

IRP



REGISTRANT'S GUIDE

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2006
E DITION

Please note that this guide is also
accessible on the SAAQ's Website:
(www.saaq.gouv.qc.ca)

Québec 



INTRODUCTION

Implementation of the International Registration Plan (IRP) in Québec is the result of an agreement by the Société de l'assurance automobile du Québec (SAAQ) with Canadian and US jurisdictions. Under IRP, carriers only pay registration fees once, to the base jurisdiction, which in turn ensures travel for duly licensed vehicles in other jurisdictions. IRP functions on the basis of **reciprocity**, which means it is a reciprocal agreement allowing Quebec vehicles to travel in other Canadian provinces or US states. The agreement is administered by IRP Inc.

This system of apportionable fees works on the basis of the distance traveled in each jurisdiction. An IRP registration certificate (cab card) is recognized by Canadian provinces and US states.

The SAAQ is responsible for processing requests for IRP registration on the part of carriers with an **established place of business** in Québec.

An IRP registration certificate issued by the SAAQ gives registrants the right of travel in the other jurisdictions that are party to the agreement, *but does not replace the other permits and authorizations required, whether commercial, border or other.*

For instance, in Québec, carriers must be entered on the *Registre des entreprises* and assigned an identification number (Numéro d'entreprise du Québec).

Further, under the *Act respecting owners and operators of heavy vehicles*, carriers must register with the Commission des transports du Québec and be given an identification number (Numéro d'inscription au registre). This entry on the register is valid for all Canadian jurisdictions where your vehicles travel. Other requirements apply to bus transportation and bulk carriers. For more information, go to:

<<http://www.ctq.gouv.qc.ca>> .

Other Canadian provinces and US states that are party to the agreement have specific requirements. It is the responsibility of IRP registrants to enquire about other jurisdictions' particular requirements. In certain cases, you will have to:

- obtain the operating authorization needed, for example, to transport hazardous materials or to cross a bridge;
- comply with payment of federal tax for heavy vehicle use or have a USDOT (US Department of Transportation) identification number;
- comply with the International Fuel Tax Agreement (IFTA). By registering, your administrative burden will be lightened and the tax paid for all jurisdictions where your vehicles travel. Contact the regional office of Revenu Québec.

This Guide is intended to inform you as registrant of your rights and responsibilities and of the role of the SAAQ¹. Included are: the vehicles subject to prorate registration; details of the registration renewal cycle; the main forms and their use; information on distance reporting; a table of gross vehicle weight ratings in the jurisdictions, payment terms, refunds and credits, auditing by Revenu Québec, jurisdiction coordinates and how to reach us at the SAAQ.

1. Note that the Guide is not a legal text and the information given is based on provisions in force in 2006.

REGISTRATION RENEWAL CYCLE



IRP Registration Year
April 1 through
March 31

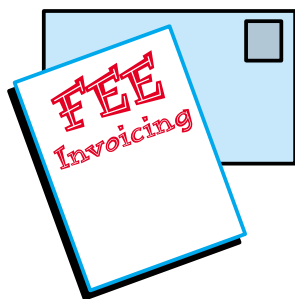
FROM SEPTEMBER TO DECEMBER



Distance Reporting

Reference Period
July 1 to June 30 of the year
preceding the registration year.

FROM JANUARY THROUGH MARCH



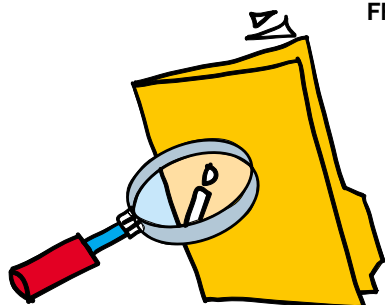
Late January
Fee invoicing



February 1
through
March 31

Payment
and issue of
IRP cab cards.

FROM JANUARY THROUGH DECEMBER



Auditing of carriers' operating
records by Revenu Québec
(3% of fleets)



IRP APPLICATION

Type of operation to which IRP applies

- Common carrier (transport of goods or passengers for a fee);
- Private transport (transport of goods or passengers on one's account);
- Household goods carrier;
- Fleet of rental vehicles.

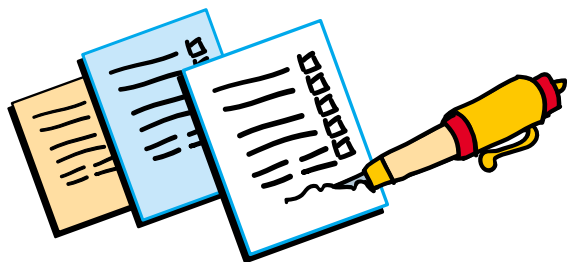
Type of vehicles to which IRP applies

- Trucks and truck-tractors
 - Two-axle power unit with a gross vehicle weight above 11,793 kg (26,000 lbs);
 - Three-axle power unit regardless of gross vehicle weight;
- Vehicle combinations designed, used and maintained for goods transport with a gross weight above 11,793 kg (26,000 lbs);
- Buses used to carry passengers for a fee.

Vehicles exempt from IRP²?

- Recreational vehicles;
- Delivery and city pick-up vehicles;
- Vehicles belonging to a government;
- Trucks, truck-tractors or vehicle combinations with a gross vehicle weight under 11,794 kg (26,000 lbs);
- Charter coaches.

2. Some jurisdictions may have different practices for exemptions, which carriers are urged to find out about by contacting the authorities in question.



DISTANCE REPORTING (IRP)

The form is used in setting the amount payable for registration on the basis of the distance covered or estimates of the distances for jurisdictions where you expect your vehicle(s) will travel during the coming registration year.

When must the form be used?

- At the time of first applying for IRP licensing of vehicles;
- At the time of the addition of a jurisdiction during a year;
- At the time of registration renewal.

Note that withdrawal of a jurisdiction is allowed only at the time of renewal.

The form is now available on the SAAQ's Website at: www.saaq.gouv.qc.ca under *E-forms* - in the section *Businesses and public agencies*.

