







> OBLIGATIONS  
of Heavy  
Vehicle Users





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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%.<sup>1</sup>

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.

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



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.



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.<sup>2</sup>

## 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.<sup>3</sup>

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*).

































































































































































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 <sup>15</sup>
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).



## 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](http://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](http://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*.















# APPENDIX 3

## SAMPLE MAINTENANCE SHEETS

### BUS

#### Description of Vehicle

Make	Model	Location of vehicle	Owner
Year	Licence plate No.	Unit No.	
VIN			
<b>Preventative maintenance</b>			
Day/Month/Year Date	Km reading	Labour time	
<b>Next preventative maintenance</b>			
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
<b>1. Inside the vehicle</b>					
<b>a. accessories</b>					
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"/>	<b>c. with engine off</b>		
18. steps and floor of the passenger compartment	<input type="radio"/>	<input type="radio"/>	(power-assisted hydraulic brake system)		
<b>b. with engine running</b>					
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"/>	<b>2. Around the vehicle</b>		
5. braking control	<input type="radio"/>	<input type="radio"/>	<b>a. cab-body</b>		
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"/> |

Complies  
Does not  
comply

#### 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"/> |

### 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			
<b>Type of vehicle</b>		<b>Preventative maintenance</b>	
<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
<b>1. Inside the vehicle</b>					
<b>a. accessories</b>					
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>b. with engine running</b>					
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"/>			
<b>c. with engine off</b>					
(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"/>			
<b>2. Around the vehicle</b>					
<b>a. car-body</b>					
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>b. coupling device</b>					
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"/>			
<b>c. load space</b>					
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"/>			
<b>d. suspension and brakes</b>					
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"/>
<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"/>			
VIN			
<b>Type of vehicle</b>		<b>Preventative maintenance</b>	
<input type="radio"/> Passenger vehicle <input type="radio"/> Pickup truck 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
<b>1. Inside the vehicle</b>			<b>2. Around the vehicle</b>		
<b>a. accessories</b>			<b>a. cab-body</b>		
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>b. with engine running</b>			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>b. coupling device</b>		
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"/>	<b>c. load space</b>		
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"/>	<b>d. suspension and brakes</b>		
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"/>			
<b>c. with engine off</b>					
(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			
<b>Type of vehicle</b>		<b>Preventative maintenance</b>	
<input type="radio"/> Trailer <input type="radio"/> Semi-trailer Other: <input type="text"/>		<input type="text"/>	<input type="text"/>
		Day/Month/Year Date	Km reading
		<input type="text"/>	<input type="text"/>
		Day/Month/Year Date	Labour time
		<input type="text"/>	<input type="text"/>

## Components to be inspected every 6 months\*

	Complies	Does not comply		Complies	Does not comply
<b>1. Around the trailer</b>					
<b>a. lights and signals</b>			<b>f. other equipment</b>		
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"/>	<b>2. Underneath the trailer</b>		
5. backup lights	<input type="radio"/>	<input type="radio"/>	<b>a. chassis frame</b>		
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>b. refrigeration unit</b>			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>b. suspension</b>		
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"/>
<b>c. coupling device</b>			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"/>
<b>d. load space</b>			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"/>			
<b>e. bearings</b>					
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

Day

Month

Year

Start of the day  
(if different than  
midnight)

Odometer reading  
Start of day

Odometer reading  
End of day

Distance  
driven

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



# 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)

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#### DRIVER'S LICENCE

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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

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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

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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		

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INFORMATION RELATED TO DRIVING A HEAVY VEHICLE

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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 de véhicules
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

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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 Propr.	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><b>Defects</b></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"><b>Person Who Performed the Inspection</b></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"><b>Driver's Declaration (where the driver did not perform the circle check)</b></p>	
<p><b>Buses, Minibuses, Tow Trucks or Emergency Vehicles</b> 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><b>All Other Vehicles</b> 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><b>The driver can always decide to perform a complete inspection of the vehicle himself/herself and fill out a new circle check report.</b></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



















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