

## National Safety Code Compliance Quiz For Commercial Buses\*

(\* A Commercial School Bus is defined as a type A, B, C or D school bus (as described in the CSA Standard D250-00) that is operated as a commercial bus within and outside of Alberta)

Carrier Name: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

<b>A. Insurance</b> See Sections 24, 26 and 28 of the <i>Commercial Vehicle Certificate and Insurance Regulation, AR314/2002.</i>	
<b>1. Does the carrier maintain at least the minimum level of inland transportation cargo insurance?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>Carriers operating under the authority of an Operating Authority Certificate and transporting express shipments are require to maintain at least \$500 insurance for each piece of cargo to cover loss or damage.</i>	
<b>Comments:</b>	
<b>2. Does the carrier have at least the minimum level of Passenger Hazard insurance?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<u><i>For a bus other than a school bus:</i></u> a. <i>Where the manufactured seating capacity of the bus is 10 passengers or fewer, including the driver;</i> i. <i>\$400,000 for bodily injury or death of any one person as a result of a single accident; and</i> ii. <i>\$1,000,000 for bodily injury or death of two or more persons as a result of a single accident.</i> b. <i>Where the manufactured seating capacity of the bus is 11 or more passengers, including the driver:</i> i. <i>\$400,000 for bodily injury or death of any one person as a result of a single accident; and</i> ii. <i>\$2,000,000 for bodily injury or death of two or more persons as a result of a single accident.</i> <u><i>For a school bus:</i></u> a. <i>for bodily injury or death of any one person as a result of one accident, \$200,000; and</i> b. <i>if the original seating capacity of the vehicle was designed for 15 or fewer passengers, including the driver, \$500,000., for bodily injury or death of 2 or more persons as a result of any single accident.</i>	

<p>c. <i>In the case of a school bus with a passenger capacity of 16 passengers or more, including the driver: \$1,000,000., for bodily injury or death of 2 or more persons as a result of any single accident.</i></p> <p><b>Comments:</b></p>	
<p><b>3. Does the carrier have the minimum level of Public Liability and Property Damage (PL and PD) Insurance?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Section 627 of the Insurance Act states the registered owner must have at least \$200,000 coverage. However, the insurance industry can require a higher coverage limit. The industry standard is for buses of 10 passengers or less to have \$1,000,000 for travel throughout Canada and \$5,000,000 (US) for travel into the United States. The industry standard for buses of greater than 10 passengers is to have at least \$2,000,000 for travel throughout Canada and \$5,000,000 (US) for travel into the United States.</i></p>	
<p><b>Comments:</b></p>	
<p><b>B. Safety</b> See sections 40 and 43 of the <i>Commercial Vehicle Certificate and Insurance Regulation, AR314/2002.</i></p>	
<p><b>4. Does the carrier's Safety Program designate a Safety Officer to be responsible for maintaining and implementing the Safety Program and ensuring compliance with the safety laws?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><b>Comments:</b></p>	
<p><b>5. Does the carrier's written Safety Program establish, maintain, clearly document and address matters relating to the safe operation of their commercial vehicles?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Safety Program must include at least:</i></p> <ul style="list-style-type: none"> <li>a. <i>Direction that it applies to all staff authorized to operate the carrier's commercial vehicles;</i></li> <li>b. <i>Safe use and operation of commercial vehicles including; speed limits, seat belt use, drug and alcohol use, defensive driving, load security, and fueling;</i></li> <li>c. <i>Proper records and recording of information including, as required; bills of lading, manifests, dangerous goods documents, time records, drivers' daily logs and weigh slips;</i></li> <li>d. <i>Ensuring that drivers are expected to comply with the law;</i></li> <li>e. <i>Instructions for use of safety equipment including, as required, the use of warning triangles, fire extinguishers, goggles, and hard hats;</i></li> <li>f. <i>Policies and procedures relating to the driver's responsibilities, conduct and discipline;</i></li> </ul>	

