Fax: 204-948-2087

Tax Inquiries and Interpretations

Phone: 204-945-5603
Manitoba Toll Free 1-800-782-0318
Fax: 204-945-0896
Email: MBTax@gov.mb.ca

Westman Regional Office

Taxation Division
314, 340 - 9th Street
Brandon, MB R7A 6C2
Fax: 204-726-6763

United States Department of Transportation

www.transportation.gov
Info Line: 1-800-832-5660

Federal Motor Carrier Safety

Administration (FMCSA)

1200 New Jersey Ave. SE
Washington, DC 20590
Phone: 1-800-832-5660
Website: www.fmcsa.dot.gov

Minnesota Office
395 John Ireland Blvd.
St. Paul, MN 55101
Phone: (651) 215-6330

North Dakota Office
4503 N Coleman Street, Suite 204
Bismark, ND 58503
Phone: (701) 250-4346

National Highway Traffic Safety

Administration (NHTSA)

1200 New Jersey Avenue, SE
Washington, DC 20590
Phone: 1-888-327-4236
Website: www.nhtsa.gov

United States Custom and Border Protection

Website: www.cbp.gov
CBP Info Centre: 1-877-227-5511 or (202) 325-8000
(outside U.S.)

Minnesota
41059 State Hwy 313
Warroad, MN 56763-9411
Phone: (218) 386-2796
Fax: (218) 386-2854

North Dakota
10980 Interstate 29
Pembina, ND 58271
Phone: (701) 825-6551 ext. 297

Appendix C: Acts and Regulations Applicable to Carriers in Manitoba

A brief list of relevant transportation legislation is provided below. You may wish to consult the Manitoba Laws website for a more complete list (<http://web2.gov.mb.ca/laws/index.php>)

Provincial Legislation:

Name of Act or Regulation	Weblink
The Highway Traffic Act	http://web2.gov.mb.ca/laws/statutes/ccsm/h060e.php
SafetyFitness Criteria and Certificates Regulation	http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=93/2015
Drivers Hours of Service Regulation	http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=72/2007
Driver's Licence Regulation	http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=180/2000
Drivers and Vehicles Act	http://web2.gov.mb.ca/laws/statutes/ccsm/d104e.php
Commercial Vehicle Trip Inspection Regulation	http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=95/2008
Periodic Mandatory Vehicle Inspection Regulation	http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=76/94
Cargo Securement Regulation	http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=37/2005
Vehicle Weights and Dimensions on Classes of Highways Regulation	http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=155/18

Federal Legislation:

Name of Act or Regulation	Weblink
The Motor Vehicle Transport Act	http://laws-lois.justice.gc.ca/eng/acts/M-12.01/
Commercial Vehicle Drivers Hours of Service Regulation	http://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-313/index.html
Motor Carrier Safety Fitness Certificates Regulation	http://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-180/index.html
The Transportation of Dangerous Goods Control Act	http://laws-lois.justice.gc.ca/eng/acts/T-19.01/page-1.html
Transportation of Dangerous Goods Regulations	http://www.tc.gc.ca/eng/tdg/clear-tofc-211.htm

Appendix D: Safety Plan

SAFETY PLAN

CARRIER:

DATE:

Approved: ☐

Date: _____

Name: _____
Manager, Motor Carrier Investigations Branch

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Safety Plan

Purpose

This safety plan applies to Manitoba carriers and their employees operating regulated vehicles that are trucks, tractors or trailers, or a combination of these vehicles, which have a registered gross vehicle weight or actual weight of 4,500 kilograms or more or a passenger carrying vehicle designed to carry 11 or more persons including the driver.

Objective

To educate & promote carrier compliance and adherence to safety policies, regulations and laws pertaining to the transportation of people and goods.

Authorized Driver

Authorized drivers include all employees that are permitted to operate regulated vehicles registered to the carrier. Authorized drivers include:

- Managers/Owners who drive
- Part-time or occasional drivers
- Company mechanics who test drive vehicles and/or drive part-time
- Safety staff who train and test drive drivers
- Lease/owner operators who have their vehicles registered to the carrier
- Contractors who have their vehicles registered to the carrier
- Volunteers and anyone else authorized to operate a carrier's vehicles

Driver Records

The carrier will keep driver records for every person authorized to operate regulated vehicles, including owners and management. These records will include the following:

Regulated Driver Qualification Records

- A driver's abstract (not older than 30 days) prior to hiring and every 12 months thereafter
- An annual driver fitness review within 30 days of the driver's abstract date to determine the driver's continued fitness upon 12 months of employment
- A record of conviction disclosure by the driver, within 30 days of the conviction date, including personal vehicles
- A record of accident disclosure by the driver, within 30 days of the accident date, including personal vehicles
- A copy of any training certificates issued to the driver for the period starting on the date the training certificate is issued and continuing until 2 years after it expires
(Example: *Transportation of Dangerous Goods Regulations Certification under the Transportation of Dangerous Goods Act of 1992 – Part 6.6*)

Recommended Driver Qualification Records

- A copy of the driver's valid driver license, including all documents deemed to be part of the driver's licence
- A Driver's License Disclosure Form
- A copy of the driver's employment application (signed and dated)
- If available, a driver's resume and any certificates/awards/accomplishments prior to hiring
- A road and/or written test evaluation document
- The driver's employment history for 3 years prior to hiring
- A record of all training undertaken by the driver related to the operation of a regulated vehicle and compliance safety, laws and regulations after hiring
- A record of any administrative penalties imposed on the driver

Regulated Accident & Convictions Reports

- The carrier will maintain a written record of all authorized driver's accidents and convictions
- Each record will identify the driver, date and circumstances of the incident

Recommended Accident & Convictions Reports

- The carrier will keep accident/conviction records separate from the notations on the driver's profile
- The carrier has a policy regarding corrective actions/discipline and preventative measures relating to incidents
- The carrier will review all accident/conviction reports for possible trends and/or preventative measures

Record Retention

The carrier will keep all driver files at the principal place of business in Manitoba. These records will be:

- Retained for 2 years from the date they are created, established or received
- Available for inspection by a Peace Officer during the carrier's regular business hours

Hours of Service

Drivers of regulated vehicles are limited to the number of hours they may work. Hours of service regulations define maximum times and minimum off-duty times for drivers of commercial vehicles (both truck and bus) in Canada. In Manitoba, the federal and/or provincial hours of service regulations apply to carriers who are required to hold a Safety Fitness Certificate including:

- Truck, tractor, trailer or any combination of them that has a registered gross vehicle weight in excess of 4,500 kg or a bus that is designed to carry 11 or more persons including the driver.

