

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



2008 EDITION

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INTRODUCTION

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

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

- Manitoba Infrastructure and Transportation: Motor Carrier Division
- Manitoba Public Insurance
- Manitoba Trucking Association

GOAL AND PROGRAM DESCRIPTION

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

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

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

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

manitoba.ca
www.canada.gc.ca

OBJECTIVES

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

THE CORE PAC

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

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

As well, there are several appendices, containing contacts, sample forms, and other resources.

The CORE Pac is available in both official languages via the Internet. A CD-ROM is available from Motor Carrier Safety and Regulation upon request at no charge.

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

THE CORE PRESENTATION

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

INITIAL ENTRY

Resources

CANADA/MANITOBA BUSINESS SERVICE CENTRE

The Canada/Manitoba Business Service Centre is a federal/provincial partnership, which provides one-stop access to a wide range of information to support business startup, business development and international trade. The centre offers service by phone, in person, through a 24-hour, fax-on-demand system, via the Internet, and via its regionalization sites throughout the province. The centre will assist with information on obtaining municipal licences and permits, provincial licences 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 Service Centre.

TRANSPORTATION SAFETY CONSULTANTS

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

Procedures

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 Finance, Consumer and Corporate Affairs.

LICENCES AND PERMITS

In Manitoba there are many regulations concerning licences and permits. Licences and permits customarily serve both to protect the public and established businesses from unfair trade practices and to provide government with essential information on which to base 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 businesses, it is wise to check with both to be sure of complete compliance.

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

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

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

INSURANCE

Operators of public service vehicles and/or commercial trucks in Manitoba must acquire and maintain Public Liability and Property Damage insurance coverage at, or exceeding, the minimum amounts listed below. Evidence of insurance coverage must be filed when applying for and renewing the Safety Fitness Certificate (for trucks) or Operating Authority (for buses and intra-municipal liveries). The certificate/authority will not be issued or renewed until the insurance filing requirement has been met. For more information and forms, contact the insurance clerk at The Motor Carrier Division.

MINIMUM PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE COVERAGE REQUIREMENTS

Public Service Vehicles

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

Commercial Trucks

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

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

Manitoba requires at least 10 days prior notice in the event of a cancellation, lapse or policy change that may reduce coverage below legislated limits. Failure to comply with this requirement could result in withdrawal of the Safety Fitness Certificate or Operating Authority.

The Motor Carrier Division does not notify carriers if notice of cancellation is received from the insurance company. The onus is on the carriers to make sure they have the proper insurance filed with The Motor Carrier Division at all times.

Out-of-Province Carriers

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

APPLY FOR MANITOBA SAFETY FITNESS CERTIFICATE (TRUCKS) AND/OR OPERATING AUTHORITY (PASSENGER VEHICLES)

Operators of public service vehicles and commercial trucks in Manitoba must have a Safety Fitness Certificate issued by the Motor Carrier Division. There is no cost for

the certificate, but it must be renewed annually. For more information, contact the Motor Carrier Division. Carriers must provide proof of insurance when applying for the Safety Fitness Certificate.

Operators of public service passenger vehicles, including buses and inter-municipal livery services, must still obtain an Operating Authority.

INTERNATIONAL REGISTRATION PLAN (IRP)

IRP is a cross-border agreement between 48 U.S. states and the 10 Canadian provinces for sharing commercial vehicle registration fees and road-use taxes. Manitoba participates in the International Registration Plan (IRP). Effective March 1, 2001, Manitoba began providing IRP services to Manitoba-based truck and bus operators.

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

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

For more information and forms, contact the IRP Prorate Licensing Office of Manitoba Public Insurance.

INTERNATIONAL FUEL TAX AGREEMENT (IFTA)

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

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

TAXES AND DUTIES

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

Goods and Services Tax and Excise Tax: The federal *Excise Tax Act* imposes both the Goods and 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 separate taxes on personal and corporate income, all of which are collected by the Canada Revenue Agency. Every resident of Canada is liable to pay federal and provincial personal income tax on all earnings from all sources.

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

WAGE DEDUCTIONS: EMPLOYMENT INSURANCE, CANADA PENSION AND INCOME TAX

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

WORKERS' COMPENSATION CONTRIBUTIONS

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



NATIONAL SAFETY CODE

INTRODUCTION

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

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

NSC STANDARD #1 - SINGLE DRIVER'S LICENCE

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

Carrier Requirements

The carrier must:

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

Driver Requirements

The driver must:

- make a written disclosure to the motor carrier, of any and all driver's licences held, including the jurisdiction (province, territory or state);
- provide class of licence, status of licence and the actual name in which each licence is held;
- hold a licence in one jurisdiction only;

- provide a current copy of driving record (abstract) before being hired, and annually thereafter. The driver may sign a waiver authorizing the employer to obtain a copy of the driving record.

NSC STANDARD #2 - KNOWLEDGE AND PERFORMANCE TESTS

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

NSC STANDARD #3 - DRIVER EXAMINER TRAINING

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

NSC STANDARD #4 - CLASSIFIED DRIVER'S LICENCE PROGRAM

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

Carrier Requirements

A carrier must:

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

Driver Requirements

A driver must:

- possess a valid driver's licence of an appropriate class to operate the assigned vehicle;
- provide ongoing evidence of a valid licence.

NSC STANDARD #5 - SELF-CERTIFICATION

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

NSC STANDARD #6 - MEDICAL REQUIREMENTS

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

NSC STANDARD #7 - CARRIER AND DRIVER PROFILE REQUIREMENT

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

Components of the carrier profile include the following:

- Carrier demographics – These include NSC number; jurisdiction; name and address of legal entity; carrier rating; status; and fleet size.
- Convictions – These include ticket/control number; name; driver's licence number and jurisdiction of convicted driver (if driver convicted); date, time and location of offence; statute name (act, section, subsection, clause); and conviction weighting;
- Types of driver convictions that must be kept – These include Criminal Code offences; moving violations; driver's liability violations (ex: driving without the proper class of licence or holding more than one valid licence) and driver-related NSC conviction;
- Types of carrier convictions that must be kept – These include moving violations; vehicle maintenance; hours of service; weights and dimensions; cargo securement; dangerous goods; operating while under sanction; and operating without proper authority;
- CVSA inspections – These include report number; level of inspection; date, time and location of inspection; driver's name, licence number and jurisdiction; inspection result for each vehicle; and inspection weighting.
- Reportable accidents – These include driver's name, licence number and jurisdiction; vehicle plate number and jurisdiction; date, time, location and type of accident; and accident weighting.
- Audit results and monitoring activity – These include particulars of any sanctions or other interventions.

NSC STANDARD #8 - SHORT-TERM SUSPENSIONS

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

NSC STANDARD #9 - HOURS OF SERVICE

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

NSC STANDARD #10 - SECURITY OF LOADS

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

Carrier Requirements

A carrier must:

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

Driver Requirements

A driver must:

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

NSC STANDARD #11 - COMMERCIAL VEHICLE MAINTENANCE

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

Carrier Requirements

A carrier must:

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

NSC STANDARD #12 - COMMERCIAL VEHICLE SAFETY ALLIANCE ROADSIDE INSPECTIONS

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

Inspection of Documents

- driver's licence;
- hours of service logs;
- trip inspection reports;
- dangerous goods training certificate, if applicable;
- carrier's Safety Fitness Certificate;
- vehicle registration and insurance;
- valid Periodic Mandatory Vehicle Inspection (PMVI) certificate.

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

Inspection of Vehicles

- brake system;
- coupling system/devices;
- exhaust system;
- fuel system;
- lighting devices;
- safe loading/tie-downs;
- steering mechanism;
- suspension;
- frame;
- tires;
- wheels, rims and hubs;
- van and open-top trailer bodies;
- windshield wipers.

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

NSC STANDARD #13 - DAILY TRIP INSPECTION REPORT

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

Carrier Requirements

A carrier must:

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

Driver Requirements

A driver must:

- refrain from driving a commercial vehicle unless it has been inspected according to the regulations
- ensure that required inspections are carried out and defects reported to the carrier according to the regulations
- complete the required inspection report, carry it in the vehicle, and provide it to an inspector on demand
- monitor the vehicle while driving, record any defects found, and report them to the carrier prior to the next scheduled inspection
- report major defects immediately, and not operate the vehicle until the major defect(s) has (have) been corrected
- forward the inspection report to the carrier within 20 days

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

NSC STANDARD #14 – SAFETY RATING

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

The objectives of the motor carrier safety rating system are to:

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

The basic principles are:

- compatibility – being compatible across all Canadian jurisdictions;
- effectiveness – using objective data to examine and classify the relative performance of motor carriers;
- efficiency – achieving maximum effectiveness at the lowest practical cost;
- equity – independent of motor carrier characteristics;

- flexibility - accommodating some degree of differentiation and adjustment without compromising the integrity of the system;
- consistency – ensuring motor carriers receive similar ratings for comparable performance in each jurisdiction.

NSC STANDARD #15 - FACILITY AUDITS

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

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

NSC STANDARD #16 – FIRST AID TRAINING

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

CARRIER PROFILE

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

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

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

COMPONENTS OF THE CARRIER PROFILE REPORT

The Carrier Profile Report is made up of five sections:

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

A sample Carrier Profile Report is provided in Appendix E.

Part 1 - General Information

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

Part 2 - Convictions

Convictions against the motor carrier and/or drivers, which are incurred by drivers of Manitoba-base-plated vehicles, will be recorded on the carrier profiles. These include, but are not limited to, moving violations and violations of Hours of Service, pre-trip vehicle inspection, load securement, and dangerous goods regulations in any North American jurisdiction. They are listed in

reverse chronological order, and they show the date and jurisdiction where the incident occurred, as well as the vehicle and driver involved.

