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## MOTOR CARRIER SAFETY FITNESS CERTIFICATE

The *Traffic Safety Act* requires that all persons registering commercial vehicles with a registered gross weight of 11,794 kgs or greater or operating a vehicle originally designed to carry 11 passengers or more, including the driver (*i.e. a “bus”*), are required to comply with Alberta’s Safety Fitness requirements.

Some exemptions to this requirement do apply. For example, persons operating farm plated vehicle(s) solely for conducting their own farm operation are exempt from the requirements of obtaining a Safety Fitness Certificate while operating solely within Alberta.

**A commercial vehicle is “a vehicle operated on the highway by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle”. This includes any vehicle used to transport the owner’s own goods or to transport goods “for hire”.**

Carriers required to comply and who do not currently hold a Safety Fitness Certificate must immediately complete the attached application form and forward it to:

**Alberta Transportation  
Carrier Services  
401, 4920 - 51 Street,  
Red Deer, AB T4N 6K8**

If you have any questions, they can be directed to:

National Safety Code and Operating Authority Administration at,  
Phone #: **(403) 340-5444** (*Toll free in Alberta by first dialing 310-0000*)  
Fax #: **(403) 340-4806**

For additional information on the motor carrier industry, carrier compliance requirements and obtaining a Carrier Profile, visit our Web site at [www.trans.gov.ab.ca](http://www.trans.gov.ab.ca).

For copies of any legislation identified in this document, visit the Queen’s Printer Web site at [www.qp.gov.ab.ca](http://www.qp.gov.ab.ca).

New applicants with commercial truck(s) may obtain a Temporary Safety Fitness Certificate from an Alberta Registries Agent. A temporary certificate is valid for 60 calendar days from the first date of vehicle registration. You are required by law to carry the original or a copy of your Safety Fitness Certificate in your vehicle at all times. A Safety Fitness Certificate may be suspended or cancelled at any time.

Bus carriers may be required to have an Operating Authority as well as a Safety Fitness Certificate. For more information on Operating Authority requirements, contact (403) 340-5444.

An application is considered complete when the following information is received by the department:

- Fully completed application;
- Filing fee in the amount of \$50.00. Cheques payable to Minister of Finance or by VISA/MasterCard;
- Proof of insurance coverage as required by the *Commercial Vehicle Certificate and Insurance Regulation* AR 314/2002; and
- Copy of a current commercial vehicle inspection certificate (*semi-annual inspection*) for all vehicles with an originally designed seating capacity of 11 or more including the driver.

**The application will be returned where the applicant has failed to fully complete all the applicable questions and provide all requested information.**

**It is the responsibility of all commercial carriers to comply with Alberta's transportation legislation. The following information is a brief summary of some of these regulated requirements.**

**The department may conduct an AUDIT of any commercial carrier's operation to confirm that they are meeting their legal obligations and do not represent an unacceptable risk to the company's employees or to the public.**

## **Motor Carrier Safety Obligations**

The motor carrier is obligated to have comprehensive knowledge of and be able to demonstrate compliance with "safety laws". "Safety laws" mean the laws governing the:

- Operation of commercial trucks and buses on highways;
- Equipment and motor vehicle standards as they apply to freight trucks and buses;
- Weight of freight trucks and buses;
- Transportation of dangerous goods;
- Loading and carrying of loads.

In addition, the carrier must comply with the following:

1. Set out in **writing**, and fully implement, a safety program. This program will form the basis for demonstrating safety and compliance and would include at least:

