

# Compliance Review Facility Audit Safety Package

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Newfoundland  
Labrador

Service NL

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## INTRODUCTION

As part of the Government of Newfoundland and Labrador's ongoing commitment to road safety, Service NL is responsible for a number of driver and vehicle safety programs.

To assist commercial vehicle carriers, Newfoundland and Labrador has actively participated in the development, implementation and ongoing enforcement of Canada's National Safety Code. The National Safety Code (NSC) is a code of minimum performance standards for the safe operation of commercial vehicles and has been adopted by all jurisdictions in Canada. The NSC applies to all people responsible for the operation of commercial vehicles which include trucks, buses, power units and trailers. The NSC is designed to encourage trucking safety, promote efficiency in the motor carrier industry, and achieve consistent safety standards in this area across Canada.

The NSC specifically addresses driving behaviour and the safe carriage of the vehicle's cargo or its passengers. Safety-related NSC standards cover: safety ratings, facility audits, driver and carrier profile systems, trip inspection reports, driver hours of service, commercial vehicle maintenance and inspections, and load security. The code's administrative standards cover self-certification for drivers, single-driver licencing, a classified driver licence system, medical standards, knowledge and performance testing, and a driver-examiner training program.

The Compliance Review Facility Audit Safety Package is designed to provide general guidance to carriers and their drivers to ensure requirements as outlined by the National Safety Code standards are achieved. If used appropriately, the guide is a tool which will enable the carrier to maintain a concise method of keeping records pertaining to the condition and maintenance of its vehicles. It can also provide for a method of tracking a driver's performance in carrying out his/her duties.

Official copies of the *Highway Traffic Act* and its applicable regulations can be accessed on-line at: <http://www.assembly.nl.ca/legislation/sr/statutes/h03.htm> .

Paper copies can be obtained from the Queen's Printer bookstore at:  
<http://www.gs.gov.nl.ca/printer/index.html>  
or by contacting the Queen's Printer at 1-709-729-3649.

**Disclaimer:** The information in this package is intended to be used in conjunction with the *Highway Traffic Act* and its applicable regulations. Should the information differ from the legislation and regulations under The *Highway Traffic Act*, the legislation prevails.

## DEFINITIONS

The following are some common definitions that carriers may find useful when reading this document:

"carrier" means a person that owns, leases or is responsible for the operation of a commercial vehicle

"commercial vehicle" means

- (i) a truck, tractor or trailer or any combination of them exceeding a registered gross vehicle weight of 4,500 kilograms,
- (ii) a bus,
- (iii) a school bus,
- (iv) a school purpose vehicle as defined in the *Bus Regulations* , or
- (v) a disabled passenger vehicle as defined in the *Official Inspection Station Regulations*

"compliance indicator" means the numerical value specified in the *Carrier Safety Regulations* for an inspection defect, accident, or conviction

"driver" means a person who drives a commercial vehicle while in the employ of, or on behalf of, a carrier

"safety rating" means the safety rating assigned to a carrier under section 11 of the *Carrier Safety Regulations*

"total compliance indicator" means the numerical total of a carrier's accumulated inspection compliance indicators, conviction compliance indicators, and accident compliance indicators

## NATIONAL SAFETY CODE (NSC) STANDARDS

The NSC is a code of minimum performance standards, applying to all persons responsible for the safe operation of commercial vehicles. There are 16 NSC standards, ranging from commercial driver licence requirements to carrier facility audits. To access the list of standards under the National Safety Code you may refer to the Canadian Council of Motor Transport Administrators (CCMTA) website at: [www.ccmta.ca/en/publications/national-safety-code](http://www.ccmta.ca/en/publications/national-safety-code)

## **NSC Standard #1 - Single Driver's Licence Concept**

### *Carrier Requirement*

- To set up and maintain a system of files on each driver for the purpose of including all of the information that drivers must provide as listed below.
- To determine on the basis of this information, training, and testing, whether or not, the driver is and continues to be fit to drive.

### *Driver Requirements*

- Must make a written disclosure to the commercial carrier of any and all driver's licences held, including the jurisdiction (province, territory, or state.)
- Must provide class of driver's licence, status of driver's licence, and the actual name in which each licence is held.
- Permitted to be licenced in one jurisdiction only.
- Must provide a current copy of driving record before being hired, and annually thereafter. The employee may authorize the employer to obtain a copy of the driver record.

## **NSC Standard #2 - Knowledge and Performance Tests (Drivers)**

### *Carrier Requirement*

- Should provide drivers and prospective drivers with the necessary training to become qualified to drive and to remain qualified to operate the particular class of vehicle.

### *Driver Requirement*

- Must meet applicable medical, vision, physical ability, knowledge, and skill standards through the successful completion of the prescribed tests and examinations prior to operating a commercial vehicle.

## **NSC Standard #3 - Driver Examiner Training Program**

This standard is primarily for the purpose of establishing and maintaining a consistent class licence testing program in each jurisdiction. The program provides additional acceptance of driver's licences, both nationally and internationally.

## **NSC Standard #4 - Classified Driver's Licence Program System**

### *Carrier Requirement*

- Must ensure drivers hold the appropriate class of driver's licence to permit operation of the class of vehicles authorized.
- Must have a system to ensure that drivers remain qualified to drive.

### *Driver Requirement*

- Must possess a valid driver's licence of an appropriate class to operate the assigned vehicle, including an air brake endorsement where the vehicle is equipped with air brakes.
- Must provide ongoing evidence of a valid driver's licence.

## **NSC Standard #5 - Self-Certification Standards and Procedures**

This program may allow carriers to become certified to test prospective drivers and to issue driver's licences.

## **NSC Standard #6 - Medical Standards for Drivers**

### *Carrier Requirement*

- To ensure through a monitoring system that drivers comply with filing medical examination reports.
- Should ensure that any driver medically unfit to drive does not drive.

### *Driver Requirement*

- Must meet minimum medical standards applicable to the class of vehicle operated.

## **NSC Standard #7 – Carrier and Driver Profiles**

### *Carrier Requirement*

To establish and maintain a system of records including as a minimum:

- i) information on each driver's licence, driving record, documentation including review of driver fitness, record of training, or upgrading;
- ii) hours of service records for each driver and a system for ensuring that drivers are operating within the hours of service requirements and a record of corrective actions taken in instances where violations are discovered;
- iii) a listing of vehicles owned, operated, or leased;

- iv) inspection, maintenance, and repair reports for each vehicle and a system to ensure that the inspection, maintenance, and repair of vehicles is consistent with regulations. Listing of actions taken as a result of deficiencies discovered;
- v) documentation of completion of applicable manufacturer's recall notices; and
- vi) bills of lading, fuel receipts, toll receipts, meal receipts, accommodation receipts, shipping documents, and other trip expenses.

### *Driver Requirement*

To provide carrier:

- i) driver's licence information;
- ii) driving record (abstract);
- iii) report of collisions, CVSA inspections, traffic, criminal and/or dangerous goods offences;
- iv) trip inspection reports; and
- v) hours of service log book records.

Must have available during any work shift:

- i) daily log hours of service (current and previous 14 days minimum);
- ii) bills of lading, other shipping documents, receipts for expenses, fuel, and accommodations (if applicable);
- iii) copy of operating authority (if applicable); and
- iv) copy of registration and insurance certificates.



## **NSC Standard #8 - Short Term Suspensions**

### *Carrier Requirements*

In the event a vehicle is found not to be in compliance, that vehicle may be placed out-of-service (OOS).

When a vehicle is placed OOS, it will be required to be repaired on-site or towed.

### *Driver Requirement*

A driver may be placed out-of-service by an inspector for an infraction of the *Hours of Service Regulations*.

A driver may face a 7 day roadside suspension for a warn/fail on an approved breath screening device.

## NSC Standard #9 - Hours of Service

### *Carrier and Driver Requirement*

Not to drive or permit driving:

- i) more than 13 hours following a minimum of eight consecutive hours off duty;
- ii) after being on duty 14 hours following at least eight consecutive hours off duty;
- iii) after completing 70 hours on duty during a period of seven consecutive days;
- iv) after 16 hours in a day following 8 consecutive hours off duty;
- v) after completing 120 hours on duty during any period of fourteen consecutive days; or
- vi) if a driver does not have in their possession 14 previous days logged.

