

## Manitoba Safety Fitness Certificate Application Guide

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## Introduction

This guide provides additional information for motor carriers completing a Manitoba Safety Fitness Certificate (SFC) application. It is not exhaustive and may not address every unique situation or question.

A Safety Fitness Certificate (SFC) is the operating authority for regulated vehicles in Manitoba. It includes a motor carrier's safety rating, National Safety Code (NSC) number, and legal operating name. The carrier's NSC number and legal name must be displayed on their regulated vehicles. The following regulated vehicles require an SFC in Manitoba:

- a truck or truck tractor with a registered gross vehicle weight of 4500 kgs or more
- a bus with a seating capacity of 11 or more persons, including the driver

Only one SFC is required regardless of the number of regulated vehicles registered to the carrier. A SFC is valid for one year and must be renewed **prior** to vehicle registration. Regulated vehicles can not be registered without a valid SFC.

SFC renewal applications are emailed ahead of the SFC expiry date. Be sure to keep email addresses updated to receive the renewal reminder and other correspondence from the Motor Carrier Safety Program.

## Third Party Liability Insurance

Basic Third Party Liability (TPL) coverage in the amount of \$500,000 is provided by Manitoba Public Insurance (MPI) at vehicle registration covering legal liability for bodily injury or death of any person and for loss or damage to the property of others (PLPD).

Manitoba Transportation and Infrastructure (MTI) requires additional or extension insurance for some carriers such as operating for compensation (payment), traveling outside of Manitoba or transporting dangerous goods.

When additional insurance is required a copy of the insurance policy or a Certificate of Insurance (COI) from the insurance provider must be submitted when applying for and renewing an SFC.

Please note the following about TPL:

- The name on the COI, SFC and vehicle registration **must** be identical
- Insurance **must** be an automobile TPL policy which includes PLPD
- SFCs (new or renewal) **will not be issued** without proof of required insurance amounts
- Carriers **must** notify the Motor Carrier Safety Program if they cancel their policy, the

policy expires or they no longer meet the minimum insurance requirements

- Existing motor carriers may have their SFC **suspended** if they fail to comply with insurance requirements

## Part 1: Applicant Information

### 1A Sole Proprietor

A single individual who owns and operates an unincorporated business. Sole proprietors may have a registered business name to use as an ‘Operating As’ or ‘Trade Name’; however, it is not a business entity such as those that end in LTD, INC, CORP, LP (incorporated, limited, corporation, limited partnership). The individual’s name on the SFC, **must match** the name on the third party liability insurance and vehicle registration(s).

Sole proprietors must provide a copy of their valid driver’s license with their application.

### 1B Corporation

Corporation is used to cover a broad range of business entities which includes, but is not limited to:

- a company/corporation
- an organization (not for profit/charitable)
- a partnership (limited or otherwise)
- public service agency
  - First Nation
  - Crown corporation
  - Rural Municipality
  - Government department/branch

Corporations must be registered and maintain an ‘Active’ status with the Manitoba Companies Office. The corporation’s registered business entity name **must match** the name on the SFC, the insured name on third party liability and all regulated vehicle registration(s).

A corporation may have a single owner or multiple owners with different position titles. The SFC application refers to all of these individuals as **Corporate Officers**, which includes owners, partners, shareholders, directors, officers.

Corporate application must include a completed **Schedule A – Corporate Officer Information** and a copy of a valid driver’s license for each corporate officer. More than one Schedule A may be submitted if required.

All corporate information will be verified. We encourage applicants to ensure the corporate structure and officer information is up to date with the Manitoba Companies Office prior to

applying for a SFC; any discrepancies may result in the application being returned and delay the processing time.

## **Part 2: Operating Authority Information**

### **2A Operating Authority Issued by Manitoba & Other Jurisdictions**

Applicants must provide any operating authority certificate or registration numbers from both **Manitoba and other jurisdictions** that have been issued to the applicant, any of the corporate officers or the designated compliance officer, whether or not the operating authority is currently active or has lapsed.

### **2B/2C Cancelled, Revoked or Withdrawn Operating Authority**

Applicants must disclose if any of the operating authorities they have had (or those of any corporate officers or designated compliance officer) in any jurisdiction, including Manitoba, have been cancelled, revoked or withdrawn.

Example of cancelled, revoked or withdrawn operating authorities:

- A carrier's safety rating was made Unsatisfactory due to repeated non-compliance, and the certificate/registration was revoked.

## **Part 3: Type of Operation**

### **3D/3E Compensation and Jurisdiction**

Carriers operating for compensation (payment) and/or operating outside of Manitoba at any time must hold a minimum **\$1M** in automobile third party liability insurance.

Carriers must submit a copy of their liability policy or their certificate of insurance.

### **3F International Registration Plan**

The International Registration Plan (IRP) is a vehicle registration system for trucks and buses operating inter-jurisdictionally between Manitoba and other provinces or states throughout North America. IRP only applies to carriers operating extra-provincially.

Visit <https://www.mpi.mb.ca/international-registration-plan/> for more information.

