

# National Safety Code

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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 in British Columbia that affect the National Safety Code. This guide covers laws in force as of March 1, 2007. You should refer to Division 37 the *Motor Vehicle Act Regulations* (MVAR), for a full statement of the regulatory requirements. In the event of a conflict between this booklet and any provision of the above *Regulations*, the *Regulations* shall apply. Acts and Regulations are subject to change without notice.

## Commercial Vehicle Safety and Enforcement

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## National Safety Code Introduction

### **Mission Statement**

Commercial Vehicle Safety and Enforcement (CVSE) strives to improve safety through enforcement, education, and the delivery of effective and efficient road safety programs. In part, this is done through the division's responsibility for implementing the National Safety Code (NSC) in British Columbia.

The NSC provides regulations for carriers and commercial drivers to help keep them and other road users in British Columbia safe.

### **Standards**

All of the National Safety Code standards have been adopted in British Columbia. These standards cover every element of driver qualification, vehicle operation and safety management. The applicable NSC standards are reflected in Division 37 of the B.C. *Motor Vehicle Act Regulations* and are called the Safety Code. The standards, which are often referred to by their number, include:

1. Single driver licence
2. Knowledge and performance tests
3. Driver examiner training program
4. Classified driver licensing system
5. Self-certification standards and procedures
6. Medical standards for drivers
7. Carrier and driver profiles
8. (short-term suspensions have been deleted)
9. Hours of service
10. Security of loads
11. Commercial vehicle maintenance standards
12. Commercial Vehicle Safety Alliance (CVSA) on-road inspections
13. Trip inspection reports
14. Safety rating
15. Carrier audit

### **Other Publications**

This booklet contains information regarding Safety Certificates, hours of service, trip inspection reports and CVSA on-road inspections (CVSA inspections are done by peace officers usually at inspection sites [weigh scales].) Publications that cover additional NSC-related topics, and other subjects important to the commercial transport industry, are also available. Please contact your local CVSE office for more information. You will find a list of contact phone numbers and addresses at the end of this book.

Some other publications you may find helpful to read are:

- *Driving Commercial Vehicles*
- *RoadSense for Drivers, A Guide for Professional Drivers*
- *Book 1 — Information for Commercial Carriers*
- *Book 2 — Load Security*
- *Book 3 — Commercial Vehicle Inspection Program Information*
- *Book 4 — Commercial Vehicle Alternate Inspection Program*
- *Book 6 — National Safety Code Carrier Audit Information*

### **Application**

The NSC applies to commercial motor vehicles.

Commercial motor vehicle, as defined in Division 37 of the *Motor Vehicle Act Regulations*, means a motor vehicle, used in the course of business for the transportation of persons or freight, that is:

- a truck or truck tractor with a licensed gross vehicle weight that exceeds 5,000 kilograms and includes an attached trailer
- a bus

- a motor vehicle where the person who operates it is required to hold a licence under the *Passenger Transportation Act*
- a business vehicle with a gross vehicle weight of more than 5,000 kilograms

## Exemptions

The NSC does not apply to:

- a vehicle not required to display a number plate issued under the *Motor Vehicle Act* or the *Commercial Transport Act*
- a road-building machine as defined in the *Commercial Transport Act*, a farm tractor or implement of husbandry

## Performance Monitoring

A carrier's performance is monitored through the development of a *Carrier Profile*. The profile is made up of information gathered from a variety of sources, including:

- violation tickets
- CVSA inspection results
- reportable accidents
- information received from other jurisdictions

Carriers can access their profile on-line by first applying for a BCeID user ID at:

[www.bceid.ca/register](http://www.bceid.ca/register)

Once your user ID is in place, you will be able to access your profile at:

<https://apps.th.gov.bc.ca/cpo/auth.do>

If accessing your profile on-line is not an option, carriers can also obtain a copy of their profile from CVSE's National Safety Code department in Victoria, B.C. Send your request by fax to 250-952-0578, by e-mail to [national.safety.code.gov.bc.ca](mailto:national.safety.code.gov.bc.ca) or you can

mail it to:

Commercial Vehicle Safety and Enforcement  
National Safety Code  
P.O. Box 9250 Stn Prov Govt  
Victoria, B.C. V8W 9J2

Be sure to include your Safety Certificate number and your mailing or e-mail address.

## Carrier Profile Point Trend

The Canadian Council of Motor Transport Administrators (CCMTA) has developed a generic table to assign points to convictions for relevant offences, results from CVSA inspections, and reportable accidents.