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

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

Part 3 - Convictions by Category

The same convictions described above are organized into categories (ex: driver's liability, registration, weights and dimensions, load securement, etc.)

Part 4 - CVSA Inspections

CVSA inspections may be conducted anywhere in Canada, the United States and Mexico. All commercial vehicles and their drivers are subject to inspections. Inspection results are recorded in the carrier profile. CVSA inspections are assigned points as follows:

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

Part 5 - Accidents

Records of all accidents involving commercial vehicles registered to the carrier, which cause property damage over \$1,000 or any injury or fatality, are maintained in the carrier profile. However, only those accidents where the commercial driver was at fault are assigned points. Points for at-fault accidents are assigned as follows:

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

MOTOR CARRIER PERFORMANCE RATINGS

Motor carrier performance ratings are based on the carrier's previous two-year record for convictions, CVSA inspections, at-fault accidents and combined overall performance. The points assigned to them are used to calculate the carrier's performance ratings.

The performance thresholds are developed by comparing the on-road activities of carriers of the same fleet size. For example, if the threshold for inspections for a given fleet size is 20 points, and a carrier of that size has acquired 10 points, the carrier's score will be 50 per cent.

These percentages are shown in the General Information section of the carrier profile report.

INTERVENTION LEVELS

As part of a progressive compliance process, intervention by the Motor Carrier Division occurs at the levels indicated on the chart below.

0-40%	Acceptable	No action required
41-64%		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	Revocation of safety certificate, revocation of vehicle registration, and/or fleet limitation

MOTOR CARRIER SAFETY RATINGS

Manitoba assigns a Safety Rating to all motor carriers operating commercial vehicles. The safety rating is based on the carrier's Facility Audit results and the Performance Ratings as described above.

Safety Rating Categories

There are four Safety Rating categories:

- Satisfactory Unaudited - assigned to all new commercial motor carriers - (A carrier may remain in this category indefinitely.)

- Satisfactory - assigned when a motor carrier passes a facility audit, and the carrier's performance ratings are less than 85 per cent, in all four categories, at the time the audit is completed.
- Conditional - assigned when a motor carrier fails a Facility Audit or the carrier's performance rating is greater than 85 per cent, in any of the four categories, at the time the audit is completed.
- Unsatisfactory - assigned when a motor carrier's performance has deteriorated to such a degree that the Motor Carrier Division deems the motor carrier an unacceptable safety risk. A carrier rated as unsatisfactory in Manitoba will no longer be able to operate commercial motor 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 the department), a police agency, a requesting province, the courts and the Motor Transport Board.

ACCESS TO YOUR CARRIER PROFILE

To get a copy of your carrier profile on a regular basis, mail or fax a duly signed request on company letterhead to: 948-2078 attention: Motor Carrier Division, Unit C - 1695 Sargent Avenue, Winnipeg, MB R3H 0C4.

You can also access your carrier profile through our website – www.gov.mb.ca/tgs/transreg/tsr/cps-disclaimer1.html – using a password assigned by the Motor Carrier Division. Call the Carrier Profiles section to receive your password.

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, Safety Fitness Certificate and DOT numbers; fleet size; insurance coverage; CVSA inspection results and safety fitness rating. It does not provide any of the confidential details regarding on-road incidents.

The C-SNAP website is www.gov.mb.ca/tgs/transreg/tsr/cps-disclaimer.html.

FACILITY AUDITS

BACKGROUND

Manitoba's Motor Carrier Enforcement Officers (MCEOs) are responsible for conducting facility audits on both intra-provincial and extra-provincial carriers base-plated in Manitoba. MCEOs are peace officers, federal Hours of Service inspectors and certified Commercial Vehicle Safety Alliance inspectors. Enforcement officers are highly trained professionals who have extensive knowledge of commercial carrier operations, the National Safety Code, 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 regulation.

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

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

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

CARRIER SELECTION AND NOTIFICATION

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

Once it is determined that a facility audit is required, the carrier will be notified five to 10 working days before the facility audit. This allows the carrier sufficient time to gather and organize the requested records. (NOTE: There is no requirement to give advance notice.)

Under Section 318.10(2) of *The Highway Traffic Act*, carriers must make their records available for inspection at any reasonable time. In situations where an immediate safety concern has been identified, the enforcement officer may enter the carrier's chief place of business without prior notice and place a demand on the carrier to present records for examination.

CONDUCTING THE FACILITY AUDIT

An audit is usually conducted at the carrier's place of business. However, it may, on occasion, be conducted at the Motor Carrier Division offices due to extenuating circumstances such as the carrier's location, a carrier's inappropriate behaviour, 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 a statistically valid sampling of the total number of drivers and vehicles under the carrier's control. Depending on the size of the audit, there may be one enforcement officer, or a team of two, three or even more. The carrier will be asked to provide a suitable working location for the enforcement officer(s). Again, depending on the size of the carrier, the audit may be completed in a few hours, or may take several days.

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

FACILITY AUDIT FOLLOW-UP

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

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

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

- develop a comprehensive safety plan acceptable to Manitoba Infrastructure and Transportation;
- engage a transportation consultant to develop and implement an approved safety plan
- engage a third-party auditor to conduct facility audits based on a schedule determined by the Motor Carrier Division

If the carrier does not demonstrate an acceptable level of compliance with a satisfactory time frame, the minister may take further action, which may include:

- limiting the size of the fleet
- adjusting the motor carrier's Safety Fitness Rating
- imposing a monetary penalty of up to \$25,000
- revoking the motor carrier's Safety Fitness Certificate

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

DRIVER PROFILE RECORD KEEPING

DRIVER QUALIFICATION FILE

Carrier Requirements

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

- driver's licence disclosures;
- accident and violation disclosures;
- driver record (abstract);
- annual review of driver fitness;
- records of any corrective and/or disciplinary action;
- copies of dangerous goods training materials and certificates.

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

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

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 commercial 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, carriers may specifically request that drivers provide a Commercial Driver Abstract, and are encouraged to do so.

SINGLE DRIVER'S LICENCE DISCLOSURE

Driver Requirements

A commercial vehicle driver may hold only one valid driver's licence, and may be licensed in only one jurisdiction. Prior to being engaged by a motor carrier, the driver must disclose to the carrier:

- the name of each jurisdiction in Canada or the United States in which the driver is licensed;

- the class of licence held;
- whether or not that licence has been suspended;
- the name in which each driver's licence is issued.

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

Carrier Requirements

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

DISCLOSURE OF ACCIDENTS

Driver Requirements

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

Carrier Requirements

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

DISCLOSURE OF VIOLATIONS

Driver Requirements

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

Carrier Requirements

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

DRIVER RECORD (ABSTRACT)

Driver Requirements

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

Carrier Requirements

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

ANNUAL DRIVER RECORD AND REVIEW OF DRIVER FITNESS

Carrier Requirements

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

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

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

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

PROGRESSIVE DISCIPLINE POLICY

Recommendation

To demonstrate due diligence, the carrier should establish a program of progressive discipline. The program must be consistent with applicable federal and provincial legislation. The carrier should outline the policy and 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 carrier should ensure that each step of the policy is known and understood by the employees. As each step of the policy is implemented, the employee should be notified in writing of the next step, if the violation recurs. The policy must be enforced in a consistent manner.

CERTIFICATE AND PROOF OF DANGEROUS GOODS TRAINING

Driver Requirements

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

Carrier Requirements

Every employer who issues a Certificate of Training must retain a copy of the certificate for two years after the expiry date of the certificate. The employer must also keep a record of the training conducted (ex: copy of the exam [if given], copy of the training materials used)

RECOMMENDED ADDITIONAL DOCUMENTATION

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

- application for employment;
- reference check;
- written test;
- road test.

Carriers whose drivers drive in the United States should ensure they are in compliance with all American requirements (ex: alcohol and controlled substance testing).

HOURS OF SERVICE

APPLICABILITY

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 Commercial Vehicle Driver's 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.

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

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

DRIVING LIMITATIONS AND REST REQUIREMENTS

The 13-Hour Drive Time Rule

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

The 14-Hour On-duty Rule

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

Extensions of On-Duty Time

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

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

Required Rest

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

16-Hour Rule

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

Deferral of Off-Duty Time

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

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

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

Driving Cycles

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

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

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

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

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

A driver who is driving under Cycle 2 may accumulate a maximum of 120 hours on-duty in any period of 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 Driver

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

- neither period of off-duty time is shorter than two hours
- the total of the two periods of off-duty time is at least 10 hours
- all of the off-duty time is spent resting in the sleeper berth
- the total driving time immediately before and immediately after each off-duty period does not exceed 13 hours
- the total elapsed time immediately before and immediately after each off-duty period does not include any driving time after the 16th hour after coming on-duty

- the total on-duty time immediately before and immediately after each off-duty period does not include any driving after the 14th hour, and
- none of the off-duty time is deferred to the next day

Splitting of Daily Off-Duty Time - Team Drivers

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

- neither period of off-duty time is shorter than four hours;
- the total of the two periods of off-duty time is at least eight hours;
- all of the off-duty time is spent resting in the sleeper berth;
- the total driving time immediately before and immediately after each off-duty period does not exceed 13 hours;
- the total elapsed time immediately before and immediately after each off-duty period does not include any driving time after the 16th hour after coming on-duty;
- the total on-duty time immediately before and immediately after each off-duty period does not include any driving after the 14th hour; and
- none of the off-duty time is deferred to the next day.