Hours of Service logs must contain the following information:

- a) a graph using a continuous line set out in a 24-hour grid;
- b) the date and time if different than midnight;
- c) name of the driver;
- d) name of the co-drivers;
- e) start and end odometer readings;
- f) total distance driven each day;
- g) vehicle licence number;
- h) licence plate number and unit number of any trailer or trailers;

- i) name or names of the carrier(s) for whom the driver works during each work day;
- j) elected cycle;
- k) the name and address of the home terminal and principal place of business of the carrier for whom the driver is working;
- l) the total time in each duty status; and
- m) signature of the driver at the end of the day.

❖ **Exemption:** When a vehicle is being operated within a radius of 160 kilometers of the home terminal and the driver returns to the home terminal each day to begin a minimum of 8 consecutive hours of off duty time, the carrier maintains accurate and legible records showing, the driver's duty status and elected cycle, the hour at which each duty status begins and ends, and the total number of hours spent in each status and keeps those records for a minimum period of 6 months.

## **NSC Standard #10 – Cargo Securement**

### *Carrier Requirement*

- Required to ensure that drivers comply with *Cargo Securement Regulations*.
- Must provide proper equipment to allow load to be properly secured.

### *Driver Requirement*

- Required to secure loads and/or inspect loads to ensure that adequate securement is in place.

## **NSC Standard #11 - Commercial Vehicle Maintenance and Inspection (PMVI) Standards**

### *Carrier Requirement*

- To ensure that all vehicles in its care meet the maintenance and performance standards as described in the regulations.
- Required to have a system of maintenance records that would cause inspection, maintenance, and repair functions at regularly scheduled intervals.

### *Driver Requirement*

- Must perform inspections and complete written reports in compliance with regulations.

## **NSC Standard #12 – CVSA On-Road Inspections**

A commercial vehicle may be, at any time, subjected to a roadside inspection. Officers may request to inspect any or all of the following:

- i) driver's licence;
- ii) hours of service log(s);
- iii) trip inspection report(s);
- iv) Dangerous Goods Training Certificates;
- v) vehicle registration and insurance; and
- vi) support documents.

Inspections of Vehicles:

- i) vehicles will be inspected for roadworthiness and compliance with other regulations;
- ii) a vehicle passing a Level 1 inspection may receive a CVSA decal;
- iii) any defects noted during a roadside inspection must be repaired before next dispatch; and
- iv) any defects found that fail the CVSA OOS criteria, shall require the vehicle to be placed out of service.

### **NSC Standard #13 - Trip Inspection**

#### *Carrier Requirement*

- To ensure the vehicle is free from safety defects when operated on a highway.
- To ensure proper records are kept of repairs that are performed.
- To ensure vehicle is inspected in accordance with applicable schedule.

#### *Driver Requirement*

- To record any defects discovered when daily inspection is performed and to notify carrier.

### **NSC Standard #14 – Safety Rating**

A Compliance Review will be administered by the base jurisdiction to every new carrier upon application for entry and a fitness rating will be given upon meeting requirements (subject to jurisdictional requirements).

A Compliance Review may also be administered on any carrier randomly, or in the event that the carrier's performance is determined to be below standard by compliance indicators accumulated on the Carrier Profile System.

### **NSC Standard #15 - Facility Audits**

The purpose of the NSC Facility Audit is to monitor carriers for compliance with all applicable highway safety regulations including, but not limited to, those covered by the NSC. An audit consists of a detailed examination of specific records which are required to be maintained by carriers, interviewing personnel who are responsible for the safety management, and conducting on and off highway CVSA inspections.

All drivers and vehicles over which the carrier exercises control, including company drivers and vehicles, owner operators, leased vehicles, and drivers acquired through driver services, are subject to an audit.

### **NSC Standard #16 - First Aid Training (Voluntary Standard)**

#### *Carrier's Responsibility*

It is recommended that carriers offer and drivers complete an approved First Aid Training Program.

## **CARRIER COMPLIANCE**

From time to time a carrier may be randomly selected to undergo a Compliance Review or Facility Audit to ensure compliance with the National Safety Code standards. A carrier may also request a Compliance Review to determine whether they are in compliance with all legislative and NSC requirements.

### Compliance Review

A Compliance Review is an informal inspection and administrative review of a carrier by the Motor Registration Division. This review includes verifying compliance with the record keeping requirements of the *Carrier Safety Regulations*, and random inspections of equipment or records, but does not normally include the audit or cross record verification of records. A Compliance Review should be viewed as a very useful tool to measure a carrier's compliance without the possible penalties that can occur as a result of a Facility Audit.

### Facility Audit

A Facility Audit is a comprehensive inspection and administrative review of a carrier's records. During the audit, the auditor will examine the records of commercial carriers to ensure compliance with the regulations and to check if all necessary safety programs are in place.

The following records will be examined:

#### **1. Driver Profile**

A personnel file for each driver containing:

- Copy of a valid driver's licence
- Driving Record (Abstract) issued within the last 12 months
- Proof of valid dangerous goods training certificates (if applicable)
- Record of traffic and criminal driving convictions, while operating the employer's commercial vehicle(s)
- Records of all collisions involving the carrier's commercial vehicle(s), including the name of the driver, date and circumstances of the collision, the nature and amount of damage sustained, and information identifying the commercial vehicle involved

A driver must report and provide to the employer, copies of any convictions, accident reports and on-road or terminal inspections at least once every 30 days.



## 2. Hours of Service

- Copies of daily logs (federal and provincial) for each driver on file for the last six months
- The carrier is required to retain any supporting documents such as fuel, accommodation and toll receipts
- Driver/owner payroll records to verify hours worked
- Carriers are responsible for monitoring the driver's daily logs for violations. Evidence of monitoring must be on file.

Daily logs are required to be handed in to the home terminal within 20 days.

If selected for an audit, carriers will be requested to produce the following records: (There may be additional records that must be provided.)

- A driver abstract received by the carrier at the commencement of employment of the driver and dated not earlier than 30 days prior to the date of commencement of employment of the driver. A driver abstract is to be obtained during the same month as the anniversary of the driver's birth, for each year the driver is in the employ of the carrier;
  - A record of all accidents involving a driver while operating a commercial vehicle;
  - Copies of a record of driver training, driver improvement, or control action taken by the carrier;
  - Copies of any warnings and CVSA inspections conducted on commercial vehicles;
  - A copy of each driver's daily log or where a driver is exempt from maintaining a log book, a copy of the carrier's record of hours on duty for the driver;
  - A copy of each trip inspection report;
  - A copy of a record of repair made to a commercial vehicle correcting a defect noted in a trip inspection report.
- ❖ **Note:** Drivers of commercial vehicles are limited in the number of hours they may drive. Newfoundland and Labrador has provincial *Hours of Service Regulations*. These regulations apply to drivers of commercial vehicles who operate totally within the province.

There are also federal *Hours of Service Regulations*. These regulations apply to drivers who cross provincial or international boundaries with one or more vehicles during their normal business operations.

As per provincial and federal legislation, daily logs are not required by a driver or motor carrier provided that:

- a) the driver operates or is instructed by the motor carrier to operate a commercial vehicle within a radius of 160 kilometres of the home terminal;
- (b) the driver returns to the home terminal each day to begin a minimum of 8 consecutive hours of off-duty time;
- (c) the motor carrier maintains accurate and legible records showing, for each day, the driver's duty status and elected cycle, the hour at which each duty status begins and ends and the total number of hours spent in each status, and keeps those records for a minimum period of 6 months after the day on which they were recorded; and
- (d) the driver is not driving under a permit issued under these regulations.

Both federal and provincial carriers must ensure that they and their drivers are in compliance with the *Hours of Service Regulations*.

### **3. Vehicle Maintenance**

- Copy of monthly reports of regular and continuous inspections and maintenance for all of the carrier's commercial vehicles
- Copies of trip inspections (must be retained for six months)
- Copies of all on-road and terminal inspection reports
- Copies of all Periodic Motor Vehicle Inspection (PMVI) programs (six month/annual safeties)
- Copies of inspections performed in other jurisdictions
- Written record of recalls received from any manufacturer of a commercial vehicle and records showing that the defect has been corrected.

#### **4. Insurance Requirements**

- Written record of the carrier's existing public liability insurance coverage for all of the carrier's commercial vehicles.

All records previously referred to must be kept at the carrier's principal place of business. A commercial carrier should have a system for maintaining, reviewing, and updating these safety related records.

Accordingly, carriers that are not in compliance with the National Safety Code standards will accumulate compliance indicators, which have numerical values specified in the *Carrier Safety Regulations*, for offences such as an inspection defect, accident, or a conviction. A carrier's fleet size will determine a carrier's maximum available total compliance indicators. Once the carrier has accumulated total compliance indicators that exceed a specified percentage of its maximum available total compliance indicators, the registrar shall, in writing, notify the carrier.