Provincial Driver's Hours of Service Regulations MR 72/2007 applies to intra-provincial carriers that have never crossed a provincial, territorial or international border.

Federal Commercial Vehicle Driver's Hours of Service Regulations SOR/2005-313 applies to extra-provincial carriers that have crossed a provincial border at least once.

Hours of Service Exemption

Intra-provincial Hours of Service Regulation MR 72/2007 does not apply to the following vehicles:

- A vehicle used solely for personal transportation
- A limited-use regulated vehicle with a registered gross vehicle weight less than 6,800 kg and is not operated outside of Manitoba
- A farm truck that is registered in the farm trucks registration category
- A municipal transit bus
- A bus that is not a school bus and not used to transport passengers for compensation
- An emergency vehicle
- A hearse
- A Manitoba Hydro utility repair vehicle

Hours of Service Records

Records of the daily driving and other work activities must be recorded in a prescribed format. Records must be maintained and made available to a Peace Officer or Inspector upon request.

Hours of Service Guidelines – The Basic Rules

Day = 24-hour period; one log page

Core Rest = 8 consecutive hours of rest

Workshift = time between 2 Core rests

On-Duty Time

- Any work for any motor carrier/responsible for load and/or vehicle
- Waiting for loading/unloading/inspection/servicing/repairs/fueling
- Travelling in commercial vehicle when not in sleeper berth

Must Not Drive after accumulating

- 13 hours driving / 14 hours on-duty in a DAY
- 13 hours driving / 14 hours on-duty in a WORKSHIFT
- 16 total elapsed hours from beginning of WORKSHIFT

Mandatory Rest = 10 hours per DAY

- At least 8 consecutive hours (Core rest)
- 2 more hours must be taken in blocks ≥ 30 minutes

Cycle 1 (must declare on log)

- Max 70 hours on-duty in any 7-day period
- 24 consecutive hours off-duty in previous 14 days
- 36 consecutive hours off-duty to reset

Cycle 2 (must declare on log)

- Max 120 hours on-duty in any 14-day period
- 24 consecutive hours off-duty before completing 70th on-duty hour
- 72 consecutive hours off-duty to reset

Split Sleeper Berth Single Driver

- 2 SB periods, each ≥ 2 hours, total ≥ 10 hours
- Total driving, on-duty and elapsed time on both sides of each SB period $\leq 13, 14$ and 16 hours

Split Sleeper Berth Team Drivers

- 2 SB periods, each ≥ 4 hours; total ≥ 8 hours
- Total rest ≥ 10 hours each day
- Total driving, on-duty and elapsed time on both sides of each SB period $\leq 13, 14$, and 16 hours

Requirement to Fill Out a Daily Log

A motor carrier shall require every driver to fill out a daily log that accounts for all of the driver's on-duty time and off-duty time for that day. The following information provides a brief summary for what must be included in a daily log.

At the beginning of each day, a motor carrier shall require that a driver legibly, and the driver shall enter legibly, the following information in a daily log, using the grid in the form as set out in Schedule 2:

- Date, start time (if different from midnight), name of driver, name of co-driver (*if applicable*)
- Driving cycle
- Licence plate and/or unit numbers
- Odometer reading
- Names and addresses of home terminal and principal place of business
- In the remarks section, if the driver was not required to keep a daily log before the beginning of the day, the off-duty and on-duty hours accumulated by the driver for each day during the previous 14 days.
- If applicable, declare deferral in the remarks section indicating day 1 or day 2 of the deferral

The following information as it becomes known:

- Beginning and ending time of each duty status
- Name of municipality or legal subdivision, province, state where a change of duty status occurs
- Total number of hours of each period of duty status (must equal 24 hours)
- Names and addresses of any other motor carriers the driver has been employed or otherwise engaged during the day

At the End of the Day:

- Total hours for each duty status
- Total distance driven by the driver that day, excluding personal use
Note: During personal use of a vehicle, no trailer may be hooked to the power unit
- Ending odometer reading
- Sign the log attesting to the accuracy of the information recorded in it

Off-Duty Logs Including Single and Multiple Days

Drivers, who have been off-duty for several days, may record their daily log information for multiple off-duty days on a single log book page provided that:

- The log page is fully completed with applicable/required information (e.g. driver name, addresses for home terminal and principle place of business, total hours for each duty status and total hours in the day)
- Geographical location where off-duty time began
- Cycle, start time of the day (if other than midnight), driver name/signature, etc.
- Dates of off-duty time
- The information on the log must be legible and accurate
- The days referenced as off-duty are consecutive dates
- The log page does not include information for a day that shows any duty status other than "off-duty time other than time spent in a sleeper berth"
- The days off can't be shown in the remarks section of a log completed on the first day the driver is back on-duty

Electronic Recording Device

Electronic recording devices may be used if it contains the same information as a paper daily log and the device is capable of displaying:

- Driving time and on-duty time for each day
- Total on-duty time remaining and on-duty time accumulated in the elected cycle
- Time of each duty status change
- The driver is capable, if requested by an inspector, to prepare a handwritten daily log from the information stored in the device for each day the device was used
- The device automatically records when it is disconnected and reconnected and keeps a record of the time and date of these occurrences
- Time spent in each duty status
- Hard copies of the daily log generated from the information stored in the device is signed on each page by the driver attesting to its accuracy
- The carrier provides blank daily logs forms in the commercial vehicle for the drivers use
- If the devices fails the driver must revert to paper logs

Records for Drivers Operating Within 160 Kilometers of Home Terminal

Authorized drivers are not required to prepare a daily log where **ALL** of the following are met:

Extra-provincial motor carriers:

- The driver drives, or is instructed by the motor carrier to drive a commercial vehicle, within 160 km radius of the home terminal
- The driver returns to the home terminal each day to begin a minimum of 8 consecutive hours of off-duty time
- The motor carrier maintains accurate and legible records showing, for each day, the cycle and on-duty times
- Maintains records and support documents for a minimum of 6 months
- The driver is not driving under a permit or exemption

