

# Commercial Vehicle Preventative Maintenance Programs

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This booklet is intended as a guide only and as such has been written as a plain language summary to help you understand some of the laws affecting the Preventative Maintenance Programs. You should refer to the *Motor Vehicle Act (MVA)*, the *Motor Vehicle Act Regulation (MVAR)*, and the *Passenger Transportation Act (PTA)* for a full statement of the law. In the event of a conflict between this booklet and any provision of the above acts and regulations, the acts and regulations shall apply.

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## **Commercial Vehicle Inspection Program**

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British Columbia has a Commercial Vehicle Inspection Program. This program, known in short form as CVIP, is described fully in *Book 3, Commercial Vehicle Inspection*.

CVIP is made up of 3 parts: maintenance, records and inspection.

### **Maintenance**

Maintenance applies to the following types of vehicles: taxi, bus (including a school bus in respect of which a permit has been issued under Division 11), commercial vehicles having a licensed Gross Vehicle Weight (GVW) of more than 8,200 kilograms, vehicles (other than a motorcycle), which require the operator to hold a licence under the *Passenger Transportation Act*, vehicles other than a motorcycle, owned or leased by a driver training school, and a trailer and semi-trailer licensed under the *Commercial Transport Act*. The *Motor Vehicle Act Regulations* require these vehicles be maintained to the same standards of safety and repair as stipulated by the *Motor Vehicle Act* and *Motor Vehicle Act Regulations* and in the vehicle inspection manual.

### **Records**

Records means that a record of repair and replacement necessary to maintain vehicles to the required standards, and records of all inspections made during the maintenance of vehicles to the required standards, must be kept. The vehicles to which the records requirement apply are the same as those to which the maintenance requirement applies (listed above).

## **Inspection**

Inspection applies to all vehicles listed in the paragraph regarding maintenance.

## **Alternate Inspection Program**

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The *Motor Vehicle Act* gives the Director of Commercial Vehicle Safety and Enforcement Branch the authority to exempt any vehicle from inspection. This includes the authority to set conditions that must be met by an operator in order to have his vehicles exempted. A Preventative Maintenance Program (PMP) is subject to approval by the Commercial Vehicle Safety and Enforcement Branch (CVSE).

The PMP is designed to ensure that a PM vehicle will always be in a condition that meets the standards of safety and repair as outlined in the *Motor Vehicle Act* and *Motor Vehicle Act Regulations*.

CVSE cannot exempt a vehicle from the requirements for maintenance or records.

## **Fleet options**

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### **How are these inspection options available to a fleet operator?**

A fleet operator may:

- submit vehicles owned by the company to a designated inspection facility (the inspection facility must be a separate legal entity from that under which the vehicles are registered), or
- seek approval of a PMP

NOTE: If the operator is a Passenger Transportation licensee, the roadside inspection audit results will be set against the holder of the Passenger Transportation licence regardless of the options selected by the operator.

## **Preventative Maintenance Program**

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The overall intent of approving a PMP for a fleet of vehicles is to allow the operator to implement an alternate method of vehicle inspection through an approved PMP which simultaneously meets the operator's operational needs and ensures the vehicles meet the standards of safety and repair. If the operator can demonstrate to the satisfaction of CVSE that his current PMP accomplishes this, CVSE may exempt the operator's vehicles from the mandatory inspection program on the condition that the PMP continues to be implemented.

Once a PMP has been approved and a facility designation certificate issued, the endorsements on this license reflect the types of vehicles that may be included under the PMP. A facility designation certificate verifies that a PMP has been approved. The operator will need this to buy inspection forms.

Approval of the PMP does not relieve the owner or operator from having his vehicles examined for defects.

CVSE has the power to make different conditions of preventative maintenance apply to vehicles to account for varying types of operating conditions while ensuring that the overall intent of the alternate inspection program is achieved.

Whenever an operator of a PMP program uses a decal, the operator must notify CVSE by completing and submitting a Commercial Vehicle Inspection Report (MV3104). The top (white) copy of the MV3104 must be mailed to CVSE unless using eForm Inspection system for processing. The yellow copy must be kept in the vehicle.

## Conditions for PMP

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### What conditions may be set and must be accepted by an operator before any vehicles may be approved for the Preventative Maintenance Inspection Program?

The conditions are set to ensure the vehicles are in a pass (approved) condition at all times when in service. The conditions are discussed in this brochure and include control of vehicle operation, control of the vehicle's maintenance, and training of service personnel.

## Who may apply for Preventative Maintenance Program (PMP)

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### Who may make application for approval of the Preventative Maintenance Program?

Application may be made on behalf of a company by a person who, on approval given by the company:

- is responsible for the daily operation of all vehicles operated by or on behalf of a company
- has implemented a system which ensures that vehicles are submitted for maintenance on a scheduled basis
- ensures that maintenance facilities are available for the PMP
- ensures that an itemized daily trip inspection of all vehicles is done as described in *Motor Vehicle Act Regulations*, Division 37
- ensures that the maintenance facility uses BC trade-qualified staff, who are certified Authorized Inspectors, and are trained to maintain the company's vehicles

*NOTE:* A special purpose licence issued by the BC Safety Authority, Gas Safety Branch, is

required for an endorsement for Compressed Natural Gas (CNG), Compressed Natural Gas and Liquid Propane (CNLP) and Liquid Propane Gas (LPG) fuel systems and (LPNG) Liquid Propane Natural Gas. Documented proof of a valid Gas Fitters license must be provided.