DRIVERS' DAILY LOGS

Motor Carrier Requirements

A motor carrier must:

- require every driver to maintain a daily log for each day, that accounts for all of the driver's on-duty time and off-duty time;
- ensure that drivers turn in the original daily logs and supporting documents within 20 days, and keep them on file (in chronological order for each driver) at the carrier's principal place of business for at least six months;
- not request, require or allow any driver to keep more than one daily log for any day;
- not request, require or allow any person to enter inaccurate information in a daily log;
- not request, require or allow any person to falsify, mutilate or deface a daily log or any supporting documents, and

- monitor driver compliance, and take remedial action when non-compliance is observed. The carrier must record the dates on which the non-compliance occurred, the date of issuance of a 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;
- not enter inaccurate information in a daily log; and
- not falsify, mutilate or deface a daily log or any supporting documents.

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

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

Logbook Exemption (Provincial)

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

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

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

Required Information

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

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

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

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

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

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

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

The graph grid must be completed as follows:

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

On Board Recording Device

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

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

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

Possession of Logs and Support Documents

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

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

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

Submitting Logs to Carrier

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

MOTOR CARRIER RESPONSIBILITIES

Due Diligence

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

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

Proactive Measures

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

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

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

Self-audit

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

Logbooks should be audited to ensure that:

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

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

The carrier must also be able to react appropriately to situations of non-compliance. A self-audit program, timely reviews of driver records, driver disclosures and monitoring of the carrier profile will assist in identifying inappropriate behaviour. Corrective measures may include retraining 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 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.

WINTER ROAD PERMITS

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

The permit allows a driver to drive more than 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, to reach the driver's home terminal or a safe place to rest.

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

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

VEHICLE PROFILE RECORD KEEPING

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

The program will include:

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

CARRIER REQUIREMENTS

Record Retention Requirements

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

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

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

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

Preventative Maintenance Program

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

- oil & filter change;
- chassis lubrication;
- checks of all fluids, lubricants, hoses and lines;

- brakes (including compressor, tractor protection system and low-air warning);
- steering system (including pinion, driveshaft, Pitman arm and steering lash);
- tires, wheels and lug nuts;
- fuel tanks and caps;
- batteries, lights, horn, windshield, mirrors, instruments and emergency equipment;
- visual inspection of the engine and all axle units;
- 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 carrier.

DAILY PRE-TRIP INSPECTION OF COMMERCIAL MOTOR VEHICLES (MR 112/96) (EXCLUDING CITY OF WINNIPEG AND CITY OF BRANDON TRANSIT BUSES)

The driver must conduct a thorough inspection before the vehicle's first trip of the day, and no later than the first rest stop on any subsequent days. The driver must prepare a written report, including the plate or unit number of the truck, tractor and/or trailer being inspected, date of inspection, and name and signature of person conducting the inspection. The driver must have the written 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 noticed must be recorded on the Daily Vehicle 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 Daily Vehicle Inspection Report.

The carrier must keep all reports for at least three months.

Exemption from Written Report Requirement:

A written report is not required if:

- the vehicle is operated solely within 160 kilometres of the location of the place of business where the driver reports for 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.

Air Braked Trucks, Tractors and Trailers

The following items must be inspected. Refer to the regulation for more detail.

Inspection Decal	Present, visible, valid
Emergency Equipment	Present, undamaged, operational
Rear-View Mirrors	Undamaged, secure, provide required view
Instrument Lamps	Undamaged, operational
Accelerator Pedal	Does not bind, engine returns to normal idle
Horn	Operational
Glass	No cracks, chips, breaks or other damage in area swept by windshield wipers, driver's view unobstructed
Windshield Wipers & Washer	Operational, blades undamaged and in proper contact with windshield
Steering Lash	Free play within stated limits
Compressor Build-Up	Builds within stated time limit
Governor Cut-Out	Operational within stated limits
Governor Cut-In	Operational within stated limits
Low Air Warning	Present, operational within stated limits
Air System Leakage	Pressure drop not exceeding stated limits
Tractor Protection	Valve closes within stated limits, no air leakage at glad hands
Park/Emergency Brake	Holds vehicle
Brake Performance & Adjustment	Adequate performance, no brake pull, pushrod movement within stated limits
Lighting Systems & Reflectors	Present, operational, undamaged
Tires	Adequate tread and inflation; no tread separation, exposed cords, or air leakage

Wheels & Fasteners	Present, secure, undamaged
Frame & Suspension	All components and fasteners secure, undamaged
Airbags	Inflated
Mudflaps	Present, undamaged, securely mounted, full width of tire track
Bumper/Underride Protection	Present if required, secure, undamaged
Fuel System	Cap present and secure, no leaks, lines secure
Exhaust System	No leaks within perimeter of cab
Power Steering	Adequate fluid; hoses, pump, cylinder and drive belt secure and undamaged
Compressor	Secure, no leaks, drive belt secure and undamaged
Cargo Securement	Load properly covered and/or secured; devices and attachment points adequate strength and undamaged
PermanentlyAttachedEquipment	Secure
Coupling Devices	Present, undamaged, secure, operational
Glad Hands	Undamaged, securely mounted, seals intact
Safety Chains	Present if required, correctly attached

Hydraulic Braked Trucks, Tractors and Trailers

Inspect all items as above, with the exception of air brake components. Also inspect the following. Refer to the regulation for more detail.

Vacuum/Hydraulic Assist	Brake pedal operational
Brake Warning Indicator	Operational
Brake Pedal Reserve	Operational within stated limits
Park Brake/Electric Motor Assist	Park brake holds vehicle
Brake Performance	Adequate performance, no brake pull

Air-Braked Buses and School Buses (including trailer, if attached)

The following items must be inspected. Refer to the regulation for more detail.

Inspection Decal	Present, visible, valid
Emergency Equipment	Present, undamaged, operational
Seat/Stanchions	Driver's seat secure, holds set position, seat belt operational Passenger seats and stanchion bars secure Wheelchair restraints present and operational, if required
Exterior & Interior Mirrors	Undamaged, secure, provide required view
Lights/Signals/Flashers	Undamaged, operational
Interior Condition	Body panels, floor, steps and windows undamaged; window latches and emergency releases operational; no defects to instrument lamps, dash and operator's compartment
Horn	Operational
Glass	No cracks, chips, breaks or other damage in area swept by windshield wipers, driver's view unobstructed
Windshield Wipers & Washer	Operational, blades undamaged and in proper contact
Steering Lash	Free play within stated limits
Compressor Build-Up	Builds within stated limits
Governor Cut-Out	Operational within stated limits
Governor Cut-In	Operational within stated limits
Low Air Warning	Present, operational within stated limits
Brake Air Pressure	Pressure drop does not exceed stated limits
Spring or Park Brake	Holds vehicle
Brake Performance	Adequate performance, no brake pull
Tires	Adequate tread and inflation; no bumps, bulges, tread separation, exposed cords or air leakage
Wheels & Fasteners	Present, secure, undamaged
Suspension System	No audible air leaks, maintains normal level position
Defroster Fan Controls	Operational, adequate air flow
Exterior of Vehicle	Bumpers present and secure, body panels and compartment doors secure and undamaged

Entrance & Exit Doors	Operational, brake interlock systems operational
Accessibility Devices	Lifts, ramps, alarm and interlock systems operational, bus returns to normal level position after kneeling
Fuel System	Cap present and secure, no leaks, lines secure
Exhaust System	No leaks within perimeter of body
Mudflaps	Present, undamaged, securely mounted, full width of tire track
Bumper/Underride Protection	Present if required, secure, undamaged
Permanently Attached Equipment	Secure
Coupling Devices	Present, undamaged, secure, operational
Safety Chains	Present if required, correctly attached

Hydraulic Braked Buses and School buses (including trailer if attached)

For this category, inspect all items as above, with the exception of air brake components. Also inspect the following: (Refer to the Regulation for more detail.)

Vacuum/Hydraulic Assist	Brake pedal operational
Brake Warning Indicator	Operational
Brake Pedal Reserve	Operational within stated limits
Park Brake/Electric Motor Assist	Park brake holds vehicle
Brake Performance	Adequate performance, no brake pull

DAILY VEHICLE TRIP INSPECTION NSC STANDARD 13 (PROJECTED EFFECTIVE DATE MARCH 1, 2008)

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

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

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

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

Daily Inspection of Trucks, Tractors and Attached Trailers

The inspection schedules must include the following items, if present on the vehicle(s). (Refer to NSC Standard 13, Schedule 1 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, 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 & 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 secure; no leaks or drips
General	No damage or deterioration that may affect safe operation
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 Lash	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
Wheels, Hubs, Fasteners and Seals	Present, secure, undamaged; Adequate hub oil; no Fasteners and Seals leaking seals
Windshield Wiper & Washer	Operational; blades undamaged; adequately clear field of vision for driver.

Daily Inspection of School Buses, Buses and Attached Trailers

The daily inspection schedules must include the following items, if present on the vehicle(s). (Refer to NSC Standard 13, Schedule 2 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, operational
Dangerous Goods	All requirements met
Doors & 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 & Safety Devices	Present, operational and undamaged
Exhaust System	No leaks
Exterior Body & Frame	All components and fasteners secure and undamaged; no visible shifting, cracks, collapsing or sagging frame
Fuel System	Cap and tank secure; no leaks or drips
General	No damage or deterioration that may affect safe operation
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	Interior/exterior/passenger access 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
Wheels, Hubs & Fasteners	Present, secure and undamaged; adequate hub oil; no Fasteners leaking seals
Windshield Wiper & Washer	Operational; blades undamaged; adequately clear field of vision for driver

Daily Inspection of Motorcoaches and Attached Trailers

The daily inspection schedules must include the following items, if present on the vehicle(s). (Refer to NSC Standard 13, Schedule 3 for more detail.)