Intra-provincial carriers:

- The driver operates, or is instructed by the motor carrier to drive a commercial vehicle, within 160 km radius of the home terminal
- The driver returns to the home terminal each day to begin a minimum of 8 consecutive hours of off-duty time
- The motor carrier makes an accurate time record showing the driver's daily on-duty time, including the time each work shift starts and ends
- Maintains the record at its chief place of business in Manitoba for a period of 6 months
- The driver is not driving under a permit or exemption

Note: Timecards are sufficient to meet this regulation requirement

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

Distribution and Keeping of Daily Logs

- A driver shall, forward the original daily log and supporting documents to the home terminal within 20 days
- The carrier shall, deposit the daily logs and supporting documents at its principal place of business within 30 days after receiving them
- Keep the daily logs and supporting documents in chronological order for each driver for at least 6 months

Monitoring Driver's Hours of Service Compliance

A motor carrier shall monitor the compliance of each driver with the hours of service regulation. A motor carrier that determines that there has been non-compliance shall take immediate remedial action and record the dates on which the non-compliance occurred and the actions taken.

Vehicle Records

A carrier must ensure that all regulated vehicles are in safe operating condition before being operated on a highway, and that no vehicle is dispatched in unsafe condition. It is recommended that the carrier establish a separate file for each vehicle. Under the National Safety Code (NSC), a carrier must maintain the following records for a minimum of two years, and for six months after the vehicle leaves the motor carrier's control.

Each regulated vehicle registered to the carrier will have a vehicle file that includes the following information:

- Records of scheduled maintenance
- Records of repair including receipts and/or work orders
- Current Periodic Mandatory Vehicle Inspection (PMVI) report
- Commercial vehicle trip inspection reports (retained for six months)
- Manufacturer recall notices
- Commercial Vehicle Safety Alliance (CVSA) inspection reports
- Records of vehicles leaving the carriers' control

Scheduled Vehicle Maintenance Program

A carrier must establish a system of preventative vehicle inspection, maintenance and repair for every regulated vehicle it operates, and keep an up-to-date maintenance and repair records for each vehicle under its control (including owner and lease operators that have their vehicles registered to the company).

As a minimum, the vehicle maintenance file must contain the following:

- Make, model, year and serial number (VIN) of the equipment
- Date and nature of every repair and maintenance activity (parts/repair invoices)
- Odometer, hubometer (if equipped), at the time of every service or repair
- Description of the type and frequency of scheduled maintenance and repairs to be undertaken on the equipment
- If owner and lease operators follow their own maintenance program, they must provide a monthly maintenance report to the carrier
- the carrier will ensure the owner or lease operator is following the maintenance and inspection program

Effective Vehicle Maintenance and Inspection Programs Includes

- manufacturer's recommended schedule for oil and filter change and chassis lubrication
- checks of all fluids, lubricants, hoses and lines
- brakes (including compressor, tractor protection system and low-air warning, adjustment)
- steering system (including pinion, pitman arm and steering lash)
- tires, wheels and lug nuts, fuel tanks and caps
- batteries, lights, horn, windshield, mirrors, instrument and emergency equipment
- visual inspection of the engine and all axle units, integrity of the frame and welds
- overall walk-around to ensure that the vehicle is in good working condition
- Commercial Vehicle Trip Inspection, Periodic Mandatory Vehicle Inspection (PMVI)

Scheduled Vehicle Maintenance and Inspection Program

The carrier must establish and maintain records of scheduled maintenance on all regulated vehicles. The carrier may consider the manufacturer's recommended maintenance schedule when determining their program. A copy of the program shall be readily accessible to employee (s) who administer the maintenance and inspection program.

Power unit(s) – Truck

- a) Service intervals are conducted by ☐ elapsed time ☐ mileage
- b) Scheduled maintenance inspection is conducted every _____
- c) Maintenance(full service including oil change) every _____

Trailer(s) and trailer converter dollies

- a) Service intervals are conducted by ☐ elapsed time ☐ mileage (*hubometer equipped*)
- b) Scheduled maintenance inspection is conducted every _____
- c) Maintenance(full service including greasing) every _____

Power unit(s) – Bus

- a) Service intervals are conducted by ☐ elapsed time ☐ mileage
- b) Scheduled maintenance inspection is conducted every _____
- c) Maintenance(full service including oil change) every _____

Maintenance Checklists

- a) The use of standardized checklists ensuresthecompany has a standardized list of components being inspected by thetechnician systematically servicing thevehicle inquestion.
- b) Use of a standardized checklist holds the technician accountable for the inspection of the items on thelistand ensures due diligence.

Owner Operator Maintenance

- a) Ensure the company collects a current periodic mandatory vehicle inspection (PMVI) from the operator before dateof hire.
- b) Each owner operator shall supply thecompany with maintenancerecords monthly - a suggestion would also include copies of supportiveinvoicing.
- c) Owner Operator maintenance policy should also include any specific requirements the company may have for servicingtheequipment.

Any component identified as being in need of repair and/or maintenance will be serviced or repaired as required. The records documenting the maintenance will be retained in the appropriate vehicle file.

Commercial Vehicle Trip Inspection

Commercial vehicle trip inspection is intended 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.

