

A yellow Volvo truck is shown from a low angle, driving under a large concrete bridge. The truck's front grille and headlights are visible, and the bridge structure dominates the upper half of the frame. The sky is clear and blue.

The masculine form has been used solely for the purpose of readability.

Jean Beaulieu

Richard Angers
Jean-Pierre Gagnon
Gaétan Bergeron
Sylvie Légaré
Yvon Bernier
Daniel Lefebvre
Sylvie Boulanger

Pierre Mercier
Gervais Corbin
Robert Poiré
Guy Desrosiers
Guy Roussel
Claude Émond

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Act respecting

owners and operators of heavy vehicles

The Act respecting owners and operators of heavy vehicles, passed in 1998, establishes a new framework for heavy vehicle transport in Québec. The Act aims at increasing the safety of road users and preserving the highway system.

In addition to requiring heavy vehicle users to register with the Commission des transports du Québec, the Act provides for monitoring and ongoing review of their conduct on the road and in carrier facilities, as well as for the imposition of sanctions on users whose conduct is found to be unsatisfactory.

Vehicles covered

1. The following road vehicles with a net weight over 3,000 kg:
 - trucks;
 - trailers and semi-trailers;
 - vehicles used to transport equipment;
 - emergency vehicles.
2. The following vehicles, regardless of their net weight:
 - buses;
 - tow trucks;
 - minibuses;
 - road vehicles transporting dangerous substances requiring the display of placards on the vehicle or on the container.
3. Combinations of road vehicles with a total weight exceeding 3,000 kg composed of vehicles weighing less than 3,000 kg each and hauling a trailer or semi-trailer measuring over 10 m.

Vehicles not covered

- tool vehicles;
- heavy vehicles used in the event of a disaster;
- farm tractors and farm machinery within the meaning of the *Regulation respecting vehicle registration*, and farm trailers within the meaning of the *Regulation respecting safety standards for road vehicles*.

Persons covered

The following persons are required to register with the Commission des transports du Québec:

Owners: any person or firm that registers a heavy vehicle in his/its name, either as an owner or lessee, for more than one year, or who acquires such a vehicle pursuant to a leasing contract.

Operators: any person or firm that uses a heavy vehicle for commercial or professional purposes, i.e.:

- the transportation of goods or passengers;
- vehicle assistance;
- personal purposes; or
- as equipment,

whether they own the heavy vehicle(s) used or operate it (them) pursuant to a leasing contract, regardless of whether the services of a driver are supplied by the lessor.

Transport service intermediaries: any person or firm that, for remuneration, acts directly or indirectly as an intermediary in a transaction between two parties the object of which is the transportation of persons or goods by means of a heavy vehicle.

Jointly liable persons: any person who hires or supplies the services of a driver has particular responsibilities and can be penalized for certain violations. There is no obligation, however, on such persons to register with the Commission des transports.

Persons not covered

The following persons are not required to register with the Commission des transports:

- a natural person who uses a heavy vehicle for personal purposes;
- a person who leases a heavy vehicle for a period of less than 15 days and operates it without remuneration;
- an owner of a heavy vehicle not licensed in Québec and who is not considered an operator within the meaning of the Act;
- vehicle lessors.

Responsibilities

The persons covered by the Act are assessed according to their respective responsibilities.

Responsibilities of owners

- license their vehicles;
- keep their vehicles in good mechanical condition;

- comply with vehicle size limits, not including load;
- repair any mechanical defects found during a pre-departure inspection (safety check);
- carry out preventive maintenance on their vehicles;
- submit their vehicles to periodic mechanical inspection;
- use the services of an operator registered with the Commission des transports.

Responsibilities of operators

- ensure their drivers have the necessary skills to drive a heavy vehicle and that they comply with traffic regulations and the *Highway Safety Code*;
- ensure compliance with pre-departure inspection regulations;
- ensure compliance with the regulations respecting vehicle size and load limits, driving time, load securing, transportation of dangerous substances, special permits, number of passengers, etc.;
- ensure that the owners working for them (owner-operators) are registered with the Commission des transports.

Responsibilities of transport service intermediaries

- furnish all information pertaining to transportation needs and ensure that that information is accurate;
- comply with the allowed total loaded weight where a full load is being carried.

Responsibilities of jointly liable persons

- comply with the allowed total loaded weight where a full load is being carried;
- furnish accurate and all information pertaining to:
 - transportation needs;
 - the licences and driving/duty time of the drivers whose services they supply;
 - the transportation of dangerous substances.

Responsibilities of drivers

Although the provisions of the *Act respecting owners and operators of heavy vehicles* do not specifically cover drivers, the *Highway Safety Code* and the *Criminal Code* do. Given that the driver's conduct affects attainment of the legislation's objectives, all offences imputable to the driver of a heavy vehicle will be entered in the operator's record and be considered in the operator's conduct review.

Among other things, drivers are required in certain conditions to keep the shipping manifest in their vehicle.

Registration with the Commission des transports du Québec

Only owners and operators entered in the **Registre des propriétaires et exploitants de véhicules lourds** established by the Commission des transports (CTQ) in accordance with the *Act respecting owners and operators of heavy vehicles* may operate a heavy vehicle or put one into operation on a Québec road. The purpose of this register is to ensure compliance with the applicable requirements and to inform registered heavy vehicle users, from the time they enter the transportation market, of the standards and obligations governing their conduct and of the sanctions they could face if they disregard them.

Obligations of registered users

Users entered in the register must notify the CTQ, within 30 days, of any changes in their name or address or those of their directors, the identification number, if any, assigned by a province other than Québec, and the amount of any unpaid fine. Once a year, at the time of registration renewal, the Commission sends the user the information contained in his file for verification and updating. The user must pay the renewal fees fixed by regulation.

Persons may register as an owner only, an operator only or as both an owner and operator. To register as an operator only, a person must not own a vehicle covered by the Act. To be registered as an owner only, a person may not operate a heavy vehicle or supply heavy vehicle transport services.

Obligations of new users

New owners or operators of heavy vehicles must register with the CTQ by filing an application with the Commission's Québec City or Montréal office or with a SAAQ service centre.

To register, new users must provide the CTQ with the required information and meet certain conditions. Depending on the situation, the user must:

- be registered with the Inspector General of Financial Institutions (IGFI);
- be registered as an employer with the Commission de la santé et de la sécurité du travail (CSST);
- hold a licence under the International Fuel Tax Agreement (IFTA);
- have paid all fines related to transport;

- at the time the application is made, not be subject to a decision prohibiting him from operating a heavy vehicle or putting one into operation;
- not have been convicted of an indictable offence related to the operation of a heavy vehicle in the last five years and for which he has not been granted a pardon.

New applicants can avoid troublesome delays by using the CTQ's One-Stop Centre for Carriers to register and satisfy the requirements of the various government agencies concerned (IGFI, CSST, Revenue Québec, Ministère de la Justice, SAAQ).

Obligations of transport service intermediaries

Any person who, for remuneration, acts directly or indirectly as an intermediary in a transaction between two parties the object of which is the transportation of persons or goods by a heavy vehicle must register on the CTQ's list of transport service intermediaries.

Their name must be entered on the list in order to carry on business in Québec. Any contract entered into with a transport service intermediary who is not registered on this list or who has not renewed his registration will be declared null and void.

Safety rating

The CTQ assigns a register identification number (RIN) and, exceptions aside, an initial rating of "satisfactory" to every person or business it registers. Those whose conduct respects safety standards and preserves the integrity of the highway system will maintain that rating.

However, where the user's conduct endangers other road users or is detrimental to the highway system, his rating will be downgraded to "conditional" or "unsatisfactory."

A conditional rating is accompanied by administrative measures to encourage the user to improve his conduct. In all cases, this rating is temporary and requires the heavy vehicle user to make the necessary changes. The rating will be reassessed if the CTQ is of the opinion that the user has taken the necessary action to correct his unsafe conduct.

Where the CTQ assigns a rating of “unsatisfactory” due to high-risk conduct, the disqualified person loses the right to operate a heavy vehicle or put a heavy vehicle into operation. The person may not reapply for registration before the time fixed by the CTQ, which may not exceed five years, has elapsed.

Users assigned a rating may contest the CTQ’s decision by applying to the Commission for a review within 30 days from the date it comes into effect.

The **Registre des propriétaires et des exploitants de véhicules lourds** is public and may be consulted free of charge. To do so, contact the CTQ at:

Québec City: (418) 643-5694

Fax: (418) 644-8034

Montréal: (514) 873-6424

Fax: (514) 873-4720

Elsewhere in Québec, toll free: 1-888-461-2433

Web site: www.ctq.gouv.qc.ca

Transport Permits

Anyone wishing to engage in the transportation of passengers by bus or minibus must hold a permit issued by the Commission des transports du Québec (CTQ) and be entered in the **Registre des propriétaires et des exploitants de véhicules lourds**.

In order to offer brokerage of bulk trucking services, a person must hold a brokerage permit issued by the CTQ.

Bus transport

Transportation of passengers by bus or minibus requires a permit from the CTQ in one of the following categories: urban transit, intercity transport, airport transport, tourist transport, transportation of schoolchildren,¹ shuttle, charter, or experimental bus transportation. The Commission also issues bus lease permits.

In the interest of providing users with reliable urban and intercity transport service at a fair and reasonable price, all changes in schedule, route, frequency, or fares must be approved by the CTQ.

Brokerage of bulk trucking services

Registre du camionnage en vrac

Although bulk trucking permits were abolished in January 2000, carriers who had such permits were entered on the **Registre du camionnage en vrac** set up by the Commission des transports du Québec. To remain on the bulk trucking register, and maintain their access to public works contracts, they must go through a bulk trucking services broker who holds a permit issued by the Commission, and pay the annual brokerage fees to the CTQ.

Regulation respecting the brokerage of bulk trucking services

New rules have been put into place for the issue and renewal of brokerage permits for bulk trucking services. Brokers are only required to have a CTQ permit for transport contracts on the open market. Brokers are responsible for sharing the available work among subscribers.

¹ Carriers under contract with a school board are not required to hold a permit from the CTQ.

For further information on:

- registration with the CTQ;
- IFTA licences and stickers;
- bus transport permits;
- extraprovincial bulk trucking permits and licences;

contact the Commission des transports du Québec

Québec City

200, chemin Sainte-Foy, 7^e étage
Québec (Québec) G1R 5V5

Telephone: (418) 643-5694

Fax: (418) 644-8034

Montréal

545, boul. Crémazie Est, bureau 1000
Montréal (Québec) H2M 2V1

Telephone: (514) 873-6424

Fax: (514) 873-4720

Elsewhere in Québec (toll free): 1-888-461-2433

Web site: www.ctq.gouv.qc.ca

Driver's licence

Driver health and skills

In order to obtain a licence to drive a heavy vehicle, a person must satisfy the conditions established by regulation.

To have another class added to his licence, the person must provide proof that he is in good health and does not suffer from any condition that is inconsistent with driving a vehicle. Accordingly, he must undergo a medical examination by a health professional and submit a report of the examination to the SAAQ. Starting at the age of 45, a medical examination is required every five years.

The basic knowledge and skills required to drive a heavy vehicle and conduct a pre-departure inspection (safety check) are tested by way of theoretical and practical examinations. To obtain this class driver's licence, applicants must prove that they are qualified to drive:

- a vehicle equipped with a manual transmission;
- a vehicle equipped with air brakes;
- a road train.

The category of vehicle the holder is allowed to drive is generally indicated on the licence, namely:

- a road train ("T" endorsement);
- a vehicle equipped with a manual transmission ("M" endorsement);
- a vehicle equipped with air brakes ("F" endorsement).

Single licence

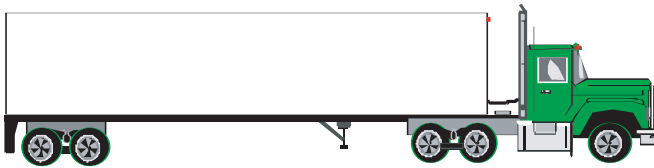
In Québec, a person may only hold one driver's licence. Depending on the class of the licence, the person may drive one or more categories of road vehicles.

Under agreements signed between Québec and other Canadian and American jurisdictions, licences issued by the SAAQ are also valid for driving elsewhere in Canada and in the United States.

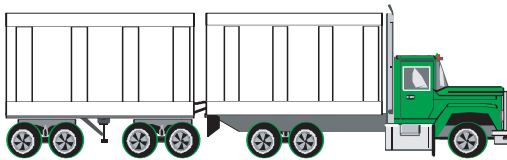
Classes of driver's licence

CLASS 1

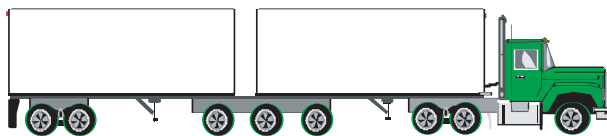
A class 1 licence includes the following combinations of road vehicles:



- a motor vehicle that does not have a load space and is permanently equipped with a fifth wheel for hauling a trailer or semi-trailer



- a class 3 vehicle designed to haul a trailer or semi-trailer with a net weight of 2,000 kg or over



- a road train: a motor vehicle that does not have a load space and is permanently equipped with a fifth wheel for hauling at least 2 trailers or semi-trailers.

A class 1 licence also entitles the holder to drive vehicles in classes 2, 3, 4A, 4B, 4C, 5, 6D and 8.

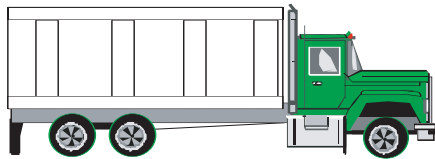
CLASS 2



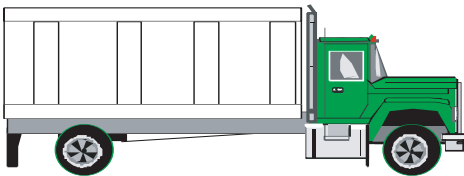
- Bus: a motor vehicle, other than a minibus, designed for the transportation of more than 24 passengers at a time and used mainly for that purpose, or equipped with devices to secure wheelchairs against movement.

A class 2 licence also entitles the holder to drive vehicles in classes 3, 4A, 4B, 4C, 5, 6D and 8.

CLASS 3



- Straight truck with 3 or more axles.

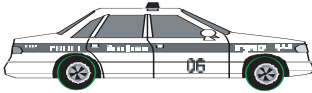


- Two-axle truck with a net weight of 4,500 kg or over.

A class 3 licence also entitles the holder to drive vehicles in classes 4A, 4B, 4C, 5, 6D and 8.

CLASS 4A

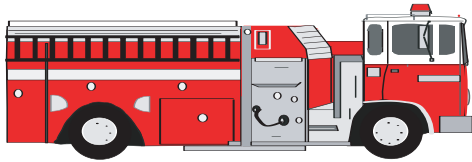
Emergency vehicle, such as:



- a police car



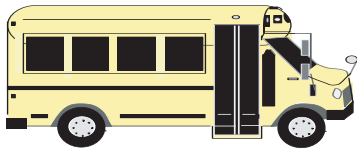
- an ambulance



- a fire truck

A class 4A licence also entitles the holder to drive vehicles in classes 4B, 4C, 5, 6D and 8.