<p><i>g. Providing training to employees about safety laws and their application and an ongoing program for evaluating their driving skills;</i></p> <p><i>h. Retention of complete records for each driver (refer to Section 41 of AR314/2002); and</i></p> <p><i>i. Ensuring all drivers are properly qualified for the type of vehicle they operate.</i></p>	
<p><b>Comments:</b></p>	
<p><b>6. Are copies of the carrier's your records located at their principal place of business (main office) in Alberta or is the carrier complying with a written permit (called a Divided Record Authority) issued to you directly by Alberta Transportation?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><i>Electronic records are acceptable if appropriate policies are in place to ensure they are not lost. If records are scanned then the originals of hours of service records and driver abstracts must be retained after scanned.</i></p>	
<p><b>Comments:</b></p>	
<p><b>7. Has the carrier fully implemented all areas of their Safety Program?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><i>All policies/procedures contained in the safety program must be followed as described. The program can be periodically updated.</i></p>	
<p><b>Comments:</b></p>	
<p><b>C. Driver Files</b> See Section 41 of the <i>Commercial Vehicle Certificate and Insurance Regulation, AR314/2002.</i></p>	
<p><b>8. Does the carrier keep individual files on each authorized driver of their regulated commercial vehicle(s)?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><i>Include any full-time or part-time driver, including any mechanic, manager and administrative staff who are authorized to drive regulated commercial vehicles. This applies to commercial passenger vehicles with a designed seating capacity of 11 or more persons including the driver.</i></p>	
<p><b>Comments:</b></p>	

<p><b>9. Does each driver's file contain at least all of the required information and is the information retained for at least the minimum required time (i.e. the shorter of the current year and four previous years, or since the driver was hired)?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Each driver file must contain:</i></p> <ul style="list-style-type: none"> <li>a. <i>Completed application form, if hired after April 1, 1998;</i></li> <li>b. <i>Employment history for at least three years prior to working for carrier, if hired after April 1, 1998;</i></li> <li>c. <i>Driver's abstract, when the driver is first hired, dated within 30 days of the date of employment or hire, if hired after May 20, 2003;</i></li> <li>d. <i>Annual updated copies of the driver's abstract;</i></li> <li>e. <i>A record of the driver's convictions of safety laws for the current year and previous four years;</i></li> <li>f. <i>A record of any administrative penalty imposed on the driver under any safety law;</i></li> <li>g. <i>A record of all collisions reportable to a Peace Officer involving a motor vehicle operated by the driver including collisions in jurisdictions outside Alberta;</i></li> <li>h. <i>A record of all training completed with respect to the operation of a commercial vehicle and compliance with safety laws;</i></li> <li>i. <i>A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate was issued and continuing until two years after it has expired, in accordance with part VI of the Transportation of Dangerous Goods Regulation;</i></li> <li>j. <i>In the case where the driver holds a Class 1, 2, or 4 operators license:</i> <ul style="list-style-type: none"> <li>1. <i>A current medical certificate required by that licence, or</i></li> <li>2. <i>A copy of a valid operator's licence.</i></li> </ul> </li> </ul>	
<p><b>Comments:</b></p>	
<p><b>D. Hours-of-Service</b> See the <i>Drivers' Hours of Service Regulation, AR317/2002</i> (Provincial) and the <i>Commercial Vehicle Drivers' Hours of Service Regulation, SOR/2005-313</i> (Federal).</p>	
<p><b>10. Does the carrier retain drivers' hours-of-service records for at least six months?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Hours-of-service records include logbooks, radius duty status records, supporting documents (e.g. fuel receipts), etc.</i></p>	
<p><b>Comments:</b></p>	
<p><b>11. Are the carrier's drivers' hours-of-service records filed in a neat and orderly manner so that any individual driver's records can be easily located for checking?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>

<b>Comments:</b>	
<b>12. Is there a daily log or other duty status record when required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p><u>Provincial Legislation, AR317/2002</u></p> <p><i>A daily log is required unless all of the following requirements are met:</i></p> <ul style="list-style-type: none"> <li><i>a. The driver operates within a radius of 160 kilometres of the driver's home terminal;</i></li> <li><i>b. The driver starts and ends his work shift at the same location;</i></li> <li><i>c. The driver does not work more than 15 hours in a work shift;</i></li> <li><i>d. The carrier that employs the driver maintains and keeps accurate time records of the driver's shift start and finish times for a period of 6 months; AND</i></li> <li><i>e. Every calendar day must be accounted for.</i></li> </ul> <p><u>Federal Legislation, SOR/2005-313</u></p> <p><i>A daily log is required unless all of the following requirements are met:</i></p> <ul style="list-style-type: none"> <li><i>a. The driver operates within a 160 kilometre radius of the driver's home terminal;</i></li> <li><i>b. The driver returns to the home terminal each day to begin a minimum of 8 consecutive hours of off-duty time;</i></li> <li><i>c. The motor carrier maintains accurate and legible records showing, for each day, the driver's duty status, elected cycle, the hour at which each duty status begins and ends, 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;</i></li> <li><i>d. The driver is not driving under a permit; AND</i></li> <li><i>e. Every calendar day must be accounted for.</i></li> </ul>	
<b>Comments:</b>	