The carrier will ensure that

- the driver or other person inspects the vehicle and reports minor or major defects as required
- provide written or electronic inspection schedules that apply to the type of vehicle in use
- minor defects are repaired before the vehicles next scheduled inspection
- major defects are repaired before the vehicle is next driven on a highway
- retain the original inspection report and certification of major defect repairs for at least 6 months
- produce the inspection report to an inspector on demand

The driver will ensure that

- possess the inspection schedule that applies to the vehicle being driven
- produce the inspection schedule to an inspector on demand
- Inspect the vehicle for minor or major defects every 24 hours that the vehicle is in service
- Monitor the vehicle for defects listed in the applicable schedule while driving
- Produce to an inspector on demand the inspection reports
- no commercial vehicle is driven on a highway while the vehicle has a major defect
- Submit the inspection report to the carrier within 20 days

The person inspecting the vehicle will ensure that

- A legible written or electronic inspection report contains
 - ✓ The licence plate or unit number
 - ✓ Odometer reading (if equipped)
 - ✓ The carrier's name
 - ✓ Date and time of inspection
 - ✓ Location of inspection
 - ✓ Printed name of person who performed the inspection
 - ✓ Height and width of the vehicle and load (if applicable)
 - ✓ Minor and major defect information
 - ✓ Signature of person who performed the inspection (if other than the driver), and signature of the driver verifying the inspection
- Report major or minor defects to the carrier without delay

No person shall make or permit another person to make an inspection report, that

- Is false or misleading
- Misrepresents or fails to disclose a major or minor defect
- Is false or misrepresents when, whether or by whom the repair of a defect was completed
- Is mutilated, defaced or altered

Driver Must Monitor Vehicle While Driving

While driving a commercial vehicle, the driver must monitor its condition for defects listed in the inspection schedule that applies to that type of vehicle. If the driver notices or is made aware of defect at any time, the driver must record the defect in the inspection report and report it to the carrier.

Distribution and Retention of Commercial Vehicle Trip Inspection Reports

- The driver must give the report to the carrier within 20 days after preparing or receiving the report
- The carrier must retain the original copy, and certification of repairs for at least six months after the date was prepared
- Produce reports to an inspector on demand

Commercial Vehicle Trip Inspection Exemption

A written Commercial Vehicle Trip Inspection report is not required if:

- The vehicle is operated solely within 160 km of the place of business where the driver reports to work; **or**
- It is the only commercial vehicle (that is not a school bus) operated by the carrier, **and**
 - ✓ Its only driver is an individual
 - ✓ Who is also the carrier, or
 - ✓ Who controls the corporation that is the carrier

Recommended Disciplinary Procedures

All disciplinary actions taken by the carrier should be progressive in nature. All actions taken, including verbal warnings should be documented.

Disciplinary action may be taken with a driver for any:

- Regulatory violations identified on the Carrier Profile, driver's abstract or through internal evaluations and audits.

As appropriate, disciplinary action may include:

- verbal warning (documented)
- Written warning
- Suspension
- Termination

The process may also require corrective measures, such as retraining. For severe violations that pose a significant risk to the public safety, a carrier may take action at any stage based on the severity of the violation. Where any form of disciplinary action is taken against a driver, this action should be documented and recorded in the driver's file.

United States General Information

The following section contains basic information for operators of regulated vehicles in the United States. Operators should visit the U.S. Department of Transportation's (USDOT's) Federal Motor Carrier Safety Administration (FMSCA) website to verify this information on a regular basis as this information can change at any time.

Important: Operators must ensure that they know and understand the requirements of the jurisdictions where they are operating. The FMSCA website www.fmsca.dot.gov has an interactive map which allows operators to click on a U.S. state and obtain links to U.S. state-specific regulatory information.

In addition, the FMSCA publishes a guide called *A Motor Carrier's Guide to Improving Highway Safety*, which is available on-line. It outlines in detail regulatory requirements for operating in the U.S.

U.S. Driver Qualification Files

The file must include

- Driver's application for employment
- Inquiry to previous employers — driving record for last 3 years;
- Annual inquiry and review of driving record;
- Annual driver's certification of violations and annual review;
- Driver's road test and certificate, or the equivalent to the road test;
- Medical examiner's certificate; and
- If granted, a waiver of physical disqualification for a person with a loss or impairment of limbs as specified in § 391.49.
- Refer to § 391.51 for a complete list of required driver qualification file documents.

U.S. Drug & Alcohol Testing Program

The US Federal Motor Carrier Safety Administration (FMCSA), along with the US Department of Transportation (DOT), requires that persons subject to the commercial driver's license (CDL) requirements and their employers follow drug and alcohol testing rules. These rules include procedures for testing, frequency of tests, and substances tested for.

This applies to

- Anyone employing commercial drivers to operate commercial vehicles on public roads within the United States
- Commercial drivers who operate commercial vehicles on public roads within the United States
- Interstate carriers
- Intrastate carriers
- Federal, State, and local governments
- Civic organizations (veteran transport, boy/girl scouts, etc.)
- Faith-based organizations

U.S. Drug & Alcohol Training for Supervisors

If you operate vehicles that require a commercial driver's license on public roads within the U.S. and you have more than one employee in the company, you are required to obtain DOT supervisor training and certification as per FMCSA requirements.

Declaration of Commitment to Transportation Safety

I/we acknowledge that a facility audit may be conducted on our operations at any time to measure our compliance to regulatory requirements. Should deficiencies be identified during the audit, I/we understand that sanctions may be imposed including but not limited to, the issuance of administrative penalties and adjusted Safety Fitness Rating.

I/we certify that the information disclosed is true and accurate. I/we acknowledge that providing false or misleading information may result in the suspension or cancellation of the Safety Fitness Certificate and/or vehicle registration. I/we acknowledge that providing false or misleading information may also result in being charged with offence(s) or administrative penalty(s).

Manitoba Resident Compliance Officer

The operator of a regulated vehicle must ensure that a person who resides in Manitoba is designated in writing to be responsible for promoting compliance by the operator and the operator's employees with The Highway Traffic Act and the regulations.

Compliance Officer

Name: _____	Title: _____
Signature: _____	Phone: _____
Email: _____	Date: _____

Appendix E: Driver Licence Qualification/Driver File Forms

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

Driver File Checklist

Required Documents

- ☐ Driver Licence Disclosure (obtained at time of hire)
- ☐ Initial Driver Abstract (obtained at time of hire)
- ☐ Disclosure of convictions and accidents (two years)
- ☐ Annual Driver Abstract (obtained within 12 months of the previous abstract date)
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
- ☐ Record of Annual Driver Review (must be completed within 30 days of the driver abstract date)
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
- ☐ Copy of current, valid Dangerous Goods Training Certificate and copies of training materials, statement of experience, or other proof of training
Expiry Date: _____ Expiry Date: _____

Recommended Records

- ☐ Application for employment and reference checks
- ☐ Written test(s)
- ☐ Road test(s)

