

9. A “trip inspection report” must be completed when a daily trip inspection is conducted and it must meet the minimum legislative requirements: legible; licence number/Unit number; odometer or hubometer; carrier name; location inspected; each defect or no defect; date/time of report; name of person inspecting; name and signature of driver or person inspecting.
10. A “Bus” shall not be operated if it fails to comply with applicable maintenance standards in Schedules 2, 3, 4, and 5 of CVSR.
11. An owner shall not permit a driver to drive and a driver shall not drive any bus unless the vehicle was inspected in accordance to Schedules 2 or 3 of Standard 13 AND no “major defects” were detected in the vehicle during the daily trip inspection.
12. A Motor Coach can not be operated if it fails to comply with the maintenance standards prescribed in Schedule 2 of CVSR.
13. Carriers that are required to complete a Daily and/or Under-vehicle “Trip Inspection Report” must retain the original reports in chronological order for each vehicle for at least the current month and preceding 6 months from the date of the inspection.
14. Whether or not a “trip inspection report” is required before trip begins, if driver observes any safety defects specified in applicable Schedule 2, 3 or 4 of Standard 13 while driving, then the driver shall record the defects in a trip inspection report or in a written document and report that defect to the carrier. If the defect is “major”, then do not drive the vehicle until it is repaired.
15. Written safety program and driver files need to address/include Hours of Service training, orientation and compliance evaluation.

16. An “under-vehicle trip inspection” must meet the requirements of Schedule 4 of Standard 13 and must be conducted by a person authorized by the carrier and that has a subsisting **Heavy Equipment Technician trade certificate** through the *Apprenticeship and Industry Training Act*. A Schedule 4 inspection is required when a Schedule 3 Daily Trip Inspection is done. The “under-vehicle trip inspection” is valid up to 30 days or 12,000 kilometres, whichever comes first. Under-vehicle inspection report must contain same information as a trip inspection report plus: brake adjustment measurements; nature of all repairs to fix defects found; trade certificate number of Heavy Equipment Technician who did the inspection.
17. Schedule 2 of Standard 13 identifies the list of daily trip inspection items for a **bus, handi-bus, motor coach** and **other commercial buses** and Schedule 3 identifies an alternative list of trip inspection items that can be inspected for a **motor coach provided Schedule 4 is used as well**. The applicable Schedule, for every vehicle a driver is operating, needs to be located in each commercial vehicle and must be produced on request of a peace officer.
18. **Training** of all applicable carrier staff (e.g. drivers, managers, administration, mechanics, etc.) in all “**safety laws**” is required by Section 40(1)(e) of the *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002).
19. Written maintenance program must indicate frequency (e.g. weekly, 200 hours, etc.) that regular and continuous maintenance is to be done on each type of regulated vehicle so as to meet the requirements of the applicable schedules 1-5 of the CVSR regulation.

Summary of various Schedules in the *Commercial Vehicle Safety Regulation* (AR 121/2009) and the NSC Standard # 13, Part 2:

CVSR Regulation (*use ALL applicable Schedules*):

