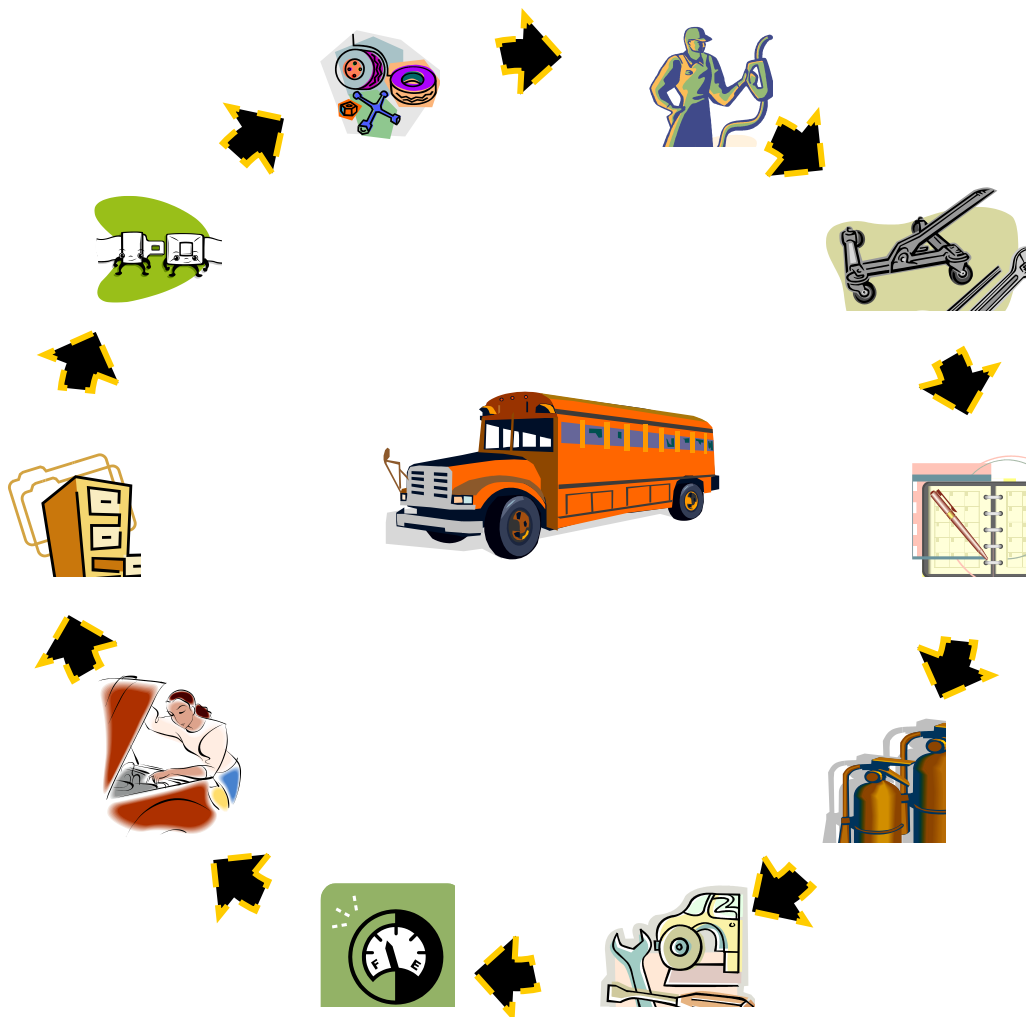


# NATIONAL SAFETY CODE SAMPLE SAFETY AND MAINTENANCE PROGRAM

(For Provincially Regulated School Buses)

Revised: December 15, 2010





The following sample safety and maintenance policies have been provided to allow carriers operating school buses to create a program that meets the minimum regulatory requirements in the Government of Alberta. For each module in this section, there is a corresponding module within the main document that provides detailed regulatory information.

Please reference Page 24 of this document for a definition of a “school bus”.

## NOTICE TO READERS

Every effort has been made to ensure that the information in this document is accurate at the time of preparation. However, this document is intended to serve only as a guide and cannot replace first-hand information such as specific legislation.

This document has been prepared by the Carrier Services Section of Alberta Transportation. It is intended to represent a sample safety and maintenance program for the operation of school buses by provincially regulated carriers. Provincial regulated carriers are those with an operating status of “Provincial” shown on their Safety Fitness Certificate. A provincial operating status applies when a carrier’s commercial buses do not leave Alberta at any time.

**This document must be altered to address the compliance and operational needs of a specific carrier.** This sample document, by itself, should NOT be used or accepted as meeting a carrier’s regulatory requirement unless it has been appropriately modified and implemented.

Corrections, comments and suggestions can be submitted to Alberta Transportation at any time by contacting Carrier Services Section at 403-755-6111 (toll free in Alberta by first dialing 310-0000) or by email to [carrier.services@gov.ab.ca](mailto:carrier.services@gov.ab.ca).

Some modules identify several options for addressing regulatory requirements in selected areas. The carrier must select one of these options to include in the company’s programs. Delete any maintenance sections that do not apply to your fleet.

**The items included in this document are considered to be the minimum items required by law. You may include additional policies to these minimum requirements in your programs. The responsibility is still on the carrier to ensure that your programs meet the requirements of the law.**

**To assist you in meeting the requirements, the following web sites may help when developing your programs and/or training. You are required to implement your program, evaluate it periodically and update your program as necessary.**

For more information on safety and maintenance programs, training, etc. view our “Educational Manual” on the internet at: [www.transportation.alberta.ca/671.htm](http://www.transportation.alberta.ca/671.htm).