Accessibility Devices	Equipment, interlock systems and alarms operational
Air Brake System	No air leaks; pressure build-up rate within stated limits; towing vehicle (tractor) protection system, low air warning device and service/parking/emergency brake all operational; no indication of brake adjustment problem
Coupling Devices	Present, undamaged, secure, operational
Dangerous Goods	All requirements met
Doors, Windows & Emergency Exits	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
Emergency Equipment & Safety Devices	Present, operational and undamaged
Exhaust System	No leaks
Exterior Body & Frame	All components and fasteners secure and undamaged
Fuel System	Cap and tank secure; no leaks or drips
General	No damage or deterioration that may affect safe operation
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
Lamps and Reflectors	Interior/exterior/passenger access 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 secure and operational
Suspension System	No air leaks; no damaged or deflated air bags
Tires	No leaks; adequate tread and inflation; no exposed cords or sidewall damage; no contact with other tires or vehicle components
Wheels, Hubs & Fasteners	Present, secure and undamaged; adequate hub oil; no Fasteners leaking seals
Windshield Wiper & Washer clear field of vision for driver	Operational; blades undamaged; adequately

**30-day/12,000 kilometre (km)
Inspection for Motorcoaches equipped
with air ride suspension, air brakes and
automatic brake adjusters**

(Refer to NSC Standard 13, Schedule 4 for more detail.)

The condition of the following items 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.

Deficiencies in any of the items listed below 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 & 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 & Fasteners:	All components and fasteners present, secure and undamaged

PERIODIC MANDATORY VEHICLE INSPECTION REGULATION (PMVI)

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

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

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

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

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

COMMERCIAL VEHICLE SAFETY ALLIANCE INSPECTIONS (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 the consistency of inspections.

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

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

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

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

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

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

If defects are found on a vehicle, but they are not serious enough for the vehicle to be placed out-of-service, the operator 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 (mechanic) and forwarded to Compliance Services within 15 days of the inspection.

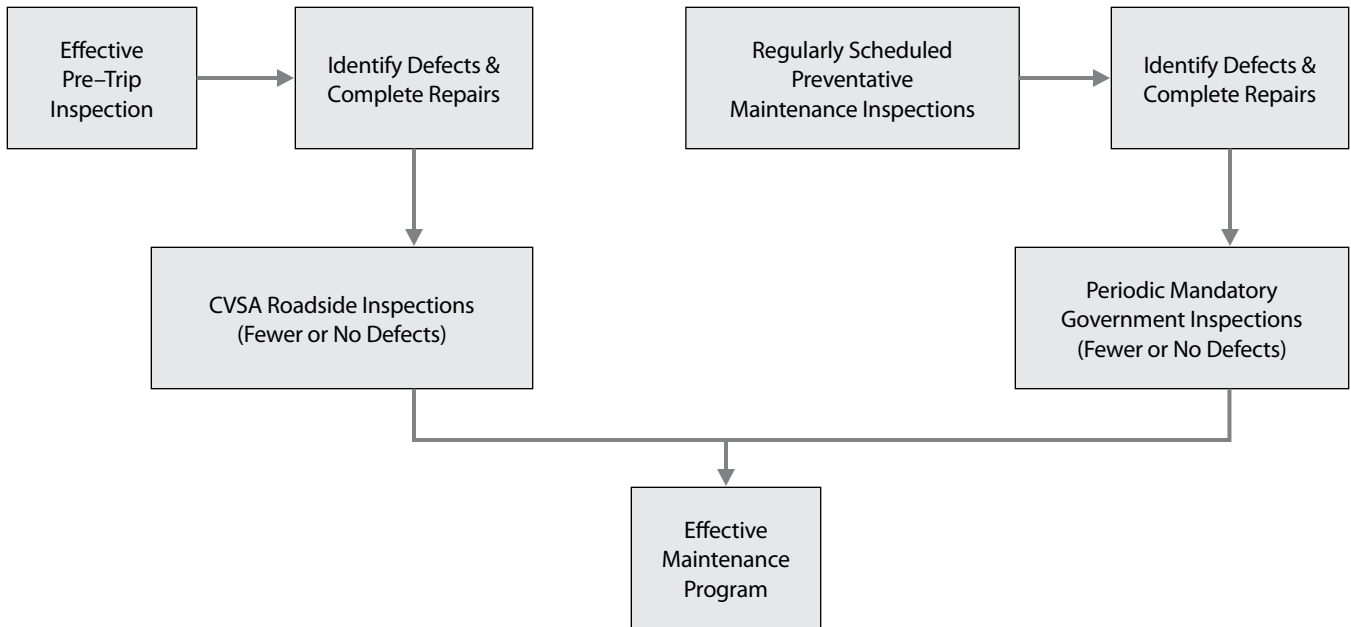
If defects are found that meet the CVSA Out-of-Service criteria, the vehicle is placed out of service. This means the vehicle cannot be driven until the defects have been corrected. If repairs can be completed on-site, the vehicle is re-inspected after it is repaired, and, providing the out-of-service condition has been corrected, allowed to proceed. If the repairs cannot be completed on-site, the vehicle may be moved to the nearest repair site by a tow truck or escorted by the inspector. The carrier may not dispatch the vehicle until all the required repairs have been completed. A copy of the inspection form must be signed by the repair person and returned to Compliance Services within 15 days of the inspection.

EVALUATION OF THE CARRIERS PREVENTATIVE MAINTENANCE PROGRAM

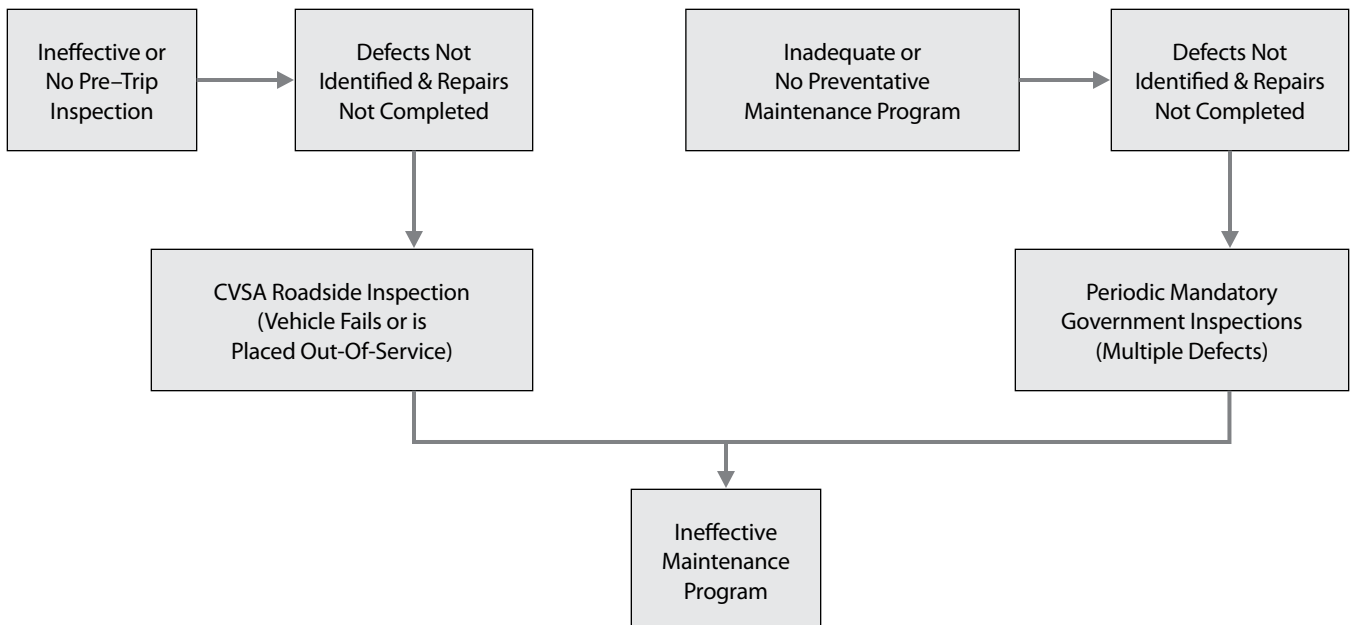
The effectiveness of any vehicle maintenance program must be continually evaluated. The carrier can assess the effectiveness of pre-trip inspections by looking at the number of defects found during roadside inspections and on the PMVI inspections. Fewer defects would indicate that the maintenance program,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

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

EFFECTIVE MAINTENANCE PROGRAM



INEFFECTIVE MAINTENANCE PROGRAM



OTHER MOTOR CARRIER PROGRAMS

Roadside Enforcement

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

Permit Services

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

Rail Safety

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



UNITED STATES GENERAL INFORMATION

HOURS OF SERVICE

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

Logbooks

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

Driving Limitations

In the U.S., a driver must take at least 10 consecutive hours off-duty, and may drive a maximum of 11 hours after 10 consecutive hours off-duty. A driver may not drive beyond the 14th hour after coming on-duty, following 10 hours off-duty.

A driver cannot drive after 60 hours on-duty in seven consecutive days, or after 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

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

Carrier Requirements

A brief overview of the requirements is provided below.

A carrier may not permit any driver, nor may any driver perform, safety-sensitive functions, including driving a commercial motor vehicle when the driver has used any controlled substance.