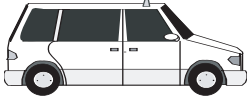
CLASS 4B



- Minibus: a motor vehicle having 2 axles with single wheels and equipped with not more than 5 rows of seats for the transportation of not more than 24 passengers at a time, or equipped with devices to secure wheelchairs against movement.

A class 4B licence also entitles the holder to drive vehicles in classes 4C, 5, 6D and 8.

CLASS 4C

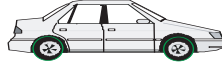
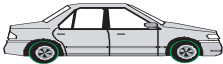


- Taxi within the meaning of the *Act respecting transportation by taxi*.

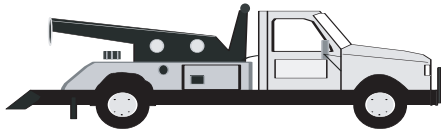
A class 4C licence also entitles the holder to drive vehicles in classes 5, 6D and 8.

CLASS 5

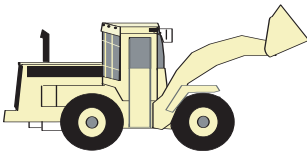
Passenger vehicle, including:



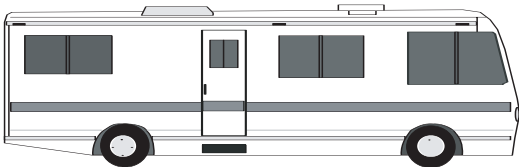
- a motor vehicle designed for the transportation of not more than 9 occupants at a time



- a service vehicle, such as a tow truck



- a tool vehicle: a motor vehicle manufactured solely to perform work and with a maximum design speed of 70 km/h.



- a motor home

A class 5 licence also entitles the holder to drive vehicles in classes 6D and 8.

Hours of driving and hours of work

Goal

The *Regulation respecting hours of driving, hours of work and the heavy vehicle driver's record* is designed to prevent tired drivers from getting behind the wheel, and thereby reduce the risk of accidents.

Guiding principles

- Ensure heavy vehicle drivers get a minimum of rest before taking to the road;
- Prescribe the maximum number of hours of driving and of work that can be required of a driver before he has to stop driving.

Vehicles covered

The maximum number of hours of driving and of work fixed by regulation apply to drivers of the following vehicles:

The following road vehicles with a net weight over 3,000 kg:

- trucks (including, in particular, cement trucks, and cherry pickers);
- trailers and semi-trailers;
- equipment transport vehicles (e.g. compressor, well drill, concrete pump, crane mounted on a truck chassis).

The following road vehicles, regardless of their net weight:

- buses;
- tow trucks used for hauling over 2 road vehicles or other goods;
- minibuses;
- vehicles transporting dangerous substances requiring the display of placards.

Combinations of road vehicles with a total weight exceeding 3,000 kg composed of vehicles weighing less than 3,000 kg each and hauling a trailer or semi-trailer measuring over 10 m in length.

Vehicles not covered

Drivers of the following vehicles are exempted under the regulation:

- buses and minibuses used for urban transit;
- tool vehicles*
(e.g. grader, road roller, crane not mounted on a truck chassis);
- emergency vehicles
(e.g. ambulance, fire truck, emergency response vehicle);
- tow trucks used for emergency road service or for towing a maximum of 2 road vehicles at a time;
- heavy vehicles that belong to an electricity supplier or subcontractor who is restoring electrical power;
- heavy vehicles used in the event of a disaster;
- straight trucks with 2 or 3 axles used mainly to transport unprocessed farm, forest and fishery products on the condition that the carrier is also the producer (see table on p. 19);
- farm tractors and farm machinery within the meaning of the *Regulation respecting road vehicle registration*, and farm trailers within the meaning of the *Regulation respecting safety standards for road vehicles*;
- heavy vehicles used by a natural person for personal purposes
(e.g. truck used for moving personal property, motor home, recreational vehicle).

* Except where defined differently for a specific class of driver's licence, "tool vehicle" means a road vehicle, other than a vehicle mounted on a truck chassis, manufactured to perform work and the work station of which is an integral part of the driver's compartment.

Unprocessed products

The following table gives examples of farm, forest and fishery products and their form (processed or unprocessed).

Product type	Processed or not	
	Yes	No
Fishery <ul style="list-style-type: none">• Cooked lobster• Cut and gutted fish• Raw fish (whole)• Live fish	x x	 x x
Farm <ul style="list-style-type: none">• Live cattle• Beef quarter• Eggs• Vegetables• Homogenized milk• Flowers in flats	 x x	 x x x x
Forest <ul style="list-style-type: none">• Debranched trees• Trees cut into logs• Trees sawn lengthwise• Shrubs ready for planting• Christmas trees (fir)	x x x	 x x

Important concepts and definitions

An understanding of certain concepts and definitions is crucial to compliance with the regulation.

Hours of driving (driving time)

The period of time during which a driver is at the controls of a motor vehicle whose engine is running. However, the time spent behind the wheel while waiting at customs or at an inspection station is considered hours of work and not hours of driving.

Hours of work (duty time)

The period of time during which a driver is required by the operator or by the person supplying the services of a driver to be on duty, including driving and waiting time (i.e. safety checks, log writing, vehicle repair, waiting during loading and unloading).

The time spent waiting for an assignment is considered hours of work (e.g. waiting at a terminal). However, if the driver waits at home, that time is considered off-duty time, even if the driver is being paid.

Off-duty hours (rest period)

Any period during which the driver is not on duty. Breaks, mealtimes, days off, and time spent on a ferry are considered off-duty hours.

Hours spent in a sleeper berth

The period of time spent in a sleeper berth, where the vehicle has such a compartment. “Sleeper berth” means a cab compartment in which a permanent berth is installed for the driver or for the relief driver.

Daily log

A document in which the driver keeps a record of his daily activities. It must include a 24-hour grid as well as certain compulsory information prescribed by regulation.

Work shift

The period of time during which a driver is on duty. This period is normally preceded and followed by at least 8 consecutive hours of rest.

Work cycle

The number of hours of driving and of work in a given number of consecutive days, e.g. 60 hours of work per period of 7 consecutive days.

Home base

The driver’s usual place of work or where the driver works for at least four consecutive days (e.g. job site).

Radius of 160 km

A distance of 160 km as the crow flies, calculated from the driver's home base using a geographic map.

Person who offers the services of a driver

This concept applies to cases where an operator uses the services of a driver who is not a direct employee, e.g.:

- a driver supplied by an agency;
- a driver "loaned" by an operator.

A broker-driver who offers to serve as a driver for an operator is not considered a person who offers the services of a driver. However, a broker-driver who supplies the services of drivers other than himself is considered a person who offers the services of a driver within the meaning of the *Act respecting owners and operators of heavy vehicles*.

Rules governing driving and duty time

Basic rules

The driver of a vehicle covered by the regulation **may not drive** if he has accumulated:

- 13 hours of driving on the same shift
or
- 15 hours of work on the same shift.

Where he has one of the following work cycles, he **may not drive** if he has accumulated:

- 60 hours of work per period of 7 consecutive days
or
- 70 hours of work per period of 8 consecutive days
or
- 120 hours of work per period of 14 consecutive days.

In this case, the driver must have had at least 24 consecutive hours of rest before he reaches a total of 75 hours of work.

Exceptions

A driver may exceed the driving and duty time prescribed by regulation under the following conditions:

In the case of an emergency or danger

In order to shelter his passengers, the goods he is carrying, or his vehicle. This provision applies to exceptional circumstances where the driver must take immediate action.

The dangerous or emergency situation ends when the driver finds the nearest shelter for his passengers, goods, or vehicle. There is no limit to the extra number of hours of driving or of work allowed in the event of an emergency or danger.

Where unforeseen road or traffic conditions so require

Two extra hours of work (including driving time) are permitted where a driver is behind schedule due to unforeseen road or traffic conditions.

Unforeseen conditions refer to events that could not be expected based on the information available to the driver or dispatcher at the time of departure. The unexpected events must be related to road or traffic conditions.

For instance, a traffic jam on an expressway due to a road accident constitutes an unforeseen road or traffic condition; however, a traffic jam at rush hour or a mechanical breakdown does not qualify because the former should be expected while the latter is not the result of road or traffic conditions. In the same way, a snowstorm or black ice would qualify as unforeseen road or traffic conditions to the extent that the driver or dispatcher could not have anticipated these situations based on the information held at the time of departure.

In the case of winter road maintenance

When snow must be removed from a public highway after a major snowfall, or when melting agents or abrasives must be spread due to icy road conditions, **the maximum number of hours of driving and of work** are as follows:

- 15 hours of driving on the same shift
or
 - 20 hours of work on the same shift;
-
- 70 hours of work per period of 7 consecutive days
or
 - 80 hours of work per period of 8 consecutive days.

Compulsory rest period

A driver must have had at least 8 consecutive hours of rest (off duty) before beginning his work shift.

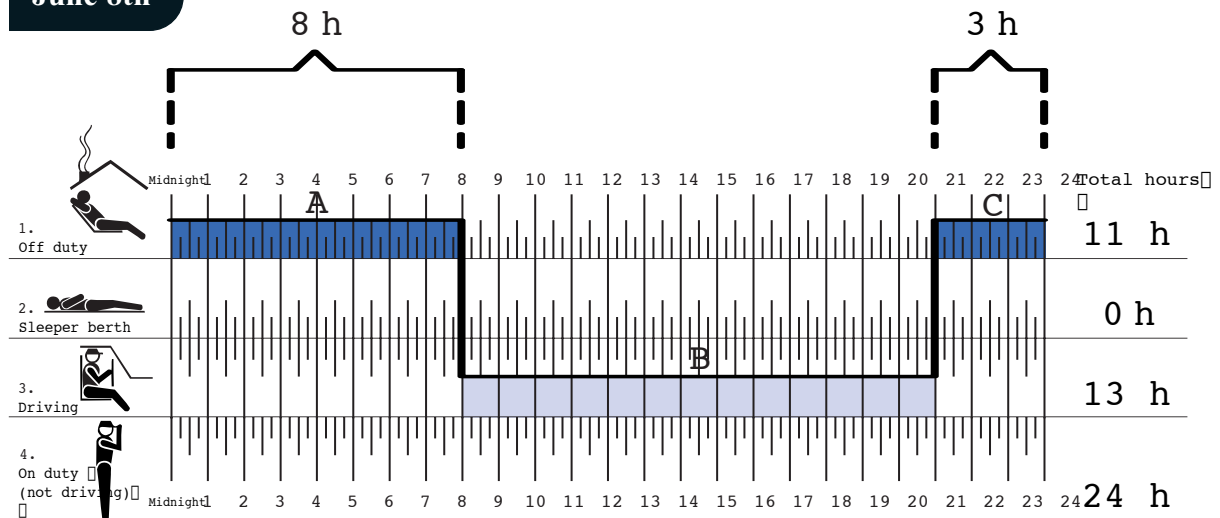
However, there are two exceptions to this rule:

1. the once per period of 7 consecutive days provision; and
2. the apportioning of time spent in the sleeper berth.

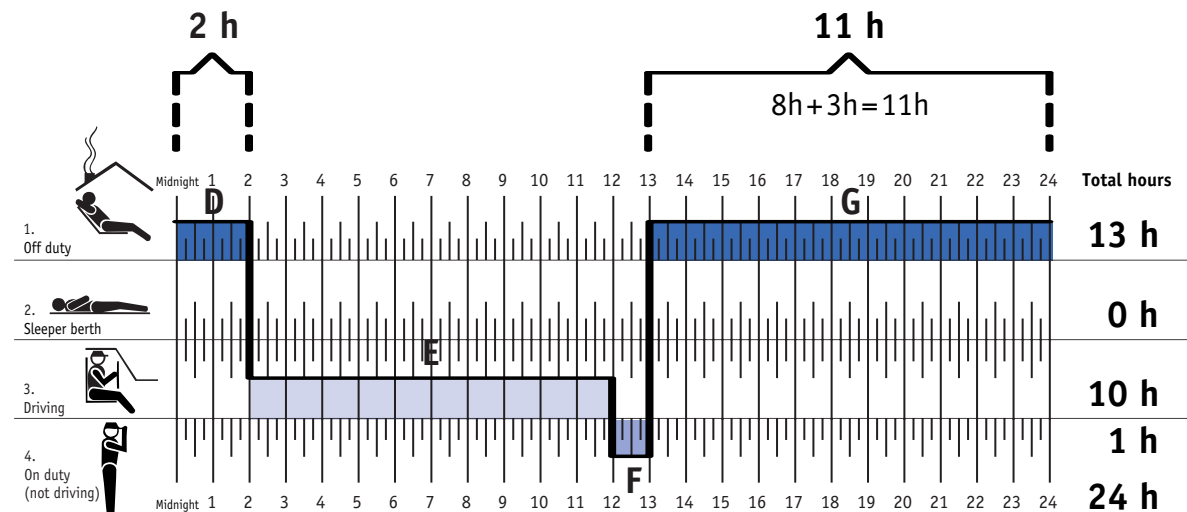
Once per period of 7 consecutive days provision

Once per period of 7 consecutive days, the driver may shorten the compulsory rest period (8 consecutive hours off duty) to no less than 4 hours, provided that the number of off-duty hours not taken is added to the next 8-hour rest period. The following example illustrates this provision applied over 2 consecutive days (June 8th and 9th):

June 8th



June 9th



- A =** 8 consecutive hours of rest immediately before beginning a work shift
- B =** 13 hours of driving. After 13 hours of driving, the driver should normally rest for 8 consecutive hours, but chooses to use the 1/7 days exemption.
- C+D =** 3 hours of rest before midnight on June 8th (C) + 2 hours of rest after midnight on June 9th (D) = 5 hours of rest, meaning a lack of 3 hours of rest to comply with the 8 consecutive hours of rest prescribed by regulation.
- E =** 10 hours of driving
- F =** 1 hour of work

G = the driver must therefore take **11 consecutive hours of rest** before driving again (8 hours of compulsory rest + 3 hours of rest carried over from previous day (C+D))

Reminder: This exception applies only once per period of 7 consecutive days. The driver must wait at least 7 days before using it again.