Upon initial registration of a commercial vehicle with the Motor Registration Division, the registrar shall assign to a carrier a safety rating of satisfactory-unaudited. The registrar shall change this safety rating depending on the carrier's compliance with the National Safety Code standards. Alternate safety ratings consist of satisfactory-audited, conditional, and unsatisfactory.

## **Carrier Requirements Prior to an Audit**

If an audit is required, an auditor will contact the carrier by phone for an appointment. A letter confirming the appointment is sent requesting the following information:

- a list of all drivers employed by the carrier in the last six months (active and terminated), including driver's licence numbers and the unit number and/or plate number for the vehicle each driver operates
- copies of driver's abstract, dispatch records, and payroll records
- hours of service records (daily logs or duty status records)
- maintenance, lubrication, and fuel records of the carrier's vehicles
- copy of complete insurance coverage for the vehicles
- copy of marine ferry crossings
- copy of most recent annual commercial vehicle inspection
- a list of all valid licence plates and unit numbers, including power units, trucks, trailers and buses.

In order to initiate a facility audit on a carrier, that carrier must have had a specific number of Commercial Vehicle Safety Alliance (CVSA) Level 1 or 5 inspections within the previous 12 months to satisfy the sample size requirements for completion of the audit. The carrier may be required to have additional inspections completed at the time of the audit.

- ❖ **Note:** If the Auditor needs to remove documents from the site, a receipt will be provided and the documents will be returned at the end of the audit process.

## INTERVENTION LEVELS

Each carrier is assigned a Maximum Available Total Compliance Indicator (MATCI) for their fleet. The MATCI is based on a mathematical formula applied to the carrier's fleet size. For detailed information regarding the calculation applied to fleets of varying sizes, carriers can refer to Section 9 of the *Carrier Safety Regulations* at: <http://www.assembly.nl.ca/legislation/sr/regulations/rc961160.htm>.

The carrier's safety rating is based on its average fleet size over a two-year period along with an averaging formula consisting of a carrier's collision data, inspection data, and conviction data.

A carrier is notified in writing when they exceed the assigned intervention levels of 15%, 50%, 70%, and 100% of a carrier's MATCI.

Interventions will occur as follows:

- (a) exceed 15%, a Compliance Review or a Facility Audit or both;
- (b) exceed 50%, a Facility Audit will be conducted;
- (c) exceed 70%, a Facility Audit will be conducted, and the carrier is required to attend a hearing before the registrar; and
- (d) exceed 100%, the carrier is required to attend a hearing before the registrar

The *Carrier Safety Regulations* may be referenced by visiting:  
<http://www.assembly.nl.ca/Legislation/sr/Regulations/rc961160.htm>

## **Carrier Profile**

Each jurisdiction is required under the NSC to develop and maintain a carrier profile system to record all convictions, CVSA inspection results, and reportable collisions. The information for carriers registered outside the jurisdiction is exchanged with the carrier's home jurisdiction. This information is then added to the carrier profile as if it had been accumulated in the home jurisdiction. Equally, carriers based in Newfoundland and Labrador who operate outside the province and accumulate accident, inspection, and conviction data will have that data added to their carrier profile.

The carrier profile includes a point system for each infraction and thresholds will be established so positive intervention can occur. The registrar shall provide a carrier's short profile to a person for a fee required by the registrar. The registrar shall provide to a carrier or a representative of a carrier that carrier's long profile for a fee required by the registrar.

To make it easier for you to track carrier performance, a carrier profile is available from the Motor Registration Division. The carrier profile contains collision, inspection, and conviction information along with some vehicle and driver data.

# **Becoming a NSC Carrier and Registering a Commercial Vehicle**

## Becoming a Newfoundland and Labrador NSC Carrier

Upon registration of a commercial vehicle, the registrant (carrier) is assigned a unique National Safety Code number and is sent a Carrier Registration Form. Carriers are required to complete the form and return it to the Motor Registration Division within 60 days. The registration requirement is a one time process that does not require renewal, and there is no associated fee. Once the registration process has been completed, a carrier profile is established that will track the activity of the carrier's commercial vehicles and drivers by recording accident, inspection, and conviction data. Failure to return the Carrier Registration Form within the established timelines will result in the suspension of vehicle registration and renewal transactions.

## Vehicle Registration

When a person registers a commercial vehicle (over 4500 kg.), they are required to present specific documents to Motor Registration Division. If the vehicle is a new "unmodified" vehicle, the New Vehicle Information Statement (NVIS) document must be presented.

You will also need the following information from either the original National Safety Mark (NSM), certified vehicle manufacturer; or any authorized dealer of the original manufacturer:

- Full Vehicle Identification Number (VIN) and the associated;
  - Gross Axle Weight Ratings (G.A.W.R.) for each individual axle
  - Gross Vehicle Weight Rating (G.V.W.R.)
  - Tire size, e.g.315/80R22.5 or 11R 22.5, on each axle (tire manufacturer rated width is key)
- Number of tires on each individual axle

For each of the above weight ratings, the unit, either kg. or lbs., must be specified.

In the case of a "modified" vehicle, the same information is required but may also be obtained from a professional engineer (P.Eng.). Again, this must be a dated letter written on company letterhead and clearly state:

“This vehicle, serial number XXXXXXXXXXXXXXXXXXXX, has the following ratings for use [as built] or [as currently modified].”

and signed by an authorized official.

In addition, the bill of sale, insurance documentation and a Commercial Motor Vehicle Inspection (CMVI) for the vehicle must be provided. Appendix C of this booklet indicates the frequency at which commercial vehicles are to be inspected.

### Vehicle Regulations

There are many different configurations of vehicles operating on Newfoundland and Labrador’s highways, such as trailers, trucks, buses, tractors and tractor semi-trailer combinations. Each of these types of vehicles has an assigned gross vehicle weight rating (mass). This rating is determined by the tire size, number of tires, the number of axles, the axle spacing, and of course, the axle’s rating as determined by the manufacturer. The vehicle’s overall dimensions (length, height and width) must conform to the limits as set out in Schedules A and B of the *Vehicles Regulations, 2001*. An official version of these regulations may be found at:

<http://www.assembly.nl.ca/legislation/sr/regulations/rc010081.htm>

The *Highway Traffic Act* and its applicable regulations can also be accessed on-line at:

<http://www.assembly.nl.ca/legislation/sr/statutes/h03.htm>

### **INTERNATIONAL REGISTRATION PLAN (IRP)**

The International Registration Plan is an Agreement providing for registration reciprocity among member jurisdictions. The unique feature of the Plan is that, even though apportioned fees are paid to the various jurisdictions in which vehicles of a fleet are operated, the only licence plate and cab card required for each fleet vehicle is issued by the base jurisdiction.

The Plan also provides for payment of apportioned fees on the basis of the proportion of total distance operated by a fleet in all jurisdictions. When a vehicle is registered under the Plan it may be operated both among member jurisdictions and within any single jurisdiction for which it is registered.

When a carrier operates outside the province, other jurisdictions will require the carrier to produce documentation that permits the carrier to move through these other jurisdictions. This is achieved by either trip permits or by being apportioned under the IRP.



## Carrier Safety Rating:

Every province has made a commitment to apply safety ratings to all motor carriers operating commercial vehicles (over 4500 kg) or buses with a seating capacity of 10 or more in addition to the driver.

There are four safety rating categories:

- Satisfactory Audited
- Satisfactory Unaudited
- Conditional
- Unsatisfactory

## Hours of Service Record Keeping

The provincial *Hours of Service Regulations, 2006* places responsibility on the motor carrier to ensure that all company drivers, and owner/operators working on behalf of the carrier comply with the *Hours of Service Regulations*.

A carrier must have the necessary systems, policies, and practices in place to identify and rectify issues of non-compliance.

Effective training of staff responsible for driver supervision and dispatch is an integral component of a safety management program. Personnel must have knowledge and understanding of the regulations and be aware of the policies and available options.

The carrier is required to maintain driver log books and supporting documents for a period of six months. The carrier is required upon the request of an Enforcement Officer or Facility Auditor to produce these records during normal business hours.

Drivers who are required to complete daily logs, must be in possession of the current day and previous fourteen days records. When requested to do so the driver must produce those records at roadside to an enforcement officer. Failure to comply with this demand will result in the driver being placed in an out of service condition until such time as the records have been produced or sufficient time has elapsed to correct the out of service notice.