Violation tickets issued to drivers and carriers are registered to the carrier in control of a commercial vehicle (not necessarily the owner or driver in the case of lease operators).

The point trend results from a formula that takes into account the total NSC points assigned to tickets; CVSA out-of-service reports; accidents (at fault and fault unknown); total points overall and the carrier's fleet size. The point trend is for a 12-month period.

## Safety Certificate

Commercial vehicles base plated (licensed) in British Columbia must operate under a Safety Certificate issued from this province.

The Safety Certificate confirms that a carrier has qualified to the minimum standards of carrier fitness. For example, the carrier:

- has knowledge of the motor vehicle safety rules and regulations, including the NSC
- maintains safety records as required
- conducts vehicle maintenance as required
- monitors driver performance

A carrier is generally defined as any person who owns, leases, manages or determines how a commercial vehicle will be used.

An application for a Safety Certificate is available at any provincial weigh scale, ICBC Driver Services Centre, government agent or appointed agent office in B.C., or on the ministry website at:

[www.th.gov.bc.ca/cvse/national\\_safety\\_code.htm](http://www.th.gov.bc.ca/cvse/national_safety_code.htm)

Effective September 1, 2007 the application will be available for completion online.

For more information please call (250) 952-0576.

## NSC Carrier Name Marked on Commercial Vehicle

Every motor vehicle that operates under a carrier's NSC number must display the name of the carrier who holds the safety certificate for that motor vehicle. The carrier is responsible for ensuring the name is properly displayed. This name must be displayed on both sides of the vehicle in:

- letters and or figures at least 5 cm high and
- a manner that makes the name clearly visible to the public

## Notice of Safety Certificate Number

If a commercial motor vehicle is operated under another carrier's safety certificate, the carrier must provide, to the vehicle owner, written authorization, for use of the NSC number. This authorization must be presented to an ICBC agent for processing.

## Hours of Service

### Exemptions

Hours of service regulations do not apply to:

- a 2 or 3 axle commercial motor vehicle that is being used for the transportation of primary

products of a farm, forest, sea or lake if the driver or his employer is the producer of the products

- a return trip after transporting the primary products of a farm, forest, sea or lake, if the vehicle is empty or is transporting products used in the principal operation of a farm, forest, sea or lake.
- an emergency vehicle
- a commercial motor vehicle transporting passengers or goods for the purpose of providing relief in the case of an earthquake, flood, fire, famine, drought, epidemic, pestilence or other disaster
- a road-building machine as defined in the *Commercial Transport Act*, a farm tractor or an implement of husbandry
- a commercial motor vehicle that is equipped with a mounted mobile service rig, or equipment that is directly used in the operation or transportation of a mounted mobile service rig
- a commercial vehicle when driven for personal use, if,
  - ◆ the vehicle has been unloaded
  - ◆ trailers have been unhitched
  - ◆ the distance travelled does not exceed 75 km in a day
  - ◆ the driver records the odometer reading in the logbook at the beginning and end of the personal use and,
  - ◆ the driver is not subject to an out-of-service declaration
- vehicles and other equipment while engaged in highway or public utility construction or maintenance work on, under or over the surface

of a highway while at the worksite.

### Day

A 'Day' is a 24 hour period that begins at the hour designated by the carrier. Each 'Day' is independent and has certain on-duty, off-duty and driving limitations. The start time of the 'Day' remains the same for the duration of the driver's Cycle. The start time can only be changed by resetting the cycle - see page 13 - *Cycle Reset*.

### Daily Driving and On-Duty Time

A carrier must not permit a driver to drive, and a driver must not drive after the driver has accumulated:

- 13 hours of driving time in a day
- 14 hours of on-duty time in a day

### Off-Duty Time

A carrier must ensure that a driver takes , and a driver must take:

- 10 hours of off-duty time in a day
- 8 consecutive hours of off-duty time between work shifts
- 24 consecutive hours of off-duty time every 14 days

Off-duty time other than the mandatory 8 consecutive hours, may be taken in increments of no fewer than 30 minutes each.