Apportioning of time spent in sleeper berth

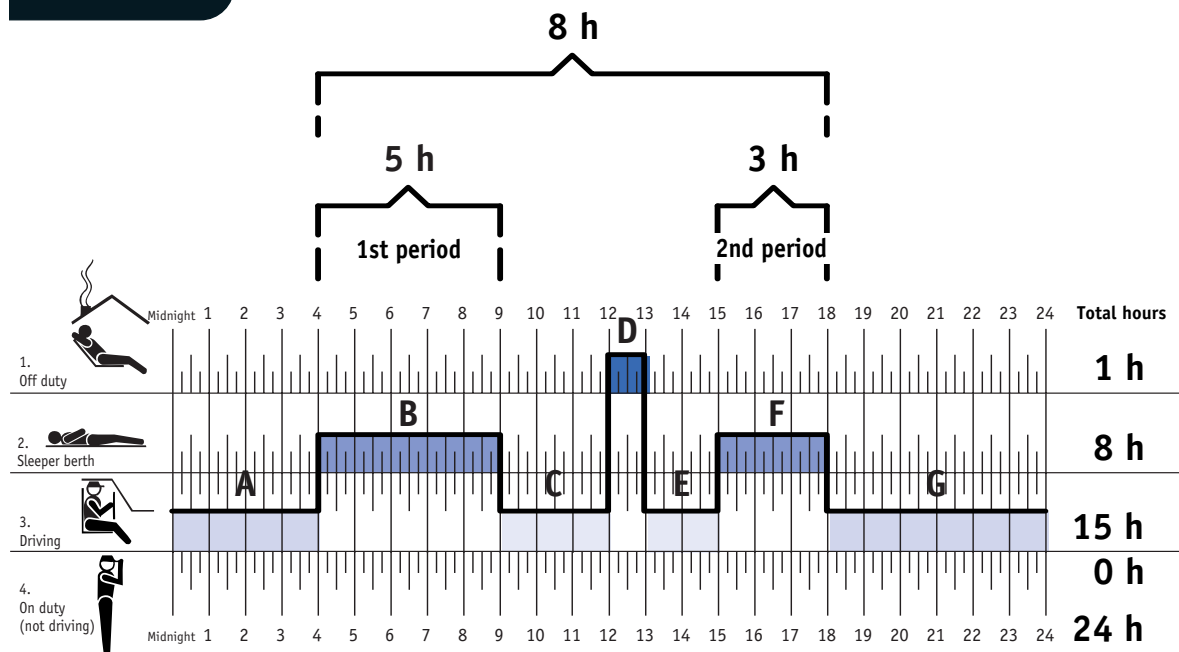
N.B.: This provision applies only to vehicles equipped with a sleeper berth.

Drivers who use the sleeper berth can divide their 8 hours of compulsory rest into two periods, provided that:

- they rest for at least 2 hours each time;
- the two periods spent in the sleeper berth add up to 8 hours off duty; and
- the total driving time immediately preceding and following **each** period spent in the sleeper berth does not exceed 13 hours.

Drivers can check for regulatory compliance as follows:

August 12th



Step 1:

Check to see whether the two periods spent in the sleeper berth add up to at least 8 hours off duty:

B: 1st period in the sleeper berth = 5 hours
F: 2nd period in the sleeper berth = 3 hours
TOTAL = 8 hours

In this case, there is compliance because the two periods in the sleeper berth add up to at least 8 hours of rest.

Step 2:

Check to ensure the driving time immediately preceding and following the period spent in the sleeper berth does not exceed 13 hours.

B = 1st period in the sleeper berth. Count the number of hours of driving before and after the time spent in the sleeper berth.

A = 4 hours of driving, from midnight to 4 a.m.

C = 3 hours of driving, from 9 a.m. to noon

E = 2 hours of driving, from 1 p.m. to 3 p.m.

TOTAL: 9 hours of driving before and after the 1st period in the sleeper berth. There is compliance.

F = 2nd period in the sleeper berth. Count the number of hours of driving before and after the 2nd period in the sleeper berth.

C = 3 hours of driving, from 9 a.m. to noon

E = 2 hours of driving, from 1 p.m. to 3 p.m.

G = 6 hours of driving, from 6 p.m. to midnight

TOTAL: 11 hours of driving before and after the 2nd period in the sleeper berth. There is compliance.

Daily log

Drivers must complete a daily log of their driving and duty time comprising one original and a copy. Below is an example of a daily log containing all the compulsory information:

Prior to departure

During trip(s)

At the end of a work shift

Logbook

Year: *2000*

Month: *08*

Day: *12*

Vehicle licence plate no.: *L-12345*

Odometer reading at start of trip: *195 648*

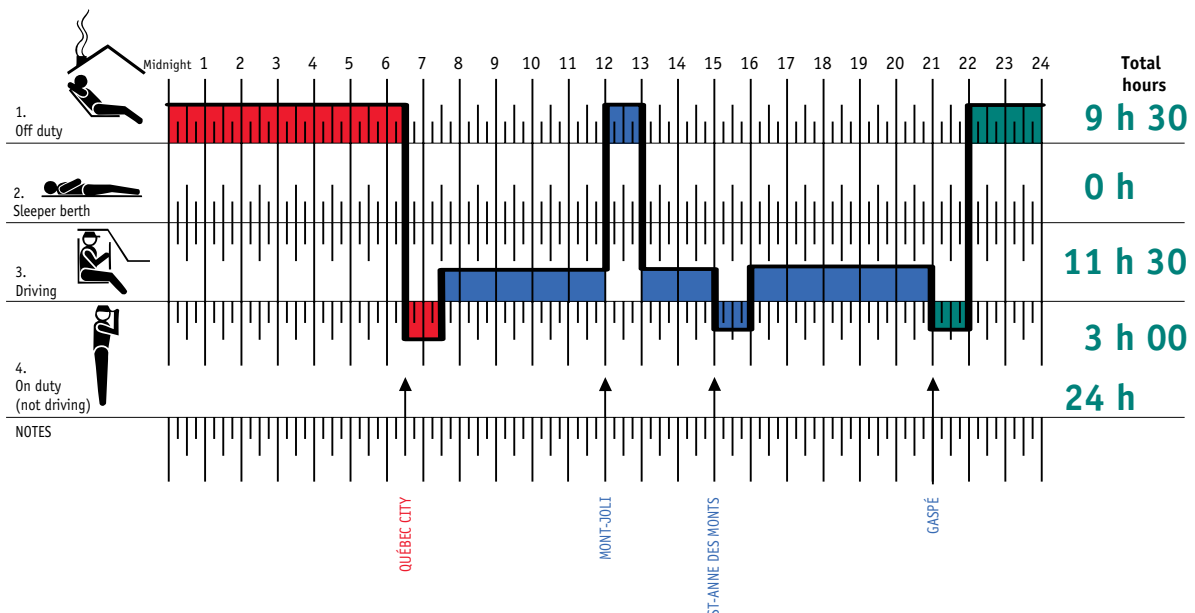
Miles/km driven: *703*

Driver: *Jean Prudent*

Relief driver: *Jean Larue*

Operator: *ABC Transport inc.*

Operator's main business address: *1464 boul. de la sécurité, Québec G1G 3N1*



Driver's signature: *Jean Prudent*

Information to be entered in the daily log:

Prior to departure (red on grid):

- current date;
- odometer reading;
- driver's name;
- the vehicle's licence plate number or the unit number entered on the registration certificate;
- the operator's name and main business address;
- the name of the relief driver, if applicable;
- the time at the beginning of the 24-hour period, if it does not start at midnight;
- the time trajectory on the grid indicating the driver's activities before starting his shift. In the above example, the driver draws a line from midnight to 6:30 a.m. (off duty) and from 6:30 to 7:30 a.m. (on duty). In the "Notes" section, he writes the place of departure (Québec City).

During trip(s) (blue on grid):

- an unbroken line on the grid indicating the driver's activities. In the above example, the driver arrives at Mont-Joli at noon and is off duty until 1 p.m. Every activity carried out between 7:30 a.m. and 1 p.m. must be indicated on the grid.

N.B.: Drivers must fill in the grid every time there is a change of activity.

- The place where the change in activity occurred must be entered in the "Notes" section.

At the end of a work shift (green on grid):

- on the grid, the last activity carried out during the work shift;
- the total hours for each activity (driving, on duty, off duty, sleeper berth);
- the distance driven during the period shown on the grid;
- the driver's signature.

Exemption

Drivers are not required to complete the daily log if:

1. they operate within a radius of 160 km of their home base; or
2. they return to their home base within 15 hours.

In this case, the operator must prepare a document, or “time sheet,” indicating for each day the beginning and end of the hours of work and the total number of hours of work. Where the operator uses the services of a driver, he must forward a copy of the time sheet to the person who supplies the driver.

N.B.: Even if the driver is exempted from completing the daily log, he must comply with the maximum number of hours of driving, of work and of rest prescribed by regulation.

How to fill out the logbook

Occasional driving outside the 160-km radius

Drivers who occasionally travel outside the 160-km radius are required to log their driving and duty time for that day. In addition, they must enter the total number of hours of work accumulated for the preceding 6, 7 or 13 days, depending on their work cycle, in the “Notes” section. Example: “Total number of hours worked in the preceding 7 days: 45.”

Trip with two drivers

Every heavy vehicle driver has his own daily log. Consequently, if there are two drivers on the same trip, each driver completes the daily log for himself, entering the name of the relief driver.

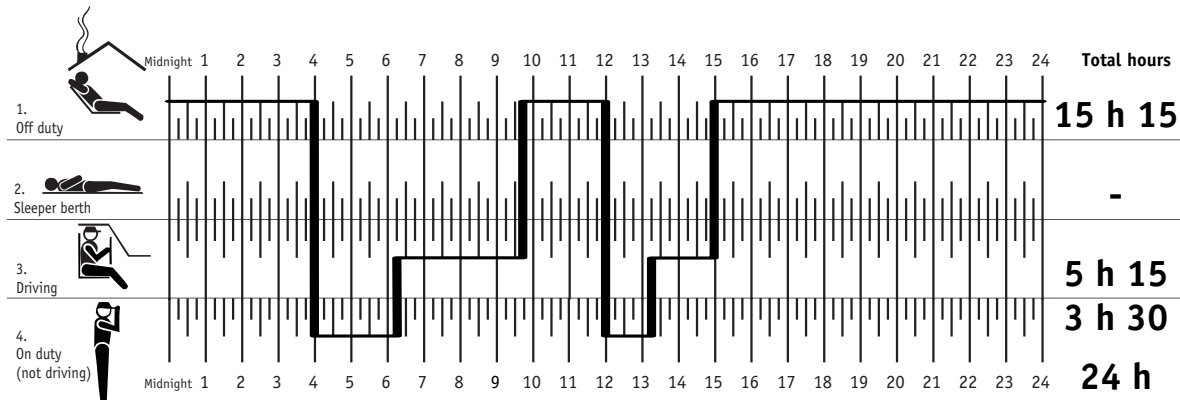
Night driving

At midnight, drivers using a 24-hour grid must jot down or memorize the odometer reading in order to enter this information in the logbook during their next stop. This enables the driver to calculate the distance covered during the day, as well as record the odometer reading for the next 24-hour period.

Multiple stops

Some trips require that drivers make multiple stops close together (e.g. in the city) in order to pick up or deliver merchandise. In such cases, tracing the duty status on the grid can be a veritable headache. The SAAQ therefore proposes a simplified method to enable drivers to meet this requirement.

It consists in grouping hours of driving and hours of work in the following manner:



Halfway through the trip or day—at noon, for example—the driver considers all the stopping time as a single stop and indicates it on the grid with an unbroken line in the “on duty” section. In the above example, the driver was on duty for 2 hours 15 minutes in the morning, i.e. from 4 to 6:15 a.m.

The various periods of driving are also grouped into a single unit and indicated with an unbroken line in the “driving” section of the grid. In the above example, the driver was behind the wheel for 3.5 hours in the morning, i.e. from 6:15 to 9:45 a.m. Make sure to indicate the hours of work before the hours of driving.

When the driver returns to work in the afternoon, all of the morning’s activities should be entered in the log. At the end of the day, he’ll only have the afternoon’s activities to enter, remembering to indicate the hours of work before the hours of driving.

Days off

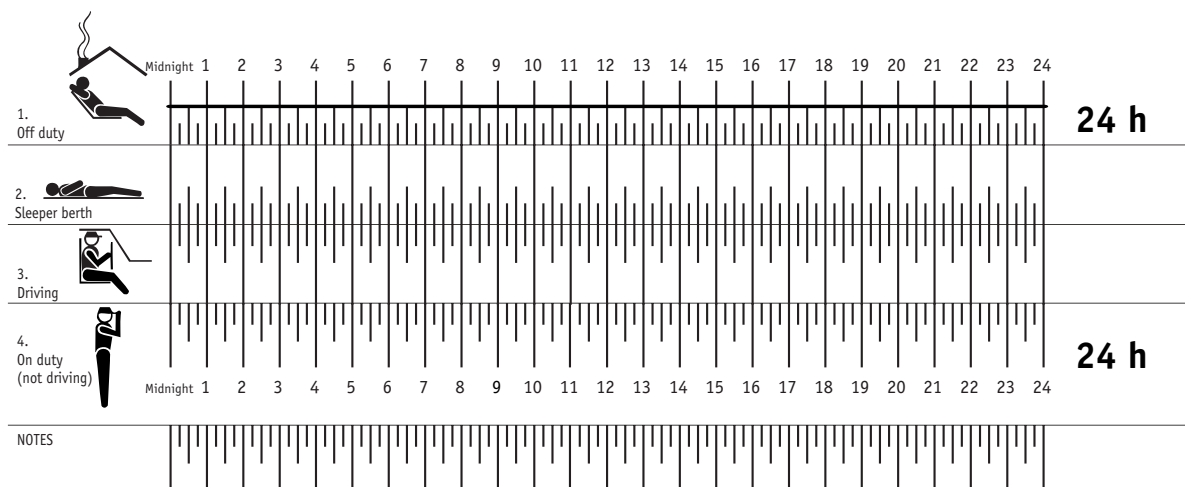
Days off must be entered in the daily log. While there are a number of easy ways to enter this information, the following two methods are the most common.

Assuming that a driver takes 2 consecutive days off, i.e. October 4th and 5th:

1st method: Using just one daily log, the driver draws an unbroken line covering 24 hours in the “off duty” section. He writes “off October 4th and 5th” in the “Notes” section and then signs the log.

Log A

Log for October 4th and 5th

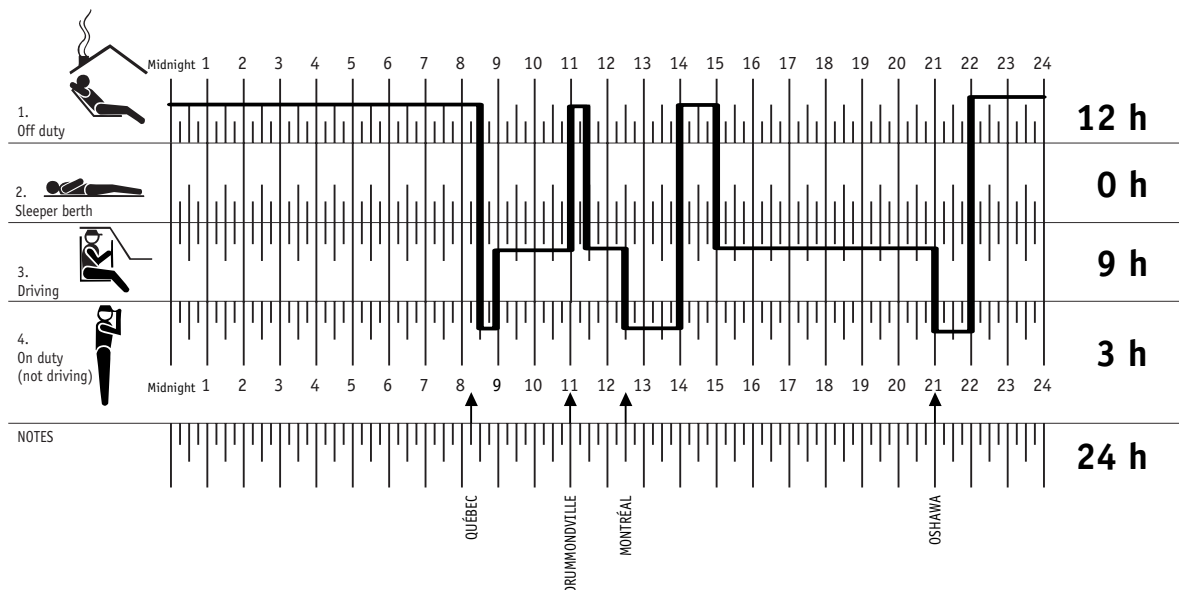
Logbook	
Year:	Month: Day:
Vehicle licence plate no.:	
Odometer reading at start of trip:	Miles/km driven:
Driver: <i>Jean Prudent</i>	Relief driver:
Operator:	
Operator's main business address:	
	
NOTES	
<i>Off October 4th and 5th</i>	
Driver's signature: <i>Jean Prudent</i>	

2nd method: Assuming the driver returns to work on October 6th, he must fill out a log for that day. Before starting his shift, he can write “off October 4th and 5th” in the “Notes” section of the log.

