

# Safety Plan

## *Example 2*

### ABC Gravel Transport NSC: MB1111111

**Case Study 2:** ABC Gravel Transport is a Manitoba-only operator hauling gravel across Manitoba and is a 4-truck, 4-driver carrier operating trucks with a registered gross vehicle weight of **13,200 kg or more**. The owner of the company is Bob Smith, and John Doe is the designated certified compliance officer for the company. John Doe went through the Manitoba Trucking Association's (MTA) New Entrants Training (NET), which helped him learn the company's responsibilities as a regulated vehicle operator under the Transportation Safety Regulations. He also developed the company's Safety plan to align with these responsibilities. He understands that his role as the compliance officer for the company is to ensure that the company and its employees, including the drivers and dispatch staff, comply with the transportation safety regulations and maintain a culture of safety. The owner of the company is responsible for implementing the company's safety plan and continuous monitoring.

**DATE: January 31, 2024**

## General Statement on Safety Monitoring

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ABC Gravel Transport uses the Manitoba Carrier Profile to monitor its safety performance. Compliance officer, John Doe, is responsible for creating the company's carrier profile system log-in by calling the Motor Carrier Division at 204-945-5322. Monthly scores in each performance category—conviction, accident, inspection, and overall — are monitored by John Doe. John Doe is also responsible for ensuring that the carrier takes adequate action to avoid future convictions, accidents, and inspection defects.

Compliance officer, John Doe, and company owner, Bob Smith, are collectively responsible for ensuring the company complies with transportation safety regulations.

## Driver

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*Compliance officer, John Doe, is responsible for hiring employees and ensuring that they meet ABC Gravel Transport's requirements for hire and continuous employment with ABC Gravel Transport.*

A driver file is established for each employee who is authorized to drive an ABC Gravel Transport vehicle to ensure that driver record retention, driver disclosure, and driver training are checked and documented correctly in compliance with the Manitoba Highway Traffic Act.

### **Upon hiring, each new driver's file contains the following:**

- Driver's application to ABC Gravel Transport, highlighting driving experience at the time of hire
- Employee's commercial driving abstract, not dated more than 30 days prior to their start date
- Copy of their pre-employment driving road test
- Copy of their pre-employment Reference Checks
- Records of any remedial training that results from the road test
- Driver's license disclosure form
- Driver fitness review, ensuring that John Doe, the company compliance officer, has reviewed the employee's driving abstract and found it acceptable for hiring purposes
- Driver certification of violations and accidents form to ensure that the new employee does not have any recent accidents or violations that have not yet appeared on their driving abstract (i.e., DUI charges that have not yet been before the courts)

### **Each driver file must be updated annually to include the following documents:**

- A current employee's commercial driving abstract
- Driver fitness review, ensuring that John Doe, Compliance Officer, has reviewed the employee's driving abstract and finds it acceptable for continued employment. (Driver audit to be completed by John Doe, Compliance Officer. Deficiencies are addressed by John Doe.
- Driver certification of violations and accidents form to ensure that the employee does

not have any recent accidents or violations that have not yet appeared on their driving abstract

- Records of any remedial training that results from any on-road incidents and/or disclosures from the employee

#### **Driver training:**

Each driver file contains documents related to training, including annual training updates and recertifications. Training records included in the file include the type, time, and date of the training. Examples are:

- Trip inspection training
- Commercial drivers' hours of service training
- Cargo securement training

#### **Progressive discipline:**

All disciplinary actions taken by the company are to be progressive. All actions taken, including verbal warnings, are to be documented. Drivers undergo progressive discipline when the company becomes aware of incidents, accidents, convictions, or Hours of Service (HOS) violations and where an investigation reveals driver negligence. The disciplinary actions are progressive; however, disciplinary action(s) may depend on the nature of the problem and circumstances. Driver re-training is considered and provided wherever applicable. Progressive discipline steps include:

- verbal warning(s)
- written warning(s)
- period(s) of suspension
- termination

## **HOURS OF SERVICE (HOS)**

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Compliance officer, John Doe, is responsible for ensuring that authorized drivers maintain Hours of Service (HOS) records and follow HOS regulations and limitations. He is also responsible for monitoring driver compliance with HOS limitations and regulations by implementing monthly audits.