## Driver Profile Record Keeping

### *Carrier Requirement*

- The carrier is required to set up and maintain a system of files on each driver including driver licence disclosures, accident and violation disclosures, driver abstracts, review of driver fitness, corrective disciplinary action, and dangerous goods training certificates (if applicable.).
- It is recommended that the carrier establish individual driver files with check lists to assist in maintaining current information to determine whether or not a driver remains fit to drive. Additional information should include employment applications, reference checks, road test records, and alcohol and drug-testing records.

### *Driver Requirements*

- Driver must hold only one valid driver's licence at any time.
- Driver must disclose all traffic accident details.
- Driver must disclose all convictions arising from care and control of a motor vehicle.
- Driver must provide or sign a waiver allowing carrier to obtain current driver abstract yearly.
- Driver must have adequate training if transporting dangerous goods.

## Mechanical Fitness Record Keeping

### *Carrier Requirements*

A carrier must ensure all commercial vehicles under their control are inspected and maintained in accordance with regulatory requirements.

The carrier shall implement a preventative maintenance safety plan to ensure vehicles remain in compliance and are not dispatched in an unsafe condition.

### *Trip Inspection Reports*

It is the responsibility of the carrier to ensure the pre-trip inspection is carried out by the driver or other person designated to perform this duty. The inspection report must be in writing and contain the carrier's name, plate number or unit number of the vehicle(s), odometer reading, date, time, and location of inspection, defects identified, and the name and signature of the person conducting the inspection. The vehicle must be inspected every 24 hours it is in service and the report, along with the applicable schedule, must remain in the vehicle for that period. The carrier is required to retain trip inspection reports for six months after the date on which the inspection occurred. The schedules are contained in Appendix B of this booklet and list the components that are required to be inspected for the type of vehicle being operated by the carrier.

### *Preventative Maintenance*

The carrier must maintain a record of all service and repairs on each vehicle and shall contain a description of the service performed, along with the date and odometer reading of the vehicle. In addition to repair records, the carrier must retain CVSA Inspection Reports, Provincial Inspection Reports, Trip Inspection Reports, and manufacturers' recall notices.

## **Commercial Vehicle Safety Alliance (CVSA) Inspections**

CVSA inspections are conducted on vehicles at roadside or at a carrier's premises by trained individuals who have been certified as inspectors under the CVSA Program. The inspections are conducted uniformly throughout North America in accordance with the criteria established by the Commercial Vehicle Safety Alliance.

### *Inspection Levels*

- Level 1 - Complete vehicle inspection with the driver
- Level 2 - Inspection of driver and vehicle walk-around
- Level 3 - Inspection of driver only
- Level 4 - Special inspection of one or more components
- Level 5 - Complete vehicle inspection without driver

A vehicle passing a Level 1 or 5 Inspection will receive a CVSA decal which is valid up to three months. The presence of a valid CVSA decal will usually result in the vehicle being waived through an inspection site; however an inspector may subject a vehicle to inspection despite the presence of a CVSA decal if there appears to be an obvious defect.

Defects observed during the course of an inspection will result in a warning notice being issued, or the vehicle being placed out of service. The nature of the defect will determine what action will be taken. Where a warning notice is issued, the owner will be given a specified period of time to effect repairs and provide confirmation to the Motor Registration Division. An out of service notice will prevent the vehicle from operation until such time as the defect that caused the out of service condition has been rectified.

### *Record Retention Requirements*

Regulations pertaining to the operation of commercial vehicles and drivers under the *Highway Traffic Act* set specific record retention timelines. The following are examples of record retention periods for various documents that a carrier is required to maintain.

Routine maintenance records	5 years
Vehicle repair records	5 years
Provincial inspection records	5 years
Trip Inspection Reports	6 months
Hours of Service records	6 months

## **CONTACT INFORMATION**

Should you have any questions regarding the information contained in this booklet, you may contact the National Safety Code Section of the Motor Registration Division by phoning: 1-709-729-0359 or toll-free at 1-877-636-6867. You may also email the Division at: [nsc@gov.nl.ca](mailto:nsc@gov.nl.ca)

## **APPENDIX A**

### **SAMPLE FORMS**

The following are sample forms that may be used by carriers to record driver and vehicle data information as required by the various regulations. Carriers may find these forms beneficial for satisfying record retention requirements, or may choose to establish their own form of record keeping by some other method. The forms are intended to be used only as a guide and may be modified to suit the carrier's individual needs.



# Company Rules and Regulations

**Rules**

<b>1</b>	In order to ensure safe operation of the company's fleet of vehicles, all drivers must be aware of and comply with all regulations governing their conduct.
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**Licensing**

**Initials**

<b>2</b>	a) I know that I must have a valid driver's licence, i.e. proper class, endorsements at all times when operating a commercial vehicle	
	b) I agree to report all traffic violations to my employer in writing, or any loss of licence.	
	c) I understand that I must not operate a vehicle while under the influence of drugs and/or alcohol.	

**Hours of Work**

**Initials**

<b>3</b>	a) I have been informed of and understand the hours of work regulations	
	b) I am aware that I must record my Hours of Service as required by law and/or company policies or procedures.	
	c) I agree to submit a record of all on-duty hours accumulated while working for other operators.	

**Training**

**Initials**

<b>4</b>	If required I will complete TDG training, Hours of Service, Trip Inspection and/or any other required company training.	
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**Pre-trip Inspections**

**Initials**

<b>5</b>	I am aware of the pre-trip inspection requirements and will document them as per the <i>Highway Traffic Act</i> and/or company policies and procedures.	
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**Load Security**

**Initials**

<b>6</b>	I have been informed of and understand the load security regulations. (i.e. Ensure that the load is tarped as required.)	
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**Driver's Signature, Date and Witness**

<b>7</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Driver's Signature</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Date</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td> <td>M</td><td>M</td> <td>D</td><td>D</td> </tr> <tr> <td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td> <td style="border: none;"> </td><td style="border: none;"> </td> <td style="border: none;"> </td><td style="border: none;"> </td> </tr> </table> </td> </tr> <tr> <td style="vertical-align: top;"> <p><b>Witness Signature</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> </td> <td style="vertical-align: top;"> <p><b>Date</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td> <td>M</td><td>M</td> <td>D</td><td>D</td> </tr> <tr> <td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td> <td style="border: none;"> </td><td style="border: none;"> </td> <td style="border: none;"> </td><td style="border: none;"> </td> </tr> </table> </td> </tr> </table>	<p><b>Driver's Signature</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<p><b>Date</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td> <td>M</td><td>M</td> <td>D</td><td>D</td> </tr> <tr> <td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td> <td style="border: none;"> </td><td style="border: none;"> </td> <td style="border: none;"> </td><td style="border: none;"> </td> </tr> </table>	Y	Y	Y	Y	M	M	D	D									<p><b>Witness Signature</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<p><b>Date</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td> <td>M</td><td>M</td> <td>D</td><td>D</td> </tr> <tr> <td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td><td style="border: none;"> </td> <td style="border: none;"> </td><td style="border: none;"> </td> <td style="border: none;"> </td><td style="border: none;"> </td> </tr> </table>	Y	Y	Y	Y	M	M	D	D								
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## Example of Carrier Time Record Record of Duty Status

**Duty Status**  
 1. Off-Duty  
 2. Driving  
 3. On-Duty, not driving

**1** Driver's Name **2** Month February

**3** Start time for the day: Mid-night

Date	Status	1	2	3	2	3	2	1	2	1	Total Time			
27	<b>Start</b>	00:00	06:00	06:30	06:30	07:30	09:30	10:30	10:30	12:30	13:30	17:30	13.5	
	<b>Finish</b>	06:00	06:30	07:30	07:30	09:30	10:30	12:30	12:30	13:30	17:30	24:00	6.0	
	<b>Time Spent</b>	6.0	0.5	1.0	1.0	2.0	1.0	2.0	2.0	1.0	4.0	6.5	4.5	
<b>Remarks</b>											<b>Elected Cycle</b>	1	Total	24.0

02 02 850 005a 2010 10

**Note** You must record in the remarks section the following items: deferral of off-duty time, emergency and adverse driving conditions, and personal use of a CMV.