<p><b>13. Are the carrier's drivers completing all "Form and Manner" requirements for each daily log?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Form and manner items include date, carrier's name, driver's signature, driver's name (printed), starting and ending odometer readings, total kilometers or miles driven, name of co-driver if applicable, vehicle unit # or licence plate #, name of municipality and province at each change in duty status.</i></p> <p><i>Provincial Only: also include location where fuel was obtained and the number of litres or gallons of fuel taken.</i></p> <p><i>Federal Only: also include start time of day (if different than midnight), cycle that driver is following (unless operating under the provisions of an oil well service permit), in the "Remarks" section include the number of hours of off-duty and on-duty time accumulated by the driver each day during the 14 previous days (if no daily log was required before the beginning of the current day), and if applicable, a declaration in the "Remarks" section of the daily log that states the driver is deferring off-duty time and that clearly indicates whether the driver is driving under day one or day two at that time.</i></p>	
<p><b>Comments:</b></p>	
<p><b>14. Are all drivers' daily logs and/or records of duty status true and accurate?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>This is identified by conducting an internal audit of logs and records using independent supporting documents such as fuel receipts, tach cards, hotel receipts, loading/unloading records, etc. Answer "No" if the carrier is not checking logs for falsification.</i></p>	
<p><b>Comments:</b></p>	
<p><b>D. (1) Provincial Operating Status and Hours of Service</b> See the <i>Drivers' Hours of Service Regulation, AR317/2002</i> (Provincial)</p> <p>The following questions apply <b>only</b> to carriers with a Provincial Operating Status.</p>	
<p><b>15. Are all drivers in compliance with the 13-hour driving in a "work-shift" rule?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>No driving is allowed after driving 13 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.</i></p>	
<p><b>Comments:</b></p>	
<p><b>16. Are all drivers in compliance with the 15-hour on-duty in a "work-shift" rule?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>

<p><i>No driving is allowed after being on duty for 15 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.</i></p>	
<p><b>Comments:</b></p>	
<p><b>D. (2) Federal Operating Status and Hours of Service</b> See the <i>Commercial Vehicle Drivers' Hours of Service Regulation, SOR/2005-313</i> (Federal). The following questions apply <b>only</b> to carriers with a Federal Operating Status.</p>	
<p><b>17. Does the carrier have an internal process to monitor the compliance of each driver to hours-of-service regulatory and permit requirements?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Regulation: SOR/205-313 section 87: Carriers must have implemented a monitoring program. Records maintained must include at least:</i></p> <ol style="list-style-type: none"> <li><i>1. The nature and date of the violations detected;</i></li> <li><i>2. What remedial action the carrier took with the driver; and</i></li> <li><i>3. The date the remedial action was taken</i></li> </ol> <p><i>Note: Enter N/A if carrier is an Owner/Operator and has never had any full-time or part-time drivers.</i></p>	
<p><b>Comments:</b></p>	
<p><b>18. Are all drivers in compliance with the 14-hour on-duty in a "day" rule?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>No driving is allowed after the driver has accumulated 14 hours of on-duty time in a "day". A "day" is defined as a 24-hour period that begins at the hour designated and noted on the log by the motor carrier for the duration of the driver's cycle.</i></p>	
<p><b>Comments:</b></p>	
<p><b>19. Are all drivers in compliance with the 10-hours off-duty in a "day" rule?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Drivers must have 10 hours off in a "day". This off-duty time must include at least 2 hours of off-duty time (taken in blocks of not less than 30 minutes) that does not form part of a period of eight consecutive hours of off-duty time (although they can be consecutive).</i></p>	
<p><b>Comments:</b></p>	
<p><b>20. Are all drivers in compliance with the 13-hour driving in a "work-shift" rule?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>

<p><i>No driving is allowed after driving 13 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.</i></p>	
<p><b>Comments:</b></p>	
<p><b>21. Are all drivers in compliance with the 14-hour on-duty in a “work-shift” rule?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>No driving is allowed after the driver has been on-duty for more than 14 hours in a work-shift. Eight or more consecutive hours off-duty resets the work-shift.</i></p>	
<p><b>Comments:</b></p>	
<p><b>22. Are all drivers in compliance with the 16-hour “elapsed time” rule?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>No driving is allowed after 16 hours of time has elapsed since the driver started a work-shift. (i.e. the clock starts ticking at the start of the driver’s work-shift and does not stop until the driver begins to take 8 or more consecutive hours of off-duty time.</i></p>	
<p><b>Comments:</b></p>	
<p><b>23. Are all drivers in compliance with the 70 and 120-hour “cumulative cycle” rules?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>No driving is allowed after the driver has reached their cycle limits. Drivers must either follow Cycle 1 (70 hours in 7 days) or Cycle 2 (120 hours in 14 days).</i></p>	
<p><b>Comments:</b></p>	
<p><b>24. Are all drivers in compliance with the mandatory 24 hours off-duty rule?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Regardless of the cycle the driver is operating under, no driving is allowed unless the driver has taken at least 24 consecutive hours of off-duty time in the preceding 14 days.</i></p>	
<p><b>Comments:</b></p>	



