



## NEW: Circle Check (Administrative Component)



### 1. 1. THE INSPECTION

#### Former Rules

##### 1.1 Type of inspection

**Only one type:**

- Pre-trip inspection (PTI).

#### New Rules

**Two types:**

- Circle check (equivalent to the pre-trip inspection).
- Inspection specific to motor coaches.\*

\*All motor coaches are subject to this new periodic inspection, other than motor coaches covered by a preventative maintenance program (PMP) recognized by the Société de l'assurance automobile du Québec (SAAQ).

##### 1.2 Components to check

**Pre-trip inspection**

- Same components to be checked for all vehicles.

**Circle Check:**

- Components to be checked based on vehicle type (total of 3 lists).

##### 1.3 Vehicles subject to an inspection

- Fire department heavy vehicles owned by a municipality with fewer than 25,000 inhabitants that is not part of an urban community are exempt from the pre-trip inspection.

- All fire department heavy vehicles are now subject to the circle check, but the frequency of the inspections is specific to those types of vehicles.

##### 1.4 When to carry out the inspection (validity)

**General rule for the PTI:**

- At the start of the driver's work shift.

**General rule for the circle check:**

- Must have been carried out within the previous 24 hours, otherwise the driver or the designated person must carry out a circle check.
- If there is more than one driver, each driver is required to carry out a circle check, unless the most recent circle check was carried out by a person designated by the operator. In that case, it is valid for 24 hours.
- Particularities for buses, minibuses, tow trucks and emergency vehicles: a driver can co-sign the circle check carried out by the previous driver even if that driver was not designated by the operator.



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### 1. 1. THE INSPECTION (cont'd)

#### Former Rules

##### 1.5 Who carries out the inspection

- The driver for all heavy vehicles.
- A maintenance worker can carry out the inspection if the vehicle is an ambulance, a bus or a minibus.

#### New Rules

- The driver or the person designated by the operator for all heavy vehicles.

#### 1.6 Other

- Obligation to carry out a pre-trip inspection.

- Obligation to carry out a circle check.
- Prohibition from driving or letting someone drive if the circle check and, if applicable, the inspection specific to motor coaches, have not been carried out.
- The circle check is not required in the case of a road test, under certain conditions.

## 2. LISTS OF DEFECTS

### 2.1 Generalities

- No official checklist: must refer to the regulations or guides.

***Check list in the form of a list of defects applicable to the type of vehicle used***

- Operators are required to place the applicable list(s) of defects on board each vehicle. There are 3 different lists for the circle check:
  - List 1: Heavy vehicles (other than buses, minibuses or motor coaches);
  - List 2: Buses (other than motor coaches), minibuses and any trailer towed by a bus, minibus or motor coach;
  - List 3: Motor coaches exclusively.
- The lists must be in the form prescribed by regulation and the operator may add components in the section entitled "Specific inspections required by the operator".
- The driver must keep the lists on board the vehicle and surrender them to any peace officer who asks to see them.

There is also a 4th list of defects. It concerns the **inspection specific to motor coaches** under the responsibility of the owner. It is not mandatory for this list to be on board the vehicle.



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### 3. THE REPORTS

#### Former Rules

#### New Rules

##### 3.1 Keeping the report

- Obligation to fill out and update the pre-trip inspection report and enter one's observations in the report.

- Obligation for the person who carries out the inspection to fill out and sign the circle check report.
- Obligation for the driver to keep the circle check report up to date and to enter any observations made during the trip.
- Obligation for the driver to co-sign the circle check report if the circle check was carried out by a person designated by the operator, to certify that the driver has read the report.
- In the case of a bus, a minibus, a tow truck or an emergency vehicle, the driver can co-sign the circle check report filled out by the previous driver. The current driver is then accountable for the circle check carried out by the previous driver.
- Obligation for the owner to fill out a motor coach inspection report.

##### 3.2 Exemption

Exempt if:

- The vehicle is operated within a 160-km radius and no defects have been detected.

- **No exemptions** are authorized.

##### 3.3 Contents of the report

###### *Contents of the PTI report:*

1. the date on which the vehicle's pre-trip inspection was carried out;
2. the vehicle's licence plate number or the unit number that appears on the vehicle's registration certificate;
3. any defects detected during the vehicle's pre-trip inspection or defects detected during the trip or, if no defects were detected, an indication to that effect;
4. the driver's name and signature.

###### *Contents of the circle check report:*

1. the number of the vehicle's licence plate or the unit number that appears on the registration certificate;
2. the operator's name;
3. the date and time when the circle check was carried out;
4. the municipality or place on the road where the check was carried out;
5. the defects detected during the circle check of the vehicle or during the trip and, if none were detected, an indication to that effect;
6. a statement signed by the driver or the person who carried out the circle check, as the case may be, to the effect that the vehicle was inspected in accordance with the applicable requirements;



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### 3. THE REPORTS (cont'd)

#### Former Rules

#### New Rules

##### 3.3 Contents of the report (cont'd)

7. a statement signed by the driver to the effect that the driver read the report where the circle check was carried out by a person designated by the operator;
8. the name in legible block letters of the person who carried out the inspection;
9. the odometer reading if the vehicle has one.

##### 3.4 Keeping the report on board the vehicle

- Obligation to keep the report on board the vehicle if it is valid (where required).

- Obligation to keep the report on board the vehicle if it is valid (circle check report and, if applicable, the report of a specific inspection for a motor coach).
- Prohibition from driving or letting someone drive without a valid report (circle check report and, if applicable, the report of a specific inspection for a motor coach).

##### 3.5 Sending the report

- Obligation to give a copy of the report to the operator without delay if any defects have been detected. The operator must sign that copy of the report.

- Obligation to enter in the circle check report any major defects detected and to give a copy of the report to the operator without delay. The operator must sign that copy of the report.
- Obligation to enter in the circle check report any minor defects detected and to give a copy of the report to the operator at the latest by the time the current circle check expires or before the next circle check, whichever comes first. The operator must sign that copy of the report.
- Obligation to send the original copy of the circle check report to the operator, no later than 20 days after it is drafted.

##### 3.6 Keeping the reports at the place of business

- Obligation to keep the reports at the place of business:
  - Operators and owners must keep a copy of the PTI reports for **at least 12 months**.
  - The owner must keep the documents certifying that the defects detected during the PTI were repaired for **at least 12 months**.

- Obligation to keep the reports at the place of business:
  - Operators and owners must keep a copy of the documents relative to the circle check and the inspection specific to motor coaches for **at least 6 months**.
  - The owner must keep the documents certifying that the defects detected during the circle check and the inspection specific to motor coaches were repaired for **at least 12 months**.



## NEW: Circle Check (Administrative Component)



### 4. DEFECTS

#### Former Rules

#### New Rules

##### 4.1 Presence of defects

- Obligation to report any defect to the operator without delay.
- Prohibition from driving with a major defect.

- Obligation to report any major defect without delay.
- Obligation to report any minor defect before the next circle check or before the current circle check expires.
- Prohibition from driving a vehicle with a major defect.



For all the details concerning the circle check, consult the *Circle Check Guide*, available on the SAAQ website.

For all the details concerning the inspection specific to motor coaches, consult the publication entitled *Specific Inspection of the Mechanical Condition of a Motor Coach*, available on the SAAQ website.