**Form 3b**

**SAMPLE OF  
RECORD OF DUTY STATUS\***

\*To be completed when operating a vehicle more than 4500 kg within 160 km of home terminal

Start time of Day: Midnight \_\_\_\_\_ Date \_\_\_\_\_

Driver's Name \_\_\_\_\_

Date	Duty Status	Time Block From/To (Every hour of the day must be accounted for) -----24 Hour Day-----										Total hours for each Duty Status											
	Started																						
	Finished																						
	Time Off Duty																						Off Duty:
	Time Driving																						Driving:
	Time On-Duty Not Driving																						On-Duty Not Driving:
Remarks:																							Total: Cycle 1 <input type="checkbox"/> Cycle 2 <input type="checkbox"/>

**Note:** You must record in the Remarks Section, the following items:

1. Deferral of off-duty time (48 hour averaging)
2. The driving time when the driving period is extended, or off-duty time is reduced because of an unforeseen adverse driving condition or and emergency.
3. When a CMV is used for personal use (odometer readings)

**Filling out the form:**

1. Every hour of the 24 hour day must be accounted for
2. For each block of time during the day, indicate the number of hours (or portion thereof) spent "off-duty", "driving" or "on-duty not driving"
3. Within one time block, time spent in each of the two duty status ("driving" and "on-duty") can be "bundled"
4. 24 Hours total for each of the three duty status' must be recorded at the right side of form which must add up to 24 hours
5. Use the remarks column to indicate when the driver utilizes the off-duty deferral provision (48 hour averaging) or extends the 13 hour driving limit and reduces the required daily off-duty time due to adverse driving conditions or emergencies

## Driver's Vehicle Inspection Report

**1. Date**

**2. Time**

**3. Location**

**4. Vehicle Make**

Vehicle Make	Lic. Plate or Unit #	Trailer Lic. Plate or Unit #	Trailer Lic. Plate or Unit #
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**5. Truck/Tractor** Check any defective item and give details under "Remarks"

<ul style="list-style-type: none"> <li><input type="checkbox"/> Air Brake Adjustment and Connections</li> <li><input type="checkbox"/> Air Compressor</li> <li><input type="checkbox"/> Air Lines</li> <li><input type="checkbox"/> Battery</li> <li><input type="checkbox"/> Cab Body</li> <li><input type="checkbox"/> Brake Accessories</li> <li><input type="checkbox"/> Brakes</li> <li><input type="checkbox"/> Brake Air Pressure or Vacuum Gauge</li> <li><input type="checkbox"/> Brake Booster</li> <li><input type="checkbox"/> Brake, Emergency</li> <li><input type="checkbox"/> Brake Failure Warning Light</li> <li><input type="checkbox"/> Warning Signal, Low Pressure or Low Vacuum Signal</li> <li><input type="checkbox"/> Electric Brake</li> <li><input type="checkbox"/> Brake Pedal</li> <li><input type="checkbox"/> Dangerous Goods</li> <li><input type="checkbox"/> Clutch</li> <li><input type="checkbox"/> Defroster and Heaters</li> <li><input type="checkbox"/> Drive Line</li> <li><input type="checkbox"/> Emergency Equipment</li> <li><input type="checkbox"/> Fire Extinguisher</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reflective Triangles</li> <li><input type="checkbox"/> Flags- Flares- Fuses</li> <li><input type="checkbox"/> Engine</li> <li><input type="checkbox"/> Exhaust System</li> <li><input type="checkbox"/> Fifth Wheel</li> <li><input type="checkbox"/> Frame and Cargo Body</li> <li><input type="checkbox"/> Fuel System</li> <li><input type="checkbox"/> Generator</li> <li><input type="checkbox"/> Horn</li> <li><input type="checkbox"/> Hydraulic Brakes</li> <li><input type="checkbox"/> All Light's and Reflectors</li> <li><input type="checkbox"/> Head - Stop</li> <li><input type="checkbox"/> Tail - Dash</li> <li><input type="checkbox"/> Turn Indicators</li> <li><input type="checkbox"/> Clearance</li> <li><input type="checkbox"/> Cargo Securement</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Mirrors (Adjustment and Condition)</li> <li><input type="checkbox"/> Oil Pressure</li> <li><input type="checkbox"/> Power Steering Fluid</li> <li><input type="checkbox"/> Radiator</li> <li><input type="checkbox"/> Rear End</li> <li><input type="checkbox"/> Reflections</li> <li><input type="checkbox"/> Driver's Seat Belt and Seat Security</li> <li><input type="checkbox"/> Steering Wheel</li> <li><input type="checkbox"/> Suspension</li> <li><input type="checkbox"/> Tachograph</li> <li><input type="checkbox"/> Tires</li> <li><input type="checkbox"/> Towing and Coupling Devices</li> <li><input type="checkbox"/> Transmission</li> <li><input type="checkbox"/> Wheels, Rims, Fasteners</li> <li><input type="checkbox"/> Windshield and Windows</li> <li><input type="checkbox"/> Windshield Wiper, Washer</li> <li><input type="checkbox"/> Other</li> </ul>
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**6. Truck/Tractor** Check any defective item and give details under "Remarks"

<ul style="list-style-type: none"> <li><input type="checkbox"/> Air Brake and Connections</li> <li><input type="checkbox"/> Parking Brake</li> <li><input type="checkbox"/> Coupling Chains</li> <li><input type="checkbox"/> Coupling (King) Pin</li> <li><input type="checkbox"/> Towing and Coupling Devices</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Doors</li> <li><input type="checkbox"/> Fuel System</li> <li><input type="checkbox"/> Hitch</li> <li><input type="checkbox"/> Landing Gear</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All Lights and Reflectors</li> <li><input type="checkbox"/> Load Covering</li> <li><input type="checkbox"/> Load Security</li> <li><input type="checkbox"/> Roof</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suspension, Springs, Air Bags Controlling Attachments</li> <li><input type="checkbox"/> Tires</li> <li><input type="checkbox"/> Wheels, Rims, Fasteners</li> <li><input type="checkbox"/> Other</li> </ul>
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**7. Condition of Above**

No Defects Found <input type="checkbox"/>	Pre- trip Inspection <input type="checkbox"/>	Post- Trip Inspection <input type="checkbox"/>
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**8. Remarks**

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I declare that the vehicle(s) listed above has/have been inspected in accordance with the applicable requirements of Schedule A and/or Jurisdiction legislation.

Inspector's Name	Inspector's Signature	Driver's Signature (if different from Inspector)

Above defects corrected       Above defects need not be corrected for safe operation of vehicle

Carrier Representative or Mechanic's Signature	Date (Y/M/D)	Driver's Signature	Date (Y/M/D)





# Truck / Trailer Preventative Maintenance Check

**1** **Date**

Y	Y	Y	Y	M	M	D	D
/		/					

**2** **Unit / Plate #**

**3** **Vehicle Maintenance**

Vehicles inspected and maintained every \_\_\_\_\_ (indicate interval).

**4** **Checklist**

(✓) OK		(X) Adjusted		(R) Repaired		(-) Not Equipped			
Odometer Reading _____ km _____ mile				Odometer Reading _____ km _____ mile					
<b>Component</b>	<b>Power Unit</b>	<b>Trailer</b>	<b>Convertor</b>	<b>Trailer</b>	<b>Component</b>	<b>Power Unit</b>	<b>Trailer</b>	<b>Convertor</b>	<b>Trailer</b>
Sheet Metal - Body - Floor Plan					Parking Brake				
Glass					Brakes - Hydraulic				
W/Wipers - Left - Right					Fluid Leakage				
Mirrors					Low Pedal - Low Fluid Level (See Note Below)				
Horn					Trailer - Electric - Van - Hydr.				
Fuel System					Brakes - Air				
Exhaust System					Hoses - Lines - Couplings				
Lights - Reflectors - Connectors					Valves - Shut-off cocks				
Steering					Chambers - Push Rods - Slack Adjusters				
Steering Box - King Pins					Linings - Drums				
Tie Rod Ends - Left - Right					Audible Air Leaks				
Drag Link - Front - Rear					Push Rod Travel Excessive (See Note Below)				
Power Steering - Anchor Loose - Leaks					Warning Device Inoperative				
Steering Wheel Play - inches					Slow Build Up				
Suspension and Frame					Fifth Wheel Assembly (Lower)				
Spring - Shackles - "U" Bolts					Lower Mounting - Cracks Left				
Circle Applicable Axle					Bolts - Loose - Missing				
Axle 1 2 3 4 5 6 7 8 9 10					Upper Plate & King Pin				
•••••••••• Right					Pintle - Primary Attachment				
Front					Ineffective or No Safety Pin				
•••••••••• Left					Pintle Mounting - Cracks				
Equalizers - Torque Rods					Bolts - Loose - Missing				
Frame - Crossmember - Cracks					"A" Frame or Tow Bar				
Tires (Circle Defects)					Cracks - Broken Welds				
Axle 1 2 3 4 5 6 7 8 9 10					Defective Lunette or Eye				
•••••••••• Right					Secondary Attachments				
Front					Cables - Chains - Undersized - Defective				
•••••••••• Left					Cables - Chains - Too Long				
Wheels					Clamps - Insufficient				
Bent - Loose - Cracked					Clamps - Installed Wrong				
Studs Broken - Nuts - Missing - Loose					Hooks - Shackles - Undersized				
					Other Defects (Specify)				

**5** **NOTE**

All brakes must be adjusted for minimum lining to drum clearance

Signature of Mechanic

**COMMENTS**

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		32nds lbs		32nds lbs
		32nds lbs		32nds lbs

The above tire prints are to be used to record existing tread depths and air pressures.