For more information on **Regulatory Requirements** consult the following legislation:

- *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002);
- *Commercial Vehicle Safety Regulation* (AR 121/2009);
- *Vehicle Inspection Regulation* (AR 211/2006);
- *Vehicle Equipment Regulation* (AR 122/2009); and
- *Traffic Safety Act*.

Alberta regulations are available from the Queens Printer at 780-427-4952 or on their web site: [www.qp.gov.ab.ca](http://www.qp.gov.ab.ca).

## SAMPLE SAFETY PROGRAM

### For Provincially Regulated Commercial Transportation (School Buses)



The following sample safety policies have been created in order to provide carriers with a sample program that meets the minimum regulatory requirements in the Government of Alberta. Within each module there are different wording options.

**Choose the one option that most closely meets the needs of your operation.** For each module in this section, there is a corresponding module within the main document that provides detailed regulatory information.

**Carrier Name:**

**\_\_\_\_\_ Black Gold Regional Division No. 18 \_\_\_\_\_**

**Safety Program  
For Provincially Regulated  
Commercial Transportation  
(School Buses)**

**Prepared by:**

**Sue Timmermans, Transportation Manager**

**Effective Date:**

**September 1, 2013**

### STAFF AUTHORIZED TO OPERATE COMPANY VEHICLES

**Owner/operators** that have **never** had any full-time or part-time drivers are not required to address this policy.

#### **Authorized Drivers:**

All staff authorized by company management and/or the safety officer to operate company vehicles are required to comply with the safety program policies and procedures, such as:

- part-time or occasional drivers;
- company mechanics who test drive or drive part-time;
- safety staff who train drivers;
- managers/owners who drive;
- lease operators who have their vehicles registered to the company;
- anyone else authorized to operate a company vehicle.

#### **Designation of Safety Officer**

The person responsible for maintaining and implementing this safety program and ensuring compliance with safety laws is

**Black Gold Regional Division No. 18, Transportation Manager**

(Name and/or Title)

### SAFE USE AND OPERATION OF NATIONAL SAFETY CODE VEHICLES

#### **Speed Limits:**

- Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

#### **Seat Belt Use:**

- Anyone, while operating company vehicles must use their seat belt(s) (it's the law) at all times.

#### **Drug and Alcohol Use:**

- Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating vehicles and other equipment.

#### **Defensive Driving:**

- Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

**Note:** For example, be aware of surroundings and look ahead. Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

#### **Cargo Security:**

- An employee or driver will not use any vehicle including a bus to transport goods unless;
  1. the vehicle is constructed to carry the goods, and
  2. there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

A person shall not operate the vehicle unless transporting goods unless the equipment is properly used to secure the goods. The equipment may be permanently or temporarily attached to the vehicle for the purpose of transporting the goods.

- In addition to the requirements of the *Vehicle Equipment Regulation* (AR 122/2009) regarding transportation of goods, a bus shall not be operated unless the luggage, cargo, goods, equipment and tools that are carried on the bus are carried in an adequate place provided for the carrying of those items.

## MODULE 2 – SAFETY PROGRAM

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- the place provided for carrying luggage, cargo, goods, equipment or tools under must not interfere with free access to the exits of the bus;
  - be constructed so as to prevent the luggage, cargo, goods, equipment or tools from falling on or against a passenger;
  - in the case of passenger luggage, protect the luggage from dust and moisture.
- A school bus when used for a purpose specified under Section 19 of the Commercial Vehicle Safety Regulation (AR 121/2009) shall not transport any of the following:
- animals,
  - firearms,
  - explosives,
  - combustible materials or substances, or
  - anything of a dangerous or objectionable nature or anything that may endanger the lives or safety of the persons in the bus
- If applicable the carrier and driver must ensure that all applicable cargo is contained, immobilized or secured in accordance with National Safety Code Standard 10, Cargo Securement as it relates to the particular type of commercial vehicle.

### **Fuelling:**

- Before fuelling, the driver must:
- shut off engine;
  - not smoke;
  - check for fuel leaks;
  - not overfill the tank;
  - not leave nozzle unattended; and
  - replace filler cap when finished fuelling.

The driver of a school bus used for a purpose specified under Section 19 of the *Commercial Vehicle Safety Regulation* (AR 121/2009) shall not allow any person other than the driver, in the bus when it is being fuelled.



## MODULE 3 – SAFETY PROGRAM

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### PROPER RECORD COMPLETION

**Owner/operators who have never had any full or part-time drivers are not required to have written instructions on how to complete the following types of records included in their safety program, unless they have on-road violations related to improper record completion.**

The company will educate staff in hours of service, bill of lading/manifests, dangerous goods and weigh slips **as required**. A record will be maintained on each driver's file showing that the carrier ensures the employee has this knowledge or any training received. The company will evaluate each type of record for proper completion.

The following are options for written instructions on how to properly complete records relevant to the operation.

#### **Time Records For Radius Operation:**

The following examples are Alberta requirements. Add federal legislative requirements where necessary.

##### **OPTION 1:**

Time records for radius operation within 160 kilometres must be completed as identified in the following example that meets regulatory requirements (copies of completed form/example must be attached).