Every carrier must:

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

Controlled Substance Testing

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

A driver is subject to controlled substance testing:

- as a condition of employment, and prior to undertaking safety sensitive duty
 - where there is reasonable suspicion, based on specific observations about the appearance, behaviour, speech or body odors of the driver
 - up to 32 hours following a qualifying accident. A qualifying accident involves:
 - a fatality
- or
- any involved party requires medical treatment away from the accident scene, and the commercial vehicle driver is cited for a moving violation
- or
- any involved vehicle must be towed away from the accident scene, and the commercial vehicle driver is cited for a moving violation

- under the random testing program. Over the course of a year, a sample equaling 50 per cent of drivers must be randomly tested for controlled-substance use. Random testing should be scheduled when a driver is on-duty or reporting for duty. In any case, the driver must not have prior notice.
- upon returning to duty after removal for prohibited conduct
- randomly, for a minimum of one year, upon return to duty after completion of required treatment and follow-up assessment by a substance-abuse professional

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

Alcohol Use and Testing

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

A driver is subject to alcohol testing:

- where there is reasonable suspicion, based on specific observations about the appearance, behaviour, speech or body odors of the driver
 - up to eight hours following a qualifying accident
 - (See bullet #3 under Controlled Substance Testing above for the definition of a qualifying accident.)
 - under the random testing program. Over the course of a year, a sample equaling 25 per cent of drivers must be randomly tested for controlled-substance use. Random testing should be scheduled when a driver is on-duty or reporting for duty. In any case, the driver must not have prior notice.
 - upon returning to duty after removal for prohibited conduct
 - randomly, for a minimum of one year, upon return to duty after completion of required treatment and follow-up assessment by a substance-abuse professional

There is no pre-employment test for alcohol.

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

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

Record Keeping

Records must be maintained for up to five years. They must be available at the carrier's chief place of business, or be made available within two business days, following a request by a regulatory or enforcement agency, or a court order.

Records maintained by a previous employer must be released to a new or prospective employer upon receipt of a written request by the driver.

Penalties

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

MEDICAL RECIPROCITY

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

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

SAFER SYSTEM

Company Snapshot

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

Company Safety Profile Service

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

SAFER Database

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

Intelligent Transportation System

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

Roadside Inspection Systems, CVISN, PRISM and SAFETYNET Users

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

Electronic Screening

The SAFER system supports electronic screening of commercial vehicles to allow law enforcement personnel to focus their efforts on vehicles most likely to fail inspection.

DRIVER LICENSING SYSTEM

Vehicle Group Descriptions

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

1. Combination vehicle (Group A)

Group A includes any combination of vehicles with a gross combination weight rating (GCWR) of 11,794 kilograms (26,001 pounds) or more, provided the GVWR of the vehicle(s) being towed exceeds 4,536 kilograms (10,000 pounds).

2. Heavy Straight Vehicle (Group B)

Group B includes any single vehicle with a GVWR of 11,794 kilograms (26,001 pounds) or more, or any such vehicle towing another vehicle with a GVWR that does not exceed 4,536 kilograms (10,000 pounds).

3. Small Vehicle (Group C)

Group C includes any single vehicle, or combination of vehicles, that doesn't meet the definition of Group A or Group B as contained in this section. However, the vehicle must either be designed to transport 16 or more passengers (including the driver), or used to transport materials found to be hazardous (as per the *Hazardous Materials Transportation Act*); and that would require the motor vehicle to be placarded under the Hazardous Materials Regulations.

Endorsements

An operator must obtain state-issued endorsements to his/her commercial driver licence to operate the following commercial motor vehicles:

- double/triple trailers;
- passenger vehicles;
- tank vehicles;
- vehicles requiring placards for hazardous materials.

Endorsement Testing Requirements

The following tests are necessary to receive the endorsements contained in the previous section:

- double/triple trailers – a knowledge test
- passenger vehicles – a knowledge and a skills test
- tank vehicles – a knowledge test
- hazardous materials – a knowledge test

Air Brake Restrictions

If an applicant either fails the air-brake component of the knowledge test, or performs the skills test in a vehicle not equipped with air brakes, the state will indicate on the commercial driver licence, if issued, that the person is restricted from operating a commercial motor vehicle equipped with air brakes.

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



APPENDIX A: GLOSSARY OF TERMS AND LIST OF ABBREVIATIONS

Glossary Of Terms

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

Accident Weighting

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

Average Fleet Size

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

Base Jurisdiction/Base Plate

- jurisdiction in which the commercial vehicle is plated.

Bus (PMVI Regulation and Highway Traffic Act)

- a motor vehicle designed to carry 11 or more passengers including the driver.

(It does not include public transit buses owned by, or operated on behalf of, the City of Winnipeg or the City of Brandon.)

Carrier/Motor Carrier (CMVTTI Regulation and Highway Traffic Act)

- person responsible for the operation of a commercial motor vehicle and any trailer attached to it

Commercial Motor Vehicle/Commercial Vehicle/Vehicle (CMVTTI Regulation, Cargo Securement Regulation, and Driver HOS Regulation)

- a public service vehicle or a commercial truck that has a Gross Vehicle Weight Rating of 4,500 kilograms or more; or a bus, including a regulated school bus.

Commercial Truck (Highway Traffic Act)

Any truck OTHER THAN:

- a public service vehicle;
- a truck operated by, or on behalf of, a government, municipality, school board or other public body; or an Indian band;
- one in, or within 20 kilometres (km) of, the City of Winnipeg, where the owner's place of business is in, or within 20 km of, the City of Winnipeg;
- one in or within 30 km of any other city, town or village, where the owner's place of business is in or within 30 km of that city, town or village;

- a truck used to transport sand, gravel or other material to be used in the construction and maintenance of a public highway.

Conviction Weighting

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

Driving Time (Driver HOS Regulation)

- the period of time a driver is at the controls of a commercial vehicle in operation.

Extra-Provincial Motor Carrier

- a motor carrier that has crossed a provincial or international border at least once.

Farm Truck (Highway Traffic Act)

- a truck owned by a farmer.

Fleet Size

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

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

- the maximum, loaded weight of a vehicle, as specified by the vehicle manufacturer, or as determined by the registrar.

Inspection Weighting

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

Intervention

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

Intra-Provincial Motor Carrier

- Manitoba-based motor carrier that has operated, and continues to operate, exclusively within the borders of Manitoba.

Motor Carrier/Carrier (CMVTTI Regulation and Highway Traffic Act)

- the person responsible for the operation of a commercial motor vehicle and any trailer attached to it.

NSC Number

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

On-Duty Time (Driver HOS Regulation)

The period of time during which a driver:

- checks in or prepares reports at the beginning or end of a work shift;
- inspects, services, repairs, conditions or starts a commercial vehicle;
- drives a commercial vehicle;
- participates in the loading or unloading of a commercial vehicle;
- inspects or checks the loads;
- waits, at the request of the motor carrier employing the driver, for a commercial vehicle to be serviced, loaded or unloaded;
- waits for a commercial vehicle or load to be checked at a customs or weighing check-point;
- waits at an en-route point because of an accident or other unplanned event;
- travels as one of two drivers, except while resting in the sleeper berth;
- travels as a passenger in a commercial vehicle, at the request of the motor carrier, to a work assignment where the driver has not had eight consecutive hours of off-duty time immediately prior to departure;
- performs any other work in the capacity or employ of a motor carrier.

Periodic Mandatory Vehicle Inspection (PMVI)

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

Public Service Vehicle (Highway Traffic Act)

- motor vehicle or trailer that transports people or property for compensation or gain.

It includes semi-trailer trucks, but does NOT INCLUDE:

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

Safety Fitness Rating

- rating assigned after completion of an audit by TSR or by a Third Party Auditor.

Sanctions

- conditions that may be imposed on a carrier, by the Minister of Transport or designate, to improve compliance. [These are detailed in the Facility Audit section of this manual.]

Third Party Auditor

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

Vehicle (CMVTTI Regulation, Cargo Securement Regulation, and Driver HOS Regulation)

- a public service vehicle or a commercial truck that has a Gross Vehicle Weight Rating of 4,500 kg or more; or a bus, including a regulated school bus.

List of Abbreviations

CVDHSR	Commercial Vehicle Driver's Hours of Service Regulation (Federal)
CMVTTI	Commercial Motor Vehicle and Trailer Trip Inspection Regulation
CPS	Carrier Profile System
CRA	Canada Revenue Agency
CRS	Compliance and Regulatory Services Branch
C-SNAP	Carrier Snapshot
CVSA	Commercial Vehicle Safety Alliance
DHOS	Driver Hours of Service Regulation (Provincial)
DVIR	Driver's Daily Vehicle Inspection Report, also known as a "Pre-trip"
GVW	Gross Vehicle Weight
GVWR	Gross Vehicle Weight Rating
HOS	Hours of Service
HTA	<i>Highway Traffic Act</i>
IFTA	International Fuel Tax Agreement
IRP	International Registration Plan
MTB	Motor Transport Board
MVTA	<i>Motor Vehicle Transport Act (1987)</i>
NSC	National Safety Code
O/A	Operating Authority (required by passenger-carrying PSVs only)
PMVI	Periodic Mandatory Vehicle Inspection, also known as a "Safety"
PSV	Public Service Vehicle
RGVW	Registered Gross Vehicle Weight
SFC	Safety Fitness Certificate (required by CT or PSV-plated vehicles with a registered gross vehicle weight of 4,500 kilograms or more, and vehicles with a seating capacity of more than 10 passengers, including the driver)
TSRI	Transportation of Dangerous Goods
WCB	Worker's Compensation Board



APPENDIX B - CONTACTS

MANITOBA: MOTOR CARRIER DIVISION

Website: www.gov.mb.ca/mit/mcd/index.html

Motor Carrier Division

Unit C - 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-5322
Fax: 204-948-2078

Carrier Insurance

Unit C- 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-6748
Fax: 204-948-2078

Safety Fitness Certificates

Unit C - 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-5322
Fax: 204-948-2078

Intra-Provincial Shortline Railways

Unit C - 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-4554
Fax: 204-948-2078

Carrier Profiles

Unit C - 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-8927
Fax: 204-948-2078

Motor Carrier Investigations

Winnipeg Office

Unit C - 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-5376
Fax: 204-948-2277

