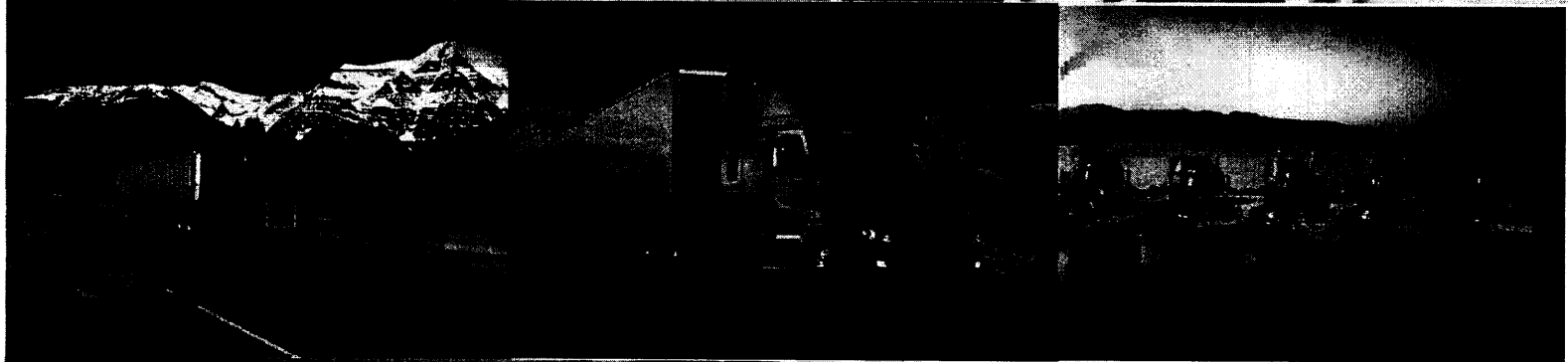
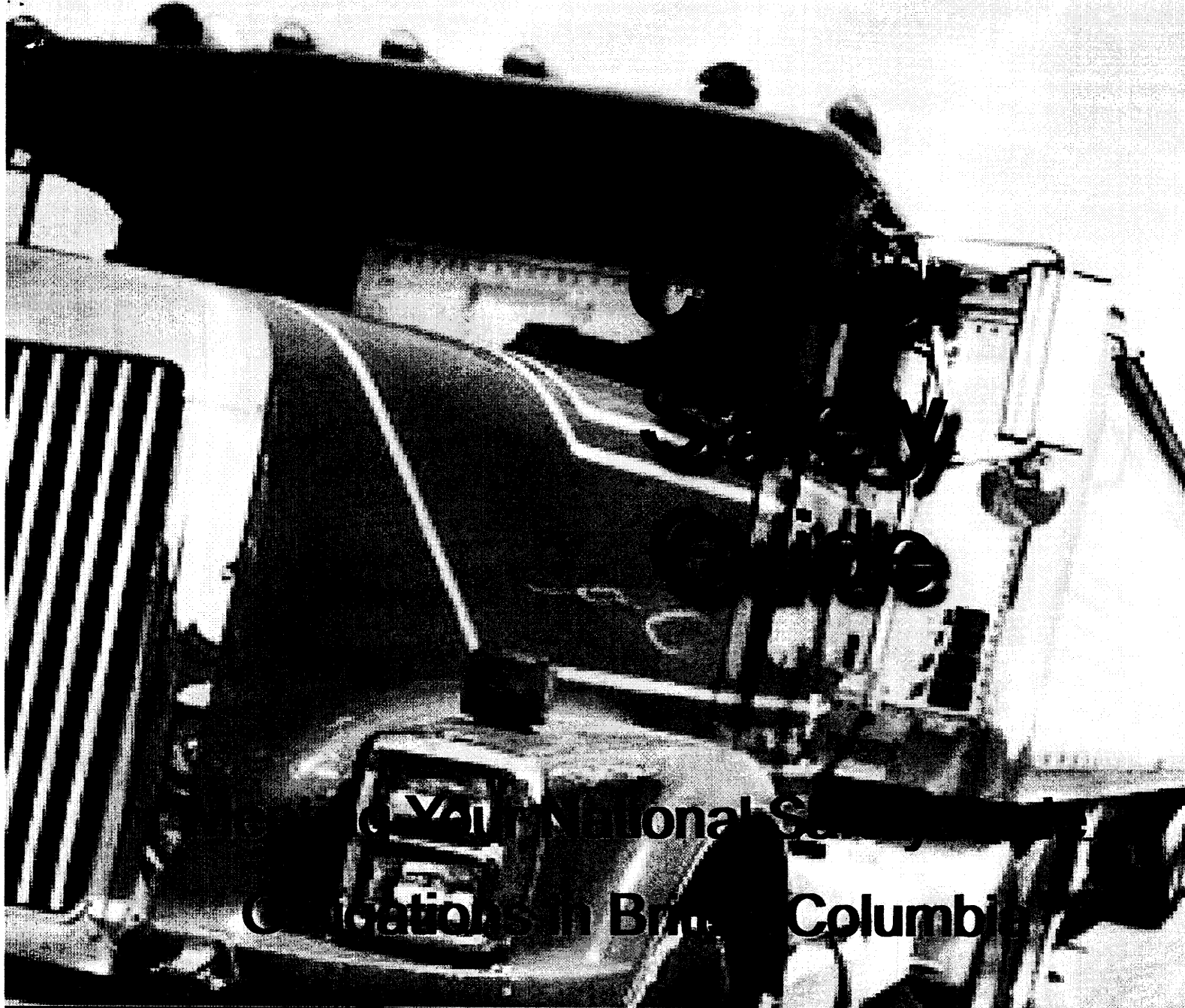


# **ATTACHMENT #1A**

## **National Safety Code – Carrier Safety Guide**

**(47 Pages)**



<b>Section 1: Introduction</b>	<b>1</b>
A carrier manages commercial vehicles	1
History and goal of the National Safety Code (NSC)	1
The NSC in BC	2
Inside this guide	2
Carrier's Obligations	3
Obligations cover four areas	3
A safety plan provides protection	3
A safety focus makes good business sense	4
Carrier Safety Practices Are Monitored	4
Your Carrier Profile shows your on-road record and safety rating	4
Use your Carrier Profile to check your safety record	5
An audit will check your safety record-keeping practices	5
CVSE Steps to Improve Safety	5
A warning letter is the usual first contact	5
Safety Plan Self Assessment	5
NSC Compliance Review	6
NSC Quantifiable Audit	6
A carrier's safety certificate may be cancelled	6
<b>Section 2: Setting Up Your Business Records</b>	<b>7</b>
NSC Record Keeping at a Glance & Suggestions	8
Driver Records	9
Driver licences	9
Transportation of Dangerous Goods (TDG) training certificates	9
Driver abstracts	9
Driving incident records	12
Ideas That Work	12
Check a current driver abstract before hiring any driver	12
Review every driver abstract carefully	12
Develop a recall system	13
Set up a separate file for each accident	13
Check each driver's history of accidents	13
Create a separate file for each driver	14
Create a detailed safety plan and share it with your employees	14
Have each driver sign a statement that lists their responsibilities	15

# Contents

---

Hours of Service	16
On-duty	16
Off-duty	17
Day	17
Cycles	18
Reset	18
Work-shift	18
Deferring off-duty time	19
Sleeper berth	20
Personal use exemption	21
Ensure daily logs are filled out correctly	21
Ensure your drivers keep their daily logs with them	22
Ensure your drivers retain supporting documents with their logs	22
Ensure your drivers give you all required daily logs	22
Know the special rules if you work within the logging, oil well or gas well industry	23
Logging truck hours	23
Oil well service	23
Waiting and Standby Time	23
Exempt from hours of service regulations	24
Ensure you understand the exceptions if log books are not used	24
Ideas That Work	26
Spend sufficient time communicating hours-of-service policies	26
Develop and write out your disciplinary program	26
Implement a system for monitoring your drivers' hours	26
Name one person to receive driver updates	27
Use a log or spreadsheet to monitor your driver's hours of service	27
Vehicle Records	28
Keep all manufacturer recall notices	28
Keep all vehicle inspection, maintenance and repair records	28
Maintain, inspect and repair all vehicles according to the regulations	28
Establish a maintenance program	29
Ensure trip inspections are properly done	29
Take appropriate action on all defects found during trip inspections	30

Ensure you get all required trip inspection reports	30
Ideas That Work	31
Set up a recall system to track when CVIP inspections are due	31
Set up a system to remind yourself of each vehicle's scheduled maintenance	31
Train employees and drivers to inspect and maintain vehicles	31
Keep thorough and organized records for each vehicle in your fleet	31
Use one form to record all maintenance and repairs for each vehicle	32
Special Safety Requirements	34
Every NSC vehicle must be identified	34
Transporting dangerous goods (TDG) requires special training	34
Cargo Insurance is required for most carriers	35
All bills of lading must include all required information	36
<b>Section 3: Contacts and Additional Information</b>	<b>37</b>
CVSE Addresses and Phone Numbers	37
Carrier Profiles	37
Driver abstracts	37
NSC Safety Certificate applications	37
Dangerous Goods Head Office	38
CVSE Carrier Safety Inspectors	38
Weigh scales	39
Commercial Vehicle Permit Line	40
Commercial Vehicle TIPS Line	40
Useful Publications	40
Web Sites	40
British Columbia sites	40
Other Canadian sites	41
U.S. sites	41
Important acts and regulations	41
Provincial acts and regulations	42
Federal acts, regulations and standards	42
<b>Section 4: Forms</b>	<b>43</b>
Driver Abstract Request Form	44
National Safety Code Abstract Requestion Form	45
Driver Check Sheet	46
Vehicle Maintenance Form	47

The Carrier Safety Guide is for you, if you:

- have just received your National Safety Code Safety Certificate and are setting up a new carrier business
- are an experienced carrier wanting to improve your record keeping and safety practices
- want to know what a carrier safety inspector will look for during an audit of your safety records

This guide can help you understand your obligations as a carrier. Whether you drive your own vehicle, hire drivers, or work with lease operators, you will find useful information here.

### **A carrier manages commercial vehicles**

A carrier is anyone who owns, leases, manages or decides how a commercial motor vehicle should be used.

A commercial motor vehicle is any motor vehicle used by a business, if that vehicle:

- is used to carry people or freight, and
- is one of the following:
  - a truck or truck tractor that has a licensed GVW (gross vehicle weight) of more than 5,000 kg (including the weight of any attached trailer)
  - a bus (which is any vehicle that carries 10 or more people)
  - a vehicle that requires a Passenger Transportation licence (taxis, limousines, some buses, etc.)
  - a business vehicle as defined by the *Motor Vehicle Act*

To be a carrier based in British Columbia, you must have a National Safety Code Certificate. You need this certificate before you can license a commercial vehicle. You also need this certificate to apply for an operating licence from the Passenger Transportation Branch.

### **History and goal of the National Safety Code (NSC)**

The National Safety Code (NSC) is a set of safety standards for motor carriers, drivers and vehicles operating in Canada. Provinces and territories have the authority and responsibility to regulate all carriers who operate within their borders.

In 1989, the Canadian Council of Motor Transportation Administrators (CCMTA) established the NSC standards. This was done to provide a set of standards that all provinces and territories could use. The CCMTA includes representatives from the federal and all provincial governments. All provinces and territories have adopted the NSC standards and use them to develop their own regulations.

The NSC exists to protect:

- commercial drivers
- other people on the road
- goods being transported

The goal of the NSC is improved road safety and uniformity of regulations across Canada.

# Section 1: Introduction

---

## The NSC in BC

The standards of the NSC that have been made into law in BC are found in several provincial acts and regulations. More information on how to get copies of these acts and regulations is provided in **Section 3, Important Acts and Regulations**.

The *Motor Vehicle Act (MVA)* and the Motor Vehicle Act Regulations (MVAR) contain most of the laws mentioned in this guide. Division 37 of the MVAR is the Safety Code in BC. It sets out the laws that require carriers to have a Safety Certificate. It also includes the laws that regulate hours of service, trip inspections and audits. The regulations in Division 37 are administered under the name the National Safety Code.

You can view or print the NSC by browsing to [www.cvse.ca](http://www.cvse.ca) and clicking on 'National Safety Code', then 'Acts and Regulations', then 'Division 37 – Safety Code'

If you prefer, you can view a complete copy of the Motor Vehicle Acts and Regulations, including Division 37, at your local public library. Or, you may order your own copy, for a fee, from:

Crown Publications Queen's Printer

Phone: 1.800.663.6105 (Victoria 250.387.6409) | Fax: 250.387.1120

Email: [crownpub@gov.bc.ca](mailto:crownpub@gov.bc.ca) | Website: [www.crownpub.bc.ca](http://www.crownpub.bc.ca)

## Inside this guide:

**Section 1:** Introduction - An overview of your obligations as a carrier. It also tells you how your carrier business will be monitored.