### Work Shift

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

### Deferral Of Daily Off-Duty Time

Drivers who are not driving under the provisions of split sleeper berth hours (see pg. 10 & 12) may defer a maximum of 2 hours of the daily off-duty time to the following day if:

- the 2 hours is not part of the mandatory 8 consecutive hours of off-duty time
- the total off-duty time taken in the 2 days is at least 20 hours
- the 2 hours deferred is added to the 8 consecutive hours of off-duty time taken in the second day
- the total driving time in the 2 days is not more than 26 hours and,
- the driver enters in the "Remarks" section of the daily log 'Deferral - Day 1' and 'Deferral - Day 2'

### Ferries

A driver can be considered to be off duty while riding on a ferry, (unless the driver is performing work such as a bus driver selling tickets).

Drivers are considered to be on duty while waiting to board a ferry unless they are completely relieved from work and all responsibility to the motor carrier for which they are driving.

A driver travelling by a ferry crossing that takes more than 5 hours is not required to take the mandatory 8 consecutive hours of off-duty time if:

- the time spent resting in a sleeper berth while waiting at the terminal to board the ferry, in rest accommodations on the ferry and at a rest stop that is no more than 25 km from the point the driver disembarks the ferry combine to total a minimum of 8 hours
- the driver records the hours in the daily log as off-duty time spent in a sleeper berth

- the driver keeps the ferry crossing and rest accommodation receipts as supporting documents
- the supporting documents match the daily log entries.

### Logging Truck Hours

When a driver is using a commercial vehicle exclusively for the transportation of logs or poles,

- the driver must not drive after 13 hours of driving time unless the driver has taken at least 9 consecutive hours of off-duty time before driving again
- the driver must not drive after 15 hours of on-duty time or elapsed time unless the driver has taken 9 consecutive hours of off-duty time before driving again
- the driver must not drive after completing a cycle of 65 hours of driving time during any period of 7 consecutive days
- the driver must not drive after completing a cycle of 80 hours of on-duty time during any period of 7 consecutive days
- the driver must take 24 consecutive hours off-duty once in every 7 days
- the driver must complete a log book
- the off-duty time referred to above is recorded in the “Remarks” section of the daily log as off-duty time and as “operating under logging truck hours”.

A driver must not reset the cycle or defer off-duty time.

### Oil Well Service Vehicle Hours

The drivers of commercial vehicles specially equipped for the oil and gas industry do not have to follow a

Cycle provided that:

- in addition to the daily off-duty time requirements, they take at least 3 periods of off-duty time in any period of 24 days. Each of the 3 periods must be at least 24 hours long and may be consecutive or separated by on-duty time.
- the driver takes at least 72 consecutive hours of off-duty time after finishing driving under the provisions of the permit and before beginning to drive under a Cycle as defined under Cycles - see page 14

Waiting time and standby time at an oil or natural gas well site or ancillary facility is not included as on-duty time if:

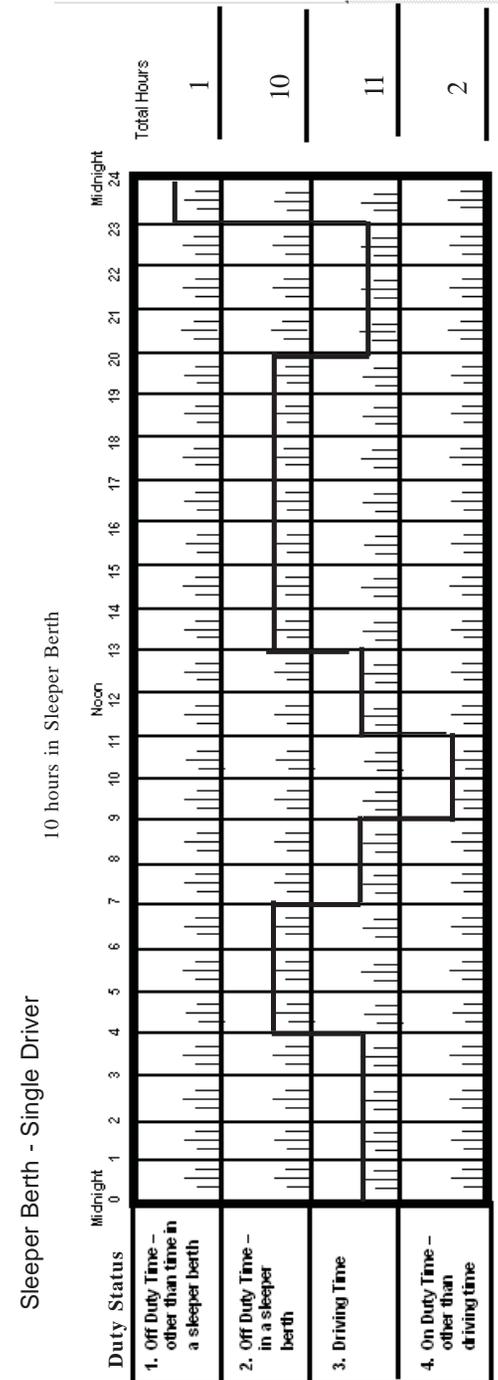
- the driver does not work during the time, and
- the time is fully and accurately recorded in the daily log as off-duty time along with a statement in the “Remarks” section that indicates the time is waiting or standby time
- the time is not included in the mandatory minimum of 8 consecutive hours of off-duty time.