- (a) Identification of company guidelines to ensure compliance with safety laws;
  - (b) Designation of a "Safety Officer" to coordinate safety and compliance activities;
  - (c) Clear written documentation, relating to the safe operation of vehicles including:
    - Such subjects as speed limits, drugs and alcohol, defensive driving, load security, fuelling, etc;
    - Provisions for proper record completion of such documents as Bills of Lading, Manifests, Dangerous Goods documents, time records and drivers' daily logs, weight slips, etc;
    - Provisions stating that employees are to "comply with the law";
    - Instructions for the use of safety equipment that pertains to their operation, including the use of flags and flares, fire extinguisher, goggles, hard hats, etc;
    - Provisions for a staff disciplinary policy;
  - (d) Provisions for providing training to employees and an ongoing program for evaluating their skills;
  - (e) Retention of complete records for each driver in accordance with Section 41 of the *Commercial Vehicle Certificate and Insurance Regulation* AR314/2002;
  - (f) Provisions for ensuring that all drivers are properly qualified for the type of vehicle(s) they operate.
2. Maintain at least the minimum Public Liability and Cargo Insurance (*if required*), or Passenger Hazard Insurance unless otherwise exempted by regulation.
  3. Accept responsibility for all violations, inspections and collisions for all vehicles registered (*or subject to a short term lease*) in the carrier's name and for drivers operating those vehicles.
  4. Set out in **writing**, and fully implement, a continuous and regular program for the inspection, maintenance and repair of the carrier's commercial vehicles. This would include the retention of a complete vehicle maintenance record for each vehicle being operated, including trucks, tractors, trailers, jeeps, boosters, etc. For more information, see the *Commercial Bus Inspection, Equipment and Safety Regulation* AR 428/91 and/or the *Commercial Vehicle Maintenance Standards Regulation* AR 118/89.
  5. Ensure that all vehicles are in compliance with the Commercial Vehicle Inspection Program (*CVIP*) requiring annual inspections for tractors and trailers and semi-annual inspection(s) for buses.
  6. Maintain all records identified above at the carrier's principal place of business in Alberta as declared within this application. If you wish to retain records at another location in Alberta, a permit must first be obtained from Alberta Transportation. For more information or a copy of the application form, contact the department at 403-340-5021 (*toll free in Alberta by first dialing 310-0000*).

## **Liability Insurance**

The registered owner of a commercial vehicle used or intended to be used to transport goods on a highway for which a certificate of registration under the *Traffic Safety Act* is issued for a gross weight of 11,794 kgs or more must maintain, for each vehicle in respect of any one accident, insurance against liability resulting from bodily injury to or the death of one or more persons and loss of or damage to property of others, other than goods, of at least:

- \$2,000,000 for transportation of dangerous goods set out in Schedule 1 of the *Transportation of Dangerous Goods Regulations* under the *Transportation of Dangerous Goods Act, 1992* (Canada) in the quantities indicted in Column 7 of that Schedule, in respect of which an emergency response plan is required to be filed under Part 7 of those Regulations; and
- \$1,000,000 in all other cases.

## **Cargo Insurance**

A carrier shall not engage in the “for hire” transportation of goods unless the carrier maintains cargo insurance against loss of, or damage to, those goods as defined in the *Commercial Vehicle Certificate and Insurance Regulation* AR 314/2002 unless exempted under Schedule 1 of that regulation (See page 5). Carriers transporting “owner’s own goods” (commodities owned by the registered owner) are exempt from maintaining cargo insurance.

A carrier who maintains cargo insurance shall maintain in the carrier’s possession the policy issued in respect of that insurance.

The amount of cargo insurance that is to be maintained must be in at least the amounts identified in the following table.

<b>Vehicle/Cargo Specifications</b>	<b>Minimum Insurance Required</b>
For each commercial vehicle engaged in the transportation of farm produce other than dairy products	\$600
For each commercial vehicle engaged only in the transportation of unprocessed milk or cream	Actual cash value of the goods
For each vehicle having a registered gross weight not exceeding 12,700 kilograms	\$15,000
For each vehicle having a registered gross weight exceeding 12,700 kilograms but not exceeding 18,000 kilograms	\$20,000
For each vehicle having a registered gross weight of at least 18,000 kilograms but not exceeding 21,000 kilograms	\$20,000
For each vehicle having a registered gross weight exceeding 21,000 kilograms but not exceeding 37,000 kilograms	\$27,000
For each vehicle having a registered gross weight exceeding 37,000 kilograms	\$32,000

