



**HOLY SPIRIT RCSRD NO.4  
SAFETY AND MAINTENANCE  
PROGRAM FOR  
DIVISION-OWNED BUSES**

---

**Updated June 2016**

---

**HOLY SPIRIT ROMAN CATHOLIC SEPARATE REGIONAL  
DIVISION NO.4  
SAFETY & MAINTENANCE PROGRAM**

# TABLE OF CONTENTS

<b>MODULE 1 – STAFF AUTHORIZED TO OPERATE COMPANY VEHICLES .....</b>	<b>5</b>
AUTHORIZED DRIVERS .....	5
DESIGNATION OF SAFETY OFFICER.....	5
<b>MODULE 2 – SAFE USE AND OPERATION OF NATIONAL SAFETY CODE VEHICLES .....</b>	<b>6</b>
SPEED LIMITS .....	6
DISTRACTED DRIVING .....	6
SEAT BELT USE.....	6
DRUG AND ALCOHOL USE.....	6
DEFENSIVE DRIVING .....	6
CARGO SECUREMENT.....	6
FUELLING .....	7
COLLISIONS .....	7
<b>MODULE 3 – PROPER RECORD COMPLETION .....</b>	<b>8</b>
HOURS OF SERVICE .....	8
DAILY LOG COMPLETION FOR PROVINCIAL CARRIERS .....	8
<b>MODULE 4 – COMPLIANCE WITH THE LAW .....</b>	<b>9</b>
SAFETY LAWS.....	9
<b>MODULE 5 – USE OF SAFETY EQUIPMENT .....</b>	<b>10</b>
USE OF WARNING DEVICES.....	10
USE OF FIRE EXTINGUISHER.....	10
<b>MODULE 6 – DRIVER CONDUCT AND DISCIPLINE.....</b>	<b>12</b>
CONDUCT .....	12
DISCIPLINARY PROCEDURES (STEPS) .....	12
<b>MODULE 7 – EVALUATING DRIVER SKILLS .....</b>	<b>13</b>
EVALUATING DRIVING SKILLS .....	13
<b>MODULE 8 – DRIVER RECORDS AND RECORD RETENTION .....</b>	<b>15</b>
DRIVER RECORDS .....	15
DRIVER RECORD RETENTION .....	15
<b>MODULE 9 – DRIVER QUALIFICATION .....</b>	<b>16</b>
DRIVER QUALIFICATION .....	16
<b>MODULE 10 – VEHICLE CONDITION .....</b>	<b>17</b>
VEHICLE CONDITION .....	17
<b>MODULE 11 – EMPLOYEE TRAINING .....</b>	<b>18</b>
TRAINING .....	18
ONGOING TRAINING .....	18

<b>MODULE 12 – MONITORING OF COMPLIANCE BY MOTOR CARRIERS .....</b>	<b>19</b>
<b>MODULE 13 – MAINTENANCE PROGRAM FOR BUSES .....</b>	<b>21</b>
VEHICLE MAINTENANCE.....	21
MAINTENANCE FORM (SCHEDULE 2) .....	23
DAILY TRIP INSPECTIONS .....	24
TRIP INSPECTIONS.....	24
SCHEDULE 2 – BUS.....	26
<b>MODULE 14 – BUS TRIP INSPECTION REPORT .....</b>	<b>31</b>
<b>MODULE 15 – RECORD KEEPING .....</b>	<b>33</b>

## **MODULE 1 – STAFF AUTHORIZED TO OPERATE COMPANY VEHICLES**

### **Authorized Drivers**

All staff authorized by the school division to operate division-owned vehicles are required to comply with the safety program policies and procedures.

### **Designation of Safety Officer**

The person responsible for maintaining and implementing this safety program and ensuring compliance with safety laws is Lisa Palmarin, Secretary Treasurer.

## **MODULE 2 – SAFE USE AND OPERATION OF NATIONAL SAFETY CODE VEHICLES**

### **Speed Limits**

Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

### **Distracted Driving**

Drivers shall obey the Distracted Driving Regulation of Alberta 113/2011.

### **Seat Belt Use**

Anyone, while operating school division vehicles must use their seat belt(s) at all times.

### **Drug and Alcohol Use**

Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating vehicles and other equipment.

### **Defensive Driving**

Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

For example, be aware of surroundings and look ahead. Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

### **Cargo Securement**

An employee or driver will not use any vehicle including a bus to transport goods unless;

1. the vehicle is constructed to carry the goods, and
2. there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

A person shall not operate the vehicle to transport goods unless the equipment is properly used to secure the goods. The equipment may be permanently or temporarily attached to the vehicle for the purpose of transporting the goods.