*** Attach a copy of this checklist to each Driver File.**

Driver Disclosure of Licence

Declaration

Pursuant to Section 318.1(3) of The Highway Traffic Act, I hereby declare that:

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

Name: _____ Date: _____

LicenceNumber: _____

Licence Class: _____ Province: _____

Signature: _____

Requesting a Driver Record (Abstract) from Manitoba Public Insurance

The commercial driver record includes all of the information on a driver record, plus a five-year history of convictions under:

- The Highway Traffic Act and/or The Drivers and Vehicles Act
- The Transportation of Dangerous Goods Act, 1992 (Canada)
- Transportation of Dangerous Goods Regulation
- The Dangerous Goods Handling and Transportation Act
- The Anhydrous Ammonia Handling and Transport Regulation
- Dangerous Goods Handling and Transportation Regulation
- Generator Registration and Carrier Licensing Regulation
- The Manifest Regulation
- Drivers Hours of Service Regulation
- Periodic Mandatory Vehicle Inspection Regulation
- Securement of Vehicle Loads Regulation
- Vehicle Weights and Dimensions on Classes of Highways Regulation
- Commercial Motor Vehicle and Trailer Trip Inspection Regulation
- National Safety Code Hours of Service Suspensions

To download a form or to find an MPI location, visit:

<http://www.mpi.mb.ca/en/DL/DL/Records/Pages/drv-records.aspx>

Driver Disclosure of Convictions and At-Fault Traffic Accidents

I hereby declare that the following is a true and complete list of convictions and accidents required to be reported under the Highway Traffic Act, Sec 318.1(3).

Date	Incident	Location	Type of Vehicle Operated

Driver Name: _____ Date: _____

Driver Signature: _____

I hereby certify that I have not had any convictions (other than parking and mobile or intersection photo enforcement convictions) or accidents required to be reported under the Highway Traffic Act, Sec 318.1(3) that have occurred while operating any motor vehicle in the previous 12 months.

Driver Name: _____ Date: _____

Driver Signature: _____

Annual Review of Driving Record

In accordance with Section 318.6(1) or 318.6(2) of The Highway Traffic Act, I have reviewed the driver record of:

Name: _____

Licence #: _____

Upon review of the driver record (abstract), I find that:

_____ meets the minimum qualifications for safe driving

Driver Name

_____ does not meet the minimum qualifications for safe driving

Driver Name

If the driver does not meet the minimum qualifications, explain why:

Action taken

Reviewed by _____

Name and Title

Date of review _____

Reviewer Signature _____

Driver Signature _____

Appendix F: Vehicle Maintenance Record Forms

The following forms may be used to help carriers and drivers keep vehicle maintenance records.

Vehicle Maintenance Record Requirements Checklist

- ☐ Certificate of Periodic Mandatory Vehicle Inspections (PMVI)
- ☐ Scheduled maintenance and repairs
- ☐ Manufacturer recalls (and action taken)
- ☐ Commercial vehicle inspection reports
- ☐ Commercial Vehicle Safety Alliance (CVSA) inspection reports

*** Attach a copy of this checklist to each vehicle file**

Vehicle MaintenanceForm

(To track scheduled maintenance and vehicle repairs)

Report date: _____, 20____

Vehicle Information	Plate #	Unit #	Make	Year	Serial #

[illegible]

Name of person completing this report:

(Print name)

(Signature)

*** Attach applicable workorders/invoices**

SAMPLE TRIP INSPECTION REPORT

Operator's Name: _____

Time of Inspection: _____ Date: _____

Location of Inspection: _____

Plate Number(s): _____

Odometer Reading (for power units): _____

Height of Load: _____ Width of Load: _____

Inspection Item	Minor Defect	Major Defect		Minor Defect	Major Defect
General			Air Brake System		
Cab			Tires		
Driver Controls			Wheels, Hubs, Fasteners		
Heater/Defroster			Suspension System		
Horn			Coupling Devices		
Steering			Lamps/Reflectors		
Driver Seat			Dangerous Goods		
Glass and Mirrors			Exhaust System		
Windshield Wiper/Washer			Frame and Cargo Body		
Emergency Equipment & Safety Devices			Cargo Securement		
Fuel Systems			Electric Brakes		

Minor/Major defects not above: _____

Defects en route: _____

☐ No defects found

I declare that the vehicle shown as above has been inspected in accordance with the applicable requirements of Schedule 1 (Truck/ Truck Tractor/ Trailer)

Inspector/Driver's Name (print): _____

Inspector/Driver's Signature: _____

Driver's Signature: _____

Daily Inspection of Trucks, 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.**

Air Brake System	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
Cab	Doors open properly and close securely
Cargo Securement	Load properly covered and/or secured; devices and attachment points adequate strength and undamaged
Coupling Devices	Present, undamaged, secure and operational
Dangerous Goods	All requirements met
Driver Controls	Pedals, clutch, gauges, audible and visual indicators and instruments all functioning properly
Driver Seat	Undamaged, holds set position, seat belt functional
Electric Brake System	No loose wiring/connections; brake and breakaway device operational
Emergency Equipment and Safety Devices	Present, operational and undamaged
Exhaust System	No leaks
Frame and Cargo Body	All components and fasteners secure and undamaged
Fuel System	Cap and tank are secure; no leaks or drips
Glass and Mirrors	No cracks, chips, breaks, damage or misalignment such that driver does not have required view; securely attached to vehicle body
Heater/Defroster	Operational; windshield view unobstructed
Horn	Operational

Hydraulic Brake System	No fluid leaks; park brake, vacuum/hydraulic/power assist, electric motor (brake assist) and warning devices all operational; no pedal fade
Lamps and Reflectors	Lamps functional when required; reflectors present and undamaged
Steering	Steering Wheel free play is within stated limits
Suspension System	No air leaks or deflated air bags; all components and fasteners secure and undamaged
Tires	No leaks; adequate tread and inflation; no sidewall damage or exposed cords; no contact with other tires or vehicle components
Vehicle in General	No damage or deterioration that may affect safe operation
Wheels, Hubs, and Fasteners	Present, secure, undamaged; adequate hub oil; no leaking seals
Windshield Wiper and Washer	Operational; blades undamaged; adequately clear driver's field of vision