# SCHEDULE 1

## Goods Exempted From Cargo Insurance

alfalfa ( <i>raw or pelletised</i> )	lime
animal feed and related concentrates and supplements ( <i>not for human consumption</i> )	loam
asphalt mix ( <i>bituminous</i> )	logs
brick	lumber
cement ( <i>dry or wet</i> )	newspapers
clay	organic manure
coal	peat moss
concrete products	propane
condensate	salt
crude oil	sand
crushed glass	sawdust
dead animals	scrap iron
drilling mud	septic tank refuse
fodder	snow
garbage	stone
grain	sugar beets ( <i>raw or pelletised</i> )
granite	sulphur
granulite	topsoil
gravel	water
herculite	woodchips

Unless indicated otherwise, all information requested on this application is mandatory and must be completed.

**Section A: Business Information**

1. Carrier Type:

- Individual
- Joint Ownership (*Individuals and/or Corporations*)
- Corporation/Society

2. Registered Owner(s) Name (*As shown on vehicle registration*) (*Trade names not acceptable*) (*Please print*):

\_\_\_\_\_  
\_\_\_\_\_

3. Principal Place of Business Address in Alberta (*Where all records required by Safety Laws are retained*):

\_\_\_\_\_  
*(Street address and/or legal land description) (Box number is insufficient)*

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

4. Mailing Address (*If different from above*):

\_\_\_\_\_  
*(Can include a box number)*

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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## Section B: Operational Information

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1. Will vehicles operating under this certificate and registered in Alberta to the Registered Owner be operated on highways outside of Alberta (*i.e. operated extra-provincially*)?

- No  
 Yes

If yes, indicate the jurisdiction(s) you operate or intend to operate into or through (*e.g. United States, Saskatchewan, Ontario, etc.*):

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## Section C: Safety Fitness Rating

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1. Do you have a current Safety Fitness Rating in another jurisdiction in North America?

- No  
 Yes If yes, list jurisdiction(s) and Safety Fitness identification number(s).

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(Jurisdiction)

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(Safety Fitness Number)

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(Jurisdiction)

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(Safety Fitness Number)

2. Has the Carrier, the Carrier's partners, Directors, and the shareholders or beneficial owners of the proposed motor carrier, at any time been subject to a "Conditional" or "Unsatisfactory" safety fitness rating in any jurisdiction in North America, including Alberta?

- No  
 Yes

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## Section D: Insurance Information

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1. Are commodities "owner's own goods"?  No  Yes
2. If you haul Dangerous Goods as set out under Schedule I of the Dangerous Goods Regulation, please list the Product Identification Number(s) (e.g. UN 1202).

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3. **Public Liability and Property Damage Insurance – Commercial Trucks**

Name of Insuring Company (**not Agent**): \_\_\_\_\_

Policy Number: \_\_\_\_\_ Policy Limit: \$ \_\_\_\_\_

4. **Cargo Insurance – Commercial Trucks**

If you only haul commodities identified in Schedule 1 or owners own goods (see page 5), which are exempt from cargo insurance coverage proceed to Section E.

If commodities hauled require cargo provide:

Name of Insuring Company (**not Agent**): \_\_\_\_\_

Policy Number: \_\_\_\_\_ Policy Limit: \$ \_\_\_\_\_

5. **Passenger Hazard Policy Endorsements – Commercial Buses**

Indicate which endorsement is maintained:

SEF 6C  SEF 6B  SEF 5C  PPVE

Name of Insuring Company (**not Agent**): \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Limits specified under the endorsement: \$ \_\_\_\_\_

If you maintain an Umbrella Policy with SEF 101 Endorsement attached, provide:

Name of Insuring Company (**not Agent**): \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Limits specified under the endorsement: \$ \_\_\_\_\_

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## Section E: Safety and Maintenance Information