In addition to the requirements of the Vehicle Equipment Regulation (AR 122/2009) regarding transportation of goods, a bus shall not be operated unless the luggage, cargo, goods, equipment and tools that are carried on the bus are carried in an adequate place provided for the carrying of those items.

- the place provided for carrying luggage, cargo, goods, equipment or tools must not interfere with free access to the exits of the bus;
- be constructed so as to prevent the luggage, cargo, goods, equipment or tools from falling on or against a passenger;
- in the case of passenger luggage, protect the luggage from dust and moisture.

A school bus when used for a purpose specified under Section 19 of the Commercial Vehicle Safety Regulation (AR121/2009) shall not transport any of the following:

- animals,
- firearms,
- explosives,
- combustible materials or substances, or
- anything of a dangerous or objectionable nature or anything that may endanger the lives or safety of the persons in the bus.

If applicable the school division and driver must ensure that all applicable cargo is contained, immobilized or secured in accordance with National Safety Code Standard 10, Cargo Securement as it relates to the particular type of commercial vehicle.

### **Fuelling**

Before fuelling, the driver must:

- shut off engine;
- not smoke;
- check for fuel leaks;
- not overfill the tank;
- not leave nozzle unattended; and
- replace filler cap when finished fuelling.

The driver of a school bus used for a purpose specified under Section 19 of the Commercial Vehicle Safety Regulation (AR121/2009) shall not allow any person other than the driver, in the bus when it is being fuelled.

### **Collisions**

Bus Drivers shall report (using the Motor Vehicle Accident Form) any and all collisions involving the school division's buses to the Transportation Coordinator or the Secretary Treasurer at St. Basil CEC forthwith. The Bus Driver shall immediately report collisions to the local police, as required. (Traffic Safety Act, Section 69(4) and 71(1). AR320/2002 Section 147). The Secretary Treasurer shall notify the school division's insurer. In collaboration with the insurer and the Plant Operations Coordinator, the Secretary Treasurer and Transportation Coordinator will arrange for the immediate repair/replacement of all bus defects which originated from the collision. All subsequent paperwork shall be filed with the Transportation Coordinator at St. Basil CEC in keeping with transportation regulations. An evaluation will take place to determine preventability.

## MODULE 3 – PROPER RECORD COMPLETION

The school division currently holds a Safety Certificate with a provincial operating status. The school division will educate drivers in provincial hours of service. A record will be maintained on each driver's file showing that the carrier ensures the employee has this knowledge or any training received. The school division will evaluate each type of record for proper completion.

### Hours of Service

Instruction will be given on time record completion as per the provincial Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313).

### Daily Log Completion for Provincial Carriers

Unless exempted by the regulation, a daily log must be completed for each day and the following information must be entered in a daily log:

The following information must be entered in a daily log;

- (a) a graph grid in the form set out in the schedule;
- (b) the date;
- (c) the odometer reading at the commencement of driving;
- (d) the total number of kilometers or miles driven by the driver during the work day;
- (e) in the case where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has travelled during a work day;
- (f) the vehicle's unit or licence plate number;
- (g) the name of the carrier for whom the driver worked during the work day;
- (h) the name and signature of the driver;
- (i) the name of any co-driver;
- (j) the time of commencement of the work shift and the location at which the driver commenced the work shift;
- (k) the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day;
- (l) record at each change of duty status enter the name of city, town or village or highway location and name of province or state;
- (m) record the name of city, town or village or highway location when fuelling in Alberta and number of litres or gallons of fuel;
- (n) record the total number of hours of each duty status and aggregate of these hours;
- (o) the driver signs the daily log at the end of the driver's work shift.

Drivers are required to forward all driver logs, driver time records and supporting documentation to the Transportation Coordinator at St. Basil CEC within 20 days of completion for record keeping.



## MODULE 4 – COMPLIANCE WITH THE LAW

### Safety Laws

Drivers operating school division vehicles will comply with all transportation safety laws as required.

*Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)* identifies that:

“safety laws” means, as the context requires,

- i) the Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) the *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- iii) the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

## MODULE 5 – USE OF SAFETY EQUIPMENT

### Use of Warning Devices

During the night time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle.

A person will not permit a commercial vehicle to be stationary outside of the limits of an urban area when due to insufficient light or atmospheric conditions objects are not clearly discernable at 150 metres unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

NOTE: The requirement to set out warning triangles does not apply to bus or school bus that is stopped on a highway while a passenger, luggage, cargo, goods or equipment is being loaded onto or taken off the bus or school bus.

### Use of Fire Extinguisher

A bus shall not be operated unless the bus carries at least one fire extinguisher. The fire extinguisher must meet all requirements as specified in the Commercial Vehicle Safety Regulation (AR 121/2009) Section 17 of Schedule 1.