Daily Inspection of Motorcoaches, Other Buses and Attached Trailers

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.**

Accessibility Devices	Equipment, interlock systems and alarms operational
Air Brake System	No air leaks; pressure build-up rate and pushrod travel within stated limits; service/parking/emergency brake and low air warning device operational
Cargo Securement	Load properly covered and/or secured; devices and attachment points adequate strength and undamaged
Coupling Devices	Present, undamaged, secure and operational
Dangerous Goods	All requirements met
Doors, Windows and Emergency Devices	Open properly and close securely; alarms operational
Driver Controls	Pedals, clutch, gauges, audible and visual indicators and instruments all functioning properly
Driver Seat	Undamaged, holds set position, seat belt functional
Electric Brake System	No loose wiring/connections; breakaway device and brake operational
Emergency Equipment and Safety Devices	Present, operational and undamaged
Exhaust System	No leaks
Exterior Body and Frame	All components and fasteners secure and undamaged; no visible shifting, cracks, collapsing or sagging frame
Fuel System	Cap and tank are secure; no leaks or drips
Glass and Mirrors	No cracks, chips, breaks, damage or misalignment such that driver does not have required view; securely attached to vehicle body
Heater/Defroster	Operational, windshield view unobstructed

Horn	Operational
Hydraulic Brake System	No fluid leaks; park brake, vacuum/hydraulic/power assist, electric motor (brake assist) and warning devices all operational, no pedal fade
Lamps and Reflectors	All lamps functional when required; reflectors present and undamaged
Passenger Compartment	No damage to steps, floor, seats, overhead luggage racks or compartments or stanchion padding; passenger and/or mobility device restraints operational
Steering	Steering wheel free play within stated limits
Suspension System	No air leaks or deflated air bags; all components and fasteners secure and undamaged
Tires	No leaks; adequate tread and inflation; no sidewall damage or exposed cords; no contact with other tires or vehicle components
Vehicle in General	No damage or deterioration that may affect safe operation
Wheels, Hubs and	Present, secure and undamaged, adequate hub oil; no leaking seals
Windshield Wiper and Washer	Operational; blades undamaged; adequately clear driver's field of vision

30-day/12,000 km Inspection for Motorcoaches equipped with air ridesuspension, airbrakes and automatic brake adjusters

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.

Air Brake System	No audible air leaks; no fluid leaks, pushrod stroke, disc brake pad to rotor clearance and wedge brake shoe movement all within acceptable limits; all components and fasteners secure, undamaged and operational; spring brake and service/park/emergency brakes operational
Exhaust System	No leaks; components are secure and undamaged
Frame and Underbody	All members, fasteners and components secure and undamaged
Fuel System	No leaks; all components secure and undamaged
Steering	All components secure and undamaged; adequate fluid
Suspension System	All components secure, undamaged and operational
Tires	Adequate tread and inflation; no tread or sidewall damage; no retreads on front axle
Wheels and Fasteners	All components and fasteners present, secure and undamaged

Appendix G: Accident Report Form

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 _____

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 to other vehicle? Yes ☐ No ☐
Damage to your cargo? Yes ☐ No ☐ Extent of damage _____

ROADWAY PARTICULARS (Check Appropriate Boxes)

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

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

REMINDERS

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

Report Received by: _____ Title: _____
Date: _____ Time: _____

Appendix H: Driver Licence Class System

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**

Effective January 01, 2003, Manitoba introduced Full Graduated Driver Licensing (GDL) program. 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 zero blood alcohol content (BAC) for the first 36 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 in the Authorized Instruction Stage. A driver who has an Authorized Instruction in Class 5 or 6 is a learner driver, but not part of the Graduated Driver 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. If the driver is Zero BAC restricted for the Class 5, the Zero BAC will apply when operating Classes 1-4. 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.

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 a minimum 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 a minimum Class 5F with Authorized Instruction in Class 1
- 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 five years to age 45
- every three years to age 64
- annually age 65 and over

And must continue to meet prescribed vision standards.

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 in excess of 36 passengers.

A **Class 2F Licence** permits the holder to operate Class 2 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 2A licence, the applicant must:

- hold a minimum 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 a minimum Class 5F with a minimum Authorized Instruction in Class 2
- 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 five years to age 45
- every three years to age 64
- annually age 65 and over

And must continue to meet prescribed vision standards.

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 or a Class 5 Vehicle, other than a truck and a towed vehicle with a GVW of more than 4,540 kgs.

A **Class 3F Licence** permits the holder to operate Class 3 vehicles or combinations of 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 3A licence, the applicant must:

- hold a minimum 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 a minimum Class 5F with a minimum Authorized Instruction in Class 3
- 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 five years to age 45
- every three 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/an:

- taxi
- ambulance or other emergency vehicle
- bus* with a seating capacity not exceeding 24 passengers
- school bus** with a seating capacity not exceeding 36 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 a minimum 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 and obtain a Class 4F licence, the applicant must:

- hold a minimum Class 5F with a minimum Authorized Instruction in Class 4
- successfully complete a road test in a Class 4 vehicle, including a pre-trip inspection of the vehicle (and air brake system, if applicable)

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

- every five years to age 45
- every three years to age 64
- annually age 65 and over

And must continue to meet prescribed vision standards.

Class 5

A Class 5 Vehicle is a:

- passenger vehicle other than a bus or taxicab
- truck with two axles
- any combination of vehicles consisting of a passenger vehicle or 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
- drive a bus with no passengers

A Class 5F licence holder:

- must continue to maintain zero blood alcohol content for the first 36 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

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.

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) A medical report must be submitted when requested.

A Class 5L licence holder must:

- serve a minimum nine months in the learner stage
- 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)
- not tow vehicles
- not operate a Class 3 vehicle registered as a farm truck
- not operate an off-road vehicle on or across a highway
- 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
- serve 15 months in the Intermediate Stage
- maintain zero blood alcohol content when driving
- from 5 a.m. to midnight, may carry one passenger in the front seat and up to the number of functioning seatbelts in the back seat(s)
- from midnight to 5a.m., either one passenger, or when accompanied by a qualified supervising driver in the front seat, may have additional passengers up to the number of functioning seatbelts in the back seat(s)

A Class 5I licence holder:

- may operate a Class 5 vehicle
- may operate a Class 3 vehicle registered as a farm truck
- may tow another vehicle
- may apply for Authorized Instruction in Classes 1-4, if 18 years old
- may operate a bus with no passengers
- may operate off-road vehicles along or across a highway

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
- maintain zero blood alcohol content when driving

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. The licence holder must maintain zero blood alcohol content for 36 months.