FLEET REGISTRATION TRANSACTION (IRP)

The form is used for entering a registrant's coordinates (name, tel. no., fax no.), type of operation for a fleet of vehicles, vehicle identification, gross vehicle weight rating for each jurisdiction.

When must the form be used?

- At the time of first applying for IRP licensing;
- At the time of fleet transfer;
- At the time of addition or withdrawal of a vehicle, change to the description of a vehicle or on decrease of the gross vehicle weight for a jurisdiction.

Note that a decrease in the number of axles is allowed only at the time of renewal.

COPY OF THE PURCHASE OR RENTAL CONTRACT

The document is used to set the amount of taxes payable to certain jurisdictions based on the value of your vehicle.

When must a copy be submitted to the SAAQ?

- At the time of addition of a vehicle or change to the description of a vehicle;
- At the time of renewal, to change the value of a vehicle entered in IRP records.

Note that if you want to change the value of a vehicle in the course of a registration year, certain jurisdictions demand full payment of the recalculated tax. Any refund must then be claimed from the jurisdiction concerned.

INVOICE

The form is used to show the amount payable or to be refunded on the basis of IRP operations. Registrants are responsible for checking the accuracy of information entered, of having any corrections required made, and of **signing the invoice**.

Contents of an invoice

- Identity of IRP registrant;
- Identity of lessor or owner-operator, if applicable;
- The jurisdictions entered, distance reported, gross vehicle weight;
- The identification no. of each vehicle;
- The cost per vehicle (fees, taxes, charges);
- The percentage used in calculating, fees and taxes payable for each jurisdiction;
- Fees payable in Canadian funds;
- Fees payable in US funds;
- The exchange rate in effect;
- The total amount payable in Canadian funds.

When is an invoice issued?

- At the time of a transaction in the course of a year;
- At the time of registration renewal.

Note that no invoice is issued for licence plate or cab card replacement when the registration transaction takes place in an SAAQ service centre that does not handle IRP services.



IRP REGISTRATION CERTIFICATE (CAB CARD)

The certificate authorizes travel in the jurisdictions shown, according to the vehicle's gross weight or number of axles indicated. Its two parts must not be separated nor may the cab card be altered or damaged.

Content of an IRP Registration Certificate (Cab Card)

- Identity of registrant, of lessor or owner-operator, if applicable;
- Identification no. and description of vehicle;
- The jurisdictions where the vehicle is authorized to travel;
- The gross vehicle weight rating of the vehicle for each jurisdiction;
- The total number of axles for Quebec;
- The number of seats in a bus.

When is a cab card issued?

The cab card is issued on receipt of registration fee payment.

You may have a cab card replaced, with or without licence plate replacement, by going to any outlet offering SAAQ services.

Note that the IRP cab card must be turned in to the SAAQ on the withdrawal of a vehicle, a fleet transfer, a change to the description of a vehicle or a decrease of the gross vehicle weight for a jurisdiction.

PROXY

A proxy is used by the person whom a registrant has designated as in charge of IRP licensing (respondent).

When must it be presented to the SAAQ?

Whenever an IRP transaction is to take place in the absence of the registrant.

PRP STICKER (PRORATE PROGRAM)

The sticker is used to identify a vehicle proportionally registered.

When is it issued?

At the time of addition of a vehicle newly registered under IRP.

WHAT IS DISTANCE REPORTING UNDER IRP?

The IRP distance reporting form is used to determine the amount to pay for the registration of your truck. The amount payable for registration is set on a percentage basis of the distance reported for travel in jurisdictions outside Québec under IRP. This amount covers the registration fee, insurance premium, taxes and an administrative charge.



A **Distance Reporting (IRP)** form must be filled out, showing the actual distance covered in a jurisdiction or estimated for a jurisdiction where your vehicles are expected to travel.

WHAT IS ACTUAL KM?

Actual km is the distance covered with trip permits by your vehicle(s) from July 1st through June 30th of the prior year, including the actual distance covered with a trip permit. It is your responsibility to accurately enter the kilometres, not give approximate or rounded-off numbers.

Actual distance covered with trip permits by your vehicle(s) in the Northwest Territories, Yukon and Alaska, not IRP jurisdictions in their own right, must also be reported.

WHAT IS ESTIMATED KM?

Estimated km is the distance you expect your vehicle(s) to cover from April 1st through March 31st in a registration year. Only enter an estimate if not reporting actual distance covered in a jurisdiction. An estimate should be as accurate as possible, since you could be asked for supporting documentation.

In accordance with regulations and the IRP agreement, the SAAQ reserves the right to reject an estimate it deems unrealistic and use the average distance covered in that jurisdiction by all carriers under IRP.

WHAT IS PRORATING?

Prorate is the process of calculating registration fees for multiple jurisdictions. The fees are calculated by dividing the reported distance for a jurisdiction listed in a fleet by the total distance for that same fleet.

For a fleet, the prorated fee total should equal 100%, except for these situations when the total will exceed 100%:

- At the time of the addition of a jurisdiction in the course of a registration year;
- When a carrier registers vehicles for travel in jurisdictions year over year, but the vehicles do not in fact travel there.

WHEN MUST A DISTANCE REPORTING (IRP) FORM BE FILLED OUT?

- On first applying for the licensing of vehicles for IRP travel, when you enter an estimate of the distances for jurisdictions where you expect your vehicle(s) will travel during the coming registration year or the actual distance covered with a trip permit;
- If during the registration year, you add one jurisdiction to the list, for which you must provide an estimate of the distance you expect your vehicle(s) will cover there during the coming registration year **or** the actual distance covered with a trip permit;
- For the annual renewal of IRP licensing, when you must provide the actual **or** estimated travel distance for your vehicle(s).



IN WHICH SITUATIONS ARE FEES AND TAXES COLLECTED ON A TOTAL OF 100%?

- **On creation of a fleet, if distance reporting:**

- a) Is an estimate for the initial registration year or the actual distance covered with a trip permit in a jurisdiction during the reference period.