If the need to use the fire extinguisher arises:

1. Remember the word PASS:
  - Pull - Pull the safety pin by breaking the seal;
  - Aim – Aim the nozzle, horn or hose at the base of the fire;
  - Squeeze - Squeeze the handle;
  - Sweep – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.
2. Safety instructions:
  - remove the fire extinguisher from its bracket;
  - approach the fire from upwind if possible;
  - hold the extinguisher in an upright position;
  - continue to use until the fire is out and the fire extinguisher is empty;

- replace the safety pin and return it to your compartment;
- have extinguisher recharged immediately or replaced before your next run;
- report use of fire extinguisher to supervisor.

## **MODULE 6 – DRIVER CONDUCT AND DISCIPLINE**

### **Conduct**

Good driver conduct will include:

- to safely operate school division vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- a professional driver should be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- drivers must report all significant events on road including, violations, near misses, etc.

### **Disciplinary Procedures (STEPS)**

All disciplinary steps must be progressive in nature. All actions taken, including verbal warnings, will be documented.

Discipline actions will be taken for any:

- regulatory violation (identified on the carrier profile, driver's abstract or through the carrier's own internal audits). Carrier profile should verify that drivers have already advised the carrier of the violation(s);
- significant school division policy violation (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

As appropriate, actions to include:

- written warnings;
- re-training;
- suspension;
- termination.

## MODULE 7 – EVALUATING DRIVER SKILLS

### Evaluating Driving Skills

The school division will evaluate and retain a written record verifying that each authorized driver has the necessary driving skills to safely operate all assigned vehicles.

DRIVER EVALUATION									
Carrier Name: Holy Spirit RCSR No.4					Current Class of Operator's Licence				
					1	2	3	4	5
Driver Name: _____					Date: _____				
Signature of Driver: _____					Date: _____				
DRIVER ACTIONS		Performance Assessment			DRIVER ACTIONS		Performance Assessment		
		Good	Fair	Poor			Good	Fair	Poor
<b>A. CONTROLS</b>					<b>E. TRAFFIC LIGHTS / SIGNS</b>				
1. Knowledge and/or use of equipment					1. Fails to anticipate / observe				
2. One-handed steering – hand position					2. Judgment – green / amber / red				
3. Steering Control – wanders / recovery					3. Judgment – stop / yield / other				
4. Shifts too soon / late / lugs									
5. Improper use of gears / grinds					<b>F. RIGHT-OF-WAY</b>				
6. Improper use of clutch / stalls/ coasts					1. Uncertain / hesitant				
7. Improper use of brake / park brake					2. Fails to assume own right of way				
8. Improper use of accelerator					3. Aggressive / Judgment				
9. Signals too soon / late					<b>G. SPEED</b>				
10. Signals – improper / not cancelled/none					1. Too fast for conditions				
<b>B. PARKING / STARTING / BACKING</b>					2. Too slow for conditions				
1. Fails to set brake / gear					<b>H. BACKUP / TURN AROUND</b>				
2. Observation – backing / starting					1. Poor observation – before / during				
3. Judgment – vehicle / wheels / angle					2. Judgment of distance / position				
5. Rolls back									
6. Unsure / too slow					<b>I. ROAD TEST DISQUALIFICATION</b>				
<b>C. LANE DRIVING / CHANGING / POSITION</b>					1. Overall poor performance				
1. Fails to check mirror					2. Right of way violation – vehicle / pedestrian				
2. Fails to check blind spot / late					3. Traffic light violation				
3. Uncertain / hesitant					4. Stop sign violation				
4. Road position – straddles lane					5. Speeding violation				
5. Too close / far – stop / pass / follow					6. Other violation				
6. Improper lane change / late / slow					7. Climbs over curb				
7. Fails to observe signs / conditions					8. Lacks caution at uncontrolled intersection				
<b>D. INTERSECTIONS / TURNS / RR</b>					9. Obstructs traffic				
1. Block crosswalk / intersection / stop line					10. Unable to perform skill maneuver				
2. Stops too far back					11. Hits vehicle / object				
3. Unnecessary stop					12. Lacks skill and control				
4. Fails to leave parking lot					13. Unsafe action				
5. Fails to observe conditions / late					14. Trip inspection failure				

6. Left turn – cuts corner / turns wide							
7. Left turn – wrong lane – before / after				<b>COMMENTS:</b>			
8. Right turn – cuts corner / turns wide							
9. Right turn – wrong lane – before / after							
10. Incorrect position – vehicle / wheels							
11. Too fast – before / during							
12. Too slow – before / during							
<b>TEST ADMINISTRATION INFORMATION:</b>							
<b>Authorized to drive:</b>		<b>Yes:</b>	<b>No:</b>				
<b>Safety Officer's Name:</b>		<b>Signature:</b>					

## **MODULE 8 – DRIVER RECORDS AND RECORD RETENTION**

### **Driver Records**

Driver records as identified in Alberta's Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 41(1)(a - j) will be maintained for each driver that operates school division commercial vehicle(s).