Brandon Office

340 - 9th Street
Brandon, MB R7A 6C2
Phone: 204-726-7175
Fax: 204-726-7476

ROADSIDE ENFORCEMENT

Website: www.gov.mb.ca/mit/mcd/mcs/index.html

Winnipeg Office

Unit C - 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-3890
Fax: 204-948-2078

Brandon Office

340 – 9th Street
Brandon, MB R7A 6C2
Phone: 204-726-6825
Fax: 204-726-6836

Weigh Stations

Junction of PTH 11 and PR 304 (winter only)

Powerview, MB
Phone: 204-367-8791

PTH 75 adjacent to Noyes MN & Pembina ND

Emerson, MB
Phone: 204-373-2779

PTH 59, approx. 1 km north of Winnipeg

Birds Hill, MB
Phone: 204-668-8023

PTH 7, approx. 3 kms north of Winnipeg

Rosser, MB
Phone: 204-633-2167

PTH 6, south of Thompson

Thompson, MB
Phone: 204-677-6481

Trans Canada Highway 1, west of Winnipeg

Headingley, MB
Phone: 204-889-3836

PTH 10, approx. 8 kms north of The Pas

The Pas, MB
Phone: 204-627-8294

Trans Canada Highway, Manitoba/Ontario border

West Hawk Lake
Phone: 204-349-2206

OVERSIZE/OVERWEIGHTANDLICENSING PERMITS

Winnipeg Office

Unit C - 1694 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-3961
Fax: 204-945-6499

Brandon Office

1525 - 1st Street N
Brandon, MB R7A 1B5
Phone: 204-726-7006
Fax: 204-726-6836

Portage la Prairie Office

25 Tupper Street North
Portage la Prairie, MB R1N 3K1
Phone: 204-239-3489
Fax: 204-239-3301

MANITOBA PUBLIC INSURANCE

Website: www.mpi.mb.ca

Driver Licensing Office

Cityplace Mall – Main Floor

234 Donald Street
Winnipeg MB R3C 1M8
Phone: 204-985-7000

Driver Licensing and Driver Testing Offices

Corydon Office

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

McPhillips Office

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

Nairn Office

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

Brandon Office

602 - 1st Street
Brandon, MB R7A 6K5
Phone: 204-729-9487
Fax: 204-729-9499

Dauphin Office

27 - 2nd Avenue SW
Dauphin, MB R7N 3E5
Phone: 204-622-2783
Fax: 204-622-2786

Portage la Prairie Office

25 Tupper Street North
Portage la Prairie, MB R1N 3K1
Phone: 204-856-2624
Fax: 204-856-2627

Thompson Office

59 Elizabeth Drive
Thompson, MB R8N 1X4
Phone: 204-677-1421
Fax: 204-677-1424

Winkler Claims Centre

335 Boundary Trail, Box 1900
Winkler, MB
Fax: 204-325-9538

Driver Examiner Appointment Centre

Phone: 204-985-7788

Driver Improvement and Control

Box 6300, 1075 Portage Avenue
Winnipeg, MB R3C 4A4
Phone: 204-985-1989
Fax: 204-953-4993

Driver Records and Suspensions

Box 6300, 1075 Portage Avenue
Winnipeg, MB R3C 4A4
Phone: 204-985-0980
Fax: 204-954-5357

Medical Records

Box 6300, 1075 Portage Avenue
Winnipeg, MB R3C 4A4
Phone: 204-985-1900
Fax: 204-953-4992

Alcohol and Drug Programs

Box 6300, 1075 Portage Avenue
Winnipeg, MB R3C 4A4
Phone: 204-985-7694
Fax: 204-953-4993

Vehicle Registration Offices

Website: www.mpi.mb.ca/english/Registration/RegOverview.html

Main Office

Box 6300, 1075 Portage Avenue
Winnipeg, MB R3C 4A4
Phone: 204-985-1999
Fax: 204-953-4999

Brandon Office

602 – 1st Street
Brandon, MB R7A 6K5
Phone: 204-729-9487
Fax: 204-729-9499

Dauphin Office

27 - 2nd Avenue SW
Dauphin, MB R7N 3E5
Phone: 204-622-2783
Fax: 204-622-2786

Portage la Prairie Office

25 Tupper Street North
Portage la Prairie, MB R1N 3K1
Phone: 204-856-2624
Fax: 204-856-2627

Thompson Office

59 Elizabeth Drive
Thompson, MB R8N 1X4
Phone: 204-677-1421
Fax: 204-677-1424

Vehicle Standards

Winnipeg Office

Box 6300, 1075 Portage Avenue
Winnipeg, MB R3C 4A4
Phone: 204-985-0920
Fax: 204-954-5325

Brandon Office

602 - 1st Street
Brandon, MB R7A 6K5
Phone: 204-729-9525
Fax: 204-729-9528

Dauphin Office

Box 28, 27-2nd Avenue SW
Dauphin, MB R7N 3E5
Phone: 204-622-2781
Fax: 204-622-2782

OTHER AGENCIES

Commercial Vehicle Safety Alliance (CVSA)

Website: www.cvsa.org

Unit C - 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-3891
Fax: 204-948-2078

Royal Canadian Mounted Police

“D” Division Headquarters

1091 Portage Avenue
Winnipeg, MB R3G 0R9
Phone: 204-983-5420

International Registration Plan (IRP)

Prorate Licensing Section

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

Commercial Vehicles

Box 6300, 100-234 Donald Street
Winnipeg, MB R3C 4A4
Phone: 204-985-7775
Fax: 204-953-4998

Motor Transport Board

Unit C – 1695 Sargent Avenue
Winnipeg, MB R3H 0C4
Phone: 204-945-8912
Fax: 204-783-6529

TRANSPORT CANADA

Website: www.tc.gc.ca

Prairie and Northern Region

344 Edmonton Street
Winnipeg, MB R3C 0P6
Phone: 204-983-3152

Dangerous Goods Handling and Transportation

4th Floor - 344 Edmonton Street
Winnipeg, MB R3C 0P6
Telephone: 204-983-5969
Fax: 204-983-8992

Emergency (24-hour)
In Winnipeg: 944-4888
Outside Winnipeg, call collect: 204-944-4888

OTHER FEDERAL, PROVINCIAL AND MUNICIPAL AGENCIES

Canada/Manitoba Business Service Centre
Website: www.cbcs.org/manitoba

Winnipeg Office

250 – 240 Graham Avenue
Winnipeg, MB R3C 4B3
Phone: 204-984-2272
Toll-Free: 1-800-665-2019
TTY: 1-800-457-8466
Info Fax: 1-800-665-9386

Brandon Office

Room 107
340 - 9th Street
Brandon, MB R7A 6C2
Phone: 204-726-6250
Fax: 204-726-6403

Canada Revenue Agency

Website: www.cra-arc.gc.ca
2nd Floor - 325 Broadway
Winnipeg, MB R3C 4T4
Toll-Free (English): 1-800-959-5525
Toll-Free (French): 1-800-959-7775
Fax: 204-983-2066

Canada Border Services Agency

Website: www.cbsa.gc.ca
Toll-free (English): 1-800-461-9999
Toll-free (French): 1-800-959-2036

Canada Human Resources Development: Labour Program

Website: www.hrsdc.gc.ca

Winnipeg Office

2nd Floor - 391 York Avenue
Winnipeg, MB R3C 0P4

Phone: 204-983-6375
Toll-Free: 1-800-838-2033
Fax: 204-983-1248

Brandon Office

100 - 1039 Princess Avenue
Brandon, MB R7A 4J5
Phone: 204-726-7614
Fax: 204-726-7744

Manitoba Intergovernmental Affairs

Provincial-Municipal Support Services
Municipal Finance and Advisory Services

508 – 800 Portage Avenue
Winnipeg, MB R3G 0N4
Phone: 204-945-2572
Fax: 204-945-1994

Manitoba Labour and Immigration

Employment Standards

Website: www.gov.mb.ca/labour/standards

Winnipeg Office

604 – 401 York Avenue
Winnipeg, MB R3C 0P8
Phone: 204-945-3352
Fax: 204-948-3046
Toll-Free: 1-800-821-4307

Brandon Office

340 - 9th Street
Brandon, MB R7A 6C2
Phone: 204-726-6370
Fax: 204-726-6749

Manitoba Workplace Safety and Health

Website: www.gov.mb.ca/labour/safety

Winnipeg Office

200 – 401 York Avenue
Winnipeg, MB R3C 0P8
Phone: 204-945-3446

Toll-Free: 1-800-282-8069
Fax: 204-945-4556

Brandon Office

340 - 9th Street
Brandon, MB R7A 6C2
Phone: 204-726-6361

Workers Compensation Board of Manitoba

Website: www.wcb.mb.ca

333 Broadway
Winnipeg, MB R3C 4W3
Phone: 204-954-4321
Toll-Free: 1-800-362-3340
Fax: 204-954-4999

Manitoba Government Printing Office - Statutory Publications

200 Vaughan Street
Lower Level
Winnipeg, MB R3C 1T5
Phone: 204-945-3101
Fax: 204-945-7172

Manitoba Consumer and Corporate Affairs

Website: www.companiesoffice.gov.mb.ca

Companies Office

10th Floor - 405 Broadway
Woodsworth Building
Winnipeg, MB R3C 3L6
Phone: 204-945-2500
Toll-Free: 1-888-246-8353
Fax: 204-945-1459

Manitoba Finance

Website: www.gov.mb.ca/finance/taxation/index.html

Taxation Division

101 – 401 York Avenue
Winnipeg, MB R3C 0P8
Phone: 204-945-6444

Toll-Free: 1-800-564-9789
Fax: 204-948-2087

Sales Tax Collection and Remittance

101 – 401 York Avenue
Winnipeg, MB R3C 0P8
Phone: 204-945-5603
Toll-Free: 1-800-782-0318
Fax: 204-945-0896