**Section 2:** Setting Up Your Business Records - Divided into four areas of carrier responsibility under the NSC:

- drivers
- hours of service
- vehicles
- other safety requirements

Each time a section of the law is summarized, there is a note in brackets to tell you where you can find this information in the acts and regulations. For example, if you see (MVAR 37.29(1)(b)), this means the law being summarized is found in the Motor Vehicle Act Regulations, section number 37.29, paragraph 1b.

You will also find information under the heading **Ideas That Work**. Here you'll find practical ideas for maintaining good safety records. On the right side of the page, you'll find boxes that contain suggestions that could help avoid problems for all carriers and ideas for owner operators. These ideas can help small business operators meet their NSC obligations while keeping simple records.

Another helpful tool for setting up your business records can be found online by browsing to [www.cvse.ca](http://www.cvse.ca) and clicking on 'National Safety Code', then 'Safety Plan Guidelines'.

**Section 3:** Contacts and Additional Information - Provides the names, numbers, mailing addresses, and website addresses of useful contacts.

**Section 4:** Forms - Contains blank copies of some of the forms in this guide, so that you may copy them for use in your carrier business.

## Carrier Obligations

By the time you have a vehicle operating under your safety certificate, you must have a safety plan in place. Your safety plan should include all the safety practices you use in your business. A good plan will help you run a safe business and meet your legal obligations. Share your plan with your drivers. This will help both you and them meet the safety standards you put in place. If you would like help building your safety plan, guidelines are available online by browsing to [www.cvse.ca](http://www.cvse.ca) and clicking on 'National Safety Code', then 'Safety Plan Guidelines'.

Your NSC obligations require you to be responsible for all the vehicles that operate under your safety certificate and all the drivers who drive those vehicles. This includes leased vehicles and drivers you hire as employees or contractors and their employees – anyone who operates the vehicles insured using your safety certificate number.

You are responsible for keeping all the required records for each of these vehicles and drivers (for example, if a contractor hires a driver to drive a leased vehicle that is operated under your Safety Certificate, you must have records on both that driver and that vehicle.)

### Obligations cover four areas

As a carrier, you are responsible for:

- educating yourself and all drivers who work under your Safety Certificate
- ensuring that all vehicles that are operated under your Safety Certificate are properly maintained
- ensuring only competent and qualified drivers drive your vehicles
- establishing policies for tracking hours of service, vehicle maintenance, safety programs and ensuring your safety policies are followed

### A safety plan provides protection

A good plan will help you operate a business that protects the safety of:

- your drivers (including you, if you drive for your business)
- your vehicles
- the goods you transport
- everyone who shares the road with your drivers and vehicles





# Section 1: Introduction

---

## **A safety focus makes good business sense**

A business that focuses on safety will:

- have fewer delays caused by mechanical breakdowns
- be able to use drivers and vehicles more efficiently
- spend less time at random inspections, if its vehicles are stopped
- avoid the necessity for sanctions implemented by Commercial Vehicle Safety and Enforcement

## **Carrier Safety Practices Are Monitored**

The National Safety Code program office monitors all carriers in British Columbia. Each carrier in BC is given a safety rating. This rating is determined by:

- your on-road performance, and
- your record-keeping and safety-monitoring performance (if your business has been audited by a carrier safety inspector).

Your safety rating is shown on the front page of your Carrier Profile. Your safety rating may be:

- Satisfactory- Unaudited
- Satisfactory
- Conditional or
- Unsatisfactory

Regardless of your carrier profile, your safety rating will be Satisfactory-Unaudited until you have been audited.

## **Your Carrier Profile shows your on-road record and safety rating**

Your Carrier Profile is a record of how safe your drivers and vehicles are. Information is collected from across Canada. CVSE, Police and regulatory agents record each ticket they issue and each time they conduct a roadside inspection. Each accident is also recorded.

This information automatically generates an item on your Carrier Profile. Your Carrier Profile will provide you with information about:

- violation ticket convictions
- roadside inspection reports
- accident reports
- pending violation tickets
- vehicle inspection history
- audits

An inspector may issue violation tickets during an audit. If you are convicted, these tickets will also be reflected on your Carrier Profile.

### **Use your Carrier Profile to check your safety record**

You can access your carrier profile electronically by obtaining a BCeID user ID.

To register for a BCeID user ID, go to [www.bceid.ca](http://www.bceid.ca). If you need help, you can phone them at 1 888 356-2741 (604 660-2355 in the Lower Mainland). Be sure to register for the 'Business' ID. Once you have your BCeID, you can access your Carrier Profile online at: <https://apps.th.gov.bc.ca>.

### **An audit will check your safety record-keeping practices**

An audit evaluates how well you are meeting your NSC requirements. Once a carrier safety inspector completes an audit of your safety records, you will be given an audit status. Your audit status helps determine your carrier safety rating.

### **CVSE Steps to Improve Safety**

Carriers are monitored through their Carrier Profile. You will be contacted if your profile shows you are having safety problems. You may also be contacted for a random audit.

### **Contact from the NSC program comes in one of several ways:**

- warning letter
- safety plan self assessment
- compliance review
- quantifiable audit
- recommendation that a safety certificate be suspended or cancelled

### **A warning letter is the usual first contact**

The NSC office may send you a warning letter if you:

- are found guilty of too many violations
- receive too many out-of-service notices as a result of inspections
- are at fault in one or more accidents (depending on how serious each is)
- have a record that shows too many of any combination of the above three items

### **Safety Plan Self Assessment**

If your safety performance continues to decline, you will be advised to complete a self assessment of your safety plan. You will receive a letter recommending that you review your current safety plan or develop a safety plan, if it is not already in place.

The Safety Plan Guidelines have been created to assist you and can be located by browsing to [www.cvse.ca](http://www.cvse.ca) and clicking on 'National Safety Code', then 'Safety Plan Guidelines'. You are welcome to forward your safety plan to your local carrier safety inspector for review.

# Section 1: Introduction

---

## **NSC Compliance Review**

The third type of contact is a compliance review. Compliance reviews are educational. A Carrier Safety Inspector will visit your office to review your records, safety plan and record keeping practices. After the review, the inspector will develop an action plan that will help you maintain compliance with the Motor Vehicle Act Regulations and NSC requirements.

Failure to participate in a scheduled compliance review will result in a recommendation for suspension of your safety certificate.

## **NSC Quantifiable Audit**

The fourth type of contact is an audit. There are several ways you may be selected for an audit:

- random selection
- poor safety record
- complaint
- accident
- CVSA roadside inspection
- requested by CVSE staff

Each year, some BC carriers are randomly selected for an audit. You may be selected even if you are a carrier with a very good safety record. These audits are done to get a broad understanding of how well carriers are meeting their obligations. Carriers who are selected for these random audits will be told about them in advance.

The audit focuses on a carrier's safety operation. If you are audited, a carrier safety inspector may visit your office or require you to bring your records to another location. Failure to provide your records will result in a recommendation for suspension of your safety certificate. The inspector will review, record and tally all records related to NSC regulations. If necessary, the inspector will develop an action plan for you to follow. This plan will focus on any safety problems the audit may reveal. The inspector may also give penalties (violation tickets). At the end of the audit, the inspector will give you a report.

## **A carrier's safety certificate may be cancelled**

A carrier must have a valid safety certificate to operate in BC. The NSC program office may recommend that a carrier's certificate be cancelled. This could happen if there is serious concern about a carrier's safety performance. It could also happen if a carrier's record does not improve significantly after a warning letter, safety plan self assessment, compliance review and audit. This recommendation is made to the Director, Commercial Vehicle Safety and Enforcement. The carrier may then file an "Intent to Show Cause" why their safety certificate should not be cancelled.

## Section 2: Setting Up Your Business Records

---

This section of the guide is divided into four topics. Each topic includes a summary of records you must keep to meet your NSC obligations. These are the same records an inspector will ask to review during an audit.

These four topics are the four areas of your NSC obligations:

- drivers
- hours of service
- vehicles
- special safety requirements

Record keeping helps ensure good safety practices are in place. It also helps ensure these practices are being followed. Good safety practices include:

- ensuring drivers are qualified to drive commercial vehicles
- ensuring drivers are not too tired to drive
- ensuring vehicles are safe
- ensuring goods are properly handled

As you work through this guide, you'll find information about the records you must keep. You'll also find suggestions about how to keep these records and additional record keeping. Although it may take a little time to set up some of these record-keeping practices, good record keeping will allow you to be better informed. This will make you a safer carrier and help ensure you fulfill all your NSC obligations.

## Section 2: Setting Up Your Business Records

### NSC Record-Keeping At A Glance

Required Files	When To Get Them	How Long To Keep Them
Recommended Files *		

#### Driver Files

1. Employment application and signed company policy	At time of hire	Term of employment
2. Current driver licence (copy) *	At time of hire; after renewal	Term of employment
3. Driver abstracts (N Print preferred)	At time of hire; minimum every 12 months thereafter	Current + 4 years
4. TDG Certificate	At time of hire or when certified	Current and for 2 years after expiry
5. Driving incident records (includes all violation tickets, Notice & Orders, CVSA inspections, training records/certificates and any disciplinary action taken)	Within 15 days of incident	Current + 4 years

#### Accident Records (separately or in the driver's file)

1. Accident reports	Within 15 days of incident	Current + 4 years
2. Pictures, notes, statements *	Within 15 days of incident	Current + 4 years

#### Hours of Service

1. Drivers' daily logs	Within 20 days	6 months
2. Supporting Documents (may include time-stamped fuel receipts, bills of lading and shipping documents, accommodation and meal receipts, toll receipts □ anything with times and dates that you know to be accurate, so you can use them to verify driver logs)	Within 20 days	6 months
3. Accurate time records when exempt from logs	Daily	6 months

#### Vehicle Records

1. Manufacturer recall notices	After correction	Current + 4 years
2. Vehicle inspections (copies of current and historical CVIPs)	On completion	3 years
3. Maintenance and all repair records/receipts	On completion	3 years
4. Vehicles sold/disposed from carrier fleet (maintenance, repair & inspection reports)	On completion of disposal	6 months after disposal or provide to new owner
5. Trip inspection reports	Within 20 days	3 months

#### Other

1. Bills of lading (if applicable)	File immediately	3 years
2. Cargo insurance *	File immediately	Current year

**Important Notice:** This document is for guidance only. If there is any conflict between this document and the *Motor Vehicle Act and Regulations*, the latter shall apply.

### Driver Records

You are responsible for the safety of all drivers and lease operators who work for you. Your responsibility includes ensuring all your drivers are properly qualified and trained.

Keep a separate driver file for each driver and each lease operator who works for you.

You must keep records on each of the following for every driver who operates under your safety certificate:

- driver licences
- transportation of dangerous goods training certificates
- driver abstracts
- driver incident reports

### Driver licences

- make sure every driver who works with you has a valid licence that is the proper class for the vehicle they operate (MVA Part 1 Sec 37)
- ensure every driver has the necessary restrictions and endorsements (e.g., air brake endorsement). (MVA Part 1 Sec 37)

Check the back of each driver's licence. Do this before deciding whether to hire. The back of the licence is where you will find a list of the driver's restrictions and endorsements.

### Transportation of dangerous goods (TDG) training certificates

- check the federal *Transportation of Dangerous Goods Act* (TDGA) and *Transportation of Dangerous Goods Regulations* (TDGR) at <http://www.tc.gc.ca/eng/tdg/clear-tofc-211.htm> for the law related to transporting dangerous goods. This information is not included in *the Motor Vehicle Act*.
- ensure all your drivers who transport dangerous goods have the required training (TDGR 6.1(2))
- keep a copy of each driver's current TDG certificate (MVAR 37.29(1)(b))
- keep a copy of each driver's expired TDG certificate for two years after it expires (TDGR 6.6)

### Driver abstracts

- get a new driver abstract whenever you hire a new driver (MVAR 37.29(1) (a))
- get a new driver abstract for each of your drivers at least once every 12 months (MVAR 37.29(1)(a))
- keep driver abstracts for four years after the year they are current (e.g., if a driver's abstract is dated 2010, you must keep that abstract through 2010 and four more years, until the end of 2014. You must do this even if the driver no longer works for you (MVAR 37.30)

Understand that MVAR uses the term driver transcript to refer to driver abstracts.