Log B

Log for October 6th

Logbook		
Year: 2000	Month: 10	Day: 06
Vehicle licence plate no.: L12345		
Odometer reading at start of trip: 136 898	Miles/km driven: 870	
Driver: Jean Larue	Relief driver: Jos Prudent	
Operator: ABC Transport inc.		
Operator's main business address: 423 boul. de la Sécurité, Québec G1Z 1Z1		



off October 4th and 5th

Driver's signature: Jean Larue

Drivers temporarily relieved of their duties

Under the regulation, waiting time is considered as hours of work. However, a driver can declare himself to be “off duty” **if the operator confirms in writing** that the driver has been temporarily relieved of his duties.

The following conditions apply:

- during the time he is relieved of his duties, the driver must be able to do whatever he likes and leave the site where his vehicle is located;
- the operator’s **written authorization** is required and must include the following information:
 - the date;
 - the length of the time the driver is off duty (e.g. 3.5 hours);
 - a note to the effect that the driver is relieved of his duties and responsibilities regarding the vehicle and load or passengers;
 - the operator’s signature.

The above authorization may be given in the form of a letter, fax or a note in the daily log, and must be kept in the driver’s vehicle for the entire work cycle (6, 7 or 13 days). If it is a note in the logbook, the driver must enter the name of the person who relieved him of his duties. For example, “Relieved of my duties from 10 a.m. to noon by John Smith, dispatcher.”

Documents to be kept in the vehicle

Drivers must keep the following documents in their vehicle at all times:

- the daily log for the preceding 6, 7 or 13 days, depending on the work cycle;
- the daily log for the current day, completed up to the activity in progress;
- all documents related to the trip, including gas receipts, bills of lading, and delivery receipts;
- the operator's written authorization relieving the driver of his duties (if applicable). This authorization must be kept in the driver's vehicle for the period covered by the logbook (6, 7 or 13 days).

The above documents must be submitted to the operator at least once a week, or at the end of the trip if the trip lasts more than 7 days. If the operator uses the services of a driver, he must forward a copy of these documents to the person who supplies the driver.

Note: Broker-drivers who drive their own vehicles are not considered operators. However, as drivers of a heavy vehicle, they must complete the daily log prescribed by regulation and keep the daily log for the preceding 6, 7 or 13 days, depending on their work cycle, in their vehicle.

Summary log: An essential tool

Although drivers are **not required by legislation** to fill out a summary log, such a log can be very useful. It enables the driver to determine exactly how many hours or driving and of work he has accumulated in the preceding days as well as the number of hours remaining for the following day. It can also be used to calculate the number of hours based on the driver's work cycle, namely:

- 60 hours per period of 7 consecutive days;
- or
- 70 hours per period of 8 consecutive days;
- or
- 120 hours per period of 14 consecutive days.

The following is a sample summary log for a work cycle of **60 hours/7 days**:

60 h / 7 d					
	1	2	3	4	5
	Hours worked during the day				
6 consecutive days in the previous month – April –		0	Total hours worked last 7 days	Total hours worked last 6 days	Number of hours remaining tomorrow - 60 minus Column 4
		0			
		10			
		8			
		9			
		10			
May	1	9	46	46	14
	2	8	54	54	6
	3	6	60	50	10
	4	0	50	42	18
	5	15	57	48	12
	6				
	7				

How to fill out the summary log

1. In Column 1, enter the date of the current month. In the sample log, the month is May, which has 31 days.
2. The first 6 boxes in Column 2 are reserved for the total number of hours worked on each of the last 6 days of the previous month. In the sample log, this is April, which has 30 days.
In the rest of the boxes in Column 2, enter the total driving and duty time for each day. In the sample log, the total driving and duty time on May 1 was 9 hours, on May 2, 8 hours, and so on up to 15 hours on May 5.
3. In Column 3, enter your total driving and duty time for the last 7 days, e.g. from April 25 to May 1 inclusive. In the sample log, the driver had accumulated 46 hours in the past 7 days (6 days in April and 1 day in May).
4. In Column 4, enter your total driving and duty time for the last 6 days, e.g. April 26 to May 1. In the sample log, the driver worked a total of 46 hours during this 6 day period. Calculate by counting your hours for May 1 and then working backwards 5 days to April 25.
5. In Column 5, enter the number of hours you are allowed to work the next day to be in compliance with the provisions for a work cycle of 60 hours per period of 7 consecutive days. To determine this number, subtract the total number of hours worked during the past 6 days from 60, i.e. the permissible number of hours for the cycle. Example: 60 hours minus Column 4 (46 hours) = 14 hours of work remaining tomorrow. The same formula used for May 2 yields: 60 hours minus Column 4 (54 hours) = 6 hours of work remaining on May 3. Follow the same procedure for each day.

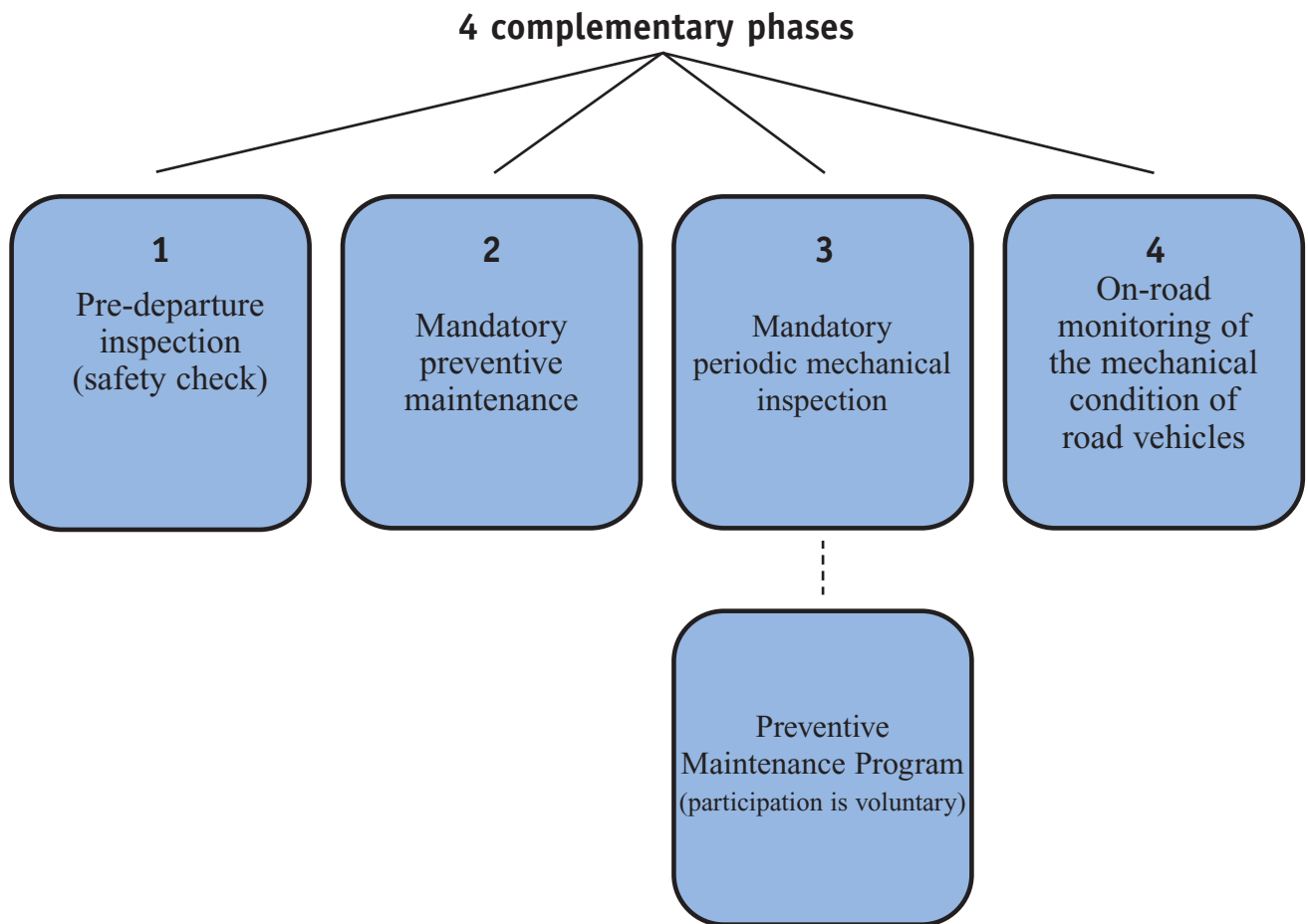
For the other two cycles, i.e. 70 hours/8 days and 120 hours/14 days, calculate the number of hours worked in the same manner as above, using a matching log.

Obligations of operators and persons who offer the services of a driver

Obligation	Section of HSC*	Fine
Operators must:		
<ul style="list-style-type: none"> ensure, through proper monitoring, that drivers do not exceed the number of hours of driving or hours of work prescribed by regulation 	519.24	\$700 to \$2100
<ul style="list-style-type: none"> ensure that drivers keep the daily logs of hours of driving and hours of work prescribed by regulation and that they enter the required information 	519.22	\$700 to \$2100
<ul style="list-style-type: none"> ensure that the information entered in the daily log is true and accurate 	519.45	\$700 to \$2100
<ul style="list-style-type: none"> ensure that drivers keep the daily logs of hours of driving and hours of work and all other documents relating to the trip on board the vehicle 	519.22	\$700 to \$2100
<ul style="list-style-type: none"> ensure that drivers give them a copy of their daily logs and all other documents relating to the trip 	519.24	\$700 to \$2100
<ul style="list-style-type: none"> where a driver is not required to keep a daily log, maintain a document indicating, for each day, the beginning and end of the hours of work and the total number of hours of work (time sheet) 	519.23	\$700 to \$2100
<ul style="list-style-type: none"> keep the daily logs, documents relating to trips, and time sheets for a period of 12 months 	519.20	\$700 to \$2100
<ul style="list-style-type: none"> where the operator uses the services of a driver, obtain from the person who supplies the driver the daily logs of hours of driving and of work 	519.25	\$700 to \$2100
Persons who offer the services of a driver must:		
<ul style="list-style-type: none"> ensure that the information entered in the daily log is true and accurate 	519.45	\$700 to \$2100
<ul style="list-style-type: none"> provide the operator with the daily logs or time sheets of the driver they supply 	519.26	\$700 to \$2100
<ul style="list-style-type: none"> keep the daily logs, documents relating to trips, and time sheets for a period of 12 months 	519.20	\$700 to \$2100

*HSC: Highway Safety Code

Mechanical inspection program



Pre-departure inspection (safety check)

Goal

To keep vehicles in poor mechanical condition off the road, and thereby reduce accidents.

Guiding principle

Inspect the mechanical components of heavy vehicles before taking to the road.

Vehicles covered

1. The following road vehicles with a net weight over 3,000 kg:
 - trucks (including, in particular, cement trucks, and cherry pickers);
 - trailers and semi-trailers;
 - equipment transport vehicles (e.g. compressor, well drill, concrete pump, crane mounted on a truck chassis);
 - emergency vehicles (e.g. ambulance, fire truck, emergency response vehicle).
2. The following vehicles, regardless of their net weight:
 - buses;
 - tow trucks;
 - minibuses;
 - road vehicles transporting a dangerous substance requiring the display of placards.
3. Combinations of road vehicles with a total weight exceeding 3,000 kg composed of vehicles weighing less than 3,000 kg each and hauling a trailer or semi-trailer measuring over 10 m long.

Vehicles not covered

- tool vehicles (see definition on page 18; e.g. grader, road roller, crane not mounted on a truck chassis);
- vehicles used in the event of a disaster;
- heavy vehicles used by a natural person for personal purposes (e.g. truck used for moving personal property, motor home, recreational vehicle);

- fire trucks belonging to a municipality with less than 25,000 inhabitants not belonging to an urban community;
- straight trucks with 2 or 3 axles used mainly to transport unprocessed farm, forest and fishery products on the condition that the carrier is also the producer (see table on p. 19);
- farm tractors and farm machinery within the meaning of the *Regulation respecting vehicle registration*, and farm trailers within the meaning of the *Regulation respecting safety standards for road vehicles*.

What a pre-departure inspection is

A pre-departure inspection, or safety check, is a visual and auditory inspection of a heavy vehicle's accessible parts designed to ensure that a vehicle is safe to drive. It enables the person responsible for the vehicle to repair any defects before the vehicle is put on the road.

Who performs the pre-departure inspection?

The pre-departure inspection is conducted by the driver before starting out. The driver is also responsible for reporting defects discovered during roadside inspections.

Exception

For buses, the pre-departure inspection may be performed by a maintenance worker, in which case the latter is considered the person responsible for the safety check and for completing the related log (pre-departure inspection report), where one is required.

When to conduct the pre-departure inspection

Heavy vehicle drivers must conduct a safety check each work shift (see definition on p. 20) before taking to the road. If they must change vehicles or use a new trailer or semi-trailer during their shift, they must conduct a safety check before using it.

Special provisions

For buses, minibuses, tow trucks and emergency vehicles, the safety check must be performed before departing or within 24 hours preceding departure. Where buses and minibuses are concerned, this 24-hour period does not include Saturdays, Sundays and holidays, provided that the vehicle is not driven during that time.

Note that where there is a change of drivers within these 24 hours, each driver is required to conduct a pre-departure inspection unless:

- the driver signs the pre-departure inspection report (safety check log) completed by the previous driver and the inspection was performed within the prescribed period of 24 hours. In this case, completion of a pre-departure inspection report is compulsory, even if the vehicle operates within a radius of 160 km (see following section).
N.B.: This condition requires mutual trust between drivers, since in countersigning the pre-departure inspection report filled out by the previous driver, the new driver is saying that he agrees with the information entered therein, and is accountable for that information the same as if he had conducted the safety check himself.
- in the case of an ambulance, bus or minibus, the pre-departure inspection is performed by a maintenance worker.