Westman Regional Office

Sales Tax Collection and Remittance

340 - 9th Street
Brandon, MB R7A 6C2
Phone: 204-726-6153
Toll-Free: 1-800-275-9290
Fax: 204-726-6763

International Fuel Tax Agreement

Phone: 204-945-5603

City Of Winnipeg

Website: www.winnipeg.ca/cms/license/contact.stm

Licence Branch

18 - 81 Garry Street
Confederation Building
Winnipeg, MB R3C 4X3
Phone: 204-986-6420

Zoning and Permits Branch

Unit 31–30 Fort Street
Winnipeg, MB R3C 4X7
Phone: 204-986-5140

Winnipeg Police Service

Traffic Division

Non-Emergency Phone: 204-986-6222

Vehicle Inspection Unit

(Truck Routes, Permits)

44 Bangor Road
Winnipeg, MB
Phone: 204-986-5355
Fax: 204-986-7031

City of Brandon

Website: www.city.brandon.mb.ca

Traffic Division

1340 - 10th Street
Brandon, MB R7A 6Z3
Phone: 204-729-2322

City Licensing (Permits)

410 - 9th Street
Brandon, MB R7A 6A2
Phone: 204-729-2230

OTHER JURISDICTIONS: REGULATIONS AND ENFORCEMENT

British Columbia

Website: www.pssg.gov.bc.ca/cvse

Roadside Compliance
Motor Vehicles Regional Office
Phone: 250-952-0577

Motor Carriers Permits and Inquiries
Phone: 1-800-559-9688

Alberta

Website: www.trans.gov.ab.ca

Roadside Compliance
Inspection Services
Phone: 403-340-5225

Central Permit Office
Phone: 403-342-7138

Saskatchewan

Website: www.gov.sk.ca/docs/transition/trucking.asp

Roadside Compliance
Transport Compliance Branch
Phone: 306-787-4372

Motor Transport Services Branch
Phone: 306-775-6969

Ontario

Website: www.mto.gov.on.ca/english/trucks

Roadside Compliance
Northwest Region – Thunder Bay
Phone: 807-473-2000

Carrier Sanctions and Investigations
Phone: 807-473-2021

Quebec

Website: www.saaq.gouv.qc.ca/en/index.php

Commission des transports du Quebec
Phone: 1-888-355-0511

New Brunswick

Website: www.gnb.ca/0113/index-e.asp

Commercial Vehicle Enforcement
Phone: 506-684-7901

Oversize/Overweight Permits
Phone: 506-453-2982

Newfoundland

Roadside Compliance
Highway Enforcement
Phone: 709-729-4718

Motor Registration Headquarters
Phone: 709-729-4718

Nova Scotia

Website: www.gov.ns.ca/tran/trucking/truckingmain.asp

Permits/Vehicle Compliance Section
Phone: 902-424-5851

Prince Edward Island

Website: www.gov.pe.ca/tpwpei

Roadside Compliance
Highway Safety Division

Phone: 902-368-5700

Permits
Borden Weigh Scale

Phone: 902-437-8534

Yukon

Website: www.gov.yk.ca/transportation

Roadside Compliance
National Safety Code Office

Phone: 867-667-5066

Permits
Weigh Stations and Enforcement

Phone: 867-667-5729

North West Territories

Website: www.gov.nt.ca

Roadside Compliance
Carrier Inspection Programs

Phone: 867-920-8015

Permits
Enterprise Weigh Scale

Phone: 867-984-3341

UNITED STATES DEPARTMENT OF TRANSPORT

Federal Motor Carrier Safety Administration (FMCSA)

Website: www.fmcsa.dot.gov

Minnesota Office

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

North Dakota Office

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

National Highway Traffic Safety Administration (NHTSA)

Website: www.nhtsa.dot.gov

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

United States Customs and Border Protection Service

Website: www.cbp.gov/xp/cgov/toolbox/contacts

North Dakota

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

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

Minnesota

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

ADDITIONAL RESOURCES

Manitoba Trucking Association

Website: www.trucking.mb.ca

25 Bunting Street
Winnipeg, MB R2X 2P5
Phone: 204-632-6600
Fax: 204-694-7134

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

- Class 1



APPENDIX C: REGULATIONS

	Provincial Legislation	Federal Legislation
Safety Fitness Certificate Motor Carrier Safety Fitness Requirements Reg.	MR 168/2003	
Driver Profile Driver's Single Licence Disclosure Violation/Accident Disclosure Driver's Abstract / Annual Review	HTA 318.1(1) HTA 318.1(3) HTA 318.6	
Dangerous Goods Certificate AND Record of Training		TDG Regulations Part 6.6
Commercial Driver's Licence Driver's Licence Regulation	MR 180/2000	
Hours of Service Drivers must comply with regulations Drivers Hours of Service Regulation Commercial Vehicle Drivers Hours of Service Reg 1994 Commercial Vehicle Drivers Hours of Service Reg 2005	HTA 318.3 MR 72/2007	SOR 94/716 to Dec 31/06 SOR/2005-313 effective
Vehicle Profile Inspect and maintain in safe condition Maintain vehicle and keep records Commercial Motor Vehicle and Trailer Trip Inspection Reg. Periodic Mandatory Vehicle Inspection Reg.	HTA Section 318.2 HTA Section 318.7 MR 112/96 MR 76/94	
Load Securement Inspect Load Securement before driving Cargo Securement Regulation	HTA 318.4 MR 37/2005	
Carrier Responsibilities Promote compliance with Safety Requirements Keep all Driver Profile, Vehicle Profile and Hours of Service records at primary place of business Ensure driver compliance with all requirements	HTA Section 318.5 HTA Section 318.8 HTA Section 318.9	
Other Vehicle Weights and Dimensions on Classes of Highways Regulation Departmental measures to promote carrier improvement	MR 575/88 HTA Section 322.1(3)	
HTA = Manitoba Highway Traffic Act MR = Manitoba Regulation		



APPENDIX D: - DRIVER LICENCE CLASS SYSTEM

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

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

For Classes 5 and 6

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

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

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

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

FOR CLASSES 1 THROUGH 4

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

Drivers taking Authorized Instruction in Classes 1 to 4 must be accompanied by a supervising driver who has held a Class 5F licence for at least three years. (At least two of these years must be under 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 at least a Class 5I or 5A licence
- be at least 18 years of age;
- submit a medical report on initial application;
- meet prescribed vision standards;
- successfully complete the Class 1 knowledge test (written or oral);
- successfully complete a written test on Air Brake operation, if applicable.

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

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

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* with a seating capacity of over 24 passengers while carrying passengers; or a school bus** with a seating capacity of over 36 passengers while carrying passengers.

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

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

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

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

- hold at least a Class 5I or 5A licence;
- be at least 18 years of age;
- submit a medical report on initial application;
- meet prescribed vision standards;
- successfully complete the Class 2 knowledge test (written or oral);
- successfully complete a written test on air brake operation if applicable.

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

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

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

- every 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 kilograms. This does not include semi-trailer trucks.

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

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

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

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

- hold at least a Class 5I or 5A licence;
- be at least 18 years of age;
- submit a medical report on initial application;
- meet prescribed vision standards;
- successfully complete the Class 3 knowledge test (written or oral);
- successfully complete an Air Brake Practical inspection and test, if applicable.

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

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

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

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

and must continue to meet prescribed vision requirements.

CLASS 4

A Class 4 Vehicle is a:

- taxi;
- ambulance or other emergency vehicle;
- bus* with a seating capacity of between 10 and 24 passengers while carrying passengers;
- school bus** with a seating capacity of between 10 and 36 passengers while carrying passengers.

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

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

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

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

- hold at least a Class 5I or 5A licence;
- be at least 18 years of age;
- submit a medical report on initial application;
- meet prescribed vision standards;
- successfully complete the Class 4 knowledge test (written or oral);
- successfully complete an Air Brake Practical inspection and test, if applicable;

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

- hold at least a Class 5I licence;
- successfully complete a road test in a Class 4 vehicle, including a pre-trip inspection of the vehicle.

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

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

and must continue to meet prescribed vision requirements.

CLASS 5

A Class 5 Vehicle is a:

- passenger car;
- bus* while not carrying passengers;
- truck with two axles;
- any combination of vehicles consisting of a truck with two axles and a towed vehicle, with a registered

gross-vehicle-weight of not more than 4,540 kilograms.

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

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

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

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

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

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

A medical report must be submitted when requested.

A Class 5L licence holder must:

- hold this licence for at least nine months
- maintain zero per cent (0%) blood-alcohol content when driving
- be accompanied by a supervising driver as the only front-seat passenger (supervising driver must have held 5F licence for at least three years, and be under .05 blood-alcohol content)
- carry no more passengers than the number of functioning seat belts in the rear seat(s)
- successfully complete a Class 5 road test in order to progress to the 5I stage

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

A Class 5I licence holder must:

- successfully complete a Class 5 road test in a Class 5 vehicle to enter this stage
- successfully complete an Air Brake practical inspection and test if applicable
- hold this licence for at least 15 months
- maintain zero per cent (0%) blood alcohol content when driving
- from 5:00 a.m. to midnight:
 - may carry one passenger in the front seat and up to the number of functioning seat belts in the rear seats
- from midnight to 5:00 a.m.:
 - may carry one passenger in the front seat, or
 - when accompanied by a qualified, supervising driver in the front seat, may have additional passengers up to the number of functioning seat belts in the rear seats

A Class 5F licence holder:

- must continue to maintain zero per cent (0%) 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.