ABC Gravel Transport retains a separate HOS file for each employee authorized to drive an ABC Gravel Transport vehicle. Each authorized employee receives hours of service training when starting employment with the company, or before changing positions within the company to be an authorized driver for ABC Gravel Transport. The HOS limitations applicable to our operations are:

#### **(HOS) guidelines – The basic rules**

Day = 24-hour period; one log page

Core Rest = 8 consecutive hours of rest

Work shift = time between 2 core rests

On duty time:

- Waiting for loading/unloading/inspection/servicing/repair/fueling
- Travelling in commercial vehicle while not in sleeper berth

Must not drive after accumulating:

- 13 hours driving /14 hours on duty in a day
- 13 hours driving /14 hours on duty in a work shift
- 16 total elapsed hours from beginning of work shift

Mandatory rest = 10 hours per day

- At least 8 consecutive hours
- 2 more hours must be taken in blocks great or equal to 30 minutes

Cycle 1 (must declare on time record)

- Max 70 hours on duty in a 7-day period
- 24 consecutive hours off duty in previous 14 days
- 36 consecutive hours off duty to reset

Authorized drivers maintain an intra-provincial Drivers Hours of Service Exemption Time Record (ETR) for each day that they are operating an ABC Gravel Transport vehicle. Employees submit their weekly ETRs each Friday to the ABC Gravel Transport office in person or by email to John Doe.

Drivers must transfer their ETR to a paper logbook if they travel outside of 160 km and ensure that they are travelling with a valid electronic logging device exemption permit. Drivers can submit an image or copy of their paper logbook (when required to use them) on Friday of each week to the ABC Gravel Transport office in person or by email to John Doe. All submitted ETR and HOS logs will be maintained in each employee's HOS file for a minimum of 6 months.

#### HOS monitoring and audits:

John Doe, compliance officer, is responsible for monitoring the ETR and/or HOS paper logbook monthly and addressing any issues related to HOS compliance with authorized company drivers. Monitoring of HOS compliance includes monthly audits of HOS records. Audits compare any supporting documentation, such as fuel receipts, trip inspection reports, and load documents, to check for falsifications against on-duty time and unauthorized driving times. On-duty activities such as loading/unloading/inspection/servicing/repair/fueling not marked as on-duty are considered falsifications and violations of HOS regulations and limitations.

Any follow-up with drivers as a result of John Doe's review of the employee's HOS compliance is documented and placed in the driver and HOS files.

## VEHICLE MAINTENANCE

ABC Gravel Transport Maintenance Supervisor, Bob Smith, is responsible for ensuring that trucks and trailers registered to the company are mechanically sound at all times.

Name: Bob Smith	Title: Owner and maintenance supervisor
Phone: 204-945-1234	Email: <a href="mailto:Bobsmith@mail.com">Bobsmith@mail.com</a>

### Vehicle maintenance plan:

The table below documents the company's standards for daily trip inspections and preventative maintenance. All maintenance and trip inspections must be documented in company-provided forms. Preventive maintenance is conducted by Bob Smith, owner and maintenance officer. The company is following the noted intervals for its preventive maintenance.

Inspection Type	Vehicle Type	Schedule Record intervals by mileage (miles/km), hours or time	Comments
Scheduled preventative maintenance and inspection	Trucks	Every 6,000 km or every 3 months, whichever comes first.	Monthly inspections on trailers and trucks as conducted, and repair records are maintained in vehicle files
	Trailers	Every 3 months	
Vehicle trip inspection	Trucks	At the start of each workday	Trip inspection is the driver's responsibility. Reports are filed in vehicle files
PMVI inspection:	Trucks, trailers	Annually in March	Required every 12 months before the current PMVI expires – everything is ready for the start of the busy season

ABC Gravel Transport maintains a record of vehicle maintenance information for vehicles that exceed 4,500 kg and are registered to ABC Gravel Transport. ABC Gravel Transport obtains new periodic mandatory vehicle inspection certificates for all trucks and trailers with a gross vehicle weight rating of 4,500 kg (i.e., what can be loaded, not what is registered) or more during March each year or at least a month before a PMVI expires.

### Each vehicle maintenance file contains the following documents:

#### Filing system:

The company maintains vehicle files to ensure all vehicles are adequately maintained in a satisfactory mechanical condition.

- Identification of the vehicle: License plate, the manufacturer's serial number, year and make of the vehicle
- Periodic mandatory vehicle inspection certificates
- Records of preventative maintenance inspections and any repairs that result from those inspections
- All other vehicle repairs – including the odometer reading and date of the repair
- Notice of defects received from the vehicle manufacturer and the corrective work

done on the vehicle in relation to those notices, including date of the repair and the odometer reading

- Documents from drivers of any defects noticed at the start of the workday from the driver's pre-trip inspection and/or driver walk around (when within 160 km of work site)
- Commercial Vehicle Safety Alliance (CVSA) inspection reports conducted by roadside enforcement, and any resulting repairs required
- Commercial Vehicle Safety Alliance (CVSA) inspection reports. Unless otherwise authorized through a permit, records will be maintained at the principal place of business.