### **3G International Fuel Tax Agreement**

The International Fuel Tax Agreement (IFTA) is an agreement among Canadian provinces and most U.S. states that simplifies the reporting of fuel taxes by carriers who operate in more than one member province/state. IFTA only applies to carriers operating extra-provincially.

Visit <https://www.gov.mb.ca/finance/taxation/motor.html#ifta> for more information.

## Part 4: Regulated Vehicles & Kilometric Travel

The number of vehicles and estimated kilometres traveled **only** applies to regulated vehicles 4500 kg or greater which are commercially plated.

**Note: Do not include trailers or regulated vehicles under 4500 kgs in the totals.**

## Part 5: Commodity Information

### 5B Transportation of Dangerous Goods

Carriers transporting any dangerous goods must hold a minimum **\$1M** in automobile TPL insurance. Carriers transporting dangerous goods which require Emergency Response Assistance Plan (ERAP) must hold a minimum **\$2M** in automobile TPL insurance.

Carriers **must** submit **Schedule B – Transportation of Dangerous Goods** and a copy of their insurance policy or the certificate of insurance.

ERAP describes what to do in the event of a release or anticipated release of certain higher-risk dangerous goods while in transit. Visit the ERAP website for more information including classification and quantities: [Emergency response assistance plans \(ERAPs\)](#).

Manitoba carriers may also contact the **Prairie & Northern ERAP** office directly by phone 1-888-463-0521 or by email [TDG-TMDPNR@tc.gc.ca](mailto:TDG-TMDPNR@tc.gc.ca).

## Part 6: Compliance Officer and New Entrant Training Certification

### 6A/6B Designation of Compliance Officer

A carrier's compliance officer must be designated by the carrier or one of the named corporate officers with the legal authority to do so.

The compliance officer **must** be one of the following: the carrier, the carrier's employee or one of the carrier's corporate officers with management responsibility. Compliance officer responsibilities **cannot** be contracted or designated to a third party person or agency.

The compliance officer is responsible for promoting compliance by the carrier and the carrier's employees, ensuring the carrier meets the safe operating and record keeping responsibilities under the Highway Traffic Act, its regulations, and the National Safety Code Standards.

### 6C New Entrant Training Certification

The New Entrant Training (NET) Course assists compliance officers to develop the key components of a safety plan and provides increased awareness and understanding of safety management and regulatory compliance responsibilities.

Carriers must make sure their designated compliance officer completes the NET course within the required timeframes and provides specific documents in the following situations:

**New Applicants:** The compliance officer must complete the NET course no more than 180 days before being named in the application. The application must include the officer's NET certificate and a Safety Plan for review.

**Existing Carriers:** If a carrier changes their compliance officer, the new officer must complete the NET course no more than 180 days before being officially designated.

**Conditional Carriers:** If a carrier receives a Conditional safety rating, the compliance officer must complete the NET course within 180 days of the rating change notice from the Motor Carrier Safety Program (MCSP).

## **Part 7: Periodic Mandatory Vehicle Inspection**

A Periodic Mandatory Vehicle Inspection (PMVI) is informally known as a 'safety'. Regulated vehicles which operate under a SFC require a new PMVI once every 12 months; for buses, a new PMVI is required once every six months.

Carriers with **9 or less** regulated vehicles must provide a PMVI for each regulated vehicle. The number of PMVIs provided should match the number of regulated vehicles the carrier indicated in Part 4. For example, if a carrier has 4 regulated vehicles 4500 kgs or more, which are commercially plated, they will submit 4 valid PMVIs with their application.

Carriers with **10 or more** regulated vehicles must submit **Schedule C - Periodic Mandatory Vehicle Inspection Attestation**. By signing and submitting Schedule C, the carrier is attesting that all regulated vehicles in operation have a valid PMVI. The MCSP may request proof of valid PMVIs if violations are discovered.

**Do not submit PMVIs for trailers or regulated vehicles under 4500 kgs.**

## **Part 8: Carrier Representative (optional)**

**Schedule D – Carrier Representative Authorization** is an optional form if a carrier wants to give permission to a third party to access their carrier information.

A carrier can give a third party (person or agency) the authority to act on their behalf with the MCSP such as a partner or another staff member.

Carriers can also choose the type of information shared between the third party and the MCSP and/or approve to release the carrier's information to the specified third party such as: the carrier's SFC application, safety rating or on-road performance.

## Additional Resources

To submit or receive an application, please contact the Motor Carrier Safety Program:

Email: [sfc@gov.mb.ca](mailto:sfc@gov.mb.ca)

Phone: 204-945-5322,

Toll free: 1-877-340-9068

Fax: 204-948-2078

**In-person or via Canada Post:**

Unit C- 1695 Sargent Ave.

Winnipeg, MB R3H 0C4

For more information about Safety Fitness Certificates visit [Safety Fitness Certificates | Transportation and Infrastructure | Province of Manitoba](#)

For more information on the requirements for motor carriers who operate regulated vehicles, please visit Manitoba Transportation and Infrastructure: [Commercial Vehicles | Transportation and Infrastructure | Province of Manitoba](#)