What to inspect

Drivers required to conduct a safety check must inspect the following elements and systems prior to departure:

- service brakes;
- parking brake;
- steering system;
- lights and signals;
- tires;
- horn;
- windshield wipers and washer fluid;
- rearview mirrors;
- coupling device;
- wheels;
- emergency equipment;
- suspension;
- chassis frame;
- securing devices.

During a pre-departure inspection, major and minor defects may turn up.

Minor defect

A mechanical defect that does not pose an immediate threat to the safety of road users but that may deteriorate rapidly. The defect must be repaired within 48 hours of being discovered and entered in the pre-departure inspection record.

Major defect

A mechanical defect that poses an immediate threat to the safety of road users. The vehicle may not be put back into operation until the defect has been repaired.

For further information on the various types of defect, see the “Mechanical Inspection Guide” published by the Quebec Safety League.

Pre-departure inspection report (safety check log)

The driver or maintenance worker who performs the pre-departure inspection must record his observations regarding the vehicle’s mechanical condition in the vehicle’s inspection report, or safety check log. The form of the report is not determined by regulation but the information to be recorded is (see page 43).

Sample pre-departure inspection report (safety check log)

Date: _____

Vehicle licence plate or unit no.: _____

Trailer licence plate or unit no.: _____

Elements to be inspected:	OK	Defective
Service brakes		
Parking brake		
Steering system		
Lights and signals		
Tires		
Wheels		
Horn		
Windshield wipers and washer fluid		
Rearview mirrors		
Coupling device		
Emergency equipment		
Suspension		
Chassis frame		
Securing devices		
No defect found		

Comments (nature of defect): _____

Driver _____

Driver's signature _____

Maintenance worker's signature (bus, minibus or ambulance) _____

Operator's or agent's signature, if defects are found: _____

(duplication authorized)

Note: Where the pre-departure inspection is conducted by a maintenance worker, the inspection report must be signed by the maintenance worker as well as the driver(s).

The report informs the vehicle owner and operator of any defects found during the safety check so that the necessary repairs may be made. The following obligations apply:

- drivers must keep the inspection report (safety check log) for the vehicle they are driving in the vehicle for the current day;
- drivers must enter any defects discovered during a roadside inspection in the inspection report;
- drivers must hand the inspection report in to the operator when they get back to their home base. Where the operator is not the owner of the heavy vehicle, he must forward a copy of the report to the vehicle owner;
- where a defect is discovered, the driver of the vehicle must submit the inspection report to the operator without delay (e.g. by fax if the defect is discovered during a roadside inspection), and the operator must sign it upon receipt;
- in the case of a combination of vehicles, an inspection report may be kept for each vehicle or for both (or all three) vehicles together. The licence plate or unit number of each vehicle must be entered in the report, and a copy of the report must be submitted to the owner of each vehicle so that he may make the necessary repairs.

Note: The SAAQ recommends using separate logs for pre-departure inspections and driving and duty time. Since the pre-departure inspection record follows the vehicle and the driving and duty time log follows the driver, they will be easier to administer if they are separate documents. However, drivers who so wish may use a single log by entering the information relating to driving and duty time on one side and the information relating to pre-departure inspections on the other. This solution is especially practical for drivers who always drive the same vehicle.

Exemption

Drivers and maintenance workers are not required to complete a pre-departure inspection report under **the following two conditions**:

- the driver operates within a radius of 160 km of his home base (see definitions in the section on hours of driving and hours of work, page 21);
- no mechanical defects are found during the pre-departure inspection or a roadside inspection.

Even if it is not completed, the inspection report must be kept on board the vehicle at all times in case a mechanical defect turns up during the trip.

Regardless of this exemption, the SAAQ recommends that drivers always complete the pre-departure inspection report, especially drivers who occasionally travel outside the 160-km radius. The purpose is to ensure regulatory compliance and make the reports easier to manage.

Special provisions

Trips with more than one driver

Where two drivers share the same trip, the first driver must conduct a pre-departure inspection and complete the inspection report. The relief driver must conduct a safety check of his own before starting out and fill out another report.

Drivers who use the sleeper berth

Drivers who spend 8 consecutive hours or more in the sleeper berth must conduct a safety check before starting out again.

Drivers who divide the compulsory 8 hours of rest into two periods in the sleeper berth must conduct a safety check before starting out again, and then every 24 hours thereafter until they take at least 8 consecutive hours of rest. This way, the driver fills out a safety check log each day.

Work shifts extending over two days

Drivers are not required to conduct another pre-departure inspection just because the date changes during the same work shift.

A work shift is the period of time during which a driver is on duty. This period is normally preceded and followed by at least 8 consecutive hours of rest. As long as the driver is still on the same shift and does not change vehicles, he is not required to perform another pre-departure inspection.

Example: John hits the road at 10:00 Monday night after conducting a safety check. He drives until 2:00 in the morning and then stops for coffee. He does not have to conduct a safety check before starting out again, because even though it is a new day (Tuesday), it is still part of the same shift. John is also continuing the same trip with the same vehicle. However, John must perform a new safety check sometime during the day on Tuesday if he rests for 8 consecutive hours or more and then continues driving.

Obligations of heavy vehicle owners and operators

Obligation	Section of <i>HSC</i> *	Fine
Operators must:		
• ensure that drivers or maintenance workers conduct the pre-departure inspection (safety check) of the heavy vehicle under the operator's responsibility	519.15	\$700 to \$2100
• place only one inspection report (safety check log) in each heavy vehicle for which they are responsible	519.16	\$700 to \$2100
• ensure that their drivers record all the information prescribed by regulation in the inspection report	519.16	\$350 to \$1050
• ensure that their drivers keep the inspection report on board	519.16	\$350 to \$1050
• sign the inspection report where a defect is recorded	519.16	\$350 to \$1050
• where the operator is not the owner of the heavy vehicle, inform the owner without delay of any defect recorded and forward a copy of the heavy vehicle's inspection report to the owner	519.16	\$700 to \$2100
• in the case of a minor defect, make the necessary repairs or have them made within 48 hours to preserve the right to maintain the vehicle in operation	519.47	\$350 to \$1050
• in the case of a major defect, not operate the vehicle or allow it to be operated until the defect has been repaired	519.47	\$700 to \$2100
• maintain the pre-departure inspection records for a period of 12 months	519.20	\$700 to \$2100
Owners (even if they are not the operator of the heavy vehicle) must:		
• maintain their heavy vehicles in good mechanical order	519.15	\$700 to \$2100
• in the case of a minor defect, make the necessary repairs or have them made within 48 hours to preserve the right to maintain the vehicle in operation	519.17	\$350 to \$1050
• in the case of a major defect, not operate the vehicle or allow it to be operated until the defect has been repaired	519.17	\$700 to \$2100
• obtain a copy of the inspection report	519.18	\$700 to \$2100
• correct any minor defect reported to them	519.17	\$350 to \$1050
• correct any major defect reported to them	519.17	\$700 to \$2100
• maintain the pre-departure inspection records and proof of repairs for a period of 12 months	519.20	\$700 to \$2100

* *HSC*: Highway Safety Code

Mandatory preventive maintenance

Goal

To ensure vehicles are maintained in safe operating condition.

Guiding principles

- Establish a mechanical inspection program;
- Inspect vehicles on the basis of that program;
- Make the necessary repairs to prevent defects.

Vehicles covered

1. The following road vehicles with a net weight over 3,000 kg:
 - trucks (including, in particular, cement trucks, and cherry pickers);
 - trailers and semi-trailers;
 - equipment transport vehicles (e.g. compressor, well drill, concrete pump, crane mounted on a truck chassis);
 - emergency vehicles (e.g. ambulance, fire truck, emergency response vehicle).
2. The following vehicles, regardless of their net weight:
 - buses;
 - tow trucks;
 - minibuses;
 - road vehicles transporting a dangerous substance requiring the display of placards.

Vehicles not covered

- tool vehicles (see definition on page 18; e.g. grader, road roller, crane not mounted on a truck chassis);
- heavy vehicles used by a natural person for personal purposes (e.g. truck used for moving personal property, motor home, recreational vehicle);
- combinations of road vehicles with a total weight exceeding 3,000 kg composed of vehicles weighing less than 3,000 kg each and hauling a trailer of any length;
- straight trucks with 2 or 3 axles used mainly to transport unprocessed farm, forest and fishery products on the condition that the carrier is also the producer (see table on p. 19);
- farm tractors and farm machinery within the meaning of the *Regulation respecting vehicle registration*, and farm trailers within the meaning of the *Regulation respecting safety standards for road vehicles*.

What mandatory preventive maintenance is

Mandatory preventive maintenance comprises the planned activities (inspection, adjustment and parts change) aimed at maintaining a motor vehicle in good working order. The owners of vehicles covered by the regulation are responsible for submitting their vehicles to preventive maintenance. They may carry out the maintenance themselves, or contract it out to the garage of their choice.

Frequency

Preventive maintenance must be carried out at least once every six months. Pursuant to the *Regulation respecting safety standards for road vehicles*, periodic mechanical inspection (carried out by an authorized agent of the SAAQ) does not take the place of mandatory preventive maintenance.

Components covered

Preventive maintenance must cover all mechanical components whose good condition, proper working order and adjustment are critical to vehicle safety. The inspected components are specified on the mechanical inspection certificate.

Record-keeping

For each vehicle under his responsibility, the owner must keep a **maintenance record** containing:

1. the vehicle identification number (VIN) and the licence plate number, the make, model year, and the name of the owner or long-term lessor;
2. the schedule of upcoming inspections according to the recall criterion used by the carrier and the purpose of each servicing;
3. the maintenance sheet (described below) for each servicing;
4. proof of repairs made following maintenance inspections;
5. the date of the start and end of storage, if applicable; and
6. for vehicles with a net weight over 3,000 kg and a gross vehicle weight rating (determined by the manufacturer) of at least 7,258 kg, a record of the brake lining or camshaft rotation measurements, if the measurements are not indicated on the maintenance sheets.

The **maintenance sheet** must contain the following information:

1. the vehicle identification number, licence plate number or the unit number appearing on the registration certificate;
2. the number of kilometres shown on the odometer;
3. the date on which maintenance was done;
4. a list of all the components to be checked, indicating whether or not each component complies;
5. any repairs required;
6. in the case of a vehicle whose net weight is over 3,000 kg and whose gross vehicle weight rating (determined by the manufacturer) is at least 7,258 kg, a record of the brake lining or camshaft rotation measurements, if the measurements are not shown on another document;
7. the signature of the person who performed the maintenance.

The maintenance record gives an instant picture of a vehicle's condition and points to any repairs needed for proper upkeep. It would not be unusual that the record make note of items not in compliance with standards, in which case the record should show proof of repairs once done.

Maintenance sheets prepared by the SAAQ

Maintenance sheets are an indispensable tool for any preventive maintenance program. They ensure full, rigorous inspection during each maintenance operation. Sample maintenance sheets are provided on the following pages. These sheets are models only (not mandatory) and can be used as is or modified according to needs, as long as the above requirements are covered.

The proposed sheets (truck, bus, trailer, and vehicle under 3,000 kg) are based on a routine inspection to enable the mechanic or maintenance worker to service the vehicle with the sheet in hand and ensure that the necessary repairs are done. The mechanical components are presented according to the normal sequence in which they are inspected, namely: **inside the vehicle, around the vehicle, under the hood, underneath the vehicle, the brakes** and any other inspection deemed necessary. Depending on the vehicle's features, it may be necessary to change the order of inspection of one or more components. For example, in certain vehicles, a component that appears in the section "around the vehicle" may be more accessible "underneath the vehicle" or "under the hood." Hence the importance of adapting the sheets to particular needs.

A sample "brake and tire measurement record" is also provided. Brake measurement is mandatory; tire measurement is optional. Recording brake and tire measurements separately from the maintenance sheet makes it possible to monitor wear from one inspection to the next. Abnormal wear can then be detected before a breakdown occurs.

Sample Maintenance Sheet

BUS

Description of vehicle

Make	Model	Location of vehicle	Owner
Year	Licence plate no.	Unit no.	
VIN			

Type of vehicle

☐ Straight-body truck
 ☐ Tractor
 ☐ Other: _____

Preventive maintenance

Date Day Month Year	Km reading	Labour time
------------------------	------------	-------------

Next preventive maintenance

Date Day Month Year	Km reading	Labour time
------------------------	------------	-------------

Components to be inspected every 6 months*

1. Inside the vehicle

a. accessories

1. anti-slip surface (steps, passageway)
2. entrance, exit, emergency exit
3. emergency exit signs
4. emergency exit warning or indicator lights
5. safety padding
6. windshield
7. sun visor
8. side windows, rear window
9. interior rearview mirror
10. bench seats
11. seat belt
12. wheelchair tie-down device
13. chemical fire extinguisher
14. first-aid kit
15. air bags (condition, indicator light)
16. indicator lights (working order)

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

b. with engine running

1. steering wheel (play)
2. engine start out of gear
3. accelerator control
4. clutch control
5. braking control
6. pressure gauge (brakes)
7. air compressor (performance)
8. warning buzzer and lights
9. service brakes
10. emergency and parking brakes
11. travel of brake pedal
12. windshield wipers (working order)
13. windshield washer fluid (working order)
14. heater system, defroster
15. speedometer, odometer
16. instrument panel lighting
17. interior lights (steps, passageway)
18. horn
19. daytime running lights
20. high-beam headlights
21. low-beam headlights

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

22. turn-signal lights
23. brake lights
24. flashing lights (school bus)
25. parking lights
26. licence plate lights
27. hazard warning lights
28. backup lights
29. clearance lights
30. identification lights
31. all reflectors
32. stop panel or arm
33. crossing control arm
34. automatic door-opening system
35. door-brake interlock mechanism

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

c. with engine off

- (power-assisted hydraulic brake system)
1. working order of power-assisted system (air brake system)
 2. pressure loss (when brakes are applied)
 3. pressure loss (after brakes applied 1 minute)

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

2. Around the vehicle

a. cab-body

1. doors
2. exterior rearview mirrors
3. windshield wipers (blades)
4. fenders, body
5. hood, safety latch
6. front tires (condition, pressure)
7. wheels, valves
8. bolts, nuts, fasteners
9. wheel bearing
10. mudguard
11. wheelchair ramp, lift
12. fuel tank and fasteners
13. fuel tank panel and filler cap
14. valid sticker (LPG engine)

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

* Mechanical inspection must be carried out in accordance with the "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
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. column (anchorage and safety mechanisms)
11. column (couplings, bearing)
12. rack and pinion
13. power steering
14. steering box
15. windshield washer fluid (level)
16. exhaust manifold
17. cylinders of steering system

Complies Does not comply

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

11. shock absorbers
12. bushings
13. master spring leafs
14. U-bolt clamps
15. fasteners
16. spring shackles
17. air suspension, air springs
18. rubber pads
19. brake cylinder
20. slack adjuster
21. camshaft

Complies Does not comply

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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. drive shaft support (school bus)
13. rigid and flexible tubing (brakes)
14. rigid and flexible fuel lines
15. floor
16. spare wheel

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

4. Underneath the vehicle

a. steering

1. lower cross rod
2. pitman arm
3. steering 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="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

b. suspension (front and rear)

1. torsion bar
2. stabilizer bar
3. suspension arm (upper, lower)
4. springs
5. centre bolt
6. brackets
7. MacPherson struts
8. equalizing beams, saddles
9. axles
10. travel stopper

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

6. Other

Any other component (not covered by the regulation) that the owner wants to add to the preventive maintenance sheet.