- **On renewal, if distance reporting:**

- a) Is the actual distance covered in a jurisdiction, during the reference period indicated;
- b) Is an estimate or the actual distance covered with a trip permit in a jurisdiction, during the reference period indicated at the time of addition of a jurisdiction;
- c) Is an estimate for a jurisdiction added after the reference period indicated, namely after June 30th;
- d) Is an estimate for a jurisdiction added less than 90 days earlier, namely between April 2nd and June 30th during the reference period indicated on first renewal.

IN WHICH SITUATIONS ARE FEES AND TAXES COLLECTED ON A TOTAL THAT EXCEEDS 100%?

- **At the time of the addition of a jurisdiction in the course of a registration year**, as the total percentage set on renewal cannot be changed.

- **On renewal, if distance reporting:**

- a) Is an estimate for a second consecutive year for jurisdictions in which the same fleet was registered in the preceding renewal;
- b) Is an estimate for jurisdictions in which the same fleet was registered in the preceding renewal, where actual travel had been reported there.

METHOD OF CALCULATING ESTIMATED KILOMETRES

To calculate the distance you expect your vehicle(s) to cover in a jurisdiction during the coming registration year, here is a suggested method:

- Estimated kilometres = the number of kilometres that will be traveled, per trip, multiplied by (x) the number of trips expected during a year

Enter your calculation and the result on the form.

The number of kilometres that will be reported in an estimate must be round-trip distance.

HOW TO REPORT DISTANCE

1. **IMPORTANT:** Make an "X" beside each jurisdiction on the form where you expect your vehicle(s) will travel during the coming registration year. These jurisdictions will be shown on the vehicle's registration certificate for IRP travel.
2. Enter either the actual or estimated number of km for a jurisdiction.
3. Describe the method used to estimate distances for jurisdictions where you expect your vehicle(s) will travel during the coming registration year. This only applies to estimating distance.
4. Sign the form.

TABLE OF DISTANCES

As a reference, this table shows the approximate distance of a round-trip to cross a jurisdiction, in the east-west direction and the north-south direction³.

CANADIAN JURISDICTIONS	CODE	DISTANCE IN KM EAST-WEST	DISTANCE IN KM NORTH-SOUTH
Alberta	AB	1,350	2,600
British Columbia	BC	2,400	2,600
Manitoba	MB	900	2,600
New Brunswick	NB	900	600
Newfoundland	NL	1,200	900
Nova Scotia	NS	450	1,200
Ontario	ON	3,300	2,600
Prince Edward Island	PE	100	600
Québec	QC	3,300	3,900
Saskatchewan	SK	1,200	2,600

U.S. JURISDICTIONS	CODE	DISTANCE IN KM EAST-WEST	DISTANCE IN KM NORTH-SOUTH
Alabama	AL	650	850
Arizona	AZ	1,250	1,000
Arkansas	AR	750	850
California	CA	1,150	2,050
Colorado	CO	1,200	900
Connecticut	CT	200	125
Delaware	DE	100	400
District of Columbia	DC	150	250
Florida	FL	450	1,560
Georgia	GA	700	900
Idaho	ID	1,000	1,550
Illinois	IL	700	1,150
Indiana	IN	460	850
Iowa	IA	1,100	700
Kansas	KS	1,250	700
Kentucky	KY	1,350	600
Louisiana	LA	750	750
Maine	ME	650	950
Maryland	MD	450	150
Massachusetts	MA	550	300
Michigan	MI	650	1,100
Minnesota	MN	1,100	1,300
Mississippi	MS	950	1,050

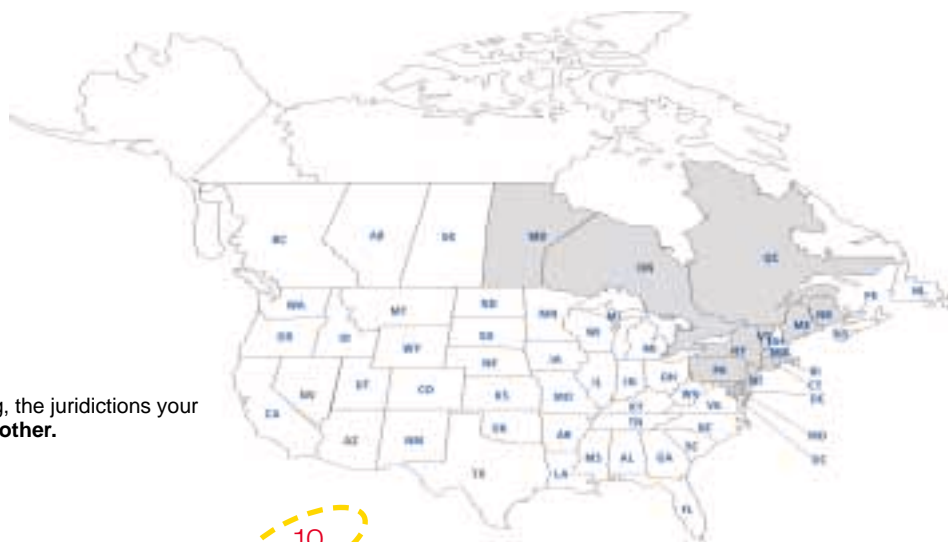
3. For valid distance reporting, the jurisdictions you enter must **border one another**.



T A B L E O F D I S T A N C E S

As a reference, this table shows the approximate distance of a round-trip to cross a jurisdiction, in the east-west direction and the north-south direction⁴.

