

Administrative Procedure 552

TRANSPORTATION MAINTENANCE, INSPECTION and SAFETY PROGRAM

Scope

Regulation AR/121/2009, Section 6(1). This applies to all commercial vehicles that are designed for carrying 11 or more persons, including the driver.

Background

It is the goal of the Division to operate a transportation system that ensures the vehicles are maintained and inspected to the level required by the Alberta Government.

Definitions

<i>Vehicle</i>	A vehicle is a car, truck, van or school bus used to transport students and is licensed under the Traffic Safety Act.
<i>Driver</i>	Unless otherwise stated, the term driver applies to drivers of both Division owned and Contractor owned vehicles.
<i>Division Bus Driver:</i>	Those drivers hired by and are employees of the Division.
<i>Incident:</i>	Where an event occurs that interrupts normal procedure or precipitates an action.
<i>Accident:</i>	Collision of a Division or Contract vehicle which causes property damage, injury or death, regardless of the extent of the injury or damage caused.

Procedures

1. Inspection

1.1 The *Trip Inspection Report* must include the following information [AR121/2009, Section 12(4)(a)-(h)]:

- License plate number
- Commercial vehicle identification number or unit number of the commercial vehicle
- Record of the odometer or hubometer reading of the commercial vehicle at the time of the inspection
- Name of the carrier operating the commercial vehicle
- Name of the municipality or location on the highway where the commercial vehicle was inspected
- Each defect in the operation of every item required to be inspected in accordance with Section 10 or that no defect was detected
- The time and date the report was made
- The name of the person who inspected the commercial vehicle and a statement the vehicle has been inspected in accordance with the applicable requirements under Section 10
- The name and signature of the driver or person making the report

1.2 Drivers shall perform a **DAILY INSPECTION**, using the written *Trip Inspection Report* covering all relevant components listed below (AR121/2009, Schedule 2)

- Body and Seats
- Chassis Frame
- Sliding Subframe

- Underbody
- Drive Shaft
- Windows and Mirrors
- Fuel
- Exhaust
- Friction Components
- Hydraulic and Vacuum-assist Brake Components
- Mechanical Components
- Brake Pedal
- Air Brake System
- Park Brake
- Brake System
- Engine Controls
- Steering Column and Box
- Wheel Alignment
- C-Dolly Steering
- Steering Linkage
- Suspension
- General Requirements
- Windshield Wipers and Washers
- Heating and Defrosting System
- Starting Switch
- Lamps and Reflectors
- Tires
- Wheels
- Lubrication
- Fifth Wheel Coupling Device
- Trailer Hitch, Trailer Mount and Connecting Device
- Rear Impact Guards

1.3 If the vehicle is equipped with a ramp or lift for the purpose of transporting persons with physical disabilities, the vehicle must meet the following requirements as outlined in *(AR121/2009 Schedule 3)*:

- Mobility Aid Securement Devices
- Ramps and Lifts General Requirements
- Ramp and Lift Controls
- Lift Capacity
- Lift Platform Requirements
- Warning Notices
- Symbol

2. Vehicles

2.1 If the vehicle is equipped for the purpose of transporting persons with physical disabilities, the vehicle must meet the following requirements as outlined in *(AR121/2009 Schedule 43)*:

- Masor System Required
- Masor System Requirements
- Mobility Aid and Occupant Restraint Requirements
- Protective Materials
- Exhaust System
- Rear Bumper
- Doors
- Steps
- Additional Lighting
- Floor Covering
- Seats
- Emergency Equipment
- Signs

2.2 A periodic maintenance inspection of the vehicle will be done at the time of one of the Semi-annual inspections and must comply with Schedule 5 (School Bus Maintenance Standards) as follows: *(AR121/2009 Schedule 5)*

- Colour
- Exhaust
- Instruct and Instrument Panel
- Steering Gear and Linkage
- Tires
- Rear Bumper
- Service Door
- Emergency Exit – General Requirements
- Emergency Doors
- Safety Equipment
- Floor Covering
- Heater
- Signage
- Inside Height
- Alternate Flashing Warning Lamps
- Floor Level Marker Lamps
- Interior Lamps
- Exterior Lamps
- Mirrors
- Body Mounting
- Noise Suppression
- Rub Rails
- Steps
- Stirrup Steps
- Stop Arm
- Sun Visor
- Undercoating
- Ventilation

3. Each commercial vehicle shall contain a copy of Schedule 2 or 3 as required for that vehicle.
(AR121/2009 Clause 1.2 and 1.3)
4. Mandatory semi-annual inspections under the Commercial Vehicle Inspection Program shall be completed on time and a copy of the valid inspection must accompany all vehicles.
5. Reporting of Defects
 - 5.1 The person completing a trip inspection must document all defects detected and notify the carrier without delay if it is a “major” defect or in a timely manner, no later than the next required inspection in all other cases.
 - 5.2 If defects are detected during the operation of the vehicle the person operating the vehicle must notify the carrier without delay if it is a “major” defect or in a timely manner, no later than the next required inspection in all other cases.
 - 5.3 No person shall operate a vehicle with a “major” defect until the defects have been corrected and the trip report is amended to certify that the defect has been repaired or corrected.
 - 5.4 The driver shall, within 20 days after completion of a trip inspection report, forward the original to the home terminal of the carrier.
6. Retention of Records
 - 6.1 Carrier shall maintain a vehicle file for each regulated vehicle. The vehicle file shall contain:
 - Identification of the vehicle including:
 - unit number
 - manufacturer’s serial number
 - make of the vehicle
 - year of manufacture
 - Record of CVIP inspections
 - Repairs completed
 - Lubrication and maintenance of vehicle including nature of work performed
 - The date the inspection took place
 - Odometer or hubometer reading at time of inspection
 - Notice of defects from the manufacturer

Records shall be retained at the carrier’s principle place of business.