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1. Do you have a written safety program? (regulatory requirement)  No  Yes
2. Do you have individual driver files? (regulatory requirement)  No  Yes
3. Do you have a written maintenance program? (regulatory requirement)  No  Yes
4. Do you have individual vehicle files? (regulatory requirement)  No  Yes
5. Do you use a Safety Consultant?  No  Yes
6. Do you operate a maintenance facility, that is certified to conduct annual or semi-annual (CVIP) inspections?  No  Yes

If yes, identify the Certified Station Number(s): \_\_\_\_\_

7. Name of the designated person within your transportation operation who is responsible for promoting the safe operation of commercial vehicles that are registered in the name of the carrier.

Full Legal Name (Please Print)

\_\_\_\_\_

*(Last/First/Middle)*

\_\_\_\_\_

*(Telephone Number)*

8. Name of the designated person within your transportation operation who is responsible for the carrier's inspection, maintenance and repair program (**not the person or facility that conducts your inspections/repairs**)?

Full Legal Name (Please Print)

\_\_\_\_\_

*(Last/First/Middle)*

\_\_\_\_\_

*(Telephone Number)*

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## Section F: Commodity Information

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1. Check one or more of the following commodities or services that are applicable to your operation.

<input type="checkbox"/>	Oilfield Service	<input type="checkbox"/>	Passengers
<input type="checkbox"/>	General Freight	<input type="checkbox"/>	Log Hauling (excluding lumber)
<input type="checkbox"/>	Truck Load (van or flat deck trailers)	<input type="checkbox"/>	Building or Modular Home
<input type="checkbox"/>	Heavy Equipment (including construction)	<input type="checkbox"/>	Livestock
<input type="checkbox"/>	Dangerous Goods – bulk	<input type="checkbox"/>	Other Commercial Farm Products
<input type="checkbox"/>	Dangerous Goods – non-bulk	<input type="checkbox"/>	Gravel/Rock/Dirt/Aggregates
<input type="checkbox"/>	Bulk – Liquids (non-dangerous goods)	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Bulk – Dry (non-dangerous goods)	<input type="checkbox"/>	_____

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## Section G: Director/Partner Information

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1. Identify the name(s) of the owner, Joint Ownerships, Directors, Partners, etc. associated with the Carrier and this application:

Full Legal Name (Last / First / Middle)	Driver's Licence Number and Jurisdiction

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## Section H: Declaration

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The Registered Owner should retain a copy of this complete package for future reference.

The Safety Fitness Certificate issued through this application will apply only to commercial vehicles registered under the Registered Owner's name.

A Safety Fitness Rating will be made "Inactive" and the certificate cancelled where a carrier has not maintained registration(s) on a truck which has a registered gross weight of 11,794 kgs or greater or a vehicle designed to carry 11 passengers or more, including the driver, during a consecutive 12 month period. If this occurs, carriers will have to reapply for a new Safety Fitness Certificate before they can again operate commercial vehicles in Alberta.

Falsifying or failing to disclose any information may result in the immediate cancellation or revocation of the Safety Fitness Certificate and the assignment of an "Unsatisfactory" Safety Fitness Rating. If this were to occur, it would also result in the suspension or cancellation of all vehicle registration(s).

I/We certify that the information contained in this application is, to the best of my/our knowledge, true, accurate and complete.

I/We acknowledge and accept the responsibilities imposed by law, in relation to commercial motor vehicle(s) operated under the authority of a Safety Fitness Certificate.

I/We confirm that a written safety and maintenance plan that meets regulatory requirements has been implemented and records required by Alberta legislation are maintained at my principle place of business as identified on this application.

**Person(s) Making Declaration (*NOTE: If joint ownership, ALL persons must sign.*):**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**Send Completed Application to:** Alberta Transportation  
Carrier Services  
401, 4920 – 51 Street  
Red Deer, Alberta, T4N 6K8  
Phone #: (403) 340-5444 (*Toll Free by dialing 310-0000*)  
Fax #: (403) 340-4806