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);

- submit a medical report when requested

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;
- drive at night (between one-half hour before sunset to one-half hour after sunrise);
- tow any vehicle.

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

- must have held a Class 6L licence for at least nine months;
- must successfully complete a road test on a Class 6 vehicle;
- must maintain zero (0) blood alcohol content when driving;
- may carry one passenger;
- may tow a vehicle.

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

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

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

AIR BRAKE ENDORSEMENT

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

Drivers of Class 3 trucks, registered as farm trucks and equipped with air brakes, are exempt from this requirement.

An Air Brake "A" Endorsement permits the holder to drive vehicles equipped with air brakes in the class of vehicle the driver is licensed for.

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 for Air Brake Endorsements

"I" Endorsement - must complete written or oral Air Brake test;

"A" Endorsement - must also complete Air Brake practical test;

"S" Endorsement - must also complete adjustment of manual slack adjusters.

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 at 204- 945-6900.

*** Mopeds are not allowed to be driven on highways that have 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.



APPENDIX E: SAMPLE CARRIER PROFILE

Manitoba



Transportation and
Government Services

Transportation Safety and Regulation

1550 Dublin Avenue
Winnipeg, MB R3L 0L4
CANADA

Carrier Profile Summary

Notice: This profile contains information submitted by participating jurisdictions. It is distributed in the interest of information exchange. Transportation and Government Services assumes no liability for the contents or use thereof.

Carrier Name:	XYZ TRUCKING	NSC #:	MB0600003
Operating as:	FLEET SIZE 28	Safety Certificate #:	MB04-12324
Address:	123 Any Street	Valid Until:	31/Dec/2006
City/Province:	WINNIPEG, MB	IRP #:	MB99999
Postal Code	R3E 0L4	US DOT #:	684665
Phone:	555-5555	MC #:	808080
Fax:	555-5555	Inspection Shop:	No
Carrier Use:	Commercial	Dangerous Goods:	Yes
Carrier Class:	For Hire	School Bus Operator:	No
Regulated As:	Extra-Provincial	Current MB Fleet:	28
Organization Type:	Corporation	Average MB Fleet:	28
<u>Operates In</u>		Manitoba:	Yes
		USA:	Yes
		Canada(Outside Manitoba):	Yes
		Mexico:	Yes

Safety Rating		Performance Rating	
Conditional		Inspection Threshold	Accident Threshold
		8.15%	9.40%
CVSA Inspection Information		Conviction Threshold	Overall Threshold
Result	Count	71.40%	38.38%
Pass	2	0-40%	Acceptable
Fail	4	41-64%	Minor Attention Required
OOS	2	65-84%	Major Attention Required
		85%+	Departmental Intervention

Insurance Information (If applicable)		
Type	Insurance Company	Limit

Carrier Convictions

Transportation and
Government Services



Generic Code Description	Section	Ticket Number	Viol. Juris.	Violation Date	Plate Number	Weight	Acc. Inv.	Driver Licence #	Licence Juris.
Fail to obey traffic control device	HTA 85 RL	SAMPLE31	MB	22/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
Fail to obey traffic control device	HTA 85 RL	SAMPLE32	MB	21/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
Fail to obey traffic control device	HTA 85 RL	SAMPLE33	MB	20/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
Fail to obey traffic control device	HTA 85 RL	SAMPLE34	MB	19/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
Fail to obey traffic control device	HTA 85 RL	SAMPLE35	MB	18/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
Fail to obey traffic control device	HTA 85 RL	SAMPLE36	MB	17/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
Fail to obey traffic control device	HTA 85 RL	SAMPLE37	MB	16/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
Fail to obey traffic control device	HTA 85 RL	SAMPLE38	MB	15/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
Fail to obey traffic control device	HTA 85 RL	SAMPLE39	MB	14/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
Fail to obey traffic control device	HTA 85 RL	SAMPLE310	MB	13/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
Fail to obey traffic control device	HTA 85 RL	SAMPLE311	MB	12/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
Fail to obey traffic control device	HTA 85 RL	SAMPLE312	MB	11/Aug/2006	ZZZ001	3	N	DOE**JH30 2C1	MB
						36			

Carrier Convictions by Offence Category

Transportation and Government Services



Generic Code	Description	# of Convictions	Weight	Weighted Count	Percentage
Driving		Driving			
	Fail to obey traffic control device	12	3	36.00	100%
Totals for Driving		12		36	
Percent of Totals		100%		100%	
GRAND TOTALS		12		36	

Carrier Inspections

Weight: Pass=0, Fail=1, Out of Service=3

Transportation and Government Services



Report #	Inspection Level	Inspection Location	Inspection Date	Power Unit Plate	Driver Name	Weight
MBTEST301	1	Somewhere	22/Aug/2006	ZZZ001	DOE, JOHN H	3
MBTEST302	1	Somewhere	21/Aug/2006	ZZZ001	DOE, JOHN H	3
MBTEST303	1	Somewhere	20/Aug/2006	ZZZ001	DOE, JOHN H	0
MBTEST304	1	Somewhere	19/Aug/2006	ZZZ001	DOE, JOHN H	0
MBTEST305	1	Somewhere	18/Aug/2006	ZZZ001	DOE, JOHN H	0
MBTEST306	1	Somewhere	17/Aug/2006	ZZZ001	DOE, JOHN H	0
MBTEST307	1	Somewhere	16/Aug/2006	ZZZ001	DOE, JOHN H	0
MBTEST308	1	Somewhere	15/Aug/2006	ZZZ001	DOE, JOHN H	0
						6

Carrier Accidents

Transportation and
Government Services



Case #	Plate #	Accident Date	Accident Severity	Accident Jurisdiction	# of Injured	# of Fatalities	Weight	Driver Licence #
TEST301	ZZZ001	22/Aug/2006	Fatality	MB	1	1	6	DOE**JH302C1
							6	

Accident's weight is only assigned to 'At Fault' accidents.

APPENDIX F: SAMPLE FORMS

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

DRIVER PROFILE CHECKLIST

Required Documents

Driver Licence Disclosure (obtained at time of hire)

Recommend: obtain copy of valid driver licence (annually)

Driver Abstract (obtained at time of hire)

Disclosure of violations and accidents (ongoing)

Current Driver Abstract (obtained within the last 12 months)

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Record of Annual Review (completed after obtaining current driver abstract)

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Copy of current valid Dangerous Goods Training Certificate and copy of training materials, statement of experience, or other proof of training

Expiry Date: _____

Expiry Date: _____

RECOMMENDED DOCUMENTS

Application for employment and reference checks

Written test

Road test

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

* The above items should be in every driver qualification file.

DRIVER DISCLOSURE OF LICENCE

Declaration

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

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

Name: _____ Date _____

Licence Number: _____

Licence Class: _____ Province: _____

Signature: _____

DRIVERRECORDINQUIRYFROMMANITOBAPUBLICINSURANCE(MPI)

I hereby authorize _____ to obtain a copy of my driving record (abstract) from Manitoba
Public Insurance. Company name

Name of Applicant/Driver: _____

Driver Licence Number: _____

Date of Birth: _____

Signature: _____ Date: _____

To obtain driver abstract, mail request to:

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

OR

Go in person to a Manitoba Public Insurance service outlet

OR

Fax request to: 204-954-5357

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

ANNUAL REVIEW OF DRIVING RECORD

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

Name: _____

Licence: _____

Upon review of the driving record I find that:

_____ meets the minimum qualifications for safe driving
Driver Name

Yes No

If no, explain

Action taken

Reviewed by _____
Name and Title

Date of review _____

VEHICLE PROFILE CHECKLIST

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

RECOMMENDED DOCUMENTS

- Copies of CVSA reports and actions taken

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

* The above items should be in every vehicle file.

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 description: Yours _____ Other _____

Damage to your cargo? Yes No Extent of damage _____

ROADWAY PARTICULARS (Check Appropriate Lines)

Accident Occurred On	No. Of Lanes	Road Conditions	Lighting
<input type="checkbox"/> Construction	<input type="checkbox"/> Straightaway	<input type="checkbox"/> Dry	<input type="checkbox"/> Daylight
<input type="checkbox"/> Hilltop	<input type="checkbox"/> 2 lanes	<input type="checkbox"/> Snowy	<input type="checkbox"/> Dark – lighted
<input type="checkbox"/> Paved	<input type="checkbox"/> 3 lanes	<input type="checkbox"/> Wet	<input type="checkbox"/> Dark – unlighted
<input type="checkbox"/> Level	<input type="checkbox"/> 4 lanes	<input type="checkbox"/> Muddy	<input type="checkbox"/> Dusk
<input type="checkbox"/> Intersection		<input type="checkbox"/> Debris	<input type="checkbox"/> Dawn
<input type="checkbox"/> Curve		<input type="checkbox"/> Gravel	<input type="checkbox"/> Lighted
<input type="checkbox"/> Ramp		<input type="checkbox"/> Icy	<input type="checkbox"/> Unlighted
Type of Roadway	Traffic Controls	Weather	
<input type="checkbox"/> Divided	<input type="checkbox"/> Stop Sign	<input type="checkbox"/> Clear <input type="checkbox"/> Hail	
<input type="checkbox"/> Undivided	<input type="checkbox"/> No traffic control	<input type="checkbox"/> Snow <input type="checkbox"/> Rain	
<input type="checkbox"/> Urban	<input type="checkbox"/> Traffic light	<input type="checkbox"/> Cloudy <input type="checkbox"/> Blowing	
<input type="checkbox"/> Rural	<input type="checkbox"/> Other _____	<input type="checkbox"/> Fog <input type="checkbox"/> Severe Snow	
		<input type="checkbox"/> Smoke <input type="checkbox"/> 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: _____