- 6.2 Trip inspection reports shall be retained for the current month the inspection was completed and for the following 6 months. All other maintenance and inspection records shall be retained for at least the current calendar year and 4 years immediately following.

References:

Alberta Regulation 121/2009 Commercial Vehicle Safety Regulation
Canadian Safety Association Standards
Commercial Vehicle Inspection
Society of Automotive Engineers J602 Standard (Headlamp Aiming Device for Mechanically Aimable Headlamp Units
Traffic Safety Act Revised Statutes of Alberta 2000 Chapter T-6

Appendices(s):

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Inspection Stations

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REPLACING PROCEDURE DATED:

NEW PROCEDURE DATED: December 17, 2013

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Location	Inspection Station
Trochu	Inspection Station #10221
Carbon	Inspection Station #11555
Strathmore	Not available until bus shop is completed

Retention of Vehicle Files

All vehicle files are to be retained in proper, up to date condition as a paper file to be retained within named station for a period of five years.

All vehicle inspections are to be conducted at Golden Hills School Division No. 75 us shops which are approved facilities and all inspections are to be conducted by or supervised by an appropriately licensed mechanic.

Preventative Maintenance Schedule

The following is a schedule for performed maintenance.

Preventative Maintenance	Performed at
V* Diesel, both oil and grease	Every 6,000 km
Grease service on 6 cycle diesel	Every 5,000 km
Oil change on diesel units	Every 10,000 km
Grease and oil service on gas units	Every 4,000 km
Semi-annual inspection	Every 6 months
Propane inspection	Every 5 years
Adjust valve lash is performed to manufactures specifications and these specifications accompany each unit	
Automatic transmission	Every 2 years
Oil Change – manual transmissions and differentials	Every 2 years

All buses to be maintained to a minimum of the above criteria unless manufacturers specifications are higher, in which case the higher specifications to be followed.

Bus Inspection Criteria

	Area	Inspection Criteria
1	INTERIOR, BODY, DOOR AND SEATS	<ul style="list-style-type: none"> • Bumpers are securely mounted and have no broken, bent or sharp edges. • Fender is in place and moldings or other sheet metal parts have no broken, bent or sharp protruding edges. • Main and emergency doors operate easily and close securely. • Emergency door is unobstructed and opens easily from inside and outside. • Door controls operate smoothly and the seals are in good condition. • The hood latch holds the hood securely in the case of front opening hood the safety catch is operative. • Each seat is securely mounted and retains its position in accordance with CSA Standards. • All floor coverings are good condition, with no loose edges. • Where applicable, baggage racks shall be securely mounted.

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	Area	Inspection Criteria
		<ul style="list-style-type: none"> • Inside sun visor on the driver's side, and where applicable the inside visor on the passenger's side shall be firmly mounted and not shake out of position. • Bus registered as a School Bus is yellow chrome and black in accordance with CSA Standard. • All bus signs are clean and legible. • The seating capacity of the bus is in accordance with the manufacturer's recommendation.
2	FRAME	<ul style="list-style-type: none"> • Chassis frame rails or members shall not be cracked nor have loose missing connecting fasteners or rivets. • Body munts are in place and secure. • The floor pan shall not be perforated by rust or other damage.
3	WINDSHIELD AND WINDOWS	<ul style="list-style-type: none"> • The windshield and all windows of a bus shall be inspected for material damage, discoloration and clarity of the glazing and the condition and security of mounting of each mirror on a bus shall be inspected. • Opaque material or any other material is not used in place of glazing in the windshield or in the front 2 side windows to the left of the driver's seat. • Glazing material is not cracked, crazed, discolored, fogged, and does not have exposed sharp edges and does not have any parts missing. • The windshield does not have any star or crack running from edge to edge in the area swept by the wiper blades or in an area which partly impairs the operator's field of vision. • The emergency window and roof hatch release operates smoothly and the seals are in place and in good condition. • The inside rear view mirror, left outside mirror, right outside mirror and cross over mirror where applicable is securely mounted and give the operator an unobstructed view. • No mirror is cracked or broken or have a reduction in its reflective surface.
4	FUEL SYSTEM	<ul style="list-style-type: none"> • The fuel system of a bus shall be inspected, the complete accelerator linkage system and carburetor or injection pump controls and links are to be inspected while the engine is running and the vehicle is stationary. • The mounting and the attachments of the fuel tank and fuel lines are secure. • The filler neck and cap are secure. • The fuel system does not leak. • All fuel line hose clamps are in position and secure. • The return spring is in place and not damaged. • No component is missing, damaged, worn or out of adjustment so as to prevent the engine speed returning to idle while the transmission is in neutral and the accelerator pedal is released.
5	EXHAUST SYSTEM	<ul style="list-style-type: none"> • The exhaust system including the muffler, tail pipes, exhaust pipes, heat shields and support hardware shall be inspected. • No component of the exhaust system shall be missing, perforated, patched or insecurely mounted. • The bus has a muffler. • No joint or seam is leaking. • No component is causing charring or other heat damage to wiring, brake