# Bus Preventative Maintenance Check

**1** **Date**  

Y	Y	Y	Y	M	M	D	D
/	/						

**2** **Unit / Plate #**  

--

**3** **Vehicle Maintenance**  
Vehicles inspected and maintained every \_\_\_\_\_ (indicate interval).

**4** **Checklist**

(✓) OK	(X) Adjusted	(R) Repaired	(-) Not Equipped	Needs Repair
Component			Component	Needs Repair
Body - Inside - Outside - Bumpers - Hood - Flammability			Tires Tread Depth Front Right	
Floor Stepwells			Tires Markings - Sides Front Left	
Guardrails - Stanchions - Padding			Wheels	
Seat Loose - No. of Belts - W.C. Securement			Bent - Loose - Cracked	
Owners Name			Studs Broken - Nuts Missing - Loose	
Door - Entrance - Exit - Control - Flex Edges - Loading			Brakes - Hydraulic	
Exterior Compartments			Hoses Lines - Leaks - Corrosion	
Emergency - Door - Windows - Hatch - Warning			Booster Components	
Glass - Windshield - Other			Low Pedal - Low Fluid Level (See Note Below)	
W/Wipers and Washers - Left - Right			Brakes - Air	
Mirrors - Inner - Outer - Left - Right			Hoses Lines - Aud. Leaks - Valves - Drains	
Horn			Chambers - Push Rods - Slack Adjusters	
Defroster(s) - Heater(s) - Visible Hoses			Linings - Drums - Discs	
Cleanliness - Inside - Outside			Compressor Belt(s) - Mounting	
Axe - Claw Bar - Flares			Push Rod Travel (See Note Below)	
Fire Extinguisher - Low - Not in Vehicle - Rating			Warning Device Inoperative	
Fuel System - Leaks - Filter Cap			- School Vehicle - P.D.P Vehicle	
Exhaust System - Leaks - Filter Cap			Alternating Lights	
Lights - Head - Tail - Stop - Turn - Park			First Aid Kit - Partial - None	
Clearance - Other - Interior - Step - Loading			Signs "School Bus" - "Do Not Pass" - W.C. Symbol	
Steering			- Test Items	
Box(es) Shaft - Couplings - King Pins			Neutral Start Sw. - Trolley Controller	
Tie Rod End(s) - Left - Right			Accelerator Linkage	
Drag Link - Front - Rear - Idler Arm			Emergency Engine Stop (From Idle)	
Power Steering - Belts - Leaks - Res. Level			Exit Door - Accel. & Brake Interlock	
Steering Wheel Play - Inches			Sensitive Edges - Warning Device	
Steering Full Travel - Roughness			Load Control Tag Axle	
Suspension & Frame			Speedometer - Odometer	
Springs - Shackles - "U" Bolts			- Test Brakes	
Circle Applicable Axle    1    2    3			Dual Circuit Warning Light	
•    •    • Right			Air / Vacuum Gauge - Low Warning	
•    •    • Left			Pedal Fade - Reserve	
Shocks - Stabilizers - Torque Rods			Booster System Test	
Suspension Ball Joints			Braking Reserve - Air - Hydr. - Vac.	
Air Suspension - Leaks - Structure			Emergency System	
Frame - Crossmembers - Sills - Cracks			Parking Mechanical - Air	
Monocoque Body Component			Performance Swerve	
Drive Shaft Guards			Decelerometer	
Wheel and Axle Bearings				

**5** **NOTE**  
All brakes must be adjusted for minimum lining to drum clearance

Signature of Mechanic **COMMENTS**


32nds lbs

32nds lbs

32nds lbs

32nds lbs

The above tire prints are to be used to record existing tread depths and air pressures.





# APPENDIX B

## List of Schedules

### Schedule A

Truck, Tractor and Trailer

Application:

This schedule applies to trucks, tractors and trailers or combinations of them exceeding a registered gross vehicle weight of 4,500 kg.

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>Systems and components</b>	<b>Minor defect(s)</b>	<b>Major defect(s)</b>
1. Air brake system	<ul style="list-style-type: none"><li>• Audible air leak.</li><li>• Slow air pressure build-up rate.</li></ul>	<ul style="list-style-type: none"><li>• Pushrod stroke of a 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>
2. Cab	<ul style="list-style-type: none"><li>• Occupant compartment door fails to open.</li></ul>	<ul style="list-style-type: none"><li>• A cab or sleeper door fails to close securely.</li></ul>
3. Cargo securement	<ul style="list-style-type: none"><li>• Insecure or improper load covering (e.g. wrong type or flapping in the wind).</li></ul>	<ul style="list-style-type: none"><li>• Insecure cargo.</li><li>• Absence, failure, malfunction or deterioration of required cargo securement device or load covering.</li></ul>
4. Coupling devices	<ul style="list-style-type: none"><li>• Coupler or mounting has loose or missing fastener.</li></ul>	<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></ul>

		<ul style="list-style-type: none"> <li>Defective, incorrect or missing safety chain/cable.</li> </ul>
5. Dangerous goods		<ul style="list-style-type: none"> <li>Dangerous goods requirements not met.</li> </ul>
6. Driver controls	<ul style="list-style-type: none"> <li>Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</li> </ul>	
7. Driver seat	<ul style="list-style-type: none"> <li>Seat is damaged or fails to remain in set position.</li> </ul>	<ul style="list-style-type: none"> <li>Seatbelt or tether belt is insecure, missing or malfunctions.</li> </ul>
8. Electric brake system	<ul style="list-style-type: none"> <li>Loose or insecure wiring or electrical connection.</li> </ul>	<ul style="list-style-type: none"> <li>Inoperative breakaway device.</li> <li>Inoperative brake.</li> </ul>
9. Emergency equipment & safety devices	<ul style="list-style-type: none"> <li>Emergency equipment is missing, damaged or defective.</li> </ul>	
10. Exhaust system	<ul style="list-style-type: none"> <li>Exhaust leak.</li> </ul>	<ul style="list-style-type: none"> <li>Leak that causes exhaust gas to enter the occupant compartment.</li> </ul>
11. Frame and cargo body	<ul style="list-style-type: none"> <li>Damaged frame or cargo body.</li> </ul>	<ul style="list-style-type: none"> <li>Visibly shifted, cracked, collapsing or sagging frame member(s).</li> </ul>
12. Fuel system	<ul style="list-style-type: none"> <li>Missing fuel tank cap.</li> </ul>	<ul style="list-style-type: none"> <li>Insecure fuel tank.</li> <li>Dripping fuel leak.</li> </ul>
13. General		<ul style="list-style-type: none"> <li>Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.</li> </ul>
14. Glass and mirrors	<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> <li>Required mirror or glass has broken or damaged attachments onto vehicle body.</li> </ul>	
15. Heater/defroster	<ul style="list-style-type: none"> <li>Control or system</li> </ul>	<ul style="list-style-type: none"> <li>Defroster fails to</li> </ul>

	failure.	provide unobstructed view through the windshield.
16. Horn	<ul style="list-style-type: none"> <li>• Vehicle has no operative horn.</li> </ul>	
17. Hydraulic brake system	<ul style="list-style-type: none"> <li>• Brake fluid level is below indicated minimum level.</li> </ul>	<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 <math>\frac{1}{4}</math> full.</li> </ul>
18. Lamps and reflectors	<ul style="list-style-type: none"> <li>• Required lamp does not function as intended.</li> <li>• Required reflector is missing or partially missing.</li> </ul>	<p><i>When lamps are required and there is a:</i></p> <ul style="list-style-type: none"> <li>• Failure of both low beam headlamps.</li> <li>• Failure of both rearmost tail lamps.</li> </ul> <p><i>At all times when there is a:</i></p> <ul style="list-style-type: none"> <li>• Failure of a rearmost turn-indicator lamp.</li> <li>• Failure of both rearmost brake lamps.</li> </ul>
19. Steering	<ul style="list-style-type: none"> <li>• Steering wheel lash (free-play) is greater than normal.</li> </ul>	<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>
20. Suspension system	<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>	<ul style="list-style-type: none"> <li>• Damaged (patched, cut, bruised, cracked to braid, mounted insecurely) 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>

		vehicle component. <ul style="list-style-type: none"> <li>Loose U-bolt.</li> </ul>
21. Tires	<ul style="list-style-type: none"> <li>Damaged tread or sidewall of tire.</li> <li>Tire leaking (if leak can be felt or heard, tire is to be treated as flat).</li> </ul>	<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 a 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>
22. Wheels, hubs and fasteners	<ul style="list-style-type: none"> <li>Hub oil is below minimum level. (When fitted with sight glass)</li> <li>Leaking wheel seal.</li> </ul>	<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>
23. Windshield wiper/washer	<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>	<i>When necessary for prevailing weather condition and:</i> <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>