None of the daily off-duty time can be deferred to the next day.

### Sleeper Berth - Single Driver

A driver operating a commercial vehicle that is equipped with a sleeper berth, may split the required off-duty time into 2 periods provided that:

- neither period of off-duty time is less than 2 hours
- the total of the 2 periods of off-duty time is at least 10 hours
- the off-duty time is spent resting in the sleeper



berth

- the total of the driving time in the periods immediately before and after each of the periods of off-duty time does not exceed 13 hours
- the total on-duty time in the periods immediately before and after each of the 2 off-duty periods does not include any driving time after the 14th hour
- the elapsed time immediately before and after each of the off-duty periods does not include any driving time after the 16th hour after the driver comes on-duty

the 16th hour is calculated by:

excluding any period spent in the sleeper berth that is 2 hours or more and that when added to the following period in the sleeper berth, totals at least 10 hours; and

including all on-duty time, all off-duty time not spent in the sleeper berth, all periods of less than 2 hours spent in the sleeper berth, and any other period spent in the sleeper berth that does not qualify as counting towards meeting the requirements of this section.

None of the daily off-duty time can be deferred to the next day.

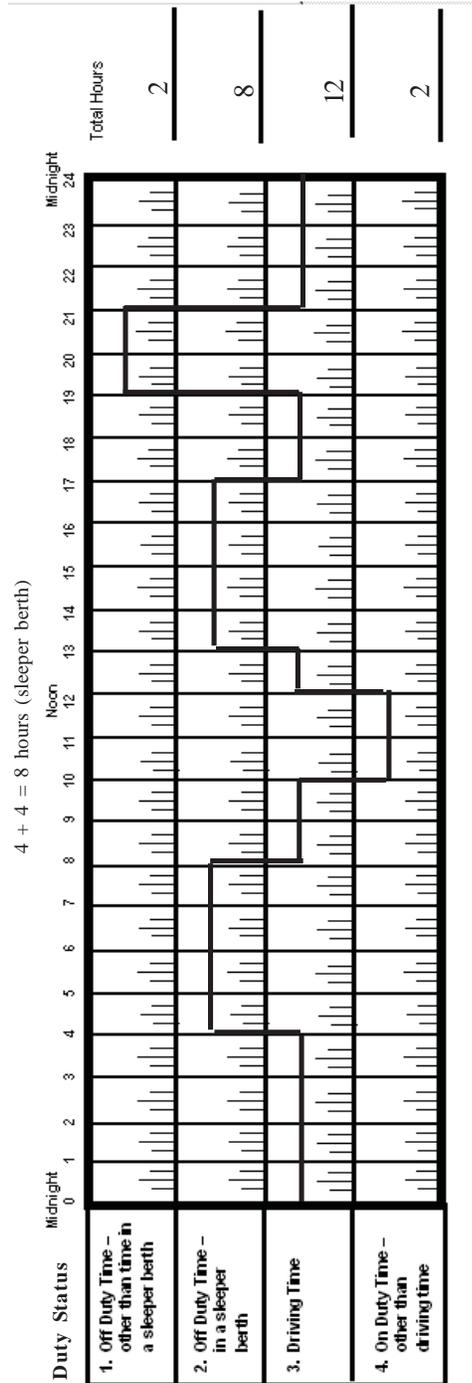
See sample page 11

### Sleeper Berth - Team of Drivers

Drivers operating a commercial vehicle that is equipped with a sleeper berth, may split the mandatory off-duty and daily off-duty time requirements into 2 periods provided that:

- neither period of off-duty time is less than 4 hours
- the total of the 2 periods of off-duty time is at