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	Area	Inspection Criteria
		<p>line, fuel line or combustible material of the bus.</p> <ul style="list-style-type: none"> • All exhaust connections except flange type shall have exhaust clamps. • The tail pipe extends to but not protrude beyond the rear bumper. • Check to standards in CVIP Manual.
6	BRAKE FRICTION	<ul style="list-style-type: none"> • Once a year the brake friction components of a bus shall be inspected by removing all the wheels and the drums or calipers. • Once a year the brake linings are to be inspected and the condition and thickness of the brake linings are to be determined. • A period of 6 months must expire between the time that an inspection takes place pursuant to the inspecting the condition and thickness of the brake linings. • A drum or disc shall not have any external crack on the friction surface, other than a normal heat check crack which may reach the edge of the drum or periphery of the disc. • A drum or disc shall not have any mechanical damage to the friction surface other than normal wear. • Bonded lining shall not be thinner than 2 millimeters to any rivet head or bolt. • Wire backing shall not be visible in a friction surface. • A disc pad shall not be less than 2 millimeters in thickness when measured at its thinnest point to a rivet head or to a backing plate of a bonded lining and wear indicator shall not be in contact with a disc. • No rivet shall be loose or missing. • The brake lining shall not be broken, cracked or loose on the shoe or pad not so worn as to indicate a defective drum, disc or warped shoe. • Oil or grease shall not be present in a lining or pad friction surface. • A ventilated disc shall not have broken or visible cracked cooling fins. • A drum disc must not be worn out or round or machined beyond the limits as stamped on the drum or disc by the manufacturer. • Each automatic adjuster must be functional and perform in accordance with its design specifications.
7	HYDRAULIC COMPONENTS OF THE BRAKE SYSTEM	<ul style="list-style-type: none"> • The master cylinder or wheel cylinder shall not leak and the brake cylinder piston must move when moderate pressure is applied to the brake pedal. • Each wheel cylinder piston must be connected to the brake shoes in accordance with the manufacturer's design. • The hydraulic hose and tube must not be abraded, restricted, crimped, cracked, broken, leak, rub against the bus structure, nor have contact with moving components during the operation of the vehicle, or have missing clamps or supports. • No connection should leak. • The fluid level in a reservoir must be up to the fill level specified by the manufacturer. • The master cylinder push rod must be adjusted in accordance with the manufacturer's specifications. • All mechanical components of the brake system of a bus must be inspected. • All mechanical parts must not be misaligned, badly worn, bent, broken or missing.

	Area	Inspection Criteria
8	SERVICE BRAKE PEDAL	<ul style="list-style-type: none"> • The pad of anti-skid surface of the service brake pedal must be inspected. • The pedal position must be observed while the pedal is depressed and released. • The pedal travel of the hydraulic mechanical or power assisted hydraulic service brake must be tested and in the case of a power assisted hydraulic service brake it shall be tested while the engine is running. • The service brake pedal pad must be present, secure and not badly worn. • When firm foot pressure is maintained on the service brake pedal for one minute, it shall hold its position. • No pedal or other component shall bind or cause high friction. • The pedal lever assembly shall be aligned and positioned in accordance with the manufacturer's specifications. • The service brake pedal functions in accordance with good shop practice.
9	BRAKE FAILURE WARNING LIGHTS	<ul style="list-style-type: none"> • On a motor vehicle with dual braking, the brake failure warning light must function in accordance with the manufacturer's specifications. • The brake failure warning light must not turn on when maximum manual force is applied while the engine is running. • Air brake light or warning device must not come on when the air pressure is reduced to 345 kilopascals to 485 kilopascals gauge reading. • Hydro-boost warning light must function in accordance with the manufacturer's specifications.
10	EMERGENCY OR PARKING BRAKE	<ul style="list-style-type: none"> • The parking brake while set but not held by hand in the fully applied position must hold the bus from being moved by the bus engine and power train when the engine is at a light throttle setting. • The mechanism in the off position must fully release the brake. • Pull cables must not be worn, stretched or frayed and must operate freely. • Parking brake drum disc or facing must not be broken, nor worn thinner than 2 millimeters in thickness when measured at its thinnest point in the rivet head or shoe.
11	BUS VACUUM SYSTEM COMPONENTS	<ul style="list-style-type: none"> • Bus vacuum system components which include hoses, tubes, supports, hose clamps and brake booster breather filters must be inspected and tested by exhausting the vacuum system by applying the brakes several times while the engine is sopped, then starting the engine while normal foot force is applied to the brake system and after the engine has built up a vacuum the brake pedal must be applied and released several times. • Hoses, tubes or connections must not leak nor be restricted, abrades, crimped, cracked, broken or rub against any structure nor have damaged or missing clamps or supports. • The brake booster or hydro-vac breather filter must be clean. • If a bus is equipped with a vacuum pump, the drive belet must be adjusted to the tension specified by the manufacturer and not be worn or frayed. • The vacuum pump air cleaner must be clean. • The vacuum tank reserve system must be capable of holding 38 centimeters of vacuum for 15 minutes. • The vacuum reserve shall be sufficient to permit 2 full applications of the service brake after the engine is stopped.