### **Driver Record Retention**

The school division will retain these records at the carrier's principal place of business in Alberta (St. Basil Catholic Education Centre, 620, 12B St. North, Lethbridge, Alberta, T1H 2L7);

- retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation); and
- available for inspection by a peace officer during the carrier's regular business hours.

## **MODULE 9 – DRIVER QUALIFICATION**

### **Driver Qualification**

The school division will ensure all operators have the correct and valid class of licence related to type of vehicle being operated. Drivers must immediately report changes of this status to their employer.

The school division will maintain a recall system to ensure drivers' licenses remain current.



## **MODULE 10 – VEHICLE CONDITION**

### **Vehicle Condition**

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

## MODULE 11 – EMPLOYEE TRAINING

### Training

Employee training on safety laws will be conducted as required. Reference the definition of “Safety Law” in Alberta’s Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002).

### Ongoing Training

Ongoing training will cover the following subjects, as applicable:

- hours of service (logbooks and/or time records) – Assess the need for training by conducting daily and periodic internal audits of:
  - driver's hours of service records to ensure documents are not falsified,
  - daily log completion to ensure they meet the legislated requirements (form and manner),
  - other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- daily trip inspection – ongoing training provided through spot checks and monitoring of vehicle defects.
- other regulations, example: School Bus Operation Requirements under the Commercial Vehicle Safety Regulation (AR 121/2009).
- “S” Endorsement – Ensure drivers complete the “S” endorsement training in the required time period, monitor drivers and retrain when necessary. (Activity bus drivers do not require to hold a valid “S” Endorsement)
- Load securement – ongoing training and monitoring of compliance.

## MODULE 12 – MONITORING OF COMPLIANCE BY MOTOR CARRIERS

The Transportation Coordinator shall monitor the compliance of each driver with the provincial Hours of service regulation. When the Secretary Treasurer finds evidence of non-compliance the Secretary Treasurer shall issue a notice documenting the non-compliance and shall take immediate remedial action.

The Secretary Treasurer shall record the dates on which the non-compliance occurred, the date of the notice of non-compliance and the remedial action taken.

As a provincial motor carrier the school division will monitor driver's hours of service records in accordance with the following standards;

- Verify that all drivers have a record for all calendar days
- Check all drivers to ensure that drivers apply the Regulations to all roads in Canada
- Check all drivers for all form and manner compliance (i.e. name, date, etc.)
- Check all drivers for fatigue-related violations (i.e., driving over hours, two logs for 1 day, false logs, etc.)
- Use independent supporting documents to verify hours of service records
- train new drivers until carrier is satisfied that they understand the rules
- Check drivers with previously identified problems more frequently until carrier believes they now are following the rules
- Record dates on which non-compliance occurred and record date that the motor carrier issued a notice of non-compliance
- The Transportation Coordinator is responsible for performing internal monitoring, preparing the summary reports, taking actions, etc.
- The motor carrier is responsible for ensuring that (Add name and/or title) has the appropriate training and experience to conduct internal auditing of hours of service records and shall document the relevant training and experience on file
- The Transportation Coordinator may delegate the responsibility for conducting internal auditing so long as the Transportation Coordinator ensures that these employees have the necessary training and experience to perform the monitoring
- The motor carrier shall document the training and experience of the delegated employees relevant to internal auditing of hours of service records and retain the information on file
- The Secretary Treasurer shall address all identified deficiencies with individual staff, taking appropriate actions (e.g. re-training or discipline) and documenting the actions taken in the staff's file
- The Transportation Coordinator shall prepare a summary report at least monthly of the findings of this internal audit (even if no evidence of non-compliance is found), the corrective actions taken; provide this report at least to carrier's senior

management; and retain all such reports for at least 6 months (longer is recommended)

- The motor carrier shall ensure that the Transportation Coordinator performs the responsibilities related to internal auditing of hours of service records

It is the school division's responsibility to ensure that the all drivers, including new drivers, comply with the Regulations.

## MODULE 13 – MAINTENANCE PROGRAM FOR BUSES

The preventive maintenance and inspection program will address the following areas:

- daily trip inspections;
- repairs;
- routine scheduled maintenance;
- semi-annual CVIP inspections;
- record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP.

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

No person shall change, reconstruct or modify the body or seating capacity of a school bus without the written approval of the registrar.

It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation.

The school division's written maintenance and inspection program will be kept at the school division's principal place of business in Alberta (620, 12B St. North, Lethbridge). Copies of the maintenance and inspection program will be available at each location of the carrier where the maintenance and inspection of the carrier's commercial vehicles is carried out. A copy of the maintenance and inspection program shall be readily accessible to employees of the carriers who carry out the maintenance and inspection program.