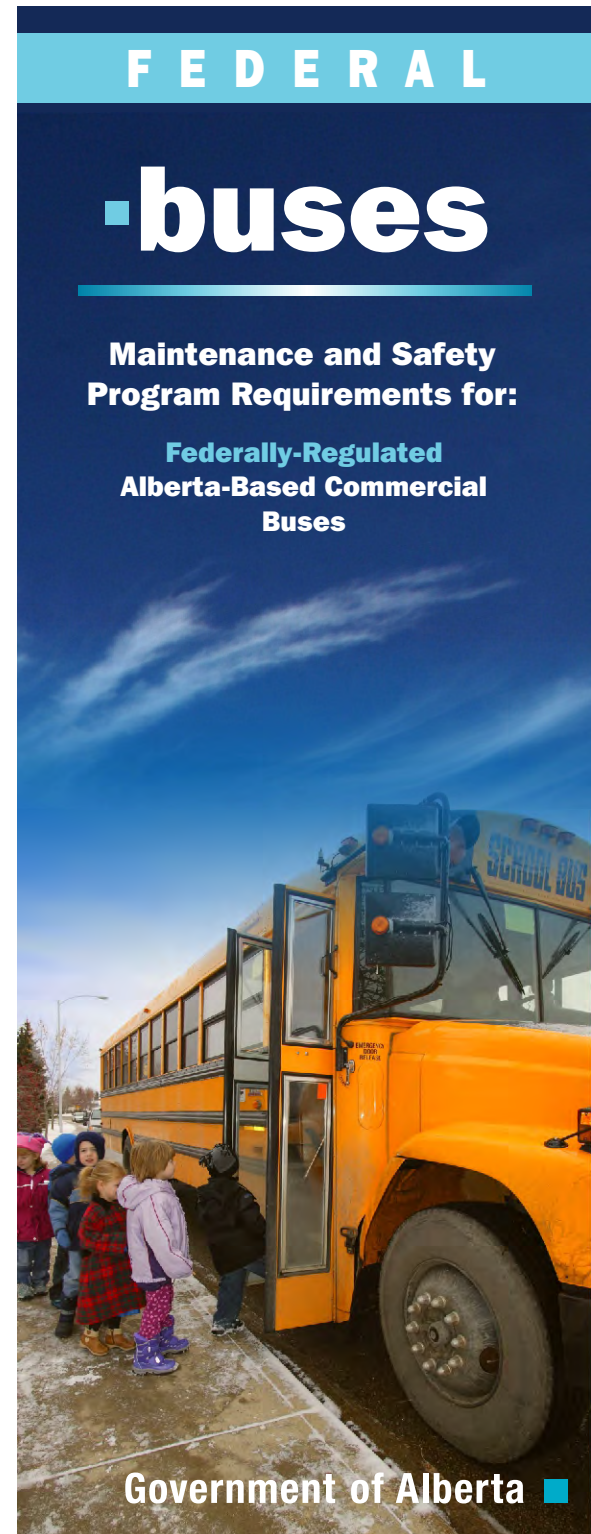
- **Schedule 1:** general safety standards (e.g. markings, etc.)
- **Schedule 2:** maintenance standards for all vehicle types
- **Schedule 3:** maintenance standards for buses transporting persons with physical disabilities
- **Schedule 4:** maintenance standards for handi-buses
- **Schedule 5:** maintenance standards for school buses

NSC Standard # 13:

- **Schedule 1:** trip inspection requirements for truck / tractor / trailer
- **Schedule 2:** trip inspection requirements for all buses
- **Schedule 3:** trip inspection requirement for a motor coach (*if Schedule 2 not used*)
- **Schedule 4:** 30 day or 12,000 kilometre visual inspection of a motor coach (*if schedule 3 is used*)

Internet access to various information sites:

- General information on Alberta’s transportation requirements: www.transportation.alberta.ca/3.htm
- Change carrier’s Operating Status: www.transportation.alberta.ca/661.htm
- Obtain Schedule 1 to 4 of the NSC Standard 13, Part 2: www.ccmta.ca/english/pdf/nsc_standard_13.pdf
- Obtain CSA Standard D250-2007: www.shopcsa.ca/onlinestore/GetCatalogItemDetails.asp?mat=2418674
- Obtain CSA Standard D409: www.shopcsa.ca/onlinestore/GetCatalogItemDetails.asp?mat=2415031
- Obtain *Commercial Vehicle Safety Regulations* (AR 121/2009): www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740727
- Obtain other Alberta legislation: www.qp.alberta.ca/Laws_Online.cfm
- Obtain Federal legislation: <http://laws.justice.gc.ca/en/index.html>



Maintenance and Safety Program Requirements for: Federally-Regulated Alberta-Based Commercial Buses

Alberta's new *Commercial Vehicle Safety Regulation* (CVSR) came into effect on July 1, 2009 as did changes to the *Vehicle Equipment Regulation* (VER). The regulations cover a broad range of vehicle safety and equipment needs, but one of the key changes is the requirement for **daily** trip inspection **written** reports to be completed and produced to a peace officer when requested.

This summary of the requirements of various critical regulations has been prepared to assist carriers with a "federal" operating status and **drivers** operating commercial buses/vans/coaches originally designed to transport **11 or more persons**, including the driver, with understanding these changes. You are urged to consult the complete regulations for a full explanation of requirements.