- has a minimum of 15 vehicles, requiring the mandatory CVIP inspections, in the fleet
- shows proof of an existing maintenance program which demonstrates that the vehicles are maintained in compliance with the *Motor Vehicle Act Regulations*

It is not necessary for the maintenance facility to be owned by, nor the maintenance staff to be employees of, the company seeking the PM approval. The facilities and staff may be under contract to the applicant company.

## Responsibility for operations

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### What is meant by “responsible for operation” of all a company’s vehicles?

A company would be deemed responsible for the daily operation of all vehicles operated by it or on its behalf. The following conditions apply:

1. no vehicle operated by or on behalf of the company may be operated except with the knowledge of the company
2. a trip inspection report form is carried in the vehicle/ vehicle combination. This form includes space to record the following information:
  - the time and date each trip was originated
  - signature of the person who conducted the trip inspection
  - any mechanical defects that were observed during the course of the trip

A carrier shall not permit a driver to drive, and a driver shall not drive a commercial vehicle unless, before doing so, the carrier or the carrier's agent has:

- repaired or corrected items listed on the previous trip inspection report which may affect the safe operation of the commercial motor vehicle and certified on the trip inspection report that the defect has been corrected, or
- certified on the trip inspection report that correction was unnecessary.

## PMP facility

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### What is required for a maintenance facility to satisfy PMP requirements?

1. A maintenance facility shall have sufficient internal space adequate for the inspection, maintenance, and repair of any vehicle operated by or on behalf of the company (must meet the requirements as stipulated by CVSE).
2. A maintenance facility shall acknowledge, and show evidence, that its staff are trained in the maintenance of the vehicles in the fleet.
3. A maintenance facility must have an authorized inspector on staff. The facility must also be equipped with:
  - automotive hand tools
  - a hoisting or lifting device or pit that is acceptable to Workers' Compensation Board (WCB)
  - equipment which will allow for the removal and replacement of any tire and rim assembly, any brake component or assembly, and any suspension or steering component or assembly
  - a means or device for checking headlamp alignment

- a device for determining if a brake drum or brake disc is within the manufacturer's specifications for size
- a tire depth gauge
- a tire pressure gauge
- a means or device for accurately measuring free play in the steering and suspension
- a system for:
  - recording all inspections and repairs completed on each vehicle and the associated mileage
  - scheduling maintenance
  - verifying all maintenance has been completed
  - a system for retrieving and reviewing all trip inspection reports

## Trip inspection

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### What constitutes a trip inspection?

1. Before and after each trip, the driver or a person specified by the carrier shall satisfy himself/herself that the commercial motor vehicle is in a safe operating condition including, but not limited to, the operating condition of the following items:
  - service brakes, including trailer brake connections and brake adjustments
  - parking brake
  - steering mechanism
  - lighting devices and reflectors
  - tires
  - horn
  - windshield wipers
  - rear vision mirrors
  - coupling devices

- wheels and rims
  - emergency equipment
  - load securement devices
2. The inspection shall be performed daily before the first trip of the day.
  3. If a trip lasts more than one day, the inspection shall be carried out on the second and every subsequent day of the trip no later than the first rest stop of the day.
  4. A copy of the trip inspection must be carried in the vehicle for the day in which it is done.
  5. The trip inspection report shall:
    - state the licence plate or unit numbers for the commercial motor vehicle
    - specify any defect in the operation of each item listed above
    - specify any defect in the operation of the commercial motor vehicle if that defect, not otherwise described above, may affect the safe operation of the commercial motor vehicle
    - state that no defect was discovered or came to the attention of the driver, should that be the case
    - state the date the report is made
    - contain the signature of the driver or person making the report

Please refer to the *Motor Vehicle Act Regulations*, Division 37 for more information.

## How to apply for Preventative Maintenance Program

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Any facility wishing to apply for a PMP must have an authorized inspector on staff.

### How is application made?

Application for approval of a PMP is made on a form called *Commercial Vehicle Inspection Program (CVIP) Original Application (MV3205)*.