The applicable maintenance and inspection schedules under the *Commercial Vehicle Safety Regulation* (AR 121/2009) and will be attached to the maintenance and inspection program at all locations of the carrier where vehicle inspections and maintenance are carried out.

The school division's vehicle maintenance and inspection program will be implemented as follows:

### Vehicle Maintenance

The 8 multifunctional activity buses' and the 14-passenger yellow school bus's components must also be routinely inspected as required by Alberta's Commercial Vehicle Safety Regulation (AR 121/2009), Alberta's Vehicle Inspection Regulation (AR 211/2006) and the applicable schedule(s) of NSC Standard 13 Part 2 (daily trip Inspection).

Components to be inspected are described in Schedule 2, 5 and if applicable Schedule 3 and 4 of the Commercial Vehicle Safety Regulation (AR 121/2009), Vehicle Inspection

Regulation (AR 211/2006) and Schedule 2 and any other applicable Schedules of NSC Standard 13 Part 2 trip Inspection (copy attached and/or direct internet access available).

Any component identified as being in need of repair and/or maintenance will be maintained and/or repaired as required. The records documenting the repairs and/or maintenance will be retained on the appropriate vehicle file.

The Transportation Coordinator shall maintain a CVIP schedule which includes the school division's 8 multifunctional activity buses. In keeping with this schedule, school administration shall ensure the activity buses are brought to the inspection facility every six months for their semi-annual inspection. Subsequent to the inspections, copies of the CVIP documentation shall be forwarded to the Transportation Coordinator at St. Basil CEC for record keeping.

The school division's 8 activity buses will be brought in to the service facility for regular lubrication, oil changes, tire rotation, and maintenance in keeping with AR 121/2009, Schedule 2, Section 30.

The school division will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

<b>Inspection Type</b>	<b>Vehicle Type</b>	<b>Inspection Interval</b>	<b>Comments</b>
Trip Inspection	Activity Buses	Every 24 hours	Ensure inspection is carried out in accordance with the appropriate standards and complete written daily trip inspection form. Report all defects and documents all repairs.
Lubrication (oil change and greasing, etc.)	Activity Buses	Every 7,000 – 9,000 km	School administrators will ensure that activity buses are taken to the service facility.
Scheduled Maintenance Inspections	Activity Buses	Semi-annually	School administrators will ensure that activity buses are taken to the service facility.
CVIP Inspection	Activity Buses	Semi-annually	Required every 6 months before next CVIP expires – to be completed by a Certified CVIP Facility.

## Maintenance Form (Schedule 2)

Date:\_\_\_\_\_ Time:\_\_\_\_\_ Inspector's Name:\_\_\_\_\_

Address of Inspection Shop:\_\_\_\_\_

Licence Plate Number(s):\_\_\_\_\_ Vehicle Unit Number:\_\_\_\_\_

Odometer:\_\_\_\_\_ Hour Meter:\_\_\_\_\_ Signature:\_\_\_\_\_

- ☐ Body and Seats (S.1)
- ☐ Chassis Frame (S. 2)
- ☐ Body Frame (S. 3)
- ☐ Sliding Subframe (S. 4)
- ☐ Underbody (S. 5)
- ☐ Drive Shaft (S. 6)
- ☐ Window and Mirrors (S. 7)
- ☐ Fuel (S. 8)
- ☐ Exhaust (S. 9)
- ☐ Friction Components (S. 10)
- ☐ Hydraulic and Vacuum-assist Brake Components (S. 11)
- ☐ Mechanical Components (S. 12)
- ☐ Brake Pedal (S. 13)
- ☐ Air Brake System (S. 14)
- ☐ Park Brake (S. 15)
- ☐ Brake System (S. 16)
- ☐ Engine Controls (S. 17)
- ☐ Steering Column and Box (S. 18)
- ☐ Wheel Alignment (S. 19)
- ☐ C-Dolly Steering (S. 20)
- ☐ Steering Linkage (S. 21)
- ☐ Suspension (S. 22)
- ☐ Electrical General Requirements (S. 23)
- ☐ Windshield Wipers and Washers (S. 24)
- ☐ Heating and Defrosting System (S. 25)
- ☐ Starting Switch (S. 26)
- ☐ Lamps and Reflectors (S. 27)
- ☐ Tires (S. 28)
- ☐ Wheels (S. 29)
- ☐ Lubrication (S. 30)
- ☐ Fifth Wheel Coupling Device (S. 31)
- ☐ Trailer Hitch, Trailer Mount and Connecting Devices (S. 32)
- ☐ Rear Impact Guards (S. 33)

## Daily Trip Inspections

Production of the Schedules of NSC Standard 13 Part 2:

- a carrier shall ensure that a copy of Schedule 2 and any other applicable Schedules including any modifications made to the Schedule(s) is located within the vehicle and a driver shall produce the Schedule(s) when requested to a peace officer.