U.S. JURISDICTIONS	CODE	DISTANCE IN KM EAST-WEST	DISTANCE IN KM NORTH-SOUTH
Missouri	MO	950	900
Montana	MT	1,500	950
Nebraska	NE	1,400	650
Nevada	NV	1,050	1500
New Hampshire	NH	304	600
New Jersey	NJ	300	550
New York	NY	1,000	950
New Mexico	NM	1,150	1,100
North Carolina	NC	1,250	600
North Dakota	ND	1,100	650
Ohio	OH	750	750
Oklahoma	OK	1,550	750
Oregon	OR	1,100	900
Pennsylvania	PA	950	500
Rhode Island	RI	50	150
South Carolina	SC	840	650
South Dakota	SD	1,200	650
Tennessee	TN	1,450	400
Texas	TX	2,600	2,350
Utah	UT	900	1,100
Vermont	VT	250	550
Virginie	VA	1,250	650
Washington	WA	1,100	750
West Virginia	WV	800	650
Wisconsin	WI	850	1,000
Wyoming	WY	1,150	900



4. For valid distance reporting, the jurisdictions your enter must **border one another**.

MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED

MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED PER JURISDICTION

Gross vehicle weights (GVW) may be changed without prior notice. The weights are indicated in kilograms (Canada) or in pounds (United States). To convert pounds into kilograms, divide the number of pounds by 2.2. (xx lbs ÷ 2.2 = xx kg).

This table is to be used only as a reference. Carriers are urged to get more information by contacting the authorities in question (see Appendix I and II).

CANADIAN JURISDICTIONS	TRUCK ALONE OR ROAD TRACTOR (truck-tractor)				COACH
Jurisdiction	Code	Gross Vehicle Weight in operation	Special Travel Permit*	GVW of Special Travel Permit must be shown on cab card	GVW
Alberta	AB	63,500		no	63,500
British Columbia	BC	64,000		no	63,500
Manitoba	MB	62,500		no	62,500
New Brunswick	NB	62,500			62,500
Newfoundland	NL	62,500			62,500
Nova Scotia	NS	62,500			58,500
Ontario	ON	63,500			40,000
Prince Edward Island	PE	62,500		no	20,500
Québec	QC	62,500 (6 or more axles)		no	
Saskatchewan	SK	62,500			62,500

* **Important:** Each jurisdiction must be contacted to find out about the terms in effect for getting a special travel permit. Some jurisdictions, for instance, require that the trip permit show the gross vehicle weight.



MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED

This table is to be used only as a reference. Carriers are urged to get more information by contacting the authorities in question (see Appendix I and II).

U.S. JURISDICTIONS				
TRUCK ALONE OR ROAD TRACTOR (truck-tractor)				
Jurisdiction	Code	Gross Vehicle Weight in operation	Special Travel Permit*	GVW of Special Travel Permit must be shown on cab card
Alabama	AL	80,000	Special travel permit for over 80,000 lbs	yes
Arizona	AZ	80,000	Special travel permit for over 80,000 lbs	
Arkansas	AR	80,000		no
California	CA	80,000	Special travel permit for over 80,000 lbs	no
Colorado	CO	85,000	Special travel permit for over 85,000 lbs	
Connecticut	CT	none	Special travel permit for over 80,000 lbs	yes
Delaware	DE	80,000	Special travel permit for over 80,000 lbs	no
District of Columbia	DC	80,000		
Florida	FL	80,000		
Georgia	GA	80,000		
Idaho	ID	105,500	Special travel permit for over 80,000 lbs	yes
Illinois	IL	80,000		
Indiana	IN	80,000	Special travel permit for over 80,000 lbs	no
Iowa	IA	none		yes
Kansas	KS	85,000	Maximum 80,000 lbs on federal highways	yes
Kentucky	KY	80,000	Special travel permit for over 80,000 lbs	
Louisiana	LA	88,000	Special travel permit for over 83,400 lbs on federal highways; for over 88,000 lbs on state highways	yes
Maine	ME	100,000		no
Maryland	MD	80,000		

* **Important:** Each jurisdiction must be contacted to find out about the terms in effect for getting a special travel permit. Some jurisdictions, for instance, require that the trip permit show the gross vehicle weight.

MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED

This table is to be used only as a reference. Carriers are urged to get more information by contacting the authorities in question (see Appendix I and II).

U.S. JURISDICTIONS	TRUCK ALONE OR ROAD TRACTOR (truck-tractor)			
Jurisdiction	Code	Gross Vehicle Weight in operation	Special Travel Permit*	GVW of Special Travel Permit must be shown on cab card
Massachusetts	MA	none	Special travel permit for over 80,000 lbs	no
Michigan	MI	160,001		no
Minnesota	MN	80,000	Special travel permit for over 80,000 lbs	yes
Mississippi	MS	80,000		no
Missouri	MO	80,000	Special travel permit for over 80,000 lbs	no
Montana	MT	132,000		
Nebraska	NE	94,000		yes
Nevada	NV	129,000	Special travel permit for over 80,000 lbs	yes
New Hampshire	NH	80,000	Special travel permit for over 80,000 lbs	
New Jersey	NJ	80,000	Special travel permit for over 80,000 lbs	no
New York	NY	none	Special travel permit for over 80,000 lbs	yes
New Mexico	NM	86,400		
North Carolina	NC	80,000	Special travel permit for over 80,000 lbs	no
North Dakota	ND	105,500		no
Ohio	OH	80,000		
Oklahoma	OK	90,000	Special travel permit for over 80,000 lbs	
Oregon	OR	105,500	Special travel permit for over 80,000 lbs	no
Pennsylvania	PA	80,000		
Rhode Island	RI	80,000		no
South Carolina	SC	80,000		
South Dakota	SD	none	Special travel permit for over 80,000 lbs on highways	yes
Tennessee	TN	80,000		
Texas	TX	80,000		no
Utah	UT	129,000		no

* **Important:** Each jurisdiction must be contacted to find out about the terms in effect for getting a special travel permit. Some jurisdictions, for instance, require that the trip permit show the gross vehicle weight.



MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED

This table is to be used only as a reference. Carriers are urged to get more information by contacting the authorities in question (see Appendix I and II).

U.S. JURISDICTIONS				
TRUCK ALONE OR ROAD TRACTOR (truck-tractor)				
Jurisdiction	Code	Gross Vehicle Weight in operation	Special Travel Permit*	GVW of Special Travel Permit must be shown on cab card
Vermont	VT	80,000		
Virginia	VA	80,000		no
Washington	WA	105,500		
West Virginia	WV	80,000		
Wisconsin	WI	80,000		
Wyoming	WY	117,000	Special travel permit for over 117,000 lbs	no

* **Important:** Each jurisdiction must be contacted to find out about the terms in effect for getting a special travel permit. Some jurisdictions, for instance, require that the trip permit show the gross vehicle weight.