Sleeper Berth - Team Drivers



least 8 hours

- the off-duty time is spent resting in the sleeper berth
- the total of the driving time in the periods immediately before and after each of the periods of off-duty time does not exceed 13 hours
- the total on-duty time in the periods immediately before and after each of the 2 off-duty periods does not include any driving time after the 14th hour
- the total off-duty time in the day is at least 10 hours
- the elapsed time immediately before and after each of the off-duty periods does not include any driving time after the 16th hour after the driver comes on-duty

the 16th hour is calculated by:

excluding any period spent in the sleeper berth that is 4 hours or more and that when added to the following period in the sleeper berth, totals at least 8 hours, and

including all on-duty time, all off-duty time not spent in the sleeper berth, all periods of less than 4 hours spent in the sleeper berth, and any other period spent in the sleeper berth that does not qualify as counting towards meeting the requirements of this section.

- none of the daily off-duty time is deferred to the next day

See sample page 13

### Cycles

Carriers must ensure that drivers follow either Cycle 1 or Cycle 2. A carrier must not permit a driver and a driver must not drive after:

- accumulating 70 hours of on-duty time during any period of 7 days while following Cycle 1
- accumulating 120 hours of on-duty time during any period of 14 days, and 70 hours of on-duty time without taking at least 24 consecutive hours of off-duty time while following Cycle 2.

### Cycle Reset - Off-Duty Time

A driver may end the current cycle and begin a new cycle if the driver takes the following off-duty time:

- Cycle 1 - at least 36 consecutive hours
- Cycle 2 - at least 72 consecutive hours

After taking the required off-duty time, the driver begins a new cycle, accumulated hours are set back to zero, and the driver's hours begin to accumulate again.

### Cycle Switching - Off-Duty Time

A carrier must not permit a driver to switch, and a driver must not switch from one cycle to another without taking the following off-duty time before driving again:

- at least 36 consecutive hours to switch from cycle 1 to cycle 2
- at least 72 consecutive hours to switch from cycle 2 to cycle 1

### Emergencies

A driver may, in the event of an emergency, exceed the driving time, on-duty time and off-duty time limits in order to reach a destination that provides safety for the occupants of the commercial motor vehicle and for other users of the road or the security of the commercial motor vehicle and its load.

### Adverse Driving Conditions

A driver who encounters adverse driving conditions while operating a commercial vehicle may extend the allowed 13 hours of driving time and reduce the 2 hours of daily off-duty time by the amount of time needed to complete the trip if:

- the driving, on-duty and elapsed time is not extended more than the 2 hours
- the driver still takes 8 consecutive hours of off-duty time in the day, and
- the trip could have been completed under normal circumstances without the reduction.

**Note:** A driver who extends their driving, on-duty or elapsed time because of an emergency or adverse driving conditions must record the reason for doing so in the "Remarks" section of the daily log.

### Local Time To Be Used In The Daily Log

A driver must use the local time at the driver's home terminal when recording time in the daily log.

### Requirements To Fill Out A Daily Log

A carrier must ensure that a driver fills out, and a driver must fill out a daily log each day that accounts for all of the driver's on-duty and off-duty time. This requirement does not apply if:

- the driver operates or is instructed by the carrier to operate a commercial motor vehicle within a 160 km radius of the home terminal
- the driver returns to the home terminal each day to start a minimum of 8 consecutive hours of off-duty time, and
- the carrier maintains accurate and legible records showing the driver's duty status and

Record of Duty Status  
(For drivers operating within 160 km of home terminal)

Home Terminal Address 123 First St., Somewhere, BC

Driver's Name: Leslie James

Start time of day:

Month March 1 Year 2007

Date	Duty Status	Time Block from/to (every hour of the day must be accounted for)								Total Hours for each Duty Status	
		0000	0600	0700	1600	1700	1800	1900	2400		
	Started @										
	Finished @										
	Time Off-Duty	6									13
	Time Driving			9							9
	Time On-Duty Not Driving	1			1						2
Remarks:											Total:
											24

Home Terminal Address 123 First St. Somewhere, BC

Record of Duty Status

(For drivers operating within 160 km of home terminal)

Driver's Name: Leslie James

Month March 1 Year 2007

Date	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals
	Off-Duty																									13
	Driving																									9
	On-Duty Not Driving																									2
Remarks:																								Cycle 1 <input checked="" type="checkbox"/> Cycle 2 <input type="checkbox"/>	24	

elected cycle, the hour that the duty status begins and ends, and the total number of hours spent in each duty status. The carrier must keep those records for a minimum of 6 months after the day on which they were recorded. See *samples pages 17,18*