E. Maintenance See the <i>Commercial Vehicle Safety Regulation, AR121/2009.</i>	
<b>25. Does the carrier have a written Maintenance and Inspection Program that covers at least all the items required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>Requirements found in AR121/2002. Carriers must meet the requirements of sections 6, 10, 11, and Schedules 2, 3, 4, and 5 of the regulation, as applicable.</i>  <i>Carrier must also meet the requirements of the Vehicle Inspection Regulation, AR122/2009.</i>	
<b>Comments:</b>	
<b>26. Does the carrier’s written Maintenance and Inspection Program pertain to all types of buses registered to the company?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>This applies to a commercial passenger vehicle with a designed seating capacity of 11 or more persons including the driver.</i>	
<b>Comments:</b>	
<b>27. If the carrier has a motor coach registered, does their written Maintenance and Inspection Program include the 30 day/12,000 kilometre “under vehicle” trip inspection and is it being completed as specified by the regulations?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>Requirements for the 30 day/12,000 kilometre” under vehicle” trip inspections are found in section 11 and 12 of AR121/2009.</i>	
<b>Comments:</b>	
<b>28. Does the carrier maintain individual files for each bus registered to their company and does each file contain at least the information required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>Each vehicle file must meet requirements outlined in Section 3(2)(a) of AR121/2009. File must include identification of each vehicle including:</i> <i>a. Unit number, serial number, or a similar identifying mark;</i> <i>b. Make of the vehicle; and</i> <i>c. The year of the vehicle.</i>	
<b>Comments:</b>	

<p><b>29. Are all individual documents of all vehicle trip inspections and/or defect notices scheduled maintenance (e.g. A/B/C service), repairs, and lubrications each recorded with the required information?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Must meet requirements outline in section 37(2)(b) of AR121/2009 including:</i></p> <ol style="list-style-type: none"> <li>1. <i>Nature of the work preformed; and</i></li> <li>2. <i>The date on which the inspection took place or the odometer or hubmeter reading on the vehicle at the time.</i></li> </ol>	
<p><b>Comments:</b></p>	
<p><b>30. Does the carrier have a system in place that ensures that all regulated buses undergo a CVIP inspection at least every 6 months, that each vehicle contains a copy of its current inspection certificate and displays the corresponding decal?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>This semi-annual inspection is not considered part of your "routine" maintenance requirements.</i></p>	
<p><b>Comments:</b></p>	
<p><b>1. Are trip inspections and written trip inspection reports being completed as outlined in regulation?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Trip inspections must be completed as per section 10 of AR121/2009. Inspection schedule must be retained in each vehicle as per section 10(9). Written trip inspection report must be completed as per section 12 of AR121/2009.</i></p>	
<p><b>Comments:</b></p>	
<p><b>31. Does each vehicle file contain all maintenance and inspection records for that vehicle for at least the minimum required time?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Section 38 of AR 121/2009 requires the current year and 4 previous years, or since the vehicle was first registered or purchased.</i></p>	
<p><b>Comments:</b></p>	
<p><b>32. Does the carrier keep a copy of their Maintenance and Inspection program at their principal place of business in Alberta and at their other locations where inspection and repairs are conducted?</b></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p>
<p><i>Electronic copies of the Maintenance program are acceptable if it is available to all applicable employees wherever needed.</i></p>	

<b>Comments:</b>	
<b>33. Has the carrier fully implemented <i>all</i> areas of your Maintenance and Inspection Program?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Comments:</b>	
<b>Total Number of "No's"</b>	

## Evaluation

### National Safety Code Compliance Quiz For Commercial Buses

No violations of legislation are acceptable. Any non-compliance must be corrected immediately. To estimate the company's level of non-compliance, determine the number of questions answered "No" and compare this number to the appropriate row in the table below.

Number of "No's"		Violation Level/Action
Federal Operating Status	Provincial Operating Status	
0 - 5	0 - 4	Generally good compliance, some upgrades are required.
6 - 9	5 - 6	You are required to re-evaluate all of your programs and procedures and ensure full compliance.
10 - 34	7 - 25	Unacceptable compliance to legislation. Correct all deficiencies immediately. Suggest you consult a Transportation Consultant or Alberta Transportation for information.

Improvements must be made to all areas identified as being incomplete or as not meeting the company's regulatory requirements. You may want to contact a transport consultant to assist you.