## Trip Inspections

- a daily trip inspection shall be conducted on all school buses with an original manufactured seating capacity of 11 passengers or more including the driver.
- a daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report. Vehicle components will be inspected in a Daily Trip Inspection as required by Section 10 (4) (b) of Alberta's Commercial Vehicle Safety Regulation (AR 121/2009). The daily inspection must include all applicable components specified in the list of items in Schedule 2 of NSC Standard 13 Part 2 and any other applicable schedules (copy attached and/or direct internet access available).
- daily trip inspection reports shall be submitted to the school office within 20 days of completion. The inspection reports must be submitted to the Transportation Coordinator at St. Basil CEC within 30 days of completion for record keeping. The original report will be retained in chronological order by the carrier for the month it was created and an additional 6 months.
- Any of the components that are routinely inspected may be added to the "Daily Trip Inspection" and any components that are not applicable to the vehicle may be deleted from the "Daily Trip Inspection".

Completing and Production of the Daily Trip Inspection Report:

- except when specifically exempted by the legislation, the person conducting the "Daily Trip Inspection" shall prepare a trip inspection report;
- the trip inspection report must contain the following information;
  - the licence plate, identification number or unit number,
  - the odometer or hub meter at the time of inspection,
  - the name of the carrier operating the commercial vehicle,
  - the name of the municipality or location on the highway where the inspection was conducted and the time and date that the report was made,
  - any defect related to the operation of any item required to be inspected or that no defect was detected,
  - the name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with Section 10 of the Commercial Vehicle Safety Regulation (AR 121/2009)
  - the name and signature of the person making the report.

The driver shall, when requested, produce a copy of the report to a peace officer.



Defects observed during operation of the vehicle:

- Regardless of whether a trip inspection report is required to be prepared, if a driver observes any safety defects specified in Schedule 2 of NSC Standard 13 while driving the vehicle, the driver shall record the defects in a trip inspection report or in a written document and report the defect to the carrier as required.
- The driver shall produce this trip inspection report or other document when requested to a peace officer.

Requirement to repair, correct and report defects:

- No person shall allow a driver to drive and no driver shall drive a commercial vehicle with any uncorrected or unrepaired major defect (see Schedule 2 of NSC Standard 13 part 2)
- A person authorized by the carrier to conduct a daily trip inspection shall document any defect on the written trip inspection report
- The school division or person authorized by the school division to conduct trip inspections shall certify on the report that the defect has been repaired/corrected or certify on the report the repair/correction is unnecessary
- If a driver or person authorized by the school division to conduct a daily trip inspection believes or suspects there is a safety defect in the commercial vehicle they shall report the safety defect to the school division;
  - Without delay if the defect is a major defect, or
  - In a timely manner but not later than the next required daily trip inspection in all other cases.

## Schedule 2 – Bus

This schedule applies to buses designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver, but excluding the operation for personal use, and also applies to any trailer towed by a bus.

<b>1. Accessibility Devices</b>	
<b>Defect(s)</b>  <i>Accessibility device may not be used if:</i> <ul style="list-style-type: none"> <li>Alarm fails to operate.</li> <li>Equipment malfunctions.</li> <li>Interlock system malfunctions.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Vehicle fails to return to normal level after "kneeling."</li> <li>Extendable lift, ramp or other passenger-loading device fails to retract.</li> </ul>
<b>2. Air Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Audible air leak.</li> <li>Slow air pressure build-up rate.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Pushrod stroke of any brake exceeds the adjustment limit.</li> <li>Air loss rate exceeds prescribed limit.</li> <li>Inoperative towing vehicle (tractor) protection system.</li> <li>Low air warning system fails or system is activated.</li> <li>Inoperative service, parking or emergency brake.</li> </ul>
<b>3. Cargo Securement</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Insecure or improper load covering (e.g. wrong type or flapping in the wind).</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Insecure cargo. Absence, failure, malfunction or deterioration of required cargo device or load covering.</li> </ul>
<b>4. Coupling Devices</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Coupler or mounting has loose or missing fastener</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Coupler is insecure or movement exceeds prescribed limit.</li> <li>Coupling or locking mechanism is damaged or fails to lock.</li> <li>Defective, incorrect or missing safety chain/cable.</li> </ul>
<b>5. Dangerous Goods</b>	