In BC, two types of driver abstracts are available, but only one of them gives you all the information you need as a commercial carrier:

- P prints are public prints which provide a record of driver penalty points (e.g., speeding, drinking and driving). They are available from ICBC Driver Services Centres and government agents.

As part of your driver application process, have each new driver complete a MV2520 found in Section 4, Forms.

## Section 2: Setting Up Your Business Records - Drivers

- N prints were developed for commercial carriers. They provide everything a P print does plus a record of commercial vehicle-related convictions (e.g., logbook offences, overweight or oversize violations and vehicle inspection violations). N prints are available from ICBC Licensing Support Services.

Below is an example of the front page of an N print driver abstract.


Insurance Corporation of British Columbia	Licensing Support Services PO Box 3750 Victoria BC V8W 3Y5	Telephone (250) 978-8300 Fax (250) 978-8006				
BRITISH COLUMBIA DRIVING RECORD SEARCH		N				
Experimental Driver	Licence No: 9999999 Type: 5 yr Renewal Birthdate: 07DEC54 Driver Status: Normal File Reference: F000000	Driver Class: 100 Expiry Date: 07DEC2001 Original Date: 01JAN71				
Restrictions: Fix Air Brakes Permitted Variable: None						
VIOLATION DATE	DISPOSITION AND DATE	ACT AND SECTION	CONTRAVENTION DESCRIPTION	POINTS	LOC	NSC
23MAY96	11JUN96	MVR 37.23/6	FAIL TO PRODUCE INSPECT RPT	00	SURREY	Y
30MAY96	03JUL96	MVA 151/3	SPEED AGAINST HIGHWAY SIGN	03	GIBSONS	
23OCT96	22NOV96	MVA 216/1	IMPROPERLY EQUIPPED MOTOR VEHICLE	00	N VAN	Y
23OCT96	22NOV96	MVR 35.12/1/E	TIE DOWN HANDLES NOT LOCKED AND SECURED BY ROPE/WIRE/CHAIN	00	N VAN	Y
21APR97	14MAY97	CTA 12/1/B	VEHICLE EXCEEDS AXLE WEIGHT	00	DELTA	Y
22OCT97	13DEC97	CTA 12/1/B	VEHICLE EXCEEDS AXLE WEIGHT	00	RICHMOND	Y
12MAR98	24 HR PROH	MVA 214	24 HR PROHIBITION	00	BURNABY	
17MAY98	27MAY98	MVR 37.23/6	FAIL TO PRODUCE INSPECTION RPT	00	DELTA	Y
12AUG98	05NOV98	MVA 62/2	FAIL TO FULFILL DUTY OF DRIVER INVOLVED IN ACCIDENT	03	VANCOUVER	
19OCT98	03DEC98	MVR 6.02	VEHICLE NOT EQUIPPED WITH REQUIRED BRAKE EQUIPMENT	00	W VAN	Y
21OCT98	22NOV98	CTA 12/1/B	VEHICLE EXCEEDS AXLE WEIGHT	00	SQUAMISH	Y
25JAN99	25FEB99	MVR 37.23/6	FAIL TO PRODUCE INSPECTION RPT	00	BURNABY	Y
03APR99	04MAY99	MVA 151/3	SPEED AGAINST HIGHWAY SIGN	03	CHERRY CRK	
20SEP00	09NOV00	MVR 7.161/1/D	DEFECTIVE TIRES	00	W VAN	Y
20SEP00	09NOV00	MVR 37.36/2/B	OMIT ENTRY IN RECORD	00	W VAN	Y
THIS OFFICE HAS NO RECORD OF ANY PROHIBITIONS FROM DRIVING AS OF 12 MAR 2001						
THIS SEARCH REPORTS ONLY CONTRAVENTIONS AND PROHIBITIONS FROM DRIVING FOR THE PREVIOUS FIVE YEARS THAT HAVE BEEN RECEIVED AT THIS OFFICE AS OF 12 MAR 2001						
Insurance Corporation of British Columbia			12MAR 2001			
VICTORIA, BC.						
(SEE REVERSE FOR QUESTIONS & ANSWERS)						

# Section 2: Setting Up Your Business Records - Drivers

Drivers wanting a copy of their own N print driver abstract must use the National Safety Code Abstract Personal Request Form. Carriers requesting N prints for their drivers must use the National Safety Code Abstract Request Form.

Blank copies of both these forms are available at the back of this guide in **Section 4, Forms** or at the ICBC Licensing Support Services website, at:

<http://www.icbc.com/driver-licensing/driving-record>.

 **National Safety Code Abstract  
Personal Request Form**

Insurance Corporation of British Columbia  
PO Box 3760  
Victoria BC V8W 3Y5

Telephone: 250-414-7732  
Fax: 250-978-8012

Please type or print clearly, illegible information cannot be processed.

LAST NAME	FIRST NAME	SECOND NAME
DRIVER'S LICENCE NUMBER	DATE OF BIRTH (dd/mm/yyyy)	TELEPHONE NUMBER

\_\_\_\_\_  
SIGNATURE OF DRIVER (REQUEST WILL NOT BE PROCESSED IF SIGNATURE MISSING)      DATE \_\_\_\_\_

**Return abstract by:**


Mail  
TO MY MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
OR  
TO NAME OF CARRIER OR COMPANY \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

Fax  
TO MY FAX NUMBER \_\_\_\_\_  
OR  
TO NAME OF CARRIER OR COMPANY \_\_\_\_\_  
FAX NUMBER \_\_\_\_\_

Email  
TO MY EMAIL ADDRESS \_\_\_\_\_  
OR  
TO NAME OF CARRIER OR COMPANY \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

A National Safety Code Driver's Abstract is also available by calling Customer toll-free at 1-800-950-1498.

INV2530 (06/01/10)

 **National Safety Code Abstract  
Request Form**

Insurance Corporation of British Columbia  
PO Box 3760  
Victoria BC V8W 3Y5

Telephone: 250-414-7732  
Fax: 250-978-8012

**National Safety Code Number** \_\_\_\_\_

**Return abstracts by:**

Mail (form must be submitted in duplicate if being sent by mail)

Fax (include fax number) \_\_\_\_\_

E-Mail (include e-mail address) \_\_\_\_\_

Please type or print clearly, illegible information cannot be processed.

NAME OF DRIVER	DATE OF BIRTH (dd/mm/yyyy)	DRIVER'S LICENCE NUMBER	DATE OF LAST REQUEST (dd/mm/yyyy)	ICBC USE ONLY

Please submit a \$5 fee for each second request in a 12-month period. For your convenience payment may be made by Visa, MasterCard, American Express, cheque or money order. Please make cheques and money orders payable to the Insurance Corporation of British Columbia. Invoices for duplicate requests will be generated and sent to your company at the end of each month.

The Insurance Corporation of British Columbia, upon receipt of this completed form, agrees to provide National Safety Code (NSC) driver abstract(s) to the carrier, provided the carrier agrees not to release the information received to a third party without the consent of the driver. A "driver" is defined in Division 37.01 of the Motor Vehicle Act Regulations.

I, \_\_\_\_\_  
NAME \_\_\_\_\_ POSITION \_\_\_\_\_

hereby certify that all the above named drivers are employed by \_\_\_\_\_  
NAME AS IT APPEARS ON NSC CERTIFICATE

and that I have signing authority for this company for the purpose of obtaining National Safety Code abstracts, and that I accept all the conditions on behalf of the aforementioned company.

Mailing Address \_\_\_\_\_ BC \_\_\_\_\_  
CITY PROVINCE/STATE POSTAL/ZIP CODE

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone Number \_\_\_\_\_

INV2530 (06/01/10)



## Section 2: Setting Up Your Business Records - Drivers

### Driving Incident Records

Keep records of all driving incidents that involve your drivers while they work for you. Your drivers must tell you if they are involved in an accident. They must also tell you if they receive a violation ticket or are convicted of a driving-related offence. Ensure you get this information within 15 days of the event. (MVAR 37.29(2))

Keep records related to any accident your driver is involved in that results in:

- the death or injury of a human being, or
- damage to property, including cargo, that totals more than \$1,000 (MVAR 37.29(c) (iii))

Keep all accident, violation and conviction reports for the year that the incident happened and for four more years. (MVAR 37.30)

### Ideas That Work

The following ideas can help you monitor your drivers. With good record keeping, you should be able to stop many problems before they occur.

### Check a current driver abstract before hiring any driver

As part of your driver application process, have every driver provide you with a current driver abstract. It is recommended that the abstract be no more than 10 days old at the time of hire. This will ensure you have up-to-date information.

If the driver has a BC licence and does not have a current abstract, have the driver sign a form so an N print can be sent to you.

If the driver has a non-BC licence, you should get two sets of driving records:

- an abstract from the jurisdiction that issued the driver's licence (the driver will have to supply this),
- an N print to get this driver's BC driving record.

### Review every driver abstract carefully

Look closely at every driver abstract when you receive it. Ask the following:

- Have any expiry dates passed? Are any coming soon?
- Does the driver have the right class of licence to drive the vehicle you want driven?
- What, if any, violations does this driver have?
- Is the driver's status listed as normal? If not, why not?

This careful review can let you know when something needs to be done. For example, a driver's licence can be cancelled if a required medical exam is missed.

Remember, regulations limit how many penalties a driver may have when applying for a new class of driver licence. To apply for a Class 1, 2, 3, or 4 licence, a driver's record must show:

- fewer than four tickets that carry penalty points in the past two years
- no motor vehicle related Criminal Code convictions in the past three years

#### Owner operators:

Keep a driver file on yourself. Include copies of your driver abstracts and any required training certificates.

A driver who lives in BC must obtain a BC driver licence within 90 days of moving into the province.

Keep driver abstracts for each driver in their individual driver file.

## Section 2: Setting Up Your Business Records - Drivers

Driver Check Sheet: Licence, Abstract and Training Dates							
			Type of training and date completed				
Driver Name	Licence expiry Date	Abstract Required	Type: Logbook Inspection	Type: Pre/post trip security	Type: Load goods	Type: Dangerous Goods	Type: First Aid
Leslie James	12-Feb-2	11-Nov-3	09-Nov-3	10-Nov-3	09-Nov-3	N/A	N/A
Ranjit Bains	11-Nov-7	11-Sept-5	N/A	10-Sept-5	10-Sept-5	09-Sept-5	10-Sept-5
Tom Driver	12-Oct-30	12-Jan-4	10-Jan-5	09-Jan-5	09-Jan-5	10-Jan-5	10-Jan-5

### Develop a recall system

Develop a system to remind yourself of important dates. This includes the dates your drivers' licences must be renewed and the dates you need to send for a new driver abstract. A form like the Driver Check Sheet above allows you to record all the dates your drivers completed training courses. Include information on when they need to renew their training. A blank copy of this form is in **Section 4, Forms**, for you to copy and use. In the form in Section 4, the Type columns have been left blank so that you can fill in training programs that are suitable for your business.

Use a recall system that suits the size of your business. Hanging a calendar on the wall and marking it with important dates will work for many small carriers.

### Set up a separate file for each accident

Whenever anyone who drives under your safety certificate is involved in an accident, it can be helpful to set up a new file. Some carriers prefer to put all this information in the vehicle's file or in the driver's file. You can choose whichever system works best for you. Wherever you choose to file this information, make sure you include:

- a statement by the driver explaining what happened - this statement should be made as soon as possible after the accident;
- all related reports, including ones from Workers' Compensation Board, ICBC and police;
- photographs taken at the accident scene;
- records that show you took reasonable steps before the accident to ensure good safety (e.g. N print driver abstracts, training certificates, hours-of service monitoring records and vehicle maintenance records);
- a copy of the driver's logbook pages for the current day plus 14 days before the accident; and
- statements from witnesses at the accident.

Put a disposable camera in each of your vehicles. If an accident occurs, photographs may be the best way to explain what happened.

Keep careful records of everything that has anything to do with the accident. This can help you enormously if the accident results in a trial or hearing.

### Check each driver's history of accidents

Before hiring a driver, get the driver to provide an accident claim history (available to the driver from their insurance company).

Check carefully before hiring a driver. Call past employers. It is easier to not hire a problem driver than it is to fire one later.

## Section 2: Setting Up Your Business Records - Drivers

---

### Create a separate file for each driver

Creating a separate file for each driver will help you find information when you need it. It will also help you protect your drivers' privacy. Include in each driver's file:

- a copy of the driver's licence
- a current driver abstract
- roadside inspection reports - driver related
- Notice and Orders - driver related
- violation tickets
- accident reports
- the driver's job application (This should include information about the driver's experience and skills. You should also include notes on how you checked the information you were given.)
- records that show what training programs the driver has taken or needs to take (e.g., logbook, hours of service, defensive driving, first aid, load security or trip inspection training)

Keep good records of your driver's history and training. If you have a problem with a driver, your records will tell you whether that driver needs more training.

### Create a detailed safety plan and share it with your employees

A detailed safety plan can help you operate a safer carrier business. It can also help you meet your NSC obligations. As you work on your manual, show it to your drivers, lease operators and other employees. They are more likely to follow your safety policies if you clearly tell them what those policies are. The following are some suggested topics for you to include in your policy manual:

- company objectives
- organizational chart
- employee job descriptions
- hiring standards
- pre-employment check forms
- employee application forms
- employee training
- daily logbook requirements - hours of service
- pre-and post-trip inspection requirements
- vehicle maintenance
- vehicle inspections - internal and external
- load security
- dealing with on-road problems
- property loss or damage
- disciplinary policy and process
- transportation of dangerous goods (if applicable)
- submission of violation tickets, Notice and Orders, accident reports and roadside inspections

When operating out of province, be prepared for things to have different names. Notice and Order is a term used only in BC. It is the name given to the form an inspector or police officer uses to tell a driver to do a specific thing.

## Section 2: Setting Up Your Business Records - Drivers

---

### Have each driver sign a statement that lists their responsibilities

Develop a statement that lists everything you expect from your drivers. Then give a written copy to each of your drivers. Have them read and sign it. This will help them understand the safety practices you expect them to follow. File a copy of this signed statement in the driver's individual file and give a copy to the driver who signed it.

In your statement, include a section that explains what you think a poor driving record is. This section should also explain how you may discipline a driver who has a poor driving record. Also explain how you may discipline a driver who gets involved in an accident that could have been avoided.

What you include in your list of responsibilities will depend partly on the size of your carrier business. It will also depend on the type of work you do. If your carrier business involves carrying passengers, you may include a section on dealing with passengers. If you transport dangerous goods, policies on this should be included.

The following are some things you might tell your drivers you expect them to do:

- know where the registration and inspection papers are for the vehicle they drive;
- complete a trip inspection report before operating your commercial motor vehicle each day and again at the end of the day;
- turn in trip inspection report within 20 days of the date it was done;
- immediately report any vehicle defects and have repairs done before driving that vehicle;
- ensure their vehicle's brakes are always properly adjusted;
- keep logbooks up-to-date, completely filled out and easy to read;
- turn in the original of each daily log within 20 days;
- understand that it is dangerous to drive when tired;
- follow all hours of service regulations for drivers of NSC vehicles;
- report to the dispatcher each day before they start their shift - tell the dispatcher how many hours they spent working and how many hours they spent resting the day before;
- turn in a copy of each violation ticket, Notice and Order and roadside inspection report within 15 days;
- immediately report any accidents, convictions and violations;
- ensure their vehicle's load is secure;
- understand that using alcohol or drugs is not acceptable whenever they control a vehicle operating under your safety certificate;
- report any driver suspension they receive (understand the carrier is required to get an up-to-date driver abstract when a driver is hired and at least once a year after that);
- carry only authorized passengers; and
- ensure their TDG certification is up to date.

Use carrier profiles and driver abstracts to monitor your drivers.

Establish a disciplinary process. Ensure your drivers know what it is. Use it when fully trained drivers perform poorly. Drivers who are not fully trained should receive more training.

## Section 2: Setting Up Your Business Records - Hours of Service

---

### Hours of Service

As a carrier, you are responsible for ensuring your drivers obey the hours of service regulations. Drivers of almost all NSC vehicles must follow these rules. Your obligations are to:

- understand the hours of service rules – these are found in Division 37 (Part 3) of the Motor Vehicle Act Regulations (MVAR);
- ensure your drivers do not drive for longer periods than legally allowed;
- ensure your drivers get the rest periods they are required to have;
- keep accurate records that show your drivers are working within the legal limits; and
- ensure your drivers who travel into other provinces or territories know and follow the federal hours of service regulations. These are found in the federal Commercial Vehicle Drivers Hours of Service Regulations at:  
<http://laws.justice.gc.ca/en/SOR-2005-313/>

Some commercial vehicles are exempt from the hours of service legislation. For example, commercial vehicles with a licensed gross vehicle weight less than 11 795 kg while operating in BC. Other commercial vehicles that are exempt from the hours of service legislation are listed in the MVAR Section 37.11.

You and your drivers are equally responsible for working within the hours of service rules. As a carrier, you are responsible for setting up practices that ensure your drivers follow these rules.

### On-duty

On-duty time begins when a driver begins to work or when a carrier requires a driver to be ready to start work, includes any driving time, and ends when the driver stops work. The following is considered to be on-duty:

- inspecting, servicing, repairing, conditioning or starting a commercial vehicle;
- traveling as one of two drivers and not resting in the sleeper berth;
- participating in the loading or unloading of a commercial vehicle;
- inspecting or checking the load;
- waiting for the vehicle or load to be inspected;
- waiting along the route because of an accident or other unanticipated events;
- performing any work for any carrier; and
- waiting for a commercial vehicle to be serviced, loaded, unloaded or dispatched.

Learn the terms used in the hours of service regulations:

- on-duty time is all the time your drivers spend working for you or any other carrier
- off-duty time is any time a driver is not on duty
- on-duty driving time is any on-duty time a driver is at the controls of a commercial vehicle while the engine is running

## Section 2: Setting Up Your Business Records - Hours of Service

### Off-duty

The Motor Vehicle Act Regulations set minimum amounts of off-duty time for drivers:

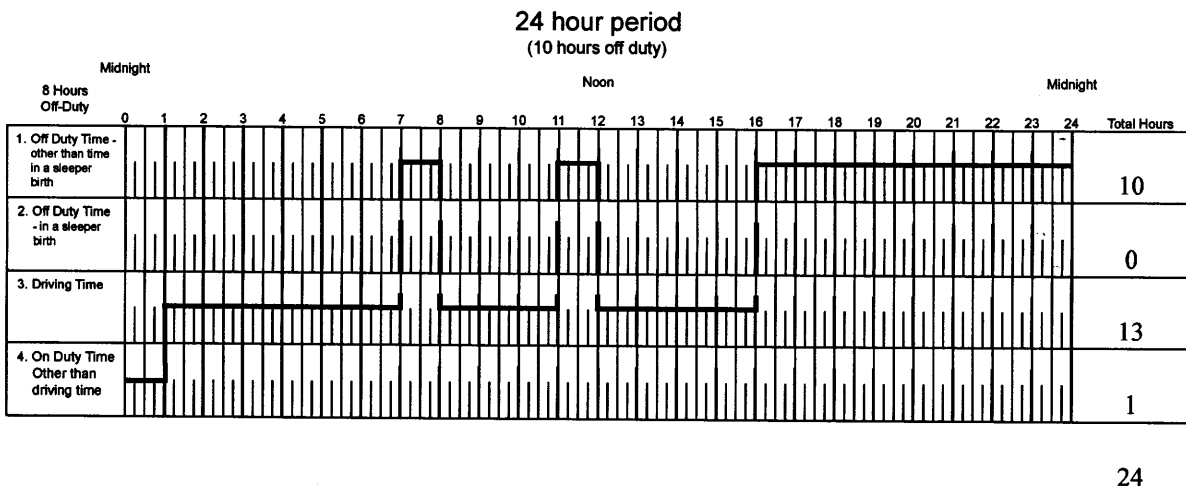
- a driver must take 10 hours off in a day; 8 of which must be consecutive;
- a driver must take 8 consecutive hours off between work shifts;
- off-duty time other than the 8 consecutive hours may be taken in increments no shorter than 30 minutes each; and
- all drivers must take 24 consecutive off-duty hours every 14 days.

### Day

A 'day' is a 24-hour period that begins at the hour designated by the carrier. The grids on most pre-printed log pages run from midnight to midnight. Each 'day' is independent and there are certain on-duty, off-duty and driving limits for each day:

- minimum of 10 hours of off-duty must be taken every day;
- maximum of 13 hours driving in a day; and
- no driving after 14 hours of on-duty in a day.

The start time remains the same throughout each cycle. You must 'reset' a cycle to change the start time.



# Section 2: Setting Up Your Business Records - Hours of Service

## Cycles

Drivers must keep track of their time using one of two cycles. Each cycle has a maximum number of hours of on-duty time. Drivers must choose one of two cycles:

### Cycle 1

Drivers must not drive after completing 70 on-duty hours in 7 days.

### Cycle 2

Drivers must not drive after completing 120 on-duty hours in 14 days, and must take at least 24 consecutive hours off-duty time prior to accumulating 70 hours of on-duty time.

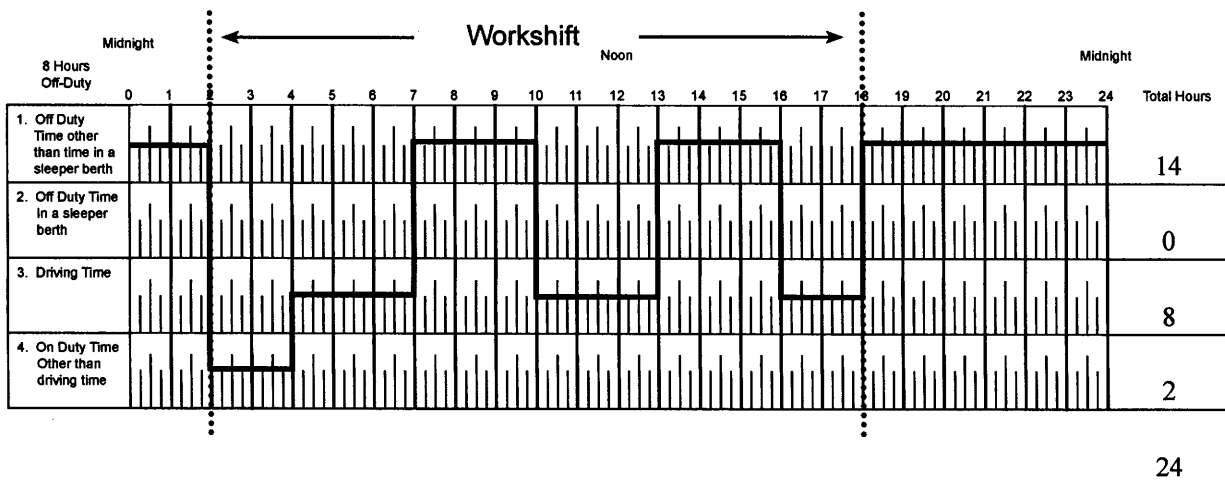
## Reset

A cycle can be reset at any time by taking:

- 36 consecutive hours off to reset Cycle 1
- 72 consecutive hours off to reset Cycle 2

## Work-shift

The work-shift is the elapsed time between 2 off-duty periods of at least 8 consecutive hours. A driver cannot drive after 16 hours of elapsed time until a driver takes at least 8 consecutive hours off-duty time. Every off-duty period consisting of 8 consecutive hours or more resets the work-shift.



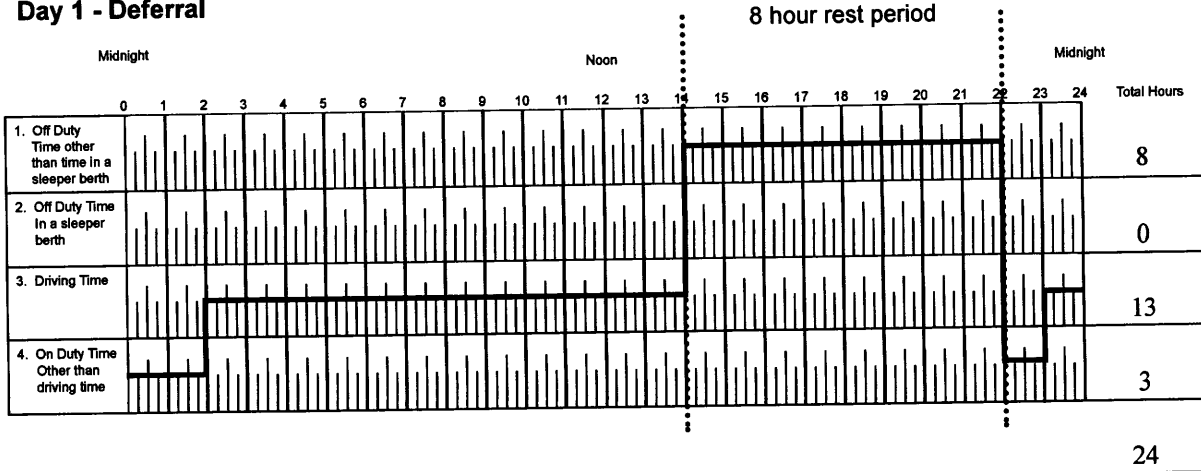
# Section 2: Setting Up Your Business Records - Hours of Service

## Deferring off-duty time

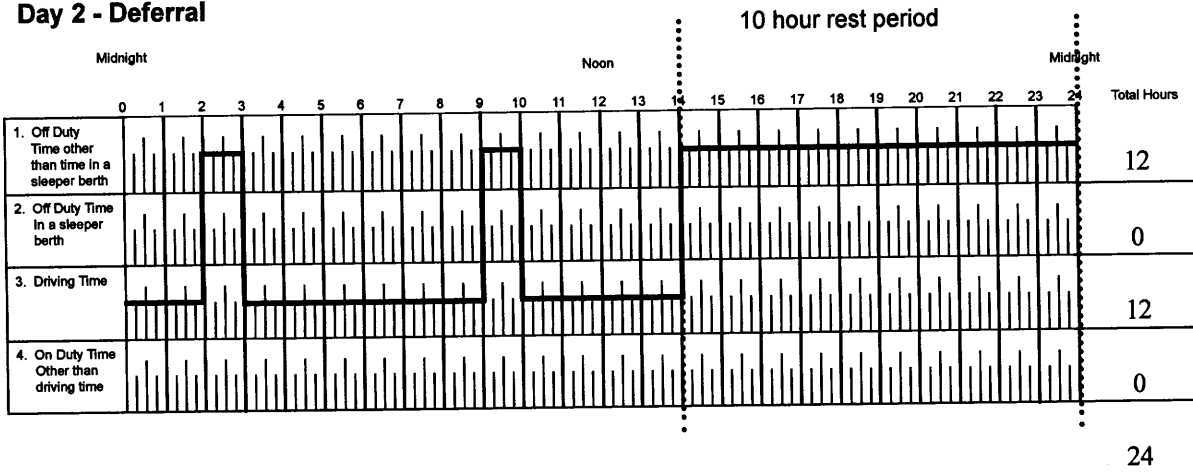
Drivers may reduce their off-duty requirement of 10 hours by up to 2 hours providing:

- the 2 hours is not part of the 8 consecutive off-duty hours; and
- the 2 hours are added to the 8 consecutive off-duty hours taken on the second day;
- and
- the logbook clearly indicates 'Deferral - Day 1' and 'Deferral - Day 2'.

### Day 1 - Deferral



### Day 2 - Deferral





## Section 2: Setting Up Your Business Records - Hours of Service

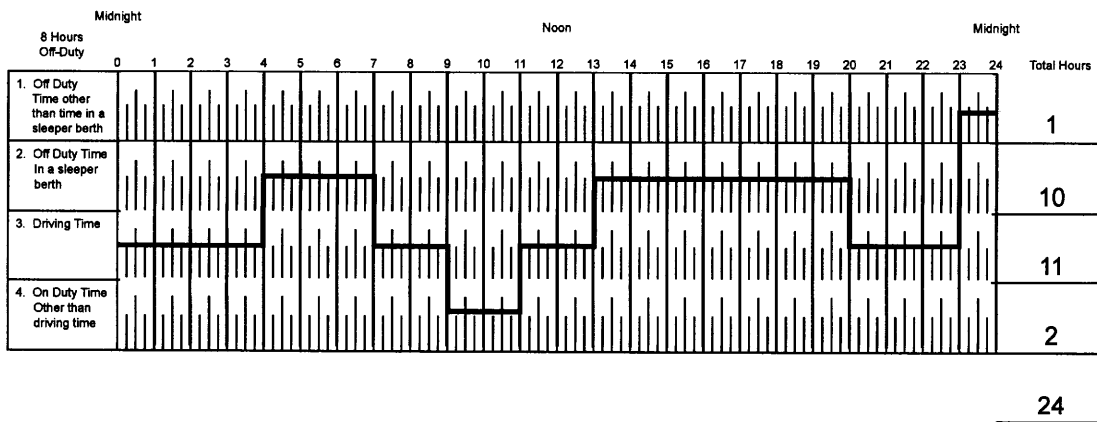
### Sleeper Berth

The same hours of service regulations for driving and on-duty apply to drivers using sleeper berths. Single drivers using a sleeper berth may split up their required off-duty time into 2 periods if:

- neither period is less than 2 hours; and
- the total off-duty time is at least 10 hours.

#### Single Driver

#### 10 Hours in a Sleeper Berth

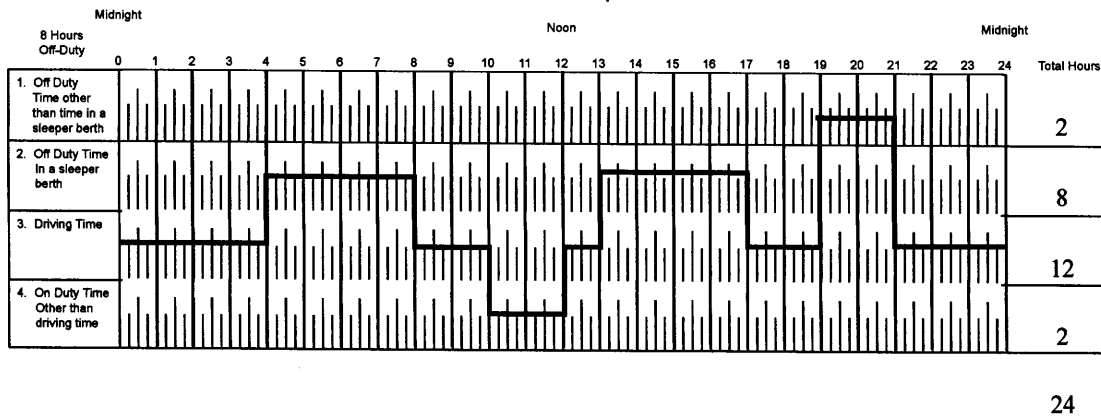


Team drivers using a sleeper berth can split their required off-duty time into 2 periods, if:

- neither period is less than 4 hours;
- the periods total at least 8 hours; and
- the total off-duty time in a day is at least 10 hours.

#### Team Drivers

#### 8 Hours in a Sleeper Berth



## Section 2: Setting Up Your Business Records - Hours of Service

### Personal use exemption

Driving commercial vehicles for personal use is not considered to be 'on-duty' provided that:

- the commercial vehicle is unloaded;
- the vehicle is not towing a trailer;
- the maximum distance driven is 75 km per day;
- odometer readings are recorded; and
- the driver is not subject to an Out of Service declaration.

Repositioning in order to pick up a load is not personal time.

### Ensure daily logs are filled out correctly

Check the daily logs your drivers give you. Ensure that all the required information is on each page and that the supporting documents verify that the daily logs are accurate. Every log page (see sample on next page) must show, in easy-to-read writing, the:

- correct date,
- start time if different than midnight,
- name of driver in printed letters,
- driver's signature,
- name of the co-driver (if applicable),
- odometer reading at the beginning of the day,
- odometer reading at the end of the day,
- total distance driven by the driver during the day,
- commercial vehicle licence plate number or vehicle unit number,
- the cycle the driver is following,
- name of every carrier the driver worked with, or for, during the day,
- address of the home terminal and the principal place of business of each carrier the driver worked with, or for, during the day,
- total number of hours spent in each duty status (e.g. on-duty, off-duty, driving time and off-duty sleeper berth) - these totals must equal 24 hours,
- total amount of time spent in one location doing on-duty work other than driving (this must be shown as a continuous line on the log),
- continuous line made by drawing through each time noted on the log page - the times noted must include every time the driver's duty status changed,
- name of the municipality or location on a highway, including the name of the jurisdiction, where each change in duty status took place,
- 'Deferral - Day 1' or 'Deferral - Day 2' in the Remarks section (only if off-duty time is being deferred), and
- odometer reading at the beginning and end of each period of personal use.

File your driver's daily logs according to the date on the log, not the date you receive them.

Attach all supporting documents to the log sheet they support. Then file the daily logs and supporting documents together.

## Section 2: Setting Up Your Business Records - Hours of Service

---

### Ensure your drivers keep their daily logs with them

All drivers who are required to keep logs must:

- be able to produce a current daily log completed to the last time a change in duty happened (MVAR 37.18.04(b)), and
- be able to produce the current daily log and the previous 14 days of logs (MVAR 37.18.04(a)).

### Ensure your drivers retain supporting documents with their logs

Drivers are required to retain supporting documents for their current trip with their daily logs. Please note that it is your obligation to ensure these documents are accurate and to retain them with the logs. These may include:

- time-stamped fuel receipts,
- bills of lading and shipping documents,
- accommodation receipts,
- meal receipts,
- customs documents,
- toll payments,
- interchange receipts
- payroll records
- mill slips,
- copies of co-driver's logbook (even if the co-driver is no longer with the driver), and
- any other documents to support the entries in the daily log.

Supporting documents must verify the information shown on the driver's log. You must:

- get your drivers to give you their supporting documents within 20 days (MVAR 37.18.05(1));
- put these documents in your driver files within 30 days of when you receive them (MVAR 37.18.05(3)(a)); and
- keep these documents in your files for at least 6 months (MVAR 37.18.05(3)(b)).

### Ensure your drivers give you all required daily logs

Many drivers are required to keep daily logs. These logs record how long they drive and when they rest each day. You must:

- get your drivers to give you their original daily logs within 20 days (MVAR 37.18.05(1));
- monitor and review the logs to ensure compliance (MVAR 37.15.01);
- inform drivers of non-compliance, record date of the occurrence and document the action taken with the driver; (MVAR 37.19(3))
- file all daily logs with your other records within 30 days of when you receive them (MVAR 37.18.05(3)(a)); and
- keep each of these logs in your files for at least 6 months (MVAR 37.18.05(3)(b)).

Collecting time-stamped supporting documents does more than help you meet your legal obligations. These documents, along with accurate logs, show you made a real effort to ensure safety. This could be important if your safety record is ever questioned.

## Section 2: Setting Up Your Business Records - Hours of Service

---

### **Know the special rules if you work within the logging, oil well or gas well industry**

Special hours of service regulations apply to drivers who transport:

- logs (MVAR 37.15); or
- specialized equipment or materials to or from a natural gas well or oil well (MVAR 37.15.01).

### **Logging truck hours**

The drivers of vehicles being used to transport logs are allowed the following:

- a driver must not drive after 13 hours of driving time unless the driver has taken 9 consecutive hours of off-duty time before driving again;
- a driver must not drive after 15 hours of on-duty time or elapsed time unless the driver has taken 9 consecutive hours of off-duty time before driving again;
- a driver must not drive after driving 65 hours in 7 days;
- a driver must not drive after 80 hours of on-duty in 7 days;
- a driver must take 24 consecutive hours off-duty once in every 7 days;
- a driver must complete a logbook; and

Drivers are not permitted to defer off-duty or 'reset'.

### **Oil well service**

The drivers of vehicles specially equipped for the oil and gas industry are allowed the following:

- a driver must take at least 3 periods of off-duty time, each at least 24 hours long, in any period of 24 days, the periods being taken consecutively or separated by on-duty time;
- a driver must take at least 72 consecutive hours of off-duty time before returning to operate under a cycle;
- a driver must not drive after 13 hours of driving time unless the driver has taken 8 consecutive hours of off-duty time before driving again;
- a driver must not drive after 14 hours of on-duty time unless the driver has taken 8 consecutive hours of off-duty time before driving again;
- a driver must not drive after 16 hours of elapsed time until a driver has taken 8 consecutive hours of off-duty time before driving again; and
- while driving under permit from British Columbia or another jurisdiction or under the provisions in Division 37, the driver is exempt from Cycle 1 and Cycle 2 and is not permitted to defer off-duty.

### **Waiting and Standby Time**

Waiting time and standby time at an oil or natural gas well site or ancillary facility will be considered off-duty time, if:

- the driver performs no work during the time;
- the time is fully and accurately recorded in the daily log as off-duty time and denoted as waiting or standby time in the Remarks section; and
- the time is not included in the mandatory 8 consecutive hours of off-duty time.

## Section 2: Setting Up Your Business Records - Hours of Service

---

### Exempt from hours of service regulations

Almost every driver of an NSC vehicle is required to follow hours of service regulations.