The SAAQ may require, for any vehicle from the same fleet, source documents when they indicate a discrepancy of more than 10% between the maximum weight and the minimum weight from one jurisdiction to another (e.g. a carrier travelling from New Brunswick to Prince Edward Island, would increase its weight from 35,000 kg to 45,000 kg).

The SAAQ may also refuse to register a vehicle if it is shown, after an audit, that the discrepancy declared is inaccurate.

PAYMENT TERMS

How can payment be made?

- **by mail**, with the required documents to this address:

SERVICE IMMATRICULATION-ENTREPRISES (SECTION IRP)

Société de l'assurance automobile du Québec
333, boul. Jean-Lesage, C-3-33
C. P. 19600
Québec (Québec) G1K 8J6

- at one of nine SAAQ service centres providing IRP services, **on appointment only**, with the documents required. The SAAQ centres providing IRP services are listed on the last page of this guide.

Payment may be made:

- by cheque to the order of the Société de l'assurance automobile du Québec;
- by postal money order;
- in cash;
- by debit card (in SAAQ service centres only);
- by pre-authorized debit (for renewal only).

PARTICULARS

On renewal

When paying by cheque sent by mail or at an SAAQ service centre, it may be dated the day of the transaction, or postdated to no later than March 31 of the current year. Paying by cheque ensures that processing of your application can begin at once and your cab cards mailed to you without delay.

Note that during the renewal period, if you go to one of nine IRP service outlets, you will be charged an additional amount of \$5 per vehicle.

Payment by instalments (only on renewal)

You may pay for the registration fee renewal of your vehicles in pre-authorized debits. IRP registrants may avail themselves of this payment convenience, unless they owe money to the SAAQ or their record includes a cash payment requirement.

If you qualify for instalment payments, take note that this method of payment applies to the portion of fees collected only by Québec, that is, the registration fee, insurance premium and administrative charge⁵. Fees charged outside Québec must be paid in full with the first pre-authorized debit.

5. Please note that administrative charges are not refundable.



REFUNDS AND CREDITS

Québec's registration fee of \$20 or over and the insurance premium are refundable. **No retroactive refund may be awarded.** The amount of refund is determined according to the date when the request is made to the SAAQ. The current month is never considered in a reimbursement.

The SAAQ applies the credit policy set forth by each jurisdiction according to specific rules for the type of transaction. For specific rules regarding credit made by the issuing jurisdiction, refer to the coordinates given on last page.

- **Canadian jurisdictions**

For information on the amount and waiting time for a refund by a province, you must contact officials there directly. To apply for a refund of sales tax in a jurisdiction, you must contact the Finance department of the jurisdiction.

- **US jurisdictions**

Certain jurisdictions agree to refund registration fees following business shutdown. The SAAQ will issue a letter for submission to a jurisdiction for purposes of a refund, only when the business has been given the closed status (fermée) by the Registre des entreprises du Québec (REQ).

OBLIGATIONS OF CARRIERS

Are there audit and monitoring mechanisms?

The SAAQ is required to audit the operational records of at least 3% of IRP registrants yearly. This work is entrusted to auditors of Revenu Québec. If you become subject to auditing, you will be notified at least 30 days in advance. Afterward, the SAAQ gets the report, a copy of which is sent to you and to all jurisdictions where your vehicles traveled. The report indicates any amount due or credited.

The Commission d'accès à l'information du Québec has issued a favorable opinion concerning such sharing of information by Revenu Québec with the SAAQ and jurisdictions.

About operational records

The operational records of your vehicle fleet(s) licensed under the International Registration Plan (IRP) are subject to an audit by Revenu Québec. You must:

- Keep the travel records of your vehicles for five years after the reference period (July 1 through June 30) in your established place of business;
- Make the records available to an auditor on request.

Should an auditor be required to go outside Québec to consult the records, you must cover the auditor's travel and lodging expenses.

About incomplete operational records

Your operational records must be complete and well kept. Failure to do so could result in you being subject:

- To pay penalties to Québec;
- To have IRP registration cancelled.

What must operational records contain?

Operational records must contain the following, as required by the Regulation respecting road vehicle registration⁶:

- Fuel reports;
- Trip sheets;
- Driver's daily logs;
- Trip documents such as fuel purchase receipts, delivery slips and waybills, trip permits and any other document showing actual distance covered in a jurisdiction;
- The detailed register of distance traveled by a vehicle.

A register of distances is comprised of what information?

A register of distances must contain this information:

- The vehicle's identification number (VIN);
- The fleet number;
- The IRP registrant's name;
- The driver's name and identity code;
- The date of each trip, the starting and arrival locations and the itinerary, namely the jurisdiction(s) where travel has taken place;
- The cab odometer or hubodometer reading at the start and arrival;
- The total distance of each trip and the total for each jurisdiction;
- Stops on the trip.

⁶ The SAAQ suggests that the registration fee invoices also be kept.



About on-board data recording

An electronic data recorder may be used, as long as the manufacturer provides a document attesting the system and any manual or computerized recording used jointly complies with regulatory requirements.

The system must:

- Prevent the alteration of data recorded;
- Record and store original and revised data;
- Be equipped with a visual or auditory alarm to let the driver know when a recording breakdown has occurred;
- Log the date and time of all data recorded;
- Prevent the recorder from being reset before data extraction has been done and have a visual or auditory signal to warn the driver that the memory capacity has been reached;
- Update the odometer data automatically upon vehicle movement or when the driver plugs in the on-board recorder, allow entry of the current odometer reading;
- Allow the driver to confirm the accuracy of data entered.

About printouts of data recorded

Printed trip reports for each vehicle and jurisdiction must be kept with operational records, as do adjustment and repair records and any computerized recording used jointly. A backup of data recorded as well as a printout must be kept for five years.

