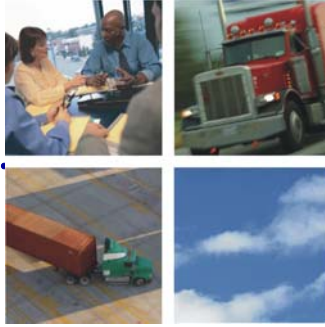


TRANSPORTATION COMMUNICATION



The following communication provides an overview of the changes to regulations pertaining to daily commercial vehicle inspection requirements, the final check to determine if a vehicle is roadworthy. Regulated by the Ministry of Transportation (MTO), these changes have been implemented to address common vehicle defects to support carrier maintenance efforts. The education period for these changes began July 1, 2007, with **mandatory compliance and enforcement beginning January 1, 2008**.

Also included in this communication are a sample of Schedule 1, the latest Canadian Hours of Service Rules Summary, recent changes to Log Book Requirements and a sample Vehicle Inspection Report.

Unless otherwise indicated, Information provided in this communication was derived from the Ministry of Transportation. While Stevenson & Hunt believes the content to be accurate, complete and current, there may be inadvertent technical or factual inaccuracies, or typographical errors. Requests for verifying this information or for obtaining additional details should therefore be directed to the MTO:

Ministry of Carrier Sanctions & Investigations Office
301 St. Paul Street, 3rd Floor
St. Catharines ON

Phone: 416.246.7166
Toll-free: 800.387.7736
www.mto.gov.on.ca

STEVENSON & HUNT CLIENT SERVICES

Schedule 1, Driver Inspection Reports and MVR's can be purchased through various sources for a fee. As part of our ongoing services for our transportation clients, we would be pleased to provide you with these documents at a reduced cost (e.g. laminated Schedule 1 for your drivers).

LONDON

400-250 York St.
London ON
N6A 6K2

519.646.5800
800.265.5956

WATERLOO

100-20 Erb St. West
Waterloo ON
N2L 1T2

519.772.0972
888.772.0972

CAMBRIDGE

103-1150 Franklin Blvd.
Cambridge ON
N1R 7J2

519.740.7500
800.265.7850

TORONTO

8395 Jane St. Suite 202
Vaughan ON
L4K 5Y2

905.760.5569
866.755.0655

TRANSPORTATION COMMUNICATION



DRIVER TRAINING

It is important that carriers prepare their drivers, dispatchers and maintenance staff through training programs to understand the new requirements and to make them aware that they are prohibited from driving a vehicle with a major defect.

Drivers have an additional responsibility under the new requirements to monitor the condition of the vehicle throughout the day. Carriers continue to be responsible to ensure that identified defects are repaired and vehicles are adequately maintained to meet the required vehicle safety standards and legal requirements.

All trucks, trailers and tractors must be inspected before they are operated, which means doing circle checks whenever the truck is parked. The Schedule 1 inspection report is normally completed at least once per day and is valid for 24 hours. Drivers must identify both minor and major defects, record them on their inspection report form and notify the carrier.

CVOR Certificate

All commercial motor vehicle carriers (operators) must register for a CVOR certificate. Each legal entity (separate corporation/company or individual) requires one certificate. Types of vehicles for which a CVOR certificate must be obtained include:

- » Heavy commercial vehicles (power units only)
- » Leased, rented and owned vehicles with a gross weight or registered gross weight of more than 4500 kg
- » Buses carrying ten or more passengers

NEW CVOR MODEL

After analyzing and comparing events over the past five years, the MTO modernized Ontario's CVOR, carrier safety rating and facility audit programs. This new intervention model came into effect on April 2, 2007, is characterized as "pro-active and predictive," compared to the previous "rehabilitative" system and includes the following features:

- » Replaces "adjusted fleet size" with "kilometric travel in Canada" as the basis for assessing each carrier's relative exposure to on-highway risk.
- » A carrier's safety record will now include event data collected throughout Canada.
- » All levels of CVSA inspections will be used in determining violation and safety rating.
- » Ontario will continue to point only those collisions that indicate impropriety (at fault) on the part of the carrier and/or driver.
- » Carrier and CVOR Drivers abstracts will have a new look that incorporates all the new information.