<input type="checkbox"/> Defects were found following inspection.	Signature	Date Day	Month	Year
<input type="checkbox"/> No defects were found following inspection.				

COMMENTS REGARDING COMPONENTS THAT DO NOT COMPLY WITH THE REGULATION

Code	Comments	Work order no.

Sample Maintenance Sheet

TRUCK

Description of vehicle

Make	Model	Location of vehicle	Owner
Year	Licence plate no.	Unit no.	
VIN			

Type of vehicle

☐ Straight-body truck ☐ Tractor ☐ Other: _____

Preventive maintenance

Date Day Month Year	Km reading	Labour time
------------------------	------------	-------------

Next preventive maintenance

Date Day Month Year	Km reading	Labour time
------------------------	------------	-------------

Components to be inspected every 6 months*

1. Inside the vehicle

a. accessories

- windshield
- sun visor
- side windows, rear window
- interior rearview mirror
- bench seats
- seat belt
- air bags (condition, indicator light)
- indicator lights (working order)

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

b. with engine running

- steering wheel (play)
- engine start out of gear
- accelerator control
- clutch control
- braking control
- pressure gauge (brakes)
- air compressor (performance)
- warning buzzer and lights
- service brake
- emergency and parking brakes
- travel of brake pedal
- windshield wipers (working order)
- windshield washer fluid (working order)
- heater system, defroster
- speedometer, odometer
- instrument panel lighting
- horn
- daytime running lights
- high-beam headlights
- low-beam headlights
- turn-signal lights
- brake lights
- parking lights
- licence plate lights
- hazard warning lights
- backup lights
- clearance lights
- identification lights
- all reflectors

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

c. with engine off

- (power-assisted hydraulic brake system)
- working order of power-assisted system (air brake system)
 - pressure loss (when brakes are applied)
 - pressure loss (after brakes applied 1 minute)

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

2. Around the vehicle

a. cab-body

- doors
- exterior rearview mirrors
- windshield wipers (blades)
- fenders, body
- hood, safety latch
- tires
- wheels, valves
- bolts, nuts, fasteners
- wheel bearing
- mudguard
- fuel tank, fasteners
- fuel tank panel, filler cap
- valid sticker (LPG engine)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

b. coupling device

- fifth wheel
- locking device
- plug (trailer brakes)
- plug (trailer lights)
- cables, chains, pintle hook

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

c. load space

- platform, panels
- stoppers, hold-down devices
- supports, side boards

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

d. suspension and brakes

- shock absorbers
- brackets
- master spring leaf

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

* Mechanical inspection must be carried out in accordance with the "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
4. U-bolt clamp	<input type="checkbox"/>	<input type="checkbox"/>
5. brackets, clamps	<input type="checkbox"/>	<input type="checkbox"/>
6. spring shackles	<input type="checkbox"/>	<input type="checkbox"/>
7. air suspension, air springs	<input type="checkbox"/>	<input type="checkbox"/>
8. rubber pads	<input type="checkbox"/>	<input type="checkbox"/>
9. brake cylinder	<input type="checkbox"/>	<input type="checkbox"/>
10. slack adjuster	<input type="checkbox"/>	<input type="checkbox"/>
11. camshaft	<input type="checkbox"/>	<input type="checkbox"/>

3. Under the hood

a. general

1. air compressor	<input type="checkbox"/>	<input type="checkbox"/>
2. filter of air compressor	<input type="checkbox"/>	<input type="checkbox"/>
3. alcohol evaporator or air dryer	<input type="checkbox"/>	<input type="checkbox"/>
4. belts	<input type="checkbox"/>	<input type="checkbox"/>
5. electric pump (brakes)	<input type="checkbox"/>	<input type="checkbox"/>
6. engine supports	<input type="checkbox"/>	<input type="checkbox"/>
7. batteries	<input type="checkbox"/>	<input type="checkbox"/>
8. fuel system	<input type="checkbox"/>	<input type="checkbox"/>
9. master cylinder	<input type="checkbox"/>	<input type="checkbox"/>
10. column (anchorage and safety mechanisms)	<input type="checkbox"/>	<input type="checkbox"/>
11. column (couplings, bearing)	<input type="checkbox"/>	<input type="checkbox"/>
12. power steering	<input type="checkbox"/>	<input type="checkbox"/>
13. steering boxes	<input type="checkbox"/>	<input type="checkbox"/>
14. windshield washer fluid (level)	<input type="checkbox"/>	<input type="checkbox"/>
15. exhaust manifold	<input type="checkbox"/>	<input type="checkbox"/>
16. cylinders of steering system	<input type="checkbox"/>	<input type="checkbox"/>

4. Underneath the vehicle

a. steering

1. lower cross rod	<input type="checkbox"/>	<input type="checkbox"/>
2. steering arm	<input type="checkbox"/>	<input type="checkbox"/>
3. pitman arm	<input type="checkbox"/>	<input type="checkbox"/>
4. knuckle arm	<input type="checkbox"/>	<input type="checkbox"/>
5. king pin (play)	<input type="checkbox"/>	<input type="checkbox"/>
6. tie rods	<input type="checkbox"/>	<input type="checkbox"/>
7. adjusting sleeve	<input type="checkbox"/>	<input type="checkbox"/>
8. ball joint	<input type="checkbox"/>	<input type="checkbox"/>
9. drag link	<input type="checkbox"/>	<input type="checkbox"/>
10. idler arm	<input type="checkbox"/>	<input type="checkbox"/>

b. suspension (front and rear)

1. torsion bar	<input type="checkbox"/>	<input type="checkbox"/>
2. stabilizer bar	<input type="checkbox"/>	<input type="checkbox"/>
3. suspension arm	<input type="checkbox"/>	<input type="checkbox"/>
4. springs	<input type="checkbox"/>	<input type="checkbox"/>
5. entre bolt	<input type="checkbox"/>	<input type="checkbox"/>
6. brackets	<input type="checkbox"/>	<input type="checkbox"/>
7. MacPherson struts	<input type="checkbox"/>	<input type="checkbox"/>
8. equalizing beams and saddles	<input type="checkbox"/>	<input type="checkbox"/>
9. axles	<input type="checkbox"/>	<input type="checkbox"/>
10. travel stopper	<input type="checkbox"/>	<input type="checkbox"/>

c. chassis frame

1. side rails, cross members	<input type="checkbox"/>	<input type="checkbox"/>
2. joints	<input type="checkbox"/>	<input type="checkbox"/>
3. body attachments	<input type="checkbox"/>	<input type="checkbox"/>
4. bumper mounts	<input type="checkbox"/>	<input type="checkbox"/>
5. transmission supports	<input type="checkbox"/>	<input type="checkbox"/>
6. muffler and shield	<input type="checkbox"/>	<input type="checkbox"/>
7. exhaust pipe	<input type="checkbox"/>	<input type="checkbox"/>
8. asteners, brackets	<input type="checkbox"/>	<input type="checkbox"/>
9. clamps, flanges	<input type="checkbox"/>	<input type="checkbox"/>
10. catalytic converter system	<input type="checkbox"/>	<input type="checkbox"/>
11. drive shaft	<input type="checkbox"/>	<input type="checkbox"/>
12. rigid and flexible tubing (brakes)	<input type="checkbox"/>	<input type="checkbox"/>
13. rigid and flexible fuel lines	<input type="checkbox"/>	<input type="checkbox"/>
14. floor	<input type="checkbox"/>	<input type="checkbox"/>
15. spare wheel	<input type="checkbox"/>	<input type="checkbox"/>

5. Braking system

a. components not yet inspected

1. disks and drums	<input type="checkbox"/>	<input type="checkbox"/>
2. wheel cylinder, calipers	<input type="checkbox"/>	<input type="checkbox"/>
3. brake linings (measurement)	<input type="checkbox"/>	<input type="checkbox"/>
4. air reservoirs	<input type="checkbox"/>	<input type="checkbox"/>
5. distributor valves	<input type="checkbox"/>	<input type="checkbox"/>
6. power brakes	<input type="checkbox"/>	<input type="checkbox"/>

6. Other

Any other component (not covered by the regulation) that the owner wants to add to the preventive maintenance sheet.

☐ Defects were found following inspection.

☐ No defects were found following inspection.

Signature

Date
Day

Month

Year

COMMENTS REGARDING COMPONENTS THAT DO NOT COMPLY WITH THE REGULATION

Code	Comments	Work order no.

Sample Maintenance Sheet

VEHICLE WEIGHING UNDER 3,000 KG

Description of vehicle

Make	Model	Location of vehicle	Owner
Year	Licence plate no.	Unit no.	
VIN			

Type of vehicle

☐ Straight-body truck ☐ Tractor ☐ Other: _____

Preventive maintenance

Date Day Month Year	Km reading	Labour time
------------------------	------------	-------------

Next preventive maintenance

Date Day Month Year	Km reading	Labour time
------------------------	------------	-------------

Components to be inspected every 6 months*

1. Inside the vehicle

a. accessories

- windshield
- sun visor
- side windows, rear window
- interior rearview mirror
- bench seats
- seat belt
- air bags (condition, indicator light)
- indicator lights (working order)

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

b. with engine running

- steering wheel (play)
- engine start out of gear
- accelerator control
- clutch control
- braking control
- service brake
- parking brakes
- travel of brake pedal
- windshield wipers (working order)
- windshield washer fluid (working order)
- heater system, defroster
- speedometer, odometer
- instrument panel lighting
- horn
- daytime running lights
- high-beam headlights
- low-beam headlights
- turn-signal lights
- brake lights
- parking lights
- licence plate lights
- hazard warning lights
- backup lights
- all reflectors

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

c. with engine off

(power-assisted hydraulic brake system)

- working order of power-assisted system

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

2. Around the vehicle

a. cab-body

- doors
- exterior rearview mirrors
- windshield wipers (blades)
- fenders, body
- hood, safety latch
- tires
- wheels, valves
- bolts, nuts, fasteners
- wheel bearing
- fuel tank panel, filler cap
- valid sticker (LPG engine)

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

b. coupling device

- fifth wheel
- locking device
- plug (trailer brakes)
- plug (trailer lights)
- cables, chains, pintle hook
- tow bars

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

c. load space

- platform
- panels
- hold-down devices
- side boards

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

d. suspension and brakes

- shock absorbers
- brackets
- master spring leaf
- U-bolt clamp
- clamps, fasteners
- sprung shackles

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

* Mechanical inspection must be carried out in accordance with the "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

	Complies	Does not comply
1. belts	<input type="checkbox"/>	<input type="checkbox"/>
2. engine supports	<input type="checkbox"/>	<input type="checkbox"/>
3. batteries	<input type="checkbox"/>	<input type="checkbox"/>
4. fuel system	<input type="checkbox"/>	<input type="checkbox"/>
5. master cylinder	<input type="checkbox"/>	<input type="checkbox"/>
6. column (anchorage and safety mechanisms)	<input type="checkbox"/>	<input type="checkbox"/>
7. column (couplings, bearing)	<input type="checkbox"/>	<input type="checkbox"/>
8. power steering	<input type="checkbox"/>	<input type="checkbox"/>
9. steering boxes	<input type="checkbox"/>	<input type="checkbox"/>
10. windshield washer fluid (level)	<input type="checkbox"/>	<input type="checkbox"/>
11. exhaust manifold	<input type="checkbox"/>	<input type="checkbox"/>
12. cylinders of steering system	<input type="checkbox"/>	<input type="checkbox"/>
13. rack and pinion	<input type="checkbox"/>	<input type="checkbox"/>

4. Underneath the vehicle

a. steering

1. cross rod	<input type="checkbox"/>	<input type="checkbox"/>
2. pitman arm	<input type="checkbox"/>	<input type="checkbox"/>
3. knuckle arm	<input type="checkbox"/>	<input type="checkbox"/>
4. tie rods	<input type="checkbox"/>	<input type="checkbox"/>
5. adjusting sleeve	<input type="checkbox"/>	<input type="checkbox"/>
6. ball joint	<input type="checkbox"/>	<input type="checkbox"/>
7. drag link	<input type="checkbox"/>	<input type="checkbox"/>
8. idler arm	<input type="checkbox"/>	<input type="checkbox"/>

b. suspension (front and rear)

1. torsion bar	<input type="checkbox"/>	<input type="checkbox"/>
2. stabilizer bar	<input type="checkbox"/>	<input type="checkbox"/>
3. suspension arm	<input type="checkbox"/>	<input type="checkbox"/>
4. springs	<input type="checkbox"/>	<input type="checkbox"/>
5. centre bolt	<input type="checkbox"/>	<input type="checkbox"/>
6. brackets	<input type="checkbox"/>	<input type="checkbox"/>
7. MacPherson struts	<input type="checkbox"/>	<input type="checkbox"/>
8. axles	<input type="checkbox"/>	<input type="checkbox"/>

c. chassis frame

	Complies	Does not comply
1. side rails, cross members	<input type="checkbox"/>	<input type="checkbox"/>
2. body attachments	<input type="checkbox"/>	<input type="checkbox"/>
3. bumper mounts	<input type="checkbox"/>	<input type="checkbox"/>
4. transmission supports	<input type="checkbox"/>	<input type="checkbox"/>
5. muffler and shield	<input type="checkbox"/>	<input type="checkbox"/>
6. exhaust pipe	<input type="checkbox"/>	<input type="checkbox"/>
7. fasteners, brackets	<input type="checkbox"/>	<input type="checkbox"/>
8. clamps, flanges	<input type="checkbox"/>	<input type="checkbox"/>
9. catalytic converter system	<input type="checkbox"/>	<input type="checkbox"/>
10. rigid and flexible tubing (brakes)	<input type="checkbox"/>	<input type="checkbox"/>
11. fuel tank, attachments	<input type="checkbox"/>	<input type="checkbox"/>
12. rigid and flexible fuel lines	<input type="checkbox"/>	<input type="checkbox"/>
13. floor	<input type="checkbox"/>	<input type="checkbox"/>
14. spare wheel	<input type="checkbox"/>	<input type="checkbox"/>

5. Braking system

a. components not yet inspected

1. disks and drums	<input type="checkbox"/>	<input type="checkbox"/>
2. wheel cylinder, calipers	<input type="checkbox"/>	<input type="checkbox"/>
3. brake linings (measurement)	<input type="checkbox"/>	<input type="checkbox"/>
4. power brakes	<input type="checkbox"/>	<input type="checkbox"/>

6. Other

Any other component (not covered by the regulation) that the owner wants to add to the preventive maintenance sheet.

☐ Defects were found following inspection.

☐ No defects were found following inspection.

Signature

Date

Day

Month

Year

COMMENTS REGARDING COMPONENTS THAT DO NOT COMPLY WITH THE REGULATION

Code	Comments	Work order no.