##### **OPTION 2:**

Instruction will be given on time record completion as per *Alberta Drivers' Hours of Service Regulation (AR 317/2002) Section 12* (copy of regulation should be attached and/or readily available, such as by internet).

##### **OPTION 3:**

Driver does not require a daily log when ALL of the following conditions are met:

- (a) driver/vehicle does not operate beyond **160 kilometre** radius of the home terminal;
- (b) record accurate work shift start **and** end times;
- (c) return to home terminal (start and end at the same location);
- (d) released from work within **15 hours** from the start of the work shift;
- (e) the company will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is released from work (end time).

## MODULE 3 – SAFETY PROGRAM

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**Note:** If one of the conditions on the previous page ceases to exist, then the driver must complete a daily log and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist.

### **Daily Log Completion:**

The following examples are Alberta requirements. Add federal requirements where necessary.

#### **OPTION 1:**

Daily logs must be completed as identified in the following example that meets regulatory requirements (copies of completed form/example must be attached).

### COMPLIANCE WITH THE LAW

#### **Safety Laws:**

Drivers operating company vehicles will comply with all transportation safety laws as required.

*Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)* identifies that:

“**safety laws**” means, as the context requires,

- i) the Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) the *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- iii) the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

Infractions must be reported and documented with the Transportation Department.

### USE OF SAFETY EQUIPMENT

#### Use Of Warning Devices:

##### OPTION 1:

Instructions will be given on the use of warning devices as per Alberta's *Use of Highway and Rules of the Road Regulation* (AR 152/2009) Section 49.1 (copy attached and/or internet access available).

- a record of the training given and the date the training was provided will be retained on the drivers file.

#### Use Of Fire Extinguisher: (As Applicable)

A bus shall not be operated unless the bus carries at least one fire extinguisher. The fire extinguisher must meet all requirements as specified in the *Commercial Vehicle Safety Regulation* (AR 121/2009) Section 17 of Schedule 1.

##### OPTION 1:

Instructions will be given on the use of approved fire extinguishers to be in each registered company vehicle (not necessary to list the type of extinguisher). *Commercial Vehicle Safety Regulation* (AR 121/2009) Schedule 1 see Section 17 (copy attached and/or internet access available).

- A record of the training given and the date the training was provided will be retained on the drivers file.

### DRIVER CONDUCT AND DISCIPLINE

**Owner/operators who have never had any full or part-time drivers are not required to address driver conduct and discipline within the safety program.**

#### **Conduct:**

**Note:** If any conduct policies have been addressed in other policies within the safety program, make reference to the location. Good driver conduct will include:

- to safely operate our vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- a professional driver should be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- drivers must report all significant events on road including, violations, near misses, etc.

#### **Disciplinary Procedures (STEPS):**

All disciplinary steps must be progressive in nature. All actions taken, including verbal warnings, will be documented. (May include details of what applies to each disciplinary action step, but this is not required).

Discipline actions will be taken for any:

- regulatory violation (identified on the carrier profile, driver's abstract or through the carrier's own internal audits). Carrier profile should verify that drivers have already advised the carrier of the violation(s);
- significant company policy violation (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

As appropriate, actions to include:

- written warnings;
- re-training;
- suspension;
- termination.

### EVALUATING DRIVER SKILLS

**Owner/operators who have never had any full or part-time drivers are not required to address evaluating driver skills within the safety program.**

#### Evaluating Driving Skills:

##### **OPTION 1:**

The company will evaluate and retain a written record verifying that each authorized driver has the necessary driving skills to safely operate all assigned vehicles.

### DRIVER RECORDS AND RECORD RETENTION

#### Driver Records:

##### **OPTION 1:**

Driver records as identified in Alberta's *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) Section 41(1)(a - j) will be maintained for each driver that operates our commercial vehicle(s) (copy attached and/or direct internet access is available).

#### Driver Record Retention:

##### **OPTION 1:**

Driver records will be retained according to *Alberta Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) Section 43(1) (a - c) (copy attached and/or direct internet access is available).

#### Driver Qualification:

##### **OPTION 1:**

Company will ensure all operators have the correct and valid Class of licence related to type of vehicle being operated. Drivers must immediately report changes of this status to their employer.

**VEHICLE CONDITION**

**Vehicle Condition**

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

### EMPLOYEE TRAINING

**Owner/operators who have never had any full or part-time drivers are not required to develop a written policy on driver training. However, Owner/Operators are required to be trained on applicable Safety Laws such as Hours of Service, Trip Inspections, Cargo Securement, etc. and to document the training in their driver file.**

**Training:** To increase knowledge and reduce violations.

Note: All school bus drivers employed on or before September 1, 2010 must have the appropriate “S” endorsement on their operator’s licence by September 1, 2011 and all school bus drivers hired after September 1, 2010 must have the appropriate “S” endorsement on their operator’s licence within 12 months of their hire date.

#### **OPTION 1:**

Employee training on safety laws will be conducted as required. Reference the definition of “Safety Law” in Alberta’s *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) (copy attached and/or internet access available).

“S” endorsement training must be conducted within the first six(6) months of driving a school bus for the Division.

#### **Orientation:**

The carrier’s safety and maintenance policies will be covered on initial hire. In addition, include a written road test, knowledge of hours of service (logbooks and/or time records), weights and dimension, permits, cargo securement, and dangerous goods (if applicable) and how to conduct effective Daily Trip Inspections will be part of the orientation process.