Calibrating an on-board data recorder

The data recorder on board a vehicle must be set up and maintained in accordance with the manufacturer's instructions. You must make sure the driver of a vehicle with an on-board data recorder understands its operation because the driver's signature confirms the accuracy of data gathered and any failures must be noted, for instance.

An on-board data recorder must be recalibrated:

- When the size of tires on the vehicle is changed;
- When the vehicle's transmission is modified;
- When any modification to the vehicle has an impact on the precision of data recorded by the system.

APPENDIX I CANADIAN JURISDICTIONS

	IRP	Fuel Tax	Travel Permit	Size Permit	Web Site
Alberta	(403) 297-2920	(780) 427-3044	(403) 340-5444	(403) 342-7138	www.trans.gov.ab.ca
British Columbia	(604) 443-4450	(250) 387-0635	(604) 660-5454	(250) 387-4404	www.gov.bc.ca
Manitoba	(204) 985-7775	(204) 945-3194	(204) 945-3961	(204) 945-3961	www.gov.mb.ca/tgs
New Brunswick	(506) 453-2215	(506) 444-5758	(506) 432-6840	(506) 453-2982	www.gnb.ca
Newfoundland	(709) 729-4921	(709) 729-1786	(709) 729-2519	(709) 729-2519	www.gov.nl.ca/services/transport.stm
Nova Scotia	(902) 424-3912	(902) 424-2850	(902) 424-5851	(902) 424-5851	www.gov.ns.ca
Prince Edward Island	(902) 368-5202	(902) 368-4161	(902) 368-5200	(902) 368-5200	www.gov.pe.ca
Ontario	(416) 235-3923	(905) 433-6412	1 800 463-4822 1 800 361-5757 1 800 663-1394	(416) 246-7166	www.mto.gov.on.ca
Québec	(418) 528-4343	1 800 237-IFTA (418) 652-4382	(418) 643-5694 1 888 461-2433		www.saaq.gouv.qc.ca
Saskatchewan	(306) 751-1200	(306) 775-6969	(306) 775-6969	(306) 775-6969	www.highways.gov.sk.ca



APPENDIX II U.S. JURISDICTIONS

	IRP	Fuel Tax	Travel Permit	Size Permit	Web Site
Alabama	(334) 242-9000	(334) 242-9078	(334) 353-9135	(334) 242-6474	www.dot.state.al.us
Arizona	(602) 712-6775	(602) 712-8896	(623) 932-2247	(623) 932-2247	www.dot.state.az.us
Arkansas	(501) 682-4653	(501) 682-4814	(501) 569-2358	(501) 569-2381	www.ahtd.state.ar.us
California	(916) 657-7971	(916) 324-2663	(916) 322-1297	(916) 322-1297	www.dot.ca.gov
Colorado	(303) 205-5602	(303) 205-8205	(303) 757-9539	(303) 757-9539	www.dot.state.co.us
Connecticut	(860) 263-5281	(860) 541-3222	(860) 263-5281	(860) 594-2874	www.ct.gov/dot
Delaware	(302) 744-2701	(302) 744-2702	(302) 326-4679	(302) 744-2700	www.deldot.gov
District of Columbia	(202) 576-8275	(202) 727-4450	(202) 576-8275	(202) 442-4400	http://dcra.dc.gov
Florida	(850) 488-6921	(850) 488-6921	(850) 488-6921	(850) 410-5777	www.dot.state.fl.us
Georgia	(404) 675-6135	(404) 417-6707	(404) 656-9717	(404) 635-8176	www.dot.state.ga.us
Idaho	(208) 334-8611	(208) 334-8692	(208) 334-8611	(208) 334-8420	http://itd.idaho.gov
Illinois	(217) 785-1800	(217) 785-1397	(217) 782-4654	(217) 782-6271	www.dot.state.il.us
Indiana	(317) 615-7340	(317) 615-7345	(317) 615-7200	(317) 615-7320	www.in.us/dot
Iowa	(515) 237-3268	(515) 237-3224	(515) 237-3264	(515) 237-3264	www.dot.state.ia.us
Kansas	(785) 271-3145	(785) 296-5485	(785) 271-3145	(785) 271-3145	www.ksdot.org
Kentucky	(502) 564-4120	(502) 564-4540	(502) 564-4127	(502) 564-7150	www.kytc.state.ky.us
Louisiana	(225) 925-6270	(225) 219-7656	(225) 295-8589	(225) 343-2345	www.dotd.state.la.us
Maine	(207) 624-9000	(207) 624-9000	(207) 624-9000	(207) 624-9000	www.state.me.us/mdot
Maryland	(410) 424-3014	(410) 260-7138	(410) 787-2971	(410) 582-5727	www.mdot.state.md.us
Massachusetts	(617) 351-9320	(617) 887-5054	(617) 351-9395	(508) 473-4755	www.mhd.state.ma.us
Michigan	(517) 322-1447	(517) 636-4580	(517) 373-2120	(517) 373-2121	www.mdot.state.mi.us
Minnesota	(651) 205-4141	(651) 205-4141	(651) 405-6000	(651) 405-6000	www.dot.state.mn.us
Mississippi	(601) 923-7100	(601) 923-7153	(601) 359-1717	(601) 359-1717	www.mdot.state.ms.us
Missouri	(573) 751-6433	(573) 751-3523	(866) 831-6277	(866) 831-6277	www.modot.org
Montana	(406) 444-6130	(406) 444-0816	(406) 444-7262	(406) 444-7262	www.mdt.mt.gov
Nebraska	(402) 471-4435	(402) 471-4435	(402) 471-4435	(402) 471-0034	www.dor.state.ne.us
Nevada	(775) 684-4711	(775) 684-4648	(775) 684-4711	(775) 684-4711	www.nevadadot.com
New Hampshire	(603) 271-2196	(603) 271-2311	(603) 271-2449	(603) 271-2691	www.nh.gov/dot

If you suffer from moderate or total hearing loss, insulin-treated diabetes, or epilepsy and hold a class 1, 2, 3 or 4B driver's licence or if your licence bearing any of those classes was issued under a discretionary power of the Société de l'assurance automobile du Québec, you are not qualified under US regulations to drive. For details, go to:

<http://www.saaq.gouv.qc.ca/lourds/interdit_conduire_eu.html>

APPENDIX II U.S. JURISDICTIONS

	IRP	Fuel Tax	Travel Permit	Size Permit	Web Site
New Jersey	(609) 633-9399	(609) 633-9408	(609) 633-9400	(609) 633-9402	www.state.nj.us/mvc
New York	(518) 473-5834	(800) 972-1233	(518) 457-6391	(518) 457-1155	www.dot.state.ny.us
New Mexico	(505) 476-1551	(505) 476-1551	(505) 827-0321	(505) 827-0321	www.nmshtd.state.nm.us
North Carolina	(919) 861-3720	(919) 733-3409	(919) 733-7631	(919) 733-7154	www.ncdot.org
North Dakota	(701) 328-2725	(701) 328-2928	(701) 328-2621	(701) 328-2621	www.state.nd.us/dot
Ohio	(614) 752-7587	(614) 466-3522	(614) 351-2300	(614) 351-2300	www.dot.state.oh.us
Oklahoma	(405) 521-3036	(405) 522-8772	(405) 521-3036	(877) 425-2390	www.okladot.state.ok.us
Oregon	(503) 378-6699	(503) 373-1634	(503) 378-6699	(503) 373-0000	www.oregon.gov/odot
Pennsylvania	(717) 346-0608	(717) 705-5460	(717) 787-5367	(717) 787-5367	www.dot.state.pa.us
Rhode Island	(401) 728-6692	(401) 222-6317	(401) 588-3011	(401) 588-3011	www.dot.state.ri.us
South Carolina	(803) 896-3870	(803) 737-1755	(803) 737-9752	(803) 253-6250	www.dot.state.sc.us
South Dakota	(605) 773-4111	(605) 773-5335	(605) 773-4578	(605) 773-4578	www.sddot.com
Tennessee	(615) 687-2260	(615) 687-2296	(800) 749-7107	(800) 749-7107	www.tdot.state.tn.us
Texas	(512) 465-7570	(512) 463-3849	(800) 299-1700	(800) 299-1700	www.dot.state.tx.us
Utah	(801) 297-6800	(801) 297-7661	(801) 965-4508	(801) 965-4508	www.sr.ex.state.ut.us
Vermont	(802) 828-2071	(802) 828-2120	(802) 828-2064	(802) 828-2064	www.aot.state.vt.us
Virginia	(866) 878-2582	(866) 878-2582	(804) 878-2582	(804) 497-7135	www.dmvnow.com
Washington	(360) 664-1811	(360) 664-1868	(360) 704-6340	(360) 704-6340	www.dol.wa.gov
West Virginia	(304) 558-3629	(304) 558-0700	(304) 340-0320	(304) 558-0384	www.wvdot.com
Wisconsin	(608) 266-9900	(608) 267-4382	(608) 266-9900	(608) 266-7320	www.dot.state.wi.us
Wyoming	(307) 777-4829	(307) 777-4827	(307) 777-4376	(307) 777-4376	www.dot.state.wy.us

If you suffer from moderate or total hearing loss, insulin-treated diabetes, or epilepsy and hold a class 1, 2, 3 or 4B driver's licence or if your licence bearing any of those classes was issued under a discretionary power of the Société de l'assurance automobile du Québec, you are not qualified under US regulations to drive. For details, go to:

<http://www.saaq.gouv.qc.ca/lourds/interdit_conduire_eu.html>



DEFINITIONS

ACTUAL KILOMETRES:

The distance covered by vehicles forming part of your fleet in a jurisdiction from July 1 through June 30, the reference period.

AXLE:

a supporting shaft or member upon which a wheel or wheels revolve, serving to transfer the weight of the vehicle and load to the highway, even if the axle unit is weight-bearing only part of the time.

BUS:

A motor vehicle designed to carry 10 or more passengers on an established route according to a fixed schedule.

CHARTERED BUS:

a motor vehicle used as a passenger vehicle exclusively for the conveyance of at least 10 persons for whose purpose or itinerary the vehicle is chartered, when this is not regular bus service.

COMBINED GROSS VEHICLE WEIGHT:

The gross weight of a power unit, trailer and load of a vehicle.

COMMON CARRIER:

The transport of goods or passengers for a fee.

ESTABLISHED PLACE OF BUSINESS:

The permanent location for a place of business, on behalf of which at least one vehicle covers distance. The establishment must be designated by a street number or road location and be open during regular business hours (9 am to 4 pm, Monday through Friday) where:

- it is equipped with a telephone whose number(s) are publicly listed in the name of the fleet owner or the registrant;
- the respondent in charge of fleet operations can be reached;
- fleet operational records are kept.

ESTIMATED KILOMETRES:

The distance a registrant expects one or more vehicles to cover in a jurisdiction during the registration year, from April 1 through March 31.

FACTORY LIST PRICE:

The manufacturer's retail price, excluding trade-in value and sales tax, but including accessories or modifications attached to a vehicle.

FEDERAL TAX FOR OPERATING A HEAVY VEHICLE:

A tax payable to the U.S. federal government by all inter-state carriers for all vehicles with a gross weight of 24,947 kg (55,000 lbs) or over.

FLEET:

A set of like motor vehicles owing to their gross vehicle weight and their jurisdictional destination.

GROSS VEHICLE WEIGHT:

Number of kg (Canada) or lbs (US) corresponding to a vehicle's net weight to which is added the weight of its load.

HOUSEHOLD GOODS CARRIER:

A person or enterprise involved in transporting personal property or personal effects to be used in a dwelling, furniture, accessories, materials and articles comprising the inventory stock, equipment or supplies of a business or a public institution, including objects whose value or nature requires the use of specialized handling techniques or equipment.

HUNTER PERMIT:

A permit, valid for 30 days, granted to an owner-operator that authorizes the vehicle, or combination of vehicles belonging to the owner-operator, to travel empty in other jurisdictions with a view to obtaining a new contract from a carrier. The vehicle must bear a valid Québec licence plate.