Sample Maintenance Sheet

TRAILER

Description of vehicle

Make	Model	Location of vehicle	Owner
Year	Licence plate no.	Unit no.	
VIN			

Type of vehicle

☐ Straight-body truck
 ☐ Tractor
 ☐ Other: _____

Preventive maintenance

Date Day Month Year	Km reading	Labour time
------------------------	------------	-------------

Next preventive maintenance

Date Day Month Year	Km reading	Labour time
------------------------	------------	-------------

Components to be inspected every 6 months*

1. Around the trailer

a. lights and signals

- parking lights
- side marker lights
- turn-signal lights
- hazard warning lights
- backup lights
- clearance lights
- identification lights
- licence plate lights
- brake lights
- all reflectors
- reflective strips

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- nuts, bolts
- spare wheel
- wheel bearings

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

f. other accessories

- mudguard
- bumper
- odometer

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

b. refrigeration unit

- battery
- fuel tank
- fasteners, attachment brackets
- fuel system
- fuel tank panel, filler cap

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

c. coupling device

- fifth wheel
- locking device (sliding fifth wheel)
- pintle hook
- locking device (sliding bogie)
- upper coupler
- king pin
- plug and connector for trailer brakes
- plug and connector for electricity

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

d. load space

- platform
- panels
- stoppers
- hold-down devices

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

e. bearings

- tires
- wheels, valves

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

2. Underneath the trailer

a. chassis frame

- side rails, cross members
- joists
- landing gear
- brake tubing
- lamps, flanges
- floor
- axles
- fasteners, brackets

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

b. suspension

- shock absorbers
- brackets
- master spring leafs
- spring shackles
- U-bolt clamp
- centre bolt
- springs
- equalizing beams
- equalizing beam saddles
- air springs
- travel stopper
- bushings
- rubber pads
- torsion bar
- MacPherson strut
- air suspension

Complies	Does not comply
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

* Mechanical inspection must be carried out in accordance with the "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. Braking system

Complies Does not
comply

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="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

4. Other

Any other component (not covered by the regulation) that the owner wants to add to the preventive maintenance sheet.

☐ Defects were found following inspection.

☐ No defects were found following inspection.

Signature

Date
Day

Month

Year

COMMENTS REGARDING COMPONENTS THAT DO NOT COMPLY WITH THE REGULATION

Code	Comments	Work order no.

Mandatory periodic mechanical inspection

Goal

To ensure vehicles are in good mechanical condition, and thereby reduce the risk of accidents.

Guiding principle

Ensure that vehicles undergo periodic mechanical inspection by an authorized agent of the SAAQ.

Vehicles covered *

1. The following road vehicles with a net weight over 3,000 kg:
 - trucks (including, in particular, cement trucks, and cherry pickers);
 - trailers and semi-trailers;
 - equipment transport vehicles (e.g. compressor, well drill, concrete pump, crane mounted on a truck chassis).
2. The following vehicles, regardless of their net weight:
 - buses and minibuses;
 - tow trucks;
 - emergency vehicles (e.g. ambulance, fire truck, emergency response vehicle);
 - taxis;
 - vehicles used in the transportation of schoolchildren;
 - vehicles used for driving instruction by a driving school.

* For information on the other provisions relating to these vehicles, see the “Mechanical Inspection Guide” published by the Quebec Safety League. To order a copy, see page 81.

Vehicles not covered

- road vehicles weighing 3,000 kg or less used to transport dangerous substances;
- tool vehicles (see definition on page 18; e.g. grader, road roller, crane not mounted on a truck chassis);
- motor homes, house trailers, farm tractors, farm machinery, and farm trailers.

Enforcement

Mechanical inspections must be carried out by a qualified mechanic at an establishment recognized by the SAAQ. The authorized inspection agent affixes an inspection sticker to all vehicles that conform to the prescribed standards. The elements to be inspected as well as the gravity of defects are set out in the *Regulation respecting safety standards for road vehicles*. For further information, consult the “Mechanical Inspection Guide” published by the *Quebec Safety League*. To order a copy, see p. 81.

Frequency

The following road vehicles must undergo mechanical inspection semi-annually:

- buses;
- minibuses;
- taxis;
- vehicles used in the transportation of schoolchildren;
- vehicles used for driving instruction by a driving school, excluding motorcycles.

The following road vehicles must undergo mechanical inspection annually:

- trucks (including cherry pickers and cement trucks), trailers and semi-trailers with a net weight exceeding 3,000 kg;
- equipment transport vehicles with a net weight exceeding 3,000 kg;
- emergency vehicles;
- tow trucks;
- motorcycles used for driving instruction by a driving school.

Preventive Maintenance Program (PMP)

An alternative to mechanical inspection

Convinced of the positive effect of preventive maintenance on the safety record, the SAAQ proposes that owners of vehicles subject to mandatory periodic inspection put good maintenance programs into place. They will be relieved of the requirement to submit their vehicles to periodic inspection if the maintenance program they put in place is recognized as satisfactory by the SAAQ. Obviously, the obligation to keep their vehicles in good running order as well as other legal obligations remain in force. To allow for the most flexibility possible, owners can choose to do the maintenance on their vehicles or contract out the task.

Participation in the Preventive Maintenance Program is entirely voluntary. Owners of vehicles covered by the regulation are free to join the program or to continue having their vehicles undergo the mandatory periodic mechanical inspection.

For further information on the PMP, contact your local highway carrier monitoring service (see following page for addresses).

Regional Offices of the SAAQ Responsible for PMP

Bas-Saint-Laurent — Gaspésie - Îles-de-la-Madeleine

Service du contrôle routier – région de Chandler
75, rue René-Lévesque, bureau 119
Chandler (Québec) G0C 1K0
Telephone: (418) 689-4997
Fax: (418) 689-4998

Service du contrôle routier – région de Rimouski
92, 2^e Rue Ouest
Rimouski (Québec) G5L 8B3
Telephone: (418) 727-3901
Fax: (418) 727-3873

Service du contrôle routier – région de Rivière-du-Loup
270, boulevard Hôtel-de-Ville
Rivière-du-Loup (Québec) G5R 5C7
Telephone: (418) 862-7714
Fax: (418) 862-8537

Chaudière-Appalaches

Service du contrôle routier –
région de Chaudière-Appalaches
5377, rue de la Symphonie
Charny (Québec) G6X 3B6
Telephone: (418) 832-5734
Fax: (418) 832-6584

Saguenay — Lac-Saint-Jean

Service du contrôle routier – région du Saguenay
2655, boulevard du Royaume
Jonquière (Québec) G7S 4S9
Telephone: (418) 548-0867
Fax: (418) 548-0752

Service du contrôle routier – région du Lac-Saint-Jean
1221, boulevard Saint-Dominique
Carrefour Jeannois
Roberval (Québec) G8H 3B8
Telephone: (418) 275-4591
Fax: (418) 275-6541

Capitale-Nationale

Service du contrôle routier – région de Québec
1665, boulevard Wilfrid-Hamel Ouest
Édifice 2, RDC
Québec (Québec) G1N 3Y7
Telephone: (418) 646-6886
Fax: (418) 528-0716

Estrie

Service du contrôle routier – région de l'Estrie
2865, boulevard de Portland
Sherbrooke (Québec) J1L 2S1
Telephone: (819) 820-3061
Fax: (819) 820-3252

Mauricie — Centre-du-Québec

Service du contrôle routier – régions de la Mauricie
et du Centre-du-Québec
3235, boulevard Saint-Jean
Trois-Rivières Ouest (Québec) G9B 1X5
Telephone: (819) 377-4331
Fax: (819) 377-0510

Montérégie

Service du contrôle routier – région de Longueuil
1010, boulevard Curé-Poirier Est
Longueuil (Québec) J4J 4X1
Telephone: (450) 468-3624
Fax: (450) 468-3721

Service du contrôle routier – région de Saint-Jean
320, boulevard du Séminaire
Saint-Jean-sur-Richelieu (Québec) J3B 5K9
Telephone: (450) 348-3288
Fax: (450) 359-6764

Service du contrôle routier – région de Valleyfield
85, rue Notre-Dame, bureau 16
Valleyfield (Québec) J6S 1E7
Telephone: (450) 370-3052
Fax: (450) 377-5989

Montréal

Service du contrôle routier – région de Montréal-Est
7510, rue Jarry Est
Ville d'Anjou (Québec) H1G 1C9
Telephone: (514) 864-1882
Fax: (514) 873-8841

Service du contrôle routier – région de Montréal-Ouest
171, Place Frontenac
Pointe-Claire (Québec) H9R 4Z7
Telephone: (514) 426-1203
Fax: (514) 426-8473

Laval — Laurentides — Lanaudière

Service du contrôle routier – région de Laval –
Laurentides – Lanaudière
1545, boulevard Le Corbusier, bureau 75
Galeries Laval
Laval (Québec) H7S 2K6
Telephone: (450) 978-6026
Fax: (450) 681-7720

Abitibi — Témiscamingue — Nord-du-Québec

Service du contrôle routier – région de l'Abitibi
1375, avenue Larivière
Rouyn-Noranda (Québec) J9X 6M6
Telephone: (819) 763-3107
Fax: (819) 763-3935

Service du contrôle routier – région de Val-d'Or
1335, chemin Sullivan
Val-d'Or (Québec) J9P 1M2
Telephone: (819) 354-4865
Fax: (819) 354-4941

Outaouais

Service du contrôle routier – région de l'Outaouais
975, boulevard Saint-Joseph
Hull (Québec) J8Z 1W8
Telephone: (819) 772-3048
Fax: (819) 770-1721

Côte-Nord

Service du contrôle routier – région de la Côte-Nord
625, boul. Laflèche
Baie-Comeau (Québec) G5C 1C5
Telephone: (418) 295-4524
Fax: (418) 295-4944

Eastern Townships - Mauricie - Bois-Francs

Service du contrôle du transport routier
2865, boul. de Portland
Sherbrooke (Québec) J1L 2S1
Telephone: (819) 820-3061
Fax: (819) 820-3252

Service du contrôle du transport routier
3235, boul. Saint-Jean
Trois-Rivières Ouest (Québec) G9B 1X5
Telephone: (819) 377-4331
Fax: (819) 377-0510

Outaouais

Service du contrôle du transport routier
975, boul. Saint-Joseph
Hull (Québec) J8Z 1W8
Telephone: (819) 772-3048
Fax: (819) 770-1721

On-road monitoring of the mechanical condition of road vehicles**Goal**

To check the mechanical condition of vehicles on the road

Guiding principle

Order vehicles that threaten the safety of road users off the road

Vehicles covered

All heavy vehicles

Enforcement

The mechanical inspection of vehicles is carried out on the road or at inspection stations, on a regular basis or at random. A 48-hour repair notice is issued for vehicles with a minor defect, while a vehicle with a major defect is immediately ordered off the road.

For further information, see the “Mechanical Inspection Guide” published by the Quebec Safety League. To order a copy, see page 81.

Keeping of records

Québec carrier facilities, which are inspected by the Société de l'assurance automobile du Québec, must keep certain documents for the period required by law. These documents, which are grouped according to the “driver’s record” and the “vehicle record,” tell the SAAQ auditor whether owners, operators and persons supplying the services of a driver are in compliance with the regulations.

The specified documents may be filed and kept wherever the owner, operator or person supplying the services of a driver wishes. However, they must be provided to the SAAQ auditor upon request.

Driver's record

Operators and persons who offer the services of a driver are required to keep the following documents for each of their drivers:

Content of driver's record	Length of time document must be kept
1. a copy of the driver's licence	permanently in the file and at least 12 months from the date the driver's contract ended
2. date the driver was hired	permanently in the file and at least 12 months from the date the driver's contract ended
3. driver's signed statement informing the carrier that his driver's licence has been suspended, changed, or revoked, if applicable	permanently in the file and at least 12 months from the date on which the suspension, change or revocation of the driver's licence ends
4. a copy of the service contract between the operator and the person offering the services of a driver	permanently in the file and at least 12 months from the termination date of the contract
5. daily logs of hours of driving and hours of work	at least 12 months from the date entered on the log
6. for drivers operating within a radius of 160 km from their home base, the time sheet filled out by the operator	at least 12 months from the date entered on the time sheet
7. all documents relating to trips (fuel receipts, bills of lading, delivery receipts, etc.)	at least 12 months from the date entered on the document

Where the operator hires the services of a driver, he must keep the documents stated in points 4 to 7 inclusive on the driver's behalf.

Note: Broker-drivers who drive their own vehicles are not considered operators. However, as drivers of a heavy vehicle, they must complete the daily driving and duty time logs prescribed by regulation and keep the daily logs for the preceding 6, 7 or 13 days, depending on their work cycle, in their vehicle.

Furthermore, broker-drivers who supply the services of drivers other than themselves are considered persons offering the services of a driver within the meaning of the *Act respecting owners and operators of heavy vehicles* and must keep all the documents comprising the driver's record for those drivers.

Vehicle record

Owners and **owner-operators** are required to keep the following documents for each of their heavy vehicles:

Contents of vehicle record	Length of time document must be kept
1. a copy of the registration certificate	permanently in the file and at least 12 months from the date of the transfer of ownership
2. a copy of the vehicle lease contract, where applicable	permanently in the file and at least 12 months from the termination date of the leasing contract
3. proof of compliance, where the vehicle was the subject of a recall	permanently in the file and at least 12 months from the date of the transfer of ownership
4. each vehicle exchange report (especially for trailers and semi-trailers)	at least 12 months from the date of the vehicle exchange report
5. pre-departure inspection reports (safety check logs)	at least 12 months from the date of the report
6. preventive maintenance information and documents	the last two years the vehicle was in use and for at least 12 months after the date of the transfer of ownership
7. proof of repairs (receipts, maintenance coupons, purchase orders for parts), where a defect was found during a pre-departure inspection or preventive maintenance	at least 12 months from the date of the proof of repair

Where the operator is not the owner of the heavy vehicle, he is only required to keep, for that vehicle, the documents referred to in points 2 and 5; for example, if he leases a vehicle for less than one year or if he uses the services of a broker-driver.

Note: Broker-drivers who own their own vehicle have the same responsibilities as an owner. In other words, they must keep all the documents comprising the vehicle record.

Load securing

The *Regulation respecting standards for the securing of loads* (O.C. 284-86) came into force on April 1, 1986. Its purpose is to standardize load securing methods, and thereby enhance load safety.

The regulation applies to the securing of loads carried by **dump trucks and flatbeds**, it defines their rated load on the basis of the working load limit and, in certain cases, the specific rules governing their use according to the goods being transported.

Dump trucks and flatbeds

Loads must be secured by panels, posts, doors, or side racks securely attached to the road vehicle. These devices must be strong enough and sufficiently watertight to prevent the load from shifting in the vehicle, falling, or leaking.

The load must also be secured by at least one securing device for every three metres or additional fraction thereof in a load measured lengthwise, and by an additional securing device to hold each element of the load that is not in direct contact with a securing device.

Securing devices other than those mentioned above can be used if they are shown to be equivalent to and as effective as the former.

In addition, the regulation **establishes specific rules for the securing** of containers, sand, gravel, undressed logs, sod rolls, cylindrical components, pipes, and other specific goods.

A document entitled “Load Securing – Standards Guide and Job Hazards” is available on request. To order a copy, see page 82.