#### **Ongoing Training:**

Should cover at least the following:

- hours of service (logbooks and/or time records) – Assess the need for training by conducting daily and periodic internal audits of: MYOTF Program available online.
  - driver's hours of service records to ensure documents are not falsified,
  - daily log completion to ensure they meet the legislated requirements (form and manner),



## MODULE 11 – SAFETY PROGRAM

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- other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- daily trip Inspection – ongoing training provided through spot checks and monitoring of vehicle defects. Log books at Central office.
- load securement – ongoing training and monitoring of compliance.
- other regulations, example: School Bus Operation Requirements under the *Commercial Vehicle Safety Regulation (AR 121/2009)*.
- “S” Endorsement – Ensure drivers complete the “S” endorsement training in the required time period, monitor drivers and retrain when necessary.

**SAMPLE MAINTENANCE AND INSPECTION PROGRAM  
FOR PROVINCIALY REGULATED  
COMMERCIAL TRANSPORTATION  
(SCHOOL BUSES)**



The following sample vehicle maintenance policies have been created in order to provide carriers with a sample program that meets the minimum regulatory requirements in the Government of Alberta.

**Carrier Name:**

**Black Gold Regional Division No. 18**

**SAMPLE MAINTENANCE AND  
INSPECTION PROGRAM  
FOR PROVINCIALY REGULATED  
COMMERCIAL TRANSPORTATION  
(School Buses)**

**Prepared by:**

**Sue Timmermans, Transportation Manager**

**Effective Date:**

**\_\_\_\_\_ September 1, 2013 \_\_\_\_\_**



## MAINTENANCE PROGRAM FOR SCHOOL BUSES

**SCHOOL BUS:** means a bus that meets the requirements of a Type A1, A2, B, C or D school bus described in CSA Standard D250-2007 and that is used primarily to transport students to and from a school.

<p><b>CSA Standard – D250-07 School Buses</b></p>	<p>A standard issued by the Canadian Standards Association. Definitions are:</p> <p>School Bus – a specially constructed vehicle that is designed to carry more than 10 persons (primarily children) to and from school or related events and is National School Bus Yellow as specified in Table 1. When determining seating capacity, each mobility aid space (if present) is equivalent to four seating positions. School buses are categorized as follows:</p> <p><b>Type A</b> – a conversion or body constructed upon a cutaway front section vehicle with an original equipment-manufacturer chassis, supplied with a left-side driver’s door. The service door is behind the front wheels.</p> <p><b>Type A1</b> – a vehicle with a GVWR of 4,536 kilograms (10,000 pounds) or less; and</p> <p><b>Type A2</b> – a vehicle with a GVWR over 4,536 kilograms (10,000 pounds).</p> <p><b>Type B</b> – a conversion or body constructed and installed upon a van, a front section vehicle chassis, or a stripped vehicle chassis, having a GVWR of more than 4,536 kilograms (10,000 pounds). Most of the engine is beneath and /or behind the windshield and beside the driver’s seat. The service door is behind the front wheels.</p> <p><b>Type C</b> – a body installed upon a flat-back cowl chassis, having a GVWR of more than 4,536 kilograms (10,000 pounds). The entire engine is in front of the windshield. The service door is behind the front wheels.</p> <p><b>Type D</b> – a body installed upon a chassis, having a GVWR of more than 4,536 kilograms (10,000 pounds), with the engine mounted in one of the following positions:</p> <ol style="list-style-type: none"><li>a. behind the windshield and beside the driver’s seat;</li><li>b. at the back of the bus behind the rear wheels; or</li><li>c. midway between the front and rear axles.</li></ol> <p>The service door is ahead of the front axle.</p>
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## **Application:**

All school buses registered to the company are required to comply with the company's maintenance and inspection program policies and procedures, including:

- lease operators that have their vehicles registered to the company; or
- if lease operators follow their own maintenance program, then they must;
- provide a copy of the lessee's maintenance and inspection program that meets the minimum regulatory requirements;
  - the registered owner must indicate the maintenance and inspection program is "acceptable";
  - the registered owner must monitor the lease operator to ensure the maintenance program and inspection program is being implemented.

The preventive maintenance and inspection program will address the following areas:

- daily trip inspections;
- repairs;
- routine scheduled maintenance;
- semi-annual CVIP inspections;
- record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP.

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

No person shall change, reconstruct or modify the body or seating capacity of a school bus without the written approval of the registrar.

It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation

The company's written maintenance and inspection program will be kept at the company's principal place of business in Alberta. Copies of the maintenance and inspection program will be available at each location of the carrier where the maintenance and inspection of the carrier's commercial vehicles is carried out. A copy of the maintenance and inspection program shall be readily accessible to employees of the carriers who carry out the maintenance and inspection program.

The applicable maintenance and inspection schedules under the *Commercial Vehicle Safety Regulation* (AR 121/2009) will be attached to the maintenance and inspection program at all locations of the carrier where vehicle inspections and maintenance is carried out.

The company's vehicle maintenance and inspection program will be implemented as follows:

**Vehicle Maintenance:**

- Applicable vehicle components must also be routinely inspected as required by Alberta’s *Commercial Vehicle Safety Regulation* (AR 121/2009), Alberta's *Vehicle Inspection Regulation* (AR 211/2006) and the applicable schedule(s) of NSC Standard 13 Part 2 (daily trip Inspection).
- Components to be inspected are described in schedule 2, 5 and if applicable schedule 3 and 4 of the *Commercial Vehicle Safety Regulation* (AR 121/2009), *Vehicle Inspection Regulation* (AR 211/2006) and Schedule 2 and any other applicable Schedules of NSC Standard 13 Part 2 trip Inspection). (copy attached and/or direct internet access available).
- Any component identified as being in need of repair and/or maintenance will be maintained and/or repaired as required. The records documenting the repairs and/or maintenance will be retained on the appropriate vehicle file.