For more information contact:

Carrier Services Section
Alberta Transportation
#401, 4920 51 Street
Red Deer, Alberta T4N 6K8

Phone: 403-755-6111
(toll free in Alberta by first dialing 310-0000)
Fax: 403-340-4811

Email: carrier.services@gov.ab.ca

Websites:

- Copies of the *Traffic Safety Act* and its regulations: www.transportation.alberta.ca/525.htm
- General commercial vehicle and driver compliance information: www.transportation.alberta.ca/499.htm

Maintenance and Safety Program Requirements for: Federally-Regulated Alberta-Based Commercial Buses

Effective July 1, 2009

Refer to the "NOTES" in the following columns for an explanation of the numbered exceptions or explanations to the requirements. Consult the complete regulations for a full explanation of requirements.

Program Requirements	Federal Operating Status ⁵		
	Operating INSIDE and OUTSIDE Alberta ⁶		
	Motor Coach ^{1,2}	School Bus ^{1,3}	Other Bus ^{1,4}
Written Maintenance Program ¹⁹	Yes	Yes	Yes
Complete Vehicle Files	Yes	Yes	Yes
Daily Trip Inspection ⁷			
Driver Training ¹⁸	Yes	Yes	Yes
Within radius ⁸ (<i>exemption expires December 31, 2009</i>)			
Conduct inspection	Yes ^{10,13}	Yes ^{10,11}	Yes ^{10,11}
Document and Produce trip inspection report	No ^{9,13,14}	Yes ^{9,13,14}	No ^{9,13,14}
Produce a copy of Schedules 2 and/or 3 of NSC Standard 13, Part 2	Yes	Yes ¹⁷	Yes
Outside radius			
Conduct inspection	Yes ^{11,12}	Yes ^{10,11}	Yes ^{10,11}
Document and Produce trip inspection report	Yes ^{9,13}	Yes ^{9,13}	Yes ^{9,13}
Produce a copy of Schedules 2 and/or 3 of NSC Standard 13, Part 2	Yes ¹⁷	Yes ¹⁷	Yes ¹⁷
Under-vehicle trip inspection	Yes ^{13,16}	No	No
CVIP (semi-annual inspection)	Yes	Yes	Yes
Written Safety Program	Yes	Yes	Yes
Employee Training ¹⁸ and Driver Evaluation	Yes	Yes	Yes
Complete Driver Files	Yes	Yes	Yes
Hours of Service			
Driver Training ¹⁸	Yes ¹⁵	Yes ¹⁵	Yes ¹⁵
On-Road Compliance	Yes	Yes	Yes
Cargo Securement			
Driver Training ¹⁸	Yes	Yes	Yes
On-road compliance	Yes	Yes	Yes

Notes

1. "Bus" is a commercial vehicle originally designed to carry 11 or more persons including the driver and used to transport persons.
2. "Motor Coach" is a bus of monocoque design (i.e. no frame) manufactured with underfloor storage, and not a transit bus.
3. "School Bus" is a bus that meets the requirements of a Type A1, A2, B, C, D school bus described in CSA Standard D250-2007 and used primarily to transport students to and from school.
4. A "Handi-bus" is a bus that meets the CSA Standard D409 and used primarily to transport persons with physical disabilities.
5. "Federal" Operating Status authorizes operation of a bus outside Alberta.
6. Maintenance program and vehicle files need to address/include trip inspections, repairs and CVIP forms, when the jurisdiction(s), including Alberta, in which the carrier's vehicles are operating require the inspections to be completed. Written safety program and driver files must address compliance issues only when the registered jurisdiction requires those records to be completed.
7. "Daily Trip Inspection" means a trip inspection of vehicle conducted by inspecting the specified items identified in Standard 13.
8. Exempt from completing a "trip inspection report" if: (a) the driver operates a commercial vehicle within a 160 kilometre radius of driver's home terminal; (b) driver returns to their home terminal each day to begin a minimum of 8 consecutive hours off-duty; (c) driver is not driving under a permit relating to the Alberta *Drivers' Hours of Service Regulation* (AR 317/2002). If any one of these criteria are not met then a "trip inspection report" is required. **NOTE: this exemption does not apply to a school bus.**