Other road vehicles

For all other types of road vehicle, the load must be positioned, solidly secured, or sufficiently covered so that no part of the load can:

- shift in or on the vehicle;
- fall off the vehicle;
- compromise the stability of the vehicle.

For further information, contact:

Transport Québec

Info-camionnage:

Québec City: (418) 643-6864

Montréal: (514) 873-2605

Web site: www.mtq.gouv.qc.ca

Vehicle load and size limits

The *Vehicle Load and Size Limits Regulation* was amended by Order in Council 1412-98 dated 28 October 1998.

Complete information on regulatory standards governing the load and size of vehicles and vehicle combinations can be found by going to the Transport Québec Web site <http://www.mtq.gouv.qc.ca/marchandises/camionnage/charges>.

The regulation stipulates the maximum axle load and sums for each type of road vehicle or combination of road vehicles, as well as the maximum dimensions of these road vehicles travelling on public highways.

Size limits

Generally speaking, the **maximum** allowable dimensions, load included, for the various vehicle categories are as follows:

Length:

truck	=	12.5 m
bus	=	14.0 m
articulated bus	=	18.5 m
combination consisting of 2 vehicles	=	23.0 m
combination consisting of 3 vehicles (small road train)	=	25.0 m
combination consisting of 2 or 3 vehicles not provided for in the regulation	=	19.0 m
trailer	} load not included	= 14.65 m
semi-trailer		= 10; 14.65; 15.5 or 16.2 m, depending on the configuration of the semi-trailer

Width:

all road vehicles or combinations	=	2.6 m or 2.5 m, depending on the configuration of the vehicle
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Height:

all road vehicles or combinations	=	4.15 m load included
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Load limits

Axle load

The maximum axle load allowed for each axle class is the lowest of the following three values:

- the load rating specified by the manufacturer, in the case of a front axle;
- the tire capacity indicated on the tire wall;
- the approved limit.

Gross vehicle weight

The gross vehicle weight is equal to the sum of the maximum axle loads for a road vehicle or combination of road vehicles taking into account the load limits for the front axle, without exceeding the approved total loaded weight for the class of road vehicle provided for in the regulation.

Special provisions

If either the vehicle load or vehicle size limits cannot be respected due to an indivisible load or to the vehicle design, the *Regulation respecting special permits* may apply.

The *Vehicle Load and Size Limits Regulation* also contains special provisions for bulk trucking, the transport of unmanufactured timber, and transport during the spring thaw in three specific zones.

All information concerning allowable load and size limits can be found in the “Vehicle Load and Size Limits Guide.” To order a copy, see page 82.

For further information, contact:

Transport Québec

Info-camionnage:

Québec City: (418) 643-6864

Montréal: (514) 873-2605

Web site: www.mtq.gouv.qc.ca

Special permits

Owners or operators of vehicles that exceed the allowable dimensions and axle loads set forth in the *Vehicle Load and Size Limits Regulation* must obtain a special permit before the vehicle can travel on public roads. The *Regulation respecting special permits* sets forth the rules and conditions regarding vehicles that exceed the allowable limits due to vehicle design or to an indivisible load.

A special permit may be issued for one or more trips.

Categories and classes

General permit

A general permit authorizes its holder to make trips with or without a specified route for no longer than one year.

Specific permit

A specific permit authorizes its holder to make a trip with a specified route, including the return trip along the same route, for no longer than 7 consecutive days.

Special permits can be obtained from any of the SAAQ service centres.

Société de l'assurance automobile du Québec

Québec City:	(418) 643-7620
Montréal:	(514) 873-7620
Elsewhere in Québec:	1-800-361-7620
Web site:	www.saaq.gouv.qc.ca

Special road train operating permit

The *Special Road Train Operating Permits Regulation* authorizes travel by long road trains composed of two semi-trailers with a maximum length of 14.65 m each and a total length of over 25 m. These combinations of road vehicles are a major innovation in terms of economical transportation of high-volume, low-weight goods. Furthermore, it has been demonstrated in recent years that such vehicles can be operated safely.

Travel by long road trains is restricted to expressways and their approaches. The last semi-trailer must carry a sign bearing the words “TRAIN ROUTIER.” The driver must have at least five years’ experience in driving a class 1 vehicle and hold a driver’s licence bearing the “T” endorsement. The special permit is valid for a period of between three and nine months, from March 1st to November 30th. Operation of road trains is also subject to other requirements under the *Highway Safety Code*.

Application forms for special road train operating permits can be obtained from the SAAQ, at the following address:

Société de l’assurance automobile du Québec

Division Service aux entreprises

C-3-33

333, boul. Jean-Lesage

Québec (Québec)

G1K 8J6

Telephone: (418) 528-4545

Semi-trailers over 14.65 m in length

Holders of a special road train operating permit who wish to attach a semi-trailer over 14.65 m in length (maximum 16.15 m) to a long road train must, in addition, apply in writing for a special permit issued free of charge by the Minister of Transport. Applications must be mailed or faxed to:

Service de la sécurité en transport routier et ferroviaire Ministère des Transports

700, boul. René-Lévesque Est, 22e étage
Québec (Québec) G1R 5H1

Telephone: (418) 644-3986

Fax: (418) 528-5670

The special requirements related to travel by a road train are described in the February 28, 1997 issue of **Info-camionnage**. To obtain a copy, call (418) 643-6864 or (514) 873-2605, or visit the Transport Québec Web site at www.mtq.gouv.qc.ca

Transportation of dangerous substances

In Québec, the handling and transportation of dangerous substances on public highways are governed by the *Transportation of Dangerous Substances Regulation*.

Pursuant to this regulation, **consignors** are responsible for:

- providing employees with proper training;
- affixing the required labels and signs;
- correctly completing the required shipping documents;
- providing or having the carrier provided with the required placards, orange panels, and signs;
- ensuring that substances are properly classified.

Before handling or transporting dangerous substances, **carriers** must:

- ensure that the driver has received the proper training and that his certificate of training is valid;
- ensure that all containers of dangerous substances are properly marked and labelled;
- make sure that the shipping document contains the required information;
- make sure that the placards supplied conform with product classification in the shipping document;
- affix the required placards and panels to the vehicle;
- make sure the loads of dangerous substances and other goods are well secured.

Training

Employers are responsible for ensuring that their employees are qualified to carry out the duties required of them in relation to the handling and transportation of dangerous substances.

On completion of training, the employer provides the employee with a “Certificate of Training,” which indicates:

- the date on which the initial training was completed;
- the type of training received in relation to the handling and transportation of dangerous substances;

This certificate is valid for a period of three years. Employers must keep a copy of the certificate for two years after it expires. At the end of this three-year period, the employer must ensure that the employee receives further training. Retraining is also required when the applicable regulations are amended or new products are being handled or transported. Similarly, a truck driver who changes jobs must receive the appropriate training for his new duties.

An employer who is also an employee must take the necessary steps to obtain the required training. Training must pertain directly to the dangerous substances employees are expected to handle or transport and, accordingly, must cover one or more of the following topics:

a) classification, nature, and characteristics of the dangerous substances in question

Definition of the 9 classes of dangerous substances, the risks associated with each one, proper shipping names, product identification number, and packing group

b) packaging requirements for the different dangerous substances

c) safety marks

Meaning of the various placards, labels, signs, numbers, and other safety marks. Verification as to whether the markings, labels, etc. conform with the shipping document and whether display requirements have been met

d) documentation

Specific requirements regarding shipping documents. Identification of the dangerous substances on the shipping document. Location, keeping, and transmission of this document

e) safety standards

Special precautions for handling and transporting dangerous substances as prescribed by the manufacturer or by regulation

f) dangerous occurrence reporting

Definition of a dangerous occurrence and the measures to be adopted

g) emergency response procedures

Procedures to be followed when dangerous substances are damaged, stolen, or lost.

h) utilization of equipment

Type and use of equipment for handling or transporting dangerous substances

i) emergency equipment

Use of safety equipment available to employees - conditions, methods, and circumstances

Where documents are to be kept during transport

When the driver is in the vehicle

The shipping documents must be kept in a pocket on the driver's door or in any other place in the cab, provided they are located within the driver's reach.

When the driver is not in the cab

The shipping documents must be placed on the driver's seat or in a pocket on the driver's door.

When the detached trailer is in a parking lot

The shipping documents must be left with the parking lot attendant.

In all other cases

In cases not mentioned above, documents must be kept in a waterproof container solidly attached to the vehicle referred to in the shipping documents, in a visible and accessible place.

Tunnels and level crossings

In Québec, the transportation of prescribed classes or quantities of dangerous substances is prohibited in the following tunnels:

- Louis-Hippolyte Lafontaine tunnel;
- tunnel sections of the Ville-Marie autoroute;
- Joseph-Samson bridge-tunnel.
- the approach to Melocheville tunnel.

All vehicles carrying a quantity of dangerous substance requiring the display of placards must stop at a level crossing.

Tank trucks carrying dangerous liquids

As of July 1, 1995, tank trucks used to transport dangerous substances are required to meet manufacturing, selection, and use standards.

A placard bearing the required markings must be permanently affixed to the tank truck. The placard must indicate the truck type, the manufacturing date and the date of the initial inspection on the tank. As well, tank trucks must be submitted to periodic inspection and testing, with the date and type of the subsequent inspections and tests indicated on the tank.

A guide entitled “Guide for the Transport of Dangerous Substances” is available on request. To order a copy, see page 82.

For further information, contact:

Transport Québec

Info-camionnage:

Québec City: (418) 643-6864
Montréal: (514) 873-2605
Web site: www.mtq.gouv.qc.ca

Canadian Agreement on Vehicle Registration (CAVR)

Since 1988, Québec carriers travelling between Canadian provinces benefit from a single-wicket registration system under the Canadian Agreement on Vehicle Registration.

Thanks to this agreement, carriers can have all their vehicles which operate in the different parts of Canada registered in one province. In addition, registration fees and sales tax for interprovincial travel can both be paid at the time of registration. The amounts are calculated in proportion to the distance travelled.

The PRP is a proportional reciprocity or prorate program under which registration fees for class A vehicles are divided among the signatory provinces.

Some of the benefits enjoyed by carriers include:

- sizeable savings on the registration fees for certain classes of vehicle;
- full reciprocity with regard to registration for other vehicle classes;
- authorization to display only one licence plate, that is, the one from the member province where registration was paid.

For further information, contact:

Société de l'assurance automobile du Québec

Québec City: (418) 643-7620
Montréal: (514) 873-7620
Elsewhere in Québec: 1-800-361-7620
Web site: www.saaq.gouv.qc.ca

Fuel tax

Carriers covered

Under the International Fuel Tax Agreement (IFTA), in effect in Québec since January 1, 1996, Québec carriers that travel outside the province must:

- obtain the required licence and stickers from Revenue Québec, which allows freedom of travel in all IFTA member provinces and states; **or**
- obtain a temporary registration certificate or trip permit from the proper authorities in the province or state where the carrier will be travelling.

Vehicles covered

Motor vehicles:

- with 2 axles and a total loaded weight over 11,797 kg (26,000 lb.);
- with 3 or more axles, regardless of vehicle weight;
- that form part of a combination of road vehicles whose total loaded weight is over 11,797 kg (26,000 lb.).

Obligations of carrier

- ensure that a copy of the licence is kept inside the qualifying vehicle;
- affix the two stickers, one on either side of the cab.

For further information, contact:

Revenue Québec

Local calls or calls from outside Québec: (418) 659-6231

Long-distance calls from within Québec (toll free): 1-800-237-IFTA

Brochures and folders – Société de l'assurance automobile du Québec (toll free)

Brochures

- Wheel Loss, a risk no one can run
- Wheel Loss Due to Faulty Bearings
- Preventive Maintenance Program: Information Document

Folders

- Driving and Duty Time (currently being updated)
- Safety Check (currently being updated)
- Mechanical Inspection

To order the above publications:

By mail: Société de l'assurance automobile du Québec
Direction des communications
O-M-52
333, boul. Jean-Lesage
Québec (Québec) G1K 8J6

By phone: Québec City: 643-7620
Montréal: 873-7620
Elsewhere in Québec: 1-800-361-7620

Web site: www.saaq.gouv.qc.ca

Quebec Safety League

- Mechanical Inspection Guide (brochure)

Quebec Safety League
2536 rue Lapierre
Ville LaSalle QC
H8N 2WP

Tel. (514) 595-9110
Fax: (514) 595-3398

Brochures and guides – Ministère des Transports du Québec (toll free)

Brochures

- Heavy Vehicle Transport on the Municipal Road Network
- Entreprises québécoises de camionnage dans le marché Québec-États-Unis

Guides

- Placards for Your Safety – Dangerous Substances Transport
- Simplified Guide to the Regulation respecting special permits
- Guide de détermination des limites de vitesse sur les chemins du réseau routier municipal comportant au plus deux voies de circulation
- Guide to Revised Fines for Offences Under the Laws and Regulations Governing Road Transportation of Persons and Goods
- Guide to Signs on Roads Closed to Truck and Special Mobile Equipment Traffic
- Vehicle Load and Size Limits Guide
- Guide d'utilisation du logiciel de répartition des charges pour un camion porteur, un tracteur semi-remorque et un train de type B
- Guide for the Transport of Dangerous Substances
- Load Securing – Standards Guide and Job Hazards
- Transport des matières en vrac – Un guide pour vous

To order the above publications:

By mail: Ministère des Transports
Direction des communications
700, boul. René-Lévesque Est
27^e étage
Québec (Québec) G1R 5H1

Ministère des Transports
Direction des communications
35, rue de Port-Royal Est
5^e étage
Montréal (Québec) H3L 3T1

By phone: (418) 643-6864

(514) 873-2605

By fax: (418) 643-1269

(514) 873-4730

E-mail: communications@mtq.gouv.qc.ca

Forms available from the Commission des transports du Québec

Registre des propriétaires et des exploitants de véhicules lourds

- Application to Register as a Heavy Vehicle Owner or Operator

Bus transport

- Transport of Persons by Bus and Leasing of Buses

Brokerage of bulk trucking services

- Transfer of registration to the **Registre du camionnage en vrac**
- Subscriber contract with a broker for bulk trucking services
- Courtage en camionnage en vrac
- Registration forms for operators whose chief place of business is located outside Québec.

To order the above forms:

By mail: **Commission des transports du Québec**
200, chemin Ste-Foy
7^e étage
Québec (Québec) G1R 5V5

Commission des transports du Québec
545, boul. Crémazie Est
bureau 1000
Montréal (Québec) H2M 2V1

By phone: Québec City: 643-5694
Montréal: 873-6424
Elsewhere in Québec: 1 888 461-2433

web site: www.ctq.gouv.qc.ca

Le Routier

Le Routier is a free newsletter published (in French only) four times a year to inform heavy vehicle users on highway transport regulations, the accident toll, the highway system, monitoring operations, and highway safety.

To subscribe

Complete and return to:

Le Routier

Direction des communications
Société de l'assurance automobile du Québec
333, boul. Jean-Lesage, Secteur O-M-4
C.P. 19600
Québec (Québec) G1K 8J6

Name: _____

Address: _____

City: _____

Postal Code: _____

Québec



Société de l'assurance
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