SAMPLE SCHEDULE 1: TRUCKS, TRACTORS & TRAILERS

MINOR DEFECTS

- | | | |
|---|--|---|
| <p>1. Air Brake System</p> <p>1.1 audible air leak</p> <p>2. Cab</p> <p>2.1 Occupant compartment door fails to open</p> <p>3. Cargo Securement</p> <p>3.1 insecure or improper load covering</p> <p>4. Coupling Devices</p> <p>4.1 coupler or mounting has loose or missing fastener</p> <p>6. Driver Controls</p> <p>6.1 accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly</p> <p>7. Driver Seat</p> <p>7.1 seat is damaged or fails to remain in set position</p> <p>9. Emergency Equipment & Safety Devices</p> <p>9.1 emergency equipment is missing, damaged or defective</p> <p>8. Electric Brake System</p> <p>8.1 loose or insecure wiring or electrical connection</p> | <p>10. Exhaust System</p> <p>10.1 exhaust leak</p> <p>11. Frame & Cargo Body</p> <p>11.1 damaged frame or cargo body</p> <p>12. Fuel System</p> <p>12.1 missing fuel tank cap</p> <p>14. Glass & Mirrors</p> <p>14.1 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</p> <p>14.2 required mirror or glass has broken or damaged attachments onto vehicle body.</p> <p>15. Heater/Defroster</p> <p>15.1 control or system failure</p> <p>16. Horn</p> <p>16.1 vehicle has no operative horn</p> <p>17. Hydraulic Brake System</p> <p>17.1 brake fluid level is below indicated minimum level</p> <p>17.2 parking brake is inoperative</p> | <p>18. Lamps & Reflectors</p> <p>18.1 required lamp does not function as intended</p> <p>18.2 required reflector is missing or partially missing</p> <p>19. Steering</p> <p>19.1 steering wheel lash (free-play) is greater than normal</p> <p>20. Suspension System</p> <p>20.1 air leak in air suspension system</p> <p>20.2 broken spring leaf</p> <p>20.3 suspension fastener is loose, missing or broken</p> <p>21. Tires</p> <p>21.1 damaged tired or sidewall of tire</p> <p>21.2 tire leaking</p> <p>22. Wheels, Hubs & Fasteners</p> <p>22.1 hub oil below minimum level (when fitted with sight glass)</p> <p>22.2 leaking wheel seal</p> <p>23. Windshield Wiper/Washer</p> <p>23.1 control or system malfunction</p> <p>23.2 wiper blade damaged, missing or fails to adequately clear driver's field of vision</p> |
|---|--|---|

MAJOR DEFECTS

- | | | |
|--|--|--|
| <p>1. Air Brake System</p> <p>1.3M pushrod stroke of any brake exceeds the adjustment limit</p> <p>1.4M Air loss rate exceeds prescribed limit</p> <p>1.5M Inoperative towing vehicle (tractor) protection system</p> <p>1.6M Low air warning system fails or system is activated</p> <p>1.7M Inoperative service, parking or emergency brake</p> <p>2. Cab</p> <p>2.2M Any door fails to close</p> <p>3. Cargo Securement</p> <p>3.2M insecure cargo</p> <p>3.3M absence, failure, malfunction or deterioration of required cargo securement device or load</p> <p>4. Coupling Devices</p> <p>4.2M coupler is insecure or movement exceeds prescribed limit</p> <p>4.3M coupling or locking mechanism is damaged or fails to lock</p> <p>5. Dangerous Goods</p> <p>5.1M dangerous goods requirements not met</p> <p>7. Driver Seat</p> <p>7.2M seatbelt or tether belt is insecure, missing or malfunctions</p> <p>8. Electric Brake System</p> <p>8.2M inoperative breakaway device</p> <p>8.3M inoperative brake</p> | <p>10. Exhaust System</p> <p>10.2M leak that causes exhaust gas to enter the occupant</p> <p>11. Frame & Cargo Body</p> <p>11.2M visibly shifted, cracked, collapsing or sagging frame member</p> <p>12. Fuel System</p> <p>12.2M insecure fuel tank</p> <p>12.3M dripping fuel leak</p> <p>13. General</p> <p>13.1M serious damage or deterioration that is noticeable and may affect the vehicle's safe operation</p> <p>15. Heater/Defroster</p> <p>15.2M defroster fails to provide unobstructed view</p> <p>17. Hydraulic Brake System</p> <p>17.3M brake boost or power assist is not operative</p> <p>17.4M brake fluid leak</p> <p>17.5M brake pedal fade or insufficient pedal reserve</p> <p>17.6M activated (other than ABS) warning device</p> <p>17.7M brake fluid reservoir is less</p> <p>18. Lamps & Reflectors</p> <p><i>When use of lamps is required:</i></p> <p>18.3M failure of both low-beam headlamps</p> <p>18.4M failure of both rearmost tail lamps</p> <p><i>At all times</i></p> <p>18.5M failure of a rearmost turn-indicator lamp</p> <p>18.6M failure of both rearmost brake lamps</p> | <p>20. Suspension System</p> <p>20.4M damaged or deflated air bag</p> <p>20.5M cracked or broken main spring leaf or more than one broken spring leaf</p> <p>20.6M part of spring leaf or more than one broken spring leaf. 20.7M loose U-Bolt</p> <p>21. Tires</p> <p>21.3M flat tier</p> <p>21.4M tire tread depth is less than wear limit</p> <p>21.5M tire in in contact with another tire or any vehicle component other than mud-flap</p> <p>21.6M tire is marked "Not for high-way use"</p> <p>21.7M tire has exposed cords in the tread or outer side wall area</p> <p>22. Wheels, Hubs & Fasteners</p> <p>22.3M wheel has loose, missing or ineffective fastener</p> <p>22.4M damaged, cracked or broken wheel, rim or attaching part</p> <p>22.5M evidence of imminent wheel, hub or bearing failure</p> <p>23. Windshield Wiper/Washer</p> <p><i>When use of wipers or washer is required:</i></p> <p>23.3M wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper</p> |
|--|--|--|

CANADIAN HOURS OF SERVICE RULES SUMMARY

Note: This is an incomplete summary of certain parts of the rules. For complete information refer to the CTA handbook "Hours of Service Rules for Commercial Drivers"

Daily Rules

Within each 24-hour day you **must not**

- Drive more than a total of 13 hours
- Drive after you have been on-duty for 14 hours

Your employer decides when the day starts, which is usually at midnight but it can start at any time. You have to use the same day for the entire cycle. (See Work Cycle Rules)

Work Cycle Rules

You or your employer must select either Cycle 1, a 7-day period, or Cycle 2, a 14-day period. You stay on that cycle until you take enough time off to switch or start a new cycle. During the cycle you should keep track of the **on-duty hours you accumulate**.