This form must be accompanied by the following:

- a letter requesting exemption from the inspection program and naming the person that will be responsible for ensuring that the program is performed according to the submission. This letter must also state what the scheduling of maintenance will be and how this scheduling will be tracked. A description of how the trip inspection will be reported to the company must be included along with:
- copy of the form used for the trip inspection
- copy(ies) of the vehicle inspection form(s) used when the vehicle goes into the shop for maintenance
- the number of vehicles to be included in the PMP (must be 15 or more that fall within the mandatory CVIP)
- agreement to allow access to the facilities and records for appointed CVSE staff
- application fee
- Listing of Satellite locations and contacts
- the date of licence plate renewal
- type of operation
- active National Safety Code Number, (NSC profile will be reviewed by CVSE)
- proof of existing maintenance program, demonstrating vehicles are maintained in compliance with *Motor Vehicle Act Regulations*

## Application process

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### What happens after the application for approval of

### an PMP Inspection Program has been sent?

The approval process consists of a Area Vehicle Inspector meeting with the applicant's maintenance manager, conducting a joint review of the application program, and performing an audit inspection of a representative sample of his/her fleet vehicles. The audit results must not show more than 30 per cent rejected vehicles and not show more than 5 per cent vehicles out of service.

## PMP audit

### Once approved, will PMPs be audited by the Area Vehicle Inspectors; and if so, how?

There will be a process of monitoring the effectiveness of every operator running a PMP. The primary features of this monitoring will comprise:

- advising the company of the results of all roadside inspections of its vehicles in the PMP
- inspections performed in the fleet yards by Area Vehicle Inspectors
- ensuring, within 2 years of receiving approval, a reject rate of not more than 20 per cent, and an out-of-service rate of not more than 5 per cent

## Operator's obligations

### What are the obligations of operators who have had a PMP approved?

They must:

- maintain their vehicle(s) in accordance with the approved PMP
- advise the Commercial Vehicle Safety and Enforcement Branch of all changes to the approved fleet (i.e., additions and deletions, satellite locations and contacts)

- allow the vehicles and records in the approved fleet to be inspected or audited at the fleet yard, any time during normal business hours
- advise the Commercial Vehicle Safety and Enforcement Branch of changes to the program prior to implementation (i.e., check sheets, intervals).

Notification of renewal will be mailed six weeks prior to facility licence expiry. A renewal application form for *Designation as an Inspection Facility* (MV3050) will be forwarded to a company registered with an approved PMP in place. The form must be completed and any changes noted. There will be an annual renewal fee.

## Preventative Maintenance Vehicle Identification

### How will Preventative Maintenance Program vehicles be identified?

Vehicles operating under a PMP do not display either the interim or the condemned decal described and illustrated in *Booklet 3, Commercial Vehicle Inspection Program Information*.

The decal that all PM vehicles must display is similar to the approval decal, except that the serial number on each PM decal begins with the letter P. The PM decal expires 12 months after the month of the inspection. (e.g., If the inspection was done April 12, 2006, the decal should be hole punched for April 2007). For sample decal - see next page.



### DIRECTIONS FOR APPLICATION

- 1) HOLE PUNCH THE MONTH AND YEAR OF EXPIRY
- 2) PEEL OFF THE THREE SERIAL NUMBER STUBS, PLACE ONE STUB ON CUSTOMER COPY, ONE STUB ON FACILITY COPY AND ONE STUB ON INSPECTION COPY
- 3) IF USING eForm DATA ENTRY, DESTROY UN-NEEDED STUB(S)
- 4) APPLY DECAL TO CLEAN DRY WINDSHIELD SURFACE

PM decals are available at a cost of \$3 plus GST. They can be purchased only from the Commercial Vehicle Safety & Enforcement Branch office in Victoria. The address and phone numbers are on the back cover of this booklet.

The above is an example of a PM decal and reverse. Read the directions on the back before putting this type of decal on a vehicle.

## What's New in Vehicle Inspections

For the latest news and bulletins on Vehicle Inspection Programs and upcoming projects see our website at [www.th.gov.bc.ca/cvse](http://www.th.gov.bc.ca/cvse), *Vehicle Inspection & Standards page*.

The Commercial Vehicle Safety and Enforcement Branch, Vehicle Inspection Program has initiated a Project to greatly streamline and simplify the Vehicle Inspection process. The eForm Project will implement an electronic automated Commercial Vehicle Inspection form (MV3104) and Private Vehicle Inspection form (MV3199). This will allow facilities to

complete the inspection forms on a computer and submit through the internet instead of using paper forms. For Updates and Bulletins, check our website on a regular basis.

## **Useful Phone Numbers**

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### **Commercial Vehicle Safety & Enforcement Branch**

Mainline: (250) 952-0577

Fax: (250) 952-0578

Website: [www.th.gov.bc.ca/cvse](http://www.th.gov.bc.ca/cvse)

### **Mailing Address:**

Commercial Vehicle Safety & Enforcement Branch

PO Box 9250 Stn Prov Govt

Victoria BC V8W 9J2

### **National Safety Code**

Mainline: (250) 952-0576

### **1-800 Permitline for Commercial Transport Permits**

Phone: 1-800-559-9688

### **Report Commercial Vehicle Safety Violations**

1-888-775-8785 (province wide)

### **For additional information write or call:**

Commercial Vehicle Safety and Enforcement Branch

PO Box 9250 Stn Prov Govt

Victoria BC V8W 9J2

Main Phone Number: (250) 952-0577

Fax: (250) 952-0578

Website: [www.th.gov.bc.ca/cvse](http://www.th.gov.bc.ca/cvse)