	<b>Major Defect(s)</b>  Dangerous goods requirements not met.
<b>6. Doors and Emergency Exits</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Door, window or hatch fails to open or close securely.</li> <li>Alarm inoperative.</li> </ul>	<b>Major Defect(s)</b> (Passengers may not be carried <sup>1</sup> .) <ul style="list-style-type: none"> <li>Required emergency exit fails to function as intended.</li> </ul> <sup>1</sup> vehicle may be moved when no passenger carried.
<b>7. Driver Controls</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</li> </ul>	<b>Major Defect(s)</b> (Passengers may not be carried <sup>2</sup> .) <ul style="list-style-type: none"> <li>Accelerator sticking and engine fails to return to idle.</li> </ul> <sup>2</sup> vehicle may be moved when no passenger carried.
<b>8. Driver Seat</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Seat is damaged or fails to remain in set position.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Seatbelt or tether belt is insecure, missing or malfunctions.</li> </ul>
<b>9. Electric Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Loose or insecure wiring or electrical connection.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Inoperative breakaway device.</li> <li>Inoperative brake.</li> </ul>
<b>10. Emergency Equipment &amp; Safety Devices</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Emergency equipment is missing, damaged or defective.</li> </ul>	
<b>11. Exhaust System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Exhaust leak.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Leak that causes exhaust gas to enter the</li> </ul>

	occupant compartment.
<b>12. Exterior Body and Frame</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Insecure or missing body parts.</li> <li>Insecure or missing compartment door.</li> <li>Damaged frame or body.</li> </ul>	<ul style="list-style-type: none"> <li>Visibly shifted, cracked, collapsing or sagging frame member(s).</li> </ul>
<b>13. Fuel System</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Missing fuel tank cap<sup>1</sup>.</li> <li>Insecure fuel tank.</li> <li>Dripping fuel leak.</li> </ul> <p><sup>1</sup> vehicle may be moved when no passenger carried.</p>
<b>14. General</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.</li> </ul>
<b>15. Glass and Mirrors</b>	
<b>Defect(s)</b>	<b>Major Defect(s) (Passengers may not be carried<sup>2</sup>)</b>
<ul style="list-style-type: none"> <li>Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted.</li> <li>Required mirror or glass has broken or damaged attachments onto vehicle body.</li> </ul>	<ul style="list-style-type: none"> <li>Driver's view of the road is obstructed in the area swept by the windshield wipers.</li> </ul> <p><sup>2</sup> vehicle may be moved when no passenger carried.</p>
<b>16. Heater/Defroster</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Control or system failure.</li> </ul>	<ul style="list-style-type: none"> <li>Defroster fails to provide unobstructed view through the windshield.</li> </ul>
<b>17. Horn</b>	
<b>Defect(s)</b>	

<ul style="list-style-type: none"> <li>Vehicle has no operative horn.</li> </ul>	
<b>18. Hydraulic Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Brake fluid level is below indicated minimum level.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Parking brake is inoperative.</li> <li>Brake boost or power assist is inoperative.</li> <li>Brake fluid leak.</li> <li>Brake pedal fade or insufficient brake pedal reserve.</li> <li>Activated (other than ABS) warning device.</li> <li>Brake fluid reservoir is less than ¼ full.</li> </ul>
<b>19. Lamps and Reflectors</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Required lamp does not function as intended.</li> <li>Required reflector is missing or partially missing.</li> <li>Passenger safety or access lamp does not function.</li> </ul>	<b>Major Defect(s)</b> <p><i>When lamps are required:</i></p> <ul style="list-style-type: none"> <li>Failure of both low-beam headlamps.</li> <li>Failure of both rearmost tail lamps.</li> </ul> <p><i>At all times:</i></p> <ul style="list-style-type: none"> <li>Failure of a rearmost turn-indicator lamp.</li> <li>Failure of both rearmost brake lamps.</li> </ul>
<b>20. Passenger Compartment</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Stanchion padding is damaged.</li> <li>Damaged steps or floor.</li> <li>Insecure or damaged overhead luggage rack or compartment.</li> <li>Malfunction or absence of required passenger or mobility device restraints.</li> <li>Passenger seat is insecure.</li> </ul>	<b>Major Defect(s)</b> <p><i>When affected position is occupied:</i></p> <ul style="list-style-type: none"> <li>Malfunction or absence of required passenger or mobility device restraints.</li> <li>Passenger seat is insecure.</li> </ul>
<b>21. Steering</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Steering wheel lash (free-play) is greater than normal.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Steering wheel is insecure, or does not respond normally.</li> <li>Steering wheel lash (free-play) exceeds required limit.</li> </ul>
<b>22. Suspension System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Air leak in air suspension system.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Damaged or deflated air bag.</li> </ul>