## Schedule B

### 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 trailers towed by a bus.

Column 1	Column 2	Column 3
Systems and components	Minor defect(s)	Major defect(s)
1. Accessibility devices	<p><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>	<ul style="list-style-type: none"> <li>• Vehicle fails to return to normal after "kneeling."</li> <li>• Extendable lift, ramp or other passenger-loading device fails to retract.</li> </ul>
2. Air brake system	<ul style="list-style-type: none"> <li>• Audible air leak.</li> <li>• Slow air pressure build-up rate.</li> </ul>	<ul style="list-style-type: none"> <li>• Pushrod stroke of a 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>
3. Cargo securement	<ul style="list-style-type: none"> <li>• Insecure or improper load covering (e.g. wrong type or flapping in the wind)</li> </ul>	<ul style="list-style-type: none"> <li>• Insecure cargo.</li> <li>• Absence, failure, malfunction or deterioration of required cargo securement device or load covering.</li> </ul>
4. Coupling devices	<ul style="list-style-type: none"> <li>• Coupler or mounting has loose or missing fastener.</li> </ul>	<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</li> </ul>

		safety chain/cable.
5. Dangerous goods		<ul style="list-style-type: none"> <li>• Dangerous goods requirements not met.</li> </ul>
6. Doors and emergency exits	<ul style="list-style-type: none"> <li>• Door, window or hatch fails to open or close securely.</li> <li>• Alarm inoperative.</li> </ul>	<i>Passengers may not be carried but vehicle may be moved when no passengers carried if:</i> <ul style="list-style-type: none"> <li>• Required emergency exit fails to function as intended.</li> <li>• Required door alarm is inoperative.</li> </ul>
7. Driver controls	<ul style="list-style-type: none"> <li>• Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</li> </ul>	<i>Passengers may not be carried but vehicle may be moved when no passengers carried if:</i> <ul style="list-style-type: none"> <li>• Accelerator sticking and engine fails to return to idle.</li> </ul>
8. Driver seat	<ul style="list-style-type: none"> <li>• Seat is damaged or fails to remain in set position.</li> </ul>	<ul style="list-style-type: none"> <li>• Seatbelt or tether belt is insecure, missing or malfunctions.</li> </ul>
9. Electric brake system	<ul style="list-style-type: none"> <li>• Loose or insecure wiring or electrical connection.</li> </ul>	<ul style="list-style-type: none"> <li>• Inoperative breakaway device.</li> <li>• Inoperative brake.</li> </ul>
10. Emergency equipment & safety devices	<ul style="list-style-type: none"> <li>• Emergency equipment is missing, damaged or defective.</li> <li>• Required fire extinguisher improperly mounted or not fully charged.</li> <li>• Required first aid kit is incomplete.</li> </ul>	<i>Passengers may not be carried but vehicle may be moved when no passengers carried if:</i> <ul style="list-style-type: none"> <li>• Required fire extinguisher is missing.</li> <li>• Required first aid kit is missing.</li> </ul>
11. Exhaust system	<ul style="list-style-type: none"> <li>• Exhaust leak.</li> </ul>	<ul style="list-style-type: none"> <li>• Leak that causes exhaust gas to enter the occupant compartment.</li> </ul>
12. Exterior body and frame	<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>	<ul style="list-style-type: none"> <li>• Visibly shifted, cracked, collapsing or sagging frame member(s).</li> </ul>
13. Fuel system		<ul style="list-style-type: none"> <li>• Missing fuel tank cap (vehicle may be moved when no passenger carried).</li> <li>• Insecure fuel tank.</li> <li>• Dripping fuel leak.</li> </ul>
14. General		<ul style="list-style-type: none"> <li>• Serious damage or</li> </ul>

		deterioration that is noticeable and may affect the vehicle's safe operation.
15. Glass and mirrors	<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 or maladjusted.</li> <li>• Required mirror or glass has broken or damaged attachments onto vehicle body.</li> </ul>	<p><i>Passengers may not be carried but vehicle may be moved when no passengers carried if:</i></p> <ul style="list-style-type: none"> <li>• Driver's view of the road is obstructed in the area swept by the windshield wipers.</li> <li>• Required mirror or window glass is missing.</li> </ul>
16. Heater/defroster	<ul style="list-style-type: none"> <li>• Control or system failure.</li> </ul>	<ul style="list-style-type: none"> <li>• Defroster fails to provide unobstructed view through the windshield.</li> </ul>
17. Horn	<ul style="list-style-type: none"> <li>• Vehicle has no operative horn.</li> </ul>	
18. Hydraulic brake system	<ul style="list-style-type: none"> <li>• Brake fluid level is below indicated minimum level.</li> </ul>	<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>
19. Lamps and reflectors	<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>	<p><i>When lamps are required and there is a:</i></p> <ul style="list-style-type: none"> <li>• Failure of both low-beam headlamps.</li> <li>• Failure of both rearmost tail lamps.</li> </ul> <p><i>At all times when there is a:</i></p> <ul style="list-style-type: none"> <li>• Failure of a rearmost turn-indicator lamp.</li> <li>• Failure of both rearmost brake lamps.</li> </ul>
20. Alternating overhead lamps		<p><i>Passengers may not be carried but vehicle may be moved when no passengers carried if:</i></p> <ul style="list-style-type: none"> <li>• A required alternating lamp is</li> </ul>

		<p>missing or inoperative.</p> <ul style="list-style-type: none"> <li>• A required alternating lamp does not alternate.</li> <li>• A required alternating lamp is not the proper color.</li> </ul>
21. Passenger compartment	<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>	<p><i>When affected position is occupied and there is a:</i></p> <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>
22. Steering	<ul style="list-style-type: none"> <li>• Steering wheel lash (free-play) is greater than normal.</li> </ul>	<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>
23. Suspension system	<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>	<ul style="list-style-type: none"> <li>• Damaged (patched, cut, bruised, cracked to braid, mounted insecurely) 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 vehicle component.</li> <li>• Loose U-bolt.</li> </ul>
24. Tires	<ul style="list-style-type: none"> <li>• Damaged tread or sidewall of tire.</li> <li>• Tire leaking (if leak can be felt or heard, tire is to be treated as flat).</li> </ul>	<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 a 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>



25. Wheels, hubs and fasteners	<ul style="list-style-type: none"> <li>• Hub oil below minimum level. (When fitted with sight glass.)</li> <li>• Leaking wheel seal.</li> </ul>	<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>
26. Windshield wiper/washer	<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><i>When necessary for prevailing weather condition and:</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>
27. Pedestrian – Student Safety Crossing Arm		<p><i>Passengers may not be carried but vehicle may be moved when no passengers carried if:</i></p> <ul style="list-style-type: none"> <li>• Required student safety crossing arm is missing or fails to function as intended.</li> </ul>
28. Stop Arm		<p><i>Passengers may not be carried but vehicle may be moved when no passengers carried if:</i></p> <ul style="list-style-type: none"> <li>• Stop arm is missing.</li> <li>• Stop arm is damaged so as to significantly affect visibility.</li> <li>• Stop arm will not extend fully or stay fully extended.</li> <li>• Lights on stop arm do not function as intended.</li> </ul>

## Schedule C

### Motor Coach (Daily)

Application:

This schedule applies only to motor coaches. Trailers towed by motor coaches must be inspected in accordance with Schedule B.

Column 1	Column 2	Column 3
Systems and components	Minor Defect(s)	Major Defect(s)
1. Accessibility devices	<p><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>	<ul style="list-style-type: none"> <li>• Vehicle fails to return to normal after "kneeling."</li> <li>• Extendable lift, ramp or other passenger-loading device fails to retract.</li> </ul>
2. Air brake system	<ul style="list-style-type: none"> <li>• Audible air leak.</li> <li>• Slow air pressure build-up rate.</li> </ul>	<ul style="list-style-type: none"> <li>• There is an indication of a brake adjustment problem.</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>
3. Coupling devices	<ul style="list-style-type: none"> <li>• Coupler or mounting has loose or missing fastener.</li> </ul>	<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>
4. Dangerous goods		<ul style="list-style-type: none"> <li>• Dangerous goods requirements not met.</li> </ul>
5. Doors and emergency exits	<ul style="list-style-type: none"> <li>• Door, window or hatch fails to open or close securely.</li> <li>• Alarm inoperative.</li> </ul>	<p><i>Passengers may not be carried but vehicle may be moved when no passengers carried if:</i></p> <ul style="list-style-type: none"> <li>• Required emergency exit</li> </ul>

		fails to function as intended.
6. Driver controls	<ul style="list-style-type: none"> <li>Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</li> </ul>	<i>Passengers may not be carried but vehicle may be moved when no passengers carried if:</i> <ul style="list-style-type: none"> <li>Accelerator sticking and engine fails to return to idle.</li> </ul>
7. Driver seat	<ul style="list-style-type: none"> <li>Seat is damaged or fails to remain in set position.</li> </ul>	<ul style="list-style-type: none"> <li>Seatbelt or tether belt is insecure, missing or malfunctions.</li> </ul>
8. Emergency equipment & safety devices	<ul style="list-style-type: none"> <li>Emergency equipment is missing, damaged or defective.</li> </ul>	
9. Exhaust system	<ul style="list-style-type: none"> <li>Exhaust leak.</li> </ul>	<ul style="list-style-type: none"> <li>Leak that causes exhaust gas to enter the occupant compartment.</li> </ul>
10. Exterior body	<ul style="list-style-type: none"> <li>Insecure or missing body parts.</li> <li>Insecure or missing compartment door.</li> </ul>	
11. Fuel tank		<ul style="list-style-type: none"> <li>Missing fuel tank cap (vehicle may be moved when no passenger carried).</li> <li>Insecure fuel tank.</li> <li>Dripping fuel leak.</li> </ul>
12. General		<ul style="list-style-type: none"> <li>Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.</li> </ul>
13. Glass and mirrors	<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> <li>Required mirror or glass has broken or damaged attachments onto vehicle body.</li> </ul>	<i>Passengers may not be carried but vehicle may be moved when no passengers carried if:</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>
14. Heater/defroster	<ul style="list-style-type: none"> <li>Control or system failure.</li> </ul>	<ul style="list-style-type: none"> <li>Defroster fails to provide unobstructed view through the windshield.</li> </ul>
15. Horn	<ul style="list-style-type: none"> <li>Vehicle has no operative horn.</li> </ul>	

<p>16. Lamps and reflectors</p>	<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>	<p><i>When lamps are required and there is a:</i></p> <ul style="list-style-type: none"> <li>• Failure of both low-beam headlamps.</li> <li>• Failure of both rearmost tail lamps.</li> </ul> <p><i>At all times when there is a:</i></p> <ul style="list-style-type: none"> <li>• Failure of a rearmost turn-indicator lamp.</li> <li>• Failure of both rearmost brake lamps.</li> </ul>
<p>17. Passenger compartment</p>	<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>	<p><i>When affected position is occupied and there is a:</i></p> <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>
<p>18. Steering</p>	<ul style="list-style-type: none"> <li>• Steering wheel lash (free-play) is greater than normal.</li> </ul>	<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>
<p>19. Suspension system</p>	<ul style="list-style-type: none"> <li>• Air leak in air suspension system.</li> </ul>	<ul style="list-style-type: none"> <li>• Damaged (patched, cut, bruised, cracked to braid, mounted insecurely) or deflated air bag.</li> </ul>
<p>20. Tires</p>	<ul style="list-style-type: none"> <li>• Damaged tread or sidewall of tire.</li> <li>• Tire leaking (if leak can be felt or heard, tire is to be treated as flat.)</li> </ul>	<ul style="list-style-type: none"> <li>• Flat tire.</li> <li>• Tire thread depth is less than wear limit.</li> <li>• Tire is in contact with another tire or a 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.</li> </ul>
<p>21. Wheels, hubs and fasteners</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>	<ul style="list-style-type: none"> <li>• Wheel has loose, missing or ineffective fastener.</li> <li>• Damaged, cracked or broken wheel, rim or attaching</li> </ul>

		part. <ul style="list-style-type: none"> <li>Evidence of imminent wheel, hub or bearing failure.</li> </ul>
22. Windshield wiper/washer	<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>	<i>When necessary for prevailing weather condition and:</i> <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>

## Schedule D

Motor Coach (earlier of 30 days or 12,000 km)

Application:

This schedule applies to motor coaches.

Note:

- All conditions listed below are major defects and must be repaired before the vehicle is driven.
- Schedule D inspections must be conducted while the vehicle is positioned over a pit or raised in a manner that provides adequate access to all applicable components by a person who holds the appropriate technician certification or qualification in accordance with paragraph 5(3)(b).

<b>Column 1</b>	<b>Column 2</b>
<b>Systems and components</b>	<b>Major defects</b>
1. Air brake system	<ul style="list-style-type: none"><li>• Audible air leak.</li><li>• Brake pushrod stroke is at or beyond the adjustment limit.</li><li>• Clearance between disc brake pads and rotor exceeds manufacturer's specified limit.</li><li>• Wedge brake shoe movement exceeds manufacturer's specified limit.</li><li>• Excessive discharge of fluids from air reservoir.</li><li>• Air compressor, mounts or attachments damaged or defective.</li><li>• Compressor drive-belt loose or damaged.</li><li>• Air line or fitting damaged or insecure.</li><li>• Air tank defective, damaged or insecure.</li><li>• Air tank drain or moisture ejector device inoperable.</li><li>• Brake chamber, brake linkage or other brake component is defective, damaged or insecure.</li></ul>

	<ul style="list-style-type: none"> <li>• Spring brake is broken or malfunctions.</li> <li>• Inoperative service, parking or emergency brake.</li> </ul>
2. Exhaust system	<ul style="list-style-type: none"> <li>• Exhaust leak.</li> <li>• Exhaust system component insecure, damaged or perforated.</li> </ul>
3. Frame and/or underbody	<ul style="list-style-type: none"> <li>• A frame member or fastener is damaged, cracked or insecure.</li> <li>• A component mount is damaged or insecure.</li> </ul>
4. Fuel system	<ul style="list-style-type: none"> <li>• Fuel leak.</li> <li>• Insecure fuel tanks, fuel tank mounts or guards.</li> <li>• Fuel line or fitting damaged or insecure.</li> </ul>
5. Steering	<ul style="list-style-type: none"> <li>• Steering linkage is damaged or insecure.</li> <li>• Power steering fluid is leaking, contaminated or low.</li> <li>• Power steering component damaged or insecure.</li> </ul>
6. Suspension system	<ul style="list-style-type: none"> <li>• Air leak or malfunction of air suspension system or component.</li> <li>• Damage or deterioration of a suspension component including: <ul style="list-style-type: none"> <li>- spring and air bag;</li> <li>- axle or frame attaching component;</li> <li>- axle supporting or aligning component;</li> <li>- suspension or component fastener;</li> <li>- Shock absorber or attachments.</li> </ul> </li> </ul>
7. Tires	<ul style="list-style-type: none"> <li>• Tire inflation less than required.</li> <li>• Tire treads worn to wear limits.</li> <li>• Damage to tread or sidewall of tire.</li> <li>• Retread or rebuilt tire is used on front axle.</li> </ul>
8. Wheels and fasteners	<ul style="list-style-type: none"> <li>• Loose, missing, damaged or ineffective wheel fastener.</li> <li>• Damaged wheel or wheel component.</li> </ul>

# APPENDIX C

## Frequency of Inspection Periods

<b>Column 1 Effective Date (where applicable)</b>	<b>Column 2 Vehicle Class</b>	<b>Column 3 Inspection Frequency</b>
	Cars, Light Trucks and Vans	before transfer of ownership following a sale
	Taxis	at age one model year and each year afterwards
	Commercial Vehicles	at age one model year and each year afterwards, commercial trailers not certified as conforming to the Canada Motor Vehicle Safety Act require inspection before first time registration
	Buses	each March and September from age of 6 months
	School Buses	each July and December from age of 6 months
As published by the Registrar as a Notice in the Gazette	Disabled Passenger Vehicles	each March and September from the age of 6 months



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Motor Registration Division  
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