### **Commercial Vehicle Trip Inspection Regulation**

A vehicle is inspected by the driver every 24 hours that the vehicle is in service. Vehicle components must be inspected as required by Section 7 of Manitoba's Commercial Vehicle Trip Inspection Regulation, M.R. 95/2008.

The person inspecting the vehicle is to ensure that a legible written or electronic inspection report contains:

- The license plate or unit number
- Odometer reading (if equipped)
- The company's name
- Date and time of inspection
- Location of inspection
- Printed name of person who performed the inspection
- Height and width of the vehicle and load (if applicable)
- Minor and major defect information
- Signature of person who performed the inspection (if other than the driver), and signature of the driver verifying the inspection

Bob Smith, the owner, reviews the vehicle maintenance files every 6 months to ensure that all the required documentation has been added to the file and that the company records are true, accurate and legible. Maintenance records are maintained for up to 6 months after the company removes a vehicle from its fleet.

## **CARGO SECUREMENT/WEIGHTS & DIMENSIONS**

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### **Cargo securement**

Following the NSC Standard 10 for cargo securement, company compliance officer John Doe ensures that drivers are trained to safely secure the cargo when in transit. ABC Gravel Transport typically hauls gravel and sand. The following is ensured when securing cargo for transport:

- Cargo is covered with a tarp
- Legible Information on labels and tags
- Correct number of straps/chains for cargo
- Straps/chains are tight
- Check straps/chains/tarp for damage and replace, if necessary
- Ensure there is no loose debris
- Measure cargo weight and dimension, and ensure that cargo is within legally allowable weight

## Weights & dimensions

All ABC Gravel transport drivers must ensure they load vehicles under the allowed gross vehicle weight rating (GVWR). Overweight permits are not available for divisible loads such as sand and gravel. Additionally, drivers must also follow the maximum permissible weights and dimensions in Manitoba as below.

### Weight limits:

Highway class	RTAC	A1	B1
Steer axle – truck other than truck tractor	7,300 kg	7,300 kg	7,300 kg
Steer axle - truck tractor	6,000 kg	6,000 kg	6,000 kg
Steer axle - truck tractor with tridem drive axle	7,300 kg	7,300 kg	7,300 kg
Single axle (non-steer)	9,100 kg	9,100 kg	8,200 kg
Tandem axle	17,000 kg	16,000 kg	14,500 kg
Tridem axle* (3.0 m-3.7 m axle spread)	23,000 kg	23,000 kg	20,000 kg
Tridem axle (drives)** (2.4 m-2.8 m Axle Spread)	21,000 kg	21,000 kg	20,000 kg

\*Tridem axle spreads of between 2.4 m to less than 3.0 m only get 21,000 kg on RTAC and A1 highways.

\*\*Tridem drive axles can get 22,000 kg on RTAC highways if their spread is 2.7 m-2.8 m.

### Dimension limits:

Length:

Truck/combination	Legal length
Straight truck	12.5 m
Straight truck with full trailer	23 m
Tandem drive tractor and trailer	23 m
Tridem drive tractor and trailer	23.5 m
B-Train	27.5 m

Width:

The legal width in Manitoba is 2.6 m. Any vehicle exceeding this must obtain a permit.

Height:

The legal height in Manitoba is 4.15 m. Any vehicle exceeding 4.15 m must obtain a permit.

If a permit is obtainable and required, the driver must obtain a permit or notify dispatch to obtain a permit before transporting cargo. The Manitoba permit office can be reached at 1-877-812-0009 (toll-free).

## DECLARATION OF COMMITMENT TO TRANSPORTATION SAFETY

I, Bob Smith, am committed to ensuring all employees are aware of and dedicated to following transportation safety laws as outlined in this plan. I am committed to ensuring that my employees have the necessary training and support to ensure the implementation of this safety plan.

I commit to monitoring my company's compliance with this safety plan and related policies and adapting and updating the plan and policies as needed to improve the safety of my employees and other road users.

*This declaration must include individuals named on the vehicle registration. When vehicle registration shows a corporate, society or organization name, then the declaration must include the owner(s), manager(s), or director(s).*

Name: Bob Smith

Position in company: Owner

Phone: 204-945-1233

Email: [bobsmith@mail.com](mailto:bobsmith@mail.com)

Date: January 31, 2024

Signature:

Bob

## Designation of Compliance Officer

**The person(s) responsible for maintaining and implementing this plan is:**

Name: John Doe

Position in company: Owner

Phone: 204-945-1234

Email: [Johndoe@mail.com](mailto:Johndoe@mail.com)

Date: January 31, 2024

Signature:

John