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	Area	Inspection Criteria
		<ul style="list-style-type: none"> • The brake pedal when depressed under a foot pressure of 187 Newton's to 267 Newton's must have 30% or more of the total available pedal travel remain. • The brake pedal must move towards the applied position when the engine is started while foot force is maintained on the brake pedal in the vacuum system test. • A hard pedal condition must not be present. • The brake vacuum booster piston seal, valves or diaphragms must not leak.
12	AIR BRAKES (Air system components, hoses, tubes, supports, safety valves, drive belts and air cleaners.	<ul style="list-style-type: none"> • The maximum air system pressure by first obtaining a zero gauge pressure by opening all drain cocks in reservoirs, traps and filters then closing the drain cocks and running the engine at a fast idle. • The air system pressure by building it up to 860 kilopascals per gauge or as recommended by the manufacturer. • The operation of the low-pressure warning light or buzzer. • The governor cut out pressure and cut in pressure. • The air system pressure drop per minute with the engine stopped. • The reservoir pressure drop with brake fully applied and engine not running. • Push rod travel is to be measured and recorded on bus inspection certificate.
13	AIR SYSTEM	<ul style="list-style-type: none"> • Hoses, tubes or connections shall not leak or be restricted, abraded, crimped, cracked, broken nor rub against any bus structure nor have damaged or missing clamps or supports. • The air safety valve shall operate in accordance with the manufacturer's specifications. • The compressor drive belt where applicable must be adjusted to the tension specified by the manufacturer and shall not be cracked or frayed. • The air compressor air cleaner shall be clean. • The time required to build up air pressure for 482 kilopascals gauge to 758 kilopascals gauge shall not exceed 3 minutes when the engine is running at a steady fast idle. • The low pressure warning light or buzzer shall operate when the air pressure is reduced to 345 kilopascals to 414 kilopascals gauge range. • The governor cut in pressure shall not be lower than 552 kilopascals gauge and the cut out pressure shall not be higher than 862 kilopascals gauge unless the manufacturer recommends other pressure. • The brake pressure shall not exceed: <ul style="list-style-type: none"> -14 kilopascals gauge in one minute for a single axle bus while engine is stopped and service brake is released or 20 kilopascals gauge in one minute for each single rear axle bus while the engine is stopped and the service brake is fully applied. • The compressed air reserve shall be sufficient to permit: <ul style="list-style-type: none"> -2 full service brake applications from governor cut in pressure or 1 full service brake application after the engine is stopped from the fully charged system without lowering reservoir pressure more than 20%.
14	SERVICE BRAKE SYSTEM	<ul style="list-style-type: none"> • To assure compliance with service brake system standards the bus must be inspected and tested on a substantially level surface by stopping the

	Area	Inspection Criteria
		<p>bus when maximum service brake pressure is applied at a speed of no less than 8 kilometers per hour and no more than 30 kilometers per hour or by the use of a brake dynamometer or meter.</p> <ul style="list-style-type: none"> • At a speed of between 8 and 30 kilometers per hour when maximum service brake pressure is applied, the wheels lock. • No component of the service brake system should fail. • The bus shall not pull to the right or left when the brake is applied. • The bus must release immediately when pressure is released from the pedal. • Braking efficiency must be within the recommendation of the dynamometer or meter manufacturer.
15	LAMPS AND REFLECTORS	<ul style="list-style-type: none"> • A headlamp alignment inspection must be done on one beam after the wheel alignment has been visually inspected and found not to be out of line and the tracking of the rear axle is found to comply with the standards prescribed in this schedule and a screen must be 152 centimeters high and 365 centimeters wide with a matte white surface well shaded from extraneous light and properly adjusted to the floor on which the vehicle stands and the screen shall be moveable in order that it can be aligned parallel with the rear axle so that a horizontal line drawn perpendicularly from the center line of the screen will pass midway between the 2 headlamps. • Every filament to every bulb or unit must light when switched to the “on” position. • A circuit must not interfere with another circuit. • All lenses and reflectors must be in place, unbroken and correctly mounted. • Every lamp must be securely mounted. • A lamp must not be coated with a colored lacquer. • A lamp must not be modified by the attachment of any device to lamp or to the bus that reduces the effective area of the lens or the brightness of the light. • The turn signal lamp switch and the flasher shall operate in accordance with the manufacturer’s specifications and the indicator lamp must flash. • The high and low beam switching must operate in accordance with the manufacturer’s specifications. • Where applicable the alternate flashing lamps must operate correctly from both front and rear lights on the 4 lamp or the 8 lamp systems, as the case may be. • Where applicable stop arm lamps must flash when activated. • The hazard warning lamps unit shall operate in accordance with the manufacturer’s specifications and the indicator lamp must flash. • The engine, headlight, stop and taillight, and hazard warning lamp wiring harness must not be damaged by abrasion or deterioration. • The battery cables must be in good condition, free of corrosion and firmly attached to the battery, starter and engine. • The battery must be free of corrosion and in good condition and securely attached to the bus. • The alternator belts must be adjusted in accordance with the