IRP REGISTRANT:

The person responsible for the vehicle's registration, whether or not that person is the vehicle's owner.

JURISDICTION:

A jurisdiction in Canada or the United States of America that is party to the IRP Agreement.

OPERATING AUTHORIZATION:

Authorization from the Interstate Commerce Commission (ICC) in the US or by any regional, provincial or state public service commission that regulates goods transport in a jurisdiction.

OPERATIONAL RECORDS:

Documentation supporting the distance and total kilometres travelled in each jurisdiction.

OWNER-OPERATOR:

The vehicle owner (lessor) who leases the vehicle with driver to a carrier. The carrier is responsible for IRP licensing, even if there is a contractual agreement between the two parties. The cab card shows both the owner-operator's name and that of the carrier as lessee; the lessor's name is also shown.

PRIVATE CARRIER:

Entity which uses its vehicles to transport its own freight or passengers.

RECIPROCAL AGREEMENT:

An arrangement or agreement governing the mutual concession of rights or privileges between the jurisdictions party to the Agreement regarding vehicles duly registered according to the legislation in force in such jurisdictions.

REFERENCE PERIOD:

The twelve consecutive months extending from July 1st through June 30th immediately preceding the start of the registration year for which distance is reported under IRP.

REGISTRATION YEAR:

The 12-month period from April 1 through March 31 during which time licence plates issued by the Société de l'assurance automobile du Québec are valid, in compliance with Québec law.

RENTAL FLEET:

A set of motor vehicles for hire or lease, with or without drivers, and designated as such by their owner. The operational records must be kept by the rental firm that owns the fleet.

TOTAL DISTANCE:

The total number of actual kilometres travelled during the reference period, in all jurisdictions, by a registered vehicle fleet in compliance with IRP.

TOTAL KILOMETRES:

The total number of kilometres as estimated and the actual distance in km travelled, including that covered under trip permits.

TRIP PERMIT (or certificate):

Registration certificate issued to a base jurisdiction-licensed carrier for a trip into another jurisdiction. It is an alternative to full registration – a licence plate of the jurisdiction – or proportional as under IRP – which allows the holder of such certificate to carry goods or passengers between jurisdictions. Actual distance covered in a jurisdiction with a trip permit must be reported under IRP.

TRUCK:

Motor vehicle with a net weight over 3,000 kg designed and used for the transportation of goods or permanently fixed equipment.

TRUCK-TRACTOR:

Motor vehicle designed and used for pulling a trailer, semitrailer or axle dolly.

TYPE OF FLEET OPERATION:

Common carrier, private transport, household goods carrier, rental vehicles.

VEHICLE TAXABLE VALUE (VTV):

The value used in some jurisdictions for calculating sales tax on vehicles used for interjurisdictional travel. The value is applied in the following situations:

- vehicle bought from a dealer: the purchase price, before taxes, of the vehicle including accessories and any modifications, as shown on the sales invoice; possible trade-in value cannot be used to reduced the taxable purchase price.
- vehicle bought from an individual: the higher of the amount shown on the sales contract or the Vehicle Default Purchase Price, in force in Canada and the US.;

In the case of buy-back of a leased vehicle, the taxable value is the initial worth of the vehicle as stated in the lease agreement.



I N F O R M A T I O N

FOR MORE INFORMATION

SOCIÉTÉ DE L'ASSURANCE AUTOMOBILE DU QUÉBEC

Service Immatriculation-entreprises

333, boul. Jean-Lesage, C-3-33

P.O. Box 19600

Québec (Québec) G1K 8J6

Tel: (418) 528-4343

1 800 837-6030

Fax: (418) 646-5677

Website: www.saaq.gouv.qc.ca

THESE NINE SAAQ SERVICE CENTRES
CAN ALSO PROVIDE HELP.

**YOU MUST MAKE AN APPOINTMENT
BEFORE GOING THERE, HOWEVER.**

DRUMMONDVILLE

CENTRE DE SERVICES DRUMMONDVILLE

Société de l'assurance automobile du Québec

80, rue Belleville

Drummondville (Québec) J2C 5T1

Tel: (819) 475-8473

QUÉBEC

CENTRE DE SERVICES LEBOURGNEUF

Société de l'assurance automobile du Québec

787, boul. Lebourgneuf

Québec (Québec) G2J 1C3

Tel: (418) 528-1407

Fax: (418) 644-9942

GATINEAU

CENTRE DE SERVICES GATINEAU

Société de l'assurance automobile du Québec

975, boul. Saint-Joseph

Gatineau (Québec) J8Z 1W8

Tel: (819) 772-3993

RIMOUSKI

CENTRE DE SERVICES RIMOUSKI

Société de l'assurance automobile du Québec

92, 2^e Rue Ouest, rez-de-chaussée

Rimouski (Québec) G5L 8B3

Tel: (418) 727-3683

LAVAL

CENTRE DE SERVICES LAVAL

Société de l'assurance automobile du Québec

1545, boul. Le Corbusier, bureau 75

Laval (Québec) H7S 2K6

Tel: (450) 682-6196

ROUYN-NORANDA

CENTRE DE SERVICES ROUYN-NORANDA

Société de l'assurance automobile du Québec

1375, rue Larivière

Rouyn-Noranda (Québec) J9X 6M6

Tel: (819) 763-3400

LONGUEUIL

CENTRE DE SERVICES LONGUEUIL

Société de l'assurance automobile du Québec

1000, boul. Curé-Poirier Est

Longueuil (Québec) J4J 4X1

Tel: (450) 468-6588

SAGUENAY

CENTRE DE SERVICES SAGUENAY

Société de l'assurance automobile du Québec

2655, boul. du Royaume

Saguenay (Québec) G7S 4S9

Tel: (418) 548-0864

MONTRÉAL

CENTRE DE SERVICES HENRI-BOURASSA

Société de l'assurance automobile du Québec

855, boul. Henri-Bourassa Ouest, bureau 100

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**Société de l'assurance
automobile**

Québec