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

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.

** 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.*

For more information, contact **Driver Licensing Office**.

Driver Testing and Vehicle Licensing

Scheduling your knowledge or road test

• All knowledge and road tests are by appointment only. Visit any Autopac agent* to pay for your test and to schedule your test appointment.

**For a list of Autopac agents, visit mpi.mb.ca.*

Test locations

Winnipeg

- 15 Barnes Street (at Bison Drive)
- 125 King Edward Street East
- 40 Lexington Park (at Gateway Road)
- 1284 Main Street
- 1103 Pacific Avenue
- 420 Pembina Highway
- 930 St. Mary's Road (French Language Services available)

Outside Winnipeg

- Arborg | 323 Sunset Boulevard
- Beausejour | 848 Park Avenue
- Brandon | 731 1st Street
- Dauphin | 217 Industrial Road
- Portage la Prairie | 2007 Saskatchewan Avenue West
- Selkirk | 1008 Manitoba Avenue
- Steinbach | 91 North Front Drive (French Language Services available)
- The Pas | 424 Fischer Avenue
- Thompson | 53 Commercial Place
- Winkler | 355 Boundary Trail

Driver Fitness Contacts

Driver Fitness

Medical Compliance and
Assessments Phone: 204-985-
1900
Toll Free: 1-866-617-6676

Alcohol and Drug
Phone: 204-985-7694
Toll Free: 1-866-323-0546

Driver Improvement and Control Program
Phone: 204-985-1989
Toll Free: 1-866-323-0545

Driver Records

Phone: 204-985-0980

Toll Free: 1-866-323-0543

Medical Reciprocity

Canada-United States Medical Reciprocity and Code W

Canadian drivers holding a valid Canadian commercial licence are not required to hold a United States (U.S.) DOT medical examiner's certificate. Medical fitness is addressed through the Canadian commercial licensing process.

The Canada-U.S. Medical Reciprocity agreement resulted from discussions between Transport Canada and the United States Federal Highway Administration. Its purpose is to achieve reciprocity between the two nations on medical fitness for operators of commercial motor vehicles.

Under the agreement, Canada-United States medical reciprocity is extended to all drivers, with the following four exceptions:

1. Class 1, 2, 3, drivers with insulin dependent diabetes
2. Class 1 and 3 drivers who do not meet Manitoba's minimum hearing requirements to transport dangerous goods
3. Class 1, 2, 3 drivers operating under a medical waiver or who are operating under medical grandfather rights
4. Class 1, 2, 3 drivers who have been diagnosed with epilepsy

The driver's licence restriction 'W - Commercial Class-Canada only' applies to Class 1, 2 and 3 commercial drivers, who are precluded from operating commercial vehicles in the United States under the Canada-United States Medical Reciprocity Agreement.

Commercial drivers with this restriction may continue to operate commercial vehicles in Canada.

Appendix I: HOS Time Record Forms

Extra-Provincial (Federal) Motor Carriers - Driver's Hours of Service Time Record

(For use by motor carriers that operate outside of Manitoba)

Carrier Name: _____

DriverName: _____

Month: _____

Elected Cycle: ☐ Cycle 1 ☐ Cycle 2

Date	On-Duty Start Time	On-Duty End Time	Remarks

NOTE: You must record the following items in the remarks section:

1. Deferral of Off-Duty Time (48-hour averaging)
2. When driving time is extended and the off-duty time is reduced because of an unforeseen adverse driving condition or an emergency
3. When a CMV is used for personal use (odometer readings required)

Intra-Provincial Motor Carriers - Driver's Hours of Service Time Record

(For use by motor carriers that operate within Manitoba)

Carrier Name: _____

DriverName: _____

Month: _____

[illegible]

Appendix J: Record Keeping at a Glance

Required Records	When to Get Them	Retention Period
Recommended Records *		

Driver Qualification Records:

HTA Sec. 318.1(3)	Driver licence disclosure	At time of hire	2 years
HTA Sec. 318.6(1)	Initial driver Abstract	At time of hire	2 years
HTA Sec. 318.6(2)	Annual Driver abstract	At time of hire; every 12 months thereafter	2 years
HTA Sec. 318.6(2)	Annual driver review	Every 12 months	2 years
HTA Sec. 318.1(3)	Driving incident records (includes all accident/conviction tickets, , CVSA inspections, training records/certificates and any disciplinary action taken)	Without delay	2 years
TDG Regulations SOR/2001-286 Sec 6.6	Transportation of Dangerous Goods training certificate (if applicable)	At time of hire or when certified	2 years after expiry
*	Employment application and signed company policy *	At time of hire	Term of employment
*	Written/road test *	At time of hire	Term of employment
*	Accident report *	Without delay	2 years
*	Pictures, notes, statements *	Without delay	2 years

Hours of Service Records: SOR 2005-313 and/or MR 72/2007





Sec .82(1)	Drivers daily logs	Within 20 days	6 months
Sec. 99(1)	Support documents (may include time-stamped fuel receipts, bills of lading and shipping documents, accommodation and meal receipts, toll receipts, permit and other relevant records)	Within 20 days	6 months
Sec. 81(2)	Accurate time records when exempt from completing a daily log	Within 20 days	6 months

Vehicle Records:

HTA Sec. 318.7(3)	Scheduled maintenance	On completion	2 years
HTA Sec. 318.7(3)	Repair/receipts	On completion	2 years
MR 76/94, Sec. 3(5)	Periodic Mandatory Vehicle Inspection (PMVI) certificate	On completion	Current until next inspection
MR 95/2008, Sec. 12(1)	Commercial Vehicle Trip Inspection reports	Within 20 days	6 months
HTA Sec. 318.7(2)	Manufacturer recall notices	Upon notification	2 years
HTA Sec. 318.7(1)	Commercial Vehicle Safety Alliance (CVSA)	On completion	2 years
NSC Standard 11, Part "A" Sec. 1(c)	Vehicles leaving the carrier's control	Upon sale/settlement	6 months




Important Notice: This document is for guidance only. If there is any conflict between this document and the Highway Traffic Act and Regulations, the latter shall apply. Record keeping retention is legislated in MR 119/2014.