	Area	Inspection Criteria
		<p>manufacturer's recommendations and must not be cracked or frayed.</p> <ul style="list-style-type: none"> • Where a mechanical aimer is used the headlamp aim must be in accordance with the manufacturer's specifications. • The center of a headlamp on the high beam high intensity zone must not be more than 10 centimeters below the horizontal center line of the lamp and not more than 10 centimeters to the left or right of the vertical center line of the lamp when measured on an aiming screen in accordance with the <i>Society of Automotive Engineers J602 Standards</i> or the manufacturer's specifications. • The top edge of a head lamp on the low beam high intensity zone shall not be more than 5 centimeters above or below the horizontal center line of the lamp and the left edge of the low beam high intensity zone must not be to the left or more than 15 centimeters to the right of the vertical center line of the lamp, when measured on an aiming screen in accordance with the <i>Society of Automotive Engineers J602 Standards</i> or the manufacturer's specifications.
16	HORN	<ul style="list-style-type: none"> • Must be tested to assure compliance with standards. • The horn must be secure on its mounting. • The horn operation mechanism must function in accordance with the manufacturer's specifications.
17	NEUTRAL SAFETY STARTING SWITCH	<ul style="list-style-type: none"> • Must be tested to assure compliance with standards. • Neutral starting safety switch must operate only when the gear selector is in "P" or "N" positions.
18	WINDSHIELD WIPERS	<ul style="list-style-type: none"> • Each part of the windshield wiper system must be in place and not work nor in such condition that its effectiveness is impaired. • Each wiper blade must move over its full designed range of travel. • The windshield washer system must function in accordance with the manufacturer's specifications.
19	INSTRUMENTS, GAUGES AND INSTRUMENT LIGHTS	<ul style="list-style-type: none"> • All instruments must be functional and clearly visible to the operator. • A lens must not be scratched or cracked or impair the legibility for the operator. • All gauges must be functional and clearly visible to the operator.
20	INTERIOR HEATERS AND HEATER MOTORS AND DEFROSTERS	<ul style="list-style-type: none"> • Interior heaters must function in accordance with the manufacturer's specifications. • Heater motors and fans must function in accordance with the manufacturer's specifications. • The windshield defroster system must deliver air to the windshield, the driver's side window and the door glass panels unless the bus is equipped with frost resistant glass panels. • Roof ventilation must function as designed by the manufacturer. • All heater hoses and radiator hoses must be in good condition.
21	STEERING MAST JACKET, STEERING SHAFT, COUPLING AND SPLINE	<ul style="list-style-type: none"> • The steering mechanisms must be inspected when the front wheels are off the ground by manipulating the wheels from full left travel to full right travel and in the case of a vehicle having power steering the inspection must be carried out while the engine is running and if there is power steering with a belt driven power steering pump the belt must be inspected. • The steering column and steering box must be securely mounted to the

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	Area	Inspection Criteria
		<p>body and frame.</p> <ul style="list-style-type: none"> • The steering mast jacket bearings and bearing adjustment must meet manufacturer's specifications. • The steering shaft coupling and spline must be secure with no visible separation of flex couplings or visible sign of wear at the splines or U joints. • The steering column and shaft energy absorbing section must not be damaged and shear fasteners must be in position in accordance with the manufacturer's specifications. • Free movement of the steering wheel must not exceed 7 centimeters at the steering wheel rim when the front wheels are stationary and in the straight ahead position. • There must be no endplay in the worm or sector of the steering box. • Sector busing wear must not exceed 0.381 millimeters. • The front wheels must run from full right to full left and back again without interference, jamming or roughness in the mechanism. • The rod ends and drag linkage ends must not have vertical or lateral play beyond good acceptable shop practice. • The king pins, at the front wheels must not have a rocking play about a horizontal axis in excess of: <ul style="list-style-type: none"> -6 millimeters for a wheel diameter of 42 centimeters or less -9 millimeters for a wheel diameter greater than 42 centimeters but less than 46 centimeters or -13 millimeters for a wheel diameter 46 centimeters or greater when measured at the tire face • The axle king pin eyes must not be out of round. • The steering linkage must not be damaged or repaired. • The steering linkage must not be modified so as to adversely affect the steering so that the vehicle's steering is no longer in accordance with manufacturer's alignment specifications. • The power steering drive belt must not be cut, frayed, cracked and must have the tension set in accordance with the manufacturer's specifications. • A host must not have cracks, peeling, exterior damage or expansion at crimping points. • The power steering cylinder must not be damaged. • The cylinder ball joints must be adjusted and aligned in accordance with the manufacturer's specifications. • The power steering cylinder seal must not leak.
22	FRONT SUSPENSION AND REAR SUSPENSION	<ul style="list-style-type: none"> • The front suspension must be inspected for alignment and for wear and damage while the front wheels of the vehicle are off the ground and the front suspension joints are not under load and the rear suspension must be inspected for tracking wear and damage. • A non-load carrying ball joint must not show visible movement. • A load carrying ball joint must not have wear in excess of the manufacturer's specifications. • The rear axle must rack in accordance with the manufacturer's specifications. • Springs, shackles, U bolts, center bolts, shock absorbers, radius rods or