Cycle 1

This cycle requires you to stop driving after you accumulate 70 hours on-duty in a 7-day period. You must stop driving for the rest of that day.

The number of hours you will be able to drive the next day depend on the hours that you worked in the 6 days before.

Re-setting Cycle 1

When you take 36 continuous hours off-duty you can start a new cycle.

Your accumulated on-duty hours reset to zero.

$$70 = \text{Your on-duty hours of the previous 6 days up} = \text{Hours available for tomorrow}$$

REST

- You must be off-duty 10 hours in each day.
- You must have 8 consecutive hours off-duty before starting a work shift. (see work shift rules)
- You must take the rest of your off-duty time in blocks of 30 minutes or more.

Work Shift Rules

- Your work shift starts when you first go on-duty after 8 or more consecutive hours off-duty.
- A work shift can stretch from one day into the next.
- You can't drive more than a total of 13 hours in a work shift.
- You can't drive after being on-duty more than 14 hours in a work shift
- You must stop driving 16 hours after your work shift starts.
- The 16-hour work shift does not stop even when you are off-duty.

You must Stop Driving when:

Even though you may still have hours left either in your day, your work shift or your work cycle, you must stop driving when you reach any one of the limits as follows:

Daily limits

- You have accumulated 13 hours of driving in that **day**.
- You have been on duty for 14 hours in that **day**.

Work Shift Limits

- It has been 16 hours since your **work shift** began.
- You have accumulated 13 hours of driving in the **work shift**.
- You have accumulated 14 hours on-duty in the **work shift**.

Work Cycle Limits

- You are on work Cycle 1 and you have accumulated **70 hours on-duty** in the 7 days up to and including the current day. (see work cycle rules)

SLEEPER BERTH RULES

- **The required 10 hours off duty can be split into two periods.** Neither period can be shorter than 2 hours.
- **You can extend your work shift. Refer to the handbook or the regulations for further information.**

LOG BOOK REQUIREMENTS



The new Canadian Hours of Service regulations (555/06 of the Highway Traffic Act), became effective January 1, 2007 and resulted in changes to log book requirements as outlined below.

LOG BOOK REQUIREMENTS (DRIVERS)

Drivers are required to complete a log on days when they travel in excess of 160 kilometers from their home terminal. In addition, drivers must carry the log books for the previous 14 days in the vehicle.

Section 19 of regulation 555/06 stipulates that drivers must include the following information in the log book:

- Work cycle
- License plate number
- Home terminal
- Additional remarks (e.g. adverse driving conditions, deferral of off duty time, personal use)

LOG BOOK REQUIREMENTS (EMPLOYERS)

On days when drivers are not required to complete a log book, their employer is required to keep a Record of Duty status with the following information:

- Driver's name
- Date
- Location
- Cycle
- Time at which each duty status starts and ends
- Total number of on-duty hours

OPERATING WITHIN A MUNICIPALITY

Regulation 555/06 allows drivers to consolidate driving hours and on duty time when driving within a municipality. The consolidated hours must be recorded on the daily log or on the record of duty status. This consolidation must be shown for each municipality in which the driver operates in a day and the name of each municipality must be shown in the logbook.

(SAMPLE) VEHICLE INSPECTION REPORT

Company:						
License Plate Number	Province	Odometer	Defects	Time	Date	Location
1. Truck						
2. Trailer						
3. Trailer						

Vehicle	Code	√ Status	Authorized Person	Date	Comments
		<input type="checkbox"/> Repaired <input type="checkbox"/> No Defects	signature		
		<input type="checkbox"/> Repaired <input type="checkbox"/> No Defects	signature		
		<input type="checkbox"/> Repaired <input type="checkbox"/> No Defects	signature		
		<input type="checkbox"/> Repaired <input type="checkbox"/> No Defects Not a Defect	signature		
		<input type="checkbox"/> Repaired <input type="checkbox"/> No Defects Not a Defect	signature		
		<input type="checkbox"/> Repaired <input type="checkbox"/> No Defects	signature		
		<input type="checkbox"/> Repaired <input type="checkbox"/> No Defects	signature		
		<input type="checkbox"/> Repaired <input type="checkbox"/> No Defects Not a Defect	signature		

I declare that the vehicle(s) shown above has (have) been inspected in accordance with the applicable Schedule 1.

Name of person who conducted inspection:

Signature of person who conducted inspection:

Driver's Signature: