



SPECIAL TRAVEL PERMITS

As of September 17, 2018, to apply for a special travel permit, you must go to the website of the Ministère des Transports, de la Mobilité durable et de l'Électrification des transports. The Société de l'assurance automobile du Québec will no longer process applications for special travel permits.

> OBLIGATIONS

of Heavy Vehicle Users



This document is currently under review. Amendments have been made to multiple regulations since the last edition was released. Some excerpts, in particular on the grey pages, may not be up to date.



> OBLIGATIONS of Heavy Vehicle Users





UPDATED EDITION

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This document is not a text of law and cannot be used for legal purposes.
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FOREWORD

This document is intended for all categories of heavy vehicle users and aims to familiarize them with the main road safety rules and requirements that govern their activities. It provides a simplified guide to regulations that will enable persons involved in the transportation of goods and passengers to find quick answers to their questions. For a legal interpretation, however, the reader should refer to the relevant statutes and regulations.

As used in this document, the term “heavy vehicle users” refers to:

- owners;
- operators;
- drivers;
- transport service intermediaries;
- shippers;
- applicants for services;
- driver services providers.

This publication was produced by the Société de l’assurance automobile du Québec (SAAQ) in collaboration with the Ministère des Transports, de la Mobilité durable et de l’Électrification des transports and the Commission des transports du Québec.



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1. ACT RESPECTING OWNERS, OPERATORS AND DRIVERS OF HEAVY VEHICLES

1.1 BACKGROUND AND OBJECTIVES

The goods and passenger transportation industry is a key sector of the Québec economy, generating some 78,000 direct jobs. In Québec, nearly half of the tonnage of all goods is carried by truck, and people make some 650 million bus trips every year.

What sets the transport industry apart from others is the fact that its field of operation is the public road network, and it shares its “work space” with all road users. This requires the implementation of effective measures to ensure that road users can share the road network safely. The size and weight of heavy vehicles, the great distances they have to travel, and the variety of goods they haul are all factors that increase the risk and severity of accidents. In Québec, from 2010 to 2015, heavy vehicles represented 2.8% of all road vehicles on average, but were involved in 10.5% of all accidents and 19.3% of all fatal accidents. During this period, 7.8% of all traffic accident victims were the result of an accident involving a heavy vehicle. With regard to fatalities, this proportion reached 19.3%.¹

This is why, in addition to the safety rules that apply to all road users, several regulations attendant to the *Highway Safety Code* specifically target heavy vehicle users. Failure to comply with any of these provisions is an offence under the Code, for which fines are provided.

In addition to these rules, the Québec government has adopted the *Act respecting owners, operators and drivers of heavy vehicles*. This Act governs the conduct of heavy vehicle users so as to increase safety on roads open to public vehicular traffic and to protect the integrity of the road network. The Act introduces no new road safety rules. What it does is implement mechanisms for identifying heavy vehicle owners, operators and drivers who exhibit unsafe conduct. We can then intervene by contacting the heavy vehicle user thereby identified in order to correct the problem. The Act also provides for the compilation of a conduct record and a system of safety ratings applicable to the road transportation businesses that haul goods and carry passengers.

All the other Canadian jurisdictions have set up similar systems for monitoring the conduct of heavy vehicle users. Such systems help harmonize the road safety regulatory framework for heavy vehicle users across Canada.

1. These percentages do not include accidents involving tool vehicles.

1.2 MECHANISMS PROVIDED FOR BY THE ACT

The Act sets up three main mechanisms for monitoring the conduct of heavy vehicle owners and operators (HVOOs) in terms of road safety and the protection of the road network. There is also a mechanism for monitoring the conduct of drivers. Responsibility for implementing and applying these mechanisms is assigned to the Commission des transports du Québec and the Société de l'assurance automobile du Québec (SAAQ).

These mechanisms are the following:

- mechanism for entering the industry;
- mechanism for monitoring conduct;
- mechanism for assessments and penalties.

1.2.1 Mechanism for entering the industry, under the responsibility of the Commission

In virtually all cases, a person must first register in the Registre des propriétaires et des exploitants de véhicules lourds (i.e., the Register of owners and operators of heavy vehicles) before being authorized to use a heavy vehicle or put one into operation on the public road network. The Commission then assigns the registrant a register identification number (NIR) and a safety rating.

Registration is the first step in the supervisory process. The Commission then notifies the SAAQ of each new registrant. For more information about registration, refer to section 4.

1.2.2 Mechanism for monitoring conduct of HVOOs, under the responsibility of the SAAQ

When the SAAQ receives notification that an HVOO has registered with the Commission, it opens a record in that person's name. All offences, accidents, results of roadside inspections, facility audits and other events related to the heavy vehicle's operation or ownership are recorded there. This is the means by which the SAAQ monitors the conduct of each HVOO.

The SAAQ has adopted specific rules for monitoring and assessing the conduct of heavy vehicle owners, operators and drivers. These rules are described in the SAAQ's *Conduct Review Policy for Heavy Vehicle Owners and Operators* and the *Conduct Review Policy for Heavy Vehicle Drivers*. The SAAQ intervenes in a series of gradually escalating steps. If an HVOO or a heavy vehicle driver appears to exhibit at-risk conduct, the SAAQ begins by sending an information letter. If the situation continues to deteriorate and if events continue to occur or grow more serious, the HVOOs or drivers are informed that their record is referred to the Commission.

For a detailed presentation of the conduct review policies for HVOOs and drivers, refer to section 3.

1.2.3 Mechanism for assessing the conduct of and for imposing penalties on HVOOs, under the responsibility of the Commission

In addition to its administrative functions, the Commission serves as a quasi-judicial body. It has the authority to maintain or modify the safety rating of an HVOO. When a case is referred to the Commission, its first task is to review the record. If it determines that there is in fact a problem of unsafe conduct, the HVOO is called to a hearing. On completion of this procedure, the Commission may modify the safety rating assigned and may impose any measure intended to correct the HVOO's conduct. For more information on interventions by the Commission, refer to section 3.

1.2.4 Mechanisms for monitoring, assessing the conduct of and for imposing penalties on heavy vehicle drivers, under the responsibility of both the SAAQ and the Commission

Although operators are responsible for the conduct of the drivers they employ and those whose services they use, the *Act respecting owners, operators and drivers of heavy vehicles* also provides for mechanisms for monitoring and assessing the conduct of the drivers themselves and for imposing penalties.

Heavy vehicle drivers are not required to register with the Commission. However, the SAAQ opens a record for every driver who holds a Québec driver's licence as soon as it receives notification that an event that concerns the driver has occurred in the exercise of his or her duties while driving a heavy vehicle registered in Québec. The SAAQ is responsible for the *Conduct Review Policy for Heavy Vehicle Drivers*, which sets out the criteria for assessing drivers' conduct and provides guidelines for the SAAQ's interventions targeting drivers. The Commission, on the other hand, has the authority to intervene with the most at-risk drivers so as to compel them to correct their conduct. For more information, refer to section 3.

1.2.5 Safety ratings

The Commission assigns one of the following safety ratings to every registrant:

- **Satisfactory**

Indicates that the registrant has an acceptable record in terms of compliance with applicable laws and regulations regarding safety and protecting the integrity of roads open to public vehicular traffic. This rating is generally assigned an “unaudited” notation, unless the heavy vehicle owner or operator has passed a facility audit, namely a complete facility audit carried out by Contrôle routier Québec in accordance with the standards provided for in the *Conduct Review Policy for Heavy Vehicle Owners and Operators*.

- **Conditional**

Indicates that a person’s right to operate a heavy vehicle is subject to specific conditions because his or her record, in the opinion of the Commission, has shortcomings that can be corrected by the imposition of certain conditions.

- **Unsatisfactory**

Indicates that the registrant has been deemed unfit to operate a heavy vehicle because his or her record, in the opinion of the Commission, shows shortcomings that cannot be corrected by the imposition of conditions.

For more information on interventions by the Commission, refer to section 3.

1.3 HEAVY VEHICLES SUBJECT TO THE ACT

Within the meaning of the *Act respecting owners, operators and drivers of heavy vehicles*, a heavy vehicle is a road vehicle with a gross vehicle weight rating (GVWR) of 4,500 kg or more or a combination of road vehicles with a total GVWR of 4,500 kg or more.

The GVWR indicates the vehicle’s weight, including its maximum load capacity, according to the manufacturer’s specifications.

The following vehicles are also considered heavy vehicles, regardless of their GVWR:

- buses and minibuses;
- tow trucks;
- vehicles hauling dangerous substances requiring the display of safety marks.

The following vehicles are not subject to the Act:

- tool vehicles;
- combinations of road vehicles where each vehicle (motorized vehicle and trailer) has a GVWR of less than 4,500 kg, but excluding vehicles that require the display of safety marks;
- road vehicles for which certain temporary registration certificates have been issued;
- road vehicles bearing a removable licence plate whose number begins with the letter "X";
- road vehicles used by the holder of a taxi owner's permit;
- road vehicles used for the transportation of passengers as part of a baptism, wedding, civil union and funeral ceremonies;
- antique passenger vehicles (over 30 years old) used for the transportation of passengers;
- farm machinery and farm trailers owned by a farmer.

1.4 PERSONS WHO ARE SUBJECT TO THE ACT

The Act makes a distinction between the owner and the operator of a heavy vehicle. This distinction is necessary to take into account situations where the owner and operator are not the same person. Certain regulatory provisions apply to the owner (primarily those related to mechanical maintenance of vehicles) and other provisions apply to the operator (such as the circle check). The persons subject to the Act are the owners, operators, drivers and transport service intermediaries.

1.4.1 Owners

Any natural or legal person in whose name a heavy vehicle is registered (whether that person owns the vehicle or leases it for a period of one year or longer) or any person who acquires such a vehicle by way of a lease.

1.4.2 Operators

Any natural or legal person that controls the operation of a heavy vehicle. The operator may either own or lease the vehicles so operated.

1.4.3 Drivers

Any person who drives a heavy vehicle and holds a driver's licence issued by the SAAQ.

1.4.4 Transport service intermediaries

Any person or business remunerated for acting, directly or indirectly, as the intermediary in a transaction between third parties for the purpose of hauling goods or carrying passengers by means of a heavy vehicle.

2. OBLIGATIONS OF EACH PARTY

Specific obligations are imposed on each of the classes of persons subject to the *Act respecting owners, operators and drivers of heavy vehicles* or the *Highway Safety Code*. These obligations are listed below, but are explained in greater detail in sections 5 to 8.

2.1 OWNERS

- Register in the Register of owners and operators of heavy vehicles.
- Register their vehicles to obtain the right for them to be operated.
- Maintain their vehicles in good mechanical condition.
- Repair any mechanical defects brought to their attention.
- Comply with the maintenance programs.
- Keep on file the documents necessary for maintaining each vehicle record.
- Have their vehicles undergo periodic mechanical inspections.
- Comply with the authorized vehicle size limits (excluding loads).
- Not entrust control of their vehicles to anyone other than an operator registered in the Commission's Register of owners and operators of heavy vehicles.
- Comply with all other obligations related to vehicle ownership.

Owners do not always operate their heavy vehicles. For example, a heavy vehicle rental company owns its vehicles but does not operate them, in most cases.

2.2 OPERATORS

Operators are required to:

- Register in the Register of owners and operators of heavy vehicles.
- Make sure that:
 - each driver holds a valid driver's licence,
 - each driver is a well-qualified and safe driver,
 - each vehicle undergoes a circle check,
 - all standards for vehicle use are respected (this refers particularly to vehicle load and size limits, driving time and off-duty time, standards for securing loads, transport of dangerous substances, special travel permits, etc.),
 - all rules for the carrying of passengers are respected,
 - all documents required for maintaining the driver records of the drivers employed by the operator are kept on file,
 - the *Regulation respecting the requirements for bills of lading* is respected, where applicable,
 - the *Regulation respecting the requirements applicable to shipping documents* is respected, where applicable.

2.3 DRIVERS

Drivers must comply with the provisions of the *Highway Safety Code* and the regulations covering the following subjects:

- hours of driving and rest of heavy vehicle drivers;
- the circle check;
- vehicle load and size limits;
- standards for securing loads;
- transportation of dangerous substances;
- special travel permits;
- road signs and signals and traffic rules.

Commercial or professional transport includes for-hire transport services (goods or passengers), own-use transport services (e.g. a business that carries its own employees or hauls products it manufactures or markets), equipment transport (cranes, well drillers, etc.), public utilities (cable, telephone, electricity, etc.), service companies (plumbers, electricians, etc.), and towing services.

For example, a travel agency may be required to register on the list of transport service intermediaries.

Only intermediaries registered on the list may offer their services as transport service intermediaries in Québec. Also, any contract entered into with a transport service intermediary that is not registered or that has not renewed its registration is automatically void. The list of transport service intermediaries can be consulted on the Commission's website (see section 10).

Driver services providers (drivers' agencies) are one example of third parties that can have a significant impact on road safety.

2.4 TRANSPORT SERVICE INTERMEDIARIES

Transport service intermediaries are required to:

- Register on the list of transport service intermediaries.
- Provide full and accurate information on transportation needs.
- Comply with the authorized load limits for fully-loaded vehicles.
- Comply with the *Regulation respecting the requirements for bills of lading*.

Transport service intermediaries may also be held responsible for an offence if they advise, encourage or incite another person to perform an act that constitutes an offence under the *Highway Safety Code* or another legislative or regulatory provision, or if by any act or omission they aid another person to commit such an offence.²

2.5 THIRD PARTIES

Third parties can have a significant impact on road safety. Shippers, requisitioners, consignees and driver services providers are all considered third parties and, as such, are not required to register with the Commission.

The responsibilities of third parties vary depending on the role they play, and may include any or all of the following points:

- Complying with the authorized load limits for fully-loaded vehicles.
- Providing full and accurate information on:
 - transportation needs;
 - the driver's licence and hours of driving and rest of any drivers they provide;
 - required information concerning any dangerous substances transported.

Third parties may also be held responsible for an offence if they advise, encourage or incite another person to perform an act that constitutes an offence under the *Highway Safety Code* or another legislative or regulatory provision, or if by any act or omission they aid another person to commit such an offence.³

2. This provision applies to any person, which includes transport service intermediaries (section 596.1 of the *Highway Safety Code*).

3. This provision applies to any person, which includes third parties (section 596.1 of the *Highway Safety Code*).

3. MONITORING CONDUCT

WHAT YOU SHOULD KNOW

3.1 CONDUCT REVIEW POLICY FOR HEAVY VEHICLE OWNERS AND OPERATORS

The *Conduct Review Policy for Heavy Vehicle Owners and Operators* (HVOOs), which is established by the SAAQ, applies to all HVOOs that are required to register in the Commission des transports du Québec's Register of owners and operators of heavy vehicles. The purpose of this Policy is to identify HVOOs that represent a risk to road safety or to the protection of the road network. The Policy also sets the thresholds as of which HVOOs will be the subject of an SAAQ intervention or have their record referred to the Commission for an assessment of their conduct.

3.1.1 To whom does the Policy apply?

The Policy applies to all HVOOs who are required to register in the Commission des transport du Québec's Register of owners and operators of heavy vehicles, namely:

- HVOOs who own or operate heavy vehicles registered in Québec, whether they are operated on the territory of Québec or any other Canadian jurisdiction;
- operators of heavy vehicles registered outside Canada that are operated on Québec territory.

3.1.2 Monitoring the conduct of heavy vehicle owners and operators

The SAAQ keeps a record for every HVOO registered in the Commission's Register to monitor their conduct and identify those who present a risk to road safety or the protection of the road network. This record lists any event concerning a heavy vehicle owner, operator or driver, including:

- offences under the *Highway Safety Code* and its attendant regulations;
- offences under certain provisions of the *Criminal Code*;
- "driver" out-of-service orders;
- traffic accidents;
- results of facility audits;
- mechanical defects observed during a roadside intervention or by a road vehicle inspection agent, at the request of a peace officer;
- events related to alcohol-impaired driving.

Events that occurred on the territory of other Canadian jurisdictions with a heavy vehicle registered in Québec are also entered in the HVOO's conduct record.

Events remain on the record for two years as of the date on which the SAAQ is notified of their existence. Events related to alcohol-impaired driving, however, remain on the record for ten years.

The owners' record contains the events related to the maintenance and good mechanical condition of their heavy vehicles.

The operators' record contains the events related to the use of the heavy vehicles they operate and compliance, by the drivers they employ, with the requirements set forth in the *Highway Safety Code* and its attendant regulations as well as certain provisions of the *Criminal Code*.

If the owner is also the operator of the heavy vehicles, the record includes the events related to vehicle maintenance and good mechanical condition as well as events related to the requirements set forth in the *Highway Safety Code* and certain provisions of the *Criminal Code*. This also applies to operators who own heavy vehicles.

For example, 1 point is added to the conduct record for speeding 11 to 20 km/h over the speed limit, and 3 points are added for speeding 31 to 40 km/h over the speed limit. A complete list of offences is included in the Conduct Review Policy for Heavy Vehicle Owners and Operators.

For example, an offence for which a statement of offence was served on June 15, 2014 will remain on the HVOO's conduct record until June 14, 2016.

3.1.3 Description of the *Conduct Review Policy for Heavy Vehicle Owners and Operators*

The Policy provides for three conduct assessment components:

- an ongoing conduct review;
- facility audits;
- critical events.

Ongoing conduct review

An HVOO's ongoing conduct review is carried out on the basis of the following five conduct areas:

- Vehicle safety (owner)
- Operational safety (operator)
- Involvement in accidents (operator)
- Load and size limits (operator)
- Operator's overall conduct

For each of the operators' conduct areas, the SAAQ has set a threshold they must stay below (threshold value) on the basis of the size of the vehicle fleet they operate. For the "vehicle safety" conduct area, owners must not exceed a certain number or rate of "vehicle" out-of-service orders, which is determined on the basis of the size of the heavy vehicle fleet they own.

Assessing conduct through facility audits

Conduct assessment through facility audits aims to ensure that owners and operators comply with the regulatory requirements concerning driver and vehicle records (see section 8).

The SAAQ has established a maximum number of points, on the basis of the size of the vehicle fleet owned or operated, as of which it takes a failure on a facility audit into consideration in its assessment.

Assessing conduct through critical events

Certain events are considered critical events by the SAAQ, due to their extreme severity in terms of road safety or the protection of the road network.

3.1.4 Interventions by the SAAQ

The SAAQ intervenes in a series of gradually escalating steps designed to inform HVOOs as their record deteriorates. This gives them the opportunity to make the necessary corrections to their conduct. If the record continues to deteriorate, it is referred to the Commission.

These steps in the ongoing assessment are the following:

- **First-level warning letter**

A letter is sent to operators who have reached or exceeded 50% of the threshold value in one of the conduct areas that concerns them. A letter is also sent to owners who have reached or exceeded a certain number or rate of “vehicle” out-of-service orders.

- **Second-level warning letter**

A letter is sent to operators who have reached or exceeded 75% of the threshold value in one of the conduct areas that concerns them. A letter is also sent to owners who have reached or exceeded a certain number or rate of “vehicle” out-of-service orders.

- **Information letter for a serious offence**

Some events are considered serious by the SAAQ. An information letter is sent to operators when a serious offence has been entered in their record.

- **Information letter for an accident with injuries**

A letter is sent to operators as soon as an accident with injuries has been entered in their record, if they have not yet reached 50% of the threshold value for the “involvement in accidents” conduct area.

- **Warning letter for a critical event or a failure on a facility audit**

A letter is sent to owners and operators once a critical event or a failure on a facility audit has been entered in their record.

- **Notice of referral to the Commission**

A notice of referral of the record to the Commission is sent to owners or operators in the following situations:

- to operators who have reached or exceeded the threshold value in any of the conduct areas that concern them;
- to owners who have reached or exceeded the maximum number or rate of “vehicle” out-of-service orders (30% for hauling goods and 20% for carrying passengers);
- to operators, when a fatal “at-fault” accident has been entered in their record;
- to owners or operators, when a combination of events listed in the following tables has been entered in their record.

COMBINATIONS OF EVENTS IN THE OWNER’S RECORD
A critical major mechanical defect or a failure on a facility audit (owner category) has occurred within the past year; AND The record has reached the stage of a second-level warning letter for the “vehicle safety” conduct area.
Two failures on facility audits (owner category) have occurred within a period of two years.
Two critical major mechanical defects have occurred within a period of one year.
A critical major mechanical defect and a failure on a facility audit (owner category) have occurred within a period of one year.



COMBINATIONS OF EVENTS IN THE OPERATOR'S RECORD

A critical event not related to alcohol-impaired driving⁴ or a failure on a facility audit (operator category) has occurred within the previous year, or a critical event related to alcohol-impaired driving has occurred within the last two years;

AND

The record has reached the stage of a second-level warning letter in one of the conduct areas in the operator category.

Two failures on facility audits (operator category) have occurred within a two-year period.

Two critical events not related to alcohol-impaired driving have occurred within a one-year period.

Two critical events related to alcohol-impaired driving have occurred within a two-year period.

A critical event not related to alcohol-impaired driving has occurred;

AND

A critical event related to alcohol-impaired driving occurred within the last two years.

A critical event related to alcohol-impaired driving has occurred;

AND

A critical event not related to alcohol-impaired driving occurred within the last year.

A driver was involved in two critical events related to alcohol-impaired driving within the last ten years and was employed by the operator on an ongoing basis during that ten-year period.

A failure on a facility audit (operator category) has occurred;

AND

A critical event not related to alcohol-impaired driving occurred within the last year.

A failure on a facility audit (operator category) has occurred;

AND

A critical event related to alcohol-impaired driving occurred within the last two years.

A critical event, whether related or not to alcohol-impaired driving, has occurred;

AND

A failure on a facility audit occurred within the last year.

4. These critical events are currently related to alcohol-impaired driving only.

3.1.5 Requesting a heavy vehicle owner's or operator's conduct record

Conduct records are sent to heavy vehicle owners and operators in the following situations:

- as part of an SAAQ intervention;
- at any time, at their request.

This document provides the details concerning the events entered in the heavy vehicle owner's or operator's record.

Request submitted by heavy vehicle owners or operators

Heavy vehicle owners or operators may obtain a copy of their HVOO's record free of charge.

To do so, they must submit a request at an SAAQ-IRP service centre, or by telephone, email, fax or mail.

By telephone (toll free)

Monday through Friday, from 8:00 a.m. to 5:00 p.m.: 1 800 554-4814

By email

courrier@saaq.gouv.qc.ca

Note: The request must be sent via the SAAQ website in order for the email to be secure.

By fax

418 643-1896

By mail

Service du suivi du privilège de circuler
Société de l'assurance automobile du Québec
333, boulevard Jean-Lesage, N-4-43
Case postale 19600, succursale Terminus
Québec (Québec) G1K 8J6

Request for a record by a person other than the owner or operator

A third party may also obtain a copy of an HVOO's record free of charge. A written request must be submitted by mail, along with the form entitled *Authorization for the Disclosure of a Heavy Vehicle Owner's and Operator's Record by the Société de l'assurance automobile du Québec* (form No. 7148A 50).

HELPFUL TIPS

- HVOOs should consult their conduct record on a regular basis so that they may make corrections, if applicable, or take the necessary measures to prevent a situation from re-occurring in their business.

LEGAL REFERENCES

- [Act respecting owners, operators and drivers of heavy vehicles](#)

DOCUMENTS

- [Conduct Review Policy for Heavy Vehicle Owners and Operators](#)
Société de l'assurance automobile du Québec
- [Information Bulletins for Heavy Vehicle Drivers, Owners and Operators](#)
Société de l'assurance automobile du Québec
- [Gérez la sécurité!](#)
(in French only)
Commission des transports du Québec

WHAT YOU SHOULD KNOW

3.2 CONDUCT REVIEW POLICY FOR HEAVY VEHICLE DRIVERS

The *Conduct Review Policy for Heavy Vehicle Drivers*, which is established by the SAAQ, is designed to identify heavy vehicle drivers who represent a high risk for road safety and the protection of the road network. It sets the thresholds as of which drivers are subject to an intervention by the SAAQ or have their record referred to the Commission for evaluation.

3.2.1 To whom does the Policy apply?

The Policy applies to all heavy vehicle drivers who hold a driver's licence issued by the SAAQ and who operate in Québec or elsewhere in Canada at the wheel of a heavy vehicle registered in Québec.

3.2.2 Monitoring the conduct of heavy vehicle drivers

The SAAQ keeps a record for every heavy vehicle driver who has been involved in an event related to road safety or the protection of the road network in order to monitor his or her conduct. The record lists any event involving the driver, including:

- offences under the *Highway Safety Code* and its attendant regulations;
- offences under certain provisions of the *Criminal Code*;
- “driver” out-of-service orders;
- traffic accidents;
- events related to alcohol-impaired driving.

Events that have occurred on the territory of other Canadian jurisdictions with a heavy vehicle registered in Québec are also entered in the conduct record.

Events remain on the record for two years as of the date on which the SAAQ is notified of their existence. Events related to alcohol-impaired driving, however, remain on the record for ten years.

3.2.3 Description of the *Conduct Review Policy for Heavy Vehicle Drivers*

To assess conduct, events are grouped into three conduct areas:


- Operational safety
- Involvement in accidents
- Overall driver conduct

Each event considered in a given conduct area is assigned a weighting based on its degree of severity. The points assigned to each event are compiled in the appropriate conduct area. The SAAQ has set a threshold that must not be exceeded (threshold value) for each of these areas.

Some events are not weighted. Instead, they are considered “critical events” by the SAAQ due to their extreme severity in terms of road safety or the protection of the road network.

3.2.4 Interventions by the SAAQ

The SAAQ intervenes in a series of gradually escalating steps designed to inform heavy vehicle drivers as their record deteriorates. This gives them the opportunity to make the necessary corrections to their conduct. If the record continues to deteriorate, it is referred to the Commission.



The SAAQ intervenes immediately, however, when serious or critical events have occurred.

These gradually escalating steps are the following:

- **First-level warning letter**

A letter is sent to drivers who have reached or exceeded 50% of the threshold value in one of the conduct areas.

- **Second-level warning letter**

A letter is sent to drivers who have reached or exceeded 75% of the threshold value in one of the conduct areas.

- **Information letter for a serious offence**

Some events are considered serious by the SAAQ. An information letter is sent to drivers when a serious offence has been entered in their record.

- **Warning for critical events**

The SAAQ sends a letter immediately as a result of a critical event.

- **Notice of referral to the Commission**

A notice of referral of the record to the Commission is sent to drivers:

- who reach or exceed the threshold value in any of the conduct areas;
- who are involved in a fatal “at-fault” accident;
- who are involved in two critical events within a two-year period;
- who are involved in a critical event and have been issued a second-level warning letter (reaching 75% of the threshold value for any of the conduct areas);
- who are involved in an event related to alcohol-impaired driving;
- who are solely responsible for having enough events entered to result in the operator’s (employer’s) record being referred to the Commission.
- in the case of an emergency or a situation which, in the opinion of the SAAQ, endangers the safety of the users of roads open to public vehicular traffic or threatens the integrity of those roads.

3.2.5 Requesting a heavy vehicle driver conduct record

Information pertaining to heavy vehicle driver conduct records is contained in two separate documents. For more information and to find out how to obtain them, refer to section 5.2 entitled “Driver conduct record” in this guide as well as Appendices 7 and 8.

HELPFUL TIPS

- Drivers should request a copy of their *Monitoring of Heavy Vehicle Driver Conduct* document from the SAAQ on a regular basis to check the events that have been entered and to determine how they can improve their behaviour. This document is available free of charge.

LEGAL REFERENCES

- [Act respecting owners, operators and drivers of heavy vehicles](#)

DOCUMENTS

- [Conduct Review Policy and Excellence Program for Heavy Vehicle Drivers](#)
Société de l'assurance automobile du Québec
- [Drivers of Heavy Vehicles: Be Careful on the Road!](#)
Commission des transports du Québec

WHAT YOU SHOULD KNOW

3.3 EXCELLENCE PROGRAM FOR HEAVY VEHICLE DRIVERS

Under the *Act respecting owners, operators and drivers of heavy vehicles*, the Société de l'assurance automobile du Québec has set up a program to recognize drivers who have exemplary road safety conduct.

3.3.1 Who qualifies for the program?

The *Excellence Program for Heavy Vehicle Drivers* is open to all heavy vehicle drivers who hold a driver's licence issued by the Société de l'assurance automobile du Québec and who operate in Québec or elsewhere in Canada using a heavy vehicle registered in Québec.

3.3.2 How to register?

To have their excellent conduct recognized, drivers must:

1. meet the eligibility requirements;
2. fill out the registration form; and
3. apply for one of the four levels of excellence.

3.3.3 Levels of excellence

LEVEL	MINIMUM EXPERIENCE
BRONZE	6 months (for new drivers only)
SILVER	2 years
GOLD	5 years
PLATINUM	10 years (training required)

3.3.4 Eligibility requirements

To be eligible for the Program, drivers must have travelled more than 10,000 km at the wheel of a heavy vehicle registered in Québec for each of the years of experience required for the applicable level.

Drivers must also meet the following requirements:

At the time of the driver's registration, and during the period corresponding to the driving experience required for the applicable level of excellence, the driver must not:

- have committed an offence⁵ or received a "driver" out-of-service order while driving a heavy vehicle;
- have been responsible for an accident while driving a heavy vehicle;

5. Offences considered are those observed during a roadside intervention or facility audit.

- have accumulated more than three demerit points on his or her driving record (all types of vehicles combined);⁶
- have failed a physical coordination test ordered by a peace officer (all types of vehicles combined);⁷
- have been found guilty of a criminal offence related to driving or his or her employment duties, other than an offence related to driving while impaired by alcohol or drugs (all types of vehicles combined);
- have been charged with a criminal offence related to driving or his or her employment duties, other than an offence related to driving while impaired by alcohol or drugs (all types of vehicles combined), for which a verdict has not yet been returned.

AND

At the time of the driver's registration, and during the ten previous years, the driver must not:

- have committed an offence or had his or her licence suspended⁸ for reasons related to driving while impaired by alcohol or drugs (all types of vehicles combined);
- have refused to obey the order given by a peace officer, in particular to submit to a physical coordination test or to provide a breath, blood or other sample (all types of vehicles combined);
- have been found guilty of a criminal offence related to driving while impaired by alcohol or drugs (all types of vehicles combined);
- have been charged with a criminal offence related to driving while impaired by alcohol or drugs for which a verdict has not yet been returned (all types of vehicles combined).

Heavy vehicle drivers whose conduct has been recognized as excellent are entered on a list that is posted on the SAAQ's website. Any driver who no longer meets the conditions for retaining the "Excellent" status or the Program's objectives will have their "Excellent" status withdrawn.

6. Although demerit points remain on the driving record for a period of 24 months, the SAAQ checks whether more than 3 demerit points were entered in the applicant's driving record at any time during the period that corresponds to the level applied for. Thus, for a driver applying for the Gold level, the SAAQ checks whether more than 3 demerit points were entered in his or her driving record at any time during the previous five years.

7. Twenty-four hour driver's licence suspension (section 202.1.4 of the *Highway Safety Code*).

8. Does not pertain to the suspension referred to in section 202.1.4 of the *Highway Safety Code*.

LEGAL REFERENCES

- [Act respecting owners, operators and drivers of heavy vehicles](#)

DOCUMENTS

- [Excellence Program for Heavy Vehicle Drivers](#)
Société de l'assurance automobile du Québec
- [Information Bulletins for Heavy Vehicle Drivers, Owners and Operators](#)
Société de l'assurance automobile du Québec

WHAT YOU SHOULD KNOW

3.4 INTERVENTIONS BY THE COMMISSION DES TRANSPORTS DU QUÉBEC

3.4.1 Interventions with heavy vehicle owners and operators

The Commission maintains the Register of owners and operators of heavy vehicle and assigns a safety rating to all persons listed in the register. In addition, in its capacity as an administrative tribunal, the Commission also assesses the conduct of owners and operators whose conduct represents a risk to road safety or the integrity of the road network, and imposes corrective measures where necessary. In general, the Commission only intervenes after the SAAQ has already done so under its own conduct review policy.

Safety rating

In almost all cases where the Commission registers an owner or an operator (which may be an individual or a business) for the first time, it assigns a safety rating of "satisfactory". The notation "unaudited" generally accompanies this rating, except in cases where the heavy vehicle owner or operator has passed a facility audit, namely a complete facility inspection conducted by Contrôle routier Québec in accordance with the standards set forth in the *Conduct Review Policy for Heavy Vehicle Owners and Operators*. This rating remains unchanged as long as the owner's or operator's conduct remains consistent with safety standards and the integrity of the road network.

However, if the owner's or operator's conduct threatens the safety of other road users or compromises the integrity of the road network, the Commission may change the safety rating to "conditional" or "unsatisfactory."

Corrective measures will be imposed on any owner or operator whose rating is downgraded to “conditional.” Such measures may include requiring training for drivers, installing speed limiters, imposing additional mechanical inspections or implementing other measures intended to improve the owner’s or operator’s conduct. In all cases where a rating is downgraded to “conditional,” the owner or operator must take steps to correct the situation within a specific time frame. When the conditions imposed by the Commission have been met, the owner or operator may then apply to be re-assessed and upgraded to a “satisfactory” rating, along with the notation “unaudited”. However, if the owner or operator fails to meet the conditions imposed, the rating may be further downgraded to “unsatisfactory.”

When a rating is downgraded to “unsatisfactory,” the owner or operator is prohibited from operating heavy vehicles. The Commission may also assign an “unsatisfactory” rating to any of the owner’s or operator’s directors, partners or officers if it deems that they have a decisive influence in the unsafe conduct observed.

Public hearing

The Commission may call an owner or an operator to a hearing in order to review the conduct record. The Commission’s decisions are public and are posted on its website. Within 30 days of a decision by the Commission, any interested party may petition the Commission for a review of the decision. The Commission’s decisions may also be contested before the Administrative Tribunal of Québec.

In support of its decision-making process, the Commission carries out inspections targeting owners or operators. The purpose of such inspections is to verify that owners and operators comply with the laws and regulations and, more particularly, to ensure that their safety measures are adequate.

3.4.2 Prohibition from transferring vehicles

Any heavy vehicle owner or operator whose safety rating is “unsatisfactory” or “conditional” or whose conduct is in the process of being reviewed by the Commission may not transfer or sell any vehicles, either directly or indirectly, without first obtaining the Commission’s consent. To obtain consent for such a transaction, the owner or operator must fill out the prescribed form, available on the Commission’s website, and file it along with the required fees.

3.4.3 Interventions with drivers

The Commission's interventions with drivers are similar to its interventions with owners and operators. Just like an owner or operator, the Commission may call a driver to a hearing in the event that the driver's record was referred by the SAAQ, by virtue of the conditions set forth in its Policy.

Even though drivers are not assigned a safety rating, the Commission may impose corrective measures on a driver. If necessary, it may order the SAAQ to prohibit a driver from driving a heavy vehicle. In support of its decision-making process, the Commission also conducts special inspections targeting heavy vehicle drivers whose conduct represents a particular threat to road safety. The prohibition from driving a heavy vehicle ordered by the Commission does not suspend the driver's licence or any licence class. However, the driver is prohibited from driving a heavy vehicle for as long as the prohibition has not been lifted.

Offenders face the following penalties:

- immediate seizure and impoundment of the vehicle for 30 days;
- a fine of \$500 to \$1,500. Repeat offenders face a fine of \$1,500 to \$2,500.

HELPFUL TIPS

In preparation for a hearing before a commissioner, it is recommended that you:

- carefully read the documents you have received;
- check the information in your conduct record held by the SAAQ;
- prepare the information you wish to present to the commissioner to show that the necessary measures have been taken to adopt safe behaviour;
- if you are an owner or operator, list the means that have been implemented to manage safety (policies, guidelines, etc.) and prepare documents that prove that those policies and guidelines are applied.

LEGAL REFERENCES

- [Act respecting owners, operators and drivers of heavy vehicles](#)

DOCUMENTS

- [What to Do When You Are Summoned Before the Commission des transports du Québec](#)
Commission des transports du Québec
- [A Commission decision is a serious matter! You must comply with it](#)
Commission des transports du Québec
- [Drivers of Heavy Vehicles: Be Careful on the Road!](#)
Commission des transports du Québec

4. BEFORE PUTTING A VEHICLE INTO OPERATION

WHAT YOU SHOULD KNOW

4.1 REGISTRATION OF HEAVY VEHICLES

An owner established in Québec who wishes to operate a heavy vehicle on Québec territory must register the vehicle with the Société de l'assurance automobile du Québec and pay the applicable fees to put the vehicle into operation.


An owner established in Québec who wishes to operate a heavy vehicle in a jurisdiction other than Québec must register the vehicle under the International Registration Plan (IRP) and obtain the permits and stickers from Revenu Québec authorizing the operation of the heavy vehicle on the territory of the other North American jurisdictions under the International Fuel Tax Agreement (IFTA).

4.1.1 Mandatory reporting of the gross vehicle weight rating (GVWR)

The gross vehicle weight rating, if it is 4,500 kg or more, is required information to register the vehicle and be authorized to put it into operation.⁹ Whether the vehicle is a motorized vehicle, a trailer or a semi-trailer, it is mandatory for the owner to report the GVWR when registering the vehicle.

The GVWR is defined as the weight of the vehicle plus the maximum load it can carry according to the manufacturer's specifications.

9. Regulation respecting road vehicle registration (section 13(7.1)).



A vehicle's GVWR is indicated on the vehicle's compliance sticker. The compliance sticker is a metal plate or a sticker that also indicates other technical information, such as the name of the manufacturer, year of manufacture and the vehicle identification number.

If the GVWR is not entered in the SAAQ's register, the owner faces a fine of \$60 to \$100.

4.1.2 International Registration Plan (IRP)

Owners of heavy vehicles registered in Québec whose vehicles are operated in other North American jurisdictions must register under the International Registration Plan. In Québec, IRP registration applications are administered by the SAAQ.

Under the IRP, heavy vehicle owners are exempted from paying full registration fees for each of the jurisdictions in which they operate. The purpose of this agreement is to simplify registration and payment of fees to operate commercial heavy vehicles that travel in more than one province or state, as well as to reciprocally recognize the validity of the registration and licence plates issued by each jurisdiction.

The IRP covers:

- trucks and tractor trucks with a two-axle power unit with a total loaded weight over 11,793 kg (26,000 lb);
- trucks and tractor trucks with a three-axle power unit, regardless of weight;
- combinations of road vehicles designed, used and maintained mainly for hauling goods with a total loaded weight over 11,793 kg (26,000 lb);
- buses used to carry passengers for a fee.

Vehicles with a total loaded weight below that which is indicated are not required to register under the IRP.

For more information about the IRP, contact the SAAQ (refer to section 10 for contact information).

4.1.3 Fuel tax

Under the International Fuel Tax Agreement (IFTA), any Québec operator of an eligible motor vehicle operating outside Québec must:

- obtain from Revenu Québec permits and stickers authorizing the operation of such a vehicle in Québec and the other provinces, territories and states participating in the Agreement; or
- obtain a certificate for occasional trips before each such trip from all the provinces, including Québec, in which the operator plans to operate the vehicle.

As a next step, the operator must:

- make sure that a copy of the permit is kept on board each eligible motor vehicle; and
- affix the two stickers on each side of the vehicle's cab.

For more information on the *Fuel Tax Act* or the International Fuel Tax Agreement, contact Revenu Québec (refer to section 10 for contact information).


4.2 REGISTRATION IN THE REGISTER OF OWNERS AND OPERATORS OF HEAVY VEHICLES (REGISTRE DES PROPRIÉTAIRES ET DES EXPLOITANTS DE VÉHICULES LOURDS)

Any person who owns or operates a heavy vehicle in Québec must be registered in the Register of the Commission des transports du Québec. A person may register as an owner only, as an operator only, or as both an owner and an operator. Registration gives the person the privilege of using vehicles or putting them into operation for commercial or professional transportation purposes.

Registration also enables the Commission to verify whether users of heavy vehicles comply with requirements and to inform them, as soon as they enter the transportation industry, of their obligations and the penalties they face for failure to comply. The knowledge of all new users of heavy vehicles used to carry people is assessed by the Commission before they are registered.

When the Commission registers a person or a business, it assigns a register identification number (NIR) and a "satisfactory" **safety rating**, unless otherwise warranted. The notation "unaudited" generally accompanies this rating, except in cases where the heavy vehicle owner or operator has passed a facility audit, namely a complete facility inspection conducted by Contrôle routier Québec in accordance with the standards set forth in the *Conduct Review Policy for Heavy Vehicle Owners and Operators*.

Safety ratings for heavy vehicle owners and operators can be consulted on the Commission's website (see section 10).



New owners and operators of heavy vehicles can register by filling out the registration application form available from the Commission. They may also do so online on the Commission's website and save \$5 on the registration fee, or file an application with the Commission by mail, by fax or in person.

To register and obtain the privilege of using a heavy vehicle or putting it into operation, owners or operators must pay the prescribed fees, provide the required information and comply with the applicable requirements set forth in the Act when required, namely:

- be registered in the Québec enterprise register;
- be registered as an employer with the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST);
- hold a permit by virtue of the International Fuel Tax Agreement (IFTA);
- have paid any fines related to transportation activities;
- not have been convicted of a criminal act related to the use of a heavy vehicle within the preceding five years.

All persons in the Commission's register must also update their registration. For this purpose, the Commission sends each owner and operator a copy of the data in their respective files every year so that they can verify and update their file. Fees are charged for this annual updating.

4.2.1 Persons exempt from registering

The following persons are not required to register in the Register of owners and operators of heavy vehicles:

- owners or operators who use a heavy vehicle required by an emergency service or in the event of a major or minor disaster;
- persons renting a heavy vehicle for a consecutive period of fewer than 15 days and operating the vehicle free of charge;
- natural persons using a heavy vehicle exclusively for personal reasons and not to conduct business with an organized financial structure;
- lessors;
- owners or operators of a heavy vehicle registered in another Canadian jurisdiction. In such cases, however, owners or operators must be registered in their home jurisdiction and hold a safety fitness certificate issued by that jurisdiction;

- owners or operators who use a heavy vehicle in a locality that is isolated or not connected to the road network (refer to the official list of isolated localities on the website of the Ministère des Transports, de la Mobilité durable et de l'Électrification des transports at transports.gouv.qc.ca).

Note: Owners or operators of **heavy vehicles registered outside Canada that are operated in Québec** must register with the Commission's Register of owners and operators of heavy vehicles.


4.3 BUS TRANSPORT PERMIT

To carry out certain types of remunerated transport by bus or minibus, the *Bus Transport Regulation* requires a person to hold a bus transport permit issued by the Commission des transports du Québec.

The bus transport permit categories are the following:

- urban transport;
- interurban transport;
- airport transport;
- tourist transport;
- student transport;
- shuttle transport;
- chartered transport;
- experimental transport.

For example, an American operator must register with the Commission before operating a heavy vehicle in Québec.



Some exceptions apply in certain cases described in the Regulation where carriers are not required to hold a permit from the Commission des transports du Québec. For example, no permit is required for paratransit services carried out:

- under an agreement entered into between a municipality and a non-profit organization that offers special paratransit services in accordance with section 48.39 of the *Transport Act* (CQLR, c. T-12);
- under a contract awarded by a public transit authority constituted under the *Act respecting public transit authorities* (CQLR, c. S-30.01), an intermunicipal transport council, an intermunicipal board, a municipality or a group of municipalities.

To obtain a bus transport permit, applicants must demonstrate to the Commission that they meet the various criteria set forth in the *Bus Transport Regulation*. These include, among other things, relevant knowledge or experience in the field, a solid financial footing and sufficient human and material resources. The Commission also conducts a comparative analysis of transport supply and demand.

4.4 BUS LEASING PERMIT

To offer bus leasing services that do not include driver services, a person must hold a permit issued by the Commission des transports du Québec. The *Bus Leasing Regulation* specifies certain exceptions to this obligation, however, and indicates the persons to whom a bus leasing permit holder may lease a bus.

4.5 BULK TRUCKING REGISTER

The Commission maintains and updates the bulk trucking register for heavy vehicle operators involved in that type of transport. Registration holders benefit from a preferential hiring clause for bulk trucking services carried out under contract with the Ministère des Transports, de la Mobilité durable et de l'Électrification des transports and various other public bodies.

The Commission no longer authorizes any new registrations. Existing registrations, however, may be transferred from one person to another under certain conditions. To remain registered, registration holders must be subscribed with the holder of a bulk trucking services brokerage permit issued by the Commission and pay the required annual fees.

MOST FREQUENTLY COMMITTED OFFENCES

Operating a vehicle without being registered with the Commission des transports	Section 5 AOODHV*	\$500 to \$1,500 \$1,500 to \$2,500 in the event of a repeat offence
Operating a vehicle despite being prohibited from doing so by the Commission des transports	Section 48 AOODHV	\$500 to \$1,500 \$1,500 to \$2,500 in the event of a repeat offence
Acting as a carrier or providing the services of a means of transport or a transport system, for direct or indirect remuneration, without holding the permit prescribed for that purpose by regulation (e.g. the <i>Bus Transport Regulation</i>)	Section 36 Transport Act	\$500 to \$1,500

* Act respecting owners, operators and drivers of heavy vehicles

Note: If an owner, operator or driver operates a heavy vehicle while subject to a measure prohibiting him or her from doing so, the vehicle may be seized and impounded for 30 days under section 39 of the *Act respecting owners, operators and drivers of heavy vehicles*.

HELPFUL TIPS

- Remember that, in Québec, heavy vehicle registration is based on the number of axles, including trailers. It is therefore important when registering to mention the total number of axles in your combination of vehicles.
- When travelling in other Canadian jurisdictions, make sure you have proof of your registration in the Commission's register on board your vehicle. You can print this document directly from the Commission's website (see section 10).
- Online services are an excellent way to register in the Register of owners and operators of heavy vehicles or to update your registration. In addition, anyone who uses either of these online services saves \$5 on the applicable fees. It's easy and saves money!
- Bus carriers must make sure that, while on duty, drivers have in their possession a copy of the transport contract or an attestation of the contract. Furthermore, when a transport permit is required, permit holders must make sure that, while on duty, drivers have in their possession the permit certificate, a copy of the certificate or a copy of the Commission's decision concerning this permit.

LEGAL REFERENCES

- [Regulation respecting road vehicle registration](#)
- [Act respecting owners, operators and drivers of heavy vehicles](#)
- [Regulation respecting the Act respecting owners, operators and drivers of heavy vehicles](#)
- [Bus Transport Regulation](#)
- [Bus Leasing Regulation](#)

DOCUMENTS

- [Guide sur l'immatriculation IRP](#)
(in French only)
Société de l'assurance automobile du Québec

5. DRIVING A HEAVY VEHICLE

Driving a heavy vehicle is a very complex task, and drivers need adequate preparation in order to perform their job properly. Even though the special skills drivers learn during their initial training are refined by the experience they acquire over time, they also have to make sure they are up to date on the laws and regulations that apply to driving heavy vehicles.

As professionals, heavy vehicle drivers owe it to themselves and to other road users to drive courteously, safely and responsibly. In order to react quickly and make the right decision in a dangerous situation, they have to be in good condition to drive. In particular, they must make sure their driving abilities are not impaired by fatigue, alcohol or drugs.

WHAT YOU SHOULD KNOW

5.1 DRIVER'S LICENCE

In Québec, a person needs only one driver's licence. Depending on the class of licence, a driver may be authorized to drive one or more categories of road vehicles. In addition, by virtue of agreements between Québec and other jurisdictions, a licence issued by the Société de l'assurance automobile du Québec generally authorizes the licence holder to drive elsewhere in Canada, the United States and Mexico.

A summary table of the classes of licence required to drive various types of vehicles are presented in Appendix 2.

5.1.1 Validity of a driver's licence

Operators must make sure that all their drivers hold a valid driver's licence of the appropriate class. The SAAQ provides various ways for operators to check the validity of a driver's licence and the status of a driver's record.

Automated telephone service

The validity of a driver's licence may be checked 24 hours a day, 7 days a week, by calling 1 900 565-1212. This service can also be used to make sure that drivers hold the appropriate class of licence for the type of vehicle used.

Checking the status of multiple drivers

Go to the SAAQ website (saaq.gouv.qc.ca) in the "Driver's Licence" section to find out how to do so.

5.1.2 Driver skills

The basic skills for driving a heavy vehicle, including skills required to carry out the circle check, are validated by means of theoretical and practical tests. In particular, heavy vehicle drivers must also demonstrate that they have the special knowledge and skills for:

- driving a vehicle equipped with a manual transmission (**M endorsement**);
- driving a vehicle equipped with air brakes (**F endorsement**);
- driving a road train (**T endorsement**).

Skills required for driving a school bus

Persons wishing to drive a school bus must hold, and have in their possession, a certificate of competence for driving this type of vehicle. To obtain this certificate, a prospective school bus driver must first pass a 15-hour training course that is only offered at the transport training centres in Charlesbourg and Saint-Jérôme. This training is required in consideration of the physical and behavioural characteristics of children under 10 years of age that make them more vulnerable, whether because of their small size, their lack of confidence in their movements or their limited peripheral vision. The training course thus focuses on the need for drivers to have appropriate reflexes and to adopt a proper attitude toward their young passengers. Special attention is given to the rules to follow when students get on and off the bus and the rules that govern school bus transport.

School bus drivers must also pass a mandatory 6-hour upgrade course every three years to have their certificate renewed. The course's content is adapted to the needs expressed by the community and includes an update on the laws and regulations, as well as the best practices in the field of school bus transport.

5.1.3 Driver's state of health

A Class 1, 2, 3, 4A or 4B licence to drive certain types of heavy vehicles may bear certain conditions. Along with the application to add a class to a person's licence, proof must be provided that there are no health problems that are incompatible with driving a heavy vehicle. Such proof is given by submitting the results of a medical examination conducted by a health care professional. A medical examination is also required when the licence holder reaches age 45, and then at age 55, 60 and 65. After age 65, the medical examination is required every two years.

Since December 15, 2014, drivers must pass a mandatory 16-hour training course to obtain the T endorsement. This course is offered by the transport training centres in Charlesbourg and Saint-Jérôme.

In the United States

American legislation concerning the health of heavy vehicle drivers to drive a vehicle requiring a Class 1, 2, 3 or 4B driver's licence is different than in Québec. Drivers must undergo more frequent medical examinations¹⁰ to determine whether they may drive those types of vehicles in the United States.

Furthermore, some drivers are not authorized to drive a heavy vehicle in the United States for the following medical reasons:

- they suffer from diabetes treated with insulin;
- they suffer from epilepsy;
- they have moderate to complete hearing loss;
- they hold Class 1, 2, 3 or 4B by virtue of a discretionary power provided under sections 83.1 and 191.1 of the *Highway Safety Code*;
- they have relinquished the privilege of driving a heavy vehicle in the United States or they refuse to undergo the required medical assessment.

In such cases, Condition W appears on their record. This condition is also printed on the driver's licence.

Since April 1, 2016, drivers of commercial vehicles who hold a Class 5 driver's licence only and who, as part of their work, drive a vehicle or a combination of vehicles with a gross vehicle weight rating (GVWR) of 4,500 kg or more in the United States are also subject to more frequent medical examinations. Drivers who fail to comply may receive a fine or an out-of-service order from American peace officers. Drivers have two options to comply with American regulations:

1. Obtain a Class 3 driver's licence from Québec (professional class), as this class of licence meets Canadian medical requirements and is recognized in the United States;
2. Obtain a medical certificate from a physician who is certified by the Federal Motor Carrier Safety Administration (which must be renewed periodically in accordance with American regulations).

Declaration of health

Driver's licence holders are required to inform the SAAQ of any change concerning their state of health when they obtain or renew their licence. They must also inform the SAAQ of any such change within 30 days following the change.

For example, a Hino truck, a Ford F-250 pickup truck, a pickup truck hauling a trailer carrying tools (e.g. construction workers, electricians, plumbers, door and window suppliers, service vehicles and public utility vehicles [Hydro-Québec, telecommunications companies, etc.]).

10. As part of the application for the class and at ages 20, 25, 30, 35, 40, 45, 48, 51, 54, 55, 57, 60 and 63, then every year as of age 65.

5.2 DRIVER'S CONDUCT RECORD

The two following documents contain information from a heavy vehicle driver's conduct record:

- *Monitoring of Heavy Vehicle Driver Conduct* (see Appendix 7);
- *Information Concerning the Driver's Record* (see Appendix 8).

5.2.1 *Monitoring of Heavy Vehicle Driver Conduct* document

This document presents a heavy vehicle driver's conduct record by listing the conduct areas and their respective threshold values. It includes any events related to driving heavy vehicles registered in Québec that are operated on Canadian territory. The document provides details of **any events related to the actions of a heavy vehicle driver in the exercise of his or her duties**, regardless of which operator was using that driver's services when the events occurred.

The document contains, in particular, the following information:

- critical events;
- events related to alcohol-impaired driving;
- accidents in which the driver was involved, and the number of points associated with each accident;
- offences and out-of-service orders, as well as the associated number of points;
- the total number of points accumulated by the driver in each conduct area;
- the driver's level of excellence, if the driver is a member of the *Excellence Program for Heavy Vehicle Drivers*.

This document also indicates whether the Commission des transports du Québec has prohibited the driver from driving a heavy vehicle.

Obtaining a copy of the *Monitoring of Heavy Vehicle Driver Conduct* document

To obtain, free of charge, a copy of the *Monitoring of Heavy Vehicle Driver Conduct* document, **drivers must file a request themselves**. They can do so:

By telephone

Monday through Friday, from 8:00 a.m. to 5:00 p.m.: 1 800 554-4814

By fax

418 643-1896

By mail

Service du suivi du privilège de circuler
Société de l'assurance automobile du Québec
Case postale 19600, succursale Terminus
Québec (Québec) G1K 8J6

5.2.2 Information Concerning the Driver's Record document

This document provides a general overview of a driver's record (all types of vehicles combined). It includes a section that summarizes any events related to driving a heavy vehicle registered in Québec. If events appear in this section, the driver can request a copy of the *Monitoring of Heavy Vehicle Driver Conduct* document for more details.

Obtaining the Information Concerning the Driver's Record document

Drivers can obtain, free of charge, the *Information Concerning the Driver's Record* document. They can do so:

Online

On the SAAQ website (saaq.gouv.qc.ca)

- Online Services – Citizens
- Driving Record Request

By telephone

Monday, Tuesday, Thursday and Friday: 8:30 a.m. to 4:30 p.m.

Wednesday: 9:30 a.m. to 4:30 p.m.

- in the Québec area: 418 643-7620
- in the Montréal area: 514 873-7620
- from elsewhere: 1 800 361-7620 (Québec, Canada, USA)

By mail

Division de la diffusion (act. 850)
Société de l'assurance automobile du Québec
Case postale 19600, succursale Terminus
Québec (Québec) G1K 8J6

For reasons of security and the protection of personal information, this document is mailed to the driver at the address that appears in his or her record.

Insurers, employers or vehicle fleet owners who wish to obtain a copy of this document

Any person other than the driver who wishes to obtain a copy of this document must have the authorization of the driver concerned. The appropriate authorization form must be completed and mailed, along with the request and payment, to the following address:

Division de la diffusion (act. 850)
Société de l'assurance automobile du Québec
Case postale 19600, succursale Terminus
Québec (Québec) G1K 8J6

To obtain forms and information on the procedure to follow, go to the SAAQ website at <https://saaq.gouv.qc.ca/en/drivers-licences/driving-record-request/>

**SPECIAL OBLIGATION FOR DRIVERS
(S. 519.7 OF THE HIGHWAY SAFETY CODE)**

Where a driver's licence or class of licence authorizing the holder to drive a heavy vehicle has been modified, suspended or revoked, the driver must immediately inform the owner or operator. A driver who fails to do so faces a fine of \$350 to \$1,050.

MOST FREQUENTLY COMMITTED OFFENCES

Driving a heavy vehicle with a licence under penalty	S. 105 HSC*	\$300 to \$3,000
Driving a heavy vehicle without having the appropriate class(es) of licence	S. 65 HSC	\$300 to \$600
Operator allowing a driver to drive a heavy vehicle while the driver's licence is under penalty or without having the appropriate class(es) of licence	S. 106 HSC	\$300 to \$3,000

* Highway Safety Code

Note: In the case of any of the offences listed above, the vehicle may be seized and impounded for 30 days under sections 209.1 and 209.2 of the *Highway Safety Code*.

HELPFUL TIPS

- Never hire a new driver without first obtaining a copy of his or her driver conduct record. That way, you will have a more detailed picture of the driver's experience and conduct.
- An easy way for operators to make sure that the drivers they employ still have a valid licence is to set up a regular licence verification process. By checking licences several times a year, you can avoid many problems.
- It may be useful to save the documents containing information from the conduct record you receive and keep them in each driver's file, in case you have to show that you have been monitoring their driving.
- It is mandatory for drivers of a school bus or a minibus used to carry school children to have their certificate of competence with them.

LEGAL REFERENCES

- [Regulation respecting licences](#)
- [Highway Safety Code](#)
- [Regulation respecting the training of drivers of buses and minibuses used for the transportation of schoolchildren and of vehicles used for the transportation of schoolchildren](#)

DOCUMENTS

- [Conduire un véhicule lourd](#)
(in French only)
Société de l'assurance automobile du Québec
- [Prospective Heavy Vehicle Driver](#)
Société de l'assurance automobile du Québec

WHAT YOU SHOULD KNOW

5.3 DRIVING TIME AND OFF-DUTY TIME

Drivers who are tired represent a risk to their own safety and that of other road users. The rules governing driving time, on-duty time and off-duty time ensure that heavy vehicle drivers have a minimum number of hours of rest before taking to the road. These rules also set limits on the number of hours of driving time and on-duty time a driver can put in before stopping to rest.

5.3.1 Vehicles subject to driving time and off-duty time requirements

See the table in Appendix 1 for a list of the vehicles subject to driving time and off-duty time requirements.

5.3.2 Some important definitions

- **Driving time**
Hours during which a driver is at the wheel of a heavy vehicle while the engine is running.
- **On-duty time**
Period of time beginning when a driver starts work and including the time during which the driver is required to remain available at the workplace. On-duty time ends when a driver stops work or is relieved of duties by the operator.
- **Off-duty time**
Any period other than on-duty time.

5.3.3 General rules

Last 14 days

Regardless of which cycle is followed, in order to be allowed to drive, a driver must have taken at least 24 consecutive hours of off-duty time during the preceding 14 days.

Cycle chosen

A driver may follow cycle 1 or cycle 2, and the cycle chosen must be specified in the driver's daily log or in the company register.

- A driver who follows cycle 1 is not allowed to drive after accumulating **70 hours of on-duty time** over a period of **7 consecutive days**.
- A driver who follows cycle 2 is not allowed to drive after accumulating:
 - 120 hours of on-duty time over a period of 14 consecutive days;
 - 70 hours of on-duty time without having taken 24 consecutive hours of off-duty time.

Changing cycles (reset to zero)

To terminate a current cycle, begin a new cycle or switch from one cycle to another, a driver must:

- take at least **36 consecutive hours** of off-duty time, if the driver was following **cycle 1**;
- take at least **72 consecutive hours** of off-duty time, if the driver was following **cycle 2**.

Work shift

A work shift is the time between two periods of at least 8 consecutive hours of off-duty time. Counting from the time a driver's work shift begins, the driver is not allowed to drive:

- after accumulating **13 hours** of driving time;
- after accumulating **14 hours** of on-duty time; or
- after **16 hours** have elapsed.

Day

A day is a period of **24 hours that begins** at the time designated by the operator.

- A driver must take **at least 10 hours of off-duty time** in a day:
 - at least 2 of those hours of off-duty time must be hours that are not included in the 8 consecutive hours of off-duty time required before beginning a work shift. The 2 hours may be split up into breaks of not less than 30 minutes each.
- Counting from the beginning of the day, a driver **may not drive**:
 - after accumulating 13 hours of driving time; or
 - after accumulating 14 hours of on-duty time.

Combining "work shifts" and "days"

During a cycle, the day always begins at the same hour. The starting hour for the day can only be changed after resetting the cycle to zero. However, the starting hour for a work shift may vary, and a work shift may overlap from one day to the next. In all cases, **drivers must comply with all of the rules for both work shifts and days.**

5.3.4 Daily log

Drivers must fill out a daily log indicating all of their activities. **The starting hour at the beginning of the log is also the starting hour for the day.** Appendix 4 presents an example of a daily log that complies with all legal requirements.

5.3.5 Registers

All drivers must comply with the rules on driving time, on-duty time and off-duty time. However, a driver who meets **all** of the following conditions is not required to fill out a daily log:

- the driver operates within a 160-km radius of the home terminal;
- the driver returns to the home terminal every day to take at least 8 consecutive hours of off-duty time;
- the vehicle the driver is operating is not covered by a permit for an exemption respecting driving time and off-duty time;
- the operator meets one of the following requirements:
 - the operator keeps a register (see Appendix 5 for a sample detailed register) recording, for each day, every change in the driver's duty status, the cycle the driver is following, the starting time and end time for each duty status, the total hours devoted to each duty status and, where applicable, the reasons for exceeding the limit on the number of hours or for deferring off-duty time;
 - the operator keeps a register (see Appendix 6 for a sample short register) recording the date, the hour the day begins (if it is not at midnight), the cycle the driver is following, the starting time and end time of the driver's work shift, and the driver's total hours of on-duty time during the day, provided all the following conditions are met:
 - the work shift begins and ends within the same day;
 - the work shift lasts 13 hours or less;
 - the length of the off-duty period before and after the work shift is at least 11 consecutive hours.

5.3.6 Documents to be kept on board the vehicle

The driver must keep the following documents on board the vehicle at all times:

- a copy of the daily logs for the preceding 14 days;
- the daily log for the current day, completed up to the time of the last change of duty status;
- all documents concerning the trip, such as fuel receipts, shipping documents and delivery receipts.

5.3.7 Transfer of documents

Drivers must submit the original copy of the completed daily log, along with the supporting documents, to their home terminal within 20 days. Operators must ensure that all such documents are transferred, within 30 days of being received, to their place of business, where they must be kept on file.

5.3.8 Retention period for documents

See section 8 concerning the driver's record.

MOST FREQUENTLY COMMITTED OFFENCES

Driver failing to keep a daily log or not recording all the information	S. 519.10 HSC*	\$350 to \$1,050
Driver failing to comply with driving time, off-duty time or on-duty time rules	S. 519.8.1 HSC	\$350 to \$1,050
Operator failing to make sure a driver fills out the daily log	S. 519.21.1 HSC	\$700 to \$2,100
Operator failing to make sure a driver complies with driving time, off-duty time or on-duty time rules	S. 519.21.1 HSC	\$700 to \$2,100

* Highway Safety Code

Note: Committing any of these offences may result in the driver being prohibited from driving for a period of up to 72 hours (sections 519.8.1 and 519.12 of the *Highway Safety Code*).

HELPFUL TIPS

- It is important to be aware that regulations alone are not enough to control the harmful effects of fatigue.
- Proper work scheduling and trip planning helps operators meet their obligations respecting driving time and off-duty time, and also enables drivers to manage fatigue more effectively.
- Owners or operators who drive a heavy vehicle themselves, either full-time or occasionally, must remember to keep a driving record for themselves as well.
- Even if you meet all the other conditions for keeping a company register, but you regularly operate beyond the 160-km radius from your home terminal, it may be preferable for you to keep a daily log instead.

5.4 FATIGUE MANAGEMENT

Heavy vehicle driver fatigue is a major concern among transport industry stakeholders. Regulatory provisions alone are not enough to control the harmful effects of driver fatigue on the safety of all road users.

Driver fatigue remains **one of the leading causes of accidents** in Québec, along with speeding, distraction and alcohol-impaired driving. With regard to the road transport industry, a comprehensive study of nearly 200 accidents causing the death of a heavy vehicle driver has revealed that fatigue was a decisive factor in 31% of these cases. According to this study, speed or other causes also contributed to the accident, but fatigue was the most often reported single factor.

A driver does not have to fall asleep at the wheel for fatigue to be a factor in an accident. Fatigue starts to affect driver alertness well before it reaches the drowsiness phase. In actual fact, tired drivers have difficulty making the right decisions on the road. For example, they need more time to react to a situation, such as a change on the roadway or an obstacle that requires them to brake quickly. Furthermore, their field of vision is reduced, which prevents them from distinguishing what is on either side of them.

5.4.1 Aggravating factors

Various external factors related to traffic conditions, roadway conditions, the weather, monotony or the complexity of the tasks to be performed, etc., affect a person's resistance to fatigue. Not to mention personal factors, such as a person's state of health, age, or the time of day a person feels more alert – in the morning or at night.

To properly evaluate exposure to fatigue, drivers should bear in mind the following factors:

- **Time of day**

Certain times of day are more favourable to sleep, and others to wakefulness. The risk of falling asleep at the wheel is greater in the early afternoon and at night. Episodes of drowsiness occur more than eight times more often at night than during the day, because the body follows a daily cycle that includes "down time" when the metabolism slows, alertness declines and fatigue sets in.

- **How long you've been awake**
After 17 waking hours, physical and mental performance declines considerably and is worse than if the person had a blood alcohol concentration of 50 mg per 100 ml of blood. Reaction time may be up to twice as slow and motor skill accuracy is reduced.
- **Sleep debt**
Regardless of age, if a person does not get enough sleep, he or she accumulates a sleep debt. A sleep debt of five hours has the same effect as a blood alcohol concentration of 50 mg per 100 ml of blood. **The only way to eliminate a sleep debt is to get enough sleep.**
- **Sleep disorders**
Sleep disorders, such as sleep apnea, which affects many heavy vehicle drivers, amplify the effects of fatigue. Drivers should consult their physician if they often feel tired during the day or if they have trouble sleeping at night.
- **Alcohol, medications and other drugs**
The effects of fatigue are greatly amplified by consuming alcohol, certain medications or other drugs

Of course, any combination of the above-mentioned factors considerably amplifies fatigue and increases the risk of being involved in an accident.

5.4.2 Shared responsibilities

- **Employers** are responsible for providing employees with enough time to recuperate from accumulated fatigue and carry out their daily activities.
- **Employees** are responsible for using the time so provided to recuperate and come to work well rested.
- **Everyone involved in the transport chain has a role to play in preventing fatigue-related accidents.**

5.4.3 North American Fatigue Management Program (NAFMP)

The NAFMP is an education program geared toward drivers and their families, motor carriers (regardless of the size of the business or the type of activities carried out), shippers, receivers and carrier safety managers. The program aims to reduce driver fatigue, to improve their quality of life, and to reduce the frequency of accidents caused by fatigue and the related costs. The program addresses the issue of driver fatigue with a comprehensive approach that includes:

- information on how to develop a corporate culture that facilitates reduced driver fatigue;
- fatigue management education for drivers, drivers' families, carrier executives and managers, shippers/receivers, and dispatchers;
- information on sleep disorder screening and treatment;
- driver and trip scheduling information;
- information on Fatigue Management Technologies.

Drivers take part in the program on a voluntary basis, and all the material is provided online free of charge. Thus, drivers can take part in the program even if their carrier chooses not to.

In collaboration with the SAAQ, the **Centre de formation en transport de Charlesbourg** and the **Centre de formation du transport routier Saint-Jérôme** offer training activities based on the NAFMP material. The program also includes an assessment of driver learning outcomes.

For more information on the NAFMP and driver fatigue:

- saaq.gouv.qc.ca/nafmp
- saaq.gouv.qc.ca/driverfatigue

HELPFUL TIPS

At home:

- exercise regularly: even just 15 minutes of exercise a day is beneficial;
- watch your diet: eat light, low-fat meals, including at least five servings of fruits and vegetables every day, and lower your salt and sugar intake.

On the road:

- plan your trip so as to maximize sleep and rest periods;
- you should preferably take a break every two hours and a nap whenever necessary (in the early afternoon and especially at night);
- assess your level of fatigue and inform your dispatcher;
- avoid visual fatigue while driving: dim the dashboard lights to prevent reflections in the windshield; clean your windshield and rearview mirrors regularly.

PULL OVER IN A SAFE LOCATION TO REST AS SOON AS YOU FEEL THE FIRST SIGNS OF FATIGUE.

LEGAL REFERENCES

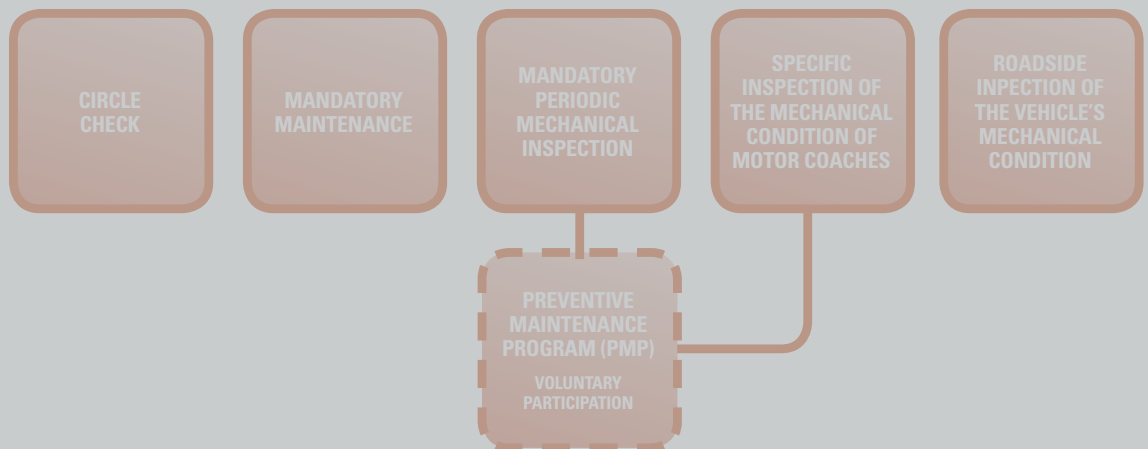
- [Regulation respecting the hours of driving and rest of heavy vehicle drivers](#)
- [Highway Safety Code](#)

DOCUMENTS

- [Driving and Off-Duty Time for Heavy Vehicle Drivers – Fact Sheet](#)
Société de l'assurance automobile du Québec
- [Driving and Off-Duty Time for Heavy Vehicle Drivers](#)
Société de l'assurance automobile du Québec
- [Évitez la fatigue, véhicule lourd de conséquences](#)
(in French only)
Société de l'assurance automobile du Québec
- [Driver Fatigue – Fatigue Management Guide](#)
Société de l'assurance automobile du Québec
- [North American Fatigue Management Program](#)
Société de l'assurance automobile du Québec
- [La fatigue au volant, conduisez reposé](#)
(video in French only)
Société de l'assurance automobile du Québec
- [Driver Fatigue - Drive Well Rested](#)
Société de l'assurance automobile du Québec

6. MECHANICAL CONDITION OF HEAVY VEHICLES

A study has shown that mechanical defects are a contributing factor in 13.2% of all accidents involving a heavy vehicle. The SAAQ has set up several mechanisms to ensure that the heavy vehicles operating on our roads are in good mechanical condition. For example, drivers must carry out a circle check to detect mechanical problems. The circle check must be valid before the vehicle can be put into operation. There is also a mandatory maintenance requirement to ensure that owners have their vehicles undergo regular check-ups so that they can intervene before a mechanical problem arises. Finally, owners are required to bring their vehicles in at regular intervals for a complete mechanical inspection by an authorized agent of the SAAQ.



WHAT YOU SHOULD KNOW

6.1 THE CIRCLE CHECK

The circle check is a sight and sound inspection of certain of the vehicle's accessible components. The driver or a person designated by the operator must carry out the vehicle's inspection to make sure it complies with the standards in effect. The *Highway Safety Code* specifies the following general rule: all heavy vehicles must have been checked within the previous 24 hours, otherwise a new "circle check" must be carried out.

The purpose of the circle check is to make sure that:

- the vehicle's main components are in good condition;
- the vehicle's owner and operator are informed of repairs to be made;
- no vehicles with major defects travel on our roads.

The following systems must be checked based on vehicle type:

- Coupling devices
- Frame and cargo body
- Heater/Defroster
- Driver controls
- Steering
- Windshield wiper/washer
- Emergency material
- Headlights and lights
- Tires
- Doors and other openings
- Glass and mirrors
- Wheels, hubs and fasteners
- Seat
- Suspension
- Fuel system
- Exhaust system
- Electric brake system
- Hydraulic brake system
- Pneumatic brake system
- Passenger transport

For information about the components of the various systems and the applicable defects, consult the *Circle Check Guide*.


6.1.1 Vehicles subject to a circle check

See the table in Appendix 1 for a list of the vehicles subject to a circle check requirement.

6.1.2 Circle check report

- A **duly completed and valid circle check report** must be kept on board the vehicle at all times.
- The circle check report must include the following information:
 - the vehicle's licence plate number or the unit number found on the registration certificate;
 - the operator's name;
 - the date and time at which the circle check was performed;
 - the municipality or location on the road where the circle check was performed;
 - any defects noted during the trip;
 - any defects noted during the circle check. If no defect was noted, this must be indicated as well;

A sample circle check report is presented in Appendix 10




If a major defect is detected, the vehicle may not be driven until it is repaired.

Any minor defect detected must be repaired within 48 hours.

- the name of the person who performed the circle check (printed legibly);
- a declaration, signed by the driver or the person who performed the circle check, attesting that the vehicle was inspected in accordance with applicable requirements;
- if the driver did not personally perform the circle check, his or her signature to attest that he or she read the report and accepted it;
- the odometer reading.

Any minor defect detected during the circle check or during the trip must be entered in the circle check report and reported to the operator before the next circle check or within 24 hours, whichever comes first. Any major defect detected during the circle check or during the trip must be entered in the circle check report and immediately reported to the operator.

6.1.3 Applicable lists of defects



The list of defects is a checklist of the components to be inspected and the defects to be detected on a vehicle. The list is used to determine whether the defects detected during the circle check are minor or major. The operator must provide a list of defects in the format prescribed by the *Regulation respecting safety standards for road vehicles*. Operators may not modify the texts, the order in which the defects are presented or the numbering. They may, however, add components in the section entitled "Specific inspections required by the operator." Operators must place the applicable list(s) of defects on board the vehicle and make sure the driver keeps it (them) in the vehicle.

There are three different lists of defects that must be used based on vehicle type:

- **List 1 - Heavy Vehicle**
Heavy vehicles, other than those covered by Lists 2 and 3.
- **List 2 - Bus**
Buses (other than motor coaches), minibuses and trailers hauled by a bus, minibus or motor coach.
- **List 3 - Motor Coach**
Motor coaches exclusively.

These lists are presented in the *Circle Check Guide*.

MOST FREQUENTLY COMMITTED OFFENCES

Driver failing to record observations in the circle check report	S. 519.2 HSC*	\$350 to \$1,050
Driver failing to conduct a circle check in accordance with prescribed standards	S. 519.2 HSC	\$350 to \$1,050
Operator allowing a heavy vehicle to be driven where the circle check report and, if applicable, the motor coach inspection report were not on board	S. 519.16 HSC	\$700 to \$2,100
Operator failing to ensure that the driver keeps the circle check report or, if applicable, the motor coach inspection report on board the vehicle	S. 519.16 HSC	\$350 to \$1,050

* Highway Safety Code

HELPFUL TIPS

- Drivers and persons designated by the operator should be properly trained to carry out the circle check. This way, owners and operators can avoid sending heavy vehicles out on the road when they have mechanical defects that endanger road users, and they can also minimize delays caused by on-road breakdowns and roadside inspections.
- A circle check report (duly completed and valid) as well as the applicable list(s) of defects must be on board the vehicle when it is put into operation.
- Invoices for repairs (original or photocopy) should be attached to the circle check report in which the related defect was recorded, and both documents should be filed in the vehicle record. This is an easy way to make sure that you comply with all legal requirements.

LEGAL REFERENCES

- [Regulation respecting safety standards for road vehicles](#)
- [Highway Safety Code](#)

DOCUMENTS

- [Circle Check Guide](#)
Société de l'assurance automobile du Québec

WHAT YOU SHOULD KNOW

6.2 MANDATORY MAINTENANCE

Owners must set up a system for regular planned inspections in order to monitor the mechanical condition of the vehicle fleet and prevent mechanical defects from occurring. Mandatory maintenance includes all planned operations designed to maintain vehicles in good operating condition. The maintenance can be done by the owner or by an independent business establishment chosen by the owner, but it remains the owner's responsibility to see that maintenance is done correctly and at the proper intervals.

6.2.1 Vehicles subject to mandatory maintenance

See the table in Appendix 1 for a list of the vehicles subject to the mandatory maintenance requirement.

6.2.2 Frequency

Vehicle maintenance should be done at least once every 6 months. Under the *Regulation respecting safety standards for road vehicles*, the mandatory periodic mechanical inspection (performed by an authorized SAAQ agent) is not a substitute for mandatory maintenance.

6.2.3 Mechanical components subject to mandatory maintenance

Mandatory maintenance is required for all mechanical components that must be in good condition, correctly adjusted and in proper working order in order to ensure that the vehicle is safe to drive. The components to be inspected are listed on mechanical inspection certificates (MICs) and on the sample maintenance sheets presented in Appendix 3.

6.2.4 Maintenance sheets

Maintenance sheets are an indispensable tool for any preventive maintenance program. Using them guarantees a full and thorough inspection.

The SAAQ provides sample maintenance sheets. These are intended as models and may be used as is. However, their use is not mandatory, and owners may modify them to suit their own particular needs, provided they meet the requirements described above.

The maintenance sheets in Appendix 3 (straight-body trucks, buses, trailers and vehicles under 3,000 kg) were designed to be used as part of a routine procedure by the mechanic who inspects the vehicle with the sheet in hand and then makes any necessary repairs. The routine follows the logical order in which vehicle components are usually inspected: inside the vehicle, around the vehicle, under the hood, under the vehicle, the brakes, and then any other inspection deemed necessary.

Depending on the vehicle’s features and configuration, it may be necessary to change the order in which one or more vehicle components are inspected, and the sample sheets will have to be adapted accordingly. For example, in the case of some vehicles, a component listed in the section “around the vehicle” may be more easily accessible “under the vehicle” or “under the hood.”

A sample register is also provided for recording brake and tire measurements. Brake measurements are mandatory, but tire measurements are optional. Recording brake and tire measurements in a register rather than a maintenance sheet makes it possible to monitor wear from one inspection to the next. This way, any abnormal wear can be detected before a break-down occurs.

MOST FREQUENT OFFENCES

Failing to keep equipment on a heavy vehicle in good working order	S. 213 HSC*	\$90 to \$525
Owner failing to maintain a heavy vehicle in good mechanical condition	S. 519.15 HSC	\$700 to \$2,100
Owner resumes operating a heavy vehicle cited for a minor defect without first proving to the SAAQ that repairs have been made	S. 531 HSC	\$350 to \$1,050

* Highway Safety Code



HELPFUL TIPS

- The rules for mandatory maintenance are the same, whether you own one vehicle or a fleet of 300 vehicles.
- Close monitoring of heavy vehicle maintenance helps keep our roads safe, ensures that owners' vehicles are up to the task at hand, and minimizes service disruptions due to mechanical defects.
- It is recommended that a designated person be put in charge of mandatory maintenance, as that person is required to set up a service schedule for each vehicle.
- Remember to file the maintenance sheets in the vehicle record once servicing is completed.
- Keeping a separate record for each vehicle is a good way of making sure you have on hand all the documents you need to comply with all legal requirements.

LEGAL REFERENCES

- [Regulation respecting safety standards for road vehicles](#)
- [Highway Safety Code](#)

DOCUMENTS

- [Wheel Loss Due to Faulty Bearings](#)
Société de l'assurance automobile du Québec
- [Wheel Loss - A Risk No One Can Run!](#)
Société de l'assurance automobile du Québec
- [Road Vehicle Mechanical Inspection Guide](#)
Société de l'assurance automobile du Québec

WHAT YOU SHOULD KNOW

6.3 MANDATORY PERIODIC MECHANICAL INSPECTION (MI)

Heavy vehicle owners are required to periodically check that their vehicles are in good mechanical condition so as to reduce the risk of accidents due to mechanical defects. This is why they have to have a complete mechanical inspection carried out by a qualified mechanic at the business establishment of an authorized agent of the SAAQ. If all vehicle components meet regulatory standards, the agent affixes an inspection sticker to the vehicle. If any mechanical defects are detected, however, the owner must have them repaired in order to obtain a sticker. The *Regulation respecting safety standards for road vehicles* specifies which vehicle components are to be inspected and how serious each type of mechanical defect is considered to be.

6.3.1 Vehicles subject to mandatory periodic inspection and the frequency of inspections

See the table in **Appendix 1** for a list of the vehicles subject to the mandatory periodic mechanical inspection requirement.

MOST FREQUENT OFFENCES

Owner failing to submit a heavy vehicle for mandatory mechanical inspection	S. 523 HSC*	\$700 to \$2,100
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* Highway Safety Code

HELPFUL TIPS

- Asking the driver to check the expiry date on the inspection sticker as part of the circle check is a good way of making sure that the mechanical inspection is still valid.
- Even though the SAAQ notifies owners shortly before an inspection sticker expires, it is a good idea to keep track of your vehicles by setting up a servicing schedule for each vehicle. You can avoid many problems by doing so.

LEGAL REFERENCES

- [Regulation respecting safety standards for road vehicles](#)
- [Highway Safety Code](#)

DOCUMENTS

- [Road Vehicle Mechanical Inspection Guide](#)
Société de l'assurance automobile du Québec

WHAT YOU SHOULD KNOW

6.4 PREVENTIVE MAINTENANCE PROGRAM (PMP)

An alternative to mandatory periodic mechanical inspection and the specific inspection of the mechanical condition of motor coaches

The SAAQ is convinced that preventive maintenance has a positive impact on road safety. This is why the SAAQ offers heavy vehicle owners who are subject to the mandatory periodic mechanical inspection as well as owners of motor coaches subject to the specific inspection of the mechanical condition of motor coaches (see section 6.5) an alternative that allows them to set up their own maintenance program, subject to approval by the SAAQ. Under this option, owners no longer have to submit their vehicles to mandatory inspection or the specific inspection of the mechanical condition of motor coaches, but, of course, they are still required to maintain their vehicles in good condition and they continue to be subject to all other legal requirements. To provide greater flexibility, the SAAQ allows owners to do their own servicing or contract the work out to a third party, but they are responsible for seeing that the work is done correctly and at the proper intervals.

Participation in a preventive maintenance program (PMP) is entirely voluntary. Owners of vehicles subject to the inspection requirement or the specific inspection of the mechanical condition of motor coaches are free to set up such a program or to continue sending their vehicles for mandatory periodic mechanical inspection or the specific inspection of the mechanical condition of motor coaches, as described in the preceding and following sections.

For more information on the preventive maintenance program, contact your local Contrôle routier Québec office.

HELPFUL TIPS

- Owners that do not have the necessary personnel to do their own servicing can contract the work out to an establishment whose mechanics hold the required competency card. This way, all owners can sign up for the preventative maintenance program and enjoy all the advantages it provides.

LEGAL REFERENCES

- [Regulation respecting safety standards for road vehicles](#)
- [Highway Safety Code](#)

DOCUMENTS

- [Wheel Loss Due to Faulty Bearings](#)
Société de l'assurance automobile du Québec
- [Wheel Loss - A Risk No One Can Run!](#)
Société de l'assurance automobile du Québec
- [Road Vehicle Mechanical Inspection Guide](#)
Société de l'assurance automobile du Québec

WHAT YOU SHOULD KNOW

6.5 INSPECTION SPECIFIC TO MOTOR COACHES

Due to the specific design of motor coaches, certain components can be difficult to inspect during the circle check. The specific inspection of the mechanical condition of motor coaches makes it possible, among other things, to check inaccessible components.

The inspection aims to detect the defects that appear on List 4 provided in the *Regulation respecting safety standards for road vehicles*. This inspection must be conducted in addition to the periodic mechanical inspections as well as the maintenance that must be carried out every six months for this type of vehicle. For this inspection, the motor coach must be positioned over an observation pit or on a lift for examination.

6.5.1 Vehicles subject to the inspection specific to motor coaches

All motor coaches are subject to this periodic inspection, unless they subject to a preventative maintenance program (PMP) recognized by the SAAQ.


6.5.2 Frequency

This is a mandatory mechanical inspection motor coaches must undergo every 30 days or 12,000 km, whichever comes first.

6.5.3 Mechanical components subject to inspection

List 4, provided in the *Regulation respecting safety standards for road vehicles*, defines nine systems subject to the specific inspection of the mechanical condition of motor coaches, as well as the mechanical defects that can be detected for each of those systems.

This list is a checklist and must remain unchanged from the form prescribed in the Regulation. It can be found in the document entitled *La vérification spécifique de l'état mécanique d'un autocar*, available (in French only) on the SAAQ website. The English version of List 4 can be consulted under Schedule VI of the *Regulation respecting safety standards for road vehicles*.



Unlike List 3, which is a checklist for the person who carries out the circle check of a motor coach and which must be kept on board the motor coach, List 4 does not have to be kept on board the motor coach.

The person who carries out the specific inspection of the mechanical condition of the motor coach can consult the *Road Vehicle Mechanical Inspection Guide* for general details on the inspection procedures and the components to inspect. It is important to remember that all of the defects listed in List 4 are major defects.

6.5.4 Specific motor coach inspection report

The owner must fill out or have another person fill out a specific motor coach inspection report in accordance with the prescribed frequency and place the report in each vehicle for which he or she is responsible.

The report must include the following information:

1. the vehicle's licence plate number or the unit number found on the registration certificate;
2. the operator's name;
3. the date of the inspection;
4. the location where the inspection was performed;
5. the odometer reading;
6. brake measurements (thickness of the brake linings);
7. any defects detected during the inspection;
8. the nature of any repairs made as a result of this inspection;
9. a declaration attesting that the vehicle identified in the report was inspected in accordance with applicable requirements;
10. the name (printed legibly) and signature of the person who performed the inspection.

The driver of the motor coach must make sure that the specific motor coach inspection report is on board the vehicle before driving off. The driver is also required to hand over the report to any peace officer who asks for it for examination. The officer must then give the report back to the driver after examination.

The owner and the operator must keep a file that contains this report for each motor coach for at least 6 months. The owner must keep the documents attesting that the defects detected during the specific inspection of the mechanical condition of the motor coach have been repaired for at least 12 months.

A sample specific motor coach inspection report is presented in Appendix 11.

LEGAL REFERENCES

- [Regulation respecting safety standards for road vehicles](#)
- [Highway Safety Code](#)

DOCUMENTS

- [La vérification spécifique de l'état mécanique d'un autocar](#)
(in French only)
Société de l'assurance automobile du Québec
- [Road Vehicle Mechanical Inspection Guide](#)
Société de l'assurance automobile du Québec


WHAT YOU SHOULD KNOW

6.6 PROGRAMME D'INSPECTION ET D'ENTRETIEN DES VÉHICULES AUTOMOBILES LOURDS (PIEVAL, OR HEAVY VEHICLE INSPECTION AND MAINTENANCE PROGRAM)

Exhaust emissions from motor vehicles contain pollutants that can cause lung and heart disease and even certain types of cancer. Such pollutants disrupt the natural functioning of ecosystems and contribute to the formation of smog. Furthermore, excessive fuel consumption increases the production of greenhouse gases. These are all good reasons for reducing exhaust emissions. In most cases, regular vehicle maintenance is all it takes to maintain pollutant emissions at an acceptable level.

To meet this challenge, the Ministère du Développement durable, de l'Environnement et de la Lutte contre les changements climatiques has implemented the Programme d'inspection et d'entretien des véhicules automobiles lourds (heavy vehicle inspection and maintenance program). The program is designed to ensure that heavy vehicles operating on Québec's roads comply with the standards set forth in the *Regulation respecting environmental standards for heavy vehicles*.

Vehicles that are defective or inadequately maintained are easy to spot: either they emit thick black fumes or a strong smell of exhaust, or both. Under the Regulation, heavy vehicles that show signs of excess emissions will be pulled over by a Contrôle routier Québec officer to have their exhaust emissions analyzed at the exhaust pipe.



Standards for curbing emissions from diesel-powered heavy vehicles are based on the opacity of exhaust gases, i.e., the quantity of particles present in the exhaust. A probe attached to an opacity meter is placed over the opening of the exhaust pipe and measures the opacity level of the exhaust in just a few seconds.

Maximum opacity permitted:

- 30 % for vehicles manufactured in 1991 or later;
- 40 % for vehicles manufactured in 1990 or earlier.

Hydrocarbon, carbon dioxide and carbon monoxide concentrations in emissions from gasoline or gas-powered vehicles are measured using a 4-gas or 5-gas analyzer. Heavy vehicles are required to meet emissions standards for hydrocarbons (HCs) and carbon monoxide (CO) that vary depending on the vehicle model year.

MOST FREQUENT OFFENCES

For a violation of emissions standards, the owner of a heavy vehicle initially faces a fine of \$200 to \$2,000 if the owner is a natural person and \$400 to \$4,000 if the owner is a legal person. The Ministère also sends a notice ordering the owner to have the vehicle repaired and then re-inspected at an authorized establishment within 30 days following the issue of the notice in order to prove that the vehicle complies with emissions standards.

Any owner who fails to have the vehicle repaired within the prescribed deadline is issued a second fine of \$1,000 to \$50,000 (or double those amounts, if the owner is a legal person). In addition, any owner who uses the vehicle or authorizes its use after that deadline faces yet another fine of \$2,000 to \$100,000. This fine is doubled if the owner is a legal person. For any repeat violation within two years following a conviction, those fines are doubled, even if the vehicle was repaired and deemed compliant after the first violation. For any additional violations, the fines are tripled.

HELPFUL TIPS

- Black exhaust fumes are caused by a defect, faulty maintenance or a misadjusted air or fuel intake valve. They may also result from improper driving habits.
- Adjust the fuel pump according to the manufacturer's recommendations.
- Clean or replace injectors.
- Make sure there is nothing blocking the air intake system.
- Check or adjust your emissions control device.

LEGAL REFERENCES

- [Regulation respecting environmental standards for heavy vehicles](#)

DOCUMENTS

- [Véhicules lourds - Émissions légères](#)
(in French only)
Ministère du Développement durable, de l'Environnement et de la Lutte contre les changements climatiques

7. OPERATING HEAVY VEHICLES

WHAT YOU SHOULD KNOW

The vehicle outline depicted on a sign may represent a truck, a tow truck or a tool vehicle, unless otherwise indicated in the Regulation respecting road signs.





7.1 ROAD SIGNS AND SIGNALS AND TRAFFIC RULES





Road signs and signals enable road users to adjust their driving to changing situations, but also serve as a reminder of the traffic rules that apply on Québec roads. Signs are used to give directions, post the speed limit, indicate the road configuration ahead, etc.

Traffic violations – especially speeding – are the most common type of offence involving heavy vehicle drivers and operators. Speeding is a hazardous practice and the most frequently reported cause of accident.

The *Regulation respecting road signs* sets the rules that govern road signs in Québec and applies to all vehicles operating on the road network. Certain road signs, however, specifically target heavy vehicles or certain such vehicles. They generally show an outline of a truck.

Here are a few examples:

	Mandatory route for certain classes of vehicles. This sign shows drivers of the class of vehicle illustrated on the sign the route they must follow.
	This sign indicates that drivers of trucks in transit must proceed in the direction indicated by the arrow shown on the sign. A vehicle is considered to be in transit when passing through an area where no local deliveries are scheduled.
	This sign indicates that the road is closed to trucks.
	This sign indicates that the road is closed to trucks except for local deliveries.

 <p>EN SURCHARGE</p>	<p>This sign indicates that trucks with a weight that exceeds the load limits prescribed by the <i>Vehicle Load and Size Limits Regulation</i> that apply to road vehicles and combinations of road vehicles are prohibited from travelling on certain bridges or overpasses, unless the driver is expressly authorized to do so by a special permit issued under section 463 or 633 of the <i>Highway Safety Code</i>. This sign also targets tool vehicles and equipment transport vehicles.</p>
<p>VÉRIFICATION</p>  <p>3 t ET PLUS 1 km</p>	<p>This sign indicates that there is a brake check area up ahead where drivers of vehicles or combinations of vehicles with a total loaded weight of 3,000 kg or more must stop (at a stop sign within the brake check area) and check their brakes.</p>
 <p>OUVERT QUAND LES FEUX CLIGNOTENT</p>	<p>This sign indicates an inspection station where drivers of trucks, tow trucks, equipment transport vehicles or tool vehicles may be required to stop for mandatory inspection. Drivers are required to pull over at an inspection station only when the lights on the sign are flashing or when a peace officer signals them to do so.</p>
	<p>This sign indicates public roads and tunnels that are closed to drivers of vehicles transporting dangerous substances subject to section 43 of the <i>Transportation of Dangerous Substances Regulation</i>.</p>

MOST FREQUENTLY COMMITTED OFFENCES

Speeding	Ss. 303.2, 299, 328, 329 HSC*	Fine varies based on the actual speed observed
Failing to obey traffic signs	S. 310 HSC	\$100 to \$525
Failing to stop at a stop sign	S. 368 HSC	\$100 to \$200
Failing to wear a seat belt	S. 396 HSC	\$80 to \$100

* Highway Safety Code

HELPFUL TIPS

- Defensive driving training can help avoid many accidents. Operators are responsible for making sure that the drivers they employ have the necessary skills to drive a heavy vehicle and show safe conduct.
- Offences directly related to driving, such as speeding or failure to obey road signs and signals, represent **nearly one-third** of all offences reported in operators' records. Such offences can thus have a significant impact on an operator's conduct record. You should check your record often to make sure your drivers are obeying traffic rules and road signs and signals.
- Likewise, setting up an in-house system for monitoring and managing driver conduct will help you maintain a "satisfactory" safety rating. Such a policy could involve, for example, gradually escalating administrative measures imposed on drivers who commit such offences.

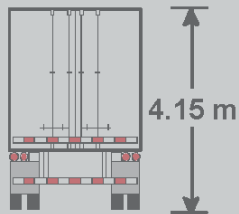
LEGAL REFERENCES

- [Regulation respecting road signs](#)
- [Highway Safety Code](#)

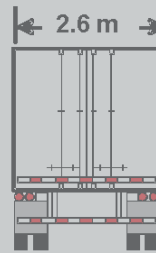
7.2.2 Size limits

As a rule, the maximum size authorized for each class of vehicle, including the load, is as follows:

Height

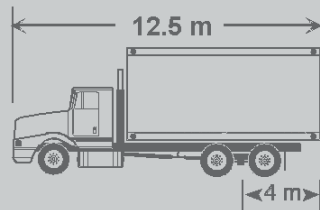


Width

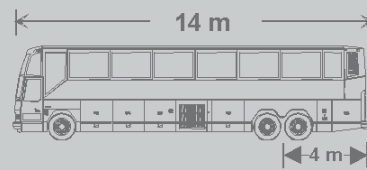


Length

Truck

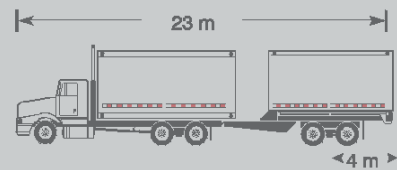


Bus

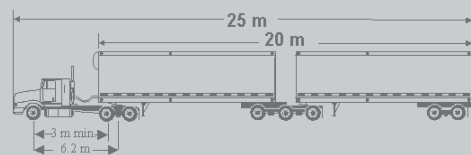


Combination of vehicles

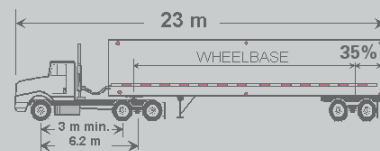
Truck and trailer



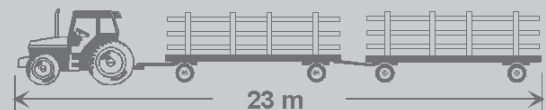
B train



Tractor and semi-trailer



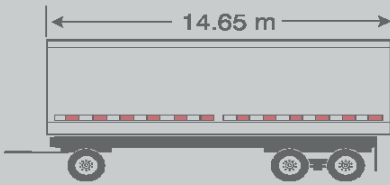
Farm tractor and two trailers



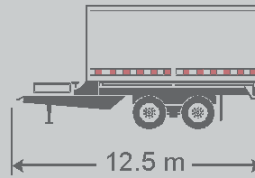
* Maximum of 35% (including load) of the distance between the centre of the single, double or triple axle and the centre of the kingpin.

Trailers and semi-trailers

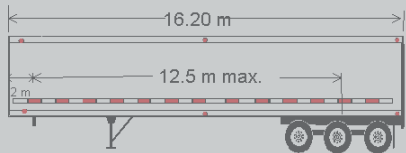
Trailer with a dolly



Trailer without a dolly



Semi-trailer



All trailers and semi-trailers 2.05 m wide or wider and weighing more than 3,000 kg must have reflective strips.

Farm machines wider than 2.6 metres

Farm machines and combinations of farm machines with an excessive width are increasingly present on the road network. In order to ensure road safety for farm machine operators and all other road users, the *Regulation respecting the visibility and traffic of farm machines wider than 2.6 metres* was adopted by decree on June 19, 2013 and came into force on December 1, 2013.

To find out the main safety standards that apply to farm machines and combinations of farm machines that belong to farmers, consult the Regulation and the guide on the SAAQ's website.

MOST FREQUENTLY COMMITTED OFFENCES

Exceeding the axle load limit	S. 463 HSC*	\$50 to \$450
Exceeding the vehicle load limit	S. 463 HSC	\$300 or more based on actual weight observed
Outsized rear overhang	S. 463 HSC	\$175 or more based on the actual length of the overhang observed

* Highway Safety Code

HELPFUL TIPS

- Installing electronic scales on board your vehicles will help you avoid the high costs you might have to pay as a result of a roadside inspection. For example, you may find it very costly if you have to dispatch a second heavy vehicle to unload the first vehicle before it can be authorized to continue its route.
- Make sure your drivers know the exact load limits for the vehicles they are driving.

LEGAL REFERENCES

- [Vehicle Load and Size Limits Regulation](#)
- [Highway Safety Code](#)
- [Regulation respecting the visibility and traffic of farm machines wider than 2.6 metres](#)

DOCUMENTS

- [Vehicle Load and Size Limits Guide](#)
Ministère des Transports, de la Mobilité durable et de l'Électrification des transports
- [Surcharge de la masse totale en charge](#)
(in French only)
Ministère des Transports, de la Mobilité durable et de l'Électrification des transports
- [Guide to the Regulation Respecting the Visibility and Traffic of Farm Machines Wider than 2.6 metres](#)
Société de l'assurance automobile du Québec
- [Infraction concernant la masse totale en charge](#)
(in French only)
Ministère des Transports, de la Mobilité durable et de l'Électrification des transports

WHAT YOU SHOULD KNOW

7.3 SECUREMENT OF LOADS AND BAGGAGE

The purpose of the *Cargo Securement Standards Regulation* is to protect the safety of road users and standardize the methods used for securing loads by prescribing requirements regarding the use of adequate load securement equipment that apply to road vehicle loads.

The Regulation defines standards for securement devices, determines their minimum strength based on gross weight, and sets the requirements for how they are to be used, based on the type of goods being transported.

In addition to the requirements set forth in the Regulation, the *Highway Safety Code* requires that, for all types of vehicles, the load must be positioned, secured or covered in such a way that it cannot:

- shift or move around in or on the vehicle;
- be dislodged or fall from the vehicle;
- compromise the stability of the vehicle.

The following list presents some of the requirements prescribed by the *Cargo Securement Standards Regulation*:

- The elements of the securement system must:
 - be in proper working order;
 - be appropriate for the purpose for which they are used;
 - not have any knots or damaged or weakened components that will adversely affect their performance;
 - not have any cracks or cuts;
 - have a gross load limit that is equal to 50% or more of the weight of the cargo they are used to secure;
 - bear a manufacturer's marking indicating the gross load limit;
 - be designed and maintained to bear constant tension so that they cannot come loose when in use.
- The minimum number of tie-down straps (securement devices) used must be:
 - **one** tie-down strap, if the article secured is not longer than 1.52 m and weighs 500 kg or less;
 - **two** tie-down straps, if the article secured is not longer than 1.52 m and weighs more than 500 kg;
 - **two** tie-down straps, if the article secured is longer than 1.52 m but does not exceed 3.04 m, regardless of its weight;
 - **two** tie-down straps for the first 3.04 m **and an additional tie-down strap** for each additional segment measuring 3.04 m or a fraction thereof, if the article secured is longer than 3.04 m.

Note: The required number of tie-down straps may be reduced if the article is blocked towards the front by a front-end structure, a bulkhead, a device used to prevent it from shifting forward, or another article of cargo that is adequately secured.

- Drivers must:
 - make sure the cargo does not:
 - interfere with their ability to drive the vehicle safely,
 - hinder a person from freely exiting from the cab or driver's compartment of the vehicle,
 - reduce the field of vision,
 - cover any lights;
 - inspect the cargo and the cargo securement system:
 - before driving the vehicle,
 - not more than 80 km from the point where the cargo was loaded,
 - when there is a change of duty status (activity) for the driver,
 - when the vehicle has travelled for three hours or 240 km.

The *Cargo Securement Standards Regulation* also sets specific securement requirements based on the type of cargo being transported, such as:

- logs;
- dressed lumber;
- metal coils, paper rolls and concrete pipes;
- intermodal containers and "roll-on/roll-off" and "hook lift" containers;
- light and heavy vehicles and flattened or crushed vehicles;
- boulders;
- bulk cargo.

7.3.1 Buses (s. 519.8 of the *Highway Safety Code*)

In addition to complying with the standards set forth in the *Cargo Securement Standards Regulation*, drivers of buses and minibuses must distribute and secure freight, express parcels and baggage so as to ensure that:

- drivers' movements are unrestricted and they can properly operate the vehicle;
- passengers have unobstructed access to all exits;
- passengers are protected against any injury that might be caused by falling or shifting articles carried in the bus or minibus.

MOST FREQUENTLY COMMITTED OFFENCES

Driving a vehicle with a load that is not firmly secured so as to prevent it from being dislodged or falling from the vehicle	S. 471 HSC*	\$350 to \$1,050
Allowing a driver to drive a vehicle with a load that is not firmly secured so as to prevent it from being dislodged or falling from the vehicle	S. 471 HSC	\$700 to \$2,100

* Highway Safety Code

HELPFUL TIPS

- A securement device, an integrated locking device or blocking device used to secure cargo must itself be firmly secured so as to prevent it from unlocking or coming loose.
- Vehicles used must be fitted with the appropriate equipment for properly securing the load.
- Make sure that you have securement devices on hand, that they are in good working condition, and that they are appropriate for the purpose for which they are used.
- When purchasing tie-down straps, make sure that their working load limit (WLL) is certified by the manufacturer.
- It is mandatory to inspect the load, both before departure and during the trip, to ensure that it is properly secured. Doing so is essential for your own safety and that of other road users.

LEGAL REFERENCES

- [Cargo Securement Standards Regulation](#)
- [Highway Safety Code](#)
- [National Safety Code for Motor Carriers Standard 10 – Cargo Securement](#)

DOCUMENTS

- [Guide sur les normes d'arrimage des cargaisons](#)
(in French only)
Ministère des Transports, de la Mobilité durable et de l'Électrification des transports
- [Avis – Guide sur les normes d'arrimage des cargaisons](#)
(in French only)
Ministère des Transports, de la Mobilité durable et de l'Électrification des transports
- [Info-camionnage, bulletin du 28 février 2012](#)
(in French only)
Ministère des Transports, de la Mobilité durable et de l'Électrification des transports
- [Info-camionnage, bulletin du 22 décembre 2009](#)
(in French only)
Ministère des Transports, de la Mobilité durable et de l'Électrification des transports

WHAT YOU SHOULD KNOW

7.4 SPECIAL TRAVEL PERMITS

A special travel permit is required when a road vehicle's or a combination of road vehicle's size or load exceeds the limits allowed by the *Vehicle Load and Size Limits Regulation*.

7.4.1 Regulation respecting special travel permits

The *Regulation respecting special permits* sets the conditions that apply to any vehicle manufactured as an oversized vehicle or any vehicle that is oversized due to the fact that its load cannot be divided.

There are 7 classes of special permits:

- Class 1: Vehicle that is oversized due to its width, height, length or front or rear overhang
- Class 2: Transport of prefabricated buildings
- Class 3: Transport of swimming pools
- Class 4: Tow trucks
- Class 5: Overloaded transport
- Class 6: Overloaded transport requiring an expert's report from the Ministère des Transports, de la Mobilité durable et de l'Électrification des transports
- Class 7: Oversized transport requiring an expert's report from the Ministère des Transports, de la Mobilité durable et de l'Électrification des transports

There are two categories of permit – general permits and specific permits:

- a general permit authorizes the permit holder to make trips with or without having a specified route and over a period of no more than one year;
- a specific permit authorizes the permit holder to make a trip with a specified route, including the return trip along the same route, within a maximum period of 7 consecutive days.

7.4.2 Special road train operating permit

Under the *Special Road Train Operating Permits Regulation*, a combination of vehicles longer than 25 m composed of a tractor and two semi-trailers may be authorized to travel between March 1 and November 30. From December 1 to the last day in February, as well as on Sundays and statutory holidays, road trains are prohibited from operation.

The main conditions that must be met for a road train to be authorized to operate are the following:

- the operator must hold a permit issued under the *Special Road Train Operating Permits Regulation* and have paid the applicable fees;
- the road train must only travel on highways with divided lanes or the approach roads to such highways;
- a semi-trailer may have a maximum length of 16.2 m;
- the driver must have a minimum of 5 years of driving experience in driving combinations of road vehicles and hold a driver's licence with the T endorsement;
- the last semi-trailer must have a sign affixed to its rear bearing a road train pictogram and the word "LONG";
- the road train may not travel above 90 km/h;
- a road train longer than 25 m is prohibited from transporting dangerous substances that require the display of safety marks.

7.4.3 Special Minister's permit

When justified by exceptional circumstances, the Minister of Transport may issue a special permit authorizing travel by an oversized or overloaded vehicle. Such permits are issued primarily to allow travel by experimental vehicles, for the sake of harmonization between Québec standards and those of other North American jurisdictions, or as a transitional measure allowing the industry to adapt to a special situation.

7.4.4 How can you obtain a special permit?

To obtain a Class 1 to 7 special permit¹¹ or a special road train operating permit, you must apply at an SAAQ service centre (see Appendix 12).

To obtain a special Minister's permit, you must apply to the Ministère des Transports, de la Mobilité durable et de l'Électrification des transports. Contact information for the Ministère is provided in section 10 of this guide.

MOST FREQUENTLY COMMITTED OFFENCES

Exceeding the vehicle load limit or axle load limit (holder of a special permit)	S. 513 HSC*	\$150 or more, based on the actual weight observed
Failing to comply with a condition or failing to display proper warning signs	S. 513 HSC	\$175 to \$2,100
Failing to hold a special travel permit	S. 464 HSC	\$175 to \$525

* Highway Safety Code

HELPFUL TIPS

- Keep the **original** of the special travel permit on board the vehicle.
- A special permit **does not authorize travel on bridges and overpasses with weight restrictions**, unless a condition is added to the permit authorizing such travel.

LEGAL REFERENCES

- [Regulation respecting special permits](#)
- [Special Road Train Operating Permits Regulation](#)
- [Highway Safety Code](#)

11. Applications for Class 6 and 7 permits must be analyzed by the Ministère des Transports, de la Mobilité durable et de l'Électrification des transports before a permit can be issued by the SAAQ. Applicants should plan for the time required to carry out feasibility studies.

DOCUMENTS

- [Simplified Guide to the Regulation Respecting Special Permits](#)
Ministère des Transports, de la Mobilité durable et de l'Électrification des transports
- [Guide to the Special Road Train Operating Permits Regulation](#)
Ministère des Transports, de la Mobilité durable et de l'Électrification des transports

WHAT YOU SHOULD KNOW

7.5 TRANSPORTING DANGEROUS SUBSTANCES

In Québec, operations involving the transport of dangerous substances (i.e., handling, offering for transport, transport) are governed by the *Transportation of Dangerous Substances Regulation*.

Under the Regulation, consignors (i.e., persons who supply dangerous substances for transport) are responsible for:

- training their employees;
- affixing safety marks (labels, placards, UN number, signs, marks, panels);
- properly filling out the shipping documents;
- providing safety marks to the operator;
- ensuring the dangerous substances are classified before allowing a carrier to accept them;
- ensuring that the containers used comply with safety standards.

Before handling or transporting dangerous substances, operators must:

- ensure the classification has been completed;
- ensure that the driver holds a training certificate;
- ensure that safety marks are affixed to the containers;
- verify that the information recorded in the shipping document matches the safety marks;
- affix the safety marks to the vehicle (placards, UN number, signs, marks, panels);
- ensure that the containers used comply with safety standards;
- ensure that the tank truck used complies with the requirements for the transported product;
- ensure that the transportation of contaminated soil complies with safety standards;
- ensure that the driver obeys traffic rules.

7.5.1 Training

Employers are responsible for ensuring that their employees have the required qualifications in the areas related to their duties: handling, offering for transport or transporting dangerous substances.

The employer issues a training certificate to the employee on which the following information is indicated:

- the certificate's expiry date;
- the employer's name and signature;
- the employee's address and signature;
- the areas in which the employee was trained.

The certificate is valid for three years. The employer must keep a training record and a copy of the certificate, from the date of issue until two years after its expiry date.

In addition, at the end of the three-year period, the employer must ensure that the employee receives supplemental training. This is necessary if the applicable regulations are amended or if employees are required to handle or transport any new types of materials. Drivers who change jobs or employers must also receive appropriate training for their new duties.

The training must be directly related to the dangerous substances the employee is expected to handle or transport, and must cover one or more of the following, as applicable:

- a) the classification, nature and characteristics of the dangerous substances in question;
- b) the shipping names;
- c) use of Schedules 1, 2 and 3 of the federal regulation;
- d) packaging requirements for various dangerous substances;
- e) safety marks;
- f) required documents;
- g) special precautions;
- h) reports in the event of rejection;
- i) emergency measures (emergency intervention plan);
- j) use of equipment;
- k) emergency equipment.

Self-employed drivers are responsible for obtaining the appropriate training and must sign their own training certificate.

7.5.2 Where documents are to be kept during transport

During transport, the shipping documents must be kept inside the cab in a pocket inside the driver's door or in another location where they are in plain view and within easy reach. If the dangerous substances are in a trailer that is detached from the tractor, the shipping documents must be placed in an airtight container that is securely attached to the trailer.

7.5.3 Tunnels and level crossings

In Québec, **it is prohibited to travel** in the following tunnels in a vehicle transporting dangerous substances of certain classes and in certain quantities prescribed by regulation:

- the tunnel section of the Louis-Hippolyte-La Fontaine bridge-tunnel (in Montréal);
- the Viger tunnel (in Montréal);
- the tunnel sections of autoroute Ville-Marie (in Montréal);
- the tunnel section of the Joseph-Samson bridge-tunnel (in Québec);
- the Melocheville tunnel (in Beauharnois).

Vehicles transporting dangerous substances in a great enough quantity to require the display of safety marks must stop at level crossings.

7.5.4 Tank trucks transporting dangerous substances

Tank trucks used to transport dangerous goods must meet certain standards in respect of manufacture, selection and use.

A placard must be permanently affixed to the tank truck indicating the type of truck and the dates of manufacture and initial testing of the tank. In addition, every tank truck must undergo periodic inspection and testing, and the types and dates of those inspections and tests must be indicated on the tank.

All tank trucks assembled after August 14, 2006 that contain dangerous substances must be equipped with one of the following:

- a device that makes it possible to monitor the driver's conduct and that records significant speed variations and relevant data concerning the date, time and speed;
- an electronic stability control system that assists the driver through critical manoeuvres.

A document that certifies that either of these devices has been installed must be presented on request by a peace officer.

7.5.5 Increased safety measures

When transporting dangerous substances – more so than with any other type of cargo – all the required and supplemental safety measures must be conscientiously observed by all stakeholders in order to avoid any attacks, threats or offending or delinquent acts.

MOST FREQUENTLY COMMITTED OFFENCES

Allowing an employee to transport dangerous substances without a training certificate	S. 646 HSC*	\$350 to \$1,050
Transporting dangerous substances without a shipping document	S. 646 HSC	\$700 to \$2,100
Transporting dangerous substances with a shipping document that does not contain all the required information	S. 646 HSC	\$175 to \$525

* Highway Safety Code

HELPFUL TIPS

- If you are an operator, you must check the identity, integrity and background of all your employees, drivers or customers.
- Even though a training certificate is valid for three years, providing refresher training to your drivers will help ensure their skills are up to date.
- Make sure you are thoroughly familiar with the road signs and signals specifically targeting the transport of dangerous substances.
- If you are an operator, make sure your drivers are also familiar with the road signs and signals specifically targeting the transport of dangerous substances.
- Make sure that storage sites are adequately lit and protected behind fences or barriers or inside buildings.
- If you are an operator, require personal identification cards from all persons accessing areas where dangerous substances are stored.
- Regularly check the condition of all locks and make sure all other protective measures are working properly.
- Use alarm systems or other security systems to safeguard dangerous substances.
- Technological innovations can help you improve security, particularly cell phones, satellite monitoring (GPS) and other surveillance systems.

- Ask vehicle owners to install an electronic control that requires a code, in addition to a key, to start their vehicles.
- Maintain a communication system inside your facility that enables you to communicate with any concerned personnel.

LEGAL REFERENCES

- [Transportation of Dangerous Substances Regulation](#)
- [Highway Safety Code](#)

DOCUMENTS

- [Transportation of Dangerous Substances Guide](#)
Ministère des Transports, de la Mobilité durable et de l'Électrification des transports

WHAT YOU SHOULD KNOW

7.6 SHIPPING DOCUMENTS

The purpose of a shipping document is to make it easier to identify the operator of a heavy vehicle.

Operators that undertake to transport cargo for remuneration and for the account of others must (with some exceptions) keep the shipping document on board their vehicles from the time the cargo is accepted until it is delivered.

Shipping documents must contain the following information:

- a description of the cargo (if there are several types of cargo, the respective quantities of each);
- the name of the shipper and of any other person who provided the cargo to the operator;
- the name of the recipient or consignee;
- the name of the operator and the operator's identification number (RIN) in the Register of the Commission des transports;
- the date when and the location where the operator accepts the cargo;
- the cargo destination;
- the name and identification number of the transport service intermediary, if any.

The operator must keep a copy of every shipping document for at least two years.

The required information for a shipping document may be stored on an electronic device provided it can be printed out at the request of a peace officer or an inspector during a roadside inspection.

MOST FREQUENTLY COMMITTED OFFENCES

Operator failed to keep a copy of a shipping document for at least two years	S. 10*	\$125 to \$375
Operator used a shipping document that did not contain all the required information	S. 12*	\$125 to \$375

* Regulation respecting the requirements applicable to shipping documents

HELPFUL TIPS

- Make sure you are clearly designated as the operator on the shipping document at the time the cargo is accepted for transport.
- In the case of a trans-shipment, make sure that the name and register identification number (NIR) that appear on the shipping document are those of the previous operator.
- Additional requirements apply to shipping documents for the transport of dangerous substances.
- The shipping document may be composed of several documents, such as bills of lading, invoices, trip sheets, etc. They must provide all the information required by the Regulation.
- Transportation of goods “for remuneration and for the account of others” refers to a situation where a carrier transports cargo for the account of a third party and for which transportation is the main mission. It is therefore the opposite of carrying out transportation on one’s own behalf.

LEGAL REFERENCES

- [Regulation respecting the requirements applicable to shipping documents](#)

WHAT YOU SHOULD KNOW

7.7 BILLS OF LADING

The *Civil Code of Québec* defines a transport contract (contract of carriage) as a contract by which the carrier undertakes principally to carry a person or property from one place to another in return for a price which another person, the passenger or the shipper or receiver of the property, undertakes to pay. A bill of lading is a written document which evidences a contract for the transport of property.

In addition, the *Regulation respecting the requirements for bills of lading* prescribes specific requirements that apply to for-hire cargo transport. In particular, the Regulation provides for minimum stipulations that must appear on a bill of lading.

Refer to the Regulation for all the obligations that govern bills of lading and applicable exemptions.

MOST FREQUENTLY COMMITTED OFFENCES

Operator undertook to carry out transport of goods entrusted to the operator by a shipper without issuing a bill of lading that meets the conditions set forth by regulation	S. 13*	\$250 to \$750
Operator failed to keep, for a period of at least two years, a copy of a bill of lading or the short form of a bill of lading	S. 13*	\$250 to \$750

* Regulation respecting the requirements for bills of lading

HELPFUL TIPS

- Unlike shipping documents, bills of lading do not have to be kept on board the vehicle used to carry out the transport movement.
- Unless a higher or lower value is indicated on the bill of lading, the maximum indicated value of the transported goods in the event of loss or damage is \$4.41/kg.
- A trip sheet or other documents related to the follow-up of transported goods cannot be used as a substitute for a bill of lading.

LEGAL REFERENCES

- [Regulation respecting the requirements for bills of lading](#)
- [Civil Code of Québec](#)

WHAT YOU SHOULD KNOW

7.8 MARKING

The *Regulation respecting the Act respecting owners, operators and drivers of heavy vehicles* has been amended to introduce marking as an additional means of identifying the operator.

Compliant marking eliminates the requirement to have a shipping document where the vehicle is used to transport goods for remuneration and for the account of others. This alternative, however, is optional.

To be compliant, the marking must have the following characteristics:

- A single name of an operator;
- The NIR must be related to the name of the operator;
- The NIR must be horizontally aligned and preceded by "Québec", "Qc", "N.I.R." or "NIR";
- The marking must appear on the right side and the left side of the outside surface of the passenger compartment of the heavy vehicle or, as the case may be, of its sleeper berth;
- The characters of the marking must be of a colour contrasting with that of the heavy vehicle;
- The characters of the marking must be at least 4 cm in height.

HELPFUL TIPS

- Operators must ensure that the name and NIR that appear on the vehicle's marking match the information in Register of owners and operators of heavy vehicles of the Commission des transports du Québec.
- Given that marking is an additional means to identify a heavy vehicle operator, no offence is committed if it is missing or non-compliant. However, a compliant shipping document must be on board the vehicle, failure of which subjects the driver to a \$125 to \$375 fine and the operator to a \$250 to \$750 fine.

LEGAL REFERENCES

- [Regulation respecting the Act respecting owners, operators and drivers of heavy vehicles](#)
- [Regulation respecting the requirements applicable to shipping documents](#)

7.9 BUS TRANSPORT

Bus transport is governed by the *Highway Safety Code*, the *Act respecting owners, operators and drivers of heavy vehicles* and the *Transport Act* and four attendant regulations. These regulations essentially cover bus transport, the particularities of transporting school children and bus leasing. Specialized transit for the handicapped is also governed by a specific regulation.

7.9.1 Transporting school children

Any person wishing to transport school children must make sure to meet the requirements as regards driver training and standards for the construction, outfitting and use of the vehicles. It is also the responsibility of any such person to check whether a transport permit is required.

Furthermore, notwithstanding exceptions, the transportation of school children organized by a school board or a private educational institution must be carried out using vehicles that comply with the [*Regulation respecting road vehicles used for the transportation of school children*](#). The Regulation covers standards regarding the use, construction and outfitting of such vehicles, such as:

- chassis and body (colour to be used, specific requirements concerning bumpers, side walls and the exhaust pipe);
- passenger compartment (depth of the passenger seats, width of the aisle, floor coverings, height of the steps, design of the entry door);
- mandatory signage bearing the word “ÉCOLIERS”;
- safety equipment (alternately flashing yellow warning lights, flashing red lights, extendable stop arm or sign, design of the crossing control arm).

7.9.2 Specialized transit

The purpose of the *Regulation respecting road vehicles adapted for the transportation of handicapped persons* is to govern the transport of handicapped persons on board buses and minibuses so as to ensure their safety by taking into account their particular situation. Thus, the Regulation prescribes the minimum standards as regards the construction, outfitting and use of such vehicles and covers, in particular:

- the structure of the body, roof, frame and other components;
- access doors for ambulatory or wheelchair-bound passengers;
- the passenger compartment and seats;
- seat belts and wheelchair restraint devices;
- grab rails, steps, platforms and access ramps;
- safety equipment;
- obligations of specialized transit vehicle owners and drivers.

MOST FREQUENTLY COMMITTED OFFENCES

Driver of a bus transporting school children failing to give warning by turning on the flashing red lights referred to in section 229 of the Code when stopping to take on or discharge persons	S. 456 HSC*	\$600 to \$2,000
Carrying out the transportation of school children referred to in ss. 229, 454 and 461 of the <i>Highway Safety Code</i> (CQLR, c. C-24.2), using a vehicle that does not comply with the <i>Regulation respecting road vehicles used for the transportation of school children</i>	S. 1 <i>Regulation respecting road vehicles used for the transportation of school children</i>	\$125 to \$375

* Highway Safety Code

HELPFUL TIPS

- Transportation of passengers under age 18 using a bus or minibus normally used to transport school children requires the use of the flashing red lights whenever persons are taken on or discharged, even when not part of school bus transportation.
- When buses or minibuses used to transport school children are stopped in a queue and the driver of one of the vehicles is taking on or discharging passengers, the drivers of the buses or minibuses following that bus or minibus must also turn on their flashing red lights and activate their mandatory stop signal.
- In Québec, buses that do not meet the requirements set forth in the Regulation cannot be used for the transportation of school children organized by a school board or a private educational institution.

LEGAL REFERENCES

- [Regulation respecting road vehicles used for the transportation of school children](#)
- [Regulation respecting road vehicles adapted for the transportation of handicapped persons](#)
- [Highway Safety Code](#)

8. RECORD KEEPING

All owners and operators of heavy vehicles are required to keep certain records on file at their place of business for each of the vehicles they own or operate, as well as the drivers they employ or whose services they use.

WHAT YOU SHOULD KNOW

8.1 VEHICLE RECORD

The *Regulation respecting safety standards for road vehicles* sets the rules for keeping vehicle records and the retention period for documents to be included in such records. The Regulation also specifies who – the owner, the operator, or both – is responsible for keeping the documents in the record for each of the vehicles owned or operated. The tables in the following pages indicate which documents and information must be kept on file, who is responsible for doing so, and the mandatory retention period in each case.

8.1.1 Contents of the vehicle record¹²

DOCUMENT OR INFORMATION	WHO KEEPS IT?	RETENTION PERIOD
A copy of the registration certificate	Owner	At all times during ownership of the vehicle 12 months after disposing of the vehicle
A copy of the lease contract if the vehicle is leased	Owner and operator	At all times during the lease period 12 months after the end date of the lease contract
The document certifying compliance if the vehicle was subject to a recall	Owner	At all times during ownership of the vehicle 12 months after disposing of the vehicle
Any vehicle exchange report (including trailers and semi-trailers)	Owner	12 months as of the date of the exchange report

12. *Regulation respecting safety standards for road vehicles* (s. 202.1).

DOCUMENT OR INFORMATION	WHO KEEPS IT?	RETENTION PERIOD
Circle check reports	Owner and operator	6 months as of the date entered on the circle check report
Specific motor coach inspection reports	Owner and operator	6 months as of the date entered on the specific motor coach inspection report
Any information and documents relating to mandatory maintenance (see table entitled "Contents of the vehicle maintenance record")	Owner	The previous 2 years 12 months after disposing of the vehicle
Any documents (invoices, maintenance work orders, parts orders) showing that defects detected during the circle check, the specific inspection for motor coaches or mandatory maintenance have been repaired	Owner	12 months as of the date entered on the document showing that the repair was made

8.1.2 Contents of the vehicle maintenance record¹³

DOCUMENT OR INFORMATION	WHO KEEPS IT?	RETENTION PERIOD
The vehicle identification number, the licence plate number, the make, the year, the owner's name and, where applicable, the name of the long-term lessor	Owner	The last 2 years during which the vehicle was in use 12 months after disposing of the vehicle
The schedule of upcoming inspections based on the recall criterion used by the owner and a list of the work performed at each servicing	Owner	The last 2 years during which the vehicle was in use 12 months after disposing of the vehicle

13. Regulation respecting safety standards for road vehicles (s. 200).



DOCUMENT OR INFORMATION	WHO KEEPS IT?	RETENTION PERIOD
The maintenance sheet (see the table entitled “Contents of vehicle maintenance sheets”)	Owner	The last 2 years during which the vehicle was in use 12 months after disposing of the vehicle
Proof that the repairs were made during the servicing	Owner	The last 2 years during which the vehicle was in use 12 months after disposing of the vehicle
The dates on which storage began and ended, if applicable	Owner	The last 2 years during which the vehicle was in use 12 months after disposing of the vehicle
For a vehicle whose GVWR is 7,258 kg or more, brake lining or camshaft rotation, if those measurements are not provided on another document	Owner	The last 2 years during which the vehicle was in use

8.1.3 Contents of vehicle maintenance sheets¹⁴

The vehicle identification number, the licence plate number or the unit number appearing on the registration certificate
The number of kilometres indicated by the odometer
The date of servicing
The list of items, based on the class of vehicle, to be checked at each servicing pursuant to the <i>Regulation respecting safety standards for road vehicles</i> , with spaces provided to check off each item as either “compliant” or “non-compliant”
The required repairs, if any
For vehicles whose GVWR is 7,258 kg or more, the brake lining or camshaft rotation measurements, if those measurements are not indicated on another document
The signature of the person who carried out the mandatory maintenance

14. *Regulation respecting safety standards for road vehicles* (s. 201).

The maintenance sheet provides a profile of the vehicle, thus helping to determine which repairs are needed to maintain the vehicle in good condition. It is normal to find certain items checked off as “non-compliant.” In such a case, the record must contain proof that all the items found to be non-compliant on inspection have been repaired.

Refer to Appendix 3 for sample maintenance sheets and a sample register for brake measurements.

WHAT YOU SHOULD KNOW

8.2 DRIVER RECORD

The *Regulation respecting the hours of driving and rest of heavy vehicle drivers* sets the rules for keeping driver records and the documents contained in those records. The Regulation also specifies who is responsible for keeping the driver record for every driver employed or whose services are used. Driver services providers (i.e., third party providers of driver services to heavy vehicle operators) are also required to keep a record on each driver they employ.

The following table indicates which documents and information must be kept on file, who is responsible for doing so, and the mandatory retention period in each case.

DOCUMENT OR INFORMATION	WHO KEEPS IT?	RETENTION PERIOD ¹⁵
A copy of the driver’s licence	The operator, solely for the drivers employed directly by the operator The driver services provider	At least 12 months as of the end date of the driver’s period of employment
The driver’s hiring date	The operator, solely for the drivers employed directly by the operator The driver services provider	At least 12 months as of the end date of the driver’s period of employment

15. Other programs may require a longer retention period (e.g. IRP, IFTA).



DOCUMENT OR INFORMATION	WHO KEEPS IT?	RETENTION PERIOD
A copy of any service contract between a driver services provider and the operator	The operator, for the drivers provided by the driver services provider The driver services provider	At least 12 months as of the end date of the driver's period of employment
The daily logs and the information that must be recorded in the registers	The operator, for all drivers (those employed directly by the operator as well as any provided by a driver services provider) The driver services provider	At least 6 months as of the date entered in the log or register
A declaration signed by the driver indicating that his or her driver's licence is suspended, modified or revoked when the licence is under such a penalty	The operator, solely for the drivers employed directly by the operator The driver services provider	At least 12 months as of the end date of the licence suspension, modification or revocation
A copy of the permit to depart from hours of driving and rest, where applicable	The operator, solely for the drivers employed directly by the operator	At least 6 months after the permit's expiry date
Supporting documents (fuel receipts, bills of lading, delivery receipts, etc.)	The operator, for all drivers (those employed directly by the operator as well as any provided by a driver services provider)	At least 6 months after the date entered on the document

9. MONITORING COMPLIANCE

9.1 CONTRÔLE ROUTIER QUÉBEC

Contrôle routier Québec is an agency mandated to enforce the law pertaining to the Société de l'assurance automobile du Québec under the authority of the Minister of Transport.

9.1.1 Its mission

To monitor and control road transport of goods and passengers in order to prevent and repress offences under the laws and regulations that govern that transport industry and any other statutes enacted by government in order to:

- improve safety for road users;
- protect the integrity of the road network;
- maintain fair competition in the goods and passenger transport industry.

Contrôle routier Québec fosters partnerships with government bodies, the public, individuals or organizations involved in the goods and passenger transport industry as well as other agencies or services involved in enforcing laws.

9.1.2 Laws and regulations

The agency falls under or enforces, in part or in whole, the provisions of the statutes listed below and their attendant regulations:

- [Act respecting owners, operators and drivers of heavy vehicles](#)
- [Act respecting transportation services by taxi](#)
- [Automobile Insurance Act](#)
- [Code of Penal Procedure](#)
- [Controlled Drugs and Substances Act](#)
- [Criminal Code](#)
- [Environment Quality Act](#)
- [Fuel Tax Act](#)
- [Highway Safety Code](#)
- [Motor Vehicle Transport Act](#)
- [Police Act](#) and [Code of ethics of Québec police officers](#)
- [Transport Act](#)



9.1.3 Main actors

Actors in the transport industry monitored by carrier enforcement officers include owners, operators and drivers of heavy vehicles, as well as any other person subject to the regulations (e.g. shippers, transport brokers, etc.). Carrier enforcement officers have the authority to require that any violation observed be corrected before they allow a vehicle to continue its trip.

9.1.4 Commercial Vehicle Safety Alliance

In order to carry out its mission most effectively, Contrôle routier Québec has joined the Commercial Vehicle Safety Alliance (CVSA). The CVSA is a non-profit association that prescribes a rigorous inspection method for heavy vehicles to be used in all North American jurisdictions. It brings together vehicle and parts manufacturers, transport users, drivers, carriers and the governments of Mexico, the United States and Canada.

The Alliance's goal is to promote the safety of road users, consistency in the regulations governing road transport and reciprocity in terms of interventions carried out by the various jurisdictions. Carrier enforcement officers are individually certified to carry out inspections in accordance with the CVSA's North American standards.

9.1.5 Main activities

Carrier enforcement officers write up statements of offence, general offence reports, mechanical inspection certificates and road vehicle inspection notices when they observe violations of road transport regulations.

On-road monitoring

On-road monitoring is carried out in patrol vehicles or at inspection stations or checkpoints. Carrier enforcement officers intercept vehicles that appear to violate regulations governing the transport of goods and passengers.

Officers may also carry out special operations that target, in particular, certain mechanical components or a specific type of transport (dangerous substances, school bus transport, etc.). They can also carry out awareness activities on various subjects, such as driver fatigue.

Facility audits

Officers carry out facility audits by applying an operational strategy that targets potential violations by goods and passenger transport companies, as well as potential violations by road vehicle inspection agents. This strategy is mainly based on complaints, reported violations, field reports by carrier enforcement officers, conduct records of heavy vehicle owners and operators and at-fault accidents.

Carrier enforcement officers have the authority to inspect facilities to ensure that drivers, owners, operators and driver services providers respect their obligations. To that end, these persons are required to keep certain documents that must be organized into two distinct files: vehicle records and driver records (see section 8). Depending on the circumstances, it may be the owner, the operator or the driver services provider that is responsible for keeping these documents on file but, in all cases, they must be available for inspection at all times at the request of a carrier enforcement officer.

Facility audits also make it possible to verify compliance with minimum vehicle maintenance standards, particularly in the case of road vehicle owners whose preventative maintenance program (PMP) is recognized by Contrôle routier Québec.

9.1.6 Inspection stations and checkpoints

The list of inspection stations with weigh stations and checkpoints across Québec is provided on the Contrôle routier Québec website at www.crq.gouv.qc.ca/route (in French only).

9.1.7 Service du Contrôle routier offices

The list of Service du Contrôle routier offices is provided on the Contrôle routier Québec website at www.crq.gouv.qc.ca in the “Nous joindre” section (in French only).

9.2 POLICE FORCES

Even though Contrôle routier Québec is responsible for on-road enforcement of the laws and regulations governing the goods and passenger transport industry, heavy vehicle users are, first and foremost, road users. Thus, the Sûreté du Québec and all Québec police forces also share the responsibility for ensuring that heavy vehicle users comply with the provisions of the *Highway Safety Code*.

10. QUÉBEC GOVERNMENT STAKEHOLDERS

This section lists the various government ministries and agencies that share responsibilities in regard to transporting passengers and goods.

To carry out transport activities by truck or bus in Québec, owners, operators and drivers of heavy vehicles must make sure they comply with the laws and regulations in effect.

10.1 THE SOCIÉTÉ DE L'ASSURANCE AUTOMOBILE DU QUÉBEC

- Driver fatigue prevention
- Driver's licences
- Hours of driving and rest
- Mandatory maintenance and preventative maintenance program (PMP)
- Network of road vehicle inspection agents
- Circle check
- Records on owners, operators and drivers of heavy vehicles
- Road vehicle safety standards
- Special travel permits (Classes 1 to 5 - issuance)
- The *Conduct Review Policy and Excellence Program for Heavy Vehicle Drivers*
- The *Conduct Review Policy for Heavy Vehicle Owners and Operators (HVOOs)*
- Vehicle registration

Contrôle routier Québec

- Enforcement of the laws and regulations that apply to vehicles used to transport goods or passengers
- Monitoring road transport and conducting facility audits

Contact information

- Québec area: 418 643-7620
- Montréal area: 514 873-7620
- Toll free (Québec, Canada, USA): 1 800 361-7620
- saaq.gouv.qc.ca
- crq.gouv.qc.ca

10.2 THE COMMISSION DES TRANSPORTS DU QUÉBEC

- Assessing the conduct of drivers of heavy vehicles
- Assessing the conduct of owners and operators of heavy vehicles
- Bulk trucking register
- Bulk trucking service brokerage permits
- Bus transport permits
- Corrective measures and penalties imposed on owners, operators and drivers of heavy vehicles who are at risk
- List of service transport intermediaries
- Mediation and arbitration with regard to bulk trucking service brokerage
- Register of owners and operators of heavy vehicles
- Safety rating for owners and operators of heavy vehicles

Contact information

- Toll free: 1 888 461-2433
- ctq.gouv.qc.ca
- courrier@ctq.gouv.qc.ca

10.3 THE MINISTÈRE DES TRANSPORTS, DE LA MOBILITÉ DURABLE ET DE L'ÉLECTRIFICATION DES TRANSPORTS

- Bulk trucking
- Paratransit transport
- Private bus transport
- Public transit
- Road signs and traffic signals
- School bus transport
- Shipping documents and bills of lading
- Special travel permits (regulations)
- Standards for securement of cargo
- Thaw periods – load restrictions
- The *Act respecting owners, operators and drivers of heavy vehicles*
- Transportation of dangerous substances
- Truck travel on the road network
- Vehicle load and size limits

Contact information

- Throughout the Province of Québec: 511
- Toll free (Canada, USA): 1 888 355-0511
- transports.gouv.qc.ca

10.4 REVENU QUÉBEC

- International Fuel Tax Agreement (IFTA)
- Fuel Tax Act

Contact information

- International Fuel Tax Agreement
Québec area: 418 652-4382
Toll free: 1 800 237-4382
www.revenuquebec.ca
- Fuel Tax Act
Québec area: 418 659-4692
Montréal area: 514 873-4692
Toll free: 1 800 567-4692
www.revenuquebec.ca

10.5 THE MINISTÈRE DU DÉVELOPPEMENT DURABLE, DE L'ENVIRONNEMENT ET DE LA LUTTE CONTRE LES CHANGEMENTS CLIMATIQUES

- The *Environment Quality Act*
- The *Regulation respecting environmental standards for heavy vehicles*

Contact information

- Québec area: 418 521-3830
- Toll free: 1 800 561-1616
- info@mddelcc.gouv.qc.ca
- www.mddelcc.gouv.qc.ca

APPENDIX 1

VEHICLES SUBJECT TO CERTAIN REQUIREMENTS

TYPE OF VEHICLE	Registration with the Commission des transports	Driving time	Circle check	Mandatory maintenance	Mechanical inspection	Interval between mechanical inspections
Buses	X	X ¹	X	X ⁴	X	6 months
Trucks weighing 4,500 kg or more (GVWR*)	X	X	X	X	X	12 months
Trailers and semi-trailers weighing 4,500 kg or more (GVWR*)	X	X	X	X ²	X ²	12 months
Equipment transport vehicles weighing 4,500 kg or more (GVWR*)	X	X	X	X	X	12 months
Tow trucks	X	X ³	X	X ⁴	X	12 months
Vehicles transporting dangerous substances requiring the display of safety marks	X	X	X	X ⁴	X ⁴	12 months
Combinations of road vehicles composed of at least one vehicle with a GVWR* of 4,500 kg or more	X	X	X	X ⁵	X ⁵	12 months

1. Except for buses used for urban transport.
2. Except for construction trailers.
3. Restrictions are relaxed in certain cases.
4. Except for vehicles with a GVWR of less than 4,500 kg.
5. Only for vehicles with a GVWR of 4,500 kg or more.

TYPE OF VEHICLE	Registration with the Commission des transports	Driving time	Circle check	Mandatory maintenance	Mechanical inspection	Interval between mechanical inspections
Combinations of road vehicles where each vehicle that is part of the combination has a GVWR of less than 4,500 kg and that transport dangerous substances in a large enough quantity to require safety marks	X	X	X			N/A
Emergency vehicles weighing 4,500 kg or more (GVWR*)	X	6	X	X	X	12 months
Heavy vehicles used during a disaster		6		X ⁴	X	12 months
Straight-body trucks with two or three axles used for transporting unprocessed farm, forest or fishery products, provided the truck operator is also the producer	X	6		X	X	12 months
Vehicles used to carry school children (sedan type)					X	6 months
Tool vehicles within the meaning of section 4 of the <i>Highway Safety Code</i>		6				N/A

6. These vehicles are not covered. However, when drivers drive a heavy vehicle covered by the *Regulation respecting the hours of driving and rest of heavy vehicle drivers*, they must also take into account on-duty hours at the wheel of any of the exempted vehicles.

7. Farm trailers are not covered if they belong to a farmer. Otherwise, they are covered.

TYPE OF VEHICLE	Registration with the Commission des transports	Driving time	Circle check	Mandatory maintenance	Mechanical inspection	Interval between mechanical inspections
Farm tractors and farm machinery within the meaning of the <i>Regulation respecting road vehicle registration</i> and farm trailers within the meaning of the <i>Regulation respecting safety standards for road vehicles</i>		6 and 7	7			N/A
Heavy vehicles bearing dealer plates (X plates) or heavy vehicles for which a temporary registration certificate has been issued, provided the vehicle is used in compliance with the conditions fixed by regulation		X	X	X ⁸	X ⁸	6 months or 12 months
Motorized road vehicles used by the holder of a 6-month taxi owner's permit					X	6 months
Heavy vehicles used by a natural person for personal purposes		9			X	12 months

* GVWR: Gross vehicle weight rating

8. Only vehicles bearing dealer plates (X plates).

9. This requirement does not apply to vehicles that are used for personal purposes for an entire day or part of a day for the first 75 kilometres driven in one day, where all of the regulatory conditions are met.

APPENDIX 2




CLASSES OF DRIVER'S LICENCES

DRIVER'S LICENCE CLASSES

1

A combination of road vehicles made up of:


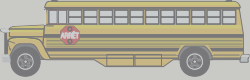
- a double-axle road tractor with a net weight of 4,500 kg or more hauling one or more trailers or semitrailers
- a road tractor with three axles or more hauling one or more trailers or semitrailers
- a truck covered by Class 3 hauling a trailer or semitrailer whose net weight is 4,500 kg or more and which is only used to transport equipment, tools or furnishings as part of its permanent equipment
- a truck covered by Class 3 hauling any trailer or semitrailer other than those described above, with a net weight of 2,000 kg or more

Classes covered: 2, 3, 4A, 4B, 4C, 5, 6D, and 8

2

A bus arranged for the transport of more than 24 passengers at a time






Classes covered: 3, 4A, 4B, 4C, 5, 6D, and 8

3

Straight-body truck with:

- three or more axles
- OR
- a twin-axle truck with a net weight of 4,500 kg or over

Classes covered: 4A, 4B, 4C, 5, 6D, and 8

A Class 3 licence also authorizes its holder to drive a road vehicle covered by this class hauling a trailer or semitrailer:
- with a net weight of less than 2,000 kg
OR
- with a net weight of at least 2,000 kg but less than 4,500 kg which is only used to transport equipment, tools or furnishings as part of its permanent equipment




Endorsements : F to drive a heavy vehicle equipped with an air brake system

M to drive a heavy vehicle equipped with manual (standard) transmission

T to drive a road train, that is, a double road train more than 25 metres long that requires a special road train operating permit

4A


Emergency vehicle
(i.e. ambulance, police vehicle or fire truck)

Classes covered: 4B, 4C, 5, 6D, and 8

4B


Minibus or bus arranged for the transport of 24 passengers or fewer at a time



Classes covered: 4C, 5, 6D, and 8

4C





Taxi



Classes covered: 5, 6D, and 8

5

- Passenger vehicle (automobile or mini-van) or any double-axle truck or road tractor with a net mass of less than 4,500 kg
- Motor home
- Tool vehicle: road vehicle in which the work station is contained within the driver's compartment
- Service vehicle: vehicle equipped to supply, repair or tow road vehicles


Classes covered: 6D and 8

All vehicles covered by this class can be driven while pulling a trailer or, in the case of a motor home, another vehicle.

For the purposes of this definition, a truck chassis is a frame equipped with the combination of mechanical components required for a vehicle that is manufactured for the purpose of transporting people, goods or equipment.

6A


All motorcycles



Classes covered: 6B, 6C, 6D, 6E and 8

6B


Motorcycles with cylinder capacity of 400 cc or less



Classes covered: 6C, 6D, 6E and 8

6C


Motorcycles with cylinder capacity of 125 cc or less



Classes covered: 6D, 6E and 8


6D

Mopeds and motorized scooters




6E

Three-wheeled motorcycles not equipped with a sidecar




8

Farm tractor



<p style="color: #0070C0; font-weight: bold; margin: 0;">Classes</p> <p style="margin: 0;">1 - 2 - 3 4A - 4B - 4C</p> <p style="margin: 0;">5 - 6A - 6B - 6C - 6D - 8</p>	<p style="color: #0070C0; font-weight: bold; margin: 0;">Medical Assessment</p> <p style="margin: 0;">Upon application for the class and when holder reaches age 45, 55, 60 and 65, and then every two years</p> <p style="margin: 0;">When holder reaches age 75 and 80, and then every two years</p>
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Société de l'assurance automobile Québec



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APPENDIX 3

SAMPLE MAINTENANCE SHEETS

BUS

Description of Vehicle

Make	Model	Location of vehicle	Owner
Year	Licence plate No.	Unit No.	
VIN			
Preventative maintenance			
Day/Month/Year Date	Km reading	Labour time	
Next preventative maintenance			
Day/Month/Year Date	Km reading	Labour time	

Type of vehicle

Intercity bus
 School bus
 City bus

Other:

Components to be inspected every 6 months*

	Complies	Does not comply		Complies	Does not comply
1. Inside the vehicle					
a. accessories					
1. anti-slip surface (steps, passageway)	<input type="radio"/>	<input type="radio"/>	22. turn signal lights	<input type="radio"/>	<input type="radio"/>
2. entrance, exit, emergency exit	<input type="radio"/>	<input type="radio"/>	23. brake lights	<input type="radio"/>	<input type="radio"/>
3. emergency exit signs	<input type="radio"/>	<input type="radio"/>	24. flashing red lights (school bus)	<input type="radio"/>	<input type="radio"/>
4. emergency exit warning or indicator lights	<input type="radio"/>	<input type="radio"/>	25. alternately flashing yellow lights (school bus)	<input type="radio"/>	<input type="radio"/>
5. safety padding	<input type="radio"/>	<input type="radio"/>	26. alternately flashing red lights (school bus)	<input type="radio"/>	<input type="radio"/>
6. windshield	<input type="radio"/>	<input type="radio"/>	27. parking lights	<input type="radio"/>	<input type="radio"/>
7. inside sun visor	<input type="radio"/>	<input type="radio"/>	28. licence plate lights	<input type="radio"/>	<input type="radio"/>
8. side windows, rear window	<input type="radio"/>	<input type="radio"/>	29. hazard warning lights	<input type="radio"/>	<input type="radio"/>
9. inside rearview mirror	<input type="radio"/>	<input type="radio"/>	30. backup lights	<input type="radio"/>	<input type="radio"/>
10. seats and benches	<input type="radio"/>	<input type="radio"/>	31. clearance lights	<input type="radio"/>	<input type="radio"/>
11. seat belt	<input type="radio"/>	<input type="radio"/>	32. identification lights	<input type="radio"/>	<input type="radio"/>
12. wheelchair tie-down device	<input type="radio"/>	<input type="radio"/>	33. all reflectors	<input type="radio"/>	<input type="radio"/>
13. chemical fire extinguisher	<input type="radio"/>	<input type="radio"/>	34. retractable stop sign	<input type="radio"/>	<input type="radio"/>
14. first-aid kit	<input type="radio"/>	<input type="radio"/>	35. crossing control arm	<input type="radio"/>	<input type="radio"/>
15. air bags (condition, indicator light)	<input type="radio"/>	<input type="radio"/>	36. automatic door-opening system	<input type="radio"/>	<input type="radio"/>
16. indicator lights (working order)	<input type="radio"/>	<input type="radio"/>	37. brake release override mechanism	<input type="radio"/>	<input type="radio"/>
17. luggage racks	<input type="radio"/>	<input type="radio"/>	c. with engine off		
18. steps and floor of the passenger compartment	<input type="radio"/>	<input type="radio"/>	(power-assisted hydraulic brake system)		
b. with engine running					
1. steering wheel (play)	<input type="radio"/>	<input type="radio"/>	1. working order of power-assisted system (air brake system)	<input type="radio"/>	<input type="radio"/>
2. engine start out of gear	<input type="radio"/>	<input type="radio"/>	2. pressure loss (when brakes are applied)	<input type="radio"/>	<input type="radio"/>
3. accelerator control	<input type="radio"/>	<input type="radio"/>	3. pressure loss (after brakes applied 1 minute)	<input type="radio"/>	<input type="radio"/>
4. clutch control	<input type="radio"/>	<input type="radio"/>	2. Around the vehicle		
5. braking control	<input type="radio"/>	<input type="radio"/>	a. cab-body		
6. pressure gauge (brakes)	<input type="radio"/>	<input type="radio"/>	1. doors	<input type="radio"/>	<input type="radio"/>
7. air compressor (performance)	<input type="radio"/>	<input type="radio"/>	2. outside rearview mirrors	<input type="radio"/>	<input type="radio"/>
8. warning buzzer and lights	<input type="radio"/>	<input type="radio"/>	3. windshield wipers (blades)	<input type="radio"/>	<input type="radio"/>
9. service brakes	<input type="radio"/>	<input type="radio"/>	4. fenders, body	<input type="radio"/>	<input type="radio"/>
10. emergency and parking brakes	<input type="radio"/>	<input type="radio"/>	5. hood, safety latch	<input type="radio"/>	<input type="radio"/>
11. travel of brake pedal	<input type="radio"/>	<input type="radio"/>	6. front tires (condition, pressure)	<input type="radio"/>	<input type="radio"/>
12. windshield wipers (working order)	<input type="radio"/>	<input type="radio"/>	7. wheels, valves	<input type="radio"/>	<input type="radio"/>
13. windshield washer (working order)	<input type="radio"/>	<input type="radio"/>	8. bolts, nuts, fasteners	<input type="radio"/>	<input type="radio"/>
14. heater system, defroster	<input type="radio"/>	<input type="radio"/>	9. wheel bearing	<input type="radio"/>	<input type="radio"/>
15. speedometer, odometer	<input type="radio"/>	<input type="radio"/>	10. mudguard	<input type="radio"/>	<input type="radio"/>
16. instrument panel lighting	<input type="radio"/>	<input type="radio"/>	11. wheelchair ramp, lift	<input type="radio"/>	<input type="radio"/>
17. interior lights (steps, passageway)	<input type="radio"/>	<input type="radio"/>	12. fuel tank and fasteners	<input type="radio"/>	<input type="radio"/>
18. horn	<input type="radio"/>	<input type="radio"/>	13. coupling device	<input type="radio"/>	<input type="radio"/>
19. daytime running lights	<input type="radio"/>	<input type="radio"/>	14. fuel tank panel and filler cap	<input type="radio"/>	<input type="radio"/>
20. high beams	<input type="radio"/>	<input type="radio"/>	15. valid sticker (LPG engine)	<input type="radio"/>	<input type="radio"/>
21. low beams	<input type="radio"/>	<input type="radio"/>			

* Mechanical inspection must be carried out in accordance with the *Road Vehicle Mechanical Inspection Guide* (standards, procedure).

* **6 months** = Minimum by law. As it is important that vehicles be in proper running order at all times, the frequency of maintenance should be in keeping with vehicle use.

3. Under the hood

a. general

- | | | |
|--|-----------------------|-----------------------|
| 1. air compressor | <input type="radio"/> | <input type="radio"/> |
| 2. filter of air compressor | <input type="radio"/> | <input type="radio"/> |
| 3. alcohol evaporator or air dryer | <input type="radio"/> | <input type="radio"/> |
| 4. belts | <input type="radio"/> | <input type="radio"/> |
| 5. electric pump (brakes) | <input type="radio"/> | <input type="radio"/> |
| 6. engine supports | <input type="radio"/> | <input type="radio"/> |
| 7. batteries | <input type="radio"/> | <input type="radio"/> |
| 8. fuel system | <input type="radio"/> | <input type="radio"/> |
| 9. master cylinder | <input type="radio"/> | <input type="radio"/> |
| 10. fluid level | <input type="radio"/> | <input type="radio"/> |
| 11. column (anchorage and safety mechanisms) | <input type="radio"/> | <input type="radio"/> |
| 12. column (couplings, bearing) | <input type="radio"/> | <input type="radio"/> |
| 13. rack and pinion | <input type="radio"/> | <input type="radio"/> |
| 14. power steering | <input type="radio"/> | <input type="radio"/> |
| 15. steering box | <input type="radio"/> | <input type="radio"/> |
| 16. windshield washer fluid (level) | <input type="radio"/> | <input type="radio"/> |
| 17. exhaust manifold | <input type="radio"/> | <input type="radio"/> |
| 18. cylinders of steering system | <input type="radio"/> | <input type="radio"/> |

Complies
Does not
comply

4. Underneath the vehicle

a. steering

- | | | |
|---------------------|-----------------------|-----------------------|
| 1. lower cross rod | <input type="radio"/> | <input type="radio"/> |
| 2. pitman arm | <input type="radio"/> | <input type="radio"/> |
| 3. steering arm | <input type="radio"/> | <input type="radio"/> |
| 4. knuckle arm | <input type="radio"/> | <input type="radio"/> |
| 5. king pin (play) | <input type="radio"/> | <input type="radio"/> |
| 6. tie rods | <input type="radio"/> | <input type="radio"/> |
| 7. adjusting sleeve | <input type="radio"/> | <input type="radio"/> |
| 8. ball joint | <input type="radio"/> | <input type="radio"/> |
| 9. drag link | <input type="radio"/> | <input type="radio"/> |
| 10. idler arm | <input type="radio"/> | <input type="radio"/> |

b. suspension (front and rear)

- | | | |
|----------------------------------|-----------------------|-----------------------|
| 1. torsion bar | <input type="radio"/> | <input type="radio"/> |
| 2. stabilizer bar | <input type="radio"/> | <input type="radio"/> |
| 3. suspension arm (upper, lower) | <input type="radio"/> | <input type="radio"/> |
| 4. springs | <input type="radio"/> | <input type="radio"/> |
| 5. centre bolt | <input type="radio"/> | <input type="radio"/> |
| 6. brackets | <input type="radio"/> | <input type="radio"/> |
| 7. MacPherson struts | <input type="radio"/> | <input type="radio"/> |
| 8. equalizing beams, saddles | <input type="radio"/> | <input type="radio"/> |
| 9. axles | <input type="radio"/> | <input type="radio"/> |
| 10. level valve | <input type="radio"/> | <input type="radio"/> |

- | | | |
|---------------------------------|-----------------------|-----------------------|
| 11. shock absorbers | <input type="radio"/> | <input type="radio"/> |
| 12. brackets | <input type="radio"/> | <input type="radio"/> |
| 13. master spring leafs | <input type="radio"/> | <input type="radio"/> |
| 14. U-bolt clamps | <input type="radio"/> | <input type="radio"/> |
| 15. fasteners | <input type="radio"/> | <input type="radio"/> |
| 16. spring shackles | <input type="radio"/> | <input type="radio"/> |
| 17. air suspension, air springs | <input type="radio"/> | <input type="radio"/> |
| 18. rubber pads | <input type="radio"/> | <input type="radio"/> |
| 19. brake cylinder | <input type="radio"/> | <input type="radio"/> |
| 20. slack adjuster | <input type="radio"/> | <input type="radio"/> |
| 21. camshaft | <input type="radio"/> | <input type="radio"/> |

c. chassis frame

- | | | |
|--|-----------------------|-----------------------|
| 1. side rails, cross members | <input type="radio"/> | <input type="radio"/> |
| 2. joists | <input type="radio"/> | <input type="radio"/> |
| 3. body attachments | <input type="radio"/> | <input type="radio"/> |
| 4. bumper mounts | <input type="radio"/> | <input type="radio"/> |
| 5. transmission supports | <input type="radio"/> | <input type="radio"/> |
| 6. muffler and shield | <input type="radio"/> | <input type="radio"/> |
| 7. exhaust pipe | <input type="radio"/> | <input type="radio"/> |
| 8. fasteners, brackets | <input type="radio"/> | <input type="radio"/> |
| 9. clamps, flanges | <input type="radio"/> | <input type="radio"/> |
| 10. catalytic converter system | <input type="radio"/> | <input type="radio"/> |
| 11. drive shaft | <input type="radio"/> | <input type="radio"/> |
| 12. drive shaft support (school bus) | <input type="radio"/> | <input type="radio"/> |
| 13. rigid and flexible tubing (brakes) | <input type="radio"/> | <input type="radio"/> |
| 14. rigid and flexible fuel lines | <input type="radio"/> | <input type="radio"/> |
| 15. floor | <input type="radio"/> | <input type="radio"/> |
| 16. spare wheel | <input type="radio"/> | <input type="radio"/> |

Complies
Does not
comply

5. Braking system

a. components not yet inspected

- | | | |
|--------------------------------|-----------------------|-----------------------|
| 1. disks and drums | <input type="radio"/> | <input type="radio"/> |
| 2. wheel cylinder, calipers | <input type="radio"/> | <input type="radio"/> |
| 3. brake linings (measurement) | <input type="radio"/> | <input type="radio"/> |
| 4. air reservoirs | <input type="radio"/> | <input type="radio"/> |
| 5. distributor valves | <input type="radio"/> | <input type="radio"/> |
| 6. brake levers | <input type="radio"/> | <input type="radio"/> |
| 7. power brakes | <input type="radio"/> | <input type="radio"/> |

6. Other

Any other component (not covered by the Regulation) that the owner wants to add to the preventative maintenance sheet.

- Defects were noted following inspection
 No defects were noted following inspection

Signature	Day/Month/Year Date

Comments regarding components that do not comply with the regulation

Codes	Comments	Work order No.

STRAIGHT BODY TRUCK

Description of Vehicle

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make	Model	Location of vehicle	Owner
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	Licence plate No.	Unit No.	
<input type="text"/>			
VIN			
Type of vehicle		Preventative maintenance	
<input type="radio"/> Straight body truck <input type="radio"/> Tractor Other: <input type="text"/>		<input type="text"/>	<input type="text"/>
		Day/Month/Year Date	Km reading
		<input type="text"/>	<input type="text"/>
		Labour time	<input type="text"/>
		<input type="text"/>	<input type="text"/>
		Day/Month/Year Date	Km reading
		<input type="text"/>	<input type="text"/>
		Labour time	<input type="text"/>
		<input type="text"/>	<input type="text"/>

Components to be inspected every 6 months*

	Complies	Does not comply		Complies	Does not comply
1. Inside the vehicle					
a. accessories					
1. windshield	<input type="radio"/>	<input type="radio"/>			
2. sun visor	<input type="radio"/>	<input type="radio"/>			
3. side windows, rear window	<input type="radio"/>	<input type="radio"/>			
4. inside rearview mirror	<input type="radio"/>	<input type="radio"/>			
5. seats and benches	<input type="radio"/>	<input type="radio"/>			
6. seat belt	<input type="radio"/>	<input type="radio"/>			
7. air bags (condition, indicator light)	<input type="radio"/>	<input type="radio"/>			
8. indicator lights (working order)	<input type="radio"/>	<input type="radio"/>			
b. with engine running					
1. steering wheel (play)	<input type="radio"/>	<input type="radio"/>			
2. engine start out of gear	<input type="radio"/>	<input type="radio"/>			
3. accelerator control	<input type="radio"/>	<input type="radio"/>			
4. clutch control	<input type="radio"/>	<input type="radio"/>			
5. braking control	<input type="radio"/>	<input type="radio"/>			
6. pressure gauge (brakes)	<input type="radio"/>	<input type="radio"/>			
7. air compressor (performance)	<input type="radio"/>	<input type="radio"/>			
8. warning buzzer and lights	<input type="radio"/>	<input type="radio"/>			
9. service brake	<input type="radio"/>	<input type="radio"/>			
10. emergency and parking brakes	<input type="radio"/>	<input type="radio"/>			
11. travel of brake pedal	<input type="radio"/>	<input type="radio"/>			
12. windshield wipers (working order)	<input type="radio"/>	<input type="radio"/>			
13. windshield washer (working order)	<input type="radio"/>	<input type="radio"/>			
14. heater system, defroster	<input type="radio"/>	<input type="radio"/>			
15. speedometer, odometer	<input type="radio"/>	<input type="radio"/>			
16. instrument panel lighting	<input type="radio"/>	<input type="radio"/>			
17. horn	<input type="radio"/>	<input type="radio"/>			
18. daytime running lights	<input type="radio"/>	<input type="radio"/>			
19. high beams	<input type="radio"/>	<input type="radio"/>			
20. low beams	<input type="radio"/>	<input type="radio"/>			
21. turn signal lights	<input type="radio"/>	<input type="radio"/>			
22. brake lights	<input type="radio"/>	<input type="radio"/>			
23. parking lights	<input type="radio"/>	<input type="radio"/>			
24. licence plate lights	<input type="radio"/>	<input type="radio"/>			
25. hazard warning lights	<input type="radio"/>	<input type="radio"/>			
26. backup lights	<input type="radio"/>	<input type="radio"/>			
27. clearance lights	<input type="radio"/>	<input type="radio"/>			
28. identification lights	<input type="radio"/>	<input type="radio"/>			
29. all reflectors	<input type="radio"/>	<input type="radio"/>			
c. with engine off					
(power-assisted hydraulic brake system)					
1. working order of power-assisted system (air brake system)	<input type="radio"/>	<input type="radio"/>			
2. pressure loss (when brakes are applied)	<input type="radio"/>	<input type="radio"/>			
3. pressure loss (after brakes applied 1 minute)	<input type="radio"/>	<input type="radio"/>			
2. Around the vehicle					
a. car-body					
1. doors	<input type="radio"/>	<input type="radio"/>			
2. outside rearview mirrors	<input type="radio"/>	<input type="radio"/>			
3. windshield wipers (blades)	<input type="radio"/>	<input type="radio"/>			
4. fenders, body	<input type="radio"/>	<input type="radio"/>			
5. hood, safety latch	<input type="radio"/>	<input type="radio"/>			
6. outside sun visor	<input type="radio"/>	<input type="radio"/>			
7. tires	<input type="radio"/>	<input type="radio"/>			
8. wheels, valves	<input type="radio"/>	<input type="radio"/>			
9. bolts, nuts, fasteners	<input type="radio"/>	<input type="radio"/>			
10. wheel bearing	<input type="radio"/>	<input type="radio"/>			
11. mudguards	<input type="radio"/>	<input type="radio"/>			
12. fuel tank, fasteners	<input type="radio"/>	<input type="radio"/>			
13. fuel tank panel, filler cap	<input type="radio"/>	<input type="radio"/>			
14. valid sticker (LPG engine)	<input type="radio"/>	<input type="radio"/>			
b. coupling device					
1. fifth wheel	<input type="radio"/>	<input type="radio"/>			
2. locking device	<input type="radio"/>	<input type="radio"/>			
3. plug (trailer brakes)	<input type="radio"/>	<input type="radio"/>			
4. plug (trailer lights)	<input type="radio"/>	<input type="radio"/>			
5. cables, chains, pintle hook	<input type="radio"/>	<input type="radio"/>			
c. load space					
1. platform, panels	<input type="radio"/>	<input type="radio"/>			
2. stoppers, hold-down devices	<input type="radio"/>	<input type="radio"/>			
3. supports, side boards	<input type="radio"/>	<input type="radio"/>			
d. suspension and brakes					
1. shock absorbers	<input type="radio"/>	<input type="radio"/>			
2. brackets	<input type="radio"/>	<input type="radio"/>			
3. master spring leaf	<input type="radio"/>	<input type="radio"/>			
4. U-bolt clamp	<input type="radio"/>	<input type="radio"/>			
5. brackets, clamps	<input type="radio"/>	<input type="radio"/>			

* Mechanical inspection must be carried out in accordance with the *Road Vehicle Mechanical Inspection Guide* (standards, procedure).

* **6 months** = Minimum by law. As it is important that vehicles be in proper running order at all times, the frequency of maintenance should be in keeping with vehicle use.

- 6. spring shackles
- 7. air suspension, air springs
- 8. rubber pads
- 9. brake cylinder
- 10. slack adjuster
- 11. camshaft

Complies	Does not comply
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

3. Under the hood

a. general

- 1. air compressor
- 2. filter of air compressor
- 3. alcohol evaporator or air dryer
- 4. belts
- 5. electric pump (brakes)
- 6. engine supports
- 7. batteries
- 8. fuel system
- 9. master cylinder
- 10. fluid level
- 11. column (anchorage and safety mechanisms)
- 12. column (couplings, bearing)
- 13. power steering
- 14. steering boxes
- 15. windshield washer fluid (level)
- 16. exhaust manifold
- 17. cylinders of steering system

<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

4. Underneath the vehicle

a. steering

- 1. lower cross tube
- 2. steering arm
- 3. pitman arm
- 4. knuckle arm
- 5. king pin (play)
- 6. tie rods
- 7. adjusting sleeve
- 8. ball joint
- 9. drag link
- 10. idler arm

<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

b. suspension (front and rear)

- 1. torsion bar
- 2. stabilizer bar
- 3. suspension arm
- 4. springs
- 5. centre bolt
- 6. brackets
- 7. MacPherson struts
- 8. equalizing beams and saddles
- 9. axles
- 10. level valve

Complies	Does not comply
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

c. chassis frame

- 1. side rails, cross members
- 2. joists
- 3. body attachments
- 4. bumper mounts
- 5. transmission supports
- 6. muffler and shield
- 7. exhaust pipe
- 8. fasteners, brackets
- 9. clamps, flanges
- 10. catalytic converter system
- 11. drive shaft
- 12. rigid and flexible tubing (brakes)
- 13. rigid and flexible fuel lines
- 14. floor
- 15. spare wheel

<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

5. Braking system

a. components not yet inspected

- 1. disks and drums
- 2. wheel cylinder, calipers
- 3. brake linings (measurement)
- 4. air reservoirs
- 5. distributor valves
- 6. power brakes

<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

6. Other

Any other component (not covered by the Regulation) that the owner wants to add to the preventative maintenance sheet.

- Defects were noted following inspection
- No defects were noted following inspection

Signature

Day/Month/Year
Date

Comments regarding components that do not comply with the regulation

Codes	Comments	Work order No.