Our company will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval (State Kilometres, Time or Hours)	Comments
<b>Trip Inspection</b>	School Bus (all types)	Daily log books	Ensure inspection is carried out in accordance with the appropriate standards and complete written daily inspection form. Report all defects and document all repairs.
<b>Lubrication (Oil Change and Greasing etc.)</b>	Type A		
	Type B		
	Type C		
	Type D		
<b>Scheduled Maintenance Inspections</b>	Type A		
	Type B		
	Type C		
	Type D		
<b>“CVIP” Inspection</b>	School Bus (all types)	<b>Semi-Annually</b>	Required every 6 months before next CVIP expires - to be completed by a Certified CVIP Facility.

**All copies of CVIP & repair sheets are to be filed by VIN number in the bus maintenance file.**

The attached sample maintenance form may be adopted as a sample scheduled maintenance and inspection form.

**Sample Maintenance Form (Schedule 2)**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Inspector's Name: \_\_\_\_\_

Address of Inspection Shop: \_\_\_\_\_

Licence Plate Number(s): \_\_\_\_\_ Vehicle Unit Number: \_\_\_\_\_

Odometer: \_\_\_\_\_ Hour Meter: \_\_\_\_\_ Signature: \_\_\_\_\_

- Body and Seats (S.1)
- Chassis Frame (S. 2)
- Body Frame (S. 3)
- Sliding Subframe (S. 4)
- Underbody (S. 5)
- Drive Shaft (S. 6)
- Window and Mirrors (S. 7)
- Fuel (S. 8)
- Exhaust (S. 9)
- Friction Components (S. 10)
- Hydraulic and Vacuum-assist Brake Components (S. 11)
- Mechanical Components (S. 12)
- Brake Pedal (S. 13)
- Air Brake System (S. 14)
- Park Brake (S. 15)
- Brake System (S. 16)
- Engine Controls (S. 17)
- Steering Column and Box (S. 18)
- Wheel Alignment (S. 19)
- C-Dolly Steering (S. 20)
- Steering Linkage (S. 21)
- Suspension (S. 22)
- Electrical General Requirements (S. 23)
- Windshield Wipers and Washers (S. 24)
- Heating and Defrosting System (S. 25)
- Starting Switch (S. 26)
- Lamps and Reflectors (S. 27)
- Tires (S. 28)
- Wheels (S. 29)
- Lubrication (S. 30)
- Fifth Wheel Coupling Device (S. 31)
- Trailer Hitch, Trailer Mount and Connecting Devices (S. 32)
- Rear Impact Guards (S. 33)

### Sample Maintenance Form (Schedule 5)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Inspector's Name: \_\_\_\_\_

Address of Inspection Shop: \_\_\_\_\_

Licence Plate Number(s): \_\_\_\_\_ Vehicle Unit Number: \_\_\_\_\_

Odometer: \_\_\_\_\_ Hour Meter: \_\_\_\_\_ Signature: \_\_\_\_\_

Vehicle must comply with Schedule 5 (school bus maintenance standards) of the regulation as outlined below.

- Chassis Colour (S. 2)
- Exhaust (S. 3)
- Instruments and Instrument Panel (S. 4)
- Steering Gear and Linkage (S. 5)
- Tires (S. 6)
- Rear Bumper (S. 7)
- Colour (S. 8)
- Service Door (S. 9)
- Emergency Exit – General Requirements (S. 10)
- Emergency Doors (S. 11)
- Safety Equipment (S. 12)
- Floor Covering (S. 13)
- Heater (S. 14)
- Signage (S. 15)
- Inside Height (S. 16)
- Alternate Flashing Warning Lamps (S.17)
- Floor Level Side Marker Lamps (S.18)
- Interior Lamps (S.19)
- Exterior Lamps (S.20)
- Mirrors (S.21)
- Body Mounting (S.22)
- Noise Suppression (S.23)
- Rub Rails (S.24)
- Steps (S.25)
- Stirrup Steps (S.26)
- Stop Arm S.27)
- Crossing Arm (S.28)
- Sun Visor (S.29)
- Undercoating (S.30)
- Ventilation (S.31)



### Sample Maintenance Form (Schedule 3 and 4)

Date:\_\_\_\_\_ Time:\_\_\_\_\_ Inspector's Name:\_\_\_\_\_

Address of Inspection Shop:\_\_\_\_\_

Licence Plate Number(s):\_\_\_\_\_ Vehicle Unit Number:\_\_\_\_\_

Odometer:\_\_\_\_\_ Hour Meter:\_\_\_\_\_ Signature:\_\_\_\_\_

#### Maintenance Standards for Transportation of Persons with Physical Disabilities in Buses Schedule 3 of the *Commercial Vehicle Safety Regulation* (AR 121/2009)

- Mobility Aid Securement Devices (S. 1)
- Ramps and Lifts General Requirements (S. 2)
- Ramp and Lift Controls (S. 3)
- Lift Capacity (S. 4)
- Lift Platform Requirements (S. 5)
- Warning Notice (S. 6)
- Ramp Requirements (S. 7)
- Storage of Ramp (S.8 )
- Symbol (S. 9)

Sections 2, 3, 4, 5 and 14 of Schedule 4 of the *Commercial Vehicle Safety Regulation* (AR 121/2009) apply to a school bus, if it is used to transport persons with physical disabilities.