Appendix K: Vehicle Reference Sheet

HEAVY TRUCKS with GVWR ≥4500 kg									
Regulated Vehicles	Driver & Vehicle Act Defined Usage	Plate Class	PMVI	SFC	HOS	Trip Insp	Vehicle ID	Audit	CPS
	Manitoba Regulation		76/94	93/2015	72/2007	95/2008	HTA 314(2) 31/2019		HTA 322(1)
	NSC Standard		#11	#14	#9	#13		#15	#7
 Personal ≥4500 kg	Registered to individual solely for personal use; not more than 4 days/month for business use.	A5	12 months	✗	✗	✗	>6800 kgs	✗	✗
 Limited Use (LU) CT ≥4500 to <6800 kg	Transports Goods on the qualified cargo list or operates within the specified Radius	C5	12 months	✓	✗	✗	✗	✗	✓
 Limited Use (LU) CT ≥ 6800 kg	Transports Goods on the qualified cargo list or operates within the specified Radius	C5	12 months	✓	✓	✓	✓	✓	✓
 CT weights ≥ 4500 kg	Goods belonging to someone else for compensation anywhere inside or outside of Manitoba or Goods belonging to carrier for own business anywhere inside or outside Manitoba "see example below"	C1	12 months	✓	✓	✓	✓	✓	✓

EXAMPLES OF COMMERCIAL/BUSINESS USE* tools of trade, lawn care products, construction materials, delivery of groceries or furniture, Permanently Mounted Apparatus (PMA), waste, sand & gravel, tow truck, fishing/logging/lumber products, petroleum/chemical truck, First Nation

PASSENGER VEHICLES with seating capacity of ≥ 11 persons

 Bus/School bus	Students to and from school and school related activities	AR	6 months	✓	✓	✓	✓	✓	✓
 Regulated passenger vehicle (Intra-Provincial)	Passengers of church, charity, club, colony, non-profit, u-drive passenger vehicle, etc. (Not For Compensation)	AR	12 months & U-Drive 6 months	✓	✗	✗	✓	✓	✓
(Extra-Provincial)				✓	✓	✓	✓	✓	✓
 Commercial Bus	Passengers for compensation, example: charter, tour or party bus	AR	Every 6 months	✓	✓	✓	✓	✓	✓

Appendix L: Transportation Safety Consultants

NOTE: This list is for the purpose of identifying consultants who offer services to the transportation industry; and have requested the department include their name on this list. Carriers are free to propose a consultant not on this list. When this occurs, the department will ensure the consultant has a complete understanding of the department's requirements and expectations.

Transportation Safety Consultants	Training Services	Legal Weights & Dimensions	Cargo Securement	Commercial Vehicle Trip Inspection	Provincial Hours of Service (intra-provincial)	Federal Hours of Service (extra-provincial)	United States Hours of Service	Training Methods	In-House (office of the consultant)	On-Site (office of the carrier)	On-Line (computer)	Safety & Compliance Services	Safety & Maintenance Plan Development	Action Plan Development	Driver Qualification File Development	Vehicle Maintenance File Development	Employee Training on NSC Requirements	General Hours of Service Audits	Forensic Hours of Service Audits (time over distance, fuel, support documents)	Hours of Service Audit Violation Reports	Scheduled Third Party Hours of Service Audits
Compliance Solutions Inc. 20-360 Keewatin St Winnipeg MB R2X 2Y3 Phone: 204-694-2566 Fax: 204-633-0044 Email: info@compliancesolutions.ca Website: www.compliancesolutions.ca			✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
GL Transport Consulting Inc. 170A Dubois Place Winnipeg MB R3V 1N1 Phone: 431-887-4047 Fax: Email: rick.geller@gltransportconsulting.com Tim.lucko@gltransportconsulting.com Website :				✓	✓	✓	✓		✓	✓			✓	✓	✓	✓					✓
Nichol Commercial Licensing Inc. 114 Regent Ave West Winnipeg MB R2C 1P9 Phone: 204-777-6700 Fax: 204-224-5655 Email: lnichol@nclnet.ca Website: www.nclnet.ca		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Nadm Inc. P.O. Box 514, 100 River St Sunderland ON L0C 1H0 Phone: 705-357-3733 Fax: 705-357-1922 Email: nadm@sympatico.ca Website:		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓

Transportation Safety Consultants	Training Services	Legal Weights & Dimensions	Cargo Securement	Commercial Vehicle Trip Inspection	Provincial Hours of Service (intra-provincial)	Federal Hours of Service (extra-provincial)	United States Hours of Service	Training Methods	In-House (office of the consultant)	On-Site (office of the carrier)	On-Line (computer)	Safety & Compliance Services	Safety & Maintenance Plan Development	Action Plan Development	Driver Qualification File Development	Vehicle Maintenance File Development	Employee Training on NSC Requirements	General Hours of Service Audits	Forensic Hours of Service Audits (time over distance, fuel, support documents)	Hours of Service Audit Violation Reports	Scheduled Third Party Hours of Service Audits
		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
			✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
Rapide Safety Solutions Inc.	205 Advance Blvd Brampton ON L6T 4V9 Phone : 905-487-7060 Fax : 905-487-7080 Email: info@rapidesafetyolutions.com Website: www.rapidesafetyolutions.com																				
Simtax Consultants Inc.	1A-1455 Waverley St Winnipeg MB R3T 0P7 Phone: 204-488-2475 Fax: 204-488-4504 Email: matt@simtaxinc.com Website: www.simtaxinc.com																				
TACS – Transportation Advisory & Consulting Services	35 Woodsworth Cres Regina SK S4T 7A9 Phone: 306-949-4773 Fax: Email: wksmith@sasktel.net Website: www.tacsna.com																				
Western Transportation Safety Consulting Ltd.	2825E 2 Ave S Lethbridge AB T1J 0G8 Phone: 403-320-1086 Fax: 403-320-1419 Email: lori@westerntransportation.ca Website: www.westerntransportation.ca																				