	Area	Inspection Criteria
		stabilizer links must not be loose, bent, broken, disconnected or missing. <ul style="list-style-type: none"> • Shackle pins and bushing must not have a combined wear of more than 4.75 millimeters. • A shock absorber must not leak nor shall it be loose. • Nuts, bolts and cotter pins must not be loose, worn or missing.
23	DRIVE SHAFT AND UNIVERSAL JOINTS	<ul style="list-style-type: none"> • The drive shaft and the universal joint must not be damaged nor have any loose, missing or damaged bolts or retainers. • The drive shaft slip yokes and stub shaft splines must not be worn more than 20% of the original spline width. • The driver shaft guards must be undamaged and securely fastened to the chassis.
24	WHEEL STUBS, RIMS AND WHEEL BEARINGS	<ul style="list-style-type: none"> • A wheel must not be bent, cracked or damaged so that it does not operate in accordance with good shop practice. • Bolts, lugs, spacers, lock rings and nuts must not be defective or missing. • Rims must not be bent, cracked or damaged so that they do not operate in accordance with good shop practice. • Wheel bearings, cones and cups must not be pitted or worn, beyond the manufacturer's specifications. • Wheel bearings must be adjusted in accordance with the manufacturer's specifications.
25	TIRE	<ul style="list-style-type: none"> • A tire must not be worn so that: <ul style="list-style-type: none"> -the tread wear indicators contact the road or -less than 2 millimeters of the tread remains on 2 adjacent treads • On vehicles of 4,500 kilograms gross vehicle weight or more, the front tire tread depth must not be less than 2 millimeters. • Snow lug grip tire must not be smooth for over 30% of its center. • A tire must not have exposed cord at worn spots. • A tire must not have cuts or snags deep enough to expose the cored, or affect the safety of the tire. • A tire must not have any abnormal visible lump, bulge or knot related to tread or sidewall separation, failure or partial failure of the tire structure including the bead areas. • A tire must not have been re-grooved or re-cut below the original new tire groove depth except a tire designed for re-cutting and having been marked as being so designed. • A tire must not be a smaller size than is marked on the vehicle placard or so oversized that it contacts the bus body structure. • A studded tire must not have less than one half the number of studs that are on the corresponding tire on the same axle. • A bus not be fitted with both radial ply and bias ply tires unless it is in accordance with the tire manufacturer's specifications. • Dual tires must not be in contact with each other or differ from each other by more than 13 millimeters in diameter. • A tire must have the correct air pressure. • The load capacity of the tires must be equal to or greater than the gross vehicle weight-rating limit of the bus. • Every tire valve and valve stem must function in accordance with the manufacturer's specifications and must not be worn or damaged.

	Area	Inspection Criteria
		<ul style="list-style-type: none"> • A recap tire must not be used on front wheels.
26	CLEANLINESS – INSIDE AND OUTSIDE	<ul style="list-style-type: none"> • The bus must be clean inside and outside. • All loose items in bus must be tied down or stored in attached container. • Windows must be clean inside and outside. • The bus engine compartment must be free of excess oil and grease, • The inspection certificate must be visibly located at the header panel.
27	FIRE EXTINGUISHER INSPECTION	<ul style="list-style-type: none"> • The fire extinguisher must meet the requirements of the CSA Standard, • The fire extinguisher must be securely mounted in a suitable bracket in the forward end of the bus, easily accessible to the driver or near the entrance door. • If the fire extinguisher is not in view, its location must be plainly marked and if it is in a locked compartment the key must be readily available to the driver and the compartment must buzz if it locked when the bus is running. • The fire extinguisher must have a gauge to read the state of charge and it must read in the designated zone for full charge. • The inspection mechanic must remove the fire extinguisher from its bracket, and tip upside down and shake it at the time of the bus inspection. • The fire extinguisher must be re-certified every year.
28	FIRST AID KIT	
29	FLARE AND FLAGS OR TRIANGLES	<ul style="list-style-type: none"> • Triangles must meet the requirements of CSA Standard and be securely mounted or stored on the bus.

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		Criteria
1	STAFF AUHORIZED TO	Authorized Drivers

		Criteria
	OPERATE COMPANY VEHICLES	<p>All staff authorized by Golden Hills and/or the safety officer to operate company vehicles are required to comply with the safety program policies and procedures such as:</p> <ul style="list-style-type: none"> • Part-time or occasional drivers; • Golden Hills mechanics who test drive or drive part-time; • Safety staff who train drivers; • Managers who drive; • Lease operators who have their vehicles registered to the company; • Anyone else authorized to operate a company vehicle. <p><u>Designation of Safety Officer</u> The person responsible for maintaining and implementing the safety program and ensuring compliance with safety laws if the Transportation Supervisor.</p>
2	SAFE USE AND OPERATION OF NATIONAL SAFETY CODE VEHICLES	<p><u>Speed Limits</u> Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.</p> <p><u>Seat Belt Use</u> Anyone, while operating or travelling as a passenger in Golden Hills vehicles, in a seating position equipped with a seat belt must use their belt(s) (it's the law) at all times.</p> <p><u>Drug and Alcohol Use</u> Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating vehicles and other equipment.</p> <p><u>Defensive Driving</u> Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting sage defensive driving skills. Note: For example, be aware of surroundings and look ahead. Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.</p> <p><u>"S" Endorsement Certification</u> All school bus drivers are required to have "S" Endorsement certification (<i>Administrative Procedure 550</i>).</p> <p><u>Cell Phone and Device Use</u> The Province of Alberta has "driver distraction legislation" that prohibits the use of all hand-held devices. All school bus drivers are prohibited to use hand held devices while operating vehicles.</p> <p><u>Load Security</u></p> <ul style="list-style-type: none"> • The carrier and driver must ensure that all applicable cargo is contained, immobilized or secured in accordance with National Safety Code Standard 10, Cargo Securement as it relates to the particular type of commercial vehicle. • The carrier or driver shall ensure that all cargo transported on a commercial vehicle is contained, immobilized or secured so that it cannot: <ul style="list-style-type: none"> -leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle or, -shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected. • Drivers must inspect the cargo and its securing devices within the first 80 kilometers after beginning a trip. Drivers must re-inspect when any of the

		Criteria
		<p>following occurs: -change of duty status (e.g. from “driving” to “on duty, not driving” -after driving 3 hours or -after driving 240 kilometers</p> <ul style="list-style-type: none"> • An employee or driver will not use any vehicle to transport goods unless; <ul style="list-style-type: none"> -the vehicle is constructed to carry the goods, and -there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping. • A person shall not operate the vehicle transporting goods unless the equipment is properly used to secure the goods. The equipment may be permanently or temporarily attached to the vehicle for the purpose of transporting the goods. <p>Fuelling Before fuelling the driver must:</p> <ul style="list-style-type: none"> • Shut off engine; • Not smoke; • Check for fuel leaks; • Not overfill the tank; • Not leave nozzle unattached; • Replace filler cap when finished refuelling; and • Do not use cell phone while fuelling.
3	PROPER RECORD COMPLETION	<p>Golden Hills will educate staff in hours of service, bill of lading/manifests, dangerous goods and weigh slips as required. A record will be maintained on each driver’s file showing that the employee has this knowledge or any training received. Golden Hills will evaluate each type of record for proper completion.</p> <p>The following are options for written instructions on how to properly complete records relevant to the operation.</p> <p><u>Hours of Service:</u> <u>Time Records for Radius Operation:</u></p> <ul style="list-style-type: none"> • Driver/vehicle does not operate beyond 160 kilometer radius of the home terminal; • Record accurate work shift start and end times; • Return to home terminal (start and end at the same location); • Released from work within 15 hours from the start of the work shift; • For each driver employed, Golden Hills will maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is released from work (end time). <p>Retention and Distribution of Log Books The driver must forward the original copy of the daily log and supporting documents to the home terminal of the driver or the principal place of business of the carrier within 20 days of the completion of the daily log. The driver shall also keep copies of the daily log at the driver’s residence for 6 months after the day on which the log is completed.</p> <p>The carrier shall retain all daily logs, supporting documents and hours of service records at the carrier’s principal place of business for 6 months after the day on which the daily</p>

		Criteria
		log is completed.
4	COMPLIANCE WITH THE LAW	<p><u>Safety Laws</u> Drivers operating Golden Hills vehicles will comply with all transportation safety laws as required.</p> <p><i>Commercial Vehicle Certificate and Insurance Regulation (AR314/2002)</i> identifies that: “Safety laws” means, as the context requires, i) the Act (<i>Traffic Safety Act</i>) and regulations made under the Act; ii) the <i>Dangerous Goods Transportation and Handling Act</i> and the regulations made under that Act; iii) the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).</p>
5	USE OF WARNING DEVICES	<p><u>Use of Warning Devices</u> As instructed in the “S” Endorsement Program (AP550);</p> <p>During the night time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;</p> <ul style="list-style-type: none"> • The hazard lights are functional, and • Advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle. <p>A person will not permit a commercial vehicle to be stationary outside of the limits of an urban area when due to insufficient light or atmospheric conditions objects are not clearly discernible at 150 metres unless:</p> <ul style="list-style-type: none"> • The hazard lights are alight if functional, and • Advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle. <p>The following policy regarding the use of warning triangles during day time may help parked commercial vehicle visible to other traffic.</p> <p>During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless:</p> <ul style="list-style-type: none"> • The hazard lights are alight if functional, and • Advance warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle. <p><u>Use of Fire Extinguisher (as applicable)</u> OPTION 1: Instructions will be given on the use of approved fire extinguishers to be in each registered vehicle as part of the “S” Endorsement Program (AP550)</p> <ul style="list-style-type: none"> • A record of the training given and the date the training was provided will be retained on the drivers file. • Report use of fire extinguisher to supervisor.

		Criteria
		<p>Personal Protective Equipment (PPE): (as applicable) Employees will be educated on the proper use of all issued PPE (e.g. goggles, hard hats, breathing apparatus, etc.) Any education or training must be documented and placed on the driver's file. Note; Reference <i>Occupational and Health Safety Act</i>, for specific instructions and use of PPE. This legislation may also require additional components to be covered in the safety program. To consult the <i>Occupational and Health Safety Act</i>.</p>
6	DRIVER CONDUCT AND DISCIPLINE	Conduct has been addressed in other procedures. Refer to <i>Administrative Procedure 402, Personnel Evaluation and Administrative Procedure 492, Employee Code of Conduct and Fiduciary Obligation</i>
7	EVALUATION DRIVER SKILLS	<i>Administrative Procedure 550, Transportation of Students</i> requires drivers to recertify their "S" Endorsement at least once every 5 years, or as directed by the Transportation Supervisor.
8	DRIVER RECORDS AND RECORD RETENTION	<p>Driver Records Driver records shall contain at a minimum:</p> <ul style="list-style-type: none"> • The driver's completed application form for employment with the registered owner, • The driver's employment history for the three years immediately preceding the time the driver started working for the carrier, • A copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire, • Annual updated copies of the driver's abstract in a form satisfactory to the Registrar, • A record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years, • A record of any administrative penalty imposed on the driver under safety laws, • A record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta, • A record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws, • A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with part 6.6 of the <i>Transportation of Dangerous Goods Regulations</i> under the <i>Transportation of Dangerous Goods Act, 1992</i> and • A copy of a current medical certificate for all Class 1,2 or 4 licences and Class 3 or 5 with a licence endorsement code "C" requiring a periodic medical. Alternatively, retain a copy of valid driver licence or a note from the medical doctor in lieu of the medical certificate. <p>Driver Record Retention The company will retain these records at the carrier's principal place of business in Alberta (i.e Carrier's address shown on their Safety Fitness Certificate) or at a location prescribed by the companies Divided Record Authority.</p>

		Criteria
		<ul style="list-style-type: none"> Retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation); and Available for inspection by a peace officer during the carrier's regular business hours.
9	DRIVER QUALIFICATION	<p>Company will ensure all operators have the correct and valid Class of licence related to type of vehicle being operated. Drivers must immediately report changes of this status to their employer.</p> <p>Driver qualifications are specified in <i>Administrative Procedure 550, Transportation of Students</i></p>
10	SAFE VEHICLES	A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.
11	EMPLOYEE TRAINING	<p>Training</p> <p>Training will cover the following subjects (as applicable):</p> <ul style="list-style-type: none"> Company safety program, Safe vehicle operation, Company maintenance program <i>Traffic Safety Act</i> and regulations, <ul style="list-style-type: none"> -hours of service, -daily trip inspection, -weights and dimensions, -load securement, -other regulations, as applicable to company operations The <i>Dangerous Goods Transportation and Handling Act</i> and regulations made under that Act, Any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta. <p>Note: Records of all employees training must be documented in the employee file as required by Alberta's <i>Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)</i> Section 41(1)(h). A copy of applicable legislation should be made available to staff.</p> <p>"S" Endorsement is required as per <i>Administrative Procedure 550, Transportation of Students</i>.</p> <p>Orientation</p> <p>The carrier's safety and maintenance policies will be covered on initial hire. In addition, include a documented road test, knowledge of hours of service (logbooks and/or time records), weights and dimension, permits, cargo securement, and dangerous goods (if applicable) and how to conduct effective Daily Trip Inspections as part of the orientation process.</p> <p>Ongoing Training</p> <p>Should cover at least the following:</p> <ul style="list-style-type: none"> Hours of service (logbooks and/or time records) – Assess the need for additional training by conducting daily and periodic internal audits of: <ul style="list-style-type: none"> -driver's hours of service records to ensure documents are not falsified, -daily log completion to ensure they meet the legislated requirements (form and manner),

		Criteria
		<p>-other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.</p> <ul style="list-style-type: none"> • Daily trip inspection – ongoing training provided through spot checks and monitoring of vehicle defect. • Weights and dimension – ongoing training and monitoring provided on legal weights and dimension, permit weights and dimensions, shipping weights, etc. Loads to be scaled and dimensions and permits checked before leaving the yard. • Load securement – ongoing training and monitoring of compliance with Cargo Standard #10 through direct spot checks and monitoring the Carrier Profile. • Other regulations, as applicable to company operations.

References:

- Administrative Procedure 401, Personnel Records*
- Administrative Procedure 403, Personnel Evaluation*
- Administrative Procedure 492, Employee Code of Conduct and Fiduciary Obligation*
- Administrative Procedure 550, Transportation of Students*
- Commercial Vehicle Certificate and Insurance Regulation (AR314/2002)*
- Traffic Safety Act, revised statutes of Alberta 2000 Chapter T-6*
- Dangerous Goods Transportation and Handling Regulation Chapter/Regulation 157/1997*
- Occupational Health and Safety Act*
- Commercial Vehicle Safety Regulation Alberta Regulation 121/2009, Schedules 1-17*

VEHICLE PRE-TRIP INSPECTION

The vehicle identified on this report has inspected in accordance with NSC Standard, 13, Schedule 2 requirements. A Daily Trip Inspection is valid for 24 hours and must be produced to a Peace Officer upon demand.

Driver's Name _____

Unit # _____ Week Ending _____

√ OK	X Needs Attention	N/A Not Equipped
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		Mon	Tues	Wed	Thurs	Fri
Under the Hood	Oil level					
	Coolant level					
	Fan belt					
	Hoses					
	Wire connectors					
	Battery					
	General appearance (no undue oil, grease, coolant, etc.)					
Exterior inspection	Windshield, mirrors, front windows					
	Exhaust tailpipe clear?					
	Bump tires – OK?					
	Lug nuts in place					
	General outside appearance clean?					
Interior inspection	Under the vehicle					
	Seats, floor, housekeeping					
	Emergency equipment					
	Fire extinguisher – check pressure					
	First Aid Kit intact					
Engine Start-up	Driver's area- windshield, windows clean?					
	Oil pressure warning light					
	Oil pressure gauge					
	Service brake warning light					
	Alternator/generator warning light					
	Fuel gauge					
	Interior and stepwell lights working					
	Steering – feel OK?					
	Horn, defroster and heater blower					
	Windshield wipers					
Outside Light & Signal Check: (Turn on all lights before leaving vehicle)	Brakes – pedal height and feel					
	Parking brakes (reset and release)					
	Turn signals					
	4-way emergency flashers					
On the road check	Headlights					
	Stoplights/tail lights/brake lights					
	Parking brake					
	Brakes					
	Transmission					
	Clutch					
	Steering					
	Suspension					

_____ Driver's Signature