- Masor System Required (S. 2)
- Masor System Requirements (S. 3)
- Mobility Aid and Occupant Restraint Requirements (S. 4)
- Protective Materials (S. 5)
- Signs (S. 14)

**The above sample maintenance forms list items that are general headings under schedules 2, 3, 4 and 5 of the *Commercial Vehicle Safety Regulation* (AR 121/2009). The general headings are further broken down in the schedules into specific components and detailed inspection criteria. Refer to the schedules of the *Commercial Vehicle Safety Regulation* (AR 121/2009) for guidance when conducting maintenance inspections.**

Note: The items listed in this sample inspection and maintenance program are items that may be required to be inspected and maintained. Specific vehicles may be equipped or required to be equipped with additional items that must be inspected and maintained. Consult the legislation to determine the specific requirements for your vehicle(s).

Any equipment or safety systems installed in a vehicle by the manufacturer of the vehicle must be maintained in good working order and in accordance with the manufacturer's specifications.

### **Daily Trip Inspections:**

Production of the Schedules of NSC Standard 13 Part 2:

- a carrier (an owner of a commercial vehicle that holds, is issued or is required to hold a certificate) shall ensure that a copy of Schedule 2 and any other applicable Schedules including any modifications made to the Schedule(s) is located within the vehicle and a driver shall produce the Schedule(s) when requested to a peace officer.

Trip Inspections

- a daily trip inspection shall be conducted on all school buses with an original manufactured seating capacity of 11 passengers or more including the driver.
- a daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report. Vehicle components will be inspected in a Daily Trip Inspection as required by Section 10 (4)(b) of Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009). The daily inspection must include all applicable components specified in the list of items in Schedule 2 of NSC Standard 13 part 2 and any other applicable schedules (copy attached and/or direct internet access available).
- Any of the components that are routinely inspected may be added to the "Daily Trip Inspection" and any components that are not applicable to the vehicle may be deleted from the "Daily Trip Inspection".

Completing and Production of the Daily Trip Inspection Report:

- except when specifically exempted by the legislation, the person conducting the "Daily Trip Inspection" shall prepare a trip inspection report;
- the trip inspection report must contain the following information;
  - the licence plate, identification number or unit number,
  - the odometer or hub meter at the time of inspection,
  - the name of the carrier operating the commercial vehicle,
  - the name of the municipality or location on the highway where the inspection was conducted and the time and date that the report was made,
  - any defect related to the operation of any item required to be inspected or that no defect was detected,
  - the name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with Section 10 of the *Commercial Vehicle Safety Regulation* (AR 121/2009),
  - the name and signature of the person making the report.

The driver shall, when requested, produce a copy of the report to a peace officer.

#### Defects Observed During Operation of the Vehicle:

- Regardless of whether a trip inspection report is required to be prepared, if a driver observes any safety defects specified in Schedule 1, 2, 3 or 4 of NSC Standard 13 while driving the vehicle, the driver shall record the defects in a trip inspection report or in a written document and report the defect to the carrier as required.
- The driver shall produce this trip inspection report or other document when requested to a peace office.

#### Distribution and Retention of Trip Inspection Reports

- the driver must forward the trip inspection reports to the home terminal of the carrier responsible for the commercial vehicle within 20 days of completion of the trip inspection report
- the carrier will ensure the driver submits the trip inspection report, as required, and deposit the original trip inspection report at the carrier's principal place of business with 30 days of receiving the report from the driver,
- the original report will be retained in chronological order by the carrier for the month it was created and an additional 6 months.

#### Requirement to Repair, Correct and Report Defects:

- no person shall allow a driver to drive and no driver shall drive a commercial vehicle with any uncorrected or unrepaired major defect (see the applicable Schedule (2, 3 or 4) of NSC Standard 13 part 2 for a description of a major defect),
- a person authorized by the carrier to conduct a daily trip inspection shall document any defect on the written trip inspection report,
- the carrier or a person authorized by the carrier to conduct trip inspections shall certify on the report that the defect has been repaired/corrected or certify on the report the repair/correction is unnecessary,
- if a driver or person authorized by the carrier to conduct a daily trip inspection believes or suspects there is a safety defect in the commercial vehicle they shall report the safety defect to the carrier;
  - without delay if the defect is a major defect, or
  - in a timely manner but not later than the next required daily trip inspection in all other cases.

The following pages contain NSC Standard 13 Part 2 Schedule 2 and a sample trip inspection report that you may adopt for your own use.

A copy of the trip inspection requirement for a bus and motor coach is shown below.

## Schedule 2 – Bus

**Application:**

This schedule applies to buses designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver, but excluding the operation for personal use, and also applies to any trailer towed by a bus.