<ul style="list-style-type: none"> <li>• Broken spring leaf.</li> <li>• Suspension fastener is loose, missing or broken.</li> </ul>	<ul style="list-style-type: none"> <li>• Cracked or broken main spring leaf or more than one broken spring leaf.</li> <li>• Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component.</li> <li>• Loose U-bolt.</li> </ul> <p><sup>1</sup> patched, cut, bruised, cracked to braid, mounted insecurely.</p>
<b>23. Tires</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>• Damaged tread or sidewall of tire.</li> <li>• Tire leaking (<u>if leak can be felt or heard, tire is to be treated as flat</u>).</li> </ul>	<ul style="list-style-type: none"> <li>• Flat tire.</li> <li>• Tire tread depth is less than wear limit.</li> <li>• Tire is in contact with another tire or any vehicle component other than mud-flap.</li> <li>• Tire is marked "Not for highway use".</li> <li>• Tire has exposed cords in the tread or outer side wall area.</li> </ul>
<b>24. Wheels, Hubs and Fasteners</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>• Hub oil below minimum level. (When fitted with sight glass.)</li> <li>• Leaking wheel seal.</li> </ul>	<ul style="list-style-type: none"> <li>• Wheel has loose, missing or ineffective fastener.</li> <li>• Damaged, cracked or broken wheel, rim or attaching part.</li> <li>• Evidence of imminent wheel, hub or bearing failure.</li> </ul>
<b>25. Windshield Wiper/Washer</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>• Control or system malfunction.</li> <li>• Wiper blade damaged, missing or fails to adequately clear driver's field of vision.</li> </ul>	<p><i>When necessary for prevailing weather condition.</i></p> <ul style="list-style-type: none"> <li>• Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.</li> </ul>

## MODULE 14 – BUS TRIP INSPECTION REPORT

<b>Time:</b>	<b>Date:</b>
<b>Carrier Name:</b> Holy Spirit Roman Catholic Separate Regional Division No.4	

<b>License Plate #:</b>
<b>Jurisdiction:</b> Alberta, Canada

<b>Location of Inspection (municipality or location on highway):</b>
--

<b>Odometer Reading:</b>
--------------------------

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 2 of Party 2 NSC Standard 13 and as per sections 10(4) of Alberta's Commercial Vehicle Safety Regulation (AR 121/2009) and report the following:

☐ **No defects were found.**

**Defects were detected (check applicable):**

Inspected	Defect	Major Defect	Details of Defect (if any)
Accessibility Devices	<input type="checkbox"/>	<input type="checkbox"/>	
Brake System	<input type="checkbox"/>	<input type="checkbox"/>	
Cargo Securement	<input type="checkbox"/>	<input type="checkbox"/>	
Coupling Device	<input type="checkbox"/>	<input type="checkbox"/>	
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>	
Doors and Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>	
Driver Controls	<input type="checkbox"/>	<input type="checkbox"/>	
Driver Seat	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior Body and Frame	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel System	<input type="checkbox"/>	<input type="checkbox"/>	
General	<input type="checkbox"/>	<input type="checkbox"/>	
Glass and Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	
Heater/Defroster	<input type="checkbox"/>	<input type="checkbox"/>	
Horn	<input type="checkbox"/>	<input type="checkbox"/>	
Lamps and Reflectors	<input type="checkbox"/>	<input type="checkbox"/>	
Passenger Compartment	<input type="checkbox"/>	<input type="checkbox"/>	
Steering	<input type="checkbox"/>	<input type="checkbox"/>	
Suspension System	<input type="checkbox"/>	<input type="checkbox"/>	

Tires, Wheels, Hubs and Fasteners	<input type="checkbox"/>	<input type="checkbox"/>	
Windshield Wipers/Fluid	<input type="checkbox"/>	<input type="checkbox"/>	

\_\_\_\_\_  
Name of person completing inspection  
(Print Name)

\_\_\_\_\_  
Signature of person completing the inspection

Provide details of defect(s) at any other time(s):

--

\_\_\_\_\_  
Name of person identifying defect(s)  
(Print Name)

\_\_\_\_\_  
Signature of person identifying defect(s)

**Certification of Repairs Completed:**

☐ I certify all defects have been repaired

OR

☐ I certify repair(s) were unnecessary

**Remarks:**

--

\_\_\_\_\_  
Name of Certifier  
(Print Name)

\_\_\_\_\_  
Signature of Certifier

**NOTE:** *Pre-Trip Inspection Reports must be forwarded to the Transportation Coordinator at St. Basil CEC within 30 days of completion, in chronological order by bus.*



## **MODULE 15 – RECORD KEEPING**

Vehicle records will be maintained on file as required by Sections 37, 38 and 39 of Alberta's Commercial Vehicle Safety Regulation ( AR 121/2009) (copy attached and/or direct internet access available).

The Transportation Coordinator and the Secretary Treasurer will review maintenance records, CVSA, CVIP and Carrier Profiles (from Alberta Transportation) to monitor, improve and update our maintenance program as required.