



## INTRODUCTION

Section 37.29(1)(d) of the *Motor Vehicle Act Regulations (MVAR)* requires carriers to maintain a safety plan and scheduled vehicle maintenance plan applicable to the carrier. A safety plan is required whether you are a small carrier with one vehicle or a carrier with a large fleet. The safety plan should include all the safety practices you use in your business. A good plan will help you meet your legal obligations and run a safe business. Your drivers, dispatchers, etc. need to receive a copy of your safety plan. This will help both you and your drivers meet the safety standards you put in place.



### What should be included in a safety plan?

At minimum, your safety plan should include:

#### Company Policy

- ✓ Hiring policy for drivers
- ✓ Monitoring process for driver performance
- ✓ Monitoring process for hours of service
- ✓ Monitoring process for trip inspection
- ✓ Monitoring process for vehicle maintenance
- ✓ Monitoring process for dangerous goods (if applicable)
- ✓ Employee signature and date in agreement with the policy

#### Driver Policy

- ✓ Driver licensing
- ✓ Obtaining driver abstracts (N print) at least every 12 months
- ✓ Handing in violation tickets, Notice and Orders, roadside inspections and accident reports
- ✓ Hours of service
- ✓ Disciplinary policy
- ✓ Driver signature and date in agreement with the policy

#### Vehicle Maintenance

- ✓ Schedule of maintenance
- ✓ Check sheets for each schedule
- ✓ Trip inspection report

#### Dangerous Goods/Required Certificates

- ✓ Defensive driver training certificates
- ✓ First aid training certificate
- ✓ Certificates of Training for Dangerous Goods



## DRIVERS

Your safety plans should include instructions to your drivers with regards to the following:



- Submission of accident reports, notice and orders, CVSA roadside inspections and violation tickets within 15 days of receipt
- Obtaining driver abstract 'N' prints at least every 12 months. Driver abstract 'N' print request forms can be obtained at [www.th.gov.bc.ca/cvse/references\\_publications/carrier\\_safety\\_guide/Carrier\\_Safety\\_Guide\\_Section-04.pdf](http://www.th.gov.bc.ca/cvse/references_publications/carrier_safety_guide/Carrier_Safety_Guide_Section-04.pdf)

You should have a file for each driver that at a minimum contains the following:



- Copies of current driver abstracts for each driver employed or otherwise engaged (*MVAR 37.29 (1)(a)*)
- Accident, violation and conviction reports received from drivers within 15 days of incident (*MVAR 37.29 (1)(b)(ii)*)
- Maintain records of driver abstracts, accident violation and conviction reports for the year they were created and the following 4 calendar years (*MVAR 37.30*)

## Recommendations

The carrier should:

- Verify information submitted on employment applications prior to hiring a driver
- Request a copy of a driver abstract as part of the application process and establish a policy of acceptance when reviewing the abstract
- Establish a procedure to identify those personnel requiring further training
- Retain a record of all training programs provided to drivers and identify the person(s) responsible for training
- Develop a recall system to ensure the following remain current:
  - Drivers' licenses
  - Drivers' records of violations (abstract)
  - Drivers' dangerous goods training certificates (valid for 3 years from date of issue)
- Review all driver abstracts to ensure correct class; restrictions and validity of licence
- Develop review procedures for a driver who has a poor driving record or has been involved in a preventable accident
- Develop a progressive disciplinary policy for your drivers that may include:
  - Verbal warning (documented) with expectation letter
  - Written warning, with training
  - Written warning with 3 day suspension
  - Written warning with longer suspension up to and including termination
  - Serious infractions (theft/drugs/alcohol) immediate dismissal



## HOURS OF SERVICE



The hours of service regulations apply to all drivers operating commercial vehicles unless operating under *MVAR 37.11* or driving a truck or truck tractor with a GVW less than 11,795 kg. As this weight threshold is a provincial rule it does not apply to vehicles operating outside the province.

As the carrier, you are responsible to ensure that your drivers, dispatchers and other applicable employees,

- have the required knowledge and ability to maintain daily logs in accordance with the legislation (*MVAR 37.18.01 & 37.18.02*)
- receive adequate training to complete the daily driver graph grid log accurately (*MVAR 37.18.01*)

Your safety plan should include the hours of service rules that are applicable to your operation. This should include samples and instructions of the type of documents that the driver is expected to complete, the cycle you want the driver to operate under, policies about deferral and personal use.