**Content Of Daily Logs**

A carrier must ensure that a driver enters legibly, and a driver must enter legibly into the daily log each day the following information:

- the date, the start time if different than midnight, the name of the driver and if applicable, the name of the co-driver
- the cycle the driver is following
- the commercial motor vehicle licence plates or unit number
- the odometer reading
- the names and addresses of the home terminal and the principal place of business of every carrier the driver works for during the day
- in the "Remarks" section, the number of off-duty and on-duty hours accumulated by the driver each day during the previous 14 days if the driver was not required to fill out a daily log before the beginning of the day
- in the "Remarks" section, if applicable a statement that the driver is deferring off-duty time and whether the driver is driving under day 1 or day 2 of that time
- in the "Remarks" section, the odometer reading at the beginning and end of each period the commercial vehicle was driven for personal use

The carrier must ensure that a driver records, and a driver must record in the daily log the hours in each

duty status during the day in accordance with schedule 2, and the location of the driver each time their duty status changes.

At the end of each day, the carrier must ensure that a driver, and a driver must enter legibly into the daily log the following information:

- the total hours for each duty status
- the total distance driven by the driver (excluding the distance driven for personal use of the vehicle)
- the odometer reading
- the driver must sign the daily log attesting to the accuracy of the information recorded in it

The graph grid - Schedule 2 should be filled out as follows. For each duty status,

- mark the beginning and end time, and
- draw a continuous line between the time markers
- record the name of the municipality or give the location on a highway or in a legal subdivision and the name of the province or state where a change in duty status occurs
- enter on the right of the grid the total number of hours of each period of duty status. The total must equal 24.

**Automatic Recording Device**

Instead of a manual log, drivers may use any automatic recording device, as long as:

- the driver can produce, on request, the information required on a digital display screen, in handwritten or machine printed daily logs, or a combination of them, for the day of the request and the previous 14 consecutive days

Carrier Name		Odometer Start																								
Home Terminal Address		Odometer Finish																								
Principal Place of Business Address		Total Distance _____ km/mi																								
		Daily Defferal Day #																								
		Cycle																								
		1	2																							
Off-Duty	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Sleeper Berth																										
Driving																										
On-Duty																										

Remarks:

Previous 14 Days	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total Hours On-Duty															
Total Hours Off-Duty															

Personal Use of Commercial Vehicle

Start Odometer \_\_\_\_\_ End Odometer \_\_\_\_\_

Printed Name of Driver \_\_\_\_\_ Other Driver \_\_\_\_\_

Driver's Signature \_\_\_\_\_

### Additional Information

#### Extra-Provincial Travel

A carrier that travels across provincial boundaries must follow the federal hours of service regulations. B.C. mirrors the federal legislation as it applies to hours of service. Just because a carrier has an exemption in one province does not mean the exemption will apply in another province. Once a driver crosses a border, federal hours of service regulations apply.

- the device can display:
  - ▶ the driving and on-duty time for each day the device is used
  - ▶ the total on-duty time remaining and accumulated in the cycle being followed by the driver, and
  - ▶ the sequential changes in duty status and the time when the change occurred for each day during which the device is used
- the driver is capable of preparing a handwritten daily log from the information stored in the device
- the device automatically records when it has been disconnected and reconnected and keeps a record of those times and dates
- the device records the time spent in each duty status
- the driver signs each hard copy that is generated from the information stored in the device as being accurate
- the carrier provides blank daily log forms in the commercial vehicle for the driver's use

### Home Terminal

The carrier, as the employer, determines where a driver ordinarily reports for work, including temporary work sites. These sites could include locations such as the driver's residence or a shipper's facility, etc.

### Multiple Stops

Drivers may record all stops of 15 minutes or less made in any one village, town, city or locations as one. The sum of all the stops should be shown as a continuous line of on-duty time. The sum of all the driving should be shown as a continuous line of driving time. The driver must estimate the total actual on-duty time and total driving time and enter it in the log accordingly.

### Normally Operates Within a 160 Km Radius

It is recommended that drivers who occasionally go beyond a 160 km radius of their Home Terminal complete a daily log.