VEHICLE WITH A GVWR UNDER 4,500 KG

Description of Vehicle

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make	Model	Location of vehicle	Owner
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	Licence plate No.	Unit No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
VIN			
Preventative maintenance			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day/Month/Year Date	Km reading	Labour time	
Next preventative maintenance			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day/Month/Year Date	Km reading	Labour time	

Type of vehicle

- Passenger vehicle
 Pickup truck

Other:

Components to be inspected every 6 months*

	Complies	Does not comply		Complies	Does not comply
1. Inside the vehicle			2. Around the vehicle		
a. accessories			a. cab-body		
1. windshield	<input type="radio"/>	<input type="radio"/>	1. doors	<input type="radio"/>	<input type="radio"/>
2. inside sun visor	<input type="radio"/>	<input type="radio"/>	2. outside rearview mirrors	<input type="radio"/>	<input type="radio"/>
3. side windows, rear window	<input type="radio"/>	<input type="radio"/>	3. windshield wipers (blades)	<input type="radio"/>	<input type="radio"/>
4. inside rearview mirror	<input type="radio"/>	<input type="radio"/>	4. fenders, body	<input type="radio"/>	<input type="radio"/>
5. seats and benches	<input type="radio"/>	<input type="radio"/>	5. hood, safety latch	<input type="radio"/>	<input type="radio"/>
6. seat belt	<input type="radio"/>	<input type="radio"/>	6. outside sun visor	<input type="radio"/>	<input type="radio"/>
7. air bags (condition, indicator light)	<input type="radio"/>	<input type="radio"/>	7. tires	<input type="radio"/>	<input type="radio"/>
8. indicator lights (working order)	<input type="radio"/>	<input type="radio"/>	8. wheels, valves	<input type="radio"/>	<input type="radio"/>
b. with engine running			9. bolts, nuts, fasteners	<input type="radio"/>	<input type="radio"/>
1. steering wheel (play)	<input type="radio"/>	<input type="radio"/>	10. wheel bearing	<input type="radio"/>	<input type="radio"/>
2. engine start out of gear	<input type="radio"/>	<input type="radio"/>	11. fuel tank panel, filler cap	<input type="radio"/>	<input type="radio"/>
3. accelerator control	<input type="radio"/>	<input type="radio"/>	12. valid sticker (LPG engine)	<input type="radio"/>	<input type="radio"/>
4. clutch control	<input type="radio"/>	<input type="radio"/>	b. coupling device		
5. braking control	<input type="radio"/>	<input type="radio"/>	1. fifth wheel	<input type="radio"/>	<input type="radio"/>
6. service brake	<input type="radio"/>	<input type="radio"/>	2. locking device	<input type="radio"/>	<input type="radio"/>
7. parking brakes	<input type="radio"/>	<input type="radio"/>	3. plug (trailer brakes)	<input type="radio"/>	<input type="radio"/>
8. travel of brake pedal	<input type="radio"/>	<input type="radio"/>	4. plug (trailer lights)	<input type="radio"/>	<input type="radio"/>
9. windshield wipers (working order)	<input type="radio"/>	<input type="radio"/>	5. cables, chains, pintle hook	<input type="radio"/>	<input type="radio"/>
10. windshield washer (working order)	<input type="radio"/>	<input type="radio"/>	6. tow bars	<input type="radio"/>	<input type="radio"/>
11. heater system, defroster	<input type="radio"/>	<input type="radio"/>	c. load space		
12. speedometer, odometer	<input type="radio"/>	<input type="radio"/>	1. platform	<input type="radio"/>	<input type="radio"/>
13. instrument panel lighting	<input type="radio"/>	<input type="radio"/>	2. panels	<input type="radio"/>	<input type="radio"/>
14. horn	<input type="radio"/>	<input type="radio"/>	3. hold-down devices	<input type="radio"/>	<input type="radio"/>
15. daytime running lights	<input type="radio"/>	<input type="radio"/>	4. side boards	<input type="radio"/>	<input type="radio"/>
16. high beams	<input type="radio"/>	<input type="radio"/>	d. suspension and brakes		
17. low beams	<input type="radio"/>	<input type="radio"/>	1. shock absorbers	<input type="radio"/>	<input type="radio"/>
18. turn signal lights	<input type="radio"/>	<input type="radio"/>	2. brackets	<input type="radio"/>	<input type="radio"/>
19. brake lights	<input type="radio"/>	<input type="radio"/>	3. master spring leaf	<input type="radio"/>	<input type="radio"/>
20. parking lights	<input type="radio"/>	<input type="radio"/>	4. U-bolt clamp	<input type="radio"/>	<input type="radio"/>
21. licence plate lights	<input type="radio"/>	<input type="radio"/>	5. clamps, fasteners	<input type="radio"/>	<input type="radio"/>
22. hazard warning lights	<input type="radio"/>	<input type="radio"/>	6. spring shackles	<input type="radio"/>	<input type="radio"/>
23. backup lights	<input type="radio"/>	<input type="radio"/>			
24. all reflectors	<input type="radio"/>	<input type="radio"/>			
c. with engine off					
(power-assisted hydraulic brake system)					
1. working order of power-assisted system	<input type="radio"/>	<input type="radio"/>			

* Mechanical inspection must be carried out in accordance with the *Road Vehicle Mechanical Inspection Guide* (standards, procedure).

* **6 months** = Minimum by law. As it is important that vehicles be in proper running order at all times, the frequency of maintenance should be in keeping with vehicle use.

3. Under the hood

a. general

- 1. belts
- 2. engine supports
- 3. batteries
- 4. fuel system
- 5. master cylinder
- 6. column (anchorage and safety mechanisms)
- 7. column (couplings, bearing)
- 8. power steering
- 9. steering boxes
- 10. windshield washer fluid (level)
- 11. exhaust manifold
- 12. cylinders of steering system
- 13. rack and pinion

Complies
Does not
comply

4. Underneath the vehicle

a. steering

- 1. cross tube
- 2. pitman arm
- 3. knuckle arm
- 4. tie rods
- 5. adjusting sleeve
- 6. ball joint
- 7. drag link
- 8. idler arm

b. suspension (front and rear)

- 1. torsion bar
- 2. stabilizer bar
- 3. suspension arm
- 4. springs
- 5. centre bolt
- 6. brackets
- 7. MacPherson struts
- 8. axles

c. chassis frame

- 1. side rails, cross members
- 2. body attachments
- 3. bumper mounts
- 4. transmission supports
- 5. muffler and shield
- 6. exhaust pipe
- 7. fasteners, brackets
- 8. clamps, flanges
- 9. catalytic converter system
- 10. rigid and flexible tubing (brakes)
- 11. fuel tank, attachments
- 12. rigid and flexible fuel lines
- 13. floor
- 14. spare wheel

Complies
Does not
comply

5. Braking system

a. components not yet inspected

- 1. disks and drums
- 2. wheel cylinder, calipers
- 3. brake linings (measurement)
- 4. power brakes

6. Other

Any other component (not covered by the Regulation) that the owner wants to add to the preventative maintenance sheet.

- Defects were noted following inspection
- No defects were noted following inspection

Signature

Day/Month/Year
Date

Comments regarding components that do not comply with the regulation

Codes	Comments	Work order No.

TRAILER

Description of Vehicle

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make	Model	Location of vehicle	Owner
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year	Licence plate No.	Unit No.	
<input type="text"/>			
VIN			
Type of vehicle		Preventative maintenance	
<input type="radio"/> Trailer	<input type="radio"/> Semi-trailer	<input type="text"/>	<input type="text"/>
Other: <input type="text"/>		Day/Month/Year Date	Km reading
			Labour time
		Next preventative maintenance	
		<input type="text"/>	<input type="text"/>
		Day/Month/Year Date	Km reading
			Labour time

Components to be inspected every 6 months*

	Complies	Does not comply		Complies	Does not comply
1. Around the trailer					
a. lights and signals			f. other equipment		
1. parking lights	<input type="radio"/>	<input type="radio"/>	1. mudguards	<input type="radio"/>	<input type="radio"/>
2. side marker lights	<input type="radio"/>	<input type="radio"/>	2. bumpers	<input type="radio"/>	<input type="radio"/>
3. turn signal lights	<input type="radio"/>	<input type="radio"/>	3. odometer	<input type="radio"/>	<input type="radio"/>
4. hazard warning lights	<input type="radio"/>	<input type="radio"/>	2. Underneath the trailer		
5. backup lights	<input type="radio"/>	<input type="radio"/>	a. chassis frame		
6. clearance lights	<input type="radio"/>	<input type="radio"/>	1. side rails, cross members, structural members	<input type="radio"/>	<input type="radio"/>
7. identification lights	<input type="radio"/>	<input type="radio"/>	2. joists	<input type="radio"/>	<input type="radio"/>
8. licence plate lights	<input type="radio"/>	<input type="radio"/>	3. landing gear	<input type="radio"/>	<input type="radio"/>
9. brake lights	<input type="radio"/>	<input type="radio"/>	4. brake lines	<input type="radio"/>	<input type="radio"/>
10. all reflectors	<input type="radio"/>	<input type="radio"/>	5. clamps, flanges	<input type="radio"/>	<input type="radio"/>
11. reflective strips	<input type="radio"/>	<input type="radio"/>	6. floor	<input type="radio"/>	<input type="radio"/>
b. refrigeration unit			7. axles	<input type="radio"/>	<input type="radio"/>
1. battery	<input type="radio"/>	<input type="radio"/>	8. fasteners, brackets	<input type="radio"/>	<input type="radio"/>
2. fuel tank	<input type="radio"/>	<input type="radio"/>	b. suspension		
3. fasteners, lines	<input type="radio"/>	<input type="radio"/>	1. shock absorbers	<input type="radio"/>	<input type="radio"/>
4. fuel system	<input type="radio"/>	<input type="radio"/>	2. brackets	<input type="radio"/>	<input type="radio"/>
5. fuel tank panel, filler cap	<input type="radio"/>	<input type="radio"/>	3. master spring leafs	<input type="radio"/>	<input type="radio"/>
c. coupling device			4. spring shackles	<input type="radio"/>	<input type="radio"/>
1. fifth wheel	<input type="radio"/>	<input type="radio"/>	5. U-bolt clamp	<input type="radio"/>	<input type="radio"/>
2. locking device (sliding fifth wheel)	<input type="radio"/>	<input type="radio"/>	6. centre bolt	<input type="radio"/>	<input type="radio"/>
3. pintle hook	<input type="radio"/>	<input type="radio"/>	7. springs	<input type="radio"/>	<input type="radio"/>
4. locking device (sliding bogie)	<input type="radio"/>	<input type="radio"/>	8. equalizing beams	<input type="radio"/>	<input type="radio"/>
5. upper coupler	<input type="radio"/>	<input type="radio"/>	9. equalizing beam saddles	<input type="radio"/>	<input type="radio"/>
6. king pin	<input type="radio"/>	<input type="radio"/>	10. air springs	<input type="radio"/>	<input type="radio"/>
7. plug and connector for trailer brakes	<input type="radio"/>	<input type="radio"/>	11. level valve	<input type="radio"/>	<input type="radio"/>
8. plug and connector for electricity	<input type="radio"/>	<input type="radio"/>	12. brackets	<input type="radio"/>	<input type="radio"/>
d. load space			13. rubber pads	<input type="radio"/>	<input type="radio"/>
1. platform	<input type="radio"/>	<input type="radio"/>	14. torsion bar	<input type="radio"/>	<input type="radio"/>
2. panels	<input type="radio"/>	<input type="radio"/>	15. MacPherson struts	<input type="radio"/>	<input type="radio"/>
3. stoppers	<input type="radio"/>	<input type="radio"/>	16. air suspension	<input type="radio"/>	<input type="radio"/>
4. hold-down devices	<input type="radio"/>	<input type="radio"/>			
e. bearings					
1. tires	<input type="radio"/>	<input type="radio"/>			
2. wheels, valves	<input type="radio"/>	<input type="radio"/>			
3. nuts, bolts	<input type="radio"/>	<input type="radio"/>			
4. spare wheel	<input type="radio"/>	<input type="radio"/>			
5. wheel bearings	<input type="radio"/>	<input type="radio"/>			

* Mechanical inspection must be carried out in accordance with the *Road Vehicle Mechanical Inspection Guide* (standards, procedure).

* **6 months** = Minimum by law. As it is important that vehicles be in proper running order at all times, the frequency of maintenance should be in keeping with vehicle use.

Complies
Does not
comply

3. Braking system

a. general

- 1. service brake
- 2. parking brake
- 3. emergency brake
- 4. camshaft
- 5. master cylinder
- 6. disks, drums
- 7. wheel cylinders
- 8. brake linings (brake pads, bands)
- 9. slack adjuster
- 10. air reservoirs
- 11. distributor valves

<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

4. Other

Any other component (not covered by the Regulation) that the owner wants to add to the preventative maintenance sheet.

- Defects were noted following inspection
- No defects were noted following inspection

Signature

Day/Month/Year
Date

Comments regarding components that do not comply with the regulation

Codes	Comments	Work order No.

APPENDIX 4

SAMPLE DAILY LOG

Driver's Daily Log

Cycle 1: 7 days

Cycle 2: 14 days

Motor vehicle: registration plate number

Registration certificate unit number

Operator

Operator's establishment address

Home terminal address

Duty status		Total hours
0	Off-duty time	24
1	Off-duty time in a sleeper berth	23
2	Driving time	22
3	On-duty time other than driving time	21
4	Remarks	20
5		19
6		18
7		17
8		16
9		15
10		14
11		13
12		12
13		11
14		10
15		9
16		8
17		7
18		6
19		5
20		4
21		3
22		2
23		1
24		0

Driver's name

Co-driver's name

Driver's signature

APPENDIX 6

SAMPLE SHORT REGISTER

SHORT REGISTER						
Driver's name: _____		Year: _____				
Operator's name: _____		Month: _____				
Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>					
Day of the week	Date	Start of work shift	End of work shift	Total of on-duty hours		
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Remarks: _____						

APPENDIX 7

EXAMPLE OF THE *MONITORING OF HEAVY VEHICLE DRIVER CONDUCT* DOCUMENT



Monitoring of Heavy Vehicle Driver Conduct

This document only includes the events connected to driving heavy vehicles registered in Québec and operated on Canadian territory. For a complete driving record, you must get a copy of the document *Information Concerning the Driver's Record*.

Date
Year Month Day
2014-10-01

Identification Number
I123456789012

JEAN IMPRUDENT
464, BOUL. DE LA SÉCURITÉ
QUÉBEC QC G1G 3N1

If the CTQ had prohibited Mr. Imprudent from driving a heavy vehicle, the details of that decision would be indicated here.

1. COMMISSION DES TRANSPORTS DU QUÉBEC (CTQ) DECISIONS

No decision currently in effect involving a driving prohibition.

Events remain on record for two years as of the date on which they occurred. Events related to alcohol-impaired driving, however, remain on record for a period of 10 years.

REVIEW PERIODS
Ol events : from 2004-10-02 to 2014-10-01
Events : from 2012-10-02 to 2014-10-01

Any event related to alcohol-impaired driving of a heavy vehicle would be indicated here, and the record would be referred to the CTQ.

AREAS

Assessment of driver	Number of events considered			Number of points	
	Québec	Outside Québec	Total	On record	Threshold
Operational Safety (see section 5)	5	0	5	10	12
Participant in Accidents (see section 6)	2	0	2	5	9
Overall Driver Conduct	7	0	7	15	14

4. CRITICAL EVENTS

No critical event to note

5. OPERATIONAL SAFETY

This driver's record will be referred to the CTQ because the threshold value for the "overall driver conduct" conduct area has been reached.

Prov./ Terr.	Description Event No.	Carrier ID No.	Plate No.	Legal Reference	Status	Weighting
5 QC	Amber light 0123456700	12345678	L123456	CS361	Issued	3
3 QC	Speed over limit 801234501	12345678	L123456	CS328	Issued	0
4 QC	Failure to obey sign/signal 801234502	12345678	L123456	CS310	Issued	2
1 QC	Speed over limit 801234503	12345678	L123456	CS299	Guilty	2

This speeding offence is assigned a weighting of zero because the recorded speed did not exceed 11 km/h above the posted speed limit.

Monitoring of Heavy Vehicle Driver Conduct

This document only includes the events connected to driving heavy vehicles registered in Québec and operated on Canadian territory. For a complete driving record, you must get a copy of the document *Information Concerning the Driver's Record*.

Date
 Year Month Day
 2014-10-01

Identification Number
 I123456789012

Fatal accidents do not appear in this section as they are considered critical events.

Date	Prov./ Terr.	Description Event No.	Carrier ID No.	Plate No.	Legal Reference	Status	Weighting	
2014-02-21	QC	Move over law 701234504	12345678	L123456	CS406.1	Issued	3	
T O T A L ==>							10	
6. INVOLVEMENT IN ACCIDENTS								
Date	Prov./ Terr.	% responsibility	Accident Report No.	CarrierID No.	Plate No.	Severity	Status	Weighting
2013-06-02	QC	Not available	301234567890001	12345678	L123456	Property damage		1
2013-06-05	QC	100%	401234567890002	12345678	L123456	Injuries		4
T O T A L ==>							5	

Accidents with property damage only are assigned a weighting of 1 or 2 points based on the region in which they occurred.

Date

Year Month Day
2014-10-01

Identification Number

I123456789012

7. OTHER EVENTS ON FILE FOR THE PERIOD FROM 2012-10-02 TO 2014-10-01

No event to note

For information concerning monitoring of heavy vehicle driver conduct, please contact the Société at:

Service du suivi du privilège de circuler
Société de l'assurance automobile du Québec
Case postale 19600, succursale Terminus
333 boulevard Jean-Lesage, N-4-43
Québec (Québec) G1K 8J6

Telephone: 1 800-554-4814 (toll free)

Fax : 418 643-1896
E-Mail : courrier@saaq.gouv.qc.ca

In order to provide a more complete picture of the conduct, section 7 contains the following information, as applicable:

- offences for which the driver has been found not guilty;*
- offences committed while driving a heavy vehicle registered in a Canadian province other than Québec;*
- accidents for which the driver has been recognized as not responsible;*
- events that have occurred with a heavy vehicle involving the driver that are not part of the ongoing conduct review.*

APPENDIX 8

EXAMPLE OF THE INFORMATION CONCERNING THE DRIVER'S RECORD DOCUMENT

Classes 1 and 2 no longer appear since the driver no longer holds those classes of licence, despite the experience the driver has accumulated for those two classes.

INFORMATION CONCERNING THE DRIVER'S RECORD

QUEBEC, OCTOBER 1, 2014, 09 H 10

PAGE 01 OF 03

IDENTIFICATION NO.
I1234 567890 1 2

JEAN IMPRUDENT
1464 BOUL. DE LA SECURITE
QUEBEC QC G1G 3N1

PASSENGER VEHICLE EXPERIENCE
356 MONTH(S)

DRIVER'S LICENCE

DRIVER'S RECORD STATUS ON 2014-10-01 : PENALTIES AFFECTING LICENCE

LICENCE	EXPIRY	CLASSES	CONDITIONS	ENDORSEMENTS
REGULAR	2019-07-03	3 4A 4B 4C 5	W	F M
INVALID LICENCE SINCE		2014-09-09		

CONDITION W PROHIBITS YOU FROM DRIVING A VEHICLE COVERED BY CLASS 1, 2, 3 OR 4B IN THE UNITED STATES.

PEOPLE WHOSE DRIVER'S LICENCE HAS LAPSED FOR AT LEAST THREE YEARS WILL BE REQUIRED TO TAKE SAAQ TESTS AGAIN IN ORDER TO RESUME DRIVING.

DRIVING EXPERIENCE BY LICENCE CLASS IN MONTHS-DAYS

CLASS:	1	2	3	4A	4B	4C	5	6A
REGULAR	0-02	0-02	83-08	83-08	83-08	83-08	356-08	
LEARNER'S	330-00	326-20	326-20					326-20

NUMBER OF POINTS IN YOUR DEMERIT POINT BRACKET THAT RESULT IN LICENCE REVOCATION: 15

NUMBER OF DEMERIT POINTS ON RECORD : 05

OFFENCES RESULTING IN DEMERIT POINTS

THIS SECTION LISTS OFFENCES RECORDED IN THE LAST TWO YEARS THAT RESULT IN DEMERIT POINTS.

OFFENCE DATE	CONVICTION DATE	BRIEF DESCRIPTION	SECTION	POINTS
2012-12-16	2014-02-04	SPEED IN EXCESS OF A LIMIT	CS328	03
2013-10-01	2013-12-23	SPEED IN EXCESS OF A LIMIT	CS299	02

This example may differ from the document you will receive from the SAAQ.

INFORMATION CONCERNING THE DRIVER'S RECORD

QUEBEC, OCTOBER 1, 2014, 09 H 10

PAGE 02 OF 03

I1234 567890 1 2

JEAN IMPRUDENT

EXCESSIVE SPEEDING OFFENCES

THIS SECTION LISTS EXCESSIVE SPEEDING OFFENCES ENTERED
ON OUR RECORDS DURING THE LAST TEN YEARS.

NO EXCESSIVE SPEEDING OFFENCES ON THIS RECORD

PENALTIES IMPOSED UNDER THE HIGHWAY SAFETY CODE AND OTHER LAWS

THIS SECTION INCLUDES: PENALTIES IN EFFECT OR PENDING; PENALTIES FOR DEMERIT POINTS ENTERED
IN THE LAST TWO YEARS; IMMEDIATE ADMINISTRATIVE PENALTIES ENTERED IN THE LAST THREE YEARS,
OTHER THAN 24-HOUR PENALTIES; PENALTIES UNDER THE CRIMINAL CODE IMPOSED IN THE LAST TEN YEARS.

AFFECT DOCUM.	EFFECTIVE DATE	REINSTATE OR FREEZE	STATUS	REASON	OFFENCE DATE	CONVICTION DATE
LICEN. REGIST	2014-09-09	-----	EFFECTIVE	UNPAID FINE 805663364 COUR MUNICIPALE DE MONTREAL		

INFORMATION RELATED TO DRIVING A HEAVY VEHICLE

YOU ARE CURRENTLY SUBJECT TO INTERVENTION UNDER THE CONDUCT REVIEW POLICY FOR HEAVY
VEHICLE DRIVERS. FOR DETAILS, CONTACT THE SAAQ AT 1-800-554-4814.

Events that occurred while Mr. Imprudent was driving a heavy vehicle appear in the next two sections. They also appear in the record of the operator who was using the services of Mr. Imprudent when these events occurred.

Offences marked with an asterisk (*) are also listed in the section entitled "OFFENCES RESULTING IN DEMERIT POINTS", but only once there is date on which a guilty plea or verdict has been rendered.

INFORMATION CONCERNING THE DRIVER'S RECORD

QUEBEC, OCTOBER 1, 2014, 09 H 10

PAGE 03 OF 03

I1234 567890 1 2

JEAN IMPRUDENT

OFFENCE STATEMENTS AND OUT-OF-SERVICE ORDERS RELATED TO DRIVING
A HEAVY VEHICLE REGISTERED IN QUEBEC

THIS SECTION INCLUDES OFFENCE STATEMENTS OR CONVICTIONS AND OUT-OF-SERVICE ORDERS RECORDED WITHIN A PERIOD OF TWO YEARS AS OF THE DATE OF THE EVENT, AS WELL AS IMMEDIATE ALCOHOL-RELATED ADMINISTRATIVE PENALTIES IMPOSED DURING THE PREVIOUS TEN YEARS.

EVENT DATE	CONVICTION DATE	PROV	BRIEF DESCRIPTION	LEGAL REFERENCE
2014-02-21		QC	MOVE OVER LAW	CS 406.1
*2013-10-01		QC	SPEED OVER LIMIT	CS 299
2013-06-14		QC	FAILURE TO OBEY SIGN/SIGNAL	CS 310
*2013-05-23		QC	SPEED OVER LIMIT	CS 328
2013-02-15		QC	AMBER LIGHT	CS 361

INFORMATION MARKED WITH AN * MAY ALSO BE FOUND IN THE SECTIONS "OFFENCES RESULTING IN DEMERIT POINTS", "EXCESSIVE SPEEDING OFFENCES" AND "PENALTIES IMPOSED UNDER THE HIGHWAY SAFETY CODE AND OTHER LAWS".

ACCIDENTS RELATED TO DRIVING A HEAVY VEHICLE REGISTERED IN QUEBEC

THIS SECTION LISTS ACCIDENTS ON RECORD FOR TWO YEARS FROM THE DATE OF ACCIDENT.

DATE OF ACCIDENT	PROV	SHARE OF LIABILITY	ACCIDENT REPORT NO.	SEVERITY
2013-06-05	QC	100%	402541306050003	INJURIES
2013-06-02	QC	UNAVAILABLE	314301306020015	PROPERTY DAMAGE

Accidents involving Mr. Imprudent appear in this section. The operator must follow up on these accidents and request that the SAAQ withdraw those accidents for which he or she can provide proof of non-liability. In some cases, if the operator refuses to do so, the driver can submit the withdrawal request.

APPENDIX 9

EXAMPLE OF AN HVOO'S RECORD (AVAILABLE IN FRENCH ONLY)

Québec, le 21 novembre 2016

WXY TRANSPORT INC.
1464 BOUL DE LA SÉCURITÉ
QUÉBEC QC G1K 8J6
Numéro d'identification: 12345678

Alcohol-related events remain on record for ten years from the date of their occurrence. Other events remain on record for two years.

1. RENSEIGNEMENTS AU REGISTRE DES PROPRIÉTAIRES ET EXPLOITANTS DE VÉHICULES LOURDS

Statut : Propriétaire et exploitant Cote : Satisfaisant MENTION : Non audité Date de la cote : 2015-07-03

2. PÉRIODES D'ÉVALUATION DU COMPORTEMENT

- Pour les événements alcool : du 2006-11-22 au 2016-11-21
- Pour les autres événements : du 2014-11-22 au 2016-11-21

3. ÉVALUATION CONTINUE

Évaluation du propriétaire	Nombre d'inspections de véhicules			Nombre de mises hors service	
	Québec	Hors Québec	Total	Effectuées	À ne pas atteindre
Sécurité des véhicules (voir 7)	7	1	8	3	5

Évaluation de l'exploitant	Nombre d'événements considérés			Nombre de points	
	Québec	Hors Québec	Total	Au dossier	À ne pas atteindre
Sécurité des opérations (voir 8)	35	2	37	93 (67%)	138
Charges et dimensions (voir 9)	13	0	13	33 (49%)	68
Implication dans les accidents (voir 10)	6	0	6	14 (27%)	44
Comportement global de l'exploitant	54	2	56	140 (75%)	186

4. ÉVÉNEMENTS CRITIQUES

Date	Prov.	Volet	Description/ Référence	Conducteur	No plaque/ Défendeur	Référence Légale
2014-11-22 Émis	QC	Exploitant	SUSP. ADMIN. ALCOOL > 50 MG PV-D12345678	Imprudent,	Jean	L123456 CS(20244)
2016-01-06	QC	Propriétaire	Pneus 901234567	Imprudent,	Jean	L123456

A notice of referral of the record to the Commission des transports is sent to the HVOO if a critical event related to alcohol within a period of two years is entered in the HVOO's record and the HVOO has received a second-level warning for any conduct area in the operator's ongoing conduct review.

In this case, the number of out-of-service orders entered in the record for regard to the out-of-service threshold based on the number of heavy vehicles owned results in a first-level warning letter being sent.

A second-level warning letter is sent when the HVOO reaches 75% of the threshold value for any conduct area in the ongoing conduct review.

5. RÉSULTATS DES INSPECTIONS EN ENTREPRISE (voir 11)

Date	Lieu	Propriétaire		Exploitant	
		Inspection	À ne pas atteindre	Inspection	À ne pas atteindre
2016-03-03	218 JACQUES CARTIER SAINT-PIE	3 réussite	23	24 Échec	

A warning letter is sent after a failure in one of the categories inspected.

6. ACTIVITÉ PRINCIPALE ET PARC DE VÉHICULES

Le parc de véhicules est calculé selon la politique d'évaluation. Il peut être différent des véhicules déclaré lors de l'inscription à la CTQ.