The regulations do not apply to drivers who are driving: (MVAR 37.11)

- a 2 or 3 axle commercial motor vehicle that is being used for the transportation of primary products of a farm, forest, sea, or lake where the driver or his employer is the producer of the products,
- a 2 or 3 axle commercial motor vehicle that is being used for a return trip after transporting the primary products of a farm, forest, sea or lake, if the vehicle is empty or is transporting products used in the principal operation of a farm, forest, sea, or lake
- an emergency vehicle,
- a commercial motor vehicle transporting passengers or goods for the purpose of providing relief in the case of an earthquake, flood, fire, famine, drought, epidemic, pestilence or other disaster,
- a road building machine as defined in the Commercial Transport Act, a farm tractor or an implement of husbandry,
- a commercial motor vehicle that is equipped with a mounted mobile service rig, or equipment that is directly used in the operation or the transportation of a mounted mobile service rig,
- a commercial motor vehicle within the definition of 'commercial motor vehicle' in section 37.01 but for personal use if:
  - the vehicle has been unloaded,
  - any trailers have been unhitched,
  - the distance travelled does not exceed 75 km in a day,
  - the driver makes a notation in the daily log indicating the odometer reading at the beginning and end of the personal use, and
  - the driver is not the subject of an out-of-service declaration,
- vehicles and other equipment while engaged in highway or public utility construction or maintenance work on, under or over the surface of a highway while at the site of the work (but does not apply to him or her while travelling to or from that site), and
- carriers that operate in BC only, who have non-passenger vehicles with a licensed GVW of 11,794 kg and under.

### Ensure you understand the exceptions if daily logs are not used

Drivers are not required to keep logbooks if:

- the commercial vehicle is operated within a radius of 160 km of the home terminal;
- the driver returns to the home terminal each day to begin a minimum of 8 consecutive hours of off-duty; and
- carriers maintain accurate and legible records, for each day that:
  - include time at which each duty status starts and ends,
  - state driving and on-duty time separately ,
  - indicate the cycle being used, and
  - note if any off duty time is deferred and indicated if it is Day 1 or Day 2.

Use a logbook at all times if there is any chance you may not always qualify for an exemption. This will ensure you always have days properly recorded when you need them.

Check the MVAR Division 37.11 if you think your driver may be exempt from hours-of-service regulations. These exceptions apply in only a few cases. The exceptions include people who operate some farm vehicles, some emergency vehicles and a few other types of vehicles.

## Section 2: Setting Up Your Business Records - Hours of Service

### Record of Duty Status

(For drivers operating within 160 km of home terminal)

Driver's Name: Leslie James

Home Terminal Address: 123 First Street, My Town, BC

Start time of day: \_\_\_\_\_ Month February Year 2010

Date	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals
	Off-Duty	[Grid with vertical lines and horizontal bars for Off-Duty status]																							13	
	Driving	[Grid with vertical lines and horizontal bars for Driving status]																							9	
	On-Duty not driving	[Grid with vertical lines and horizontal bars for On-Duty not driving status]																							2	
Remarks:																			Cycle 1 <input checked="" type="checkbox"/>		Cycle 2 <input type="checkbox"/>		24			

#### Filling out the form

1. Every hour of the 24-hour day must be accounted for
2. Starting from the left side of the grid (midnight), draw a horizontal line within the appropriate duty status field to account for time spent in that duty status, in 15 minute increments
3. Draw a vertical line where a change of duty status occurs
4. Total hours spent in each of the three duty statuses at the right side of the form (must add up to 24 hours)
5. Keep the records for a minimum of six (6) months

The following items, if applicable, must be recorded in the Remarks section:

- deferral of off-duty time (48-hour averaging);
- the driving time when the driving period is extended or off-duty time is reduced because of an unforeseen adverse driving condition or an emergency; and
- odometer readings at start and end of personal use (not to exceed 75 km).

## Section 2: Setting Up Your Business Records - Hours of Service

---

### **Ideas That Work**

These ideas can help you ensure your drivers are working within the hours of service requirements and help ensure you fulfill your legal obligations.

#### **Spend sufficient time communicating hours of service policies**

Ensure your drivers and dispatchers know the hours of service regulations that apply to them. Include the hours of service rules in your policy manual. Ensure the rules are written in clear, easy-to-understand language. Share your manual with your drivers and dispatchers.

By keeping your drivers from getting too tired, you will help them to stay alert and be safe. Keep records of all hours of service training your employees receive.

#### **Develop and write out your disciplinary program**

Give copies of your disciplinary program to your drivers and dispatchers. Use this program to discipline individuals who do not follow hours of service requirements

At the same time develop a driver recognition program. Use this to reward drivers who carefully follow the policies and regulations.

#### **Implement a system for monitoring your drivers' hours**

A simple system can help you monitor your drivers' on-duty, driving and off-duty times. You'll need this if you are to keep good records. This type of system is important for all carrier businesses, even if you have only one driver or whether or not your drivers use logbooks each day.

## Section 2: Setting Up Your Business Records - Hours of Service

---

### **Name one person to receive driver updates**

Give your dispatcher the responsibility of getting regular updates from all drivers. Requiring regular and thorough updates will:

- help you know your drivers are following the rules, and
- help your drivers get into the habit of providing thorough updates on time.

### **Use a log or spreadsheet to monitor your drivers' hours of service**

Use a simple printed form or a computer spreadsheet to monitor your drivers' hours of service. Drivers must tell you the number of hours in each status; driving, on-duty and off-duty. Your dispatcher must listen for updates that report too much time spent driving or on-duty. When this happens, the dispatcher must be prepared to ask questions. This will help ensure your drivers are in compliance with the hours of service regulations.

The Hours of Service Monitoring Log, on the CVSE website, is an example of a form that can help you keep track of your drivers' hours of service. The drivers may also use this form to keep track of their own hours. All the information required to complete the Hours of Service Monitoring Log can be found in the driver's logbook.

If your driver calls the person recording this information every 24 hours, this form can help you keep track of:

- the total number of hours the driver was on-duty in the last 24 hours (see the column headed "Total On-Duty Hours")
- the cumulative total for the cycle.

A spreadsheet for monitoring Cycle 1 Hours of Service can be found at [www.cvse.ca](http://www.cvse.ca). click on 'National Safety Code', click on 'Cycle 1 Hours of Service'



# Section 2: Setting Up Your Business Records - Vehicle Records

## Vehicle Records

You are responsible for all vehicles that operate under your NSC safety certificate. You may own, rent or lease some, all, or none of these vehicles. You may use lease operators. However your business operates, you are responsible for the maintenance and use of these vehicles. You are also responsible for any vehicles towed as part of your carrier business.

You must ensure every vehicle operating under your safety certificate is properly maintained. Proper maintenance is the best way to ensure that only safe vehicles are operating on our highways.

As a carrier, the Motor Vehicle Act Regulations require you to:

### Keep all manufacturer recall notices

Recall notices are available on the Transport Canada Web site ([www.tc.gc.ca](http://www.tc.gc.ca)) and from vehicle manufacturers. You must:

- keep a copy of all manufacturer recall notices that affect vehicles operating under your NSC certificate (MVAR 37.29(1)(c)(ii))
- keep all records that show these defects have been corrected
- keep all these files for at least four years

### Keep all vehicle inspection, maintenance and repair records

- Keep the current CVIP (Commercial Vehicle Inspection Program) report in the vehicle. (MVAR 25.13(4)) - CVIP inspections are done at designated inspection facilities.
- Keep all vehicle inspection reports for all vehicles that operate under your Safety Certificate. (MVAR 37.29(1)(c)(i))
- Keep records of all repairs done and parts replaced because of an inspection report. (MVAR 37.29(1)(c)(i))
- Keep the last 3 years of records for each vehicle that operates under your Safety Certificate (MVAR 25.18(1))
- Keep all records for at least 6 months after you no longer have the vehicle. (MVAR 25.18(1))
- Keep any safety plan and any scheduled maintenance plan (MVAR 37.29(1)(d))

An inspector or police officer may issue a Notice and Order at any time to require a vehicle to have a CVIP inspection. (MVAR 25.03(1))

### Maintain, inspect and repair all vehicles according to the regulations

Division 37 of the MVAR requires you to maintain, inspect and repair your vehicles. The standards for how you must do this are found in Division 25 of the MVAR.

Ensure CVIP inspections are done when necessary on all vehicles that operate under your Safety Certificate. (MVAR 25.01(2)) CVIP inspections must be done on all:

- taxis and limousines
- buses
- vehicles that have a licensed GVW of more than 8,200 kilograms
- trailers and semi-trailers

**Owner Operators**  
You must follow the same rules whether you manage one vehicle or a large fleet.

Set up a separate file for each vehicle in your fleet. This will make it easier to be certain you have all the records you need. It will also make it easier to ensure your vehicles are properly maintained.

## Section 2: Setting Up Your Business Records - Vehicle Records

---

### Establish a maintenance program

Keep check sheets which are applicable to the make, model, year and style of your vehicles.

Establish a schedule for maintenance of the vehicles, as per the manufacturers' recommendations.

### Ensure trip inspections are properly done

A complete trip inspection must be done on every vehicle before its first trip each day. A post-trip inspection must be done at the end of the final trip of the day. The driver can do this inspection, or you can name someone else to do it. (MVAR 37.23(2))

All commercial motor vehicles are required to do written trip inspection reports with the exception of:

- commercial motor vehicles rated for a single trip,
- emergency vehicles, and
- 2 axle vehicles with a licensed GVW not exceeding 14,600 kg, excluding buses and some taxis.

As a carrier, you are responsible for ensuring:

- proper trip inspections are done on each vehicle every day it is used (MVAR 37.22(3));
- a trip inspection report, if required, is properly completed before the vehicle is driven each day and at the end of the last trip of each day (MVAR 37.22(6)); and

A properly completed written trip inspection report must provide specific information. (MVAR 37.23(4)). Each report must include:

- the licence plate or unit number for the vehicle and/or trailer,
- the date of the inspection,
- the signature of the driver or other person making the report,
- a statement that no defect was discovered, should that be the case,
- a statement about any defect that may affect the operation of any of the following (MVAR 37.22(2)):
  - service brakes, brake adjustments, including trailer connections,
  - parking brakes,
  - steering mechanism,
  - lighting devices and reflectors,
  - tires,
  - horn,
  - windshield wipers,
  - rear-view mirrors,
  - coupling devices,
  - wheels and rims,
  - emergency equipment, or
  - load securement device, and
- a statement about any defect, other than those listed above, that may affect the safe operation of the vehicle.

Check the MVAR Division 37.23 if you think you may not need to complete the written trip inspection report

Carry a copy of the applicable inspection schedule in each vehicle. Some Canadian jurisdictions are regulating this requirement July 1, 2007

## Section 2: Setting Up Your Business Records - Vehicle Records

The following illustration shows a trip inspection report in which no defects have been found.

DRIVER'S VEHICLE INSPECTION REPORT																	
Company Name & Address: <u>ABC Trucking Ltd</u>																	
<input checked="" type="checkbox"/> Pre-trip				Time of Inspection: <u>6:00</u> AM/PM				Date: <u>Sept. 1/10</u>				Location of Inspection: <u>Kamloops</u>					
_____ Post trip				Time of Inspection: _____ AM/PM				Date: _____				Odometre Reading (if Equipped): <u>185 005 km</u>					
Tractor/Truck Plate or Unit No: <u>P55455</u>								Trailer(s) Plate or Unity No: #1 <u>1234 CB</u> #2 _____									
I declare that the vehicle(s) shown above has (have) been inspected in accordance with the application requirements.																	
<u>Joe Smith</u>				<u>Joe Smith</u>				_____				_____					
Inspector / Driver Name Print				Inspector / Driver's Signature				Driver's Signature (if Different from Inspector)									
<input checked="" type="checkbox"/> No Defects Found																	
<b>If Item is Defected Use X Under the D Column / When Repaired use Under the R Column</b>																	
Tractor/Truck		Trailer #				Tractor/Truck		Trailer #				Tractor/Truck		Trailer #			
D	R	D/Defect	R/Repaired	D	R	D	R	D	R	D	R	D	R	D	R		
		1. Air Brake System															
		2. Cab															
		3. Cargo Securement															
		4. Coupling Devices															
		5. Dangerous goods (if any)															
		6. Driver Controls															
		7. Driver Seat															
		8. Electric Brake System															
		9. Emergency Equipment & Safety Devices															
		10. Exhaust System															
		11. Frame & Cargo Body															
		12. Fuel System															
		13. General Defects															
		14. Glass & Mirrors															
		15. Heater/Defroster															
		16. Horn															
		17. Hydraulic Brake System															
		18. Lamps & Reflectors															
		19. Steering															
		20. Suspension System															
		21. Tires															
		22. Wheels/Hubs/															
		23. Windshield Wipers & Windshield															
Remarks: _____																	
_____																	
_____																	
_____																	
<input type="checkbox"/> Above defects corrected																	
<input type="checkbox"/> Above defects need to be corrected for safe operation of vehicle																	
Authorized Repairer's Signature				Date				Driver's Signature				Date					

### Take appropriate action on all defects found during trip inspections

If defects are found during a trip inspection, you or your agent (who may be the driver) must either:

- correct the defects and sign the report to say this correction was done (MVAR 37.26 (a)), or
- sign the report to certify that the defect did not need to be corrected (MVAR 37.26 (b)).

### Ensure you get all required trip inspection reports

When required trip inspections must be done on vehicles that operate under your safety certificate, you must:

- ensure you get all trip inspection reports within 20 days of when they are done (MVAR 37.25),
- file these reports with your other records within 30 days (MVAR 37.27(2)), and
- keep all trip inspection reports for 3 months (MVAR 37.27(1)).

## Section 2: Setting Up Your Business Records - Vehicle Records

### Ideas That Work

#### Set up a recall system to track when CVIP inspections are due

Set up a simple system to remind yourself when CVIP inspections are due. You are responsible for making sure these inspections are done on time.

#### Set up a system to remind yourself of each vehicle's scheduled maintenance

Decide on a regular maintenance program for each of your vehicles. Schedule each maintenance visit according to a set number of engine hours, kilometers driven, and/or time passed.

#### Train employees and drivers to inspect and maintain vehicles

Develop a written maintenance program. Include in your program a way to check whether people are following the program. Provide copies to each of your employees and drivers.

Provide training to be sure your employees and drivers know how to inspect and maintain the vehicles that operate under your safety certificate.

Ensure your employees know how to conduct proper pre and post trip inspections. Ensure they also know how to properly complete a trip inspection report.

#### Keep thorough and organized records for each vehicle in your fleet

Include the following in a separate file for each vehicle:

- a copy of the vehicle's registration,
- any manufacturer's recall notices,
- evidence that any repairs required by a recall were done,
- trip inspection reports,
- a maintenance record that shows both regularly scheduled maintenance and extraordinary repairs,
- a copy of the vehicle's current CVIP inspection report showing that the vehicle is operating with a valid inspection certificate - include all records of repairs that had to be done if the vehicle did not pass the current inspection the first time,
- a copy of any roadside (CVSA) inspection reports - include records of all repairs that had to be done as a result of those inspections, and
- a copy of any Notice and Order that required repairs for the vehicle.

There are three boxes on a Notice and Order. The action you, or your driver, must take will depend on which box the inspector has checked.

**Box 1:** This vehicle must not be driven. It must be towed and stay off the highway until it meets the requirements of the Motor Vehicle Act. It must pass a CVIP inspection before it will be allowed back on the road.

**Box 2:** This vehicle must be taken to an inspection facility within 30 days. There, it must pass a CVIP inspection before it will be allowed back on the road.

**Box 3:** The defect found by the inspector must be repaired immediately or some other way of fixing the situation must be noted.

Keep your recall system simple. One way that works for many small carriers is to hang a large calendar on the wall and mark it with reminders about upcoming inspection dates. You could use this same calendar to remind yourself about upcoming scheduled maintenance dates.

Attach all records of repairs done because of an inspection to the report from that inspection. Then file the report and the repair records together in the vehicle's file.

## Section 2: Setting Up Your Business Records - Vehicle Records

### Use one form to record all maintenance and repairs for each vehicle

Carefully record all repairs for each vehicle you are responsible for. This will help you ensure your vehicles are being properly maintained. The following form can help you be certain you are collecting all the information you need. A blank copy of this form is included in **Section 4, Forms**. You may copy and use it to monitor the maintenance of your vehicles.

Vehicle Maintenance Form				
Carrier:			Unit #	
Period from :			Period to:	
Date	Odometer	Repairs	Done by	Invoice #

Check records of emergency repairs and Notice and Orders against pre-trip inspection reports. This practice can help you learn whether pre-trip inspections are being done thoroughly.

The information you put in the Date and Odometer columns will tell you when each repair was done. Your NSC vehicles should receive regular maintenance.

Filling in the 'Invoice #' column will help you track which repair invoices belong to this vehicle, since you may not want to keep invoices in the vehicle's file. Recording each invoice number on a form like this gives you a record for your vehicle file. Then the invoice can be filed somewhere else, such as your accounts payable file.

However, during a compliance review or audit a carrier safety inspector will request to see your repair invoices. You must ensure that your invoices are readily available.

Set a specific length of time for the records you will collect in each vehicle maintenance file. For example, decide that during a set 12-month period all invoices, CVSA, CVIP and other related records for one vehicle will be kept in one file. At the end of that 12 months, open a new file for the next year's records. This will keep your files a manageable size. It will also make it easier when you need to find a certain record.

## Section 2: Setting Up Your Business Records - Vehicle Records

Vehicle Maintenance Form					
Carrier: ABC Trucking			Unit # 101		
Period from : January 1, 2009			Period to: December 31, 2009		
Date	Odometer	Repairs	Done by	Invoice #	
Note 1	Jan 31	975 222	Right Steering Axle Tire Replaced (N&O Jan 30)	Kal Tire	31765
Note 2	March 9	1 029 110	"A" Service	Pete	Shop
	March 16	1 029 552	Upper U-joint, steering column	JH Motors	8788-349
Note 3	March 31	1 038 697	CVIP - (884326) - Rejected Cracked Brake Linings, #2, Left	JH Motors	8788-608
Note 4	April 2	1 039 334	CVIP (884339) / Re-inspect / Pass Decal D-42996	JH Motors	8788-946

The above illustration is an example of a Vehicle Maintenance Form being used by a carrier. A blank copy of this form is included in **Section 4, Forms**, for you to copy and use.

**Note 1:** Jan. 31, repairs were completed. A Notice and Order issued the day before (Jan. 30) to the driver of unit #101 was the reason these repairs were done when they were.

Once all the information is recorded on the above form, you can file the invoice with the Notice and Order or with other invoices. Keep the Vehicle Maintenance Form in the vehicle's file.

**Note 2:** March 9, this vehicle was given regular "A" Service maintenance. For this vehicle this type of service is done every 20,000 kilometres. An in-house shop mechanic (Pete) did a safety check, changed the oil and greased the vehicle. There is no invoice number because only shop supplies were used.

Include all service done at regular intervals on your vehicle's Vehicle Maintenance Form.

**Note 3:** March 31, the vehicle was inspected for its 6-month CVIP inspection. It failed conditionally. CVIP report #(884326) is noted because even failed semi-annual inspection reports must be kept. When repairs were done, the invoice number was recorded.

Staple the invoice, or a photocopy, to the CVIP report.

**Note 4:** April 2, JH Motors re-inspected this vehicle and it passed. The Repairs column lists the CVIP report number and the decal number.

If you usually file your invoices somewhere other than in your vehicle file, make a photocopy. Attach this copy of the invoice to the Notice and Order and file it in your vehicle file. This provides quick evidence that the repair was done.

## Section 2: Setting Up Your Business Records - Other Safety Requirements

---

### Other Safety Requirements

Some of the following regulations apply to all, or most, carriers. Others will apply to you only if you do a specific type of business.

You must know the regulations that apply to your vehicles and the loads your vehicles carry. These regulations include:

#### Every NSC vehicle must be identified

Every vehicle operating under your safety certificate must be properly identified. You must notify ICBC of the safety certificate number each of your vehicles operates under. (MVAR 37.072) Ensure the proper safety certificate number is on the vehicle's registration.

You must also identify each of your vehicles according to what type of business it is used for. The rules for identifying vehicles are found in three different sets of regulations: the Motor Vehicle Act Regulations (MVAR), the Commercial Transport Act Regulations (CTAR) and the Passenger Transportation Regulations (PTR). Depending on your business, you must:

- ensure the name that appears on your safety certificate is clearly displayed on both sides of each of your vehicles (MVAR 37.071);
- ensure your safety certificate number and your passenger transportation licence number are on each of your vehicles' registrations if you operate under a passenger transportation license; and
- if you operate as a private carrier not for compensation, ensure the name of the registered owner is clearly displayed on both sides of each of your vehicles (CTAR 3.02)

#### Transporting dangerous goods (TDG) requires special training

You must follow the laws contained in the Transport of Dangerous Goods Regulations (TDGR) if your vehicles carry dangerous goods. The regulations require you to:

- ensure all employees who are involved in shipping dangerous goods are properly trained and certified (TDGR 6.1(2)),
- be able to produce copies of your dangerous goods documentation upon request (TDGR 3.11(2)),
- ensure proper documentation is complete and correct (TDGR 3.5),
- ensure proper documentation goes with the shipment (TDGR 3.2),
- keep shipping documents for two years (TDGR 3.11(2)),
- know where shipping documents must be when dangerous goods are being transported, transferred or delivered (TDGR 3.10, 3.7),
- make sure the proper placards and labels are available,
- know when to report a dangerous goods occurrence (TDGR 4.1),
- ensure the proper reporting is done after a dangerous goods occurrence (TDGR 8.3), and
- know all relevant packing and containment requirements, including when containers must be inspected (TDGR 5.1, 5.3).

## Section 2: Setting Up Your Business Records - Other Safety Requirements

### Cargo insurance is required for most carriers

If you are paid to transport any goods, you must carry cargo insurance. There are a few exceptions to this rule and they are listed below. You must be able to produce a copy of your cargo insurance policy or certificate if an authorized person requests it. (MVAR 37.48)

The amount of insurance you must carry depends on how much weight your vehicle is licensed to carry. You may be using a combination of vehicles. In this case, the amount of insurance you must carry depends on how much your combination of vehicles is licensed to carry. This minimum for each licensed vehicle or combination of vehicles is shown in the following table:

Maximum Gross Weight	Amount of insurance required
not over 12,700 kg	\$15,000.00
12,7001 kg to 21,000 kg	\$20,000.00
21,001 kg to 37,000 kg	\$27,000.00
over 37,000 kg	\$32,000.00

Check the Motor Vehicle Act, section 237 if you are uncertain about whether you need cargo insurance.

You do not need to have cargo insurance if you carry any of these goods (MVAR 37.48(2)):

- water and snow,
- milk and cream in bulk or in containers being transported between farms and dairies,
- petroleum products in bulk or bituminous construction materials in bulk,
- logs, poles, piles, ties, shingle bolts, mine props, rough sawn lumber and fence posts,
- fuel wood, sawdust, hog fuel, pulp chips and Christmas trees,
- coal, ore and ore concentrates in bulk,
- earth, rock, gravel and sand in bulk and unset cement mix,
- grain in bulk and grain screenings,
- hay (baled or loose), fresh or dried fruits and vegetables, turf and peat,
- fertilizers, animal manure or refuse, or
- stumps and debris from demolished buildings.



## Section 2: Setting Up Your Business Records - Other Safety Requirements

---

### All bills of lading must include all required information

You are responsible for ensuring your bills of lading include all the following information (MVAR 37.39):

- name and address of the shipper,
- date of the shipment,
- originating point of shipment,
- name of originating carrier,
- names of connecting carriers, if any,
- name and address of the receiver,
- where the shipment is going (if different from address of receiver), and
- weight, description and particulars of the goods in shipment.

A bill of lading must also contain the following:

- space to write whether the goods were received in apparent good order and condition,
- space to write the declared value of the shipment,
- space to tell whether transportation charges are prepaid or to be collected at delivery,
- space to note any special agreement between the consignor and the carrier,
- a conspicuous statement of anything that limits a carrier's liability (e.g.; a term or condition of the carrier's applicable schedule of rates, an agreement with the consignor), and
- a statement of notice of claim of the specified conditions of carriage.

### Section 3: Contacts and Additional Information

This section provides information to help you learn more about the commercial vehicle industry. As well there are lists of publications you may find helpful and acts and regulations you should be familiar with.

#### CVSE Addresses and Phone Numbers

Commercial Vehicle Safety and Enforcement (CVSE) provides many types of information that can help carriers set up their business and meet their obligations. Some useful addresses and phone numbers are listed here.

#### Carrier Profiles

You can obtain your carrier profile on-line by obtaining a BCeID user ID. Note that whether your NSC is issued to your own personal name or to an incorporated company, you will need a 'Business' BCeID to pull your carrier profile. To register for a BCeID Business user ID, go to [www.bceid.ca/register/](http://www.bceid.ca/register/). Once you have your BCeID, you can access your Carrier Profile on-line at <https://apps.th.gov.bc.ca>.

#### Driver Abstracts

There are two ways to order an N print for a driver. Both involve using forms found in **Section 4, Forms** of this guide. Samples of these forms are also found in **Section 2, Drivers Records**. The number on each form is located in the lower left corner. The two ways are:

- If you want an N print for a driver you are considering hiring, have that driver sign a MV2520 form to allow you to request an N print.
- If you want an N print for a driver you have already hired, use the MV2610 to request the N print. ICBC must have at some time received a copy of MV2520 showing the driver's signature and your company's name before an N print will be released to you.

Mail or fax your completed form(s) to the address or phone number shown at the top of the form.

#### NSC Safety Certificate Applications

To apply for an NSC Safety Certificate or to learn about the application process, browse to [www.cvse.ca](http://www.cvse.ca) and click on 'National Safety Code', or contact the NSC office at:

National Safety Code Office  
Commercial Vehicle Safety and Enforcement  
PO Box 9250 Stn Prov Govt  
Victoria BC V8W 9J2  
Phone: 250 952-0576  
Fax: 250 952-0578  
Email: [nsc@gov.bc.ca](mailto:nsc@gov.bc.ca)

## Section 3: Contacts and Additional Information

---

### Dangerous Goods Head Office

PO Box 92050	Phone:	250.953.4032
Stn Prov Govt		
Victoria BC V8W 9J2	Fax:	250.952.0578

### CVSE Carrier Safety Inspectors

You may contact a local carrier safety inspector by writing or calling any of the following CVSE offices:

---

#### Vancouver Island

3rd Floor, 2100 Labieux Road	Phone:	250.751.7152
Nanaimo BC V9T 6E9	Fax:	250.751.7176

---

#### Lower Mainland

104 - 5460 - 152nd Street	Phone:	604. 575.3430
Surrey BC V3S 5J9	Fax:	604. 575. 3447

---

#### Interior BC

202 -1420 St. Paul Street	Phone:	250.861.7381
Kelowna BC V1Y 2E6	Fax:	250.861.7494
127 - 477 Columbia Street	Phone:	250.371.3804
Kamloops BC V2C 2T3	Fax:	250.371.3848
129 - 10th Avenue S.	Phone:	250.426.1229
Cranbrook BC V1C 2N1	Fax:	250.426.1251
301 - 640 Borland Street	Phone:	250.398.4751
Williams Lake BC V2G 4T1	Fax:	250.398.4420

---

#### Northern BC

3990 22nd Avenue	Phone:	250.561.5627
Prince George BC V2N 3A1	Fax:	250.561.5629
300 - 10003 - 110th Avenue	Phone:	250.787.3337
Fort St. John BC V1J 6M7	Fax:	250.787.3279
4825 Keith Avenue	Phone:	250.615.3911
Terrace BC V8G 1K7	Fax:	250.615.3910

## Section 3: Contacts and Additional Information

### Weigh Scales

Weigh scales are located throughout BC. Portable weigh scales may be found on any public road.

Weigh scale hours of operation sometimes change. For current information check the Ministry of Transportation website [www.cvse.ca](http://www.cvse.ca) or phone the weigh scale.

The following are all permanent weigh scales. Highway signs will direct drivers to each location.

City	Scale	Hours	Location	Number
Dawson Creek	Dawson Creek	24 x 7	Hwy 97 at Mile 2.5	250.784.2233
Delta	Nordel	6:00 a.m. - 5:00 p.m.	8150 Nordel Way	250.587.3300
Duncan	Duncan North	8:00 a.m. - 4:00 p.m.	7201 Trans Canada Hwy	250.748.7931
Fort Nelson	Fort Nelson	8:00 a.m. - 3:00 p.m.	2809 Alaska Hwy	250.774.7041
Fort St. John	Fort St. John	6:00 a.m. - 9:00 p.m.	Junction of Hwy 97 and Hwy 29	250.985.3385
Hope	Haig	Random	Hwy 7, 2 km west of Hwy 1	604.869.2100
Hope	Hunter Creek	24 x 7	Hwy 1 westbound, 20 km west of Hope	604.869.5552
Hope	Laidlaw	24 x 7	Hwy 1 eastbound, 20 km west of Hope	604.869.9330
Kamloops	Kamloops East-bound	24 x 7	2575 W. Transcanada Hwy	250.372.5148
Kamloops	Kamloops West-bound	24 x 7	2650 W. Transcanada Hwy	250.372.8896
Parksville	Parksville	6:00 a.m. - 6:00 p.m.	Hwy 19, 6 km south of Parksville	250.248.6514
Pentiction	Kaledon	7:00 a.m. - 4:30 p.m.	Junction of Hwy 97 and Hwy 3A	250.497.5245
Prince George	Prince George South	7:00 a.m. - 10:00 p.m.	Junction of Hwy 97, 0.5 km south of Fraser River Bridge	250.561.1409
Quesnel	Quesnel	8:00 a.m. - 3:00 p.m.	Junction of Hwy 97 and Hwy 26	250.991.0872
Richmond	Deas	9:00 a.m. - 4:00 p.m.	Hwy 99 southbound, 0.5 km north of Deas Island tunnel	604.277.6013
Sparwood	Sparwood	6:00 a.m. - 2:00 a.m.	Hwy 3, 17 km east of Sparwood	250.425.6221
Surrey	Pacific	24 x 7	316 - 176th Street	604.538.1121
Surrey	Port Mann East-bound	6:00 a.m. - 6:00 p.m.	Hwy 1 eastbound, 1 km west of 176 St	604.581.4782
Surrey	Port Mann West-bound	7:00 a.m. - 4:00 p.m.	Hwy 1 westbound, 1 km west of 176 St	604.581.7362
Terrace	Terrace	7:00 a.m. - 6:00 p.m.	Junction of Hwy 16 and 37 Ave	250.638.0781
Valemount	Tete Jaune Cache	24 x 7	Junction of Hwy 5 and Hwy 16	250.466.4311
Vanderhoof	Vanderhoof	8:00 a.m. - 7:00 p.m.	Junction of Hwy 16 and 27	250.567.5438
Vernon	Vernon	6:00 a.m. - 7:00 p.m.	6775 Hwy 97	250.549.4728
Yahk	Yahk	7:00 a.m. - 10:00 p.m.	Junction of Hwy 95 and Hwy 3	250.424.5459

## Section 3: Contacts and Additional Information

---

### Commercial Vehicle Permit Line

The CVSE Commercial Vehicle Permit Line provides information about permits when your local scale is closed. This number is toll free for callers anywhere in Canada or the United States. Permits available through this line include: Non-resident commercial vehicle permits, term oversize and overweight permits, single trip oversize and overweight permits, motor fuel tax permits, and highway crossing permits.

Accessible 24 hours a day Phone: 1.800.559.9688

### Commercial Vehicle TIPS Line

Call the Commercial Vehicle TIPS Line if you have concerns about unsafe buses, taxis or trucks. Before calling, please note information that identifies the vehicle, the time, the location and the safety concern you have.

Accessible 24 hours daily – this is a 24-hour voice mail line Phone: 1-888.775.8785

### Useful Publications

CVSE produces several guides for commercial carriers and drivers. These publications are available at ICBC licensing offices and provincial weigh scales. They are also available on the Internet at [www.th.gov.bc.ca/cvse](http://www.th.gov.bc.ca/cvse)

### These publications are available for printing from our website:

#### Driving Commercial Vehicles: A Guide for Professional Drivers

Booklet 1 - Information for Commercial Carriers

Booklet 2 - Load Security

Booklet 3 - Commercial Vehicle Inspection Program Information

Booklet 4 - Preventative Maintenance Programs

Booklet 5 - National Safety Code

Booklet 6 - National Safety Code Carrier Audit Information

Farm Vehicles On the Move

### Web Sites

Many Web sites provide information of interest to commercial carriers. Some useful government and association sites are:

#### British Columbia sites

[www.icbc.com](http://www.icbc.com) (ICBC)

[www.th.gov.bc.ca](http://www.th.gov.bc.ca) (BC Ministry of Transportation)

[www.pssg.gov.bc.ca/osmv/index.htm](http://www.pssg.gov.bc.ca/osmv/index.htm) (Office of the Superintendent of Motor Vehicles)

[www.th.gov.bc.ca/ptb/index.htm](http://www.th.gov.bc.ca/ptb/index.htm) (Passenger Transportation Board)

[www.th.gov.bc.ca/rpt/index.htm](http://www.th.gov.bc.ca/rpt/index.htm) (Registrar of Passenger Transportation)

[www.bctrucking.com](http://www.bctrucking.com) (British Columbia Trucking Association [BCTA])

### Other Canadian Sites

[www.ccmta.ca](http://www.ccmta.ca) (Canadian Council of Motor Transportation Administrators [CCMTA])

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

[www.cvsa.org](http://www.cvsa.org) (Commercial Vehicle Safety Alliance [CVSA])

[www.infratrans.gov.ab.ca/](http://www.infratrans.gov.ab.ca/) (Alberta provincial government)

[www.gov.sk.ca](http://www.gov.sk.ca) (Saskatchewan government - highways)

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

[www.mto.gov.on.ca](http://www.mto.gov.on.ca) (Ontario provincial government)

[www.gouv.qc.ca](http://www.gouv.qc.ca) (Quebec provincial government)

[www.gov.nf.ca](http://www.gov.nf.ca) (Newfoundland and Labrador provincial government)

[www.gov.ns.ca](http://www.gov.ns.ca) (Nova Scotia provincial government)

[www.gov.gnb.ca](http://www.gov.gnb.ca) (New Brunswick provincial government)

[www.gov.pe.ca](http://www.gov.pe.ca) (Prince Edward Island provincial government)

[www.gov.nt.ca](http://www.gov.nt.ca) (Northwest Territories government)

[www.gov.yk.ca](http://www.gov.yk.ca) (Yukon territorial government)

[www.gov.nu.ca](http://www.gov.nu.ca) (Nunavut territorial government)

### U.S. Sites

[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) (Federal Motor Carrier Safety Administration)

[www.nhtsa.dot.gov](http://www.nhtsa.dot.gov) (National Highway Traffic Safety Administration)

[www.hwysafety.org](http://www.hwysafety.org) (Insurance Institute for Highway Safety)

[www.dot.gov](http://www.dot.gov) (U.S. Department of Transportation)

[www.fhwa.dot.gov](http://www.fhwa.dot.gov) (Federal Highway Administration)

### Important Acts and Regulations

Several legal acts affect your commercial carrier business. It is important that you be familiar with these acts and with their regulations. Some of these acts are federal and apply all across Canada. Others are provincial and apply only in BC. Many regulations are similar across Canada and through parts of the United States. But, be aware whenever your vehicles drive into a different province, territory or state that some regulations may not be the same on the other side of the border. For more information, visit some of the Web sites listed above.

## Section 3: Contacts and Additional Information

---

### **Provincial acts and regulations**

Copies of any or all of these acts and regulations are available from Crown Publications;

Crown Publications

106 Ontario Street

Victoria BC V8V 1M9

Phone: 250.386.4636

You may be able to view them at your local public library.

The following are the provincial acts and regulations you should be most familiar with:

*Motor Vehicle Act (MVA)*

Motor Vehicle Act Regulations (MVAR)

*Commercial Transport Act (CTA)*

Commercial Transport Act Regulations (CTAR)

*Passenger Transportation Act (PTA)*

Passenger Transportation Regulations (PTR)

*Transport of Dangerous Goods Act (TDGA)*

Transport of Dangerous Goods Regulations (TDGR)

### **Federal acts, regulations and standards**

The federal legislation that is most relevant to carriers is:

*Motor Vehicle Transport Act, 1987 (MVTA)*

Commercial Vehicle Drivers Hours of Service Regulations

*Transportation of Dangerous Goods Act (TDGA)*

Copies of the above acts and regulations are available, at a cost, by calling 1.800.635.7943, or by writing to:

Canadian Government Publishing

Public Works and Government Services Canada

Ottawa, Ontario K1A 0S9

You can also find these acts and regulations on the Internet at [www.tc.gc.ca](http://www.tc.gc.ca) and at some BC bookstores. A list of bookstores is available at:

<http://publications.pwgsc.gc.ca/pubindex-e.html>.

Contact Transport Canada to learn where to get copies of the *Transportation of Dangerous Goods Act* and *Transportation of Dangerous Goods Regulations*. Contact the *Transportation of Dangerous Goods Office of Transport Canada (Pacific region)* at 604.666.2955. You can learn more about this office by following the links at [www.tc.gc.ca](http://www.tc.gc.ca).