<b>1. Accessibility Devices</b>	
<p><b>Defect(s)</b>  <i>Accessibility device may not be used if:</i></p> <ul style="list-style-type: none"> <li>• Alarm fails to operate.</li> <li>• Equipment malfunctions.</li> <li>• Interlock system malfunctions.</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Vehicle fails to return to normal level after "kneeling."</li> <li>• Extendable lift, ramp or other passenger-loading device fails to retract.</li> </ul>
<b>2. Air Brake System</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Audible air leak.</li> <li>• Slow air pressure build-up rate.</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Pushrod stroke of any brake exceeds the adjustment limit.</li> <li>• Air loss rate exceeds prescribed limit.</li> <li>• Inoperative towing vehicle (tractor) protection system.</li> <li>• Low air warning system fails or system is activated.</li> <li>• Inoperative service, parking or emergency brake.</li> </ul>
<b>3. Cargo Securement</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Insecure or improper load covering (e.g. wrong type or flapping in the wind).</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Insecure cargo. Absence, failure, malfunction or deterioration of required cargo device or load covering.</li> </ul>
<b>4. Coupling Devices</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Coupler or mounting has loose or missing fastener</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Coupler is insecure or movement exceeds prescribed limit.</li> <li>• Coupling or locking mechanism is damaged or fails to lock.</li> <li>• Defective, incorrect or missing safety chain/cable.</li> </ul>
<b>5. Dangerous Goods</b>	
	<p><b>Major Defect(s)</b>            Dangerous goods requirements not met.</p>
<b>6. Doors and Emergency Exits</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Door, window or hatch fails to open or close securely.</li> <li>• Alarm inoperative.</li> </ul>	<p><b>Major Defect(s)</b> <i>(Passengers may not be carried<sup>1</sup>.)</i></p> <ul style="list-style-type: none"> <li>• Required emergency exit fails to function as intended.</li> </ul> <p><sup>1</sup> vehicle may be moved when no passenger carried.</p>

<b>7. Driver Controls</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</li> </ul>	<b>Major Defect(s)</b> ( <i>Passengers may not be carried<sup>2</sup>.</i> ) <ul style="list-style-type: none"> <li>Accelerator sticking and engine fails to return to idle.</li> </ul> <sup>2</sup> vehicle may be moved when no passenger carried.
<b>8. Driver Seat</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Seat is damaged or fails to remain in set position.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Seatbelt or tether belt is insecure, missing or malfunctions.</li> </ul>
<b>9. Electric Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Loose or insecure wiring or electrical connection.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Inoperative breakaway device.</li> <li>Inoperative brake.</li> </ul>
<b>10. Emergency Equipment &amp; Safety Devices</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Emergency equipment is missing, damaged or defective.</li> </ul>	
<b>11. Exhaust System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Exhaust leak.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Leak that causes exhaust gas to enter the occupant compartment.</li> </ul>
<b>12. Exterior Body and Frame</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Insecure or missing body parts.</li> <li>Insecure or missing compartment door.</li> <li>Damaged frame or body.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Visibly shifted, cracked, collapsing or sagging frame member(s).</li> </ul>
<b>13. Fuel System</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Missing fuel tank cap<sup>1</sup>.</li> <li>Insecure fuel tank.</li> <li>Dripping fuel leak.</li> </ul> <sup>1</sup> vehicle may be moved when no passenger carried.
<b>14. General</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.</li> </ul>
<b>15. Glass and Mirrors</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted.</li> </ul>	<b>Major Defect(s)</b> ( <i>Passengers may not be carried<sup>2</sup></i> ) <ul style="list-style-type: none"> <li>Driver's view of the road is obstructed in the area swept by the windshield wipers.</li> </ul>

<ul style="list-style-type: none"> <li>Required mirror or glass has broken or damaged attachments onto vehicle body.</li> </ul>	<sup>2</sup> vehicle may be moved when no passenger carried.
<b>16. Heater/Defroster</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Control or system failure.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Defroster fails to provide unobstructed view through the windshield.</li> </ul>
<b>17. Horn</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Vehicle has no operative horn.</li> </ul>	
<b>18. Hydraulic Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Brake fluid level is below indicated minimum level.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Parking brake is inoperative.</li> <li>Brake boost or power assist is inoperative.</li> <li>Brake fluid leak.</li> <li>Brake pedal fade or insufficient brake pedal reserve.</li> <li>Activated (other than ABS) warning device.</li> <li>Brake fluid reservoir is less than ¼ full.</li> </ul>
<b>19. Lamps and Reflectors</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Required lamp does not function as intended.</li> <li>Required reflector is missing or partially missing.</li> <li>Passenger safety or access lamp does not function.</li> </ul>	<b>Major Defect(s)</b> <i>When lamps are required:</i> <ul style="list-style-type: none"> <li>Failure of both low-beam headlamps.</li> <li>Failure of both rearmost tail lamps.</li> </ul> <i>At all times:</i> <ul style="list-style-type: none"> <li>Failure of a rearmost turn-indicator lamp.</li> <li>Failure of both rearmost brake lamps.</li> </ul>
<b>20. Passenger Compartment</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Stanchion padding is damaged.</li> <li>Damaged steps or floor.</li> <li>Insecure or damaged overhead luggage rack or compartment.</li> <li>Malfunction or absence of required passenger or mobility device restraints.</li> <li>Passenger seat is insecure.</li> </ul>	<b>Major Defect(s)</b> <i>When affected position is occupied:</i> <ul style="list-style-type: none"> <li>Malfunction or absence of required passenger or mobility device restraints.</li> <li>Passenger seat is insecure.</li> </ul>
<b>21. Steering</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Steering wheel lash (free-play) is greater than normal.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Steering wheel is insecure, or does not respond normally.</li> <li>Steering wheel lash (free-play) exceeds required limit.</li> </ul>
<b>22. Suspension System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Air leak in air suspension system.</li> <li>Broken spring leaf.</li> <li>Suspension fastener is loose, missing or broken.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Damaged or deflated air bag.</li> <li>Cracked or broken main spring leaf or more than one broken spring leaf.</li> <li>Part of spring leaf or suspension is missing, shifted out of place or in contact with another</li> </ul>