ACTIVITÉ PRINCIPALE : Transport de biens

PARC DE VÉHICULES CONSIDÉRÉS À TITRE DE PROPRIÉTAIRE

Véhicules motorisés immatriculés : 15,0 véhicules - année
 Remorques et semi-remorques déclarés : 24,0 véhicules - année
 POUR UN TOTAL DE : 39,0 véhicules - année

PARC DE VÉHICULES CONSIDÉRÉS À TITRE D'EXPLOITANT :

Véhicules motorisés déclarés : 48 véhicules - année
 Véhicules en double poste de travail reconnus : 2 véhicules - année
 POUR UN TOTAL DE : 50 véhicules - année

Operators may request to have the size of their vehicle fleet increased if some of the vehicles are operated on double shifts. To do so, they must meet the conditions indicated in section 10.2 of the Policy.

7. SÉCURITÉ DES VÉHICULES

Date	Province	Composante défectueuse/ No certificat de vérification	Conducteur	Numéro de plaque	Statut	Nombre
2014-12-05	QC	Inspection conforme 9612345	Imprudent, Jean	RE123456		0
2014-12-24	QC	Suspension 1234567	Imprudent, Jean	L123456		1
2015-01-28	QC	Système de freinage 9612345	Imprudent, Jean	L123456	Fortuit	0
2015-04-01	QC	Défectuosité mineure 961234567	Imprudent, Jean	L123456		0
2015-06-02	ON	Inspection conforme ONEA12345678	Imprudent, Jean	R123456		0
2015-10-03	ON	Pneus/roues/essieux ONEA12345678	Imprudent, Jean	L123456		1
2016-04-04	QC	Défectuosité mineure 9612345	Imprudent, Jean	R123456		0
2016-05-06	QC	Direction 1234567	Imprudent, Jean	L123456		1
T O T A L ==>						3

An out-of-service order resulting from an unforeseen major mechanical defect is not considered in the assessment. However, the mechanical inspection will be considered in calculating the percentage or the threshold for out-of-service orders, as the case may be.

Only major mechanical defects result in a "vehicle" out-of-service order.

Québec, le 21 novembre 2016
 Numéro d'identification: 12345678

In this one roadside interception, the driver was served a statement of offence and a "driver" out-of-service order for the same offence. The "driver" out-of-service order (but not the offence statement) is weighted at 3 points.

8. SÉCURITÉ DES OPÉRATIONS

Date	Prov	Description / No événement	Conducteur	No Plaque/ Défendeur	Référence Légale	Statut	Pondération
2014-11-25	QC	Immobilisation non sécuritaire 1004002123456789	Imprudent, Jean	L123456 Autres	CS386 951	Coupable	1
2014-11-28	ON	Mise hors-service conducteur ONEA01234567	Imprudent, Jean	L123456			3
2014-12-01	QC	Excès de vitesse 1234567	Imprudent, Jean	L123456 Conducteur	CS328 41	Émis	2
2014-12-15	QC	Excès de vitesse 12345678	Imprudent, Jean	L123456 Conducteur	CS328 41	Coupable	2
2014-12-16	QC	Fiches journalières 1004001234567890	Imprudent, Jean	L123456 Conducteur	CS519.10 201	Émis Non pondéré	0
2014-12-16	QC	Mise hors-service conducteur S300710004123456	Imprudent, Jean	L123456	Rég. heure		3
2014-12-19	QC	Excès de vitesse 123456	Imprudent, Jean	L123456 Conducteur	CS328 41	Coupable	3
2014-12-20	QC	Excès de vitesse 12345678	Imprudent, Jean	L234567 Conducteur	CS303.2 11	Émis	3
2014-12-21	QC	Port de ceinture de sécurité 1234567	Imprudent, Jean	L123456 Autres	CS396 11	Émis	3
2015-06-02	QC	Excès de vitesse 123456789	Imprudent, Jean	L123456 Conducteur	CS329 11	Coupable	3
2015-03-26	QC	Marche arrière dangereuse 9812345678	Imprudent, Jean	L456789	CS417 Conducteur 51	Coupable	3
2015-04-21	QC	Classe de permis 100400098765	Imprudent, Jean	L678912 Conducteur	CS106 14	Émis	3
2015-04-21	QC	Classe de permis 10040098766	Imprudent, Jean	L678912 Exploitant	CS106 14	Émis Non pondéré	0
2015-06-03	QC	Port de ceinture de sécurité 1234567	Imprudent, Jean	L123456 Autres	CS396 11	Coupable	3
2015-06-04	QC	Panneau d'arrêt 1234567	Imprudent, Jean	L123456 Conducteur	CS368 11	Coupable	3
2015-06-07	QC	Mise hors-service conducteur S12345678901234	Imprudent, Jean	L123456	Rég. heure 40(3)		3
2015-06-08	QC	Cellulaire au volant 1234567	Imprudent, Jean	L500144 Conducteur	CS439.1 101	Émis	3
2015-06-09	QC	Excès de vitesse 123456789	Imprudent, Jean	L123456 Conducteur	CS328 41	Coupable	3
2015-07-10	QC	Signalisation non respectée 1004003123456789	Imprudent, Jean	L123456 Conducteur	CS310 14	Émis	2
2015-07-11	QC	Cellulaire au volant 1004003123456789	Imprudent, Jean	L123456 Conducteur	CS439.1 101	Coupable	3
2015-08-12	QC	Immobilisation non sécuritaire 123456789	Imprudent, Jean	L123456 Conducteur	CS386 951	Coupable	1
2015-08-13	QC	Virage dangereux 1234567	Imprudent, Jean	L123456 Conducteur	CS352 52	Émis	2

In this one roadside interception, the driver received a statement of offence for driving a heavy vehicle without having the required class of licence, and the operator received a statement of offence for allowing him or her to drive without the required licence. The statement of offence served on the driver (but not the statement of offence served on the operator) is weighted at 3 points.

2015-09-22	QC	Fiche journalière 79012345	Imprudent, Jean	L678912 Conducteur	CS519.10 101	Émis	3
2015-10-14	QC	Matières dangereuses 1004003123456789	Imprudent, Jean	L123456 Exploitant	CS646 4614	Coupable	3
2015-10-15	QC	Feu jaune 1234567	Imprudent, Jean	L123456 Conducteur	CS361 52	Émis	3
2015-11-16	QC	Panneau d'arrêt 123456789	Imprudent, Jean	L123456 Conducteur	CS368 11	Coupable	3
2015-11-17	QC	Excès de vitesse 100400123456789	Imprudent, Jean	L123456 Conducteur	CS329 11	Émis	3
2015-11-18	QC	Panneau d'arrêt 100400123456789	Imprudent, Jean	L123456 Conducteur	CS368 11	Émis	3
2015-11-22	ON	Vitesse ou action imprudente 1003001234567890	Imprudent, Jean	L123456	HT130 1A	Coupable	1
2015-11-30	ON	Mise hors-service conducteur ONEA01234567	Imprudent, Jean	L123456			3
2015-12-04	QC	Excès de vitesse 1234567	Imprudent, Jean	L123456 Conducteur	CS328 41	Coupable	3
2015-12-05	QC	Feu jaune 12345678	Imprudent, Jean	L123456 Conducteur	CS361 52	Coupable	3
2015-12-06	QC	Excès de vitesse 1003001234567890	Imprudent, Jean	L123456 Conducteur	CS328 41		
2016-01-07	QC	Non-respect des heures 1004001234567890	Imprudent, Jean	L123456 Conducteur	CS519. 1404		
2016-01-08	QC	Signalisation non respectée 1004001234567890	Imprudent, Jean	L123456 Conducteur	CS291 55		
2016-05-09	QC	Excès de vitesse 123456789	Imprudent, Jean	L123456 Conducteur	CS328 41		
2016-11-20	QC	Rapport de ronde de sécurité 1004001234567890	Imprudent, Jean	L234567 Conducteur	CS519. 51		

This section includes sections of the Highway Safety Code that refer to load, size, and other operating conditions related to special travel permits. Offences are weighted on a 5-point scale (See Appendix 2).

9. CHARGES ET DIMENSIONS

Date	Prov	Description / No événement	Conducteur	No Plaque/ Défendeur	Référence Légale	Statut	Pondération
2014-11-23	QC	Surcharge axiale 1004001234567890	Imprudent, Jean	L123456 Exploitant	CS463 152	Coupable	2
2014-11-25	QC	Surcharge axiale 1004001234567890	Imprudent, Jean	L123456 Exploitant	CS463 152	Coupable	3
		Surcharge axiale 1004001234567890	Imprudent, Jean	L123456 Exploitant	CS463 152	Émis	4
		Surcharge axiale 1004001234567890	Imprudent, Jean	L123456 Exploitant	CS463 151	Émis	1
		Permis de circulation 1004001234567890	Imprudent, Jean	L123456 Autres	CS513 3421	Coupable	1
		Permis de circulation 1004001234567890	Imprudent, Jean	L567812 Exploitant	CS463 63	Émis	1
2015-06-12	QC	Port du permis spécial	Imprudent, Jean	L456789 Conducteur	CS464 51		
2015-07-11	QC	Surcharge masse totale 1004001234567890	Imprudent, Jean	L123456 Exploitant	CS463 55		
2015-09-12	QC	Permis spécial de circulation 1004001234567890	Imprudent, Jean	L123456 Autres	CS513 3495		

Offences for exceeding the axle load limit are weighted on a 5-point scale on the basis of the percentage difference between the axle load limit allowed and the axle load observed.

Offences for exceeding the maximum total loaded mass are weighted on a 5-point scale on the basis of the percentage difference between the load allowed and the load observed.

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Fatal accidents do not appear in this section. They are considered critical events and appear in Section 4 of this document.

2015-09-13	QC	Permis spécial de circulation 1004001234567890	Imprudent, Jean	L123456 Autres	CS5 13		
2015-11-14	QC	Surcharge masse totale 1004001234567890	Imprudent, Jean	L123456 Exploitant	CS291 51	Émis	2
2016-01-28	QC	Permis spécial de circulation	Imprudent, Jean	L4567892 Exploitant	CS513 595	Coupable	2
2016-06-28	QC	Signal avertisseur absent	Imprudent, Jean	L4567892 Exploitant	CS474 11	Coupable	3
T O T A L ==>							33

10. IMPLICATION DANS LES ACCIDENTS

Date	Prov.	% responsabilité	No D'événement	Conducteur	Numéro plaque	Gravité	Statut	Pondé- ration
2014-11-01	QC	Non disponible	123456789010001	Imprudent, Jean	L123456	Blessés		4
2014-12-02	QC	100 %	123456789010001	Imprudent, Jean	L123456	Dommages matériels		2
2015-02-02	QC	Non disponible	123456789010001	Imprudent, Jean	L123456	Dommages matériels		2
2015-06-10	QC	Non disponible	123456789010001	Imprudent, Jean	L123456			
2015-10-11	QC	100 %	123456789010001	Imprudent, Jean	L123456			
2016-06-12	QC	100%	123456789010001	Imprudent, Jean	R123456			
T O T A L ==>								14

Accidents with property damage only are weighted at 1 or 2 points based on the region where they occurred.

11. INSPECTION(S) EN ENTREPRISE

Date	Description / No rapport d'infraction	Conducteur	No plaque/ Défendeur	Référence légale	Statut	Pondé- ration
Événements consignés à votre dossier à la suite de l'inspection en entreprise qui a eu lieu le 2016-03-03 à QUELQUE PART Lors de cette inspection, 17 dossier(s) de conducteur et 0 dossier(s) de véhicule ont été vérifiés.						
2016-03-03	Non-respect des heures 1004001234567890	Imprudent, Jean	L123456 Conducteur	CS519.8.1 1401	Émis	3
2016-03-03	Fiche journalière 1004001234567890	Imprudent, Jean	L123456 Conducteur	CS519.10 301	Coupable	3
2016-03-03	Copie des fiches des heures 1004001234567890	Imprudent, Jean	L123456 Exploitant	CS519.25 101	Coupable	3
2016-03-03	Défaut de tenir les fiches 1004001234567890	Imprudent, Jean	L6789123 Exploitant	CS519.20 13	Émis	3
2016-03-03	Entretien des véhicules 1004001234567890	Imprudent, Jean	L456789 Exploitant	CS519.15 51	Émis	3
2016-03-03	Absence de documents requis	Imprudent, Jean		CS519.20 11	Émis	3
2016-03-03	Absence de documents requis	Imprudent, Jean		CS519.20 12	Émis	3
2016-03-03	Absence de documents requis	Imprudent, Jean		CS519.20 14	Émis	3
TOTAL À TITRE D'EXPLOITANT == >						24

Québec, le 21 novembre 2016
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2016-03-03 Entretien des véhicules

Section 12 includes offences for which the HVOO has been found not guilty, accidents for which the HVOO has been recognized as non-labile, and events that have occurred with a heavy vehicle that involved the HVOO but that are not part of the conduct review. This provides a more complete picture of an HVOO's conduct.

12. AUTRES ÉVÉNEMENTS AU DOSSIER POUR LA PÉRIODE DU 2014-11-22 au 2016-11-21

Date	Prov.	No. d'événement	Conducteur	No plaque/ Défendeur	Référence légale	Statut/ Gravité
RAPPORTS ET CONSTATS D'INFRACTION						
2014-11-25	QC	S620702071234560	Imprudent, Jean	L123456 Exploitant	TR14 11	
2014-12-22	QC	1004001234567890	Imprudent, Jean	L3456738 Prop.	CS463 152	Coupable
ACCIDENTS						
2015-01-31	QC	123450701040001	Imprudent, Jean	L123456		Dommages Matériels
VÉRIFICATIONS MÉCANIQUES EFFECTUÉES PAR LES EMPLOYÉS DE LA SAAQ ET HORS QUÉBEC (DÉFECTUOSITÉS MAJEURES)						
2014-11-30	ON	ONEA12345678	Imprudent, Jean	RV12345		Exclu
INSPECTIONS EN ENTREPRISE						
Événements consignés à votre dossier à la suite de l'inspection en entreprise qui a eu lieu le 2016-03-03						
2016-03-03	QC	1004001234567890	Imprudent, Jean	L123456	CS519.10	
Exploitant	401					

Pour tout renseignement relatif à votre état de dossier, vous pouvez communiquer avec la SAAQ à l'adresse ou aux numéros suivants:
Service du suivi du privilège de circuler
333 boul. Jean-Lesage, N-4-43
Case postale 19600
Québec (Québec) G1K 8J6
Téléphone : 1-800-554-4814 (sans frais)
Télécopieur : (418) 643-1896
Courrier électronique: courrier@saaq.gouv.qc.ca

This offence is not considered in the "load and size limits" conduct area because the statement of offence is not served on the operator.

Pour les besoins de ce document, la forme et le gabarit de cet exemple peuvent différer de l'état de dossier que vous pouvez vous procurer en tout temps et gratuitement en communiquant avec le service mentionné ci-dessus.

APPENDIX 10

CIRCLE CHECK REPORT

<p>Defects</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>No defects were noted during the circle check <input type="checkbox"/></p>	
<p align="center">Person Who Performed the Inspection</p>	
<p>Last name: _____ (please print)</p>	<p>First name: _____ (please print)</p>
<p>Person designated by the operator to perform the circle check: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>I personally inspected the vehicle and confirm that it was inspected according to the applicable requirements.</p> <p>Signature: _____</p>	
<p align="center">Driver's Declaration (where the driver did not perform the circle check)</p>	
<p>Buses, Minibuses, Tow Trucks or Emergency Vehicles</p> <p>The driver can decide to review the existing report that was completed by the person designated by the operator, or by the previous driver, and co-sign below.</p>	<p>All Other Vehicles</p> <p>The driver can decide to review the existing report that was completed by the person designated by the operator and co-sign below.</p>
<p>The driver can always decide to perform a complete inspection of the vehicle himself/herself and fill out a new circle check report.</p> <p>I have reviewed the circle check report.</p> <p>Driver's signature: _____</p> <p>Driver's signature: _____</p>	

CIRCLE CHECK REPORT

Operator

Name: _____

Vehicle

Licence plate number:* _____

Kilometrage: _____

Circle Check

Date: _____

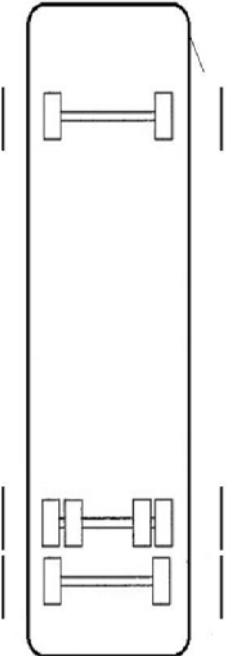
Time: _____

Municipality or location: _____

* or the unit number, if it appears on the registration certificate

APPENDIX 11

SPECIFIC INSPECTION OF THE MECHANICAL CONDITION OF A MOTOR COACH

<p>Specific Inspection of the Mechanical Condition of a Motor Coach <small>(In reference to List 4 of the Regulation respecting safety standards for road vehicles.)</small></p>	<p>Defects detected after having inspected all the elements in List 4.</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Operator</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p>	<p>Brake measurement (thickness of the brake linings in inches, millimetres or as a %).</p>
<p>Vehicle</p> <p>Licence plate No. : * _____</p> <p>Kilometrage: _____</p>	<div style="text-align: center;">  </div>
<p>Inspection</p> <p>Date: _____</p> <p>Place where the inspection was carried out: _____</p> <p>_____</p> <p>_____</p> <p><small>* or the unit number, if it appears on the registration certificate</small></p>	<p>Nature of the repairs carried out following the inspection.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
<p style="text-align: center;">Person who conducted the inspection</p> <p>Last name: _____ First name: _____ (print)</p> <p>I personally inspected the vehicle indicated in this report and I hereby confirm that it has been inspected in accordance with the applicable requirements.</p> <p>Signature: _____</p>	

APPENDIX 12

SAMPLE FORMS

Société de l'assurance
automobile



Authorization for the Disclosure of a Driving Record by the
Société de l'assurance automobile du Québec

Notice to the applicant

This form must be sent together with the *Driving Record Search* form (4941A).

Information entered on this form must not have been modified, crossed out or erased, or the application may be refused.

Consult the fees required for each record.

To help us better process **your application**, please complete this form on-screen before printing.

INFORMATION ON THE APPLICANT			
Company, agency or other (print)			
Last name and first name of the person authorized to act on behalf of the applicant (print)			
Address (Number, street, apt.)			
Municipality/Province	Postal code	Telephone	Ext.

AUTHORIZATION OF THE LICENCE HOLDER			
Driver's licence number			
Fill all 13 spaces			
Last name and first name of driver's licence holder			
Date of birth		Telephone (home)	Telephone (work)
Year	Month	Day	Ext.
I, the undersigned, authorize the Société de l'assurance automobile du Québec to disclose the content of my driving record, in particular, suspensions, revocations, demerit points, offences, as well as accidents in which I was involved while driving a heavy vehicle, if applicable, to the above-named applicant. This authorization is valid for twelve (12) months as of the date of signature.			
Year-Month-Day			
Date		Signature of licence holder	

Protection of Personal Information

All information gathered by authorized Société de l'assurance automobile du Québec personnel is handled confidentially. The Société requires this personal information to apply the *Automobile Insurance Act* and the *Highway Safety Code*. Under the *Act respecting Access to documents held by public bodies and the Protection of personal information*, it may be conveyed to Government departments or agencies, or used for statistical, survey, study, audit or investigative purposes. Failure to provide information can result in a refusal of service on the Société's part. Individuals may consult or correct any personal information concerning them held in Société records.

For more information, consult the Policy on Privacy on the Société's Web site at www.saaq.gouv.qc.ca or contact the Société's call centre.

- For any information, call 418 528-3183 toll-free 1 866 642-1865

- All applications must be sent to:

Division de la diffusion (act. 850)
Société de l'assurance automobile du Québec
333, boulevard Jean-Lesage
Case postale 19600, succursale Terminus
Québec (Québec) G1K 8J6

Société de l'assurance automobile du Québec

5981A 50 (2012-07)

Notice to the applicant and to the intermediary

This form must be sent together with the *Driving Record Search* (4941A). Information entered on this form must not have been modified, crossed out or erased. Otherwise, the application may be refused. **Consult the fees required for each record.**

To help us better process **your application**, please complete this form on-screen before printing.

INFORMATION ON APPLICANT			
Company, organization or other (print)			
Last name and first name of the person authorized to act on behalf of the applicant (print)			
Address (Street number, street name, apt.)			
Municipality/Province	Postal code	Telephone	Ext.

INFORMATION ON INTERMEDIARY			
Intermediary company or organization (print)			
Last name and first name of authorized person (print)			
Address (Street number, street name, apt.)			
Municipality/Province	Postal code	Telephone	Ext.

Note: The intermediary agrees to use this information only to transmit it to the applicant.

AUTHORIZATION OF DRIVER'S LICENCE HOLDER																																										
<table border="1"> <thead> <tr> <th colspan="13">Driver's licence number</th> </tr> </thead> <tbody> <tr> <td colspan="13">[]</td> </tr> <tr> <td colspan="13">Fill all 13 spaces</td> </tr> </tbody> </table>				Driver's licence number													[]													Fill all 13 spaces												
Driver's licence number																																										
[]																																										
Fill all 13 spaces																																										
Last name and first name of driver's licence holder																																										
[]																																										
Date of birth			Telephone (home)		Telephone (work)																																					
Year	Month	Day	[]		[] Ext.																																					
<p>I, the undersigned, authorize the Société de l'assurance automobile du Québec to disclose to the applicant indicated above the content of my driving record, including, in particular, suspensions, revocations, demerit points, offences, as well as accidents in which I was involved while driving a heavy vehicle. This authorization is valid for twelve (12) months as of the date of signature.</p>																																										
Year-Month-Day				Date																																						
[]				Signature of licence holder																																						
[]				[]																																						

Protection of Personal Information

All information gathered by authorized Société de l'assurance automobile du Québec personnel is handled confidentially. The Société requires this personal information to apply the *Automobile Insurance Act*, the *Act respecting the Société de l'assurance automobile du Québec* and the *Highway Safety Code*. Under the *Act respecting Access to documents held by public bodies and the Protection of personal information*, it may be conveyed to Government departments or agencies, or used for statistical, survey, study, audit or investigative purposes. Failure to provide information can result in a refusal of service on the Société's part. You may consult, correct or obtain a copy of any personal information concerning you.

For more information, consult the Policy on Privacy on the Société's Web site at www.saaq.gouv.qc.ca or contact the Société's call centre.

For information, call 418 528-3183 or 1 800 642-1865 (toll free)

Eligibility Requirements

To register for the Excellence Program, a driver must meet the following requirements:

1 Travel at least 10,000 km per year in Québec or elsewhere in Canada at the wheel of a heavy vehicle registered in Québec

2 During the period corresponding to the driving experience required for the applicable level of excellence

The driver must not, while at the wheel of a heavy vehicle:

- have committed an offence (observed during a roadside intervention or a facility audit);
- have received a “driver” out-of-service order;
- have been responsible for an accident.

The driver must not, while at the wheel of any type of vehicle:

- have accumulated more than 3 demerit points on his or her driving record;
- have failed a physical coordination test (PCT) administered by a peace officer;¹
- have been found guilty of a criminal offence related to driving or his or her employment duties (other than an offence related to driving while impaired by alcohol or drugs);
- have been charged with a criminal offence related to driving or his or her employment duties (other than an offence related to driving while impaired by alcohol or drugs) for which a verdict has not yet been returned.

3 During the last ten years

The driver must not, while at the wheel of any type of vehicle:

- have committed an offence or have had his or her driver's licence suspended for reasons related to driving while impaired by alcohol or drugs;²
- have been found guilty of a criminal offence related to driving while impaired by alcohol or drugs;
- have refused to obey an order given by a peace officer (PCT; breath, blood or other sample);
- have been charged with a criminal offence related to driving while impaired by alcohol or drugs for which a verdict has not yet been returned.

4 If applying for the “Platinum” level of excellence

For each 24-month period of the past ten years, the applicant driver must have completed at least 16 hours of training pertaining to driving a heavy vehicle or the duties of professional drivers.

Send this form

By mail: Service du suivi du privilège de circuler
Société de l'assurance automobile du Québec
Case postale 19600, succursale Terminus
Québec (Québec) G1K 8J6

By fax: 418 643-1896

¹ Twenty-four-hour driver's licence suspension (section 202.1.4 of the *Highway Safety Code*).

² Does not pertain to section 202.1.4 of the *Highway Safety Code*.

Protection of Personal Information

All information gathered by authorized Société de l'assurance automobile du Québec personnel is handled confidentially. The Société requires this personal information to apply the *Automobile Insurance Act*, the *Act respecting the Société de l'assurance automobile du Québec* and the *Highway Safety Code*. Under the *Act respecting Access to documents held by public bodies and the Protection of personal information*, it may be conveyed to Government departments or agencies, or used for statistical, survey, study, audit or investigative purposes. Failure to provide information can result in a refusal of service on the Société's part. You may consult, correct or obtain a copy of any personal information concerning you. For more information, consult the Policy on Privacy on the Société's Web site at www.saaq.gouv.qc.ca or contact the Société's call centre.

Excellence Program for Heavy Vehicle Drivers – Registration Form

Applicant		
Last name	First name	Driver's licence number
Address (street, municipality)		Postal code
Telephone (home)	Telephone (cell phone)	Email

Current Employer		
Name		RIN
Address (street, municipality)		Postal code
Telephone (office)	Telephone (cell phone)	Email

Level of Excellence Applied For				
Years of experience prior to January 1, 2006, the date on which the Act respecting owners, operators and drivers of heavy vehicles came into force, will not be considered.				
Check	<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold	<input type="checkbox"/> Platinum
Minimum experience required	6 months (reserved for new drivers)	2 years	5 years	10 years (training required)

Work Experience as a Heavy Vehicle Driver (since January 1, 2006)			
From (Year-Month-Day)	To (Year-Month-Day)	Employer	RIN

Training (fill out if applying for the "Platinum" level of excellence)*					
From (Year-Month-Day)	To (Year-Month-Day)	Number of hours	Title or subject of the training	Name of instructor (training organization, training service, or HV00)	Certificate No. or RIN**

* For each training session completed, enclose with this application a copy of any of the following documents: training certificate, invoice for registration fees or any other document attesting to the training.
 ** Number of the accreditation certificate issued by the Commission des partenaires du marché du travail or Register Identification Number (RIN) from the Commission des transports if the training was dispensed by a heavy vehicle owner or operator (HV00).
 For the sections concerning work experience and training, continue the table on an extra sheet if the space provided on this page is insufficient.

Declaration, Signature and Consent	
<input type="checkbox"/> I have read and understood the eligibility requirements mentioned above and I accept that the SAAQ make any necessary verifications. I certify that all information provided in this form is, to the best of my knowledge, true, accurate and complete. I understand that any false information may result in the rejection of this application. Moreover, I authorize the SAAQ to include my name on the List of Drivers Whose Behaviour is Recognized as Exemplary and to make it public on its Web site or by any other means that it deems useful. <input type="checkbox"/> I travel at least 10,000 km per year in Québec or elsewhere in Canada at the wheel of a heavy vehicle registered in Québec.	
Applicant's signature	Date (Year-Month-Day)

APPENDIX 13

SAAQ SERVICE OUTLETS

The SAAQ offers two types of service outlets:

- Service centres are SAAQ offices. Each centre offers the full range of SAAQ services.
- Licensing agents represent the SAAQ and offer, among other things, payment and renewal services for driver's licences and vehicle registration, renewal services for learner's licences as well as vehicle storage and licensing a vehicle for road use.

Photo-taking services for the Health Insurance Card and the driver's licence, as well as Health Insurance Card renewal and replacement services, are available at all service outlets. Payment by credit card, however, is not accepted.

To find the nearest service outlet, go to the SAAQ website, in the "To Reach Us" section.



Société de l'assurance
automobile

Québec