### Record Keeping – Daily Logs and Supporting Documents

Your safety plans should include a description of how you are going to maintain your daily logs and at minimum, include the following:

- instructions to your drivers to submit the original daily logs and supporting documents within 20 days (*MVAR 37.18.05(1)*)
- description of who, how and when the daily logs are going to be reviewed and monitored to ensure compliance
- the disciplinary action that will be taken if the drivers are non-compliant
- that daily logs and supporting documents will be filed within 30 days of receipt (*MVAR 37.18.05(3)(a)*)
- the daily logs and support documents will be retained for at least 6 months (*MVAR 37.18.05(3)(b)*)

### Record Keeping – Local Drivers

If you or your drivers meet the conditions to not complete daily logs, your safety plan should describe the following:

- carrier maintains accurate and legible records for each day that includes:
  - ✓ name of driver
  - ✓ time at which each duty status starts and ends
  - ✓ state driving and on-duty time separately
  - ✓ indicate cycle being used
  - ✓ keep the records for a minimum of 6 months



## VEHICLES

As a carrier, you are responsible for all vehicles that operate under your NSC Safety Certificate, including lease operators. This includes the maintenance and use of the vehicles and any vehicles towed as part of your carrier business.



Your safety plans should include instructions to your drivers with regards to the following:

- retain a copy of current Commercial Vehicle Inspection Report in vehicle ([MVAR 25.13 \(4\)](#))
- retain copy of current trip inspection report ([MVAR 37.23 \(5\)](#))
- submit copies of CVSA inspections within 15 days ([MVAR 37.29 \(2\)](#))
- submit trip inspection reports within 20 days ([MVAR 37.25](#))
- identify defects on trip inspection report ([MVAR 37.26 \(a\)](#))

Set up a file for each vehicle that should contain the following:

- trip inspection reports that should be received within 20 days ([MVAR 37.27 \(1\)](#)) and retained for a minimum of 3 months ([MVAR 37.27 \(1\)](#))
- copies of all manufacturer recall notices for 4 years ([MVAR 37.29 \(1\)\(c\)\(ii\)](#))
- copies of CVIP reports for 3 years, including current report ([MVAR 25.18 \(1\)](#)) ([MVAR 37.29\(c\)\(1\)](#))
- copies of CVSA roadside inspection reports for 4 years ([MVAR 37.30](#)) ([MVAR 37.29\(1\)\(b\)](#))
- records of all repairs done and parts replaced for 3 years ([MVAR 25.18 \(1\)\(b\)](#))
- records for vehicles that you no longer have for at least 6 months ([MVAR 37.29](#))
- accident reports that resulted in either injury or death or total damage to property, including cargo of \$1,000 for the calendar year in which it occurred and the following 4 years ([MVAR 37.29 \(2\)](#))
- records of vehicle maintenance for 3 years ([MVAR 37.29 \(c\)\(i\)](#))

## Recommendations

The carrier should:

- provide adequate training to all drivers, dispatchers, mechanics and other applicable employees with respect to proper completion of the required pre and post trip inspections, including actions to be taken by drivers, dispatchers, mechanics and other applicable employees when defects are found. The training should include the proper completion and submission of the required written trip inspection reports.
- develop a recall system to ensure that vehicles are inspected and maintained



## Vehicle Maintenance Plan

A vehicle plan should include a maintenance schedule (A, B, C, etc.) and check sheets for each type of vehicle and trailer.

At minimum, your maintenance check sheets should include the following:

- ✓ power train
- ✓ suspension
- ✓ brakes
- ✓ steering
- ✓ instruments, auxiliary equipment
- ✓ lamps
- ✓ electrical system
- ✓ body and frame
- ✓ tires and wheels
- ✓ couplers and hitches
- ✓ special use vehicle components
- ✓ pressure fuel
- ✓ air brake camshaft rotation measurement (degrees)
- ✓ brake lining/pad measurement
- ✓ rotor/drum measurement

Slack Adjuster/Push Rod Travel		
Axle	Left	Right
1		
2		
3		
4		

## Tire Inspection

Enter air pressure before adjustment

	Front Tandem	Rear Tandem
Front Axle	<input type="text" value="PSI"/> <input type="text" value="32&lt;sup&gt;nd&lt;/sup&gt;s"/>	<input type="text" value="PSI"/> <input type="text" value="32&lt;sup&gt;nd&lt;/sup&gt;s"/>
	<input type="text" value="PSI"/> <input type="text" value="32&lt;sup&gt;nd&lt;/sup&gt;s"/>	<input type="text" value="PSI"/> <input type="text" value="32&lt;sup&gt;nd&lt;/sup&gt;s"/>
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## DANGEROUS GOODS



The safety plans should include:

- 24 hour emergency telephone [\(TDGR 3.5 \(1\)\(f\)\)](#)
- training program for drivers [\(TDGR 6.1\(2\)\)](#)
- procedures of issuing certificates of training to drivers transporting dangerous goods [\(TDGR 6.3 & 6.6\)](#)
- system to ensure shipping papers accompanying dangerous goods meet minimum requirements [\(TDGR 3.2 \(1\), 3.5, 3.6\)](#)
- procedures in identifying a dangerous goods occurrence [\(TDGR 4.1\)](#)
- procedures to ensure for proper reporting after a dangerous goods occurrence [\(TDGR 8.3\)](#)

## Recommendations

The carrier should:

- where applicable, develop a recall systems to ensure drivers' dangerous goods training certificates remain valid (valid for 3 years from date of issue)