	<p>vehicle component.</p> <ul style="list-style-type: none"> <li>Loose U-bolt.</li> </ul> <p>_____</p> <p><sup>1</sup> patched, cut, bruised, cracked to braid, mounted insecurely.</p>
<b>23. Tires</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>Damaged tread or sidewall of tire.</li> <li>Tire leaking (<u>if leak can be felt or heard, tire is to be treated as flat</u>).</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>Flat tire.</li> <li>Tire tread depth is less than wear limit.</li> <li>Tire is in contact with another tire or any vehicle component other than mud-flap.</li> <li>Tire is marked "Not for highway use".</li> <li>Tire has exposed cords in the tread or outer side wall area.</li> </ul>
<b>24. Wheels, Hubs and Fasteners</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>Hub oil below minimum level. (When fitted with sight glass.)</li> <li>Leaking wheel seal.</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>Wheel has loose, missing or ineffective fastener.</li> <li>Damaged, cracked or broken wheel, rim or attaching part.</li> <li>Evidence of imminent wheel, hub or bearing failure.</li> </ul>
<b>25. Windshield Wiper/Washer</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>Control or system malfunction.</li> <li>Wiper blade damaged, missing or fails to adequately clear driver's field of vision.</li> </ul>	<p><b>Major Defect(s)</b></p> <p><i>When necessary for prevailing weather condition.</i></p> <ul style="list-style-type: none"> <li>Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.</li> </ul>

# Bus Trip Inspection Report (use yellow logs books available at Central Office).

Carrier's Name (as on registration): \_\_\_\_\_

Plate Number(s) and Jurisdiction(s): \_\_\_\_\_ Bus: \_\_\_\_\_

Location of Inspection (Municipality or location on highway): \_\_\_\_\_

Odometer Reading: \_\_\_\_\_ OR  Hub Reading: \_\_\_\_\_

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 2 of Part 2, NSC Standard 13 and as per sections 10(4) and 10(10) of Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009) and report the following:

No Defects were found

Defects Detected (Mark "✓" for a minor defect, and "X" for a major defect)

- |   |  |   |
|---|--|---|
| 1. <input type="checkbox"/> Accessibility Devices     | 10. <input type="checkbox"/> Emergency Equip. Safety Devices | 19. <input type="checkbox"/> Lamps and Reflectors       |
| 2. <input type="checkbox"/> Air Brake System          | 11. <input type="checkbox"/> Exhaust System                  | 20. <input type="checkbox"/> Passenger Compartment      |
| 3. <input type="checkbox"/> Cargo Securement          | 12. <input type="checkbox"/> Exterior Body and Frame         | 21. <input type="checkbox"/> Steering                   |
| 4. <input type="checkbox"/> Coupling Device           | 13. <input type="checkbox"/> Fuel System                     | 22. <input type="checkbox"/> Suspension System          |
| 5. <input type="checkbox"/> Dangerous Goods           | 14. <input type="checkbox"/> General                         | 23. <input type="checkbox"/> Tires                      |
| 6. <input type="checkbox"/> Doors and Emergency Exits | 15. <input type="checkbox"/> Glass and Mirrors               | 24. <input type="checkbox"/> Wheels, Hubs and fasteners |
| 7. <input type="checkbox"/> Driver Controls           | 16. <input type="checkbox"/> Heater/Defroster                | 25. <input type="checkbox"/> Windshield Wipers/Washer   |
| 8. <input type="checkbox"/> Driver Seat               | 17. <input type="checkbox"/> Horn                            |   |
| 9. <input type="checkbox"/> Electric Brake System     | 18. <input type="checkbox"/> Hydraulic Brake System          |   |

**Provide details of defect(s) detected and which vehicle detected on (bus):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of person completing inspection  
(Print Name)

\_\_\_\_\_  
Signature of person completing inspection

\_\_\_\_\_  
Date and Time Completed

**Provide details of defect(s) detected at any other time(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of person identifying defect(s)  
(Print Name)

\_\_\_\_\_  
Signature of person identifying defect(s)

\_\_\_\_\_  
Date and Time Completed

**Certification of Repairs Completed:**

I certify all defects have been repaired

I certify repair(s) were unnecessary

**Remarks:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Certifier'  
(Print Name)

\_\_\_\_\_  
Signature of Certifier

\_\_\_\_\_  
Date and Time of Certification



## **Record Keeping:**

### **Option 1:**

- Vehicle records will be maintained on file as required by Sections 37, 38 and 39 of Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009) (copy attached and/or direct internet access available).

Our company will review maintenance records, CVSA, CVIP and Carrier Profiles (from Alberta Transportation) to monitor, improve and update our maintenance program as required.

Trip inspection reports will be retained for the month they are created and an additional 6 months. The other records identified above will be retained for the year they are created and an additional 4 years. All records will be kept for 6 months after the vehicle is retired or disposed of.

A person authorized by the carrier to conduct a daily trip inspection shall certify on the trip inspection or report that any major defect has been repaired/corrected or certifies on the report that repair/correction is unnecessary; a driver shall not drive or be permitted to drive until all major defects have been repaired.