Drivers who have been operating within 160 km of their Home Terminal can enter the number of off-duty and on-duty hours that were accumulated each day during the previous 14 days in the "Remarks" section of the daily log, or carry daily logs, or other relevant duty status records for the previous 14 days.

### Tour Guide

If a bus driver acts as a tour guide the time spent guiding is considered on-duty time.

### Vacation — Off Duty

Two or more 24 hour periods of off-duty time may be recorded on one log page. You do not have to use a separate page for each day. Record the dates that you are off duty in the "Remarks" section of the daily log.

## Vehicle Check

If a driver stops on the side of the road for less than 15 minutes, the driver should complete the driving line, and draw a line from it down to the *remarks* section, detailing the length of the on-duty, not-driving stop, the location and the reason (e.g., 8 minutes, check tie-downs, tires etc.)

## Waiting at Home and Waiting at Work

A driver is only considered to be on duty from the time the driver begins to work until the time the driver stops work, or is relieved of the job responsibilities by the carrier. A driver is not on duty when waiting at home.

A driver is on duty when waiting in the dispatch area, at the premise of the carrier, or to go out on a route.

## Paid Time Waiting Periods

If a driver is being paid, it does not necessarily mean that the driver is on-duty. If the carrier releases the driver from all responsibility for the vehicle, for a definite period of time, the driver may log off duty. It would be appropriate for the carrier to release a driver for either a specific amount of time or the duration of an event (as in the case of a charter bus driver at a baseball game.) Written authorization from the carrier should be available upon request.

## Out of Service

When a driver is found to be over the legislated hours of service by an enforcement officer, the driver will be taken out of service. Only the driver is out of service, not the vehicle. Drivers may call the carrier for a replacement driver.

## Other Work

All work performed while in the employ of a carrier is

considered to be on-duty time, and must be recorded as such. This includes work which is not related to commercial vehicles. An example of this would be a teacher teaching during the day and driving for a field trip in the evening or weekend.

All the work performed by the teacher would need to be recorded.

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## Trip Inspection Reports

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The driver, or a person specified by the carrier, must do a daily pre- and post-trip mechanical inspection on every commercial vehicle. Responsibility for ensuring this is done is shared by the driver and the carrier.

Some vehicles require a daily written report that must be carried in the vehicle. These are:

- bus, school bus, special activity bus or special vehicle
- 2-axle truck or truck tractor with a licensed gross vehicle weight greater than 14,600 kilograms
- truck or truck tractor towing a trailer having a licensed gross vehicle weight greater than 8,200 kilograms

## Exemptions from Written Trip Inspection Reports

Vehicles exempt under the *Motor Vehicle Act Regulations* are:

- commercial vehicles rented for a single (one day) trip.

- emergency vehicles
- 2-axle trucks or truck tractors with licensed gross vehicle weights not exceeding 14,600 kilograms
- taxis, where the carrier requires the driver to immediately notify the carrier of defects found
- commercial vehicles when the first trip of the day is to transport goods or passengers in times of disaster
- vehicles operated with a transporter, demonstration, manufacturer's or repairman's licence
- vehicles operated with a temporary operating permit
- farm tractors
- implements of husbandry
- vehicles operated with conditional factor FFL (Farm Fleet Licence) or VFL (Vehicle Fleet Licence)
- road-building machines
- farm vehicles licensed 17,300 kilograms or less
- those vehicles that are owned by the federal government
- vehicles operated with a non-resident permit - single trip

## Report Requirements

The driver or person specified by the carrier must make sure the commercial vehicle is in safe operating condition including, but not limited to, the operation 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-view mirrors
- coupling devices
- wheels and rims
- emergency equipment
- load securement devices

The trip inspection report must:

- contain the licence plate or unit numbers for the commercial vehicle
- specify any defect in any of the items listed previously
- specify any other defect that may affect the safe operation of the commercial vehicle
- state that no defect was discovered, should that be the case
- state the date
- contain the signature of the driver or other person making the report

### **Pre-trip Inspections**

The trip inspection report must be completed prior to the first trip of the day and carried in the vehicle. If a trip lasts more than one day, the inspection report must be completed no later than the first rest stop of any subsequent days of the trip or within 24 hours of the previous inspection on each and every subsequent day of the trip.

### **Post-trip Inspections**

The driver, or person specified, must inspect the commercial vehicle at the end of the final trip of the day or, when a trip lasts more than one day, on every subsequent day of the trip at the final rest stop of the day, and record on the trip inspection report any defects observed.

### **Driver Requirements**

The driver or carrier's agent must repair noted defects, except where they do not affect the safe operation of the commercial vehicle, and certify on the trip inspection report that the defects have been corrected or certify that correction is unnecessary.

Drivers are required to deliver trip inspection reports to the carrier within 20 days of the date completed.

### **Multiple Drivers**

Where there is more than one driver, only one is required to sign the trip inspection report provided all drivers agree as to the defects to be reported.

Where there is a disagreement over the defects to be reported, all drivers shall sign and indicate the nature of the disagreement.

### **Carrier Requirements**

A carrier must not allow a driver to drive an unsafe commercial vehicle or tow an unsafe trailer.

The carrier must keep the original of the trip inspection report for at least 3 months.

### **CVSA On-Road Inspections**

Commercial Vehicle Safety Alliance (CVSA) is an association which includes Canada, the United States and Mexico. British Columbia applies the criteria developed by CVSA to drivers and vehicles.

### **Drivers**

CVSA requires that all drivers must:

- be properly qualified and licensed
- have all required documents in the vehicle
- not be under the influence of alcohol or drugs
- be in compliance with the legislated hours of service regulations

CVSE inspectors and police officers perform roadside inspections. Vehicles and drivers that meet the out-of-service criteria prescribed by CVSA will be placed out of service.

### **Vehicles**

CVSA requires that all vehicles must be in safe operating condition at all times. Vehicles must meet the minimum standards set by CVSA to receive a decal.

The results of the vehicle inspections are recorded on the Carrier Profile.

### **Decals**

If a vehicle meets the minimum standards, it will be given a decal. The decal is valid for the month in which it was issued plus an additional 2 months.

Green - January to March

Yellow - April to June

Orange - July to September

White - October to December

## **Commercial Vehicle Safety and Enforcement**

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### **Addresses**

#### **Commercial Vehicle Safety and Enforcement - Head Office**

PO Box 9250 Stn Prov Govt

Victoria, B.C. V8W 9J2

Phone: 250-952-0577

Fax: 250-952-0578

#### **National Safety Code Department**

PO Box 9250 Stn Prov Govt

Victoria, B.C. V8W 9J2

Phone: 250-952-0576

Fax: 250-952-0578

#### **Passenger Transportation Branch**

104 - 4240 Manor Street

Burnaby, B.C. V5G 3X5

Phone: 604-453-4250

Fax: 604-453-4253

Toll Free: 1-888-453-4280

### **CVSE Regional Offices**

#### **Vancouver Island Region**

240 - 4460 Chatterton Way

Victoria, B.C. V8X 5J2

Phone: 250-952-4061

Fax: 250-952-4508 or,

#### **Vancouver Island Region**

3rd Floor - 2100 Labieux Road

Nanaimo, B.C. V9T 6E9

Phone: 250-751-7152

Fax: 250-751-7176

#### **Lower Mainland Region**

104-5460 152nd Street

Surrey, B.C. V3S 5J9

Phone: 604-575-3430

Fax: 604-575-3447

#### **Interior Region Office**

1278 Dalhousie Drive

Kamloops, B.C. V2C 6G3

Phone: 250-314-6016

Fax: 250-314-6014

#### **Northern Region Office**

3990 - 22nd Avenue

Prince George, B.C. V2N 3A1

Phone: 250-561-5632

Fax: 250-561-5629

### **CVSE District Offices**

#### **Cranbrook District Office**

129 - 10th Avenue S.

Cranbrook, B.C. V1C 2N1

Phone: 250-426-1229

Fax: 250-426-1251

#### **Terrace District Office**

CVSE

4825 Keith Avenue

Terrace, B.C. V8G 1K7

Phone: 250-615-3911

Fax: 250-638-6414

#### **Dawson Creek District Office**

CVSE

1201 - 103rd Avenue

Dawson Creek, B.C. V1G 4J2

Phone: 250-784-2251

Fax: 250-784-2280

Additional Information can be obtained from any weigh scale in British Columbia. A list of weigh scale addresses and telephone numbers is available in Information for Commercial Carriers - Book 1, on the internet at [www.th.gov.bc.ca/cvse/reference/](http://www.th.gov.bc.ca/cvse/reference/) and by checking your local telephone book blue pages.

#### **For additional information write:**

Commercial Vehicle Safety and Enforcement Branch

PO Box 9250 Stn Prov Govt

Victoria BC V8W 9J2

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